



State of Louisiana

**Industry-Based Certification (IBC)
Application Packet**

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Industry-Based Certification Overview

What is an Industry-Based Certification (IBC)?

An Industry-Based Certification is an independent third party credential that is industry- accepted and results from a process whereby an individual's knowledge and/or skill in a particular area is verified against a set of pre-determined standards.

Why Industry-Based Certification?

Programs designed to educate and train individuals for successful entry into the workforce must target skill and labor deficits within particular areas of industry. Employers place great value on industry-recognized certificates that measure technical abilities. The continuing success of students and those seeking higher levels of employment requires developing skills consistent with industry standards and obtaining recognized and marketable certificates, which employers use as one important criterion for hiring. In a rapidly changing world, certificates are an effective way for educators, students, and employers to communicate in a common language about skill needs, training, and opportunities—particularly in high-growth occupations.

An IBC is tangible evidence that an individual has successfully demonstrated skill competencies in a specific set of work-related tasks, a single occupational area, or a cluster of related occupational areas as recognized by a specific industry. It has been suggested that IBCs are an individual's passport into the new economy. Employers, as members of a particular industry- base, participate in setting the standards and creating criteria for certificate attainment. A certificate signals to an employer a particular set of skills and expected level of competency and productivity. Applicants with an industry-recognized certificate are more likely to be hired because the certificate provides the employer some assurance that the applicant has the right skills for the job. The IBC Council, the Workforce Investment Council, and the State of Louisiana believe strongly that when its workers possess a set of documented certifiable skills, as evidenced by obtaining an IBC, it benefits the employee, the employer, and the state.

What is the purpose of the Industry-Based Certification Focus List?

The purpose of the IBC "focus list" is to provide guidance - to *training programs and other stakeholders in the workforce development system, as well as to students* – regarding the occupational areas that are important to Louisiana and in which certifications are recognized by Louisiana businesses.

Certifications included on the state focus list 1) meet a set of pre-determined industry standards; 2) relate to high demand occupations throughout Louisiana; 3) reflect high wage jobs and occupations that lead to a career ladder; 4) are widely supported and recognized by Louisiana's industries that lead to a clear career pathway; and 5) meet the IBC Council's criteria for inclusion.

How does an IBC "make" the list?

In order to be included on the approved focus list, the IBC must meet the requirements for certification inclusion, the recommending entity must complete an application, the IBC must be approved for recommendation by the IBC Council to the Workforce Investment Council (WIC), and the WIC must vote favorably for inclusion.

Louisiana Industry-Based Certification (IBC) Requirements For Inclusion on the Official IBC Focus List

Certifications included on the official IBC Focus List must:

1. Fit the definition of an Industry-Based Certification which is a credential, usually issued by an industry or industry group, that verifies an individual has met the skill standards established by that industry or industry group, as minimal requirements to successfully enter the workforce and compete in a particular occupational area. Industry-based standards are usually monitored and updated in accordance with changes by the sponsoring/certifying agency. Certifications normally have a finite life and a re-certification process must be undertaken by recipients of credentials to keep the certification in force.
2. Provide opportunities for entry-level employment in occupations recognized as 4- or 5-Star Jobs by the Louisiana Workforce Investment Council. Applicants must submit documentation detailing demand and wages for occupations related to the certification under consideration.
3. Have State, National, or International recognition. An IBC is tangible evidence that an individual has successfully demonstrated skill competencies in a specific set of work-related tasks, a single occupational area, or a cluster of related occupational areas as recognized by the specific industry and verified by successful completion of required assessment components.
4. Have the support of at least three (3) Louisiana employers recognizing the credential. Letters of support on company letterhead must accompany the application.
5. Be generic, not vendor-specific, except in special cases as determined by the IBC Council.

*NOTE: The IBC Council may make exceptions to these requirements on a case-by-case basis, when making their recommendations to the full Workforce Investment Council. **Also, although NOT mandatory, the IBC Council strongly urges applicants to share proposed IBCs with their local JumpStart Team(s) to maximize regional collaboration, coordination, and to the extent possible, seamless integration of the IBC within the school curriculum and/or delivery process.***

Process for adding certification to official IBC Focus List

1. The IBC application must be completed and submitted to the Director of the Louisiana Workforce Investment Council, no later than one month prior to an IBC Council meeting. Incomplete applications will not be considered. This form and all supporting documentation may be completed and submitted by any entity wishing to have a certification added to the State Focus List and the Board of Elementary and Secondary Education (BESE) approved IBC matrix. Please send the completed application and all supporting documentation to IBCcouncil@la.gov.
2. The Chairperson of the IBC Council will direct appropriate staff (Louisiana Department of Education (LDOE), Louisiana Community and Technical College System (LCTCS), Louisiana Economic Development (LED), or Louisiana Workforce Commission (LWC)) to research the requested certification to verify occupational demand and wages and to ensure that all basic requirements are met.
3. The approval process to add new IBC's to the State Focus list is as follows:
 - A) Requesting entity submits completed application and all supporting documentation to the Director of the Louisiana Workforce Investment Council (WIC).
 - B) The WIC Director will provide application and supporting documents to the members of IBC Council.
 - C) Should the IBC Council determine substantial evidence for the inclusion of a new IBC, the submitting entity and employers supporting the request will be required to present the IBC application, answer additional questions or provide additional information.
 - D) The IBC Council will determine if there is substantial evidence for the inclusion of a new IBC.
 - E) Upon approval by the IBC Council, the application will be placed on the next Workforce Investment Council (WIC) meeting agenda for review and final approval.
4. Once certification is approved by the WIC, it will be sent to the Education Providers as an action item to be added to LDOE's IBC matrix.
5. Updated information about the approved IBC and its link to a high-wage, high-demand career must be submitted to the Director of the Louisiana Workforce Investment Council every two years for review and determination of whether the IBC remains on the State Focus list.

LOUISIANA INDUSTRY-BASED CERTIFICATION (IBC) REVIEWER CHECKLIST

The IBC Council uses the following checklist for determining IBC Focus List eligibility.

- Does this credential verify that an individual has met the skill standards established by the industry in question as a minimal requirement to successfully enter the workforce and compete in a particular occupational area?
- Is this industry standard monitored and updated in accordance with changes by the sponsoring/certifying agency?
- Is the certification finite?
- Is there a recertification process?
- Does this credential offer the opportunity for entry-level employment in occupations recognized as 4- or 5-star jobs by the Louisiana Workforce Investment Council and the Occupational Forecasting Conference?
- Does this credential have state, national, or international recognition?
- Does this credential have the support of at least three Louisiana employers?
- Is this credential generic and not vendor specific, except under special conditions determined by the IBC Council?

Note: The IBC Council may make exceptions to these requirements on a case-by-case basis, when making recommendations to the full Workforce Investment Council.



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Workforce Investment Council

**INDUSTRY-BASED CERTIFICATION (IBC) APPLICATION
For Inclusion on the Louisiana State IBC Focus List**

Instructions: Please complete each question of the application. Incomplete applications will not be considered. Completed applications and all supporting documentation should be submitted to: ibccouncil@la.gov.

Date: _____

1). Submitting Organization _____

2). IBC Title: _____

3). Geographic Area of Certification: State Multi-state National International

4). Explanation of Workforce Demand for IBC _____

5). Occupations with 4 and 5 Star Jobs ratings associated with IBC:

Occupation	Star Jobs Rating	Anticipated Annual Statewide Demand	Wage Range

NOTE: Add additional rows to this chart if needed to document other occupational need.

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6). Listing of Louisiana employers (minimum of 3) recommending the creation of this IBC. Letters of support from each supporting entity must be attached and include information on workplace experiences for students and preferences for hiring graduates with this certification. If a regional Jump Start team endorses this application, please include a letter of support and list below.

Name of Employer, Industry Association, or Regional Jump Start Team	Address	Contact Person	Phone No.

NOTE: Add additional rows to this chart if needed to document other employers or industry associations supporting this IBC.

7). Certifying/Accrediting Agency with contact information:

Name of Certifying Agency or Accreditation Group	Address	Contact Person	Phone No.

8). Brief Program Description to include, but not limited to:

a. Curriculum to be used for training purposes:

b. Is the curriculum or training materials duplicated in another training field? If so, please explain the need to use different training materials:

c. Facilities currently offering training or where training could be implemented:

d. Upon completion of training and certification, what is the next step in continuing training/education in this field.

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e. What is the minimum length of time required to complete the training?

f. What type of certification testing and/or assessment is included with the training?

g. What are the safe guards for test validity to protect the certification standards?

h. Does the assessment include written exams, hands-on applications, and/or performance measures?

i. Is the certification based upon classroom training only, or does work experience qualify?

j. Explain career advancement upon completion of training and obtaining certification by the students of this IBC:

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k. Additional training opportunities

l. Continuing education, dual enrollment, articulated credit, and career ladder possibilities:

m. What is the cost for the training and certification? What resources do employers provide in support?

n. What is the recertification process for an individual's credentials to remain current/active?

INDUSTRY-BASED CERTIFICATION APPLICATION

Submitted by: _____ Phone: _____

E-mail: _____ Fax: _____

For IBC Council Use Only:

___ We recommend this IBC for inclusion on the State Focus List.

___ We will reconsider this application at the next IBC Council Meeting. Submitting organization is to provide additional information as requested by the Council.

___ We do not recommend this IBC for inclusion on the State Focus List for the following

reason(s):

IBC Committee Feedback: