POLICY TITLE
Workforce Certification - Reporting

POLICY NUMBER
8.8

PRIMARY RESPONSIBILITY
Campus and Systems Office Workforce Alignment

CREATION / REVISION / EFFECTIVE DATES
Created March 2011/Effective July 2011; revised October 2017/effective immediately

PURPOSE
The campus Workforce Certification Center (WCC) reports are compiled by Systems Office Workforce Alignment and the collective report is made available each month. To ensure consistent reporting procedures, the following guidelines should be used by campus Workforce Certification Centers in submitting their monthly reports.

ORGANIZATIONAL SCOPE OR AUDIENCE
Workforce Certification, credit and non-credit curricula areas where workforce certification training and/or testing takes place

DEFINITIONS
Assessment: A systematic process that allows for the estimation of skill competencies. Resulting information is reviewed and used as a baseline to drive changes for the purpose of improvement.

Certification: Official acknowledgment of expertise; act of confirming formally as true, accurate, or genuine.

Workforce certification: Validation of skills by providing Indiana residents with access to portable, third-party, industry-recognized credentials. This is done in a variety of ways, including employment testing, skill assessments, certification testing and professional licensure testing.

POLICY
Workforce Certification Centers are responsible for reporting data each month. Monthly reports are due to Systems Office Workforce Certification by noon on the 5th day of each month. If the 5th falls on a weekend or holiday, reports are due the next business day by noon. The monthly report template will be used to track out-of-center testing as well as other identified areas of measure. The statewide scheduling system will be used to track in-center testing.
PROCEDURE
Monthly data must be compiled and reported in the following areas: training, faculty certifications, certifications administered, certifications achieved, student tracking and assessment tracking.

A. Training: WCCs are responsible for reporting campus enrollment in all certification preparatory credit and non-credit courses that were successfully completed in the reporting period (monthly for non-credit and at the end of term for credit courses). In addition, managers will report the course numbers and titles of the reported courses. NOTE: The reporting of training responsibility will shift to SO Workforce Certification as the certification attribute in Banner is consistently applied statewide for both credit and non-credit courses.

In order to count the enrollments, a course is identified as certification-based by meeting one of the following requirements:
1. Contains course objectives that directly address preparation for taking the certification examination associated with that course. Ivy Tech course objectives would be based on the published certification exam objectives.
2. Uses vendor-approved course materials that reinforce the certification objectives in the course.
3. Requires that students take the certification examination as a course activity.
4. Incorporates the cost of the test into the cost of the course as determined by that program’s statewide curriculum committee.

Training information is recorded on the monthly report template.

B. Faculty Certifications: The College should promote certification of its faculty. Each month, the campus should report the number of faculty that has achieved certification on the faculty certification report line, whether they took that certification examination at the College or at some other location. The certification should not be counted as a certification administered or achieved if the certification was not facilitated by Ivy Tech Community College.

Faculty certification information is recorded on the monthly report template.

C. Certification Exams Administered: This number includes all nationally recognized certifications and licensures administered at Ivy Tech Community College. The number reported by the WCC should represent testing conducted anywhere within the campus by Ivy Tech staff. The certifications do not have to be administered in the workforce certification center facility, i.e., some may be given in a classroom. All in-center testing will be tracked using the statewide scheduling software. All out-of-center testing will be tracked with the report template.

D. Certification Exams Passed/Failed/Unknown: This number includes all certifications and licensures completed, passed, failed or unknown, at or by Ivy Tech Community College. If a candidate is from a particular campus, but tests at another campus, the campus administering the certification exam should report
the data. All in-center testing will be tracked using the statewide scheduling software. All out-of-center testing will be tracked with the report template.

E. Student Tracking: The WCC reports should, as much as possible, identify Ivy Tech students who take certification exams as part of their education. When students come into the Center, they should be asked what course (credit or non-credit) prepared them for the exam. They should be asked when they make the appointment or when they arrive to test. The information gathered is recorded in the statewide scheduling software.

F. Assessments: This number includes two types of assessments:
   1. Academic Assessments – Tracking of placement exams or skill assessments of current or potential Ivy Tech students. Includes ACCUPLACER, TEAS, CAAP, Distance Education exams and make-up testing.
   2. Other Assessment – Testing activity that does not result in a certification or licensure, such as employment testing.

As with the certifications taken numbers, assessments do not have to be administered in the workforce certification center facility to be counted, i.e., some may be given at a company location by college staff or conducted in a classroom on campus. All in-center testing will be tracked using the statewide scheduling software. All out-of-center testing will be tracked with the report template.

REFERENCES
Workforce Certification Monthly Report Template

RESOURCE PERSON
Executive Director of Workforce Alignment