

BUSINESS DEPARTMENT CERTIFICATION RECOVERY SESSIONS

Every Monday and Tuesday from 2:45 pm to 4:45 pm
Beginning November 29, 2021 through December 14, 2021
Mrs. Kim Romero B5

Jumpstart Career Diploma requires a student to earn an Industry Based Certifications to GRADUATE. The Business Management Regional Pathway requires one core certification and two complimentary certifications. If a student did not earn these certifications when they took the Business courses, he/she needs to participate in the Certification Recovery Program.

Details of the Business Certification Recovery Program are outlined below:

❖ IBCA – Word & PowerPoint (complimentary) certifications

- Student must pay for exam, if this is his/her **3rd attempt (or more)**
 - Exam must be paid for **prior** to beginning the certification recovery program with Mrs. Katie Botts in the NISH office and present the receipt to Mrs. Kim Romero.
 - **Cost - \$4.70 per exam**
- Students **must attend all 6 “after school” sessions** to complete the following process:
 - 1. Remediate** - Students must complete GMetrix Core Practice 1, 2, & 3 (in Training Mode), scoring 80% or higher on each practice, before attempting the certification exam; Tutor will be available to help students with skills
 - 2. Certification Exam** will only be administered during after school sessions - 50 mins (110 mins for students with extended time accommodation)

❖ CIW : Internet Business Associate certification

- Student must pay for exam if this is his/her **3rd attempt (or more)**
 - Exam must be paid for **prior** to beginning the certification recovery program with Mrs. Katie Botts in the NISH office and present the receipt to Mrs. Kim Romero
 - **Cost - \$30.00 per exam**
- Students **must attend all 6 “after school” sessions** to complete the following process:
 - 1. Remediate** –Students are required to complete coursework in uCertify, as assigned by Tutor.
 - 2. Screening Test (Post Assessment)** – Student must score 75% or higher to move on to the exam
 - 3. Individual Review with Tutor** – to discuss missed screening test questions
 - 4. Certification Exam** – 30 mins (students with extended time accommodation will be given double time)

Student's Name _____ Grade Level _____

Certification needed: _____

Date student will begin Certification Recovery: _____

I agree to attend all sessions of the Certification Recovery program until I earn the certification(s) needed to meet Graduation Requirements.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Return this completed form to B5, Mrs. Romero no later than
November 29, 2021

Teacher use only

Rec'd _____