



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.  
State Superintendent of Education

February 6, 2020

**MEMORANDUM**

**TO:** City and County Superintendents of Education

**FROM:** Eric G. Mackey   
State Superintendent of Education

**RE:** Credential Guidelines for the 2019-2020 School Year

Career and technical education (CTE) credentials earned during the 2019-2020 school year must be earned by students who are enrolled in a CTE program that has been declared by the local education agency (LEA) and, thus, shows up in that LEA's PowerSchool platform. A program is defined by the Alabama State Department of Education (ALSDE) as a sequence of three courses within the same career cluster.

Credentials earned from students outside his or her enrolled program or earned from a program not declared in PowerSchool cannot be counted for accountability purposes. Any credential exam a student sits for must be documented. Classroom data from the program must be used to determine a student's readiness for the exam and is subject to audit. A student need only to be enrolled in any course of the program sequence and demonstrate readiness as determined and documented by the teacher to sit for the exam.

The Career Readiness Indicators (CRIs) can be found on the ALSDE website at [www.alsde.edu](http://www.alsde.edu). Click on Career and Technical Education/Workforce Development and then click Credentialing. A list of CTE programs are listed along with corresponding credentials for each program within that document.

In the event you have a unique program that you feel warrants CTE credentialing but does not meet the criteria listed above, feel free to submit a waiver. Your request must be submitted by April 1, 2020, and if approved, this waiver will apply to students in the May 2020 graduating class. All waiver requests, including required documents, must be submitted via [SuperiWaivers@ALSDE.edu](mailto:SuperiWaivers@ALSDE.edu).

If you have any questions about CRIs, please contact Dr. Brock Kelley, Education Administrator, at 334-694-4767 or [brock.kelley@alsde.edu](mailto:brock.kelley@alsde.edu).

EGM:DB:TC

**cc:** City and County Career and Technical Education Administrators  
Dr. Daniel Boyd  
Mr. Andy Craig  
Dr. Brock Kelley

FY20-2039

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