

12B REGION 2 WORKFORCE INVESTMENT BOARD POLICY LETTER

Subject: Youth Credential Policy/Occupational Skills Training

Revision Date: 12.1.2016

1. **Purpose:** To define and outline required elements for an acceptable credential system.
2. **Background:** WIOA Sect. 681.540
3. **Definitions:** Credential- a nationally recognized credential. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalent, post secondary degree/certificates, recognized skill standards, and licensure or industry-recognized certificates, including all state education agency recognized credentials, priority should be given to credentials in-demand industries or occupations.
4. **Policy:** The credential must be in accordance with the definition above, and be awarded by:
 - A state educational agency or a state agency responsible for administering vocational and technical education within a state.
 - An institution of higher education described in Section 102 of the Higher Education Act (20 USC 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 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 is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.
5. **Action:** The Youth Service Providers for Southwestern West Virginia Region 2 Workforce Investment Board will utilize the definition above when providing WIOA Youth funds for a diploma, degree, certificate or license attainment. Appropriate documentation of credential attainment must be maintained in the participant's file. Appropriate documentation includes the following:
- Copy of diploma, certificate, GED, license or other approved credential.
 - School record verifying attainment including GED, degree, license, certificate or other approved credential
 - Letter from awarding institution that includes the participant's name, type of credential, and attainment date
6. **Expiration Date:** Effective until rescinded or modified by Region 2 Workforce Investment Board.
7. **Approval Date: December 1, 2016**