



ADMINISTRATIVE BULLETIN NO. 11A

TO: WIA ADULT CONTRACTING AGENCIES

SUBJECT: CREDENTIALS

EFFECTIVE: JULY 1, 2009

I. BACKGROUND

The Workforce Investment Act Section 136 (b) (2) (A) (IV), and Final Rule, 20 CFR Subpart A., 666.100 (a) (1) (iv) describes the Federal performance indicator for the Adult WIA program as it relates to Credentials.

II. POLICY

This policy is intended to provide a local definition for a recognized credential as described in the following Federal performance indicator:

Attainment of a recognized credential is as follows: Nationally recognized degree or certificate or State /local recognized credential. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalents, post-secondary degrees/ certificates, recognized skills standards, and licensure or industry-recognized certificates. This includes all State Education Agency recognized credentials.

Earning a credential is limited to individuals who are in training because that is the only set of services that lead to attainment of credential. This measure does recognize joint participation in WIA services and non-WIA funded training programs.

These training services include: occupational skills training, including training for non-traditional employment; on the job training; programs that combine workplace training with related instruction, which may include cooperative education programs; training programs operated by the private sector; skills upgrading and retraining; entrepreneurial training; job readiness training; adult education and literacy activities in combination with other training; and customized training conducted with a commitment by an employer or a group of employers to employ an individual upon successful completion of the training.

In addition, credential attainment will include certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.

The South Central Workforce Council defines credential in the following ways:

- A. GED or High School Diploma
- B. AA, AS, BA, BS, Occupational Skills License, Occupational Skills Certificate or Credential.

- C. Recognized Occupational Skills Credential from other Employment & Training Providers (non-WIA funded). For this credential attainment the participant must be co-enrolled in another program, have a WIA approved training plan, and have completed both WIA and partner program's requirements for occupational skills. (Community Jobs, Vocational Rehabilitation, etc.)

- D. Participant is no longer basic skills deficient. This applies to a participant that enters a WIA program with a GED or High School Diploma but is found to be basic skills deficient by performing at or below 8.9 in at least one of the following areas: reading, language, and/or math. To claim this credential the participant must be register in WIA basic skills activity and improve all deficient areas to 9.0 or above when earned in combination with other training (not including customized training). Additionally, this credential requires verification from hiring employer that basic skills remediation was necessary to perform basic job functions.

- E. Employer Certified Occupational Skills: Upon completion of WIA training activity, employer certifies that the participant has the necessary skills to enter, re-enter employment, or advance into better employment. This is validated by the employer's signature on an occupational credential form.

- F. Participant has successfully completed Employer sponsored training. The participant learned new skills on the job, has been

promoted to the next level and receives a new job title. This is validated by employer's signature on final evaluation of training.

III. ACTION REQUIRED:

ALL Credentials must be attained by the end of the 3rd quarter after exit. Credential shall be reported to the WDC as attained and documentation is available. Contractors shall submit to the WDC a copy of the Credential or other documentation to verify the attainment of Credential.