

KSA 72-4489 CERTIFICATION INCENTIVE

2012-2013 Senate Bill 155

INSTRUCTION SHEET

Encrypted certification award forms, with electronic signatures, are to be e-mailed to KSDE (jcornejo@ksde.org) by May 24, 2013.

SECONDARY SCHOOL DISTRICTS:

- 1. Report all claims on the attached spreadsheet for Public School Students.
- 2. Only record students meeting **ALL** certification requirements as listed on the list of 2012 SB 155 (KSA 72-4489) Incentive Certifications. (Example: Student must attain all 4 NATEF area certifications to qualify).
- 3. List each incentive certification earned by each pupil.
- 4. Submit only ONE form per district.
- 5. Only submit names of students who have graduated during the 12-13 school year and have sat for the certification test PRIOR to their official high school graduation date.
- 6. Validation for all certificates reported must be maintained at the local district for future auditing purposes.
- 7. All claims must be signed by the local superintendent and responsible form completer (electronic signatures).
- 8. Encrypt the Excel document with a password (Read Instructions for Encrypting an Excel Document p. 3)
- 9. E-mail encrypted certification award form to KSDE (icornejo@ksde.org)
- 10. **Send separate** e-mail to KSDE (<u>icornejo@ksde.org</u>) with the password to open encrypted document.

POSTSECONDARY INSTITUTIONS:

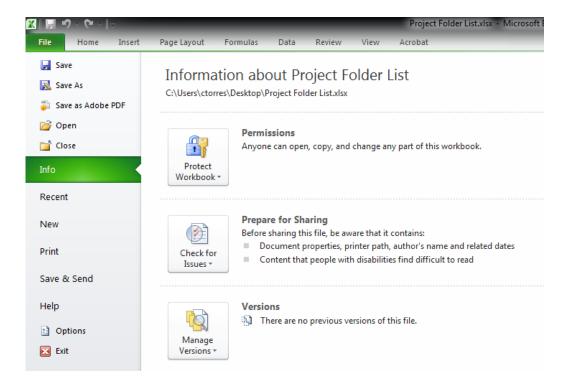
- 1. Report all claims on the attached spreadsheet for Private School Students.
- 2. Record ONLY students meeting ALL certification requirements as listed on the list of 2012 SB 155 (KSA 72-4489) Incentive Certifications. (Example: Student must attain all 4 NATEF area certifications to qualify)
- 3. Submit only ONE form per postsecondary institution.
- 4. Only submit names of students who have graduated from a PRIVATE high school during the 12-13 school year and have sat for and passed the certification test PRIOR to their official high school graduation date.
- 5. Validation for all certificates reported must be maintained at the postsecondary institution for future auditing purposes.
- 6. All claims must be signed by the postsecondary institution president or their designee and responsible form complete (electronic signatures).
- 7. Encrypt the Excel document with a password (Read Instructions for Encrypting an Excel Document p. 3).
- 8. E-mail encrypted certification award form to KSDE (icornejo@ksde.org)
- 9. Send **separate** e-mail to KSDE (<u>icornejo@ksde.org</u>) with the password to open encrypted document.

KSA 72-4489 CERTIFICATION INCENTIVE LIST

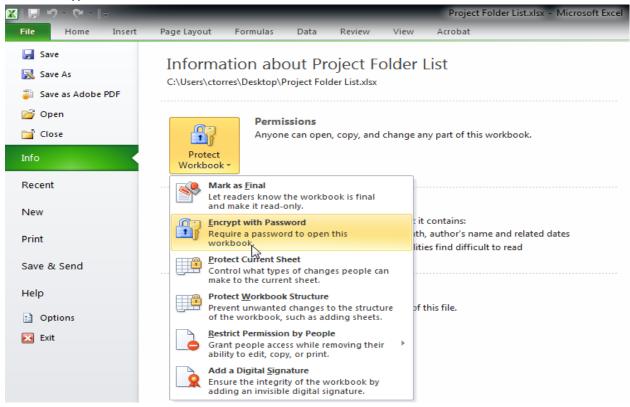
Certification	Certification Name
Code	
ASEM	Automotive Service Excellence- Medium & Heavy Truck - Diesel
ASET	Automotive Service Excellence – Automotive Service Tech. Level 1
AWS	American Welding Society - 3 Position Qualifications (AWS- 1F, 2F, & 1G)
CDL	Commercial Driver's License
CISCOEN	CISCO- Certified Entry Networking Technician
CISCONA	CISCO – Certified Network Associate
CISCONP	CISCO – Certified Network Professional
CNA	Certified Nurse Aide
COMPTIAA	CompTIA – A+ Certification
COMPTIAN	CompTIA – Network + Certification
HVACER	HVAC Excellence- Employment Ready Certification in one of the following: Light Commercial Air
	Conditioning; Air Conditioning; Basic Refrigeration & Charging Procedures; Electric, Gas, & Oil
	Heat; Heat Pump; System Diagnosis & Troubleshooting Procedures; Light Commercial
	Refrigeration
ICER	Industry Competency Exam – Residential HVAC
ICELC	Industry Competency Exam – Light Commercial HVAC
ICEC	Industry Competency Exam – Commercial HVAC
KDACPA	Kansas Dept. of Agriculture – KS Commercial Pesticide Applicator's Certificate
KDAASC	Kansas Dept. of Agriculture – Agriculture Skills & Competencies Certificate
MSSCPT	Manufacturing Skills Standards Council- Certified Production Technician
NCCER1	NCCER Core Certificate AND Electrical Level 1 Certificate
NCCER2	NCCER Core Certificate AND Construction Laborer Certificate
NCCER3	NCCER Core Certificate AND Plumbing & Pipefitting Level 1 Certificate
NCCER4	NCCER Core Certificate AND Carpentry Level 1
NCCER5	NCCER Core Certificate AND Industrial Maintenance Level 1 Certificate
NCCER6	NCCER Core Certificate AND Control Center Operations Certificate
NCCER7	NCCER Core Certificate AND Sheet Metal Level 1 Certificate
NCCER8	NCCER Core Certificate AND Concrete Finishing Certificate
NCCER9	NCCER Core Certificate AND Introduction to Masonry Level 1 Certificate
NATEFA	NATEF- 4 Automobile Assessments (Brakes, Electrical/Electronic Systems, Engine Performance,
	and Suspension & Steering)
NATEFM	NATEF – 4 Medium/Heavy Truck Assessments (Brakes, Electrical/Electronic Systems, Diesel
	Engines, and Steering & Suspension)
NATEHVAC	North American Technician Excellence – HVAC-R (Core Exam AND Specialty Area Exam)
NIMSMA	National Institute for Metalworking Skills – Machining Level 1
NIMSMF	National Institute for Metalworking Skills – Metal Forming 1

INSTRUCTIONS FOR ENCRYPTING AN EXCEL DOCUMENT:

1. To encrypt an Excel document with a password select Protect Workbook under the Info option from the File Menu.



2. Select Encrypt with Password.

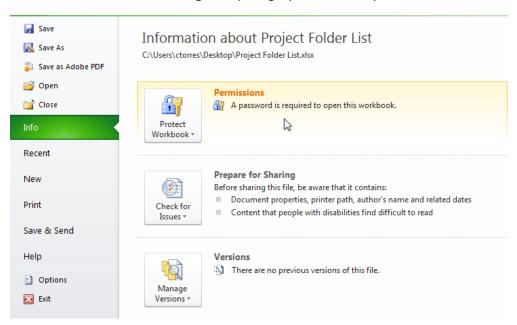


3. Type a strong password in the Password field and click OK. Retype the strong password to confirm the password and click OK.

(NOTE: A strong password should contain a minimum of 8 characters with the following characteristics. A minimum of 1 Uppercase; 1 lowercase; 1 number and a special character.)



4. Notice that the Permissions have changed requiring a password to open the document.

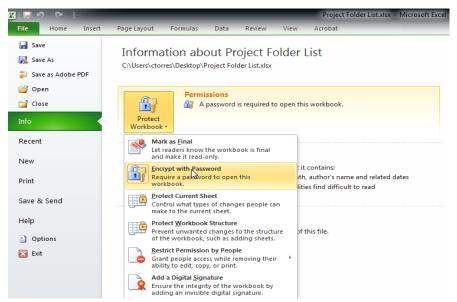


5. To access an encrypted document double-click and type the password in the Password field and click OK.



6. To unprotect an encrypted Excel document select Protect Workbook under the Info option from the File

Menu.



7. Highlight the password and press Delete and click OK to remove the password.





8. Notice that the Permissions have changed allowing anyone to open, copy, and change any part of the document.

