

Mass Workforce Issuance

Workforce Issuance No. 06-32

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Director
Division of Career Services

Date: June 1, 2006

Subject: ITA Course Consistency with the Common Measures Certificate Definition

Purpose: To provide notice to Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce development partners regarding the process to be undertaken with ITA approved training vendors to assure approved certificate programs are consistent with new Common Measures "Certificate" definition.

Background: The U.S. Department of Labor-Employment and Training Administration (USDOL-ETA) issued Training and Employment Guidance Letter TEGL 17-05, on February 17, 2006 to provide policy guidance with respect to the implementation of Common Measures. One of the Common Measures for Youth is: *Attainment of a Degree or Certificate*. The federal policy eliminates the attainment of a *Credential* as an accepted performance measure. Attachment B of the TEGL (see: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195) provided the following definition of a *Certificate*:

Certificate - A certificate is 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. Certificates awarded by workforce investment boards are not included in this definition. Work readiness

certificates are also not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A. A state educational agency or a state agency responsible for administering vocational and technical education within a state.*
- B. 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.*
- C. A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level 1 credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.*
- D. A registered apprenticeship program.*
- E. 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).*
- F. A program that has been approved by the Department of Veterans Affairs to offer education and training to veterans and other eligible persons;*
- G. Job Corps centers that issue certificates.*
- H. Institutions of higher education that are formally controlled, or have been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.*

To assure consistency with the policy requirements related to the attainment of a *Certificate* (in accordance with the definition, above) the Division of Career Services (DCS) is implementing changes to the process followed by training vendors submitting courses for ITA approval through the Training Pro application. Vendors will be required to indicate if a new course offering meets the new *Certificate* criteria. This information will be available to designated WIB staff reviewing new course offerings for ITA approval. Additionally, DCS has developed a process for training vendors to identify which of their currently approved ITA courses meet the official Common Measures *Certificate* definition.

DCS will notify each currently approved ITA training vendor by letter (Attachment A) of the new *Certificate* definition. The letter will include instructions asking the vendor to attest whether or not its current ITA approved

(Subject of Policy Issuance)

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courses meet the Certificate requirements by indicating which of the seven institutional categories identified in the *Certificate* definition (A-H) applies to each approved course. The letter will include a list of the vendor's currently approved courses (Attachment B - sample copy) that is to be completed and returned to DCS by June 23, 2006.

Local personnel may view the list of courses to be reviewed for vendors in their area by generating a Crystal report using the template provided in Attachment C. To use the template, a person must have Crystal Reports V.9 or higher. The Crystal report must be downloaded to a PC. The user may then click on the ***Lightening Bolt*** (*Recycle Arrows on version 11*) on the Crystal toolbar.

Action

Required: Please assure that all appropriate staff are informed of the content of this issuance.

Inquiries: Please email all questions to CErb@detma.org . Also, indicate Issuance number and description.