**Why Program Industry Certification?**

* Healthcare continues to be one of the nation’s fastest-growing and competitive industries.
* Secondary schools bear a responsibility to provide education and training for students to be skilled and academically prepared, to complete a certification course, as available, and to go into a post-secondary/college-level health career program.
* One assessment that is generally accepted across various disciplines to insure that an educational program is standardized in Georgia is the Secondary Program Industry Certification.
* Guided and Approved by the Georgia Department of Education for secondary Healthcare Science programs.

**The Process**

* Apply through the Georgia Department of Education, CTAE Division, for a Grant for Healthcare Science (HSE) Industry Certification (IC). This is submitted in the Spring with the CTAE Director and Supervisor of your school, during the school year “before” the HSE IC Process begins for the teacher/school from August-May of the following school year.
* ***HomeTown Health and HomeTown Health University (HTHU) is the accrediting agency with a partnership with the Georgia Department of Education – Career, Technical and Agricultural Education (CTAE).***
* Healthcare Science Education (HSE) Industry Certification (IC) information and materials can be found at <https://hthu.net/gateacher20> (each year it is updated and the year is changed, such as /gateacher19, /gateacher20). Information and guidance support can be through Sharon Norman ([sharon.norman101@outlook.com](mailto:sharon.norman101@outlook.com)) and the HomeTown Health Team.
* Review the website materials under **Certification Resources (POS Resources and Required HSE IC Curriculum Documentation).** Download and save as information onto your computer. Personalize check off forms for your school and evaluation team members to review your supporting documents.
* Usually the plan is to provide Workshops on the Certification Process with HomeTown Health / HomeTown Health University team. Sharon Norman will need an email from the teacher to start reviewing and understanding the Process with each teacher. This school year, the materials are still online at our website <https://hthu.net/gateacher20> . There will also be videos and Power Points available to review for better understanding of setting up a website, collecting and uploading your supporting documents, and other teachers’ websites to see examples of the website setup, and other information needed.
* The *Required* attendance of the 2-day “Preparing for HSE IC” workshop is usually held in September AND an **Internship** starting the day after the workshop until May with a *Required* Mid-Year 1-day workshop on Friday, January 29, 2021, before the HSTEA Winter Conference on Saturday, January 30, 2021. Working with CTAE Resource Network ([www.ctaern.org](http://www.ctaern.org)), this Internship is provided 50 hours of credit. HomeTown Health University provides IACET credit.
* The September workshop and the website provide good introductions and process review of the HSE IC Process, as well as assist the teacher to begin setting up their system for supporting documentation to accomplish the HSE IC. This is a required workshop for each teacher approved to accomplish this process during the school year.
* This workshop offers teachers a plan to complete the HSE IC Process in the next year, helping to understand and start collecting supporting documents before application for the Grant through Ga DOE-CTAE the following Spring with their CTAE Director.
* At the mid-year workshop, each school team briefly shares with peers their updates on their HSE IC progress, including a quick review of their school HSE IC website, their “Welcome” power point presentation for the On-Site / Final Evaluation team and their progress with completing the Standards. Usually, only HSE teachers approved that school year going through the HSE IC process attend this workshop. **This school year the process will be that the teacher has everything completed and loaded on their website so each fellow HSE IC teacher and the HomeTown Health/HTHU team may review it before the online meeting on January 29 (9am-3:30pm). Be sure to get clearance with your administrators to attend and present.**
* ***Organize the Program Standards Documentation***, using an electronic process (such as Google classroom, Weebly, or Wix website with password. Please watch fellow Healthcare Science teacher, Alicia McCracken’s videos on the website). Using a Filing System (Google or files) to collect your supporting documents, aligned to the check off forms will help you stay organized and ensure the set is complete before uploading.
  + It will include the Program Operational Standards and the Program Curriculum/Course Standards (Each teacher chooses 3 Standards for each Course taught, and ensures all the Elements/substandards are showcased with labeled supporting documents. *The documents show evidence of each standard and element being planned (Lesson Plan), taught (actual student activities sheets addressing each Element) and evaluated /assessed (actual student evaluations addressing each Element).*
* **“Homework”:**
  + Complete Program Operational Standards (POS) sections per month to have completed 95% by **January** (will still need to add last Advisory Committee Meeting, any HOSA updates, pictures, and any end of year/certifications before HSE IC Final Evaluation – your HSE IC Final Evaluation).
  + Pull and “file” Lesson Plans for the 3 Standards per course taught (each teacher), chosen to be showcased. Pull /maintain documents completed by the students, the Student activity sheets/documents to meet the Standards and Elements/substandards (as written).
  + Some materials (student activity sheets, rubrics, tests, etc.) may have to be written by you, showing the Elements (by teaching, learning, and evaluating) at that level has been accomplished.
  + As you teach, Pull /maintain completed documents (student activity and evaluations for each Element) by the students, label and “file” before uploading.
  + When a file is complete, you might want to “make a note” or if paper, place a colored sticky note on the file set for that Standard or POS to show it is complete.
* ***Schedule date*** for the HSE IC Evaluation, coordinated with Sharon Norman, HomeTown Health / HomeTown Health University, [sharon.norman101@outlook.com](mailto:sharon.norman101@outlook.com) . **Schedule your Final Evaluation Date this Fall with Sharon Norman**. Secure your local healthcare professional (6) to review your website with your supporting documents with that date for the Final Evaluation (completion date).
* ***Complete the Self-Study Process****.* ***In February,***Complete process ensuring that all supporting documents requested to show Standards are fulfilled and are in place.
  + Ask/ Invite local administrators, teachers who have gone through their IC Evaluation (Business teachers, etc.), and local advisory committee members, not on your HSE IC (final review) Evaluation team, to review with you leading them through the check off forms. (You may email or if in-house, print and provide the check off forms to your self-study team (only 2-3 people for this review), or you may email the check off forms to the self-study evaluator for that area to be reviewed (assigned POS or Courses). This group is there to help you see if all the documents are in place. They can help you see anything missing and make recommendations. Identify one person on this team to sign off on the HSE IC Final Evaluation Application. This team is agreeing that the teacher(s) is/are ready for the HSE IC Evaluation Team to review the documents toward accomplishing Healthcare Science Education Industry Certification. Then have your administrator (Principal or CTAE Director) sign the form (electronic signature accepted). Email to me in February. Keep all forms in Word document format.
  + **Be sure you are keeping your administrators and Sharon Norman informed of your timelines and progress.**
* (One more time. ☺ ) Submit the HSE IC Final Evaluation Application (form on website) showing the local team who reviewed for your Self-Study part of the evaluation, and with e-signatures by school administrator and the self-study group representative showing that the teacher(s) is/ are ready for the HSE IC Final Evaluation.
  + On the HSE IC Final Application, you will add all information requested, including your local healthcare professionals who will review your Completed documents to achieve HSE IC. Please include their name, educational initials, title, agency, address, phone number and email address. You will place their name under the assigned area for review. (POS 1-6 if online only. If the HSE IC Final Evaluation is provided in the school, please add a person or two to review POS 3 & 4, Facilities and Equipment & Supplies.
  + **OTHER INFO regarding Facilities and Equipment & Supplies**: If online only, pictures or even a video can be added to allow the reviewer of POS 3 &4 to see the facilities. Your Equipment and Supplies list will provide a list you have in place and if anything is not available, please list/explain why not available. (ANY Equipment & Supplies need to be ordered by October, or ask for donations from local and other healthcare facilities and professionals (LOOK and review the lists with your Advisory Committee in September. Order and receive to have in place to use throughout your school year, starting in the Fall.)
* **Early in the school year (Fall),** Select and secure at least six Local Healthcare Science Team Members to serve for your HSE IC Evaluation Team. Remind them during the year and share your finalized plans and Agenda. Ask them to have a backup person in case an emergency meeting or sickness comes up and they cannot be there. It is important to have a minimum of 6 local health care professionals for your HSE IC Evaluation. (See the HSE IC Application and HSE IC On-Site Evaluation Agenda.)

**Six minimum evaluators** (local healthcare professionals you have invited and secured). Usually, one evaluator per 2 Courses is needed; One evaluator for POS I, II, V & VI; One evaluator for POS III & IV per classroom & lab; One interviewer for Counselor Interviews and One interviewer for Student Interviews. The Program Specialist or Sharon Norman will interview the Administrators.

* ***HSE IC Final Evaluation. It could be an online evaluation if no one can be on your school campus. Or, if we are able to be on campus of the school for an On-Site Final Evaluation –*** *Work with Sharon Norman, representing HTH/HTHU to coordinate the Process for the final HSE IC Evaluation.*
  + ***If On-Site Evaluation for HSE IC:*** Conducted as scheduled and set with HSE IC Agenda for your school as approved by Sharon Norman.
  + ***If not On-Site***, the teacher (s) will take the lead to secure and guide the evaluators to receive and use the check-off forms to review. The teacher(s) will assist the evaluators to get online their website to check that the documentation is in place and meets the Standards as listed (POS & Courses). The teacher, with any school technology person, will ensure that the evaluators can view the website, find the sections and identify the supporting documents.
  + The teacher will provide the name and email for the Students Interviewer (as on the Application or if changed). Sharon will send the Interview questions to that person. The teacher will coordinate with the Interviewer and five (5) students to be interviewed within a 1 or 1.5 hour time period on a specified date and time.
  + Sharon Norman will provide the Administrators’ questions to the interviewer or to the Administrators for their completion and return to me.
  + Sharon Norman will provide the Counselors’ questions to the Counselors for their completion and return to Sharon.
  + Sharon will provide the Final materials to the teacher(s) with a Summary of the Evaluation with an announcement of successful completion of the HSE IC Process. *If the teacher(s) is/ are not successful in showing all documentation*, the teacher(s) need to provide supporting documents not found to the evaluator reviewing that section asap for their local evaluator to review and complete checkoff(s).
  + After compiling the final documents with Sharon Norman, the Teacher(s) will then scan the completed evaluation forms for a Final Report. The teacher(s) will then share the final format with Sharon Norman, Sandra Martin, Jennie Price, Lisa Carhuff, Administrators for the school, the local healthcare professionals on the Team, and their Advisory Committee members not on the HSE IC Evaluation Team.

* *The Award* of Healthcare Science Education Industry Certification is provided on the Summary Report with the Final Report provided by Sharon Norman. If the evaluation is On-Site at the school campus, it will be provided during the oral report at the end of the On-Site / Final Evaluation by the Team members. The written Report will be provided during this Report.
* The Awards (plaques) are usually presented at Georgia Association for Career & Technical Education (GACTE) – Georgia Department of Education Annual Summer Leadership Conference during the ***Healthcare Science Technology Educators’ Association*** (***HSTEA) Awards Luncheon***. During times when people cannot gather, it is mailed to the teachers who have successfully completed the HSE IC Process in June. The teachers are asked to take a picture with their plaque, then email it to Sharon Norman, who will share it with Lisa Carhuff, & Meghan Williams for HomeTown Health, Sandra Martin for CTAE-Ga DOE and Dr. Krystal Tomlin for HSTEA. During the HSTEA Awards Luncheon, the congratulatory announcement with pictures of the teachers is presented.
* ***We look forward to working with you and supporting you throughout this Healthcare Science Education (HSE) Industry Certification (IC) Process****.*

***Through this process, Excellent Healthcare Science teachers are recognized as providing exemplary Healthcare Science programs****.*