

**EXECUTIVE SUMMARY**  
**WEST VIRGINIA DEPARTMENT OF EDUCATION**

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**New Data Collection Title:**     Career Technical Education: Credentialing Data

**Background:**

The West Virginia Board of Education (WVBE) and West Virginia Department of Education (WVDE) support, administer, and monitor career technical education (CTE) programs designed to prepare students for a wide range of high-quality postsecondary opportunities that lead to gainful employment, including obtaining entry-level jobs following high school graduations, pursuing continued training in a specific craft, and/or seeking higher education (see W. Va. 126CSR44M, WVBE Policy 2520.13, *West Virginia College- and Career-Readiness Programs of Study/Standards for Career Technical Education*). Additionally, the WVDE partners with the Office of the Governor to assess students' eligibility for the Governor's Workforce Credential, an award offered to CTE program completers who achieve a rigorous set of standards within their state-approved CTE program of study and demonstrate exemplary performance within the emerging workforce.

To successfully carry out these responsibilities and to support federal reporting requirements, the WVDE needs information relating to credential eligibility and attainment. However, some of the necessary data elements have not been collected systematically in the student information system. WVDE must begin collecting two new data elements about individual students participating in CTE courses and programs and securing the items within the West Virginia Education Information System (WVEIS).

**Proposal:**

Following a review of program administration and reporting requirements and in consultation with key stakeholders, the WVDE Offices of Career Technical Education and Governor's Economic Initiatives propose collecting two new data elements related to students' eligibility for and attainment of career and workforce credentials.

The offices propose collecting information about credentials or certifications students earn while participating in CTE programs of study, including program-specific and universal certifications. Additionally, to assess eligibility for the Governor's Workforce Credential, the offices propose recording the dates on which individual students voluntarily participate in any random or elective drug testing as part of their CTE courses or programs of study.

Access to student-level data relating to credential attainment or eligibility would be restricted to those administrators, educators, and other professional staff (e.g., counselors) with a legitimate need to know.

**Impact:**

Adopting the proposed data elements will ensure that the WVDE is able to more efficiently administer the CTE programs within its responsibility and better monitor and report on student attainment of and eligibility for credentials and certificates that demonstrate their success and readiness for postsecondary opportunities.

In addition to ensuring compliance with requirements and expectations, collecting this information in a systematic, secure way will provide additional benefits to WVDE, districts and schools, and education

stakeholders in the state:

- Information about what credentials students are earning and their eligibility for awards such as the Governor's Workforce Credential will provide evidence to further demonstrate West Virginia's progress toward the development of a skilled workforce that meets current and expanded economic needs.
- Recording the details about students' credential attainment will enable WVDE to more fully characterize students' accomplishments with regard to workforce readiness. The WVDE will be able to provide better, more high-quality information to current and prospective employers and industries about the preparedness of the emerging workforce. Additionally, this information will help employers and industry representatives analyze the speed with which students may be able to step into productive employment given the training and certifications attained through secondary CTE programs (e.g., OSHA 10).
- Reports about the numbers of students earning universal and program-specific certifications will help education stakeholders—including parents, legislators, and employers—understand how many students in which areas are graduating from high school with some level of career training and qualifications to meet employment demands and grow local and state economies.
- Systematic and standardized records regarding the dates on which students voluntarily participate in any random and/or elective drug testing as part of their CTE courses or programs of study will allow local and state CTE program administrators to more quickly and effectively identify students who meet eligibility requirements for the Governor's Workforce Credential.
- Finally, systematically recording credentialing data within the data system will help WVDE improve the accuracy of state-level reporting pursuant to federal Perkins requirements regarding program quality as demonstrated through student attainment of recognized credentials.

**Data Elements:  
Career Technical Education: Credentialing Data  
List of Stakeholders**

The WVDE Data Governance Committee and other stakeholders internal and external to the department have reviewed this proposed data collection and have determined that it is an appropriate request to submit to the West Virginia Board of Education for review and consideration.

**Internal WVDE Stakeholders**

Nanette Argabrite, Executive Director  
WVDE Office of West Virginia Education Information System

Michelle Blatt, Assistant Superintendent  
Division of Support and Accountability

Clinton Burch, Executive Director  
WVDE Office of Governor's Economic Initiatives

Adam Canter, Assistant Director  
WVDE Office of Governor's Economic Initiatives

Doug Cipoletti, Lead Coordinator  
WVDE Office of West Virginia Education Information System

Tim Conzett, Senior Administrator  
WVDE Office of Data Management & Information Systems

Dr. Kathy D'Antoni, Assistant Superintendent  
Division of Technical Education & Governor's Economic Initiatives

Rick Gillman, Assistant Director  
WVDE Office of Career Technical Information

Erik Hawkins, Coordinator  
WVDE Office of West Virginia Education Information System

Georgia Hughes-Webb, Lead Coordinator  
WVDE Office of Data Analysis and Research

Derek Lambert, Coordinator  
WVDE Office of Middle and Secondary Learning

Sherri Nash, Executive Director  
WVDE Office of Career Technical Information

Dr. Andy Whisman, Executive Director  
WVDE Office of Data Analysis and Research

Joey Wiseman, Executive Director  
WVDE Office of Middle and Secondary Learning

### **External Stakeholders**

Jeremy Baisden, Coordinator, Information Systems  
Cabell County Schools

Tom Bayless, CTE Director/Principal  
Nicholas County Schools/Nicholas County Technical Center

Matt Call, Multi-County Director  
United Technical Center

Marcella Charles, Assistant Principal  
Mingo Central Comprehensive High School

Dr. Kelli Epling, Curriculum Assistant Principal  
George Washington High School (Kanawha County)

Ray Frazier, CTE Director/Principal  
Marion County Schools/Marion County Technical Center

Dawn Gessel, Director of Information Systems  
Putnam County Schools

Paul Hercules, Director of Technology  
Jefferson County Schools

Velvet Kelley, CTE Director  
Wayne County Schools

Jim Mahan, Director of Secondary Education  
Jackson County Schools

Matt Miller, CTE Director  
Lincoln County High School

David Soltesz, WVEIS Coordinator and Computer Applications Trainer  
Marshall County Schools

Courtney Whitehead, Director of Assessment, Accountability, and School Counseling  
Monongalia County Schools

**Proposed Data Collection:  
Career Technical Education: Credentialing Data  
Description and Information**

Two elements not already existing within the data system will be collected to ensure accurate and adequate information regarding student attainment of career and technical credentials/certifications and their eligibility for the Governor's Workforce Credential. Proposed new components and their descriptions follow.

**Item Name & Definition:**

The WVDE Offices of Career Technical Education and Governor's Economic Initiatives propose collecting information about (1) credentials or certifications students earn while participating in CTE programs of study and (2) the dates on which individual students voluntarily participate in any random or elective drug testing as part of CTE courses or programs of study.

- *Earned or Awarded Credentials/Certifications:* The names of all credentials or certifications that individual students earn during their participation in CTE courses or programs of study will be recorded in the student data system.

West Virginia students participating in CTE programs of study supported by the WVDE may earn any of more than 500 industry-recognized credentials or certificates. Such credentials/certificates which are approved by a recognized credentialing agency, are recognized as valuable within industries because they verify a student's understanding and/or mastery of subject knowledge and indicate that the student is qualified to perform a particular job or task in the workforce.

- *Dates of Participation in Random and/or Elective Drug Testing:* The dates on which individual students voluntarily participate in any random and/or elective drug testing will be recorded in the student data system. **Only dates of participation** will be documented in students' records; individual students' results **will not** be recorded in the data system.

Participation in drug testing is elective for students participating in CTE programs. Parents and students must consent to participating in any drug testing conducted pursuant to CTE program recommendations, Simulated Workplace protocols, and/or GWC application requirements. WVBE Policy 2520.13 stipulates that Simulated Workplace environments for students enrolled in the third and fourth program courses must meet certain requirements that replicate real-world industry conditions, including being drug-free workzones.

**When and Where the Information will be Collected:**

Information about students' attainment of credentials/certifications and their eligibility for the Governor's Workforce Credential (specifically, the dates on which students voluntarily participate in any random and/or elective drug testing) will be collected through direct report and monitoring by school staff. The information will be entered by school staff into an appropriate application within the WVEIS. Because this information may change during the course of a school year, student records will need to be updated on a regular basis throughout the year as students complete new credentials/certifications or participate in additional voluntary drug tests. Information about students' attainment of career or technical credentials will be protected with the restrictions applied to other similar student records.

**Description of the Legal Authority, Purpose, and Use of the Information:**

Collection of this information is permitted by state policy (W. Va. 126CSR44M, WVBE Policy 2520.13, *West Virginia College- and Career-Readiness Programs of Study/Standards for Career Technical Education*) and required by federal law, specifically the Carl D. Perkins Vocational and Technical Education Act, also known as Perkins V in its latest authorization (20 U.S.C. § 2301 et seq.). Federal law requires that certain indicators of career technical education student attainment and program performance be reported. Perkins V requires that student attainment of career or technical credentials be reported in the aggregate. The purpose of collecting this data is to monitor program quality to promote accountability for serving the needs of students and industries/businesses

As with other information collected by the district, students' credentialing data will not be revealed publically and will not be used for any purpose other than the provision and administration of educational services, the determination of individual eligibility for additional credentials or honors, and required aggregate reporting. This information will be used as part of annual reporting in an aggregate format that will ensure no student can be personally identified. Student privacy and the security of student information will be maintained pursuant to applicable federal and state regulations, to include (but not be limited to) the Family Educational Rights and Privacy Act (FERPA), WVBE Policy 4350 (*Procedures for the Collection, Maintenance, and Disclosure of Student Data*), and the Student Data Accessibility, Transparency, and Accountability Act (W. Va. Code § 18-2-5h).

**NEW DATA ELEMENT:  
Career Technical Education: Credentialing Data**

**COMMENT PERIOD ENDS:** \_\_\_\_\_

**COMMENT RESPONSE FORM**

**NOTICE:** Comments, as submitted, shall be filed with the West Virginia Secretary of State's Office and open for public inspection and copying for a period of not less than five years.

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The following form is provided to assist those who choose to comment on the proposed new electronic data collection *Career Technical Education (CTE): Credentialing Data*. Additional sheets may be attached, if necessary.

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input type="checkbox"/> Teacher             | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

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<b>COMMENTS/SUGGESTIONS</b>
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<b>CTE Credentialing Data: Earned or Awarded Credentials/Certifications.</b>
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<b>CTE Credentialing Data: Dates of Voluntary Participation in Random and/or Elective Drug Testing.</b>
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Please direct all comments to:

Georgia Hughes-Webb, Lead Coordinator, Support & Compliance  
Office of Data Analysis and Research  
West Virginia Department of Education  
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