



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

FORMAL COMMUNICATION

TO: Indiana's Workforce Investment System

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DATE: November 27, 2012

**Technical Assistance Bulletin
TAB 2012-04
Credentials for WIA Youth**

Purpose

To provide guidance on how to evaluate a credentialing program to determine whether it meets the state's definition of a "Qualifying Credential."

Content

Eligible Training Providers

Inclusion as an "Eligible Training Provider" in the INTraining system does not guarantee that a training program leads to a "Qualifying Credential" for WIA youth performance purposes. Furthermore, there a training provider not listed in INTraining may provide a program that result in a "Qualifying Credential."

Evaluating Other Certificates

Many credentials are widely recognized and clearly qualify for inclusion into Attainment of a Degree/Certificate performance calculations. DWD Policy 2012-06: *Qualifying Credentials for the "Attainment of a Degree/Certificate"* provides a detailed list of credentials that the US Department of Labor and/or the State of Indiana have deemed to be "Qualifying Credentials." However, this list is not exclusive and other credentials that may meet definition as well.

In such cases, One-Stop Operators, Regional Operators, Workforce Investment Boards and Regional Workforce Boards should evaluate the credential program using the following guidance from the US DOL via Training and Employment Guidance Letter (TEGL) 17-05: *Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability*.

DWD Policy 2012-06 Attachment A: Qualifying Credentials for Common Measures identifies credentials that meet the definition of qualifying. When reviewing “Other Credentials,” all of the criteria below must be met for the credential to be considered a “qualified” credential.

1. A program is typically more than one course. Stand-alone courses, in general, do not meet the measures' intent. There may be exceptions, which must be reviewed by DWD's Division of Education, Policy and Training on a case-by-case basis.
2. The training must have a clear structure and standardized mechanism of delivery.
3. The program fulfills a specific set of occupational requirements with clear and measurable goals and objectives. The credential holder has the minimum required skills to be functional on the job on the first day of employment, with limited supervision.
4. The credential and knowledge/skills are transferable from one employer to another within the industry(s) that recognizes the certificate.
5. The certificate or credential must be issued by one of the organizations listed in the certificate definition.
6. The participant cannot obtain employment in a particular occupation without successfully completing the program and/or education. If applicable, the participant cannot secure a license to practice the skills acquired through the program, and the license is required to secure employment.
7. Successful program completion is determined by a validated and reliable set of evaluation instruments that are legally defensible in a court of law. Those same measures of reliability and validity can be applied to determine when performance is unacceptable or dangerous to the individual, the coworkers or the customers served.
8. There must be clear evidence from the program provider or certifying agency that a certificate is not awarded if the customer fails to successfully complete the program, demonstrate competency in all skills and objectives, and/or pass all required tests and examinations. This means all attendance requirements must be fulfilled, a minimum rating of "satisfactory" must be documented for all required practical skills, a passing score must be achieved on written tests or examinations, and any other requirements for certification must be met.

Requesting a State Level Review of Credential

The One-Stop Operator, Regional Operator, Workforce Investment Board or Regional Workforce Board may request a state level review of a credential program if the local review does not result in a clear determination of whether the program in question meets the “qualifying credential” definition.

Questions regarding this TAB may be directed to:

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