Mike DeWine, Governor Jon Husted, Lt. Governor Matt Damschroder, Director

ATTACHMENT A: CREDENTIAL CLASSIFICATION CHECKLIST TEMPLATE

Participants enrolled in services funded under title I-B of the Workforce Innovation and Opportunity Act (WIOA) and under the Comprehensive Case Management and Employment Program (CCMEP) may receive assistance in obtaining degrees, certifications, licenses, and other credentials that verify the attainment of skills needed to enter career paths in demand occupations. This template identifies and compares the most common types of credentials that the workforce programs may fund and provides a checklist to help classify a credential by its type to ensure proper reporting of service delivery and performance outcomes.

A **Recognized Postsecondary Credential (RPC)** is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance in a career. RPCs are the credential type most likely to result in employment in an in-demand job and the only credential type discussed in this document that results in a positive outcome for the credential attainment performance measure. An RPC is defined as one of the following:

- 1. An industry-recognized certificate or certification;
- 2. An occupational license recognized by the state or federal government;
- 3. A certificate of completion of a registered apprenticeship program; or
- 4. An associate or baccalaureate degree.

The costs of occupational skills training necessary for participants to earn RPCs may be funded using an Individual Training Account (ITA) or, in some limited circumstances, by service contracts (see ITA exceptions in 20 C.F.R. § 680.320).

An **Embedded Stackable Certificate (ESC)** is a minor certification that is a component piece within a more comprehensive training regimen leading to an RPC. The ESC measures interim skill gains toward completion of the RPC. For example, earning a Certified Production Technician credential requires completion of a safety certification. For participants on track to earning the full Production Technician credential, the embedded safety certification may be funded through an ITA and reported as a measurable skill gain, but the safety certification itself is not a stand-alone RPC and does not count as a positive outcome in the credential attainment performance measure.

A **Basic Skill Certification (BSC)** is a stand-alone verification of entry-level job skills such as First Aid, CPR, safety, hygiene, forklift operation, or aptitude at operating a computer. These minor certifications are not considered RPCs, but they enable entry-level employment and attainment of work experience. Individuals who have only earned a BSC should ideally continue in training services to obtain the more technical and sought-after RPC, described above, so they can advance in their career paths beyond entry level.

A Work Readiness Certification (WRC) uses assessment to determine an individual's possession of characteristics and soft skills known to lead to success in the workplace such as punctuality, telephone etiquette, work ethic, and basic academic skills including math, writing, or basic computer usage. Examples of WRCs include the National Career Readiness Certificate (NCRC) and the OhioMeansJobs-Readiness Seal. Some local workforce development boards also issue their own locally-recognized WRCs.

The following chart lists the workforce program services that may be provided to help participants earn each type of credential and the performance outcomes the area may report when the credential is completed:

	Workforce Credential Classifications				
	Recognized Postsecondary Credential (RPC)	Embedded Stackable Certificate (ESC)	Basic Skill Certification (BSC)	Work Readiness Certificate (WRC)	
May be provided through occupational skills training	/	*			
For Adults & Dislocated Workers, may be provided as an individualized career service (i.e., short-term pre-vocational service)			\	✓	
For CCMEP, may be provided as education tied to a work experience			1	1	
For CCMEP, may be provided as education concurrent with workforce prep and occupational skills training	✓	*	*		
May be provided as part of the WIOA or CCMEP assessment process				/	
Completion is a measurable skill gain under the performance measures	/	1			
Completion is a credential attainment under the performance measures	✓				
Provider must be included on the State's eligible training provider list (or meet an exception under 20 C.F.R. § 680.320)	✓	√			



This service will include the participant in the credential attainment measure, but the resulting credential, by itself, is not a positive performance outcome.

The following template may be used or adapted by local areas to evaluate a credential and classify it by type. Proper classification of credentials will ensure accurate reporting of services and performance measure outcomes and appropriate entries of providers in the State's eligible training provider list.

Local Area:		Name of Credent	ial:			
Evaluator:		Training Provider	r:			
To qualify as a Recognized Post-Secondary Credential (RPC), a credential must meet the requirements for one of the following: I. Industry-Recognized Certificate or Certification (IRC); II. Registered Apprenticeship Program Certificate; III. Occupational License; or IV. Associate or Baccalaureate Degree. Three non-RPC classifications may also be funded by workforce programs: V. Embedded Stackable Certificate (ESC) VI. Basic Skill Certification (BSC) VII. Work Readiness Certificate (WRC) Instructions: For each statement below, checkmark the "Yes" column if true or "No" if false pertaining to the credential under review. Classify the credential by type according to the scoring instructions under each section and your overall judgement based on the answers.						
I. Industry-Reco	gnized Certificate or	· Certification (I	RC)			
A. Approval by	a State Education De	epartment				
industry-recogni may earn and ma	rtment of Education (ized credentials that aintains a website by i	t its students ndustry sector		The credential is listed on ODE's IRC website with a point value of 3 or higher.	Yes	No
approved IRC r employer demai	proved credentials. receives a point value and, which should be 3 to be considered as	3 or higher for		The credential is <u>listed by</u> ODHE as an approved industry credential.		\boxtimes
workforce program. A "Yes" answer to either of the above statements indicates the credential has been vetted by a state government agent and was deemed to be an RPC. Therefore also reviews industry credentials and maintains a list of those that meet ODHE standards for quality and employer demand. A "Yes" answer to either of the above statements indicates the credential has been vetted by a state government agent and was deemed to be an RPC. Therefore related training for a participant to obtain the RPC may be funded by workfore.						has ency fore, btain

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(Note: The full website addresses for the links found

throughout this document are listed in Appendix II,

Web Addresses of Online Resources.)

programs as an occupational skills

training service.

B. Measurement of Technical or Industry/Occupational Skills An IRC verifies that an individual has gained complex and job-specific technical skills, not basic or work readiness skills such as safety, hygiene, punctuality, reading or math, software usage, or First Aid. Yes No 1. The credential verifies technical skills beyond basic entry-level skills. 2. The credential usually requires classroom and/or

A certification that can be quickly obtained by a novice is not an IRC because training is not needed by most people to earn it. Also, the demand by employers is not significant if new hires could easily obtain the credential after starting the job, and IRCs must be, by definition, in demand by employers.

A "No" answer to any of the above statements indicates the credential is not an RPC. Complete sections VI and VII to determine if it could be provided as a BSC or WRC.

on-the-job training to earn.

C. Endorsement by an Industry Certifying Body or Product Manufacturer

In some industries, an organization or society (often a non-profit agency) has been established as the expert voice on the skills needed to work in specific jobs in the industry. This certifying body may assess worker competence through testing, verify the attainment of job-related technical skills, and/or oversee the quality of training providers who prepare workers to earn certifications. Employers in the industry rely on credentials issued or endorsed by the certifying body as indicators of aptitude when making their hiring decisions.

The following certifying bodies have long-standing nationwide acceptance from employers:

Industry / Occupation	Certifying Body
Manufacturing	MSSC, NIMS
Construction	<u>NCCER</u>
Information Technology	<u>CompTIA</u>
Allied Health Care	<u>AMCA</u>
Automotive Repair	<u>ASE</u>
Welding	AWS

The certifications issued or endorsed by these established, industry-recognized quality overseers are stackable, portable, and lead to employment, so workforce programs may fund the occupational skills training needed to earn such credentials.

Some multi-national corporations that sell business products worldwide also operate education programs and issue certifications of high-level user competence. Skill certifications issued by Cisco, Microsoft, Oracle, and Snap-On Tools, for example, are considered IRCs as well.

		Yes	No
1.	The credential is issued or endorsed by the industry's nationally-recognized certifying body		
2.	The credential is issued by a multi-national corporation with education and certification programs		

Any "Yes" answer indicates that occupational skills training needed to obtain the credential may be funded by the program.

Complete the next section (section I, D) to evaluate if the certification is a stand-alone RPC that may be reported as a success in the credential performance measure.

I. Industry Recognized Certificate or Certification (IRC), continued D. Industry-Specific, Employer-Recognized, and Portable Yes No IRCs recognize mastery of the skills needed to obtain employment or advance along an in-demand 1. The credential verifies career path. These technical occupational skills skills specific to one should be specific to one industry and based on industry rather than skills standards defined by employers from that industry. valued across industries. The credential is a Certifications of competencies that are valued required or preferred across many industries such as customer service, qualification on multiple safety (e.g, OSHA), or CPR are not unique to a job postings found in single industry, so they do not qualify as IRCs. OhioMeansJobs.com. These stand-alone minor certifications may be 3. The credential is needed to considered BSCs (see section VI). enter a career that is included on Ohio's Top Jobs An IRC must be recognized and valued as an indicator of competence by employers. Therefore, 4. The credential is sought by job postings placed by employers in the industry employers in other states should list the credential as a required or preferred or countries. qualification, which verifies some level of employer 5. The credential is in the The more job postings that require a Certification Finder on credential, the more probable it is an IRC. If CareerOneStop.org with individuals are just as likely to obtain a job whether the In-Demand they hold the credential or not, then it is unlikely that indicator \rightarrow the credential is an IRC related to that occupation. The above factors should be taken into An IRC is portable. It should be sought by consideration to make an overall judgement employers across the nation or globe. Obtaining an call. Not all items must be answered "Yes" IRC should enhance mobility and employability, for the credential to be classified as an RPC. protecting a worker from local fluctuations in demand for their skills. Therefore, if employers A greater number of "Yes" responses than from other states or regions are seeking workers "No" responses indicates that the credential who hold the credential, it is likely to be an IRC. is most likely an RPC.

This concludes the IRC analysis. Use your above responses to formulate an overall judgement on whether the credential meets the criteria of an IRC.

Continue to the next section if the credential is not an IRC.

II. Registered Apprenticeship Program Certificate	
The Ohio State Apprenticeship Council (OSAC) oversees and certifies Registered Apprenticeship (RA) training programs. Workforce program participants may receive funding for occupational skills training to attend any OSAC-approved RA program offering entry into a wide range of indemand apprenticeship occupations. The certificate of completion from an RA program is an RPC. OSAC also approves pre-apprenticeship programs. The completion of an OSAC-recognized pre-apprenticeship program also qualifies as an RPC.	The credential is a certificate from a state-recognized Registered Apprenticeship. The credential is a certificate from a state-recognized preapprenticeship program. Answering "Yes" to either item indicates that the credential is an RPC.
III. Occupational License	
Workers in some occupations are required to obtain licensure from the state or federal government or an oversight board to ensure the safety and quality of their work. Examples include truck drivers, nurses, real estate agents, and barbers. Many such licenses require completion of training, work experience, and passage of a test to document aptitude. If the job is in demand at the state or local level, costs of obtaining the license may be funded by the program as occupational skills training. A database established by the National Conference of State Legislatures provides more information on the most common occupational licenses.	1. The license is required for the worker to perform an in-demand job. 2. The license is issued by a federal agency, state department, or state board. Answering "Yes" to both above items indicates that the license is an RPC Note: Appendix IV provides a list of online resources identifying Ohio training providers approved to deliver license-related training.
IV. Associate or Baccalaureate Degree	
Postsecondary degrees issued by institutes of higher education, including <u>public institutions</u> and <u>authorized independent schools</u> , qualify as WIOA RPCs, except for graduate degrees (<i>i.e.</i> , Masters or Doctoral degrees). Also, to be funded by a workforce program, the degree must lead to a job that is in demand at the state or local level.	A. The credential is an Associate or Bachelor degree from an institute of higher education. B. The credential leads to an in-demand occupation. Answering "Yes" to both items indicates the credential is an RPC.

This concludes the RPC analysis. Continue to the next section if the credential is not an RPC.

V. Embedded Stackable Certificate (ESC) ESCs are minor or interim certifications within in a Yes No comprehensive training regimen that leads to an The credential does not RPC. ESCs enable workers to develop skills and stand alone as an RPC. advance in their careers in shorter intervals than 2. The credential is a traditional degree or certificate programs. component part within an over-arching RPC regimen. One type of ESC is the ODHE Technical Certificate. 3. The credential is approved ODHE has a formal approval process for Technical by ODHE as a Technical Certificates with aligned Technical Assessments Certificate or Technical being issued by Ohio Adult Technical Centers and Assessment. Technical Certificates issued by Ohio public 4. The participant intends to colleges and universities. These stackable continue training to certificates are building blocks toward an associate complete the full RPC. degree that are meant to qualify students for employment or licensure before completing their Answering "Yes" to three of the four above degrees. items indicates the credential is an ESC. An ESC may be provided through Training that leads to an ESC, including an ODHE occupational skills training. However. Technical Certificate or Assessment, may be funded completion of an ESC by itself does not as occupational skills training if the participant count as a positive outcome for the intends to continue training to complete the related credential attainment performance RPC. measure. VI. Basic Skill Certification (BSC) A BSC is a stand-alone certification of entry-level No skills of low to moderate complexity (such as First The credential does not Aid, CPR, OSHA, ServSafe® Food Handler, meet the criteria of an RPC forklift operator, aptitude with using Word, Excel or ESC. or other software applications, etc.). 2. The credential verifies general, work-related basic BSCs may help participants with barriers verify skills or entry-level skills. their job-readiness and obtain employment, so they 3. The credential would help are helpful to individuals with no diploma or postthe individual obtain a job secondary certifications. Any instruction needed to or is related to a work earn a BSC is not considered occupational skills experience. training, but the costs may be covered under other service types such as adult individualized career Answering "Yes" to all three items services (i.e., short-term prevocational services) or indicates the credential is a BSC. the required educational component related to a youth's work experience.

VII. Work Readiness Certificate (WRC)						
A WRC verifies an individual's possession of		Yes	No			
employability skills, work ethic, or soft skills the foundational competencies to meet the demands of the workplace in general rather than technical skills	The credential verifies employability, soft skills, or basic academic learning.					
or knowledge specific to an occupation or industry. While the skills-based credentials discussed above require test passage to verify that specific knowledge	2. Training services or instruction are not needed by most individuals to obtain the credential.					
was gained through training, many WRCs are awarded based on assessment of an individual's pre-existing learning, mental or physical abilities, personality traits, attitude, or work habits.	3. Holding the credential may offer the job seeker an advantage in employer hiring decisions.					
As with BSCs, WRCs may help job seekers with barriers or with no in-demand, skill-based credentials to find employment and gain work experience. A "Y" answer for all three items indicates the credential is a WRC.						
Final Determination of Credential Type						
Based on the above criteria, check the box identifying the credential:						
The credential is a Recognized Postsecondary Credential (RPC) of the following type: ☐ I. Industry-Recognized Certificate or Certification (IRC) ☐ II. Registered Apprenticeship Program Certificate ☐ III. Occupational License ☐ IV. Associate or Baccalaureate Degree						
Although it is not an RPC, the credential is one of the following types that may be provided to eligible and appropriate workforce program participants:						
□ V. Embedded Stackable Certificate (ESC)□ VI. Basic Skill Certification (BSC)						
□ VII. Work Readiness Certificate (WRC)						

Appendices:

- Appendix I: One-page Summary of Checklist Criteria
- Appendix II: Web Addresses of Online Resources
- Appendix III: Technical Assistance Documents and References
- Appendix IV: Resources for Verifying Authorized Occupational License Trainers

Appendix I: One-Page Summary of Checklist Criteria

	Credential Criteria	Y	N	Scoring	
	I. Industry-Recognized Certificate or Certification A. Approval by State Education Department				
	Listed on ODE's IRC website with 3 or more points Listed by ODHE as an approved IRC			Any "Y" answer means it is an RPC.	
PC)	 B. Measurement of Technical or Industry/Occupational Skills 1. Verifies technical skills beyond basic entry-level 2. Requires classroom and/or on-the-job training to obtain. 		Any "N" answer, it is not an RPC.		
ential (F	C. Endorsement of an Industry Certifying Body or Product Manufacture 1. Issued or endorsed by industry's recognized certifying body	Any "Y" answer			
Cred	2. Issued by multi-national corporation that certifies highly skilled users of its business productsD. Industry-Specific, Employer-Recognized, and Portable			means it is either an RPC or ESC.	
Recognized Post-Secondary Credential (RPC)	 Verifies skills specific to one industry Listed in multiple <u>OhioMeansJobs.com</u> postings Needed for entry into an <u>Ohio In-Demand occupation</u> Sought by employers in other states In the <u>Certification Finder</u> with "In-Demand" flag → 			Entry of more "Y" responses than "N" responses generally means credential is likely an RPC.	
cognized F	 Registered Apprenticeship Program Certificate Certificate from state-recognized Registered Apprenticeship Certificate from a state-recognized pre-apprenticeship 			Any "Y" means credential is RPC.	
R	 Occupational License Required for worker to perform an in-demand job Issued by federal or state agency or board Associate or Baccalaureate Degree 		"Y" to both items indicates RPC.		
	Postsecondary degree from an institute of higher ed. Leads to an in-demand occupation			"Y" to both items indicates RPC.	
	V. Embedded Stackable Certificate (ESC)1. Does not stand alone as an RPC			"V" anguay to 2 cm	
ESC	 Is a component part within an over-arching RPC Approved by ODHE as a Tech. Cert. or Assessment Participant intends to complete the full RPC 		"Y" answer to 3 or more items indicates credential is an ESC.		
C	VI. Basic Skill Certification (BSC) 1. Does not meet above criteria of an RPC or ESC			"Y" answer to all 3	
BSC	2. Verifies general work-related or entry-level skills 3. May help individual obtain a job or work experience			items indicates BSC.	
WRC	VII. Work Readiness Certificate (WRC) 1. Verifies employability, soft skills, or basic academics			"Y" answer to all	
M	 Training is usually not needed to obtain credential May help individual obtain a job or work experience 			three items means it is a WRC.	

Appendix II: Web Addresses of Online Resources

Type the following web addresses in your browser to access the online resources referenced in the checklist.

Section	Online Resource	Web Address
I. Industry	Ohio Department of	http://education.ohio.gov/Topics/Ohio-s-
Recognized	Education Industry-	Graduation-Requirements/Industry-Recognized-
Certificate or	Recognized	Credentials-and-WorkKeys/Industry-Recognized-
Certification,	Credentials website	Credentials
page 1	Ohio Department of	https://highered.ohio.gov/educators/academic-
	Higher Education	programs-policies/academic-program-
	list of approved	approval/certificates-credentials/certificates-and-
	industry credentials	credentials
I. Industry	OhioMeansJobs.com	https://jobs.ohiomeansjobs.monster.com/Search.as
Recognized	job search page	<u>px</u>
Certificate or	Ohio's list of in-	
Certification,	demand careers	https://topjobs.ohio.gov
page 3	Certification Finder	https://www.careeronestop.org/toolkit/training/find
	on careeronestop.org	-certifications.aspx
II. Registered	List of approved	
Apprenticeship,	registered	https://ohiomeansjobs.ohio.gov/job-
page 4	apprenticeship	seekers/practice-your-skills/occupation-search
	programs in Ohio	
III. Occupational	Database of most	http://www.ncsl.org/research/labor-and-
License, page 4	common licensed	employment/occupational-licensing-statute-
	occupations	database.aspx#Database
IV. Associate or	List of Ohio Public	1.44//l-:-11-1-1/-1
Baccalaureate	Institutions	https://highered.ohio.gov/about/ohios-campuses
Degree, page 4	Independent colleges	
	and universities in	https://highered.ohio.gov/about/ohios-campuses
	Ohio	

Appendix III: Technical Assistance Documents and References

- 20 C.F.R. §§ 680.200 680.320.
- USDOL, Training and Employment Guidance Letter No. 15-10, Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System, (December 15, 2010).
- USDOL, Training and Employment Guidance Letter No. 10-16, Change 1, Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs, (August 23, 2017).
- USDOL, Training and Employment Guidance Letter No. 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules, (March 1, 2017).
- USDOL, Training and Employment Guidance Letter No. 21-16, Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance, (March 2, 2017).
- ODJFS, Workforce Innovation and Opportunity Act Policy Letter 16-02, Eligible Training Providers, (November 10, 2016).
- Ohio Department of Education, Industry-Recognized Credentials and WorkKeys, http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Industry-Recognized-Credentials-and-WorkKeys, (last visited December 31, 2018).
- Ohio Department of Higher Education, *Certificates and Credentials*, https://www.ohiohighered.org/certificates-and-credentials, (last visited December 31, 2018).
- Manufacturing Skill Standards Council, MSSC Board-Suggested Quality Assurance Guidelines and Rating System for Industry-Recognized Certifications, http://files.constantcontact.com/7b7d1c26101/d754737c-207d-41f1-ab55-cf8f1df29fdf.pdf, (last visited December 31, 2018).

Appendix IV: Resources for Verifying Authorized Occupational License Trainers

Providers authorized to deliver license-related training by an Ohio licensing body, as verified using the below links, are considered eligible training providers that may receive funding to provide occupational skills training to workforce program participants.

	Licensing Body	Programs/Occupations	Link
1	Ohio Cosmetology and Barber Board - Barber Schools	Barber	http://www.cos.ohio.gov/EXAM- SCHOOL-INFO/SCHOOL- INFORMATION/BARBERING
2	Ohio Cosmetology and Barber Board - Cosmetology Schools	Cosmetology programs	http://www.cos.ohio.gov/EXAM-SCHOOL-INFO/SCHOOL-INFO/SCHOOL-INFORMATION/COSMETOLOGY After clicking on the link, choose between Career Technical Schools, Private Schools, or Adult Education.
3	Ohio Dental Board	Dental or Dental Hygiene (see American Dental Association link on the site.) Radiology courses (Dental Assisting), Expanded Function Dental Auxiliary, and Coronal Polishing (see available links.)	http://www.dental.ohio.gov/Education-Renewal/Initial-Training
4	Ohio Board of Nursing	Community Health Worker training programs	https://nursing.ohio.gov/licensing- certification-ce/community-health-
5	Ohio Department of Insurance	Insurance pre-licensing programs	https://gateway.insurance.ohio.gov/UI/ODI.Agent.Public.UI/EduCourseProvid
6	Ohio Department of Public Safety	Commercial Driver License (CDL)	https://apps.dps.ohio.gov/dets/
7	Ohio Department of Public Safety	Private Investigator or Security Guard services	https://services.dps.ohio.gov/PISGS/Pag es/public/ProviderSearch.aspx
8	Ohio Peace Officer Training Academy	Private security training schools	https://www.ohioattorneygeneral.gov/La w-Enforcement/Ohio-Peace-Officer- Training-Academy/Directory-of-Peace- Officer-Basic-Training-Acad-%281%29