

*Date:* August 2016  
*To:* School District Administrators  
*From:* Sharon W. Wendt, Director, Career and Technical Education Team  
*Subject:* Wisconsin State Certified Skill Standards Program

The DPI State Certified Skill Standards Program is starting the 2016-17 school year with a new system! This program awards certification to students who have successfully completed career development experiences in school-based and work-based learning, and specified curriculum. By the end of September 2016, a new, improved, and user-friendly system will be released to districts.

*Here are just a few of the new enhancements:*

- **Elimination of another password and login to remember.** – This system will be secured by using a Wisconsin Web Access Management System (WAMS) ID using the same login and password used to renew State of Wisconsin Administrative/Teaching licenses. Administrators and teachers will both be required to login using their WAMS ID and password.
- **Elimination of entering duplicative student data.** – This system uses the Wisconsin Student Number (WSN) student data.
- **Elimination of misspelled names or names entered in reverse order.** – Using the WSN number will eliminate errors, as the system will pull information from the students enrollment tied to their WSN number.
- **Enhanced Mentor contact information.** – Retrieve business names and locations by using a drop down box.
- **Addition of new certifications in Business Information and Technology.** – Business Information and Technology has expanded the portfolios for certification. Now, there will be certificates in: Business Information and Technology, Business Management & Administration, and Finance.
- **Onsite certificate printing.** – Teachers will now be printing their own certificates. The certificates will print in color, if a color printer is available. **Note:** There are different borders for all four of the certificates that are currently available by program area. Parchment paper is a good option for certificate paper.
- **Downloadable certificates.** – The certificates will download to the computer in a PDF format. This PDF can be saved to your computer.
- **Duplicate Certificates:** Reprints will only be done through DPI. – If a certificate needs to be reprinted, DPI will reprint the certificate. When a certificate is reprinted, it will retain the original date of issuance.

Go to the Skills Certification page on the CTE website at <http://dpi.wi.gov/cte/skills-standards> and join the [DPI CTE Skills Certification G+ Community](#) to keep informed and updated on the rollout and to help with the implementation and any possible questions that may arise.