



Getting Industry Certified

Industry certification opens doors of opportunity for you *and* your students. When you get certified you set the example for your students and ensure that they will be eligible for certification. Your classroom may receive weighted funding as provided by Perkins IV grant legislation. As a full-time educator in the field of career and technical education, you may be eligible to receive a mini-grant from the Perkins Professional Development Institute (PDI) to help with the cost of training and/or testing for state-approved industry certifications. **(PDI is a state-funded program. It is separate from the district ACT office.)** Inservice points may also be awarded. Take advantage of these incentives by getting certified ASAP!

1) Select the certification that is correlated to the subject matter you teach. Look at the Cape Academy List to see which industry certifications are a match for the academy where you are assigned to teach. Select the certification that best goes with your course. Open the document with the title and follow the certification process explained there.

2) Choose a test date that enables you to test before the Perkins Professional Development Institute deadline to be eligible for cost reimbursement.

3) Complete the Application for the Professional Development Institute Mini-Grant. (Each one is a simple, one-page document.) Return them via courier to:

Trish Litton
Adult, Career and Technical Education
School Support Center

The ACT Department will complete their portion of the paperwork and send it in. The Professional Development Institute will approve the application in accordance with specific priorities. If approved, they will issue a *Letter of Acceptance* for reimbursement of costs once certification has been achieved.

4) Complete the required ATD forms and send them to ACT for approval if needed for training or testing time.

5) Call Trish Litton for help with costs associated with getting registered for any related training program and the certification exam. In the event that there is not a training program for your certification area, she will order any prep materials you might need. Ways to find available materials are listed on the program certification page included with this information sheet.

6) Get prepared for exam day! Attend the training and/or work through the materials that will help you get ready.

7) Take the certification exam.

8) Submit the required documentation to receive inservice credit to Staff Development. If you attend a training conference you must submit a copy of the conference agenda and a written summary of what you learned by participating. If you are studying online or with study guides, you must keep a log. You will receive inservice credit when you pass your certification exam as documentation of your efforts.

9) When you receive confirmation that you have earned industry certification send in a copy of the certification and documentation of any expenditures to Trish. The documents **MUST** be submitted in time to be in the hands of the Professional Development Institute before their deadline as they are operating with grant funds that are required to be expended (paid out) before the end of the fiscal year.

10) Encourage your students to follow your example and seek industry certification, too!