2017 JUMP START CONVENTION

THE YEAR OF ACTION

PREPARING FOR 2018 Jump Start Graduates

JANUARY 17, 2017
8AM TO 3:30PM

Raising Cane’s River Center
275 S. RIVER ROAD,
BATON ROUGE, LA 70802

DEPARTMENT of EDUCATION
Louisiana Believes
Louisiana’s Industry-Based Certification (IBC) State Focus List
Louisiana’s IBCs and the State Focus List

- IBCs are an individual’s passport into the new economy
- The Workforce Investment Council (WIC) compiles a list of approved, recognized industry-based certifications – this is known as the State Focus List
- The State Focus List serves two primary purposes:
  1. Provide guidance to training programs and other stakeholders in the workforce development system
  2. Provide guidance to students as to occupational areas that are important to Louisiana and in which certifications are recognized by Louisiana businesses
IBC Requirements for WIC State Focus List

• Certifications included on the state focus list must:
  1. Meet a set of pre-determined industry standards
  2. Relate to high-demand occupations throughout Louisiana
  3. Reflect high-wage jobs and occupations that lead to a career ladder
  4. Be widely supported and recognized by Louisiana's industries, and
  5. Meet the IBC Council's criteria for inclusion
     a. Fit the definition of an IBC
     b. Provide opportunities for entry-level employment in 4 or 5 star jobs
     c. Have national, state, or international recognition
     d. Have the support of at least three letters of employer support
The approval process to add new IBCs to the State Focus list is as follows:

1. Requesting entity submits completed application and all supporting documentation to the Director of the Louisiana Workforce Investment Council.

2. Staff (LDOE, LCTCS, LED, or LWC) will provide requested information to the IBC Council.

3. Upon completion of review of information provided by Staff, the IBC Council will determine if there is substantial evidence for the inclusion of a new IBC.

4. Should the IBC Council determine substantial evidence for the inclusion of a new IBC, the submitting entity and employers supporting the request will be required to present the IBC application, answer additional questions or provide additional information.

5. Upon approval by the IBC Council, the application will be placed on the next Workforce Investment Council (WIC) meeting agenda for review and final approval.
The Industry-Based Certification Council (IBCC) is a subcommittee of the WIC and is responsible for vetting all IBC applications for the purpose of making a recommendation to the WIC. The Council also makes recommendations to LDOE regarding the appropriate Jump Start credential designation (i.e. Statewide Basic, Statewide Advanced). IBCs submitted for consideration must be aligned to high demand and high wage occupations, as designated by the WIC and its Star Jobs database.
• IBC applications should be accompanied by at least three letters of support from Louisiana employers and/or industry associations
• Employer letters should include, but not be limited to, the following:
  1. Employers will hire credential holders “preferentially” over non-credential holders
  2. The starting wages/salary for credential holders
Approval Process for WIC State Focus List

• IBCC and WIC Meeting Calendar
  • The IBCC meets one month prior to the WIC meetings – February, May, August, November
  • WIC meetings occur four times a year – March, June, September, and December
• After WIC approval, the submitting entity of the application will work with LDE to determine the appropriate placement of the credential into Jump Start pathway(s)
eScholar FTP
IBCs and Credentials Upload Process
AGENDA

• Understanding the Jumpstart Credentials process:
  • Credential Process Flow
  • The STS Jumpstart Pathway selection
  • Selecting, naming, and uploading the appropriate credential
  • Accessing eScholar, uploading and using eScholar FTP
  • The eScholar to CATE Load Process
  • The eScholar to STS Link
  • The STS graduate endorsement
For successful transfer to the CATE system and linkage to graduates in STS follow the steps shown below:

1. Collect the IBCs/Credentials/Certifications
2. Save each in a Separate File: SiteCode_StudentLocalID_BegiiningSchoolYear_3DigitIBCCode Example: 001001_123456789_2015_004.pdf
3. Provide the saved files to the LEA person responsible for uploading to eScholar
4. Upload the files to eScholar FTP Site to create the file name link in STS
5. If the student is graduating in the current year, enter the highest level IBC/Credential earned in the STS Career Tech Endorsement Field.
Selecting a Jumpstart Pathway

Louisiana’s Jump Start program is a new paradigm for career and technical education (CTE), requiring students to attain an industry--promulgated, industry--valued credential in order to graduate high school.

The 47 graduation pathways under the Jumpstart TOPS Tech Career Diploma fall within the following categories and each has culminating credentials:

<table>
<thead>
<tr>
<th>Statewide graduation pathway</th>
<th>Students must complete their core academic requirements, 9 Carnegie credits of CTE courses indicated in the pathway, and attain a Basic or Advanced Statewide credential.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional graduation pathway</td>
<td>Students must complete their core academic requirements, 9 CTE credits from the pathway, plus both a Regional Core credential and two Complementary credentials.</td>
</tr>
<tr>
<td>Integrated graduation pathway</td>
<td>Integrated pathways list all Statewide, Regional and Complementary credentials relevant to an industry sector. Integrated graduation pathways indicate the options for students to graduate on time when they attempt to attain a Statewide credential but find they can’t complete that credential’s requirements in four years. Act 833-eligible students may utilize any graduation pathway as indicated by the IEP Team.</td>
</tr>
</tbody>
</table>

Comprehensive information of each pathway can be found in the credential fact sheets available for download from the All Things Jump Start web portal.
Selecting the Jumpstart Career Pathway for STS

The Jumpstart Pathways have been given a **career option code** to identify the chosen pathway on the student’s record in STS. The **matrix document** shown below can be used as a guide for selecting these codes.

### 2015-16 SY Graduation Pathways and Culminating Credentials

<table>
<thead>
<tr>
<th>Pathway</th>
<th>Jumpstart Graduation Pathway</th>
<th>IBC Code</th>
<th>IBC Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO1 Automobile Service Pathway</td>
<td>116 ASE Student Certificate Automotive Transmission and Transaxle</td>
<td>116</td>
<td>ASE Student Certificate Automotive Transmission and Transaxle</td>
</tr>
<tr>
<td></td>
<td>117 ASE Student Certificate Brakes</td>
<td>117</td>
<td>ASE Student Certificate Brakes</td>
</tr>
<tr>
<td></td>
<td>118 ASE Student Certificate Electrical / Electronic</td>
<td>118</td>
<td>ASE Student Certificate Electrical / Electronic</td>
</tr>
<tr>
<td></td>
<td>119 ASE Student Certificate Engine Performance</td>
<td>119</td>
<td>ASE Student Certificate Engine Performance</td>
</tr>
<tr>
<td></td>
<td>120 ASE Student Certificate Engine Repair</td>
<td>120</td>
<td>ASE Student Certificate Engine Repair</td>
</tr>
<tr>
<td></td>
<td>121 ASE Student Certificate Heat and Air Conditioning</td>
<td>121</td>
<td>ASE Student Certificate Heat and Air Conditioning</td>
</tr>
<tr>
<td></td>
<td>122 ASE Student Certificate Maintenance and Light Repair</td>
<td>122</td>
<td>ASE Student Certificate Maintenance and Light Repair</td>
</tr>
<tr>
<td></td>
<td>123 ASE Student Certificate Manual Drive Train and Axles</td>
<td>123</td>
<td>ASE Student Certificate Manual Drive Train and Axles</td>
</tr>
<tr>
<td></td>
<td>124 ASE Student Certificate Steering and Suspension</td>
<td>124</td>
<td>ASE Student Certificate Steering and Suspension</td>
</tr>
<tr>
<td></td>
<td>125 ASE Student Certificate (B+ certifications)</td>
<td>125</td>
<td>ASE Student Certificate (B+ certifications)</td>
</tr>
<tr>
<td>SO2 Carpenter Pathway</td>
<td>029 NCCER Carpentry Level 1</td>
<td>029</td>
<td>NCCER Carpentry Level 1</td>
</tr>
<tr>
<td></td>
<td>044 NCCER Carpentry Level 2</td>
<td>044</td>
<td>NCCER Carpentry Level 2</td>
</tr>
<tr>
<td></td>
<td>045 NCCER Carpentry Level 3</td>
<td>045</td>
<td>NCCER Carpentry Level 3</td>
</tr>
<tr>
<td></td>
<td>056 NCCER Carpentry Level 4</td>
<td>056</td>
<td>NCCER Carpentry Level 4</td>
</tr>
<tr>
<td>SO3 Certified Mechanical Drafter Pathway</td>
<td>003 ADDA Certified Mechanical Apprentice Drafter</td>
<td>003</td>
<td>ADDA Certified Mechanical Apprentice Drafter</td>
</tr>
<tr>
<td>SO4 Certified Nursing Assistant Pathway</td>
<td>010 Certified Nursing Aida (CNA)</td>
<td>010</td>
<td>Certified Nursing Aida (CNA)</td>
</tr>
<tr>
<td>SO5 Collision Repair Pathway</td>
<td>177 I-CAR Collision Repair and Refinish Pro Platinum</td>
<td>177</td>
<td>I-CAR Collision Repair and Refinish Pro Platinum</td>
</tr>
</tbody>
</table>

The Jumpstart Code Matrix can be found on the INSIGHT Portal under Shared Documents. [STS-Code Matrix for Jump Start Credentials](#)
The three-digit **career option code** is entered in STS on the student’s record to identify the specific Jumpstart Pathway the student is pursuing.

**Note:** Jumpstart Pathways/Career Option Codes may change or downgrade each year.

*Contact your local SIS vendor for the corresponding codes within your local software*
Each graduation pathway defines the culminating credentials a student should attain in order to graduate with a Jumpstart Career Diploma.

<table>
<thead>
<tr>
<th>Statewide credential</th>
<th>Basic Statewide Credentials</th>
<th>indicate a student has attained a basic proficiency with an industry-valued skill set and earn their school 110 accountability points.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advanced Statewide Credentials</td>
<td>indicate a student has attained advanced industry-valued skills and earn their schools 150 accountability points.</td>
</tr>
<tr>
<td>Regional Core credential</td>
<td>Regional Core credentials</td>
<td>might have substantial employability value, but only in selected regions in the state, or perhaps for industries that pay lower wages and earn 100 accountability points for graduation.</td>
</tr>
<tr>
<td>Complementary Credential</td>
<td>A safety or computer literacy credential that has value across multiple industries. Some graduation pathways also offer other Complementary credentials related to a specific industry sector</td>
<td></td>
</tr>
</tbody>
</table>

The most updated graduation pathways and credential fact sheets are available for download from the [All Things Jump Start](#) web portal.
The Industry-Based Credentials (IBCs) have been given a three-digit IBC code to use in the naming of the credential for uploading to the eScholar FTP Site and CATE.

The credentials are outlined within the "culminating credentials" section of the Jumpstart Pathway Sheets and the IBC Codes can be found on the STS-Code Matrix for Jump Start Credentials found on the INSIGHT Portal under Shared Documents.
Naming the Credential Files

Ensure that the credential files are named and stored on your local drive prior to uploading to eScholar.

Name the Credential files using the following format:

SiteCode_StudentLocalID_BegSchoolYearEarned_IBC3DigitCode

Example: eScholar filename = 001001_123456234_2015_014 would translate into J SMI at Armstrong Middle School in Acadia Parish earned a Comptia A+ IBC in 2015-16.

The IBC/Credential/Certification have been assigned a three digit code called the IBC Code that should be used in the naming of the file.

- Each credential should be saved separately
- The accepted file types include pdf, jpg, jpeg, bmp, gif, doc, docx.
- The files should be uploaded to the ‘Credentials Folder’
- Do not zip the files
Accessing eScholar using the Web Application

For first time access through the eScholar Secure FTP (File Transfer) Web application set up access to the site using the steps shown below:

1. From a web browser, navigate to https://LouisianaSecureFTP.escholar.com:444
2. At the Web Client login page enter your username and password:
   • Contact your local security coordinator for the user ID and Password
3. The message “Your password has expired” will appear. Change your password by typing in the appropriate fields. Your new password must be at least 8 alphanumeric characters in length and include one special character and one numeric character.
Logging into eScholar Web Application

When logging in the first time you will be required to change your password from the Temporary Password to a permanent password.

4. Click the Change Password button to return to the log in page.
5. If this is not the first login enter your username and password on the log in screen shown on slide 11.
Upon successful login, the File Manager menu will load. Click the **UPLOAD** button to the right of location to upload the saved credentials.

“Choose File to Upload” window will launch. Select a file to upload to the “Credentials” folder and click Open to begin the file transfer. If you have multiple files click “**Show Details**” and click the “**+ Select Files button**” to add up to five files at once.
Accessing eScholar via the FTP Client

- An Alternate method of accessing eScholar FTP is by using the FTP Client will allows the drag-and drop method of uploading.
  
  1. From a web browser type in FileZilla in the search bar.
  2. Download and install the FileZilla FTP Client.
  3. Open FileZilla, then open the site manager
    4. Click the New Site button on the bottom left
    5. Enter in a name for the Site (ex. LouisianaSecureFTP)
    6. Enter the following information on the right
      • Host: LouisianaSecureFTP.escholar.com
      • Port: 22
      • Protocol: SFTP – SSH File Transfer Protocol
      • Logon Type: Normal
      • Contact your local security coordinator for your user name and password
    7. Click Connect to access the FTP site
    8. Contact support@escholar.com for support if needed
Uploading into eScholar FTP Client

1. Your local drives are shown under ‘Local Site’. Example: C:
2. Open the folders where your file is stored.
3. View the files stored in the opened folder.
4. Drag the properly saved file to the ‘Credentials’ folder.
5. View the uploaded IBC/credentials files.
The eScholar to CATE Load Process

IBCs/Credentials will be loaded into CATE three times during the collection. LEA deadlines for submitting files are **April 1 (preliminary), June 30 (updates), and October 1 (final)**

- All credentials must be uploaded to the eScholar FTP site
- The names of the files uploaded to eScholar FTP are used to populate CATE and must be entered correctly on the file in eScholar.
  - *A report* identifying the files that have been improperly named will be sent to the data coordinator in your district prior to loading to CATE.

- The only acceptable documentation that can be uploaded is the actual certificate earned, so make sure your schools are requesting copies.
If the credentials were successfully named and loaded to eScholar FTP the file name of the IBC will appear as a link in the ‘Endorsements and Credentials’ section on the student’s record in STS.
Adding the Diploma Endorsement in STS

The Career Tech (C/T) Endorsement should be added to the graduates record in STS by selecting/uploading the code for the highest credential earned by the student.

The Career Endorsement Codes are shown below:

- B1-BESE approved IBC
- B2-3hours in C/T area that artic to post secondary institution
- J1-Basic
- J2-Regional
- J3-Advanced
- J4-Alternate Credentials (Act 833 Only)
For more related information or support, contact:

<table>
<thead>
<tr>
<th>Support and Information</th>
<th>Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>eScholar FTP and Log In Support</td>
<td><a href="mailto:support@escholar.com">support@escholar.com</a></td>
</tr>
<tr>
<td>CATE/Jumpstart /Industry Based Certifications</td>
<td><a href="mailto:jumpstart@la.gov">jumpstart@la.gov</a></td>
</tr>
<tr>
<td>Student Transcript System/ eScholar File Upload Process</td>
<td><a href="mailto:Jacqueline.edwards@la.gov">Jacqueline.edwards@la.gov</a></td>
</tr>
</tbody>
</table>
Micro-Enterprise Credential
Question and Answer