

Book	Policy Manual
Section	200 Pupils
Title	Skills Certification
Code	217
Status	Active
Adopted	February 2, 2022

### **Purpose**

The Joint Operating Committee shall acknowledge each student's successful completion of the vocational technical program by awarding a certificate at appropriate ceremonies.

### **Authority**

The Joint Operating Committee shall not issue a diploma at the conclusion of a student's vocational technical program at the school. The Joint Operating Committee shall recognize the student's achievement by awarding an appropriate certificate.[\[1\]](#)[\[2\]](#)

The Joint Operating Committee shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in ceremonies with his/her graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

The Joint Operating Committee shall provide documents by which a student may indicate to an employer or postsecondary institution the completion of a vocational technical program and attainment of skills.

### **Delegation of Responsibility**

The Administrative Director or designee shall be responsible for:

1. Communicating to students and parents/guardians the requirements to qualify for a certificate.[\[8\]](#)
2. Accurate recording and reporting of each student's progress toward fulfilling certification requirements.[\[8\]](#)[\[9\]](#)
3. Planning and executing ceremonies that appropriately recognize this important achievement.

### **Guidelines**

Students who complete approved vocational technical education programs shall have their occupational competency assessed by completion of the appropriate assessment under the Pennsylvania Skills Certificate Program or another approved occupational competency assessment.[\[10\]](#)

In addition to the certificate awarded by the Joint Operating Committee, a student's program may offer certificates of participation, proficiency, or licenses, issued by state and national organizations.

Legal

1. 24 P.S. 1613
  2. 24 P.S. 1850.1
  3. 24 P.S. 1614
  4. 22 PA Code 11.27
  5. 34 CFR 300.102
  6. 34 CFR 300.305
  7. Pol. 113
  8. Pol. 212
  9. Pol. 216
  10. 22 PA Code 4.31
- 34 CFR Part 300