



Monterey County Workforce Investment Board (WIB)
LOCAL POLICY BULLETIN #2007-06

Effective Date: October 3, 2007
Full WIB Adopted: October 3, 2007

TO: All Monterey County Providers of Workforce Investment Act (WIA) Title I Services

SUBJECT: **Workforce Investment Act (WIA) Certificate and Credential policy**

PURPOSE: This policy provides information on the definition and use of a certificate and the exclusion of a credential under the Department of Labor Common Measures.

REFERENCE: Training and Employment Guidance Letter (TEGL) No 17-05.

POLICY: Effective July 1, 2006, local Workforce Investment Area's (LWIA), sub-grantees, sub-recipients and service providers must use the definition of a certificate as described in the Guidance Letter and TEGL 17-05, dated February 17, 2006.

The use of the definition of "certificate" is applicable for participants who begin receiving services on or after July 1, 2006. Adult, dislocated worker and older youth participants who receive training services prior to July 1, 2006 are covered under the previous performance standards and reporting requirements. Please note the term "credential" applies to the current WIA statutory adult, dislocated worker and older youth measures only. Credentials DO NOT apply to the Department of Labor Common Measures.

Definitions:

1. 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 or awarded in recognition of the attainment of only generic pre-employment or work readiness skills are not included in this definition.
2. Credential – The attainment of a recognized credential applies to older youth only and relates to the achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills, by participants who enter unsubsidized employment.

Awarding Entities: A certificate/credential is awarded in recognition of an individual's attainment of technical or occupational skills by the following entities:

- 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.
- 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.

Documentation: Certificates, High School Diplomas, GED's, Skill Attainment documentation and degrees must be documented in the One Stop Career Center Virtual One Stop (VOS) system. Documentation in participant files should include either a copy of the certificate, diploma, GED or degree, school transcripts, letter from the school or California Department of Education. In addition to a copy of one of the above, case notes in either VOS or the participant file must document the attainment of the certificate, diploma, GED or degree.

INQUIRIES: For questions or assistance related to this policy, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434.

This policy is posted on the WIB website located at: www.montereycountywib.org/policies/