

New Credential Application Walkthrough

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 AND THE CREDENTIAL VENDOR

1. Input the credential name as it is listed by the credential vendor. You will be asked to submit documentation at the end of the application where this will be represented.
2. The contact name and email for the credential vendor will be made public if the credential is accepted by the IRC Committee to aid any school that wishes to implement that credential in their school.

* 5. Credential name as listed by the credential vendor

* 6. Credential vendor or issuing body

* 7. Contact name at credential vendor (This will be made public if the credential is accepted)

* 8. Email for the above contact at credential vendor (This will be made public if the credential is accepted)

* 9. Delivery mode

☐ In-person

☐ Online

☐ Hybrid

* 10. Assessment type

☐ Exam (in-person or online)

☐ Project-based

☐ Performance-based

CURRENT CREDENTIAL STATUS

1. The information on this page is to ensure that the credential you are applying for is not on the state list already OR has not already been reviewed by the IRC Committee during this fiscal year. You will be able to find a list of IRC Committee decisions on the DEW website in the future.

* 11. Is this credential currently listed on Ohio's K-12 Industry-Recognized Credential List?

☐ Yes

☐ No

* 12. Has this credential been declared "Not Eligible" on Ohio's K-12 Industry-Recognized Credential List during this Fiscal Year?

☐ Yes

☐ No

* 13. Has this credential been evaluated by the K-12 Industry-Recognized Credential Review Committee during this Fiscal Year's review cycle?

☐ Yes

☐ No

CREDENTIAL CAREER FIELD

1. On this page, please indicate which career fields your credential is applicable 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.
3. If you choose “ALL CAREER FIELD CREDENTIAL” listed at the bottom of the page, your credential will be evaluated as a “Workforce Foundational Credential.” If you choose “ALL CAREER FIELD CREDENTIAL,” please do not choose any other career field listed above it. You will immediately be taken to the page asking for **Supporting Documentation** and can skip the following page on the walkthrough.

* 14. 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
- ☐ ALL CAREER FIELD CREDENTIAL

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. You are applying for a credential in the Human Services Career Field. 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

SUPPORTING DOCUMENTATION

1. The final page of the application requires you to upload all of your supporting documentation in a single PDF.
2. The required documents are:
 1. A detailed breakdown of the trainer qualifications, materials, space, fees, universal supports, and instructional hours needed to deliver the credential
 2. A signed letter of support from the credential vendor
 3. A signed letter of support from an Ohio business or trade organization indicating that this credential will result in preferential hiring
 4. A signed letter from an Ohio School District, Career Technical Planning District, or Community School indicating that, if approved, this credential will be implemented at an Ohio School
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.