CareerTech Certifications and High School Transcripts
HB 3218 (2016)

CareerTech: Any business or industry recognized endorsements must be reported on the transcript as provided by the local Career Technology Center. Course vendor identifiers (i.e., "PLTW" for Project Lead The Way) should not be placed on the transcript alongside the course title. Use approved course titles and course codes for transcript purposes. From Page 15 of the Oklahoma State Dept of Education "2024-25-Academic-Advisement-and-Policy-Guidebook"

What business or industry endorsements do I put on a transcript? On the Oklahoma Department of Career and Technology Education website under "Educators" and then "Certificates and Badging," the division of the CareerTech Testing Center, has an easy-to-read credentialing book. This booklet and the students technology center are the most accurate resources. The credentials booklet shows these abbreviations in the "Type" box: IA, Industry Aligned; IE, Industry Endorsed; and IR, Industry Required; those types of endorsements and certifications should be listed on a transcript.

Each K-12 student information system has its own locations where information can be placed on transcripts. The SIS vendor and school will need to determine the best method of adding the information. A best practice would be to enter certifications at least twice a year or when grades are added.

Here is an example of a transcript statement:
OSCHA 10, *name of technology center*, April 2023

An additional resource is the "Show What You Know" website supported by the Oklahoma State Regents of Higher Education. On this website there is a guide to industry credentials that count toward degrees at Oklahoma's two- and four-year institutions.

For more guidance or if you have specific questions, please contact the student's technology center or the Oklahoma Department of Career and Technology Education.