



# WORKFORCE SOLUTIONS

of the Coastal Bend

## POLICY

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<b>CATEGORY:</b>	Program Operations	<b>No: 4.0.109.02</b>
<b>TITLE:</b>	Credentials	
<b>SUPERSEDES:</b>	4.0.109.01 dated April 27, 2012	
<b>EFFECTIVE:</b>	August 29, 2014	
<b>BOARD APPROVAL:</b>	August 28, 2014	
<b>DATE OF LAST REVIEW:</b>	August 28, 2014	

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### I. PURPOSE:

To establish credentialing criteria.

### II. DEFINITIONS:

*Credentialing* -A valid process for upgrading and developing skills that lead to, enhance, advance, and or assist in obtaining or retaining employment.

*Credentials* - Encompasses degrees/diplomas, and certificates.

*Degree/Diploma* – any credential that the state education agency accepts as equivalent to a high school diploma. The term diploma also includes postsecondary degrees including associate (AA and AS) and bachelor degrees (BA and BS).

*Certificate* – 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. For inclusion in performance, certificates are limited to those awarded by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher described in Section 102 of the Higher Education Act (20USC §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,) 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 are formally controlled, or have been formally sanctioned or chartered by the governing body of an Indian tribe or tribes.

*TWIST* – The Workforce Information System of Texas

### **III. POLICY STATEMENT:**

The Board shall implement a credentialing process that focuses on the attainment of measurable technical or occupational skills.

Diplomas, GEDs, or certificates may be obtained while a person is still receiving services or by the end of the third quarter after the common exit quarter.

Locally recognized credentials must be supported by documented skill standards. Assessment tools may be used to assist employers in establishing skills standards for specific occupations.

Work readiness skills, and Work-Based Learning do not qualify as credentials.

Attainment of a credential, certificate, or diploma, whether achieved or attained during program participation as a result of receiving services, or after exiting the program must be obtained, a copy retained in the participant's case file, and documented in TWIST.

It is DOL's intent that a certificate awarded by a professional, industry, or employer organization be portable—i.e., one that is recognized statewide as well as nationally.

### **IV. PROCEDURES:**

N/A

### **V. RELATED POLICY INFORMATION:**

WD 27-07, issued August 1, 2007, and entitled "Integrated Data Collection and Performance Management

WD 37-07, Change 1, issued January 2, 2008, and entitled "Workforce Investment Act: Application of Definitions of Credential, Degree/Diploma, and Certificate: *Clarification*"

TA Bulletin 157, issued August 21, 2007, and entitled "Attainment of a Degree/Diploma or Certificate"

### **VI. RESPONSIBILITIES:**

Board Staff shall ensure that all relevant staff and service provider(s) are informed of and comply with this policy.

The Contracted Service Provider(s) shall ensure that appropriate procedures are implemented and that relevant staff receive training regarding the requirements of this policy.

**VII. FORMS AND INSTRUCTIONS:**

**VIII. DISTRIBUTION:**

Board of Directors     Board Staff     Contracted Service Provider Staff

**IX. SIGNATURES:**

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**Reviewed by EO Officer**

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**Date**

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**President/CEO**

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**Date**