

ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
Workforce Administration  
Workforce Innovation and Opportunity Act (WIOA) Title I-B  
**TRAINING PROGRAM CREDENTIAL CHECKLIST**

LOCAL WORKFORCE DEVELOPMENT AREA	DATE
TRAINING PROVIDER	PROGRAM NAME
NAME AND DESCRIPTION OF CREDENTIAL	

*(To be completed by training provider – see page 3 for definitions).*

**TARGETED CREDENTIAL:**

**Educational Credentials (Diploma, Educational Certificate or Degree):**

1. Does your program result in a degree/diploma? associate <input type="checkbox"/> bachelor <input type="checkbox"/> master <input type="checkbox"/> doctorate <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of diploma or degree:	
2. Does your program result in an educational certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of certificate:	
3. Is your educational certificate based on credit hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of credit hours:	
4. Is your institution nationally accredited?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of accrediting institution/and website:	

**Personnel Certification:**

After completion of your program will the individual be prepared to test for a personnel certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide the name(s) of the third party non-governmental agency, association or business that proctors the personnel certification test:	

**Occupational License:**

Does the training programs' related occupation require an occupational license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of State agency or regulatory body issuing the license:	

**LOCALLY-RECOGNIZED CREDENTIAL:**

**Certificate of Completion for Program Based on Competencies and Curriculum**

This certificate is awarded upon successful completion of a program based on skill competencies and curriculum that are developed in partnership with employers within the LWDA. Locally-recognized credentials are not federally recognized, but can lead to employment. They are subject to continued eligibility requirements in the ETPL policy.

Is a competencies and curriculum-based certificate of completion awarded?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Explain how the certificate of completion meets the criteria below.

1) Explain how participants are assessed at the completion of training:	
2) Describe the vocational content:	
3) Explain how it is portable from one employer or region to another:	
4) List which employers require or recognize this certificate in the local area:	

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**CREDENTIAL ATTRIBUTES** – Complete the following section for both federally-recognized credentials and locally-recognized credentials.

Provide an explanation or justification for ‘Yes’ responses. *(See page 4 for definitions).*

Industry recognized <input type="checkbox"/> Yes <input type="checkbox"/> No	NAME OF NATIONALLY RECOGNIZED INDUSTRY ASSOCIATION OR ORGANIZATION
Stackable <input type="checkbox"/> Yes <input type="checkbox"/> No	IDENTIFY CAREER PATHWAY
Portable <input type="checkbox"/> Yes <input type="checkbox"/> No	EXPLAIN
Accredited/Certified <input type="checkbox"/> Yes <input type="checkbox"/> No	NAME OF ACCREDITING/CERTIFYING AGENCY

**FOR LWDA STAFF USE ONLY**

**CREDENTIAL ATTRIBUTES** – LWDA staff must provide verification of credential attributes. For all ‘Yes’ responses provide an explanation or justification. *(See page 4 for definitions).*

**OTHER ATTRIBUTES**

Does the training program align with LWDA sector strategy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the related occupation in-demand in the LWDA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is initial performance information provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the training program meet performance standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the training program meet ETPL policy requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does the program result in a federally-recognized or locally-recognized credential?

Federally-recognized                       Locally-recognized

For federally-recognized credential, indicate the type of federally-recognized credential:

- Diploma, Educational Certificate and Degree
- Personnel Certification
- Occupational License

Approved     Yes     No

*Additional Comments/Notes:*

Reviewer’s Signature \_\_\_\_\_

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. Auxiliary aids and services are available upon request to individuals with disabilities. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office manager; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Ayuda gratuita con traducciones relacionadas a los servicios de DES está disponible a solicitud del cliente.

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**CREDENTIAL ATTRIBUTES – Definitions:****1. DIPLOMAS, EDUCATIONAL CERTIFICATES AND DEGREES**

Educational credentials are diplomas, educational certificates, and degrees. Credit hours are the building block components of these educational credentials.

**2. PERSONNEL CERTIFICATIONS**

Personnel certifications indicate that the individual has acquired the necessary knowledge, skills and sometimes personal attributes to perform a specific occupation or skill. The certificate that is given is owned by the certification body and can be taken away from the certified person for reasons of unethical or incompetent behavior after an appropriate due process.

*Characteristics of Personnel Certifications*

- Granted by third-party non-governmental agencies – usually associations and/or companies;
- Intended to set professional standards for qualifications, such as a certification for a crane operator, or a Novell Network Certified Engineer;
- Standards for certifications not defined by government laws or regulations;
- Usually require successful completion of an examination or assessment, which indicates mastery of competencies as measured against a defensible set of standards;
- Standards set through a defensible, industry-wide process of job analysis or role delineation that results in an outline of required knowledge and skills;
- Usually require a set amount of work experience or professional/practical experience;
- Usually must be renewed in some way after a certain time period based on meeting certain requirements for renewal;
- Voluntary – although state licensure boards and employers may specify certifications as part of their requirements; and
- Violations of standards or requirements can result in suspension or revocation of certification.

**3. OCCUPATIONAL LICENSES**

Occupational licenses are granted by state and federal agencies or regulatory bodies and are required for an individual to work in the occupation.

*Characteristics of Occupational Licenses*

- Mandatory in the relevant jurisdiction;
- Intended to set professional standards and ensure safety and quality of work, such as medical licenses for nurses;
- Required in addition to other credentials (educational awards, apprenticeship or certification);
- Defined by laws and regulations;
- Time-limited, must be reviewed based on meeting on-going requirements to maintain the license;
- Violation of the terms of the license may result in legal action.

**4. LOCALLY-RECOGNIZED CREDENTIAL**

Certificates awarded upon successful completion of a program based on a skill competencies and curriculum and developed in partnership with business within the LWDA (certificate of completion).

Note: All registered apprenticeships result in Registered Apprenticeship Certificates. Registered Apprenticeship Certificates are not included in this checklist as they are automatically considered federally-recognized

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## TRAINING PROGRAM CREDENTIAL CHECKLIST

This checklist is designed to assist local workforce boards/areas in determining whether educational programs are to be listed on the ETPL and whether the program will be credentialed for WIOA performance measurement/reporting outcomes.

### CREENTIALS

*(Training Employment Guidance Letter (TEGL)15-10 Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System, U.S. Department of Labor, <http://wdr.doleta.gov/directives/attach/TEGL15-10.pdf>)*

A credential 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 credential is awarded in recognition of an individual's attainment of technical or occupational skills 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 organizations (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metal-working skills Inc., machining level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novel Engineer, Sun Certified Java Programmer) 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.
- An institution of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

### TARGETED CREDENTIALS

*TEGL 15-10, Increasing Credentials, Degrees, and Certificate Attainment by Participants the Public Workforce System, Attachment - 2, Credential Resource Guide* provides information on the types of credentials available to workforce program participants and explains how they can acquire and leverage these credentials. The attachment also includes definitions of each type of credential and tools for identifying credentials.

### CREENTIAL ATTRIBUTES

- **Industry Recognized:** Developed and offered by, or endorsed by, a nationally-recognized industry association or organization representing a sizeable portion of the industry sector, or a credential that is sought or accepted by companies within the industry sector for purposes of hiring or recruitment, which may include credentials from vendors of certain products.
- **Stackable:** A credential is considered stackable when it is part of a sequence of credentials offered by the same or a different training provider. A stackable credential can be accumulated over time to build up an individual's qualifications and help them to move along a career pathway or up a career ladder to different and potentially higher paying jobs.
- **Portable:** A credential is considered portable when it is recognized an accepted as verifying the qualifications of an individual in other settings – either in other geographic areas, or other educational institutions, or by other industries or employing companies.
- **Accredited:** The goal of accreditation of educational programs is to ensure that the education provided by institutions of higher education meets acceptable levels of quality. The U.S. Department of Education webpage, [Accreditation in the United States](#), provides lists of regional and national accrediting agencies recognized by the Secretary of Education as reliable authorities conserving the quality of education or training offered by the institutions of higher education or higher education programs they accredit.