

## YOUTH ADMINISTRATIVE BULLETIN NO. 15

TO: WIA YOUTH CONTRACTING AGENCIES

SUBJECT: CERTIFICATES AND CREDENTIALS

EFFECTIVE: July 1, 2012

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### I. BACKGROUND:

The U.S. Department of Labor Employment and Training Administration's Training and Employment Guidance Letter (TEGL) No. 17-05 lists **Attainment of a degree or Certificate as one of the three** Common Measures for youth.

Attachment B of TEGL No. 17-05 details the U.S. Department of Labor's common measure definition for "Certificate." This definition differs from the definition of "Credential" that was used for the previous WIA statutory performance measures and differs from the State's definition of Credential as used in the State Core Measures and defined in State Policy 3690, Certificates and Credentials Under Common Measures.

Attachment D of TEGL No. 17-05, as explained by Department of Labor Q&A clarifications, indicates that the new "Certificate" definition is applicable to WIA 1-B youth participants who began receiving WIA-funded services on or after July 1, 2006. The former "Credential" definition applies to those youth participants who started receiving WIA services before July 1, 2006. Receiving services means receiving any countable service, not just training services.

### II. POLICY:

This policy is intended to provide the definition of a recognized degree or certificate for youth in regards to the Federal Common Measure "Attainment of a Degree or Certificate" AND the definition of a credential in regards to the State Core Measure "Educational Attainment."

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### A. Federal Common Measures

For the Federal Common Measures TEGL #17-05, Attachment B defines certificates as the following:

*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.*

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TEGL 17-05 gives further clarification in its operational parameters for the methodology of the Attainment of a Degree or Certificate Common Measure, as follows:

Operational Parameters:

- *Education refers to participation in secondary school, post-secondary school, adult education programs, or any other organized program of study leading to a degree or certificate.*
- *Individuals in secondary school at exit will be included in this measure.*
- *The term diploma means any credential that the state education agency accepts as equivalent to a high school diploma. This TEGl clarifies that the term diploma also includes post-secondary degrees including Associate's degrees (AA and AS) and Bachelor's degrees (BA and BS).*
- *Diplomas, GEDs, or certificates can be obtained while a person is still receiving services or at any point by the end of the third quarter after the exit quarter.*
- *Work readiness certificates will not be accepted under this measure.*

### B. (Washington) State Core Measures

For the (Washington) State core measures all of the common measure certificates are countable, plus the following types of credentials are countable toward State Core Measures, according to Washington State Policy #3690:

- Successful Completion of a Work-Based Training Plan

Successful completion of a Work Experience Training plan approved by a local Workforce Development Council is countable as a credential toward State credential rates for youth populations.

On-the-Job Training is the recognized method for providing work-based training for adults and dislocated workers. According to federal WIA policy, On-the-Job Training is seldom appropriate for youth. For youth, the recognized equivalent is Work Experience. A work experience program that includes the development and documented completion of a training plan should have a credential counted as successful completion of a work-based training plan under this policy.

Work experience for youth that does not have a significant training component, whose results can be measured by a valid reliable assessment, do not count toward federal common measure certificate or state core measure credential rates.

- Work Readiness Credentials

Standardized, validated, work readiness credentials that measure non-technical work readiness skills that are needed by employers are countable toward state credential measures. A work readiness credential demonstrates the ability to apply situational judgment, reading, math, and communication skills in a work-related context.

The National Work Readiness Credential is one credential that meets this standard. Photocopies of work readiness credentials should be retained in case files to document attainment of this credential. The date of credential attainment should be recorded in case files and in SKIES.

- Credentials Granted by Eligible Training Providers Licensed as Private Career Schools by the State of Washington

A diploma, certificate or award from a program offered by a private career school licensed by the State of Washington can be counted toward state credential rates if the diploma, certificate or award is countable as a federal occupational skills certificate. If the diploma, certificate or award from a private career school licensed by the State of Washington is not countable as a federal certificate, it counts as a state credential if the program is on the Washington State Eligible Training Provider (ETP) List, as long as the occupation trained for does not require a license to practice. If a license is required to practice an occupation or profession, such as cosmetology, real estate, nursing, or massage therapy, and the ETP List program is not countable as a federal occupational skills certificate, then completion of such a program does not count toward state core measures credential rates. For example, completion of an ETP List program in cosmetology by an institution or organization that is not eligible to issue a certificate under the federal common measures definition would not qualify as a State core measures credential because a student could not practice cosmetology without a license. However, attainment of the cosmetology license is countable as a federal certificate (Occupational Skills License) and, therefore, as a state credential.

### III. ACTION REQUIRED:

All Certificate and Credential attainments must be well documented and entered into SKIES. Copies of diplomas, GEDs, certificates, licenses, etc. must be kept in participant's file and sent to the WDC. In the case of a Work Readiness or Work Experience credential the appropriate performance evaluations (see attached) must be used.

Attachment: 1. Promotional Skills Training Plan  
2. Occupational Credential Performance Evaluation Form