

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF WORKFORCE DEVELOPMENT

GUIDANCE NAME: Credential Guidance

GUIDANCE NUMBER: 16-028
DATE OF ISSUE: Reissued April 4, 2024
EFFECTIVE DATE: July 1, 2016

APPLIES/OF INTEREST TO: Kentucky Career Center (KCC) Staff and Local Workforce Development Area (LWDA) staff

POINT OF CONTACT: Division of Technical Assistance, compliance.unit@ky.gov

HISTORY: Initially issued 7/1/2016; reissued April 4, 2024 with no substantive change, thus effective date remains.

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

GUIDANCE:

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.

Since 2005, when Kentucky implemented Common Measures, the attainment of Degree/Credential measure has not been a required measure. However, the Department of Labor

has continued the effort in analyzing this data for reporting purposes. Under WIOA, the credential is now a required measure; therefore, 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 must be uploaded into the Case Management System of Record, **OR**
- A case note documenting that the participant received a credential and the type of credential attained and date attained, as verified by school

AND

- Documentation of the credential on the Outcomes Tab in Case Management System of Record.

The credential must be a nationally recognized credential. Please note that OJT/NCRC/Workkeys certificates **DO NOT** count as a credential.

REFERENCES: WIOA Section 116 (29 USC Section 3141).
