



WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

GRANTING CREDENTIALS, DIPLOMAS, LICENSES, AND UNITS OF CREDIT	Section	Programs and Services
	Number	4.25
	Effective Date	05-01-16
	Revision Date	07-01-16
	Revision No.	1
	Approval:	<i>Jack Green</i>

1.0. PURPOSE:

The purpose of this procedure is to establish a process, which will allow students access to educational programs that grant credits, credentials, diplomas and licenses that are recognized by employers and/or educational entities.

2.0 APPLICABILITY:

Procedures apply to all Diversion and Transition Programs located in juvenile and adult facilities.

3.0 POLICY STATEMENT:

The application of procedures Granting Credentials, Diplomas, Licenses and Units of Credit ensure that students who demonstrate mastery in a given educational program receive adequate and appropriate recognition.

4.0 DEFINITIONS:

- 4.1 "Certificate of Proficiency" refers to a certificate that provides evidence of the student's academic skills and preparedness for transition to post-secondary education and/or employment. It is given in addition to the standard diploma, and may include such documentation as TABE, ACT or other academic achievement assessment scores.
- 4.2 "Diploma" is the standard document presented as verification that a student has completed all the state and county district graduation requirements.
- 4.3 "Graduation Requirements" represent the units of required and elective credits a student must complete to graduate from high school. While the state graduation requirements are established in §126CSR42, WVBE Policy 2510: Assuring Quality of Education: Regulations for Education Programs (hereinafter Policy 2510), county graduation requirements vary.
- 4.4 West Virginia Graduation Requirements is a manual containing the prescribed requirements for graduation in each of the 55 counties in West Virginia.
- 4.5 "Unit of Credit" is the identification of a student's demonstrated mastery of the content standards and objectives in compliance with Policy 2510.
- 4.6 "LEA" refers to a student's Local Education Agency.

- 4.7 “Memorandum of Understanding” refers to a specific document of agreement between the West Virginia Department of Education, Diversion and Transition Programs and the student’s school of record.
- 4.8 “HSED” means High School Equivalency Diploma. Upon successful completion of the HSED, a student is awarded the West Virginia High School Equivalency Diploma in compliance with §12632-2, WVBE Policy 2444.4: Issuance of the State of West Virginia High School Equivalency Diploma and Option Pathway.
- 4.9 “NEC” means National Electrical Code.
- 4.10 “ASE” means Automotive Service Excellence.
- 4.11 “C-TECH” means Communication Technology.
- 4.12 “OSHA” means Occupational Safety and Health Administration
- 4.13 “NCCER” means National Center for Construction Education and Research.

5.0 **PROCEDURES:**

- 5.1 All Diversion and Transition Programs shall prepare students for a high school diploma and/or an HSED diploma.
- 5.2 The principal/lead teacher or designee in each institution is responsible for the implementation of these procedures to ensure that appropriate and valid documentation supports the issuance of any units of credit, credentials, diplomas and/or licenses.
- 5.3 The school counselor or the principal/lead teacher or designee of each educational program is responsible for maintenance of student records, which validate a student’s mastery of skills for certification, licensure, completion of units of credit toward a high school diploma and/or progress toward an HSED diploma.
- 5.4 The school counselor or the principal/lead teacher or designee will use West Virginia Graduation Requirements to ensure awareness and documentation of graduation requirements for each student.
- 5.5 The school counselor or the principal/lead teacher or designee will communicate with the home school/LEA of potential graduates with a Memorandum of Understanding (Addendum 1) to ensure the accuracy of graduation requirements. Simple directions for the completion of the Memorandum of Understanding are found in Addendum 2.
- 5.6 The school counselor or the principal/lead teacher or designee will complete student transcripts at the end of each term for the review and signature of the principal/lead teacher. Transcripts will be transferred to students’ LEA for issuance of high school diplomas only after the principal/lead teacher has reviewed and signed them. In addition, the school counselor, or the principal’s or lead teacher’s designee will provide **upon request** documentation (such as assessment results) of the prospective graduate’s proficiency regarding his/her academic skills and achievement.
- 5.7 All students who successfully complete educational programs shall obtain or earn certificates of completion, diplomas and/or licenses including, but not limited to: HSED, NCCER, NEC/ASE/OSHA certification, PrintED, state welding certification, college credit through articulation agreements and certificates of completion of a state approved curriculum.

6.0 **AUTHORITY**

Superintendent of WVSDT