



## Workforce Investment Board Mid-Ohio-Valley

Policy #22

Subject: Definition of Credential

Effective Date: July 1, 2003

**Purpose:** This policy establishes a local definition of what constitutes a credential for WIB-MOV WIA Title I registrants.

**References:** The Workforce Investment Act (WIA) of 1998: WIA Final Rule 20 CFR 652. USDOL Training and Employment Guidance Letter No. 7-99. WIA Title IB Standardized Record Data (WIASRD).

**Background:** The Workforce Investment Act allows individual Workforce Areas to define what qualifies as a credential.

**Policy:** The WIB-MOV has defined a credential as a national, state or local industry recognized achievement, certificate and/or degree that leads to, enhances, advances, and/or assists in obtaining or retaining employment

Credentials are measured for successful completion of the following (examples provided are not meant to be all inclusive):

1. High school diploma, GED or other recognized equivalents
2. Associate Degree (AA or AS) and technical (ATA) degrees
3. Bachelor Degree (BA or BS)
4. Occupational Skills License, such as:
  - insurance agent
  - electrician
  - real estate agent
  - licensed practical nurse
  - commercial driving license, regardless of classification

5. Occupational and Post-secondary certificates that are required for employment, such as:
  - completion of a recognized apprenticeship
  - flagger
  - CNA
  - cashier
  - travel agent
6. Industry-recognized certificates for training, such as:
  - safety and risk topics
  - Microsoft Office User Specialist (MOUS)
  - management topics
  - leadership topics
  - general topics such as sexual harassment or workplace violence prevention
7. Locally presented certificates that recognize successful completion of program activities that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment. This category includes the “Ready to Work Certificate” earned during Hit the Ground Running.
8. Successfully acquiring 80% of the skills developed for an OJT and other training contract, as documented on the skills checklist form.

**Action:** All Workforce WV centers located within WIB-MOV or serving customers from WIB-MOV will be made aware of this policy. Documentation of credentials will be the responsibility of the One-stop system, in accordance with WIB Policy and Guidance Letter # 02-03.

**Expiration Date:** This policy shall be in effect until revised or canceled by the WIB-MOV.

**Approved:** WIB Executive Committee

June 27, 2003