

Industry Certification Approval Process for Inclusion on Current CTE Programs with Identified Industry Certifications to meet ARS 15-391 5 k and I for CTED Eligibility and College and Career Readiness Rubric Credentials List (A-F School Letter Grades)

1. Requestor will complete the “[Industry-Based Certification Application for Inclusion on the Arizona State A-F School Rating List](#)” and submit it to the Arizona Department of Education/Career and Technical Education unit (ADE/CTE), no earlier than March 1st of each year, through the CTED inbox, CTED@azed.gov.
2. The appropriate ADE/CTE Program Specialist will review the application and send it to the appropriate program Industry Advisory Committee.
3. The Industry Advisory Committee will determine if the credential should be added to the College and Career Readiness Rubric Credentials List (A-F School Letter Grades) and/or the Current CTE Programs with Identified Industry Certifications to meet ARS 15-391 5 k and I for CTED Eligibility list and/or using the application and supporting documentation submitted.
4. The recommendation for the College and Career Readiness Rubric Credentials List (A-F School Letter Grades) will then be submitted to the Arizona Career and Technical Education Quality Commission for review and submission to the State Board of Education for addition to the College and Career Readiness Rubric, Industry Certification list.
5. Once approved by the State Board of Education, the list will be added to the ADE website.

The timeline for the process is as follows:

Beginning March 1, 2020, the application process for the College and Career Readiness Indicators Credentials List (A-F Rating List) and CTED industry credential list will **open on March 1st** of each year and will **close on July 31st** of that same year. Submissions for the College and Career Readiness Indicators Credentials List (A-F Rating List) and CTED industry credential list must be received by **5:00 pm on July 31st** for of the current year to be considered for the school year following the year submitted.

Credentials submitted to ADE CTE between March 1, 2020 and July 31, 2020 and approved by the CTE Quality Commission at the October 2020 quarterly meeting will be submitted to the State Board of Education (SBE) in January 2021 and if approved by the SBE, to the Joint Legislative Budget Committee (JLBC) in February 2021 for any new credentials for the **2021-2022 school year**.