

<b>TULARE COUNTY WORKFORCE INVESTMENT BOARD, INC. (TCWIB)</b>  <b>WORKFORCE INVESTMENT ACT (WIA)</b> <b>TITLE I-B ACTIVITIES</b>	<b>DATE:</b> <b>April 14, 2004</b>
	<b>SUBJECT:</b> <b>Youth Services</b> <b>Credential Policy</b>

**TCWIB DIRECTIVE**

**TCWIBD-03-6**

**TO:** TCWIB Youth Service Providers  
TCWIB Staff: Program Analysts, Monitoring Analysts, MIS Staff, Supervisors, Case Managers

**SUBJECT:** WIA TITLE I-B YOUTH SERVICES CREDENTIAL POLICY

**EXECUTIVE SUMMARY**

**Purpose:**

This directive sets forth local policy and procedures governing the attainment of a recognized credential relating to achievement of educational or occupational skills by participants who are eligible youth age 19 through 21.

**Scope:**

This directive applies to all programs and individuals accountable for WIA Title I-B Youth Performance.

**Effective Date:**

This directive is effective upon date of issue.

**REFERENCES:**

- WIA Section 136
- 20 CFR Federal Register, Section 666.100
- Department of Labor (DOL), Training & Employment Guidance Letter (TEGL) 7-99, Core & Customer Satisfaction Performance Measures for the Workforce Investment System
- Employment Development Department (EDD), Directive WIAD01-16, Eligible Training Provider List

**TCWIB-IMPOSED REQUIREMENTS:**

This directive contains TCWIB-imposed requirements. These requirements are in *bold, italic type*.

**FILING INSTRUCTIONS:**

Retain this directive until further notice.

**BACKGROUND:**

Section 136 of the Workforce Investment Act specifies the required core indicators of performance for workforce investment activities in adult, dislocated worker, and youth programs. There are a total of seventeen measures, fifteen client outcome measures and two customer satisfaction measures. Seven of the required performance measures apply to youth programs. One of these measures is the older youth (age 19-21) credential rate.

The Department of Labor provides the following definition of credential:

“A nationally recognized degree or certificate or State/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all State Education Agency recognized credentials. In addition, States should work with local Workforce Investment Boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.”

The Credential Rate measures the number of older youth who enter unsubsidized employment, post secondary education, or advanced training and, by the third quarter after exit, attain a recognized credential for achievement of educational or occupational skills, against all older youth exiting program services. Credentials can be obtained while a person is still participating in services but credit is only taken upon exit.

## **POLICY AND PROCEDURES:**

For all older youth who exit WIA Title I-B services and enter unsubsidized employment, post secondary education, or advanced training and attain a credential while receiving services or at any time through the third quarter after exit, the TCWIB establishes the following as their policy for declaring credential attainment:

*At a minimum, a customer seeking a credential must successfully complete an appropriate education/training program that enables the individual to achieve competency in the skills instructed. The credential/certificate must certify that the customer has 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. The credentialed training program should target an industry, industry cluster, or occupations that offer opportunities for growth and career advancement.*

*In accordance with this policy, all older youth should be reported as having attained a credential if they have successfully completed training and received any of the following credentials:*

- *Nationally recognized degree or certificate;*
- *State Education Agency recognized credentials;*
- *Credentials for completing training programs listed on the State’s Eligible Training Provider List (ETPL);*
- *Credentials recognized by an industry, business, trade union or association;*
- *On-the-Job Training (considered industry recognized if the employer certifies it as such (TCWIBD-01-13));*
- *Occupation skills credential/certificate from a State/locally recognized training program.*

*Issuance of a degree, license, credential, or other certificate of competency will evidence successful completion of an education/training program (e.g., MS-Word, Excel, other recognized computer applications, Building Trades, Arc Welding, Hospitality, Medical Office Procedures, etc.). Customers must 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 80% grade or pass level.*

*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 ISSUANCE OF TCWIB CERTIFICATION OF COMPETENCY:**

*All locally recognized certificate/credential programs must be submitted to the Tulare County Workforce Investment Department for approval, prior to implementation. When submitting a certificate/credential program for approval, the submission must include:*

- *An outline of the course curriculum that includes the number of training hours;*
- *Identify the industry, industry cluster, or occupations targeted by the training program;*
- *Support the local labor market demand and opportunities for growth and career advancement in the targeted industry, industry cluster, or occupations identified;*

- *Identify pre and post test procedures.*

*Once enrolled in training, the customer must, at a minimum, be evaluated on a biweekly basis showing the individual is making satisfactory progress in the occupational skills listed in the training outline. After the customer completes the training program, with an 80% grade or pass level, a certificate of competency should be issued by the training entity. The certificate will be:*

- *Issued to the customer by the training entity;*
- *Identify the occupational skills training program;*
- *List the individual training components completed;*
- *Signed by the Administrator/designee of the training entity, and the employer, for OJT training.*

*The following shall be present in participant files:*

- *A copy of the credential/certificate substantiating credential attainment (see attached sample certificate). Occasionally circumstances arise making it impossible to secure a copy of the credential/certificate. Should this occur, all attempts to secure the document must be clearly documented in case notes, and the issuing entity may verify the issuance of a credential or certificate in lieu of a copy of the document.*
- *Pre and post tests showing skill attainment;*
- *Appropriate case/progress notes;*
- *Appropriate MIS paperwork.*

**ACTION:**

Please forward this directive to all appropriate staff.

**INQUIRIES:**

Contact Eldonna Caudill, Senior Program Analyst, Tulare County Workforce Investment Department, at (559) 713-5200, with inquiries regarding this directive.

Joseph H. Daniel  
Administrator

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JHD:EC:MB

Attachment: SAMPLE TCWIB Certificate of Competency