IC3 Digital Computer Literacy
February 17, 2017

Certifying Organization	Certiport http://www.certiport.com
Description of Credential	This credential provides students with the foundation of knowledge needed to succeed in all environments that require the use of computers and the Internet. Mastery of these three domains are critical to digital literacy: 1) Computer Fundamentals – Covers a foundational understanding of computing 2) Key Applications - Word processing, spreadsheets, presentations 3) Living Online – Skills for working in an Internet or networked environment *Students must pass three certification tests – one in each domain – to attain the IC3 certification.*
Part of which Graduation Pathways [1]	IC3 is a Complementary credential in most regional and integrated pathways and can be a credential for Act 833-eligible pathways.
Associated with Which Careers?	5 Star: Marketing Specialists, Marketing Managers, Public Relations Specialists, Administrative Services Manager, Supervisor of Office Workers, Financial Managers 4 Star: Multimedia Artists and Animators, Graphic Designers, Advertising and Promotions Managers, Electrical and Electronic Managers 3 Star: Camera Operators, Film and Video Editors, usiness Administration: Also: Customer Service Representative, Office Supervisor, Operations Manager, Administrative Service Manager, Management Analyst
Entry-Level Annual Salaries	$18,000 - $38,000

Industry-Based Certification Requirements: Students						
Standard / Curriculum	View IC3 Computing Fundamentals Objectives here . View IC3 Key Applications Objectives here . View IC3 Living Online Objectives here . Certiport's IC3 Certification frequently asked questions (FAQs) can be found here.					
Testing Methodology	Paper?	No	Online?	Yes	Performance – based Simulations	Yes
Re-Testing (if available)	Re-Testing Procedures	If a student does not achieve a passing score the first time, there is a 24 hour wait period before retaking exam. If a student does not achieve a passing score the 2nd time, there is a 48 wait time for each subsequent exam retake.			Max Attempts	There is no maximum number of attempts
Testing Details (including any age requirements / accommodations)	As noted above, *Students must pass three certification tests – one in each domain (Living Online, Key Application and Computing Fundamentals) – to attain the IC3 certification*. High Schoo*l* students may take either the IC3 Global Standard (GS) 4 exams or the newest updated version, IC3 Global Standard (GS) 5 exams. *S*tudents under the age of 13 must register through their teacher due to consent / privacy concerns. Educators seeking accommodations must email their request to accomodations@certiport.com. Students may attempt certification at any public Certiport Authorized Testing Center. Certiport has Exam Policies in place to protect the integrity of their exams. A school can also become a Certiport Authorized Testing Center (CATC) through an agreement with Certiport.					

Industry-Based Certification Requirements: Teachers	
Instructor Certification Requirements	There are no certification requirements for teachers helping students attain this credential. Teachers with basic computer proficiencies should be able to teach courses that enable students to attain this credential. Certiport is developing additional teacher training support and professional development materials that will be available sometime in 2016 / 2017.
Proctoring / Test Security (if any)	Certiport provides complete details on proctoring requirements on their website.
Certification Tracking	
Credentialing Documentation	Certiport maintains all documentation. Students create their own Certiport accounts and can track QuickBooks and other Certiport certifications online. Students can also print out copies of the certifications they have earned. Teachers can track the certification results of their students using the voucher numbers their students used. *Schools will not be able to track the results of students who take the exam at a public testing place without cooperation / disclosure by the student.*

Certification Tracking System	Online Tracking System?		Yes	Details	N/A
Other Details	Expiration Timeframe?		IC3 certification doesn't expire, although periodic updates to operating systems and standard computer functionality change the requirements of the IC3 certification exams.		

Certification Costs / Funding Sources					
Cost Details	Exam vouchers and Practice test pricing can be found here . Regional or statewide pricing opportunities may be available. Please check with Certiport or JumpStart@La.gov for latest pricing information.				
Re-test / Refund Policies	Students must have a voucher or re-test for each of the three assessments required to attain this credential. Certiport strictly enforces this policy. All vouchers expire after 12 months. There are no refunds once a student has signed in and started a certification exam.				
Funding Sources [2]	CDF?	No	Perkins?	Yes	Alternative Source (other than General Funds)	

For More Information	
Certifying Agency Contact Info	Darryl A. Barnes Territory Manager, Certiport Darryl.Barnes@pearson.com Direct Line: 801.847.3198
LDE Point-of-Contact	JumpStart@la.gov
Jump Start Regional Team Experts	TBD

1 – This table may not include all the graduation pathways this credential appears in. Please check the graduation pathway you are working with if you have a question as to whether or not this credential is part of that pathway.

2 – CDF = Career Development Fund