

## Jump Start Micro-Enterprise Credential: Teacher Registration and Tracking

(Updated: June 16, 2017)

The first step to preparing to teach the Regional Core or Statewide Micro-Enterprise Credential is to complete the required agreements and register to teach the Micro-Enterprise Credential. All forms needed can be downloaded to complete the teacher registration on the Micro-Enterprise Credential Teacher Registration website <https://microenterprise.blog/>.

Required Agreements: (the agreements are the same for the Regional & Statewide Credential – please complete only one set)

- Career Compass Tracking Agreement
- BRAC Payment Agreement

### Step 1: Complete Career Compass Tracking Agreement

Print the MEC Certificate Tracking Agreement from the MEC Teacher Registration website <https://microenterprise.blog/tracking/>. The MEC Tracking Agreement must be signed by the person (principal, CTE Supervisor, Superintendent) authorized to sign contracts on behalf of your school. You or the person (principal, CTE supervisor, superintendent) completing Step 3 will need the signed copy of this agreement to complete the teacher registration.

### Step 2: Complete the BRAC Payment Agreement

*Step 2a)* Execute the BRAC Micro-Enterprise Credential Payment Terms Agreement <https://microenterprise.blog/brac/>. The BRAC MEC Payment Terms must be signed by the person (principal, CTE supervisor, or superintendent) authorize to sign contracts on behalf of your school. You or the person (principal, CTE supervisor, Superintendent) completing Step 3 will the signed copy of this agreement to complete the teacher registration.

*Step 2b)* Set up BRAC as an approved vendor internally (school and/or district level) using the BRAC W-9 and the LDOE sole source letter located on the MEC Teacher Registration website <https://microenterprise.blog/brac/>.

### Step 3: Setup Purchase Orders for Testing

*Regional Core Credential* – setup QuestionMark as an approved vendor internally (school and/or district level) using the w-9 and the LDOE sole source letter located on the MEC Teacher Registration website <https://microenterprise.blog/regional/questionmark/>.

*Statewide Credential* – Certiport is the authorized vendor for the Entrepreneurship and Small Business (ESB) Assessment. You can access the instructions for registering students for the Certiport ESB assessment on the MEC Teacher Registration website <https://microenterprise.blog/certiport/>.

### Step 4: Complete the Teacher Registration Form

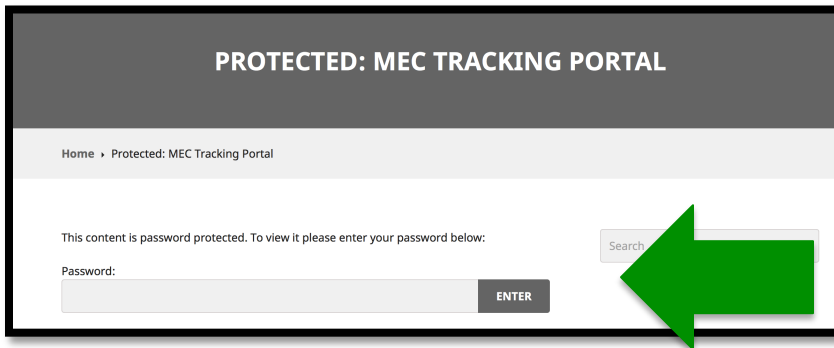
Once you have the signed Career Compass Tracking Agreement and BRAC Payment Agreement, you are ready to register to teach the BRAC Micro-Enterprise Credential <https://microenterprise.blog/teacher/>.

**You must have a scanned copy of your Career Compass Tracking Agreement to complete your teacher registration.** Once you register as a teacher, you will receive an email confirmation containing the password to the Micro-Enterprise Credential Tracking Portal <https://microenterprise.blog/tracking/>. The registration form may be completed by a supervisor, but the person completing the registration is responsible for insuring that each teacher registered understands the requirements for earning the MEC Regional Core & Statewide Credential.

## Career Compass Tracking Portal

### MEC Tracking Portal

Once you have completed the “Teacher Registration Form” you will receive a password via email for the Micro-Enterprise Credential Tracking Portal. Documents submitted through the teacher registration form will be reviewed and once verified you will receive your password **within 7 business days** to access the Micro-Enterprise Credential Tracking Portal. <https://microenterprise.blog/tracking/>




Download the Career Compass Tracking Form from the Career Compass Tracking Portal website. This file will be used to track all students in your class. The tracking form is used to document the completion of items that have are required to earn all levels of the MEC certificate and to calculate your invoice. All required documentation (including assignments, rating sheets, and projects) must be kept for two years from the date of certificate request in the student’s portfolio file.

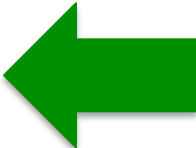
### Career Compass Tracking Portal

Two step process for tracking and requesting certificates.

**Step 1: Tracking Form**

You will need to download the Excel “Micro-Enterprise Tracking Form” below to track your students progress in the Micro-Enterprise course. The same form is used to track all three credentials. You will need to input your school information, student name, and enter date each module is completed on the tracking form. The form will show when students are eligible to earn a MEC certificate. It is recommended to wait and submit all certificate request at the end of the course.

 **DOWNLOAD**



Career Compass Micro-Enterprise Tracking and Invoice Form

Track your student’s progress. It is recommended that you use a paper or electronic file to store your students required portfolio documents. As indicated above, all documentation must be maintained for two years after earning the Micro-Enterprise Credential.



**Career Compass Micro-Enterprise Tracking Excel File**

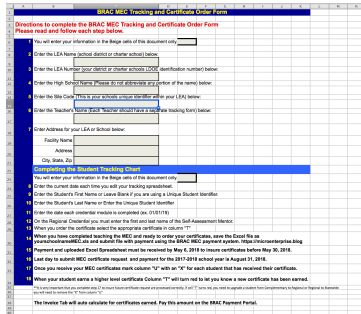
The Excel File has three tabs that contain information for you. The file is protected and only allows you to enter the needed data in the Excel sheet in the beige cells.



**Instructions Tab:**

2-7: Enter the requested information in the beige cells

8-18: Provides instructions for completing the Student "Tracking Chart" tab.



**Tracking Chart Tab:**

Follow the instructions from the "Instructions" tab to complete the tracking chart. You may only enter the data requested in the beige cells. All other cells are locked and you cannot edit the content. Be sure to enter the current date each time you update your Career Compass Tracking Form.

1	LEA Name	LEA Number
2		
3	High School Name	School Site Code
4	Teacher Name	
5	Updated on: [Date]	
6	Please Mark With the Date All Regional MEC Credential Components Completed	
7	Student First Name (Leave Blank if Using Unique Student Identifier)	Student Last Name or Unique Student Identifier
8	Self-Assessment	Self-Assessment Presentation
9	Name of Self-Assessment Mentor	Credit Applications
10	Company Registration	Certification Exam (Yes or No)
11		
12		
13		
14		
15		
16		
17		
18		
19		

**Invoice Tab:**

This tab will automatically calculate based on the information entered on the "Tracking Chart." The invoice should be printed and submitted to your district/school level person for payment. **Once the electronic payment is submitted you can order your certificates on the <https://microenterprise.blog/tracking/> website.**

Baton Rouge Area Chamber Leading Economic Development in the Baton Rouge Area		Date:	
		Invoice:	
<b>2017-2018 Micro-Enterprise Credential Certification Order Form</b>			
<b>Description</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
Micro-Enterprise Complementary Credential	0	X \$0 Certification Fee =	\$0.00
Micro-Enterprise Core Regional Credential	0	X \$16 Certification Fee =	\$0.00
Micro-Enterprise Statewide Credential	0	X \$25 Certification Fee =	\$0.00
<b>Payment must be made using the BRAC Payment Processing System <a href="https://microenterprise.blog/payment">https://microenterprise.blog/payment</a></b>		<b>TOTAL DUE</b>	<b>\$0.00</b>

### Purchasing Credentials

Once you have completed entering the information to your Career Compass Tracking Form, it is time to pay for the Micro-Enterprise Credential certificates earned by your students. While you can take this step at anytime, It is probably most efficient to do it once when your course is over.

Print the invoice page from your Invoice Tab. Submit required documentation and paperwork for your school/district to process the required electronic payment. The invoice contains the web link for the processing of the payment <https://microenterprise.blog/tracking/payment/>.

Once you receive confirmation that your payment has been received you can request your certificates. **It is important not to make any adjustments to your Career Compass Tracking Form (excel file) until after requesting your certificates.**

**Step 2: BRAC Payment for Certifications**

Click on the Invoice tab of your MicroYou will upload the Micro-Enterprise Tracking Form with your payment when you are ready to order your forms. It is recommended that you submit and pay for all your certificates at one time. You may submit your certificate request and payment at anytime but be aware of the cutoff dates below for each semester.

- Fall Semester Request Deadline: **November 17, 2017 to receive by December 15, 2017**
- Spring Semester Request Deadline: **May 6, 2018 to receive by May 31, 2018**

**Make A Payment Here**

### Requesting Certificates

**Once you receive your payment confirmation it is time to request your certificates.** This is a simple process and requires you to upload a digital copy of your payment confirmation and your Career Compass Tracking Form (Excel File). Fill in all the required information on the form and click "Submit". You will receive a confirmation email once your information and files have been uploaded.

Please be aware of the dates posted on the website for deadlines in receiving your certificates.

**Step 3: MEC Certificates**

Use the form below to request your 2017-2018 BRAC MEC Certificates (it is recommended to make bulk request at the end of the course instead of individual request). You will need a digital copy of your "BRAC Payment Confirmation" and your completed "Micro-Enterprise Tracking Form" excel file. (Make sure that your payment confirmation amount matches the balance due on your excel file "Invoice" tab.)

**Complete Form**

Teacher Name \*

First Last

Teacher Email \*

Phone Number \*

### - ### - ####

LEA \*

School Name: \*

BRAC Payment Confirmation \*

Choose File no file selected

Micro-Enterprise Tracking and Invoice Form \*

Choose File no file selected

Notes:

Submit