

## **WIA Title 1-B and Related Activities Manual**

### **Chapter 13: Dislocated Worker Program**

#### **Section 13.26: Dislocated Worker Program Credentials**

**Issue Date:** Revision, June 9, 2008

**Effective Date:** June 9, 2008

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#### **Required Action:**

##### **Action:**

United States Department of Labor Training and Employment Guidance Letter (TEGL) 17-05, issued February 17, 2006, has mandated changes in how the Workforce Investment Act (WIA) Title I-B adult program defines “credentials” for use in the Employment and Credential Rate as part of the performance standards. These changes are effective retroactively for those individuals who began program participation on or after July 1, 2006.

##### **Who:**

WIA Title I-B Program Providers  
Other Appropriate WorkForce Center System Staff

##### **Background:**

Training and Employment Guidance Letter (TEGL) 17-05 provides a new term, “certificate” which replaces the term “credential” for adults in the calculation of the Employment and Credential Rate performance measure for those adults beginning program participation on or after July 1, 2006. The new term carries a new definition that is used in the calculation of the performance measure. This change has necessitated the rescission of Minnesota Department of Employment and Economic Development (DEED)’s past credential policy: Adult: 8.11, issued July 1, 2005, which applied to both adults and dislocated worker participants.

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#### **Policy and Procedures**

Training and Employment Guidance Letter (TEGL) 7-99, March 3, 2000, outlined the current 17 WIA performance measures by which local Workforce Service Areas (WSAs) and the state are evaluated. One of these measures is the Dislocated Worker Credential and Employment Rate. The overall definition of this measure is defined as:

**“Of dislocated workers who receive training services:** Number of dislocated workers who were employed in the first quarter after exit and received a certificate (previously called a credential) by the end of the third quarter after exit divided by the number of dislocated workers who exited services during the quarter.”

(NOTE: The numerator of this measure includes those who were employed in the first quarter after exit regardless of whether they were employed at registration. Certificates (previously called credentials) can be obtained while an individual is still participating in services and up to three quarters following program exit.)

Up until the issuance of TEGL 17-05, the definition of “credential” was largely left for the state to define. The Minnesota Department of Employment and Economic Development’s (DEED) previous issuance of policy Chapter 8, Section 8.11 (dated July 1, 2005) reflected Minnesota’s explanation of credential. (Note: Policy 8.11 applied to both adults and dislocated worker participants.) However, TEGL 17-05 no longer allows this definition to be used for those WIA Title I-B Dislocated Worker customers beginning program participants on or after July 1, 2006. States no longer have the flexibility previously defined in TEGL 7-99. However, the former definition will continue to be allowed for customers who were enrolled prior to July 1, 2006.

As indicated above, TEGL 17-05 provides a new term, “certificate,” which replaces the term “credential.” A certificate is defined as:

“A certificate 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 investment boards ARE NOT included in this definition. Work Readiness Certificates ARE ALSO NOT included in this definition (emphasis added). (Note: Minnesota’s acceptance of employer certifications for OJT and/or for non completion of coursework is also NOT included.) A certificate is 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 (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of the Act. (This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student 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 credential) or a product manufacturer or developer (e.g. Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual’s knowledge, skills, and abilities.

A registered apprenticeship program.

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 (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 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." The following types of training activities will still have the potential of producing acceptable certificates for the purpose of counting in the Employment and Credential Rate performance measure:

Classroom Training – Academic

Classroom Training – Occupational Skills

Customized Training • Entrepreneurial Training

ESL Training\*

GED Training\*

Literacy Training\*

OJT (requires the acquisition of a certificate as defined above)

*\*requires that this training be conducted in conjunction with another unstarred training activity in order to be counted as training. If it is not conducted with such an activity, ESL, GED, and Literacy Training will be counted as an intensive activity (Use "Short Term Pre-vocational Training for standalone ESL training, standalone GED training or standalone Literacy training and write in the case notes that the participant was in ESL training, GED training or Literacy training.*

Therefore, the following types of certificates/diplomas/degrees will be accepted for adult customers who began WIA Title I-B program participation subsequent to July 1, 2006:

High School Diploma

General Equivalency Diploma (GED)

Associate of Arts (AA) or Associate of Science (AS) degree

Bachelor of Arts (BA) or Bachelor of Science (BS) degree

Certificates as defined above (indicated in WorkForce One as "other recognized credentials")

Appropriate documentation must be maintained in the participant's file. This documentation can include the following:

Copies of degree or diploma certificates

Copies of licenses and occupational certificates

Copies of proof of recognition of certificates by the appropriate bodies

Documentation will be reviewed by DEED monitors during the course of monitoring visits and data validation efforts.

In summary, the following retroactive changes are being made in the counting of certificates for the purpose of calculating achievement on the Dislocated Worker Employment and Credential Rate.

<b>Enrollment on or before 6/30/06 “Credentials” (Former Minnesota Policy 8.11)</b>	<b>Enrollment on or after 7/1/06 “Certificates” (New Minnesota Policy 8.11 and 13.26)</b>
Counting High School Diplomas	Counting High School Diplomas: <b>No Change</b>
Counting General Equivalency Diplomas (GED)	Counting General Equivalency Diplomas (GED): <b>No Change</b>
Associate of Arts (AA) or Associate of Science (AS) degree	Counting Associate of Arts (AA) or Associate of Science (AS) degree: <b>No Change</b>
Bachelor of Arts (BA) or Bachelor of Science degree	Counting Bachelor of Arts (BA) or Bachelor of Science degree: <b>No Change</b>
Occupational Skills License recognized by a governmental body, union, or appropriate industry	Counting Occupational Skills License recognized by a governmental body, union, or appropriate industry: <b>No Change</b>
Occupational Skills Certificate or Credential recognized by a governmental body, union, or appropriate industry	Counting Occupational Skills Certificate or Credential recognized by a governmental body, union, or appropriate industry: <b>No change</b>
<b>Proof (e.g. transcript) that an individual has completed 50 percent or more of a required curriculum, with a grade point average of C or better (or an equivalent grade), and has obtained unsubsidized employment immediately upon leaving school. “Immediately upon leaving school” is defined within two calendar weeks.</b>	<b>NO LONGER ALLOWED</b>
<b>Successful completion of an on-the-job (OJT) training contract as evidenced by an employer certification that the trainee has satisfactorily learned the required skills for the job. The required skills are indicated in the OJT contract.</b>	<b>NO LONGER ALLOWED</b>

<b>Enrollment on or before 6/30/06 “Credentials” (Former Minnesota Policy 8.11)</b>	<b>Enrollment on or after 7/1/06 “Certificates” (New Minnesota Policy 8.11 and 13.26)</b>
<b>Successful completion of a customized training program, including the appropriate classroom training, as evidenced by an employer certification that the trainee has satisfactorily learned the required skills as delineated by the employer. The required skills were delineated when the customized training was established.</b>	<b>NO LONGER ALLOWED</b>

**Reference Section:**

**Cites/References:**

Training and Employment Guidance Letter (TEGL) 17-05, February 17, 2006  
[http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2195](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195)

Training and Employment Guidance Letter (TEGL) 7-99, March 3, 2000  
[http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=1201](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=1201)

**Rescissions:**

WIA Title I-B and Related Activities Manual: Dislocated Worker Program – Companion Policy Chapter 8: Adult Training Programs, Section §8.11: Adult Credentials, Issued July 1, 2005

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