



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. 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, 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.

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 Sections III and IV 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 gov.texas.gov/twic.

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. (See instructions in Section III.)

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 IV 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 Form and Instructions

All applicants must submit an NOI form at least 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 (preferred method), 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.
- **Program contact:** Enter the name, title, and contact information of the individual to contact regarding the college's program recognition application.
- **Program award:** Enter the title and award level (AAS, associate's degree or level two certificate) of the program being incorporated with skill standards. For example, Biomedical Equipment Technology Associate of Applied Science.
- **Skill standards to be incorporated into curriculum:** Enter the title of the skill standards, as stated in the Texas skill standards website repository (<http://www.tssb.org/texas-skill-standards-repository>) that will be integrated into the curriculum.
- **Anticipated application submission date for program recognition:** Enter the estimated month and year that the college will submit its program recognition application.
- **College 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 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). Once installed on individual computers, they can be completed electronically, printed, and signed, before being copied as pdf documents and emailed to TWIC staff.

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 crosswalk** – 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.)

- **College name:** Enter the name of the institution seeking program recognition.
- **Program award:** Enter the title and select the level (AAS, AS/AA, or Level 2 Certificate) of the program for which recognition is being sought. E.g., Biotechnology Laboratory Technician AAS.
- **Program status:** Indicate whether the program status is “new” or a “revision” (requiring THECB approval) or “existing.” If new or revision, indicate the proposed implementation date of the program.
- **Local needs courses added to award:** List any local needs courses that are part of the technical core curriculum in the program recognition matrix, into which key activities have been integrated. Type the course rubric and number, and submit a copy of each course description.
- **Skill standards incorporated into curriculum:** Enter the title of the skill standards incorporated into the program award, as indicated in the Texas skill standards website repository at <http://www.tssb.org/texas-skill-standards-repository>.
- **Program contact:** Type the name and position title of the single program contact submitting the application on behalf of the college and all the campuses where the program is offered. List that individual’s mailing address and other contact information.
- **Campuses offering the program:** List all campuses where the program is currently offered.
- **College statement of intent to incorporate skill standards into curriculum and report additional campuses:** Type the name and title of the authorized college representative—college president/chancellor or chief instructional officer such as vice president of instruction—along with appropriate contact information and signature and date, to indicate the institution’s commitment to the statement of intent.
- **Industry advisory committee statement of support for skill standards based curriculum:** Enter the name, title and company of the individual acting as the program’s industry advisory committee chair, along with his/her 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.)

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. In addition, samples of colleges' approved matrices submitted for program recognition can be found on the recognized programs page of the website (www.tssb.org/colleges-0). Click on the link for a specific college or an occupational area.

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 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>Instructions: Complete and submit a separate notification of intent (NOI) to apply for Texas skill standards based program recognition for each program award (level two certificate or associate's degree) for which recognition is being sought. This NOI should be submitted at least <i>one month prior</i> to submission of the application for program recognition.</p>			
College name:			
Program contact name <i>(Enter single, college-wide program contact for all campuses):</i>		Program contact title:	
Mailing address:		City:	State: Zip Code:
			TX
Telephone:		Email:	
Program award:			Associate of Applied Science
Title		Level (select one)	
Title of skill standards to be incorporated into curriculum:			
Anticipated submission date for program recognition application			
Month:		Year:	
College 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 requirements contained in the <i>Application for Texas Skill Standards-Based Program Recognition</i>.</p>			
Signature of college representative:			Date
Name of college representative:		Title:	

Email a signed pdf copy of this completed form to:

**Texas Workforce Investment Council
For email address, call: (512) 936-8100**



Application Cover Page Texas Skill Standards Based Program Recognition

All colleges applying for program recognition must complete the information below. A separate application cover page must be submitted for each program (level two certificate or associate's degree) for which recognition is being sought. Please see instructions in section IV of the *Application for Texas Skill Standards Based Program Recognition* at www.tssb.org/applications. **This form may be downloaded from the same web page and completed electronically.** (See help text in the status line for each field.)

College name:			
Program award:		Associate of Applied Science	
Title		Level (select one)	
Program status:	New		
New/Revision/Existing		If new or revision, proposed implementation date	
Local needs courses added to award? If so, note course rubric/#s & attach copies.			
Title of skill standards incorporated into curriculum:			
Program contact name: <i>(Enter single program contact for all campuses)</i>		Program contact title:	
Mailing address:		City:	State: TX
			Zip Code:
Telephone:		Email:	
List all campuses where the program is offered:			
College statement of intent to incorporate skill standards into curriculum and report additional campuses:			
<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; and 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. After this application is approved, the college also agrees to submit the program recognition application supplement whenever the recognized program is offered at additional campuses.</p>			
Signature of college president/chancellor or chief instructional officer:			Date
Name of president/chancellor or chief instructional officer:		Title:	
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 of industry advisory committee chair:			Date
Name of industry advisory committee chair:		Title and Company:	
FOR TWIC USE ONLY			
Staff review by:		<input type="checkbox"/>	Recognized
Application approval date:		<input type="checkbox"/>	Does not meet recognition requirements