

# Adult and Dislocated Worker Exiters Acceptable Credential Policy

---

*Effective 1/1/2013*

Under the common measure for WIOA, credential attainment for Adult and Dislocated Worker programs was eliminated. While the common measure for WIOA does not include a credential measure, NWGRC will continue to track and report credential attainment of the NWGA region for state and federal reporting.

**Definition:** *TEGL 15-10 provides a revised definition of credential and replaces definition provided in prior guidance letters.*

**Credential:** A credential is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce development boards are NOT included in this definition. Work readiness certificates are also NOT included in this definition. A credential awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20USC 1002) that is qualified to participate in the student financial assistance programs authorized by the Title IV of that Act. This includes community college, 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 (e.g. National Institute for Automotive Service Excellence Certification, National Institute for Metalworking Skills, Inc., Machining Level I Certificate) or a product manufacturing or developer (e.g. Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment on an individual's knowledge, skills and abilities.
- ETA's Office of Apprenticeship or a State Apprenticeship Agency.
- A public regulatory agency, upon an individual's fulfillment of education, work experience, or skills attainment that are legally necessary for an individual to use an occupation or profession (e.g. FAA aviation mechanic certification, state certified asbestos inspector).
- 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 certifications.

## **Procedures to follow once participant attains a credential:**

- The career adviser will enter the participant's credential information into the Geo Solutions on the Service Closure Screen, Case Closure Screen, and 1<sup>st</sup> Quarter After Exit Screens.
- If there is not sufficient documentation to substantiate that a credential was attained, the career adviser will state in the Case Notes a detailed description of the credential attained such as date of credential attainment, type of credential, etc.
- The career adviser will submit to Northwest Georgia Regional Commission an electronic copy of the credential attained by the participant beginning *January 1, 2013*. Please send documentation to Tammy Helbing's attention.

Credentials must be attained either during participation or by the end of the third quarter after the quarter of exit from services (other than follow-up services).