

# SHSM Implementation Checklist

## School List

### Before the Pilot Launch

What the school or board does

- Confirm the lead contact and the approval owner (board level preferred).
- Choose the SHSM sector focus for the pilot (or confirm the top 2 to 3 sectors).
- Select pilot school(s), teacher lead(s), and a start window (6 to 10 weeks).
- Confirm cohort size (up to 35 students for the paid pilot) and roster timeline.
- Confirm delivery model (in class, lab based, hybrid, or testing day approach).
- Confirm technical requirements (devices, internet, software, accounts, accessibility needs).
- Confirm exam delivery approach (location, supervision, scheduling expectations).
- Identify who will handle student communications (teacher, guidance, SHSM lead).

### During the Pilot

- Enroll students and confirm roster changes by the agreed cutoff date.
- Deliver learning time as planned (in class or assigned schedule).
- Monitor progress and encourage completion (teacher led).
- Schedule lab time and the exam window.
- Ensure students follow readiness expectations (attendance, practice completion).
- Flag issues early (access, device constraints, time constraints).

### After the Pilot

- Confirm final outcomes and gather feedback from staff.
- Decide next step (expand cohorts, add schools, add sectors).
- Confirm the procurement path if scaling beyond the pilot.
- Confirm timing for next term or next school year planning.

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## CCI Learning Support

### How CCI Learning Supports SHSM Pilot Implementation

CCI Learning acts as the structured implementation partner for SHSM certification pilots. While the school leads student selection, scheduling, and delivery, CCI provides pathway recommendations, rollout planning, onboarding support, milestone check-ins, and a clear post-pilot scale-up roadmap to ensure measurable outcomes and sustainable growth.

### Before the Pilot Launch

Here is how CCI Learning supports your pilot, every step of the way!

- Recommend SHSM aligned certification pathways based on selected sector(s).
- Provide pilot scope options that fit the calendar and cohort size.
- Provide a rollout plan with milestones and responsibilities.
- Provide instructors with onboarding steps. (Pilot sustainment services)
- Confirm what is included in the paid pilot package and how success will be measured.
- Support coordination for access setup and any platform orientation required.

### During the Pilot

- Confirm access, groups, and readiness steps are working as expected.
- Provide pacing guidance and best practice implementation tips.
- Support troubleshooting for access and workflow issues.
- Run check ins at agreed points (for example week 2 and week 5).
- Provide recommendations if engagement or completion trends low.

### After the Pilot

- Provide a pilot summary (participation, completion, outcomes, lessons learned).
- Provide a scale up plan (board wide, multi school, or multi sector).
- Provide recommended next step pricing structure and implementation timeline.
- Provide a short roadmap for the next term or next year.

# SHSM Implementation Checklist

## Pricing & Program Details

For current pricing, implementation options, and sector-specific package details, visit:

### **SHSM Certification Guide**

<https://ccilearning.com/shsm-certification-guide/>

# Ontario SHSM Sector Mapping

## Mapping certifications to Ontario SHSM sectors.

Each table outlines certifications that support specific SHSM sectors. These credentials can be integrated into an existing credit and support the certification component of the SHSM bundle. Review your sector to identify options that align with your course focus and student pathway goals.

### Business SHSM

CCI Certification / Course	SHSM Certification Category	SHSM Relevance
<b>MOS 365 Excel Associate</b>	Industry-Recognized Certification	Finance, accounting, data analysis
<b>MOS 365 Word Associate</b>	Industry-Recognized Certification	Business documentation & communication
<b>MOS 365 PowerPoint Associate</b>	Industry-Recognized Certification	Marketing, presentations
<b>QuickBooks Certified User</b>	Industry-Recognized Certification	Accounting & bookkeeping
<b>Entrepreneurship &amp; Small Business</b>	Industry-Recognized Certification	Venture development
<b>PMI Project Management Ready</b>	Additional Industry Credential	Business operations & planning
<b>Professional Communication</b>	Reach-Ahead Opportunity	Workplace readiness
<b>Generative AI Foundations</b>	Additional Industry Credential	Digital transformation skills

# Ontario SHSM Sector Mapping

## Information & Communications Technology (ICT) SHSM

CCI Certification / Course	SHSM Certification Category	SHSM Relevance
<b>MOS 365 (Excel / Word / PPT)</b>	Industry-Recognized Certification	Productivity & IT skills
<b>AZ-900 Azure Fundamentals</b>	Industry-Recognized Certification	Cloud computing
<b>AI-900 Azure AI Fundamentals</b>	Industry-Recognized Certification	Artificial intelligence
<b>SC-900 Security, Compliance &amp; Identity</b>	Industry-Recognized Certification	Cybersecurity
<b>Professional Communication</b>	Reach-Ahead Opportunity	Tech workplace skills
<b>Generative AI Foundations</b>	Additional Industry Credential	AI literacy

## Manufacturing SHSM

CCI Certification / Course	SHSM Certification Category	SHSM Relevance
AZ-900 Azure Fundamentals	Additional Industry Credential	Industry 4.0 cloud systems
AI-900 Azure AI Fundamentals	Additional Industry Credential	Smart manufacturing
SC-900 Security	Additional Industry Credential	Cybersecurity for IT systems
Entrepreneurship & Small Business	Additional Industry Credential	Operations & small manufacturing business
Professional Communication	Reach-Ahead Opportunity	Workplace readiness

# Ontario SHSM Sector Mapping

## Aviation & Aerospace SHSM

CCI Certification / Course	SHSM Certification Category	SHSM Relevance
<b>AZ-900 Azure Fundamentals</b>	Additional Industry Credential	Aerospace IT systems
<b>AI-900 Azure AI Fundamentals</b>	Additional Industry Credential	Simulation & AI
<b>SC-900 Security</b>	Additional Industry Credential	Data security in aerospace
<b>Professional Communication</b>	Reach-Ahead Opportunity	Technical communication
<b>Generative AI Foundations</b>	Additional Industry Credential	Emerging aerospace analytics

## Arts & Culture SHSM

CCI Certification / Course	SHSM Certification Category	SHSM Relevance
<b>Entrepreneurship &amp; Small Business</b>	Industry-Recognized Certification	Creative enterprise
<b>Professional Communication</b>	Reach-Ahead Opportunity	Client & presentation skills
<b>Generative AI Foundations</b>	Additional Industry Credential	AI-assisted creative production

*Additional certifications available based on sector focus.*