



**Application**  
**for**  
**Texas Skill Standards Based**  
**Program Recognition**

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## **SECTION I. General Information**

Texas skill standards based program recognition is a Texas Workforce Investment Council (TWIC) initiative to recognize a community or technical college workforce education award (credential) that has skill standards incorporated into the curriculum, classroom instruction, and assessments. Previously administered by the Texas Skill Standards Board<sup>1</sup>, program recognition indicates to employers that a technical program is addressing the industry workforce needs as defined in the skill standards. This packet provides instructions, sample documents, and required forms to apply for program recognition.

### **Eligibility**

New and existing community and technical college level two certificate or associate's degree programs are eligible for program recognition.

### **Benefits**

Colleges may use program recognition to promote their programs in the local and higher education communities, and to employers. Recognized programs will be displayed on the recognized programs page of the Texas skill standards website at: [www.tssb.org/colleges-0](http://www.tssb.org/colleges-0), where they will have greater visibility among colleges, employers, and others visiting the site. In addition, colleges will have the option, subject to a user agreement, of affixing a gold embossed seal to the credential of every graduate of its recognized program(s). The seal will signal to employers that program graduates have been taught the industry skill and knowledge requirements specified in the skill standards.

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<sup>1</sup> The Texas Skill Standards Board was abolished by the 84<sup>th</sup> Texas Legislature and all its powers and duties were transferred to the Texas Workforce Investment Council on September 1, 2015.

## **SECTION II. Program Recognition Process**

Colleges interested in applying for program recognition should follow the five steps below. Application contents, instructions, and submission requirements are available in Section III of this document.

### **STEP 1A: Incorporation of skill standards content into technical curriculum**

Application for program recognition requires a community or technical college to document that it has incorporated the skill standards content into the courses for a level two certificate or associate's degree program. In some cases, a college may need to add or create new courses in order to integrate the skill standards into the program. Such a program revision may require formal approval from the Texas Higher Education Coordinating Board (THECB). In other cases, a college may want to integrate skill standards into a new program that it is developing.

In both of these situations, the college should begin the program recognition process before it submits the new or revised program for approval to the THECB. As the college designs or revises its program, it should ensure that the set of courses constituting the award (credential) encompasses all the skill standards elements.

For guidance in integrating skill standards elements into curriculum, two resources are available to colleges. *Incorporating Skill Standards into Curriculum: A User's Guide (User's Guide)* is available to download from the Texas skill standards website at <http://www.tssb.org/community-and-technical-colleges>. Colleges may also schedule a skill standards usage workshop with Texas Workforce Investment Council (TWIC) staff. The workshop, conducted at the college, provides an orientation to the Texas skill standards elements and format followed by a suggested process for integrating each element into a program's curriculum. To schedule a workshop, colleges should contact the TWIC office at 512/936-8100 or [twic@gov.texas.gov](mailto:twic@gov.texas.gov).

### **STEP 1B: Notification of intent to apply for program recognition**

Colleges shall submit a notification of intent (NOI) to apply for Texas skill standards based program recognition. *The NOI must be submitted one month prior to submission of the program recognition application.* However, it is recommended that the NOI be submitted as soon as possible. Early submission prior to the deadline enables the TWIC staff to notify the college of any other colleges' program recognition efforts in the same occupational area and to provide technical assistance as needed.

### **STEP 2: Submission of application**

Interested applicants must submit a separate application for each level two certificate or associate's degree program for which they are seeking recognition. See Section III for application contents, instructions, and submission requirements.

### **STEP 3: Notification of THECB approval for new or revised programs**

College applicants that are developing a new program or revising an existing one shall notify TWIC staff when they receive THECB approval. A program will not be considered for recognition until THECB approval, if needed, has been granted.

### **STEP 4: Review and discussion of application**

TWIC staff reviews the college's application to determine whether the program recognition requirements have been met. This review may yield one of three potential outcomes:

- a. **Application meets all program recognition requirements** (including confirmation that all the key activities, or equivalent, in the skill standards, are contained in the program's courses. Staff proceeds to Step 5.
- b. **Application does not appear to meet program recognition requirements.** There are questions regarding the alignment of the key activities (or equivalent elements) with the program's courses. The college is invited to discuss staff's concerns and/or questions. If the discussion yields satisfactory answers, the college submits revised application materials. Staff proceeds with the program recognition award process in Step 5.
- c. **Application clearly does not meet program recognition requirements.** Skill standards key activities (or equivalent elements) show little or no relation to the course descriptions and learning outcomes of the program as designated in the college's submitted matrix and syllabi. The college is notified, with an explanation, that its program recognition application has been denied.

**STEP 5: Recognition of Texas skill standards based program**

TWIC approves application and recognizes program, notifies the college, and posts the program on the Texas skill standards website.

## SECTION III. Notification of Intent Forms and Instructions

All applicants must submit an NOI form no later than one month prior to submitting the application for program recognition.

The NOI must be completed, signed, and submitted to TWIC staff. A signed pdf copy may be emailed, or a hard copy sent to the address below. (Please call the TWIC office at the phone number below for the appropriate email address.)

**Address:**

Texas Workforce Investment Council  
1100 San Jacinto Boulevard, Suite 1.100  
Austin, Texas 78701  
(512) 936-8100

### Instructions to Complete NOI

- **College name:** Enter the name of the college submitting the NOI.
- **Mailing address:** Enter the street address, post office box, city, state, and zip code of the institution that is submitting the NOI.
- **College contact:** Enter the name and contact information of the individual to contact regarding the college's program recognition application.
- **Award being incorporated with skill standards:** Enter the title and award level (AAS, associate's degree or level two certificate) of the program being incorporated with skill standards. For example, Biotechnology Laboratory Technician Associate of Applied Science (AAS).
- **Texas skill standards being incorporated into the curriculum:** Enter the title of the skill standards, as stated in the Texas skill standards website repository (<http://www.ttsb.org/texas-skill-standards-repository>) that will be integrated into the curriculum.
- **Anticipated application submission date for program recognition:** Enter the estimated date that the college will submit its program recognition application.
- **Statement of intent:** Type the name and title and provide the signature of an authorized college representative to indicate the institution's intention and understanding of the statements listed.

## SECTION IV. Application Contents and Instructions

The documents listed below under application contents may be completed and emailed to TWIC staff, including pdf copies of the signed NOI and application cover page. The email address may be obtained by calling the TWIC office at the phone number below. (The NOI is required no later than one month prior to submission of the application.) A separate application shall be submitted for each level two certificate or associate's degree program for which program recognition is being sought.

### Address:

Texas Workforce Investment Council  
1100 San Jacinto Boulevard, Suite 1.100  
Austin, TX 78701  
512/936-8100

### Format

The application cover page and NOI in this packet *may be downloaded as Microsoft Word interactive forms* from the Texas skill standards website ([www.tssb.org/applications](http://www.tssb.org/applications)). Once installed on individual computers, they can be completed electronically, printed, and signed before being submitted to the address above.

### Application contents

The contents of the application consist of the following documents:

- A. Application cover page** – including statement of support signed by the program's industry advisory committee chair, and statement of intent signed by the college president or chief instructional officer, with the following documents attached if relevant:
- A copy of each local needs course that has been created to incorporate skill standards' key activities.

AND

- B. Matrix or table** – matching the key activities (or equivalent element) in the skill standards to the technical core course(s) in which they will be assessed as learning outcomes.

AND

- C. Syllabi** – for every course that is integrated with key activities, as listed in the matrix.

## Instructions to Complete Application Documents

### A. Application cover page (See attached form.)

- ***Institution name:*** Enter name of institution seeking program recognition.
- ***Program name:*** Enter title of program for which recognition is being sought.
- ***Program status:*** Indicate whether the program status is “new” or a “revision” (requiring THECB approval) or “existing.” If in the process of seeking THECB approval for a new program or program revision, indicate the proposed implementation date of the new or revised program.
- ***Title of award incorporated with skill standards:*** Enter the institution’s title for the award into which the skill standards are being incorporated, e.g., Biotechnology Laboratory Technician.
- ***Award type:*** Enter AAS, AS or C2 to indicate whether the award incorporated with skill standards is an associate of applied science degree, associate’s degree or level two certificate.
- ***Local needs courses added to award:*** List the local needs courses, if any, which were created in order to incorporate all the skill standards’ key activities (or equivalent) into the award. List by course rubric and number, and include a copy of each local needs course.
- ***Title of recognized skill standards:*** Enter the occupational title of the skill standards being incorporated into the program award, as indicated in the Texas skill standards website repository at <http://www.tssb.org/texas-skill-standards-repository>.
- ***Statement of intent to incorporate skill standards into curriculum:*** Type the name and title of the authorized college representative—college president or chief instructional officer such as vice president of instruction—along with appropriate contact information and signature, to indicate the institution’s commitment to the statement of intent.
- ***Industry statement of support for Texas skill standards based curriculum:*** Enter the name, title and company of the program’s industry advisory committee chair, along with the signature, to indicate the committee’s commitment to the industry statement of support.



## **B. Key Activities to WECM Courses Matrix**

The college must document where the key activities in the skill standards have been incorporated into the curriculum by providing a matrix or crosswalk.

### ***Required identifying information***

The matrix or crosswalk document must provide the following basic information to identify the college applicant and the program for which it is seeking recognition:

- Name of institution
- Name of program
- Type and name of award

### ***Recognized skill standards***

For recognized skill standards, the matrix or crosswalk should, at a minimum, match each key activity with the WECM course or courses in which it will be assessed as a learning outcome. Key activities in recognized skill standards are generally equivalent to learning outcomes in courses.

### ***Conditionally recognized skill standards***

For conditionally recognized skill standards, which have been validated by an industry group outside the state of Texas, the matrix should match the element that is equivalent to a key activity with the course(s) in which it will be taught as a learning outcome. The equivalent element may be called by different terms, depending on the skill standards. (Conditionally recognized skill standards are indicated by the format CR, which is listed below each title in the Texas skill standards website repository at: [www.tssb.org/texas-skill-standards-repository](http://www.tssb.org/texas-skill-standards-repository).)

### ***Required contents and sample***

The matrix or crosswalk should include each key activity (or equivalent) number and statement and the course rubric, number, and title. (e.g., MCHN 1338, Machining I).

A sample skill standards integration matrix may be found in the appendix in Section V. A template of this matrix may be used, if desired, to fulfill this requirement. The template is a Microsoft Word interactive form that can be downloaded from the Texas skill standards website (<http://www.tssb.org/applications>) and completed electronically.

## **C. Syllabi**

The college should attach a copy of the syllabus for each course in which the key activities (or equivalent element) of the skill standards have been incorporated, as listed in the matrix. The syllabus, a required Southern Association of Colleges and Schools (SACS) accreditation criterion, should indicate the key activities (or their equivalent) that will be taught as learning outcomes in the course. TWIC staff will use the course syllabi to confirm the college's placement of the key activities (or equivalent skill standards element) into the curriculum, as documented in the matrix or crosswalk.

If colleges have questions about completing the application materials, they should contact the TWIC office at: [twic@gov.texas.gov](mailto:twic@gov.texas.gov) or 512/936-8100.

## SECTION V. Appendix

### Sample key activities to WECM courses matrix

The hypothetical sample matrix below shows key activities from Machinist skill standards assigned to WECM courses.

Institution: Texas Star College Program: Machining			Award: AAS Machining Technology Award CIP Code: 48.0501					
Matrix of Key Activities to WECM Courses for Machinist Level I Skill Standards								
	WECM Course Rubric/#	MCHN 1338	MCHN 1408	MCHN 1413	MCHN 1330	MCHN 1435	MCHN 1354	MCHN 1320
	Course Title	Machining I	Basic Lathe	Basic Milling Operations	Statistical Process for Machinist	Grinders, Outside, Internal, Surface	Intermed. Machining II	Precision Tools & Measurement
Key Activity #/Statement								
1.1	Job Process Planning: Develop a process plan to manufacture a part requiring milling, drilling, turning or grinding.					X	X	
2.1	Set up and lay out bolt circles, angles, points of tangency, and profiles of a line.	X			X	X		
2.2	Layout: Lay out the location of hole centers and surfaces.	X		X				
3.1	Contour bandsawing: Set up and perform contour bandsawing to a layout.		X				X	
3.2	Chucking: Set up and carry out chucking operations for turning.		X		X			
4.1	Power Feed Milling: Set up and operate horizontal or vertical milling machine using power feeds.			X		X		
4.2	Vertical Milling: Set up and operate vertical milling machines.		X	X				
5.1	Surface Grinding, Grinding Wheel Safety: Mount and dress grinding wheel in preparation for surface grinding.			X			X	X
6.1	Drill Press: Set up and operate drill presses.	X			X			
7.1	Power Saw Operations: Set up and operate power saws for cutoff operations.	X				X		
8.1	Part Inspection: Develop an inspection plan and inspect simple parts.						X	X
8.2	Process Control: Inspect sample parts and collect required process control data.				X			X

## **SECTION VI. NOI and Application Forms**



## Notification of Intent to Apply for Texas Skill Standards Based Program Recognition

<p><b>Instructions:</b> Complete and submit a separate notification of intent to apply for Texas skill standards based program recognition for each level two certificate or associate's degree for which program recognition is being sought <i>no later than one month prior</i> to submission of the application for program recognition. <i>This form may be downloaded at <a href="http://www.tssb.org/applications">www.tssb.org/applications</a> and completed electronically.</i></p>			
College name:			
Mailing address:			
Street or post office box		City	TX State Zip
College contact:			
Name		Title	
Phone number		Email address	
Program award being incorporated with skill standards:			AAS
Award title			Award level
Texas skill standards being incorporated into the curriculum:			
Anticipated submission date for program recognition application:			
Month		Year	
Statement of intent:			
<p>The signature of the college representative named below indicates that the college: 1) intends to integrate the above skill standards into the curriculum of the program award named above; and 2) understands that to receive recognition the program must adhere to all the recognition requirements contained in the <i>Application for Texas Skill Standards-Based Program Recognition</i>.</p>			
College representative name		Title	
Signature		Date	

**Email a signed pdf copy of this completed form (or mail hard copy to):**

**Texas Workforce Investment Council**  
**1100 San Jacinto Boulevard, Suite 1.100**  
**Austin, Texas 78701**  
**For email address, call: (512) 936-8100**



## Application Cover Page Texas Skill Standards Based Program Recognition

All colleges applying for Texas skill standards based program recognition must complete the information below. A separate application cover page must be submitted for each level two certificate or associate's degree for which recognition is being sought. ***This form may be downloaded at [www.tsb.org/applications](http://www.tsb.org/applications) and completed electronically.***

College name:		Title of level two certificate or associate's degree:	
Program status:	<b>New</b>	If new or revision, proposed implementation date	
New/Revision/Existing		If new or revision, proposed implementation date	
Program award level (select one):	Associate of Applied Science		
Local needs courses added to award? If so, note course rubric/#s & attach copies.			
Title of recognized skill standards being incorporated into curriculum:			
Statement of intent to incorporate skill standards into curriculum:			
<p>The signature of the college representative named below indicates that: 1) the institution has incorporated all the skill standards elements into the program award for which it is seeking recognition, as documented in a matrix aligning the key activities (or equivalent element) with the program's courses in which they will be assessed; 2) the institution will: a) teach each key activity (or equivalent element) as a learning outcome in the courses specified; b) teach the related academic, employability, and occupational knowledge, skills and conditions in the program; and c) assess students' performance of the key activities and/or related performance criteria, skills and knowledge; 3) the college agrees to provide documentation of its compliance with these statements under a desk audit if requested by the Texas Workforce Investment Council; and 4) the individual named below has the authority to commit the institution to fulfilling the statements listed above.</p>			
Signature of college president or chief instructional officer:			Date
Name of college president or chief instructional officer:		Title:	
Mailing address		City	State
		<b>TX</b>	Zip
Telephone	Fax	Email	
Industry advisory committee statement of support for skill standards based curriculum:			
<p>The signature of the program's industry advisory committee chair named below indicates that the industry advisory committee supports the program's skill standards based curriculum and the college's intention to teach and assess students to the skill standards content, including the key activities (or equivalent element) and related criteria, skills and knowledge.</p>			
Signature			Date
Industry advisory committee chair:			
Name		Title and Company	
<b>FOR TWIC USE ONLY</b>			
Staff review by:		<input type="checkbox"/>	Recognized
Application approval date:		<input type="checkbox"/>	Does not meet recognition requirements