INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

TO: Indiana's Workforce Investment System

FROM: Jaclyn P. Dowd
Deputy Commissioner for Policy, Education and Training

DATE: November 27, 2012

SUBJECT: DWD Policy 2012-06
Qualifying Credentials for the "Attainment of a Degree or Certificate" Common Measure for the WIA Youth Services

Purpose
To communicate the definition of credential and provide guidance on credentials which qualify toward the Attainment of Degree/Certificate Common Measure for Workforce Investment Act Youth Services.

Rescission
None

References
Training and Employment Guidance Letter (TEGL) 15-10: Increasing Credential, Degree and Certificate Attainment by Participants of the Public Workforce Development System; Training and Employment Guidance Letter (TEGL) 17-05: Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues; and Workforce Investment Act 20 CFR 666.

Background
The United States Department of Labor (US DOL) provides definitions of and criteria for the types of diplomas and certificates that qualify as an attained credential. Only credentials that meet the US DOL definition may be considered a positive attainment and thus used in calculating Attainment of Degree or Certificate performance for the WIA Youth Program. As stated in Training and Employment Guidance Letter (TEGL) 15-10: Increasing Credential, Degree and Certificate Attainment by Participants of the Public Workforce Development System, the term **credential** will be used as the umbrella term which encompasses postsecondary degrees, diplomas, licenses, certificates and certifications.

Content
Definition of Credential
A **credential** is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an

occupation. These technical or occupational skills are generally based on standards developed or endorsed by employers.

Examples of credentials include:

- Educational Diplomas and Degrees;
- Registered Apprenticeship Certificate;
- Occupational Licenses;
- Industry-recognized or professional association certifications; and
- Other certificates of skills completion*

*Technical assistance on evaluating "other certificates" is provided in DWD Technical Assistance Bulletin (TAB) 2012-04: Evaluating "Other Certificates" to Determine Status as a Qualified Credential for WIA Youth programs.

Qualifying Credentials

A qualifying credential is one that provides a client with the documentation of education and/or technical or occupational skills necessary to gain employment or advance within an occupation. These skills are measurable, based upon industry standards, and developed or endorsed by employers. Only qualifying credentials will be counted in calculations of the Attainment of Degree/Certificate performance measure.

Qualifying credentials must be awarded by one of the following:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education, including community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization using a valid and reliable assessment of an individual's knowledge, skills and abilities.
- The Employment and Training Administration's (ETA) Office of Apprenticeship or a State Apprenticeship Agency.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession.
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- An institution of higher education, which is formally controlled, or has been formally sanctioned or chartered, by the governing body of an Indian tribe or tribes.

Attachment A: Qualifying Credential Matrix provides detailed examples of the types of qualifying credentials available within Indiana.

Non-qualifying Credentials

A non-qualifying credential is any diploma or certificate that does not meet the federal definition. Non-qualifying credentials will not be counted toward the Attainment of

Degree/Certificate performance measure. However, such credentials can be of value to participants as a building block for educational and/or occupational success.

Furthermore, US DOL has deemed the following certificates do not meet either the letter or spirit of the attainment measure:

- Certificates issued by the Workforce Investment Board;
- Single Skill certificates, i.e. CPR, First Aid; OSHA Safety Training; and ServSafe certifications; and
- Work readiness certificates, which include the Jobs for America's Graduates (JAG) Certificate of Mastery, National Career Readiness Certificates (NCRC) and Work Keys certificates.

Attachment B: Non-qualifying Credential Matrix provides detailed examples and explanation of why the credential does not meet the federal definition.

Effective Date
Immediately

Ending Date
Upon rescission

Ownership
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Action
All One-Stop Operators, Regional Operators, Workforce Investment Boards and Regional Workforce Boards are to ensure the guidance contained in this policy is followed when documenting and reporting youth credentials and calculating Attainment of Degree/Certificate performance.

Attachment A: Qualifying Credentials for Common Measures

This list below indicates types and specific examples of degrees and certificates that meet the federal credential definition thus are deemed "qualifying credentials." Inclusion on this list is not an indication of value or support on any specific training program. This list is inclusive; all qualifying credentials must fit into one of the categories listed below.

Type of Credential	Issuing Body	Examples
Diploma or Degree	Accredited high schools and post-secondary education institution, the state educational agency or a state agency responsible for administering vocational and technical education	-High School Diploma (General; Core 40; Core 40 w/ Academic Honors (AHD); Core 40 w/Technical Honors (THD)) -GED certificate -Associate's Degree -Bachelor's Degree
Advanced training certificates (Often referred to as non-degree programs by post-secondary institutions)	Accredited post-secondary institution, professional associations, employer associations	-Bookkeeper -Hospitality Management -HVAC -Office Administration
Industry-Recognized Credentials and Certifications	Professional Associations, Employer Associations	-Child Development Associate (CDA) or Indiana Youth Development (IYD) -Network+ Certification - Automotive Service Excellence (ASE) certification
Occupational Licenses	Typically, but not always, issued by federal, state or local governmental agencies *Visit www.in.gov/pla for a full list of professional licenses issued in Indiana.	-Athletic Trainer -CDL -Cosmetology & Barber -EMT -Home Inspector -Nursing (CNA, LPN, RN) -Real Estate -Veterinary Tech
Registered Apprenticeship Certificates	State Apprenticeship Office	-Carpenter - Electrician, -Electric Line Worker (Power Lineman) -Maintenance Mechanic -Pipefitter -Plumber -Sheet Metal Worker
Other Qualifying Certificates	Varies	-A program approved by the Department of Veterans Affairs -A certificate issued by Job Corps -Other programs meeting the definition and spirit of the credential measure

Attachment B: Non-qualifying Credentials for Common Measures

This list below indicates types and specific examples of certificates that do not meet the federal definition of credential, thus are deemed 'non-qualifying credentials. Inclusion on this list is not an indication of value as such credentials may provide tremendous value in pre-employment training. This list addresses the most common non-qualifying credentials, but is **not inclusive. Any credential that does not meet the definition of 'qualifying' will be deemed non-qualifying.**

Type of Credential	Examples	Reasoning
General/ Single Skill Certificates	-CPR -First Aid -OSHA job safety training -ServSafe -Standard driver's license	General/Single skill certificates in and of themselves do not provide the depth of knowledge necessary to provide a significant advantage to the job seeker, thus do not meet the spirit of the credential measure.
Certifications of Attendance/Completion/Participation	-Conference Attendance Certificate	Certificates of Attendance/Completion/ Participation do not reflect demonstration or attainment of industry stand knowledge, skills or attributes; thus do not meet the federal definition of certificate.
Work Readiness Credentials	-JAG competency certificate -WorkOne issued certificate -Work Readiness Credential	It is the expectation that participation in workforce development should enhance the work readiness of all clients. In addition, such certificates do not tie to *technical or occupational skills necessary to gain employment or advance within an occupation*. Thus, work readiness certificates do not meet the definition or spirit of the credential measure.
High School Certificate of Completion	-N/A	A high school certificate of completion indicates that a student has completed high school, but did not demonstrate mastery of required skills. It is not the equivalent of a High School Diploma.