BRAC

JUMP START

Regional Micro-Enterprise Credential: Relevant Policy and Procedures
<mark>(Updated: August 1, 2018</mark>)

Relevant Policy

1) Per BRAC guidelines, students may not attempt the full Micro-Enterprise Credential until 11th grade.

Special permission for 9th and 10th graders to complete the credential can be requested by contacting jumpstart@la.gov.

Note: we encourage students of every age to complete self-assessments and interest inventories of every type. For example many schools use Kuder to complete an interest inventory / self-assessment. *But students who have completed other self-assessments will still be required to complete the Micro-Enterprise Self-Assessment (including its writing assignments) and the Self-Assessment Presentation.*

2) ***Students who graduate via the Micro-Enterprise pathway may <u>not</u> "double dip" by using the Micro-Enterprise Credential Complementary credential***. Students who graduate via the Micro-Enterprise pathway must use two other Complementary credentials in addition to attaining the full Regional Core Micro-Enterprise Credential.

3) To graduate via the Statewide Micro-Enterprise Credential pathway, student must also earn the Regional Core Micro-Enterprise Credential.

Relevant Procedures

Schools may embed all five Regional Micro-Enterprise Credential modules in a single course or allow students to complete the modules in different courses. For additional details please see Resource 01-03 Credential and Course Options.

Schools are responsible for maintaining documentation that students have completed each of the Regional Micro-Enterprise Credential modules. The required documentation is:

- Self-Assessment: printouts / pdfs of a student's Round 1 and Round 2 Self-Assessment reports;

- Self-Assessment Presentation: printout / pdf of the mentor's Student Completion Checklist;

- Credit Applications and Company Registration: no separate documentation required;

- Certification Exam: exam results will be reported by Questionmark, our exam portal provider. The Regional Micro-Enterprise Credential certification exam should be regarded as a typical "high-stakes" certification test, similar to an end-of-course or ACT test. Appropriate test security and test proctoring procedures should apply.

BRAC and/or the LDOE may audit the Micro-Enterprise Credentials attained by a school – this documentation would be required to complete that audit. Documentation should be kept for two years.

Schools are responsible for using the Career Compass Micro-Enterprise Tracking Form for tracking the modules completed by their students. The table at the top of the next page provides details on district/school responsibilities for tracking student attainment of Micro-Enterprise Credential modules.

Process for Tracking Student Progress on Completing Micro-Enterprise Credential Modules
Please check back for the new 2018-2019 process in September

Process for Ordering / Paying for Micro-Enterprise Credential Certificates
Please check back for the new 2018-2019 process in September

Questionmark Testing Accommodations

Questionmark can offer three different testing accommodations.

1) <u>Extended time</u> – Teachers will have the ability to provide extended time. This can be found under the administration tab under schedules. From there the teacher would select the student and hit the edit button then add the extra time for that student. (screenshots of this process are available on the website https://microenterprise.blog/questionmark).

2) <u>Screen Readers</u> – If a student needs a screen reader Questionmark would be able to support this. Student would launch the screen reader like they normally would and then launch the test.

3) <u>Enlarge Text and Screen Contrast</u> – Text-sizing and contrast controls are available to aid students with low/partial vision. Students can click the icons located in the upper right hand corner.

Contact Questionmark for additional details.