

**INDUSTRY CERTIFICATION EXAMINATIONS,
CERTIFICATIONS, AND LICENSES**

To increase the number of students taking industry certification examinations and obtaining trade-specific industry certifications and licenses, the technology center district has established this policy to cover the direct costs of trade specific industry certification examinations and licenses related to the program of student for eligible students. The board may set aside funding from the general fund on an annual basis to assist secondary students in obtaining trade-specific industry certification and licenses. Secondary students will be allowed the opportunity to request assistance from the funds that are set aside for this purpose. The administration shall establish criteria for each program to identify a process for determining secondary student eligibility for these funds. Once a secondary student is deemed eligible and approved for funding for trade specific industry certifications and licenses, the technology center shall make payment for the direct costs of the examinations and licenses.

A secondary student wishing for Southwest Technology Center to pay or reimburse the costs associated with certification, fees or licensing exams will submit an application to the instructor of the career major. As a part of the application process, and as a condition of acceptance of the scholarship. Secondary students must meet the following criteria;

- Attend a minimum of 360 hours of full time instruction
- 95% attendance
- Earn a cumulative grade of “B” or better in the career major
- Pass the instructors pre-test with an 85% or better if applicable
- Provide a copy of exam results or license to Director of Student Services

Southwest Technology Center will only pay or reimburse for one attempt at certification and licensure attainment. If a certification requires a series of tests, Southwest Technology Center will only pay for each test in the series one time. After successfully passing the first required test in the certification series, Southwest Technology Center will then pay for the next test in the certification series and so on. If a student fails any test attempt in the series, the responsibility for retaking the test reverts to the student.

Students who are approved for payment or reimbursement will give the school access to final test results to allow for data collection in order to determine the success of the program. A copy of the certification or license will be kept as a part of the permanent record in the student’s file.

The instructor will sign the student’s application as verification that the student has met the required criteria and is eligible for the scholarship. Students may be reimbursed when applicable, or payment can be made directly to the provider of the examination or to the entity who charges the fee.

Once the student has passed his/her certification or license, the student will then submit a copy of the certification or licesnse, to be placed in his/her permanent record. If the student is requesting reimbursement appropriate documentation must be submitted, i.e. approval form, receipt, and copy of certification, fee or license. The school will then reimburse the student for certifications or licensures per student, not to exceed \$360.00. Each application will be evaluated on an individual basis.

REFERENCE: 70 O.S. §14-103.3