

Micro-Enterprise Credential: Relevant Policy and Procedure

(Updated: June 16, 2017)

Online Teacher Registration

All teachers must register online as a Micro-Enterprise Credential teacher, and complete tutorials that indicate their mastery of the policies and procedures required for students to earn their Micro-Enterprise Credentials.

This online system will be user-friendly, providing clear explanations along with a Help feature that teachers can access if they have questions or need assistance.

The Micro-Enterprise Credential Online Teacher Registration consists of three modules:

- 1) Confirming Certification Requirements - the online system will confirm that teachers understand the certification requirements for each Micro-Enterprise Credential (Statewide, Regional Core, Complementary). This will include, for example, the requirement that students must make presentations to unfamiliar workplace adults to attain each one of these credentials;
- 2) Confirming Module Tracking System Requirements - the online system will confirm that teachers understand how to use the online Module Tracking System to indicate the credential modules their students have completed. This system will also indicate the agreement that their district / charter school must complete prior to uploading student information to the Module Tracking System, as well as the records the teachers will need to keep for one school year for quality control audits. *Teachers will only get the password to the new Module Tracking System to set up their student accounts after they complete this section of the Online Teacher Registration system; and*
- 3) Administrative Requirements - starting in 2017-2018, all districts / charter schools must establish an account with BRAC (the entity issuing all Micro-Enterprise Credentials) and Questionmark (the entity providing the exam for the Regional Core Micro-Enterprise Credential) prior to students earning their credentials. The online system will walk teachers and their administrators through the process of establishing these accounts.¹ *Both BRAC and Questionmark will require districts / charter schools to make electronic payments starting 2017-2018.*

Note: the Entrepreneurship and Small Business (ESB) exam is a Certiport exam. Teachers and their schools should confirm that their students have established commercial relationships with Certiport to give their students access to the ESB exam.

The Micro-Enterprise Credential Online Teacher Registration system will provide confirmation once a teacher has completed each of these modules. This confirmation will be required for all Micro-Enterprise Credential teachers.

Adhering to these policies and procedures will also avoid last minute crises when teachers and schools realize they haven't completed the administrative requirements necessary for students to graduate.

Let's work together to avoid last minute crises that could prevent students from graduating.

Please register on the Micro-Enterprise Credential Online Teacher Registration System using the instructions provided in Resource 21-05

You can also send questions about any Micro-Enterprise Credential policies and procedures to JumpStart@la.gov

¹ - the online system will confirm if your district / charter school already has an account with BRAC and/or Questionmark to avoid duplicative paperwork

Recruiting Mentors and "Unfamiliar Workplace Adults"

It should come as no surprise to anyone working with Louisiana high school students that there is the opportunity to better prepare them to communicate effectively with adults who may not look or sound like them. *Helping our students master verbal (and written) communication skills are critical elements of all three Micro-Enterprise Credentials.*

The best way to help students master key verbal communication skills is practice. And the best type of practice that best prepares students for the work of work is interacting with unfamiliar adults.

That's why a requirement of all Micro-Enterprise Credentials is that students engage with unfamiliar workplace adults. Unfamiliar workplace adults are required for many aspects of all three credentials, including but not limited to: 1) Self-Assessment Presentations; 2) Performance Feedback Exercises; and 3) *Act Right / Dress Right* exercises.

With very limited exceptions, other teachers from the school will not qualify as "unfamiliar workplace adults."²

We realize that this requirement will place a burden on teachers helping students earn their Micro-Enterprise Credentials. Many teachers will find it easy to recruit lots of in-person speakers locally. Unfortunately, other schools will find this a very difficult task.

Teachers without access to local in-person mentors will want to use Nepris or some other similar system to recruit and interact with online mentors.

Fortunately Nepris has established regional networks of mentors - with representatives from many different industries, as well as workplace experts recruited specifically to mentor students with disabilities - to make this task easier.

Please contact Laura Smith at the Louisiana Council for Economic Education (laura@lcee.org) for help in using Nepris and their regional mentor networks.

Don't wait until the last minute. Start recruiting your unfamiliar workplace adult mentors early in the school year.

² - only teachers from a different school who have business backgrounds may serve as "unfamiliar workplace adults"

Relevant Policy – Credential Options

During the 2017-2018 school year students have three Micro-Enterprise Credential credentialing options, as indicated in the table below.

Credential	SPS Points	Description
Statewide Micro-Enterprise Credential	110	Students must complete the culminating assignments in five areas (Business Concept Evaluation, Company Leadership Suite, Networking, Business and Marketing Plans, and Business Pitch – see Statewide resource 22-03) and achieve a passing score on the Certiport Entrepreneurship and Small Business (ESB) Exam.
<i>To graduate via the Statewide Micro-Enterprise Credential pathway, students must also earn the Regional Micro-Enterprise Credential.</i>		
Regional Core Micro-Enterprise Credential	100	Students must complete four culminating assignments – Self-Assessment, Self-Assessment Presentation, Credit Applications and Company Registration – and achieve a passing score on the Questionmark Micro-Enterprise Credential exam. As with all Regional Core Credentials, students must also attain two Complementary credentials. Students who graduate via a Regional pathway <i>other</i> than the Regional Micro-Enterprise Credential can use this credential as one of their two Complementary credentials.
Complementary Micro-Enterprise Credential	n/a	Students who complete the first two Regional Micro-Enterprise Credential modules (Self-Assessment and Self-Assessment Presentation) earn a Complementary credential. <i>Students who graduate via the Micro-Enterprise regional pathway may <u>not</u> “double dip” by using the Micro-Enterprise Credential Regional Core and Micro-Enterprise Complementary credential.</i> Students who graduate via the regional Micro-Enterprise pathway <i>must</i> use two other Complementary credentials.

Record Retention Requirements for the Statewide Micro-Enterprise Credential

For the Statewide Micro-Enterprise Credential, the required documentation for each student is:

- Business Concept: retain the Business Concept Package description (Task 1) for each student / team;
- Company Leadership Suite: retain the student's Personal Job Description (Task 1);
- Networking: no documentation is required;
- Business and Marketing Plan: retain the student's one page memo about what they learned from their presentation of the Bear Den Sales and Marketing Plan to a third-party mentor (Task 2);
- Business Pitch: no documentation is required; and
- Pass the ESB Exam: Certiport will provide the required documentation.

Teachers should keep documentation for one year after a student completes his / her Micro-Enterprise Credential. (To be on the safe side, some teachers will keep student documentation until one year after the student graduates.)