

<p>TULARE COUNTY WORKFORCE INVESTMENT BOARD, INC.</p> <p>WORKFORCE INVESTMENT ACT TITLE I-B ACTIVITIES</p>	<p>DATE:</p> <p>April 26, 2002</p>
	<p>SUBJECT:</p> <p>WIA TITLE I-B ADULT AND DISLOCATED WORKER RECOGNIZED CREDENTIALS FOR OCCUPATIONAL SKILLS TRAINING (OST) AND ON THE JOB TRAINING (OJT)</p>

WIB DIRECTIVE

WIBD-01-13

TO: TCWIB Service Providers and TCWID Staff

SUBJECT: WIA TITLE I-B ADULT AND DISLOCATED WORKER RECOGNIZED CREDENTIALS FOR OCCUPATIONAL SKILLS TRAINING (OST) AND ON THE JOB TRAINING (OJT)

EXECUTIVE SUMMARY:

Purpose:

The Workforce Investment Act (WIA) requires local Workforce Investment Boards to identify a recognized credential relating to achievement of educational skills. This achievement may include attainment of a secondary school diploma, it's recognized equivalent, or mastery of occupational skills. This directive sets forth local policy and procedures that govern the development of recognized credentials for Occupational Skills Training (OST) and On the Job Training (OJT).

Scope:

This directive provides information on TCWIB's Local Credential procedures.

Effective Date:

This directive is effective upon date of issue.

REFERENCES:

- WIA Section 136 (b)(IV)
- 20 CFR Federal Register, Section 663
- EDD Information Bulletin WIAD01-16 Eligible Training Provider List
- EDD Information Bulletin WIAB01-53 - O*NET CAREER EXPLORATION TOOLS TRAINING
- DOL Fact Sheet – America's Career Kit (Online Resources)
- DOL TEIN 2-00 – O*NET OnLine and O*NET 3.0 Database Release
- DOL TEIN 16-00 – Release of O*NET Career Exploration Tools
- <http://online.onetcenter.org>

LOCAL IMPOSED REQUIREMENTS:

This directive contains only locally imposed requirements.

FILING INSTRUCTIONS:

Retain this directive until further notice.

BACKGROUND:

The Workforce Investment Act (WIA) Section 136 identifies core indicators of performance for workforce investment activities in adult and dislocated worker programs. There are fifteen core measures that apply to these programs. One of the required performance measures for WIA is the credential rate. The WIA requires local Workforce Investment

Boards to identify a recognized credential relating to achievement of educational skills. This achievement may include attainment of a secondary school diploma, it's recognized equivalent, or mastery of occupational skills.

The Department of Labor recognizes the Occupational Information Network (O*NET) system as a standardized source of occupational information replacing the sixty year old Dictionary of Occupational Titles (DOT). O*NET, which contains information developed on a skill-based structure, provides defining skill sets for over 1,100 occupations. The occupational skill sets outlined in the O*NET system include skills to be mastered, along with the relative importance of the skills. O*NET can be accessed via the Internet at <http://online.onetcenter.org>

TCWIB acknowledges that educational providers furnish recognized credentials for customers who complete training programs listed on the State's Eligible Training Provider List. Public and private employers prepare On-the-Job Training (OJT) customers for long term unsubsidized employment by providing training in a real work situation.

The TCWIB or its Service Provider will issue certificates of competency to OJT clients. Employers that teach required occupational skill sets to the OJT customer and evaluate the successful completion of each skill will sign the credential and verify the client has attained competency in that occupation.

POLICY AND PROCEDURES:

All training, including, but not limited to employer participation in OJT or Customized Training, and Occupational Skills, must be designed to result in the customer obtaining a certificate that evidences competency in the area of training, at a minimum. Generally, a nationally recognized degree or certificate, or State/locally recognized credential or other evidence of competency must evidence formal training by an educational provider. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalent, post-secondary degrees/certificates, State Education Agency recognized credentials, recognized skill standards, and licensure or industry-recognized certificates, and other evidence of competency.

Each approved programs and/or Eligible Training Provider must offer the appropriate education/training that enables the WIA customer to achieve competency in the skills instructed. If OJT or Customized Training is being provided by an employer, this will be accomplished by the employer signifying, on a monthly basis, that the customer is making satisfactory progress in the occupational skills listed in the Task Oriented Training Plan. Successful Completion should be evidenced by a Certificate of Completion, or, if available and appropriate, other certification based on generally recognized and accepted industry related training criteria and performance measures.

During training, or up to three quarters after completing the training program, but before exiting WIA, all WIA customers are to demonstrate competency in the skills associated with their training program or course by passing each designated testing mechanism or process as outlined and required by the program/course/training, or in the absence of an established requirement, with a minimum 70% grade or pass level. Successful completion of any training program will be evidenced by issuance of a degree, license, credential, or other certificate of competency. The skill attainment document must specifically identify each area or field of competency (e.g. MS-Word, Arc Welding, Commercial Truck Driving, Medical Office Procedures etc.) and/or identify licensure that is recognized by a Local, State, or National industry trade, if available.

The responsibility for defining and administering the methodology, processes, procedures, and compliance with this policy on behalf of the Tulare County Workforce Investment Board, Inc. will be vested in the Tulare County Workforce Investment Department.

PROCEDURE FOR DOCUMENTING THE OCCUPATIONAL SKILLS TRAINING CREDENTIAL

The Eligible Training Provider List (ETPL) includes allowable WIA program of training services. A "program of training services" is defined in 20 CFR Section 663.508 as: "One or more courses or classes, that upon successful completion, leads to 1) a certificate, an associate degree, or baccalaureate degree or 2) the skills or competencies needed for a specific job or jobs, an occupation, occupational group, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training".

A copy of document must be in the customer's participant file to substantiate the credential/certificate/license. Educational agencies may verify the issuance of a credential or certificate in lieu of a copy of the document.

PROCEDURE FOR ISSUANCE OF TCWIB CERTIFICATE OF COMPETENCY FOR OJT

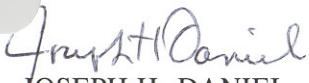
1. Find the occupation in the ONET database located at <http://online.onetcenter.org>. Example: construction laborer. (attached)
2. Select the "Snapshot" button for a list of generalized work activities and their definitions. (attached)
3. Select the "Details" button for a detailed list of the skills required and their description. (attached)
4. Use these lists to develop the client's OJT task-oriented training plan. All of the tasks listed on the training plan must correspond to the skills listed in the ONET description. The skills should be described in the context of the employer's business, but correspond to the general descriptions listed in the ONET database. (attached)
5. After the customer has completed the task oriented training plan attaining, at a minimum, competency in 70% of the tasks, and the OJT, a certificate of competency for the OJT should be issued by the your agency. The certificate will be:
 - issued to the customer;
 - by your agency;
 - for "completion of the task oriented training plan for construction laborer"; and
 - Signed by your Administrator and the Employer.
6. A copy of the certificate of competency for the OJT will be placed in the customer's file.
7. Upon exiting the customer from the program, MIS paperwork will reflect the attainment of a credential. (attached)

ACTION:

Please forward this directive to all appropriate staff.

INQUIRIES:

Direct questions to Natalie Boudreaux, Senior Program Analyst, TCWID, (559) 713-5222, nboudrea@tcwib.org.


JOSEPH H. DANIEL
Administrator

JHD:NB:mb
Attachments