

**Southern Nevada Workforce Investment Board
General Policies & Procedures
CREDENTIAL/CERTIFICATE**

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**Approved by the SNWIB
5-28-2008**

I. BACKGROUND:

As of July 1, 2006, the Department of Labor has revised the definition of credentials and certificates and clarified the areas in which WIA Adults and Youth participants can attain a DOL recognized credential and /or certificate that is directly related to the applicable DOL performance measures. (Reference: *TEGL 17-05 and applicable Amendments and Attachments*)

II. ADULT/DISLOCATED WORKER CREDENTIAL/CERTIFICATE

A credential and or certificate is provided to Adults and Dislocated Workers who have acquired skills from a training that is specifically identified, portable, transferable, and that the educational, occupational and/or technical skills they have acquired provide knowledge that is “lifelong” and essential to obtaining, retaining and/or advancing in employment. As of July 1, 2006, DOL has redefined the definitions of credentials and certificates as follows:

A. Certificate – 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. 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 that Act. This includes 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 (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.**
- **Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.**
- **Does not include credentials awarded by local Workforce Boards**

B. Credential - A nationally recognized degree or certificate or state/locally recognized credential... This term applies to the current WIA statutory adult, dislocated worker, and older youth measures only; it does not apply to the common measures. Credentials include, but are not limited to the following:

- **A high school diploma, GED, or other recognized equivalents,**
- **Post-secondary degrees/certificates,**
- **Recognized skill standards, and licensure or industry-recognized certificates.**
- **State education agency's recognized credentials.**
- **Certificates that recognize successful completion of the training services that are on the Governor's approved Employment and Training List that equip individuals to enter or re-enter employment, retain employment, or advance into better employment.**
- **Clients who are attending training that is paid with non-WIA funds can also obtain proof of skills attainment from an institution not included on the ETPL, as long as the documentation guidelines are adhered to in DOL revised acceptable certificate definitions.**
- **This does not include credentials awarded by SNWIB service providers and/or local Workforce Boards.**

III. YOUTH CREDENTIAL/CERTIFICATE

A. Certificate/Credential – The recognition of an attainment of a degree, diploma or its equivalent by a state authorizing entity. A Youth Certificate/Credential should be awarded in recognition of measurable technical or occupational skills. It should be based on standards developed or endorsed by employers. The potential data collection sources that validate approval and/or provide applicable certificates/credentials for youth are, but not limited to, as follows:

- **Post Secondary Institutions such as Universities**
- **Community Colleges**
- **Secondary Institutions such as accredited High Schools,**
- **ABE/GED Providers**
- **Governor’s ETPL of providers**
- **Licensing Boards**
- **Apprenticeships that are recognized by state boards**
- **State recognized professional, industry and employer training programs**
- **Generic youth soft skills certificates, such as work readiness credentials, do not count under this new definition.**
- **This does not include credentials awarded by SNWIB service providers and/or local Workforce Boards**

IV. GENERAL PROVISIONS FOR DOCUMENTING CREDENTIALS/CERTIFICATES

Prior to entering into an educational, technical and/or occupational Skills Classroom Training activity, a full assessment indicating client skills levels, employment goals to be obtained, and the need for training must be established in the client’s Individual Employment Plan or Individual Service Strategy. The client’s file must also contain, but limited to the following:

- **Documented evidence that ensures and certifies the actual attainment, by the participant, of the prescribed technical and/or occupational skills which are subsequently identified in the form of a certificate such as report of students progress or lack of progress during training**
- **Documentation indicating that the training, where applicable, meets the requirements for “Demand Occupations”.**
- **Proof of attendance for the duration of the training.**
- **A copy of the “Certificate” indicating the Skill Attainment;**

- **A copy of a license that a student has been tested and issued a license by a local government agency or its authorized agent (such as Cosmetology license or Real Estate license).**
- **The credential/certificate must be present in all client files for which the service provider has reported the attainment of a credential and/or certificate.**