

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.

SHSM Implementation Checklist

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
MOS 365 Excel Associate	Industry-Recognized Certification	Finance, accounting, data analysis
MOS 365 Word Associate	Industry-Recognized Certification	Business documentation & communication
MOS 365 PowerPoint Associate	Industry-Recognized Certification	Marketing, presentations
QuickBooks Certified User	Industry-Recognized Certification	Accounting & bookkeeping
Entrepreneurship & Small Business	Industry-Recognized Certification	Venture development
IC3 Digital Literacy	Industry-Recongized Certification	Venture development & Business Startup
PMI Project Management Ready	Additional Industry Credential	Business operations & planning
Professional Communication	Reach-Ahead Opportunity	Workplace readiness
Generative AI Foundations	Additional Industry Credential	Digital transformation skills

Ontario SHSM Sector Mapping

Information & Communications Technology (ICT) SHSM

CCI Certification / Course	SHSM Certification Category	SHSM Relevance
IC3 Digital Literacy	Industry-Recognized Certification	Core computing and digital literacy
MOS 365 (Excel / Word / PPT)	Industry-Recognized Certification	Productivity & IT skills
AZ-900 Azure Fundamentals	Industry-Recognized Certification	Cloud computing
AI-900 Azure AI Fundamentals	Industry-Recognized Certification	Artificial intelligence
SC-900 Security, Compliance & Identity	Industry-Recognized Certification	Cybersecurity
Professional Communication	Reach-Ahead Opportunity	Tech workplace skills
Generative AI Foundations	Additional Industry Credential	AI literacy

Manufacturing SHSM

CCI Certification / Course	SHSM Certification Category	SHSM Relevance
Autodesk Fusion 360 Certified User	Industry-Recognized Certification	Product design and prototyping
Autodesk Inventor Certified User	Industry-Recognized Certification	Mechanical engineering and manufacturing design
Autodesk AutoCAD Certified User	Industry-Recognized Certification	Technical drafting and engineering documentation
Generative AI Foundations	Additional Industry Credential	AI assisted production workflows

Ontario SHSM Sector Mapping

Manufacturing SHSM continued

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

Aviation & Aerospace SHSM

CCI Certification / Course	SHSM Certification Category	SHSM Relevance
Autodesk Fusion 360 Certified User	Industry-Recognized Certification	Aerospace component design
Autodesk AutoCAD Certified User	Industry-Recognized Certification	Aerospace drafting and engineering documentation
AZ-900 Azure Fundamentals	Additional Industry Credential	Aerospace IT systems
AI-900 Azure AI Fundamentals	Additional Industry Credential	Simulation & AI
SC-900 Security	Additional Industry Credential	Data security in aerospace
Professional Communication	Reach-Ahead Opportunity	Technical communication
Generative AI Foundations	Additional Industry Credential	Emerging aerospace analytics

Additional certifications available based on sector focus.

Ontario SHSM Sector Mapping

Arts & Culture SHSM

CCI Certification / Course	SHSM Certification Category	SHSM Relevance
Adobe Photoshop Certified Professional	Industry-Recognized Certification	Digital imaging and creative design
Adobe Illustrator Certified Professional	Industry-Recognized Certification	Vector graphics and branding
Adobe InDesign Certified Professional	Industry-Recognized Certification	Publishing and layout design
Adobe Premiere Pro Certified Professional	Industry-Recognized Certification	Video production and editing
Adobe After Effects Certified Professional	Industry-Recognized Certification	Motion graphics and visual effects
Entrepreneurship & Small Business	Industry-Recognized Certification	Creative enterprise
Professional Communication	Reach-Ahead Opportunity	Client & presentation skills
Generative AI Foundations	Additional Industry Credential	AI-assisted creative production

Additional certifications available based on sector focus.