



Microsoft Office Specialist Word 2013

July 15, 2016

Certifying Organization	Certiport http://www.certiport.com					
Description of Credential	This credential certifies that the student has mastered the essential functionality of Microsoft Word. Certified individuals will establish their ability to perform a number of Word tasks, such as creating and managing documents, formatting text, paragraphs and sections, creating tables and lists, applying references and inserting and formatting objects. There are several benefits from obtaining the Microsoft Office Specialist certification. <i>Microsoft Word 2013 exam is a comprehensive project that depicts real-world functionality.</i>					
Part of which Graduation Pathways ¹	Microsoft Word credentials are Complementary credentials in most regional and integrated pathways and can be a credential for Act 833-eligible pathways.					
Associated with Which Careers?	<p><u>5 Star</u>: Computer User Support Specialists, First-Line Supervisors of Office and Administrative Support Workers, Information Security Analysts</p> <p><u>4 Star</u>: Executive Secretaries and Executive Administrative Assistants, Airfield Operations Specialists, Bill and Account Collectors, Bookkeeping, Accounting, and Auditing Clerks, Computer Network Support Specialists, Legal Secretaries, Medical Records and Health Information Technicians, Public Relations Specialists</p>					
Entry-Level Annual Salaries	\$20,386 - \$34,354					
Industry-Based Certification Requirements: Students						
Standard / Curriculum	Course objectives with detailed content students must master are provided through the MOS Word Specialist Objective Domains link. For additional Word 2013 videos and tutorials, click here .					
Testing Methodology	Paper?	No	Online?	Yes	Performance Exams / Tests?	Yes
Re-Testing (if available)	Re-Testing Procedures	Retake vouchers can only be used to retake the same exam that was failed. Retake vouchers must be used within 30 days of the initial failed exam. A student may use a retake voucher to retake a failed exam. If a student does not pass the exam on the first try, there is a 24 hour waiting period. There is a two-day waiting period imposed for each subsequent exam retakes.			Max Attempts	There is no annual limit on the number of attempts on the same exam.
Testing Details (including any age requirements / accommodations)	Students must pass the certification test at the basic level to attain the Microsoft Office Specialist Word Certification. Exams are administered at Certiport Authorized Testing Centers, and information concerning this can be found in the Certiport Exam Policies document. Schools can become authorized testing centers through a partner contract with Certiport's Authorized Partner Program . Microsoft Office Specialist (MOS) practice tests for Word are available for purchase and they are designed to replicate the certification exam so test-takers can better prepare themselves for test day. Educators seeking accommodations must email their request to accommodations@certiport.com					

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Industry-Based Certification Requirements: Teachers						
<i>Bulletin 746, Chapter 5: All Louisiana teachers providing instruction in a course that leads to an IBC must hold the certification that they're teaching students to attain.</i>						
Instructor Certification Requirements (by certifying agency)	MOS (Microsoft Office Suite) teacher certification is required. Certiport will provide a complementary teacher voucher for teacher certification.					
Proctoring / Test Security (if any)	Certiport's exam policies, proctoring and security information are available here .					
Certification Tracking						
Credentialing Documentation	Certiport maintains all documentation. Students create their own Certiport account login and can track Microsoft Office Specialist Word certification (and other certifications offered by Certiport) online. Students can print out copies of the certifications they have earned or have the certifications mailed to them. Teachers can track the certification results of their students using the student voucher number used for the exam. <i>Schools will not be able to track the results of students who take the exam at a public testing center without the cooperation /disclosure by the student.</i>					
Certification Tracking System	Online Tracking System?	Yes	Details	N/A		
Other Details	Expiration Timeframe?	Microsoft Office Specialist Word certification doesn't expire, although periodic updates to operating systems and standard computer functionalities change the requirements for Word.				
Certification Costs / Funding Sources						
Cost Details	Packages available (voucher or license) For more information, click here . Regional or statewide pricing opportunities may be available. Please check with Certiport or JumpStart@La.Gov for latest pricing information.					
Re-test / Refund Policies	A re-test voucher will only be issued if purchased with an exam voucher. The re-test voucher will only work for the same exam that was taken originally not a different exam. All vouchers expire 12 months after issued.					
Funding Sources ²	CDF?	No	Perkins?	Yes	Alternative Source (other than General Funds)	
For More Information						
Certifying Agency Contact Info	Darryl A. Barnes Territory Manager, Certiport Darryl.Barnes@pearson.com Direct Line: 801.847.3198					
LDE Contact	JumpStart@La.Gov					
Jump Start Regional Team Experts	TBD					

1 – This table may not include all the graduation pathways this credential appears in. Please check the [graduation pathway](#) you are working with if you have a question as to whether or not this credential is part of that pathway.

2 – CDF = [Career Development Fund](#)