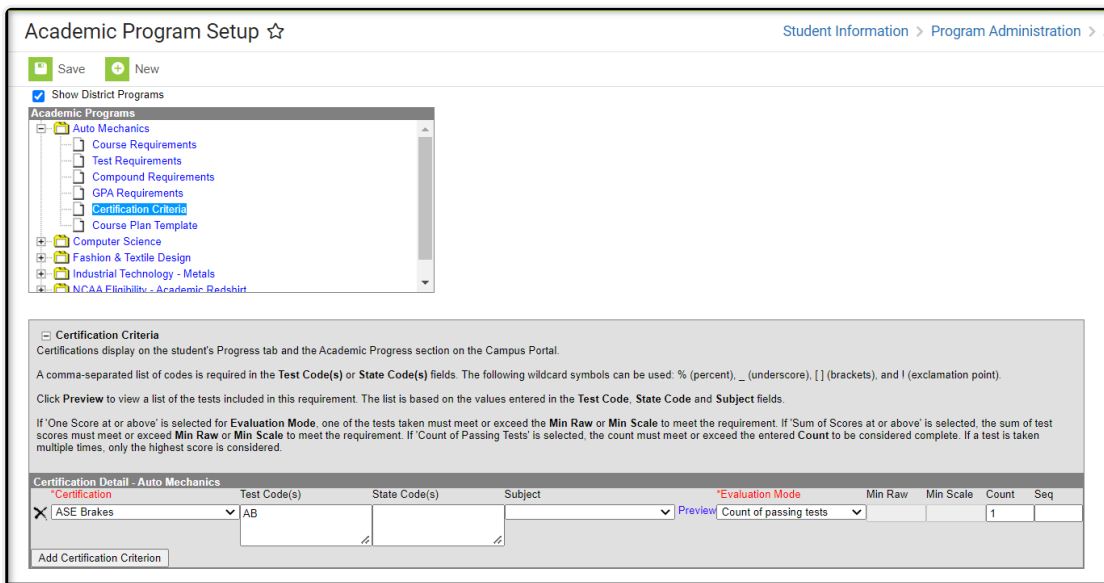


# Enter Certification Criteria for Academic Programs

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Students may be able to earn certifications for passing assessments related to academic programs. The **Certification Criteria** section within **Academic Program Setup** allows users to define specific assessments and the scores needed for certification in relation to an academic program. After **Certification Criteria** has been set up, certifications can be batch added to students using the [Course Plan Administration](#) tool in the **Post certifications** mode.



Academic Program Certification Criteria

## Certification Criteria Editor

Field	Description
<b>Certification</b>	Select the Certification that can be earned from the dropdown list. In order to see options here they must first be added to the Core Attribute/Dictionary under ProgramParticipation > Certification Name.
<b>Test Code(s)</b>	A value must be entered in either this field or the State Code field.  If a Test Code is entered on the Assessment Setup tab, the same values need to be entered here. Wildcard values can be entered (% or _).
<b>State Code(s)</b>	A value must be entered in either this field or the Test Code field.  If a State Code is entered on the Assessment Setup tab, the same values need to be entered here. Wildcard values can be entered (% or _).

Field	Description
<b>Subject</b>	This value matches the Subject selection on the Assessment Setup tab. Options are from the Test <a href="#">Attribute/Dictionary</a> list.
<b>Preview</b>	Displays the matching tests based on the entered test codes, state codes and subject selection.
<b>Evaluation Mode</b>	<p>Indicates how a student's assessment results affect the completion of the requirement. A test requirement can be set to one of three modes:</p> <ul style="list-style-type: none"> <li>• Count of Passing Tests</li> <li>• One Score At or Above</li> <li>• Sum of Scores At or Above</li> </ul> <p>A requirement may be that the student must take and pass at least two state assessments for Science. The Evaluation Mode can be set to Count of Passing Tests, with a Count Value entered as 2.</p> <p>The selection here also determines whether the Minimum Raw Score, Minimum Scale Score and the Count fields require a value.</p>
<b>Minimum Raw Score</b>	<p>Requires a numeric value entered that represents the minimum score needed to pass this requirement, depending on the selected <b>Evaluation Mode</b>. This value overrides a passing score set on the Results on the Assessment Setup.</p> <ul style="list-style-type: none"> <li>• When the <b>Evaluation Mode</b> is set to <i>Count of Passing Tests</i>, this field is disabled.</li> <li>• When the <b>Evaluation Mode</b> is set to <i>One Score At or Above</i>, a value must be entered in this field or in the Minimum Scale Score field, depending on which score option is used in the Test Detail.</li> <li>• When the <b>Evaluation Mode</b> is set to <i>Sum of Scores At or Above</i>, a value must be entered in this field or in the Minimum Scale Score field, depending on which score option is used in the Test Detail.</li> </ul>
<b>Minimum Scale Score</b>	<p>Requires a numeric value entered that represents the minimum score needed to pass this requirement, depending on the selected <b>Evaluation Mode</b>. This value overrides a passing score set on the Results on the Assessment Setup.</p> <ul style="list-style-type: none"> <li>• When the <b>Evaluation Mode</b> is set to <i>Count of Passing Tests</i>, this field is disabled.</li> <li>• When the <b>Evaluation Mode</b> is set to <i>One Score At or Above</i>, a value must be entered in this field or in the Minimum Raw Score field, depending on which score option is used in the Test Detail.</li> <li>• When the <b>Evaluation Mode</b> is set to <i>Sum of Scores At or Above</i>, a value must be entered in this field or in the Minimum Raw Score field, depending on which score option is used in the Test Detail.</li> </ul>

Field	Description
<b>Count</b>	<p>Indicates how many tests are required to pass the requirement depending on the selected Evaluation Mode.</p> <ul style="list-style-type: none"> <li>• When the <b>Evaluation Mode</b> is set to <i>Count of Passing Tests</i>, a value must be entered in this field.</li> <li>• When the <b>Evaluation Mode</b> is set to <i>One Score At or Above</i>, this field is disabled.</li> <li>• When the <b>Evaluation Mode</b> is set to <i>Sum of Scores At or Above</i>, this field is disabled.</li> </ul>
<b>Sequence</b>	Enter a <b>Sequence</b> for each item if you would like to control the order of the certification criteria.
<b>Add Test Requirement</b>	Adds more rows to the Test Requirements Detail for the selected program.

## Establish Certification Criteria

1. Select the Program from the **Academic Programs** tree and expand the options.
2. Select **Certification Criteria**. A **Certification Criteria Detail** table appears.
3. Select the **Certification** for the program.
4. Enter the **Test Codes** for the program.
5. Enter the **State Codes** for the program.
6. Enter the **Subject** for the test requirement.
7. Click the **Preview** link to verify all appropriate tests are added.
8. Select the desired **Evaluation Mode** for the test requirement.
9. Enter the **Minimum Raw Score** for the test requirement, if applicable.
10. Enter the **Minimum Scale Score** for the test requirement, if applicable.
11. Enter the **Count** for the test requirement, if applicable.
12. Click the **Add Certification Criterion** button to add additional test requirements to the Academic Program.
13. Click the **Save** icon when finished.