



**TEXAS SKILL STANDARDS BOARD**

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**Application  
for  
Program Recognition  
  
2010**

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## **SECTION I. General Information**

Program recognition is a Texas Skill Standards Board (TSSB) initiative to recognize a community or technical college workforce education award (credential) that has skill standards incorporated into the curriculum, classroom instruction, and assessments. Program recognition indicates to employers that a technical program is addressing the industry workforce needs as defined in the skill standards. This packet provides instructions, sample documents, and required forms to apply for program recognition.

### **Eligibility**

New and existing community and technical college Level 2 Certificate or Associate of Applied Science (AAS) Degree programs are eligible for TSSB Program Recognition.

### **Benefits**

The TSSB will promote recognized programs to employers at staff outreach activities and will display them on the employer section of the TSSB website at [www.tssb.org/wwwpages/employer/index.htm](http://www.tssb.org/wwwpages/employer/index.htm). In addition, colleges will have the option, subject to a user agreement, of affixing a gold embossed seal to the credential of every graduate of its TSSB-recognized program(s). The seal will signal to recruiting employers that program graduates have been taught the industry skill and knowledge requirements specified in the skill standards. The TSSB believes that as employers become aware of recognized programs, they will look to them as a source of qualified job applicants. As employers hire more graduates, the program's placement statistics will improve, thereby attracting more students.

Colleges also may use TSSB recognition to promote their programs in the local and higher education communities. Colleges with recognized programs may use an electronic "TSSB-Recognized" seal to market that status on their print and internet-based media. Recognized programs also will be displayed in the Community and Technical Colleges section of the TSSB website, where they will have greater visibility among colleges and others visiting the site.

### **TSSB Intent: Skill Standards-Based Technical Core**

The TSSB, comprised of a majority of business and industry members, recognizes the desire of employers to see consistent, industry-defined student outcomes in any given program area, regardless of the college from which they recruit. To achieve that end, the TSSB believes that program recognition should be used to foster and promote the development of a common, skill standards-based technical core curriculum. The technical core ensures that both a statewide standard of industry-defined outcomes is met across colleges, and that specialized skill sets required by local or regional employers may be met in additional courses in any individual college's program.

### College Collaboration

Where one college has already received program recognition, the technical core curriculum that encompasses the skill standards content will be expected to evolve through the collaboration of additional colleges that subsequently seek TSSB recognition for the same type of program. Thus, both the original recognized program and institutions that follow shall collaborate, with the goal of agreement on a technical core that is broadly representative of their college programs. One exception to this practice may be where a critical mass of colleges has agreed on a common technical core that appears to be representative of the program area. In those instances, future colleges may be expected to replicate the core curriculum as it exists. The TSSB may choose not to recognize a program where the college does not agree to collaborate with future programs seeking TSSB recognition, or where a college seeking recognition does not collaborate to achieve a common technical core.

## SECTION II. Program Recognition Process

Colleges interested in applying for TSSB program recognition should follow the five steps below. Application contents, instructions, and submission requirements are available in Section III of this document.

**Note:** *Colleges may not seek program recognition to incorporate skill standards that are within one year from the date of expiration.* (All skill standards undergo review and are updated as necessary during the year prior to expiration. The expiration date is indicated below each skill standards title in the on-line Texas Skill Standards Repository at [www.tssb.org/wwwpages/repos/index.htm](http://www.tssb.org/wwwpages/repos/index.htm).)

### **STEP 1A: Incorporation of Skill Standards Content into Technical Curriculum**

Application for TSSB program recognition requires a community or technical college to document that it has incorporated the skill standards content into the courses for a Level 2 Certificate or AAS Degree program. In some cases, a college may need to add or create new courses in order to integrate the skill standards into the program. Such a program revision may require formal approval from the Texas Higher Education Coordinating Board (Coordinating Board). In other cases, a college may want to integrate skill standards into a new program that it is developing.

In both of these situations, the college should begin the program recognition process before it submits the new or revised program for approval to the Coordinating Board. As the college designs or revises its program, it should ensure that the set of courses constituting the award (credential) encompasses all the skill standards elements.

For guidance in integrating skill standards elements into curriculum, the TSSB provides two resources. A *User's Guide: Incorporating Skill Standards into Community and Technical College Curriculum (User's Guide)* is available to download from the TSSB website at [www.tssb.org/wwwpages/publications/index.htm](http://www.tssb.org/wwwpages/publications/index.htm). Colleges also may schedule a Skill Standards Usage Workshop with TSSB staff. The workshop, conducted at the college, provides an orientation to the TSSB skill standards elements and format followed by a suggested process for integrating each element into a program's curriculum. To schedule a workshop, colleges should contact the TSSB office at 512/936-8100 or [tssb@io.com](mailto:tssb@io.com).

For skill standards where no TSSB-recognized programs exist, the first college to apply for program recognition should integrate the standards into its technical program as it sees fit, with the understanding that in the future, it will be expected to collaborate with subsequent colleges on a skill standards-based technical core curriculum. The technical core includes agreement on where the key activities will be assessed in the common courses. (See Section I, College Collaboration.)

### **Replication of a TSSB-Recognized Program**

Per TSSB intent (see Section I), where skill standards have already been integrated into program(s) that have received TSSB recognition, subsequent colleges shall apply to replicate a TSSB-recognized program. Under replication, the interested college offers the technical core curriculum of a TSSB-recognized program into which the relevant skill standards have been incorporated. The college shall ensure that the key activities are taught and assessed, at a minimum, in the same technical courses as the recognized program.

To determine the technical core curriculum, the replicating college and the recognized program(s) shall negotiate the courses that constitute the core and in which the key activities (or equivalent skill standards element) shall be assessed. TSSB staff will facilitate this process through a conference call or other appropriate method.

Once the skill standards-based technical core is determined, the replicating college submits the same required application materials listed in Section IV. However, on the Application Cover Page, the college indicates that it is replicating a TSSB-recognized program; and attaches a key activities-to- courses matrix that is identical to the recognized program's. The recognized program, in turn, amends its matrix to correspond with the negotiated technical core curriculum.

### **Step 1B: Notification of Intent to Apply for TSSB Program Recognition**

Colleges shall submit a Notification of Intent (NOI) to Apply for TSSB Program Recognition. *The NOI must be submitted one month prior to submission of the TSSB Program Recognition application.*

However, the TSSB recommends that the NOI be submitted as soon as possible. Early submission prior to the deadline enables the TSSB to notify the college of any other colleges' program recognition efforts in the same occupational area and to provide technical assistance as needed.

See Section III for NOI forms, instructions and mailing information.

### **STEP 2: Submission of Application**

Interested applicants must submit a separate application for each Level 2 Certificate or AAS Degree program for which they are seeking TSSB recognition. See Section III for application contents, instructions, and submission requirements.

### **STEP 3: Notification of Coordinating Board Approval for New or Revised Programs**

College applicants that are developing a new program or revising an existing one shall notify TSSB staff when they receive Coordinating Board approval. The TSSB will not consider a program for recognition until Coordinating Board approval, if needed, has been granted.

### **STEP 4: Review and Discussion of TSSB Application**

TSSB staff reviews the college's application to determine whether the program recognition requirements have been met. This review may yield one of three potential outcomes:

- a. **Application meets all program recognition or replication requirements** (including confirmation that all the key activities, or equivalent, in the skill standards, are contained in the program's courses, or common technical core curriculum, as appropriate). TSSB staff proceeds to Step 5.
- b. **Application does not appear to meet program recognition or replication requirements.** TSSB staff has questions regarding the alignment of the key activities (or equivalent elements) with the program's courses or common technical core curriculum, as appropriate. The college is invited to discuss staff's concerns and/or questions. If the discussion yields satisfactory answers, the college submits revised application materials. TSSB proceeds with the program recognition award process in Step 5.
- c. **Application clearly does not meet program recognition or replication requirements.** Skill standards key activities (or equivalent elements) show little or no relation to the WECM course descriptions and learning outcomes of the program as designated in the college's submitted matrix and syllabi, or the submitted matrix does not align with the common technical core curriculum. TSSB notifies the college, with an explanation, that its program recognition application has been denied.

### **STEP 5: TSSB Program Recognition**

TSSB grants program recognition, notifies the college, sends related promotional materials, and posts the program on the TSSB website.

### SECTION III. Notification of Intent Forms and Instructions

All applicants must submit a Notification of Intent to Apply for Program Recognition (NOI) no later than one month prior to submitting the Application for Program Recognition.

The NOI must be completed, printed, signed, and the original sent or delivered to the appropriate address below. (It is recommended that a pdf copy of the signed document be submitted electronically before mailing.)

**Mailing Address:**

Texas Skill Standards Board  
P.O. Box 2241  
Austin, TX 78768-2241

**Physical Address:**

Texas Skill Standards Board  
1100 San Jacinto Blvd., Suite 1.100  
Austin, TX 78701  
(512) 936-8100

#### Instructions to Complete NOI

- **College Name:** Enter the name of the college submitting the NOI.
- **Mailing Address:** Enter the street address, P.O. box, city, state, and zip code of the institution that is submitting the NOI.
- **College Contact:** Enter the name and contact information of the individual to contact regarding the college's program recognition application.
- **Award being incorporated with skill standards:** Enter the title and 6-digit CIP code (available in the CIP Code Manual on the Coordinating Board web site at: [www.txhighereddata.org/Interactive/CIP/](http://www.txhighereddata.org/Interactive/CIP/)) of the award being incorporated with skill standards. For example, Biotechnology Laboratory Technician AAS Degree.
- **TSSB skill standards being incorporated into the curriculum:** Enter the title of the TSSB skill standards, as stated in the Texas Skill Standards Repository on the TSSB website ([www.tssb.org/wwwpages/repos/index.htm](http://www.tssb.org/wwwpages/repos/index.htm)), that will be integrated into the curriculum.
- **Anticipated application submission date for TSSB program recognition:** Enter the estimated date that the college will submit its program recognition application to the TSSB.
- **Perkins Skill Standards-Based Curriculum Development Project recipient:** Check the box if the college has been approved to pursue the deliverables, including TSSB program recognition, for a Type 1, 2, or 3 project.
- **Statement of Intent:** Type the name and title and provide the signature of an authorized college representative to indicate the institution's intention and understanding of the statements listed.

## SECTION IV. Application Contents and Instructions

The documents listed below under Application Contents may be completed and submitted electronically to the TSSB. The e-mail address may be obtained by calling the TSSB office at the phone number below. (The Notification of Intent is required no later than one month prior to submission of this application.) The original Application Cover Page with signatures must be submitted to the mailing or physical address below. However, it is recommended that a pdf or faxed version with signatures be submitted electronically before being mailed. A separate application shall be submitted for each Level 2 Certificate or AAS Degree program for which program recognition is being sought.

### **Mailing Address:**

Texas Skill Standards Board  
P.O. Box 2241  
Austin, TX 78768-2241

### **Physical Address:**

Texas Skill Standards Board  
1100 San Jacinto Blvd., Suite 1.100  
Austin, TX 78701  
512/936-8100

### **Format**

The Application Cover Page and NOIn this packet can be downloaded from the TSSB website as Microsoft Word interactive forms. Once installed on individual computers, they can be completed electronically, printed, and signed before being submitted to the address above.

### **Application Contents**

The contents of the application consist of the following documents:

- A. Application Cover Page** – including Statement of Approval signed by the program’s industry advisory committee chair, and Statement of Intent signed by the college president or chief instructional officer, with the following documents attached if relevant:
- A copy of each Local Needs course that has been created to incorporate skill standards’ key activities.

AND

- B. Matrix or table** – matching the key activities (or equivalent element) in the skill standards to the WECM course(s) in which they will be assessed as learning outcomes. For replication, the matrix must be identical to TSSB-recognized programs, consisting of the technical core courses.

AND

- C. Syllabi** – for every course that is integrated with key activities, as listed in the matrix.

*PLUS if the key activities are not explicitly stated as learning outcomes on the syllabi:*

- D. Matrix or Crosswalk** – matching the key activities with the learning outcomes in which they are encompassed.

## Instructions to Complete Application Documents

### A. Application Cover Page (See attached form.)

- **Institution Name:** Enter name of institution seeking TSSB Program Recognition.
- **Program Name:** Enter title of program for which recognition is being sought.
- **Program Status:** Indicate whether the program status is “new” or a “revision” (requiring Coordinating Board approval) or “existing.” If in the process of seeking Coordinating Board approval for a new program or program revision, indicate the proposed implementation date of the new or revised program.
- **Title of Award Incorporated with Skill Standards:** Enter the institution’s title for the award into which the skill standards are being incorporated, e.g., Biotechnology Laboratory Technician.
- **Award Type:** Enter AAS or C2 to indicate whether the award incorporated with skill standards is an AAS degree or Level 2 Certificate.
- **Award CIP code:** Indicate the 6-digit code from the Texas CIP Code Manual (available on the Coordinating Board web site: [www.txhighereddata.org/Interactive/CIP/](http://www.txhighereddata.org/Interactive/CIP/)).
- **Local Needs Courses added to award:** List the Local Needs courses, if any, that were created in order to incorporate all the skill standards’ key activities (or equivalent) into the award. List by course rubric and number, and attach a copy of each Local Needs course to the Application Cover Page.
- **Title of TSSB Recognized Skill Standards:** Enter the occupational title of the skill standards being incorporated into the program award, as indicated in the Texas Skill Standards Repository on the TSSB web site at <http://www.tssb.org/wwwpages/repos/index.htm>.
- **Replicating TSSB-Recognized Program?:** Check the box to indicate if applying for program recognition under replication, and check yes or no whether the attached key activities-to-courses matrix is identical to the recognized program(s) being replicated.
- **Statement of Intent to Incorporate Skill Standards and Collaborate on Common Technical Core Curriculum:** Type the name and title of the authorized college representative—college president or chief instructional officer such as vice president of instruction--along with appropriate contact information and signature, to indicate the institution’s commitment to the Statement of Intent.
- **Industry Statement of Approval of Skill Standards-Based Curriculum:** Enter the name, title and company of the program’s industry advisory committee chair, along with the signature, to indicate the committee’s commitment to the Industry Statement of Approval.

## **B. Key Activities to WECM Courses Matrix**

The college must document where the key activities in the skill standards have been incorporated into the curriculum by providing a matrix or crosswalk.

### Required Identifying Information

The matrix or crosswalk document must provide the following basic information to identify the college applicant and the program for which it is seeking recognition:

- Name of institution
- Name of program
- Type and name of award
- 6-digit CIP code of award

### Recognized Skill Standards

For recognized skill standards, the matrix or crosswalk should, at a minimum, **match each Key Activity with the course or courses** in which it will be assessed as a learning outcome. Key Activities in TSSB-recognized skill standards are generally equivalent to learning outcomes in WECM courses.

### Conditionally Recognized Skill Standards

For conditionally recognized skill standards, which have been validated by an industry group outside the State of Texas, the matrix should **match the element that is equivalent to a Key Activity with the course(s)** in which it will be taught as a learning outcome. The equivalent element may be called by different terms, depending on the skill standards. (Conditionally recognized skill standards are indicated by a CR under format below each title in the on-line Texas Skill Standards Repository at: <http://www.tssb.org/wwwpages/repos/index.htm>.)

The matrix or crosswalk should include each Key Activity (or equivalent) number and statement and the WECM course rubric, number, and title. (e.g., MCHN 1338, Machining I).

A sample skill standards integration matrix may be found in the Appendix in Section V. A template of this matrix may be used, if desired, to fulfill this requirement. The template is a Microsoft Word interactive form that can be downloaded from the TSSB website ([www.tssb.org/wwwpages/publications/pub\\_ctc\\_wecmmatrix.htm](http://www.tssb.org/wwwpages/publications/pub_ctc_wecmmatrix.htm)) and completed electronically.

For replication, where there is already a TSSB-recognized program for the given skill standards, the college should review the existing key activities-to-courses matrix listed on the TSSB website ([www.tssb.org/wwwpages/ctc/ctc\\_recognizedprograms.htm](http://www.tssb.org/wwwpages/ctc/ctc_recognizedprograms.htm)). (Select the appropriate program area and click on the link in the far right column under Program Recognition Application Materials.) If the college agrees with the technical courses and placement of key activities in the matrix, it should submit an identical matrix (with its own identifying information entered at the top of the page). If the college's technical courses differ from those of the recognized program, and the college chooses not to adopt those courses, it should contact TSSB staff to facilitate negotiation on the common technical core. **Please note:** If several colleges have already agreed upon a technical core, depending on the degree of change desired by the replicating college, that college may be asked to accept the technical core as is.

### C. Syllabi

The college should attach a copy of the syllabus for each course in which the key activities (or equivalent element) of the skill standards have been incorporated, as listed in the matrix. The syllabus, a required Southern Association of Colleges and Schools (SACS) accreditation criterion, should indicate the key activities (or their equivalent) that will be taught as learning outcomes in the course. TSSB staff will use the course syllabi to confirm the college's placement of the key activities (or equivalent skill standards element) into the curriculum, as documented in the matrix or crosswalk. ***If the key activities are not explicitly stated as learning outcomes in the syllabi, an additional matrix or table must be submitted. (See D. Key Activities to Course Learning Outcomes Matrix below.)***

### D. Key Activities to Course Learning Outcomes Matrix

***If the key activities are not explicitly stated as learning outcomes in the program's course syllabi,*** the college must document which broad WECM or other course learning outcomes the key activities (or equivalent skill standards element) are encompassed within.

#### Required Identifying Information

The matrix or table must provide the following basic information to identify the college applicant and the program for which it is seeking recognition:

- Name of institution
- Name of program
- Type and name of award
- 6-digit CIP code of award

The matrix or table must state each Key Activity (or equivalent), including its number, and match it to each learning outcome, as stated on the syllabi, in which it is encompassed, along with the course rubric, number, and title. (See sample matrices in Section V. Appendix.)

A sample matrix template that may be used, if desired, is available to download on the TSSB web site at: [www.tssb.org/wwwpages/publications/pub\\_ctc\\_kalomatrix.htm](http://www.tssb.org/wwwpages/publications/pub_ctc_kalomatrix.htm).

If colleges have questions about completing the application materials, they should contact the TSSB office at: [tssb@io.com](mailto:tssb@io.com) or 512/936-8100.

## SECTION V. Appendix

### Sample Key Activities to WECM Courses Matrix

The hypothetical sample matrix below shows Key Activities from machining skill standards assigned to WECM courses.

Institution: State Star College Program: Machining			Award: AAS Machining Technology Award CIP Code: 48.0501					
Matrix of Key Activities to WECM Courses for Machinist Level I Skill Standards								
	WECM Course Rubric/#	MCHN 1338	MCHN 1408	MCHN 1413	MCHN 1330	MCHN 1435	MCHN 1354	MCHN 1320
	Course Title	Machining I	Basic Lathe	Basic Milling Operations	Statistical Process for Machinist	Grinders, Outside, Internal, Surface	Intermed. Machining II	Precision Tools & Measurement
Key Activity #/Statement								
1.1	Job Process Planning: Develop a process plan to manufacture a part requiring milling, drilling, turning or grinding.						X	
2.1	Set up and lay out bolt circles, angles, points of tangency, and profiles of a line.	X						
2.2	Layout: Lay out the location of hole centers and surfaces.	X						
3.1	Contour bandsawing: Set up and perform contour bandsawing to a layout.		X					
3.2	Chucking: Set up and carry out chucking operations for turning.							
4.1	Power Feed Milling: Set up and operate horizontal or vertical milling machine using power feeds.			X				
4.2	Vertical Milling: Set up and operate vertical milling machines.			X				
5.1	Surface Grinding, Grinding Wheel Safety: Mount and dress grinding wheel in preparation for surface grinding.			X				
6.1	Drill Press: Set up and operate drill presses.	X						
7.1	Power Saw Operations: Set up and operate power saws for cutoff operations.	X						
8.1	Part Inspection: Develop an inspection plan and inspect simple parts.							X
8.2	Process Control: Inspect sample parts and collect required process control data.				X			

## Section V. Appendix

### Key Activities to Course Learning Outcomes Matrix: Sample 1

Below is a cross-section of a hypothetical sample matrix matching several key activities of archived Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Technician Skill Standards to WECM courses, HART 1401 and HART 1407.

<b>Critical Work Function #2: Diagnose, install, troubleshoot, and repair electrical system in HVACR.</b>					
Add or Enhance Outcomes	Catalog Revision Required	Key Activity	HART 1401		Learning Outcomes of Basic Electricity for HVACR
		KA 2.1 Apply relevant principles in the selection, installation, and repair of electrical systems.	X		Demonstrate knowledge of basic principles of electricity.
					Demonstrate knowledge of electrical current.
					Demonstrate knowledge of circuitry.
Add		KA 2.2 Select, install, and replace electrical motors.	X		Demonstrate knowledge of air conditioning devices.
					Apply Ohm's law to electrical calculations.
					Perform electrical continuity, voltage, and current tests with appropriate meters.
		KA 2.3 Wire and troubleshoot electrical controls.	X		Demonstrate electrical safety.
					<b>Demonstrate skills required to select, install, replace, and service electrical motors.</b>
Add or Enhance Outcomes	Catalog Revision Required	Key Activity	HART 1407		Learning Outcomes of Refrigeration Principles
		KA 2.1 Apply relevant principles in the selection, installation, and repair of electrical systems.	X		Identify refrigeration components.
Add		KA 2.2 Select, install, and replace electrical motors.	X		Explain operation of the basic refrigeration cycle and heat transfer.
		KA 2.3 Wire and troubleshoot electrical controls.	X		Demonstrate proper application and/or use of tools, test equipment, and safety procedures.
					<b>Select and replace electrical motors.</b>

## Section V. Appendix

### Key Activities to Course Learning Outcomes Matrix: Sample 2

Below is a cross-section of a hypothetical sample matrix matching key activities from archived Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Technician Skill Standards to WECM courses, HART 1401, HART 1403, and HART 2346. A downloadable, Microsoft Word document template for completing this matrix, along with instructions, is available in the Forms section of the TSSB website ([www.tssb.org/wwwpages/publications/pub\\_ctc\\_kalomatrix.htm](http://www.tssb.org/wwwpages/publications/pub_ctc_kalomatrix.htm)).

Sample Key Activities to Course Learning Outcomes Matrix							
Critical Work Function: 5. Utilize heating principles and practices in residential and light commercial heating and heat pumps.							
WECM Courses		Key Activities #/Statement					
Rubric#: Title	Learning Outcomes	5.1 Apply heating principles to HVACR system.	5.2 Identify, diagnose, install, maintain, and replace electric air, forced air, gas and electric heating systems.	5.3 Identify and diagnose, install, maintain, and replace residential and gas-fired hydronic heating systems.	5.4 Diagnose, maintain, and repair compression and resistive heating systems in the heat pump.	5.5 Identify, diagnose, maintain, and repair electrical circuits for all types of heat pumps.	5.6 Verify proper operation of defrost controls in heat pump systems.
HART 1401: Basic Electricity for HVAC	Demonstrate knowledge of basic principles of electricity.						
	Demonstrate knowledge of electrical current.						
	Demonstrate knowledge of circuitry.						
	Demonstrate knowledge of air conditioning devices.			X		X	
	Apply Ohm's law to electrical calculations.						
	Perform electrical continuity, voltage, and current tests with appropriate meters.						
	Demonstrate electrical safety.						
HART 1403: Air Conditioning Control Principles	Test, repair, and/or replace HVACR-related electrical components.		X	X			
	Read, draw, and interpret high and low voltage control circuits.					X	X
HART 2346: Air Conditioning Troubleshooting	Test and diagnose components, systems, and accessories.			X	X	X	X
	Exhibit knowledge of system's sequence of operation, accessory applications, and component operation.						

## **SECTION VI. NOI and Application Forms**



**NOTIFICATION OF INTENT TO APPLY FOR TSSB PROGRAM RECOGNITION**

<b>Instructions:</b> Complete and submit a separate Notification of Intent to Apply for TSSB Program Recognition for each Level 2 Certificate or AAS Degree for which Program Recognition is being sought <i>no later than one month prior</i> to submission of the Application for Program Recognition. This form may be downloaded from the TSSB website and completed electronically.	<b>TSSB Use Only</b>	
	Date Received: _____	
	Logged in by: _____	
College Name:		
Mailing Address:		
<b>TX</b>		
Street or P.O. Box	City	State Zip
College Contact:		
, x		
Name	Phone #	Fax # E-mail
Award being incorporated with skill standards:		
Award Title		Award CIP code
TSSB skill standards being incorporated into the curriculum:		
Anticipated Application Submission Date for TSSB (Texas Skill Standards Board) Program Recognition		
Month		Year
Perkins Skill Standards-Based Curriculum Development Project Recipient? If so, check here: <input type="checkbox"/>		
Statement of Intent:		
The signature of the college representative named below indicates that the college: 1) intends to integrate the above skill standards into the curriculum of the program award named above; and 2) understands that to receive TSSB recognition the program must adhere to all the recognition requirements contained in the Application for Program Recognition.		
College Representative (Type name and title)		
Signature		Date

Mail this completed form to: Texas Skill Standards Board  
 P.O. Box 2241  
 Austin, TX 78768-2241



Program Recognition Application Cover Page

All institutions applying for TSSB program recognition must complete the information below. A separate Application Cover Page must be submitted for each Level II Certificate or AAS Degree program for which TSSB recognition is being sought. Please see instructions in Application for Program Recognition, Section IV and Help text in the status bar below to complete this form. This form may be downloaded from the TSSB website and completed electronically.

Institution Name Program Name

Program Status: New

New/Revision/Existing If new or revision, proposed implementation date

Title of Award Incorporated with Skill Standards:

Award Type (AAS or C2): Award CIP Code:

Local Needs Courses added to award? If so, note CIP rubric/#s & attach copies.

Title of TSSB-recognized skill standards being incorporated into curriculum:

Replicating TSSB-Recognized Program? If so, is attached key activities-to-WECM courses matrix identical to recognized program(s)? yes no

Statement of Intent to Incorporate Skill Standards and Collaborate on Common Technical Core Curriculum:

The signature of the college representative named below indicates that: 1) the institution has incorporated all elements of the above skill standards into the program award for which it is seeking recognition; 2) the incorporation is documented in a matrix or table aligning the skill standards key activities (or equivalent element) with the program's courses in which they will be assessed; 3) the institution intends to: a) teach each key activity (or equivalent element) as a learning outcome in the courses specified; b) teach the related Academic, Employability, and Occupational Knowledge, Skills and Conditions in the program; and c) assess students' performance of the key activities and/or related performance criteria, skills and knowledge; 4) the college has collaborated and/or agrees to collaborate in the future with other college programs that are recognized by or are seeking recognition from the TSSB on a common technical core curriculum and where the key activities shall be assessed, at a minimum, in those courses; and 5) the individual named below has the authority to commit the institution to fulfilling the statements listed above.

Signature of College President or Chief Instructional Officer Date

College President or Chief Instructional Officer

Name, Title

Mailing Address City State Zip TX

Telephone Fax E-mail

Industry Advisory Committee Statement of Approval of Skill Standards-Based Curriculum:

The signature of the program's industry advisory committee chair named below indicates that the industry advisory committee has approved the program's skill standards based curriculum and the college's intention to teach and assess students to the skill standards content, including the key activities (or equivalent element) and related criteria, skills and knowledge.

Signature Date

Industry Advisory Committee Chair

Name, Title, Company

FOR TSSB USE ONLY

Staff Review by: Recognized TSSB Action Date: Does not meet recognition requirements