

IBC AND CREDENTIAL SUBMISSION PROCESS

SUGGESTED STAFF TASKS

● CTE/Counselor Responsibility

● Data Coordinator Responsibility

● LDOE Responsibility

Collect IBCs/Credentials

Save each credential earned in a separate file* using the naming convention SiteCode_StudentLocalID_BeginningSchoolYear_3DigitIBCCode.

Ex: 001001_123456789_2015_004.pdf

Provide files to LEA data coordinator responsible for uploading credentials to eScholar.

Upload IBC/Credential files to eScholar FTP site.
This action auto-populates a file name in STS on the student screen.

If the student is graduating this year, also enter the highest level of IBC/Credential earned in STS Career/Tech Endorsement field.

The names of the files uploaded to the eScholar FTP site are used to populate CATE**, so that the data do not have to be entered twice.

Review the IBC/Credential in CATE to ensure accuracy. If any updates or corrections are needed, make those in the eScholar FTP site prior to the next CATE load (June or October).

Enter into CATE any student that attempted an IBC/Credential but did not earn one.

* Accepted file types include pdf, jpg, jpeg, bmp, gif, doc, docx.

** 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).