


An Institutional Credential Leading to Licensure or Certification (ICLC) is awarded by an institution upon a student's completion of a course or series of courses that represent the achievement of identifiable skill proficiency leading to licensure or certification.

The following procedures are to be followed to add Institutional Credential Leading to Licensure or Certification (ICLC) to an institution's Clearinghouse Program Inventory.

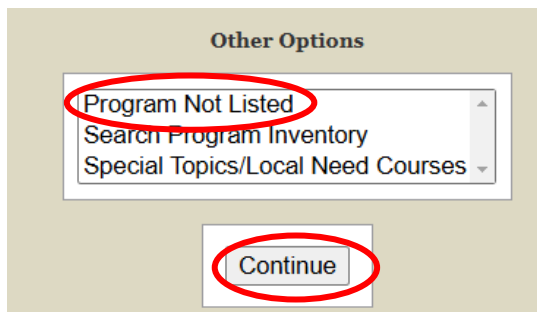
1. Go to the CBPASS website (<https://www1.theccb.state.tx.us/CBPASS/>) and log in.



2. Select the "Workforce Education Course Manual" application.

App ID	Application Name
135	<a href="#">Workforce Education Course Manual</a>

3. Select "Program Not Listed" under "Other Options" and click on "Continue".



4. Select **“Submit Current Program Not Listed on Previous Page”** and click on **“Continue”**.

**Program Not Listed**

Start a New Short Program Application

Start a New Long Program Application

**Submit Current Program Not Listed on Previous Page**

Search Program Inventory

Submit Question/Comment

5. Select Program CIP Code and Proposed Implementation Date, indicate if the program is to be offered at a correctional facility, and click on **“Continue”**. (NOTE: Programs offered both at the main campus and at a correctional facility must be entered separately.)

Select program cip and date, then click “Continue”

**New Program Revision (Previously Paper)**

Note - Clicking “Continue” takes you to an award selection screen, but does not add the new program revision data yet.

Program CIP Code: 490200 - VEHICLE & EQUIPMENT OPERATORS

Proposed Implementation Date: Sept. 1, 2025

Is this program taught at a correctional facility? Yes  No

For assistance in selecting a CIP Code, refer to <http://www.txhighereddata.org/Interactive/CIP/>.

- Enter the Award information. For **Award Type**, select **CE – Continuing Education Certificate** for CE awards. Include “ICLC” as part of the **Award Name**. Click on “**Add New Revision Data**”.

**490200 - VEHICLE & EQUIPMENT OPERATORS**

**New Program Revision (Previously Paper) - Select Award**

**Note - Select the primary award associated with this program; additional awards may be added later.**

Award Type: CE - Continuing Education Certificate ▼

Award Name: ICLC Commercial Truck Driver

Award CIP Code: 490205 - TRUCK AND BUS DRIVER/COMMERCIAL VEHICLE OPERATION ▼

Proposed Implementation Date: Sept. 1, 2025

Is this award Tech - Prep? Yes  No

Add New Revision Data
Cancel and Back

- Click on the “**Edit Program Information**” button

**490200 - VEHICLE & EQUIPMENT OPERATORS**

Program History: Revision 55849 - In Progress - Sept. 1, 2025 ▼ View Selection Select Another Program

**Revision 55849 - In Progress - Sept. 1, 2025**

Edit Program Information
Add an Award
Submit Revision

**Program Information**

Program Action: Revision Program Status: In Progress

Program CIP Code: 490200 - VEHICLE & EQUIPMENT OPERATORS

Proposed Implementation Date: Sept. 1, 2025

Authorized Official: Title: Phone: Fax: E-mail:	Contact Person: Title: Phone: Fax: E-mail:
---	--

ID	Seq.	Awards (To modify an award, click on the award title)	Award Type	CIP Code	Tech Prep	Length/ Units	Max Contact Hours	Max Credit Hours
55849	0	<u>ICLC Commercial Truck Driver</u> Revise - In Progress - Implement Sept. 1, 2025	CE	490205	No	0 sem	0	0

- Enter the contact information on the screen that appears. Add any comments about the program, if necessary. Then click on **“Save and Continue.”**

**490200 - VEHICLE & EQUIPMENT OPERATORS**  
Revision 55849 - In Progress - Sept. 1, 2025

**Edit Program Information**

Program Action: Revision Program Status: In Progress

Program CIP Code: 490200 - VEHICLE & EQUIPMENT OPERATORS

Proposed Implementation Date:

**Authorized Official:**

Name:  Title:

Phone:  Fax:  E-mail:

**Contact Person:**

Name:  Title:

Phone:  Fax:  E-mail:

**Comments on this Revision:**

- Click on the **“In Progress”** award title.

ID	Seq.	Awards (To modify an award, click on the award title)	Award Type	CIP Code	Tech Prep	Length/ Units	Max Contact Hours	Max Credit Hours
55849	0	<u>ICLC Commercial Truck Driver</u> Revise - In Progress - Implement Sept. 1, 2025	CE	490205	No	0 sem	0	0

10. Click on the “Edit Award Information” button.

Revision 55849 - In Progress - Sept. 1, 2025

**Edit Award Information**   Add or Modify Courses   Mark as Complete   Select Another Award  
Duplicate This Award   Delete Award

**Award 55849 - ICLC Commercial Truck Driver - 490205**

**Award Information**

Award Action: Revise Award Status: In Progress  
Award Type: CE - Continuing Education Certificate  
Award Title: ICLC Commercial Truck Driver  
Award CIP Code: 490205 - TRUCK AND BUS DRIVER/COMMERCIAL VEHICLE OPERATION  
Proposed Implementation Date: Sept. 1, 2025  
Is this award taught at a correctional facility? No  
Is this award Tech-Prep? No

11. Describe the license or certification that the student is eligible to earn after completing this credential in the “Comments on this Award” box. Then click on “Save and Continue”.

**490200 - VEHICLE & EQUIPMENT OPERATORS**  
Revision 55849 - In Progress - Sept. 1, 2025

**Award 55849 - ICLC Commercial Truck Driver - 490205**

**Edit Award Information**

Award Action: Revise Award Status: In Progress  
Award Type:    
Award Title:   
Award CIP Code:    
Proposed Implementation Date:    
Is this award taught at a correctional facility? Yes  No   
Is this award Tech-Prep? Yes  No

**Comments on this Award:**

12. Click on "Add or Modify Courses."

Revision 55849 - In Progress - Sept. 1, 2025

Edit Award Information **Add or Modify Courses** Mark as Complete Select Another Award

Duplicate This Award Delete Award

Award 55849 - ICLC Commercial Truck Driver - 490205

A screenshot of a software interface showing a navigation bar with several buttons. The button 'Add or Modify Courses' is circled in red. The interface also displays the award title 'Award 55849 - ICLC Commercial Truck Driver - 490205' and the revision status 'Revision 55849 - In Progress - Sept. 1, 2025'.

13. Click on "Add a Course" at the bottom of the screen:

Award 55849 - ICLC Commercial Truck Driver - 490205

Add or Modify Courses

Course List for this Award:

Modify Selected Course **Add a Course** Import Course Back to Award

A screenshot of the 'Add or Modify Courses' screen. The main area is a large empty box with a vertical scrollbar, labeled 'Course List for this Award:'. At the bottom, there is a navigation bar with four buttons: 'Modify Selected Course', 'Add a Course' (circled in red), 'Import Course', and 'Back to Award'. The award title 'Award 55849 - ICLC Commercial Truck Driver - 490205' is displayed at the top.

14. Enter the course information and click on **“Add Course”**. (For WECM (CEU) courses, leave the Course Name blank – it will be filled automatically.)
- Enter the total Contact Hours and leave the Weekly Lecture, Weekly Lab, and Weekly External Hours “0”.

**Add a Course**

Course Sequence:

(Optional: Used for sequencing courses exactly as they appear in your catalog)

Year:  Term:  Prerequisite:

Course Type:  Rubric:  Course Number:

Course Name:

Weekly Lecture Hours:  Weekly Lab Hours:  Weekly External Hours:

Total Contact Hours:

For CE Awards, enter the contact hours and leave the lec/lab/ext hours as 0

**If more than one course may satisfy a requirement, use Alternative Courses to list them**

Alternative Course:  Alternative Group:

Alternative Course Order:  List Type:

15. Repeat steps 13-14 for all courses in the credential. When all courses have been entered, click on **“Back to Award”**.

**Award 55849 - ICLC Commercial Truck Driver - 490205**

**Add or Modify Courses**

**Course List for this Award:**

1st Year 1st Semester CVOP 1001 Commercial Drivers License Driving Skills ^

1st Year 1st Semester CVOP 1005 Commercial Drivers License Written Skills

16. If award is finished, click on "Mark as Complete".

**490200 - VEHICLE & EQUIPMENT OPERATORS**  
Revision 55849 - In Progress - Sept. 1, 2025

**Award 55849 - ICLC Commercial Truck Driver - 490205**

**Award Information**

Award Action: Revise Award Status: In Progress  
Award Type: CE - Continuing Education Certificate  
Award Title: ICLC Commercial Truck Driver  
Award CIP Code: 490205 - TRUCK AND BUS DRIVER/COMMERCIAL VEHICLE OPERATION  
Proposed Implementation Date: Sept. 1, 2025  
Is this award taught at a correctional facility? No  
Is this award Tech-Prep? No

**1st Year**

**1st Semester**

Prefix	Number	Course Name	Course Type	Weekly Lec Hrs	Weekly Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs
CVOP	1001	<a href="#">Commercial Drivers License Driving Skills</a>	WECM (CEU)	0	0	0	64	0
CVOP	1005	<a href="#">Commercial Drivers License Written Skills</a>	WECM (CEU)	0	0	0	80	0
<b>1st Semester Totals</b>				0	0	0	144	0
<b>Program Totals</b>				0	0	0	144	0

17. Verify the award is marked “Complete” and click on “Submit Revision”.

**490200 - VEHICLE & EQUIPMENT OPERATORS**

Program History: Revision 55849 - In Progress - Sept. 1, 2025 ▾ View Selection Select Another Program

**Revision 55849 - In Progress - Sept. 1, 2025**

Edit Program Information Add an Award **Submit Revision**

**Program Information**

Program Action: Revision Program Status: In Progress

Program CIP Code: 490200 - VEHICLE & EQUIPMENT OPERATORS

Proposed Implementation Date: Sept. 1, 2025

<p>Authorized Official: Name</p> <p>Title: Title</p> <p>Phone: 111-11-1111</p> <p>Fax: 111-11-1111</p> <p>E-mail: Name@College.edu</p>	<p>Contact Person: Name</p> <p>Title: Title</p> <p>Phone: 111-11-1111</p> <p>Fax: 111-11-1111</p> <p>E-mail: Name@College.edu</p>
--	---

ID	Seq.	Awards (To modify an award, click on the award title)	Award Type	CIP Code	Tech Prep	Length/ Units	Max Contact Hours	Max Credit Hours
55849	0	<a href="#">ICLC Commercial Truck Driver</a> Revision <b>Complete</b> - Implement Sept. 1, 2025	CE	490205	No	1 sem	144	0

18. On the verification screen, click on “Submit Revision.”

**490200 - VEHICLE & EQUIPMENT OPERATORS**  
**Revision 55849 - In Progress - Sept. 1, 2025**

**Submit Revision**

The following awards are marked as complete and will be submitted with this revision for Sept. 1, 2025 implementation:  
Revise Award 55849 - ICLC Commercial Truck Driver - CE - 490205 - Complete

**Are you sure you want to submit this revision to the THECB?**

**Submit Revision** Cancel and Back

19. Upon verification that the revision has been submitted to the THECB, click on **“View Program”**.

**490200 - VEHICLE & EQUIPMENT OPERATORS**  
**Revision 55849 - Pending - Sept. 1, 2025**

Revision Submitted

**This revision has been submitted to the THECB.**

An e-mail has been sent to the Texas Higher Education Coordinating Board,  
informing them of this submission.

20. Verify the award is now listed as **“Pending”**.

ID	Seq.	Awards (To view an award, click on the award title)	Award Type	CIP Code	Tech Prep	Length/ Units	Max Contact Hours	Max Credit Hours
55849	o	<u>ICLC Commercial Truck Driver</u> Revision - Pending Implement Sept. 1, 2025	CE	490205	No	1 sem	144	o

21. At the top of the page, click on **“Select Another Program”**.

**490200 - VEHICLE & EQUIPMENT OPERATORS**

Program History:

22. Return to Step 3 to enter additional awards.