

Region VI Workforce Investment Board 107-109 Adams Street Suite 140 Fairmont, WV 26554	Credential Definitions
	Date July 23, 2003

Region VI Guidance Letter No. A/D/Y-06

To: All Job Service Managers
All Work4WV Centers
All ACMC Staff
All Local Training Providers

From: Region VI Workforce Investment Board, Inc.

Subject: Local area credential definitions

1. PURPOSE: To inform Local Training Providers of policy and guidelines regarding credential definitions.
2. REFERENCE: The Workforce Investment Act (WIA) of 1998: WIA Final Rule 20 CFR 652. Department of Labor TEGL 7-99. WIA Title IB Standardized Record Data (WISARD).
3. BACKGROUND: The Workforce Investment Act of 1998, (WIA) Section 122, requires Workforce Boards to have a written policy defining WIA youth, adult, and dislocated worker “credential”.
4. POLICY: “Adult, Youth, and Dislocated Worker Credential” definition:
 - Nationally recognized degree or certificate or State/Locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates;
 - Recognized skill standards and licensure or industry recognized certificates; credential are measured for successful completion of the following (examples provided are not meant to be all inclusive).

EXAMPLES:

- Insurance agent
 - Electrician
 - Real estate agent
 - Licensed practical nurse
 - Commercial drivers license, regardless of classification
 - Certified Nursing Assistant
 - Completion of apprenticeship
 - Safety and risk topics
 - management topics
 - leadership topics
 - general topics such as sexual harassment or workplace violence prevention.
- Completion of training services (i.e. On-the-Job Training, Customized Training, etc.) that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.

A certificate or diploma awarded by a training provider (including an On-the-Job-Training [OJT] employer/provider) that has undertaken the following:

Identified the specific competencies, tasks, or skills attained by the participant. The competencies, tasks, or skills shall be identified by:

- Employer input at the national, state, regional, or local level;
 - Reviewed on an annual basis or periodic basis that is identified;
 - Developed and implemented curriculum to support instruction of the competencies, tasks, or skills; and
 - Confirmed attainment or completion of competency, tasks, or skills through valid and reliable testing or demonstration of competence, tasks, or skills.
- Successful completion of program activities that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment. (i.e. Full Circle, Work Keys, etc.)

Identified the specific competencies, tasks, or skills attained by the participant. The competencies, tasks, or skills shall be identified by:

- Confirmed attainment or completion of competency, tasks, or skills through valid and reliable testing or demonstration of competence, tasks, or skills.

ACTION:

All Work4WV centers located within Region VI or participants from Region VI will be made aware of this policy as well as, entities providing service to our region. This information must be reported third quarter after exit.

Appropriate documentation of credential attainment must be maintained in participant's file.

A copy of this policy can be obtained from The Region VI Workforce Investment Board.

**EXPIRATION
DATE:**

Effective until rescinded or modified by the Region VI Workforce Investment Board.

APPROVED: