

Jump Start Micro-Enterprise Credential: Relevant Policy and Procedures

(Updated: July 2016)

Relevant Policy

1) **Per BRAC guidelines, students may not attempt the full Micro-Enterprise Credential until 11th grade.** Students are advised to attempt the Micro-Enterprise Credential Self-Assessment and the Self-Assessment Presentation in 11th or 12th grades.

The *beta* implementation of the Micro-Enterprise Credential provided clear evidence that 9th and 10th graders lacked the maturity and context necessary to complete an effective Self-Assessment.

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 not “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 Core Regional Micro-Enterprise Credential.
- 3) Students must attain the Micro-Enterprise Credential Regional Core credential before attempting the Basic and/or Advanced Statewide credentials.

Relevant Procedures

Schools may embed all five 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 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 the entity offering the exams. The 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.¹

BRAC and/or the LDE 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 Credential Completion Template 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.

¹ - Information about the online *interim* Micro-Enterprise Credential certification exam will be released this Fall.



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District / School Responsibilities: Tracking Student Completion of the Micro-Enterprise Credential	
Fall	Sign a Micro-Enterprise Credential tracking agreement with Career Compass, confirming the district/school is responsible for uploading accurate information about student module completion *
Fall and Spring	Use the spreadsheet template Career Compass provides to upload student module completion information
Spring	Towards the end of each semester confirm the Career Compass report indicating the number and identity of students qualifying for Micro-Enterprise Credential(s)
Spring	Remit required credentialing fee payments to BRAC (BRAC will send an invoice to the district)
Spring	Submit credential documentation to the Department of Education per Jump Start policy requirements in order for students to graduate high school
* - districts that are already Career Compass clients will use their existing agreements to address student identity confidentiality issues. Districts that are not Career Compass clients will complete an agreement safeguarding student confidentiality when tracking Micro-Enterprise Credential module completion.	

Documentation that a student is qualified to receive one of the Micro-Enterprise Credential certificates must be submitted by the student's district/school in order for the student to receive the relevant Micro-Enterprise Credential(s).

- Career Compass will create an agreement for each district/charter school to sign regarding uploading Micro-Enterprise Credential student module completion information. **Districts/charter schools will acknowledge that it is their responsibility to upload and maintain accurate information.** If the district or charter school is a current Career Compass partner, student privacy issues will be covered within the context of their existing Career Compass contract. If the district/charter school is not a current Career Compass partner, the district/charter school will execute an agreement specifying how uploading student module attainment information will conform with state law.
- Districts/charter schools will be responsible for responding to any audit that BRAC or the Department of Education might implement regarding student attainment of any Micro-Enterprise Credential(s) (see above).
- The Micro-Enterprise Credential module completion template will be downloaded, used and owned by the districts/charter schools. The template will allow districts/charter schools to list students' names and indicate when each student has completed a Micro-Enterprise Credential module.
- Career Compass will create a secure Micro-Enterprise Credential portal and unique log-ins for each district/charter school to upload their student module completion information.
- When all modules have been completed, Career Compass will issue individual electronic copies of the appropriate Micro-Enterprise Credential certificate to the district/charter schools.