

**Policy Name:** Credential Policy

**Policy #:** BGWIOA-N17-T17

**Effective Date:** March 14, 2017

**Applies to:** Adults, Dislocated Workers, Older Youth, Trade

1. **Purpose:** To inform staff how to properly collect and document a credential/attainment of degree.

2. **Background:**

**Section 116 of the WIOA Law states:**

*(IV) "The percentage of program participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized/equivalent (subject to clause (iii)), during participation in or within one year after exit from the program"*

*(V) "the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment"*

*(iii) "INDICATOR RELATING TO CREDENTIAL.—For purposes of clause (i)(IV), or clause (ii)(III) with respect to clause (i)(IV), program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion under such clause only if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within one year after exit from the program."*

3. **Definitions:**

- a. **EKOS:** Employ Kentucky Operating System. The system used to track client (employer and job seeker) services and shared among authorized entities.
- b. **NCRC:** National Career Readiness Certificate. The National Career Readiness Certificate is based on an individual's performance on three WorkKeys skills assessments: Applied Mathematics, Locating Information, and Reading for Information. Scores on these assessments determine the certificate level—bronze, silver, gold, or platinum—an individual can earn.
- c. **Outcomes Tab:** An area located in EKOS, which tracks outcomes of services provided to clients.
- d. **WorkKeys** (See NCRC)

4. **Policy:**

Under WIOA, the credential is a required measure and the collection of this data is mandatory.

When documenting the credential for a participant, the collection of the credential/attainment or degree MUST include:

- A copy of the credential document placed in the participants folder, OR
- A case note documenting that the participant received a credential and the type of credential attained and date attained as verified by the school.

**AND**

- Documentation of the credential on the Outcomes Tab in EKOS.

The credential must be a nationally recognized credential. The OJT and NCRC/Work Keys certificates do not count as a credential.

5. **Procedures:** Refer to Section 4. Policy in regards to general adherence.