

Credential Modification Application Walkthrough

OVERVIEW

This is a walkthrough on how to complete the Application for Industry-Recognized Credential Bundles. If this credential is not listed on Ohio's K-12 Industry-Recognized Credential list, the application will not be reviewed. The application will be reviewed by the K-12 Industry-Recognized Credential Review Committee on the same evaluation schedule as applications for new credentials and for new bundles.

BIOGRAPHICAL/INSTITUTIONAL INFORMATION

1. Here is where you input your name, organization, and organization type. If there are multiple applicants working on this application, please put one name, organization, and email. The email you provide here will receive the decision letter from the Industry-Recognized Credential Review Committee after decisions have been rendered.

* 1. Applicant Name

* 2. Applicant Organization

* 3. Organization Type

☐ Education organization (School, Educational Service Center, Career Pathway Support Network, etc.)

☐ Independent business, non-profit organization, or trade organization

☐ Credential vendor

* 4. Applicant Email

INFORMATION ABOUT THE CREDENTIAL YOU WOULD LIKE TO MODIFY

1. Please list the EMIS code AND/OR the credential name from the [state credential dashboard](#). You can copy and paste the EMIS code and name of the credential (shown under 2. in this section). Please list one credential per application.

* 5. Please list the name or EMIS Code of the credential you would like to modify as it is listed in the [state credential dashboard](#):

* 6. Credential modification requested:

- ☐ Bundle eligible credential changed to be a standalone credential
- ☐ Credential name change
- ☐ Evaluate this credential using other SOC Codes
- ☐ Other (please specify)

2. To copy over the credential EMIS code and name from the [state credential dashboard](#), please right click on the credential, click on “Copy” and then “Copy Value”:

Agriculture			
CB62 - CPR First Aid			
CE15 - International Society of Certified Electronics Technicians (ISCET) Certificate of Completion Electronics Technician			
CG65 - Part 107 Remote Pilot Certificate			
CH11 - NCCER Level 1 - Construction Technology			
CH13 - NCCER Level 1 - Drywall			
CH14 - NCCER Level 1 - Electrical			

3. In question 6, please indicate the modification you would like to request that the IRC Committee consider. These can include:
 1. Bundle eligible credential changed to be a standalone credential (**please see page 6**)
 2. Credential name change (**please see page 5**)
 3. Evaluate this credential using other SOC Codes (**please see pages 3 & 4**)
 4. Other (please specify) (**please see page 6**)

CREDENTIAL CAREER FIELD

1. On this page, please indicate which new career fields you would like to map the credential to.
2. Please choose three or fewer career fields. If you believe your credential applies to more than three career fields, please reach out to the Industry-Recognized Credentials team at industrycredentials@education.ohio.gov to discuss further.

* 7. New career fields applicable to this credential

- ☐ Agriculture and Environmental Systems
- ☐ Arts and Communication
- ☐ Business, Marketing, and Finance
- ☐ Construction
- ☐ Education and Training
- ☐ Engineering
- ☐ Health
- ☐ Hospitality and Tourism
- ☐ Human Services
- ☐ Information Technology
- ☐ Law and Public Safety
- ☐ Manufacturing
- ☐ Transportation

STANDARD OCCUPATIONAL CLASSIFICATION (SOC) MAPPING

1. You will be asked to map your credential to Standard Occupational Classification (SOC) codes aligned to the career fields you listed on the previous page. SOC codes are used by the Bureau of Labor Statistics and the Ohio State Government to describe different jobs. For instance, “53-3032” is the SOC code for “Heavy and Tractor-Trailer Truck Drivers.”
2. For each career field you indicated on the previous page (you can toggle back and forth using the “Previous” and “Next” buttons at the bottom of each page), choose up to 3 SOC codes/jobs listed that align to your credential. If you choose 1 or 2 SOC codes, that will not negatively impact your application.
3. If your credential aligns to more than three SOC codes in a single career field, check only the box that is labeled “GENERAL CAREER FIELD CREDENTIAL.”
4. DEW staff and the IRC Committee reserve the right to alter SOC recommendations if they find that there is a more descriptive or better aligned SOC code to your credential based on materials that you submit with your credential application. DEW staff will reach out to you if this is necessary.

SOC Mapping Example:

1. Let’s say you are applying for a credential in the Human Services Career Field. After looking at the list of available SOC codes, you find that your credential best aligns to both a Hairdresser SOC code and a Barber SOC code. You would check both of those boxes, as shown below:

23. Human Services (PICK MAX 3)

☐ GENERAL CAREER FIELD CREDENTIAL

☐ 41-2031 Retail Salespersons

☒ 39-5012 Hairdressers, Hairstylists, and Cosmetologists

☒ 39-5011 Barbers

2. However, if you find that your credential applies broadly, to many or all jobs in the Human Services Career Field, check only the box that is labeled “GENERAL CAREER FIELD CREDENTIAL,” as shown below:

23. Human Services (PICK MAX 3)

☒ GENERAL CAREER FIELD CREDENTIAL

☐ 41-2031 Retail Salespersons

☐ 39-5012 Hairdressers, Hairstylists, and Cosmetologists

☐ 39-5011 Barbers

CREDENTIAL NAME CHANGE

1. You will be asked to provide the name of the credential as it appears on the state credential dashboard (walkthrough on how to copy this name is on page 2).
2. Then, list the suggested name of the credential.

21. Name of the credential as it appears on the [state credential dashboard](#).

22. Suggested name of the credential

SUPPORTING DOCUMENTATION

1. The final page of the application requires you to upload all your supporting documentation as a single PDF.
2. The required documents are, depending on your request:
 - **Bundle eligible credential changed to be a standalone credential:** A signed letter from an Ohio business or trade organization attesting that this credential is able to serve as a postsecondary pathway for a student on its own.
 - **Credential name change:** Documentation from the credential vendor that the name change has occurred
 - **Evaluate the credential using other SOC Codes:**
 - Documentation validating the proposed SOC mapping included in this application
 - A signed letter from an Ohio business or trade organization attesting that this credential serves as a postsecondary pathway for a student in that career field
 - A signed letter from an Ohio School District, Career Technical Planning District, or Community School indicating that this credential will be implemented in a pathway in this career field
 - **Other:** Please contact the Industry-Recognized Credentials Team at industrycredentials@education.ohio.gov with any questions.
3. Most PDF software allow users to join multiple PDFs. There are free options for this service available online. Applicants should follow their institutional Information Technology policies when using online tools.