



Innovative Workforce Solutions

Workforce Innovation and Opportunity Act (WIOA) Title I-B

TRAINING PROGRAM CREDENTIAL CHECKLIST

Local Workforce Development Board (LWDB) _____ Date _____

Training Provider _____

Program Name _____

Identify the type of industry-recognized credential that the training program results in, or prepares the individual to test for, by completing **one** of the sections below (Educational Credentials, Personnel Certification or Occupational License). Refer to pages 4-6 for definitions of industry-recognized credentials.

PART 1- INDUSTRY-RECOGNIZED CREDENTIALS:

Educational Credentials (Diploma, Educational Certificate or Degree):

1. Does your program result in a degree/diploma? Name of diploma or degree: _____	Associate	Bachelor	Yes	No
2. Does your program result in an educational certificate? Name of certificate: _____			Yes	No
3. Is your educational certificate based on credit hours? Number of credit hours: _____			Yes	No
4. Is your institution nationally accredited? Name of accrediting institution and website: _____ _____			Yes	No

PART 2- PERSONNEL CERTIFICATION:

1. After program completion will the individual be prepared to test for a personnel certification? Yes No Please list the certification(s) below: _____
2. Provide the name(s) of the third party non-governmental agency, association or business that proctors the personnel certification test: _____

Occupational License:

1. Does the training programs' related occupation require an occupational license?	Yes	No
2. Name the occupational license: _____		
3. Name of State agency or regulatory body issuing the license: _____		

PART 3- CREDENTIAL ATTRIBUTES – Complete the following section for industry-recognized credentials
Provide an explanation or justification for ‘Yes’ responses. (See page 6 for definitions).

1. Industry-recognized	Yes	No	Name of nationally recognized industry association or organization: _____
2. Stackable	Yes	No	Identify career pathway:
3. Portable	Yes	No	Explain:
4. Accredited / Certified	Yes	No	Name of accrediting/certifying agency: _____

FOR LWDB STAFF USE ONLY

LWDB staff must verify the credential information completed by the training provider. See pages 4-6 for credential definitions.

OTHER ATTRIBUTES		
1. Does the training program align with a LWDB sector strategy?	Yes	No
2. Is the related occupation in-demand in the LWDB?	Yes	No
3. Does initial performance data meet state and LWDB performance standards?	Yes	No
4. Does the training program meet state and local WIOA Title I-B ETPL policy requirements?	Yes	No

Does the program result in an industry–recognized credential?

Yes No

For an industry-recognized credential, indicate the type of industry-recognized credential:

Diploma, Educational Certificate and Degree Personnel Certification Occupational License

Approved Yes No

Additional Comments/Notes: _____

LWDB Reviewer’s Signature _____ Date _____

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. Auxiliary aids and services are available upon request to individuals with disabilities. To request this document in alternative format or for further information about this policy, Contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Disponible en español en línea o en la oficina local.

1. INDUSTRY-RECOGNIZED CREDENTIAL

(Reference: U.S. Department of Labor, Training and Employment Guidance Letter (TEGL) WIOA NO. [10-16 Change1](#) and [15-10](#), Arizona Department of Economic Security, WIOA Title I-B [Training Services Policy](#), Section 512)..

A **credential** is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation. These technical or occupational skills are generally based on standards developed or endorsed by employers. Below is a list of types of organizations and institutions that award industry-recognized credentials.

1. Arizona Department of Education;
2. An institution of higher learning described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance program authorized by title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher learning that are eligible to receive federal student financial aid;
3. An institution of higher learning that is formally controlled, or has been formally sanctioned or chartered, by the governing body of an Indian tribe or tribes;
4. A professional, industry, or employer organization, such as the National Institute for Automotive Excellence or National Institute for Metalworking Skills, Inc., providing certification, Machining Level 1 credentials, etc., or a product manufacturer or developer providing certifications (e.g., Microsoft Certified IT Professional (MCITP), certified Novell Engineer, Sun Certified Java Programmer, etc.), using a valid and reliable assessment of an individual's knowledge, skills and abilities;
5. USDOL Employment and Training Administration Office of Apprenticeship and Arizona's Apprenticeship Office;
6. A public regulatory agency, which awards credentials upon an individual's fulfillment of educational, work experience, or skills attainment as legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g.; Federal Aviation Administration aviation mechanic license); or
7. A program that has been approved by the Department of Veterans Affairs to offer educational benefits to veterans and other eligible persons.
8. Job Corps, which issues certificates for completing career training programs that are based on industry skills standards and certification requirements.

INDUSTRY-RECOGNIZED CREDENTIAL-DEFINITIONS:

DIPLOMAS, EDUCATIONAL CERTIFICATES AND DEGREES

Educational credentials are diplomas, educational certificates, and degrees. Credit hours are the building block components of these educational credentials.

- A. Educational certificates;
 - Educational certificates must be based on credit hours.
 - Educational certificates are awarded after completion of an organized program of student at the post secondary level; not a single course.
 - Educational certificates must also be determined sufficient to qualify for entry-level employment or advancement in employment.
 - Certificates of completion may be educational certificates if they are based on credit hours and awarded for the completion of an organized program of study; not a single course. Certificates of completion that do not meet this definition must not be considered a industry-recognized credential. Certificates of completion that are awarded after successful completion of a training program that prepares students to take occupational license and personnel certification examinations must also not be considered industry-recognized credentials.
- B. Associate's diploma/degree;
- C. Bachelor's diploma/degree;

2. PERSONNEL CERTIFICATIONS

Personnel certifications indicate that the individual has acquired the necessary knowledge, skills and sometimes personal attributes to perform a specific occupation or skill. The certificate that is given is owned by the certification body and can be taken away from the certified person for reasons of unethical or incompetent behavior after an appropriate due process.

Characteristics of Personnel Certifications

- Granted by third-party non-governmental agencies – usually associations and/or companies;
- Intended to set professional standards for qualifications, such as a certification for a crane operator, or a Novell Network Certified Engineer;
- Standards for certifications not defined by government laws or regulations;
- Usually require successful completion of an examination or assessment, which indicates mastery of competencies as measured again a defensible set of standards;
- Standards set through a defensible, industry-wide process of job analysis or role delineation that results in an outline of required knowledge and skills;
- Usually require a set amount of work experience or professional/practical experience;
- Usually must be renewed in some way after a certain time period based on meeting certain requirements for renewal;
- Voluntary – although state licensure boards and employers may specify certifications as part of their requirements; and
- Violations of standards or requirements can result in suspension or revocation of certification.

Occupational Licenses

Occupational Licenses are granted by state and federal agencies or regulatory bodies and are required for an individual to work in the occupation. Examples of Occupational License include cosmetology licenses, massage licenses, commercial driver's licenses, or nursing licenses (e.g., a Certified Nursing (Assistance) (CNA) license).

Characteristics of Occupational Licenses

- a. Occupational licensure is defined by laws and regulations and are intended to set professional standards and ensure safety and quality;
- b. Time-limited occupational licensure must be renewed based on the meeting of ongoing requirements;
- c. Violations of the terms of the Occupational License may result in legal action;
- d. Completion of a program of study that prepares an individual for an occupational licensure is not a credential;
- e. Occupational Licenses may be required in addition to other credentials.

Completion of a training program that prepares a participant for an assessment or test that results in an Occupational License or a Personnel Certification is not a industry-recognized credential. The credential is awarded only after the participant successfully completes the test and receives his/her certificate or license.

High School Diploma and High School Equivalency are industry-recognized credentials, however, programs leading to these types of credentials are not generally added to the ETPL.

3. CREDENTIAL ATTRIBUTES FOR INDUSTRY-RECOGNIZED CREDENTIALS

- **Industry Recognized:** Developed and offered by, or endorsed by, a nationally-recognized industry association or organization representing a sizable portion of the industry sector, or a credential that is sought or accepted by companies within the industry sector for purposes of hiring or recruitment, which may include credentials from vendors of certain products.
- **Stackable:** A credential is considered stackable when it is part of a sequence of credentials offered by the same or a different training provider. A stackable credential can be accumulated over time to build up an individual's qualifications and help them to move along a career pathway or up a career ladder to different and potentially higher paying jobs.
- **Portable:** A credential is considered portable when it is recognized and accepted as verifying the qualifications of an individual in other settings – either in other geographic areas, or other educational institutions, or by other industries or employing companies.
- **Accredited:** The goal of accreditation of educational programs is to ensure that the education provided by institutions of higher education meets acceptable levels of quality. The U.S. Department of Education webpage, Accreditation in the United States, provides lists of regional and national accrediting agencies recognized by the Secretary of Education as reliable authorities conserving the quality of education or training offered by the institutions of higher education or higher education programs they accredit.