

# Documenting Students' Industry Credentials Quick Guide



## 1 Organize Your Team

- Identify all involved individuals and their responsibilities, such as:
  - Educators - offering credentials in the classroom
  - Principals - validating data entry
  - School counselors - collaborating with data entry

## 2 Clearly Define the Process for Capturing Industry Credential Data

- Document in writing your team's process for capturing industry credentials as part of [CCRI Required Reporting](#).
- Identify who should receive the credential attainment information.
- Note all timelines and expectations.

## 3 Gathering & Preparing Data

- Follow your internal process to gather relevant student data
- Access the Excel templates for documenting College and Career Readiness Indicator data [here](#).
  - **Note: To access the templates and tip sheet, click on the down arrows on the right side of the CCRI row.**
- After gathering the data, enter student-specific information into either the Windows or Mac templates.
- Note that the coding for industry credential responses is different from other CCRI data elements.
- Use the correct codes for each industry credential category.

## 4 Validate Data Internally

- Verify the accuracy of your data before uploading.
- Best practices includes collaborating with a partner as data is entered or pulling a sample of students from your Excel file and having a team member (principals, counselor, CTE director, or other school leaders) double-check the codes for accuracy.

## 5 Upload Data

- Follow the steps outlined in the [Tips for Completing SIS College and Career Readiness Indicator Template](#).
- Submit the data.

## 6 Review as a Team

- Meet with your team to discuss students' credential attainment progress.
- Identify ways to improve the process and discuss system improvements or initiatives.
- Review the [ISBE Equity Impact Analysis Toolkit](#)

## Industry Credential Codes

01

Agriculture, Food, and National Resources

02

Arts and Communications

03

Finance and Business Services

04

Human and Public Services

05

Information Technology

06

Manufacturing, Engineering, Technology, and Trades

07

Health and Science Technology

00

None - Erroneous

Questions about CCRI? Contact Heather Lueken at [hueken@isbe.net](mailto:hueken@isbe.net).

Contact the SIS Help Desk at 217-558-3600.

ISBE's [CTE Industry-Recognized Credentials List](#) and [Feedback Form](#) are available on the CTE homepage.

Additional CCRI definitions and guidance specific to industry credentials are available on pages 8-9 [here](#).

[isbe.net/CTE](https://isbe.net/CTE)

July 2023



**Illinois**  
**State Board of**  
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