

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 49-11
	<b>DATE</b> June 6, 2012

**TO:** STATE WORKFORCE AGENCIES  
STATE WORKFORCE LIAISONS  
STATE APPRENTICESHIP AGENCIES  
DISCRETIONARY GRANTEEES  
JOB CORPS DIRECTORS  
TRADE ADJUSTMENT ASSISTANCE STATE ADMINISTRATORS  
YOUTHBUILD GRANTEEES

**FROM:** JANE OATES  
Assistant Secretary

**SUBJECT:** Reporting on Attainment of Industry-Recognized Credentials

**1. Purpose.** The purpose of this notice is to reinforce the importance of accurate state and grantee reporting on attainment of industry-recognized credentials.

**2. References.**

- TEGL 17-05, *Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues* (<http://wdr.doleta.gov/directives/attach/TEGL17-05.pdf>);
- Training and Employment Guidance Letter (TEGL) 15-10, *Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System* (<http://wdr.doleta.gov/directives/attach/TEGL15-10acc.pdf>);
- TEGL 17-09, *Quarterly Submission of Workforce Investment Act Standardized Record Data (WIASRD)* (<http://wdr.doleta.gov/directives/attach/TEGL/TEGL17-09acc.pdf>);
- Performance Reporting Glossary and Guide for ARRA High Growth and Emerging Industries (HGEI) Grantees ([http://www.doleta.gov/performance/reporting/pdf/ARRA\\_HGEI\\_Glossary\\_Guide.pdf](http://www.doleta.gov/performance/reporting/pdf/ARRA_HGEI_Glossary_Guide.pdf));
- TEGL 2-07, *Leveraging Registered Apprenticeship as a Workforce Development Strategy for the Workforce Investment System* (<http://wdr.doleta.gov/directives/attach/TEGL/tegl2007/TEGL2-07.pdf>); and
- Trade Adjustment Assistance Extension Act of 2011, Section 239(j) (<http://www.gpo.gov/fdsys/pkg/PLAW-112publ40/pdf/PLAW-112publ40.pdf>).

**3. Background.** Secretary of Labor Hilda L. Solis identified credential attainment as a High Priority Performance Goal in response to President Barack Obama's call for the United States to have "the best educated, most competitive workforce in the world" by leading in the percentage

of individuals with postsecondary degrees and/or industry-recognized certificates and credentials by 2020.

The original goal sought to increase the number of program participants who received training and attained a credential by 10 percent, or a target of 261,000, by June 30, 2012. That goal has been achieved; 343,509 participants in workforce programs attained a credential as of December 31, 2011. However, credential attainment is still one of the Secretary's high priority goals. Therefore, the U.S. Department of Labor (Department) has revised its performance goal and will work with states and local areas to **increase the percent of program exiters that received training who earn industry-recognized credentials by 10 percent, by September 30, 2013.** States will play an increasingly important role by providing full and accurate credential reporting.

**4. Credential Reporting Information.** Definitions pertaining to credential attainment are discussed in TEGs 17-05 and 15-10. The following programs are included in the Department's goal: Workforce Investment Act (WIA), Competitively Awarded Training Grants, Job Corps, Registered Apprenticeship, Trade Adjustment Assistance, and YouthBuild. To facilitate accurate and complete reporting on credentials attained, the instructions for each program are listed below.

**WIA Programs:** States must report the number of program participants who earn credentials through the WIA Adult, Dislocated Worker, Youth, and National Emergency Grant programs. TEGs 15-10 and 17-09 reinforce this reporting requirement. The national Employment and Training Administration (ETA) High Priority Performance Goal rate is calculated based on the number individuals who earn industry-recognized credentials (numerator) and the number of exiters who completed training (denominator). Therefore, it is important to put an emphasis on enrolling participants in training that leads to industry-recognized credentials.

The WIASRD is the mechanism for states and local areas to report on WIA credential outcomes. An increasing number of states are adopting common measures through approved waivers. The common measure waiver exempts states from reporting credential attainment for Adults and Dislocated Workers and Older Youth in WIA Quarterly or Annual Reports (ETA 9090 and 9091). While states with common measure waivers are not required to report on the Older Youth Credential Attainment rate, they are still responsible for reporting credentials for all youth under the Degree/Certificate Attainment rate. All states, regardless of common measure waiver status, are required to accurately report credential attainment information in WIASRD.

WIASRD elements tied to credential attainment outcomes (i.e., WIASRD Item 619 – Type of Recognized Credential, and WIASRD Item 668 – Attained a Degree or Certificate) are required variables; null values will not be accepted. The Data Reporting and Validation System (DRVS) software will reject a state's submission if these variables are blank. WIASRD reporting information is available in the WIASRD online tutorial at: <https://etareporting.workforce3one.org/view/3001133448335255814>.

**Competitively Awarded Job Training Grants:** Green Jobs Innovation Fund, High Growth Job Training Initiative, and ARRA HGEI grants are included in the industry-recognized credential measure. Per Section D of the Performance Reporting Glossary and Guide for ARRA HGEI Grantees, performance reporting requirements and the definition of credential is as follows:

The credential data element is reported in Section D.1a for participants who successfully complete education and/or job training activities, and are reported as receiving a credential. Section D.1a is also used to capture any credentials received during the reporting quarter, including the first or any subsequent credentials received. Grantees should be aware that this element is reported in “real time.” For example, for the quarter ending March 31, 2012, grantees would report the total number of credentials received for that report quarter (i.e., January 2012 through March 2012).

Participants can be noted as receiving a credential multiple times in this data element, if appropriate. For example, participants progressing along a career pathway may receive more than one credential. However, participants can only be reported one time in the following sections:

1. Section D.1: Number Completed Education/Job Training Activities;
2. Section D.1a: Number Received Credential; and
3. Section D.1a (1-5): Type of Credential Received.

**Job Corps:** Job Corps is a federally-funded education and training program that helps eligible young people at least 16 years of age earn a high school diploma (HSD) or General Educational Development (GED), and find and keep a good job.

In support of the President’s emphasis on industry-recognized credentials, Job Corps measures the number of students who attain at least one industry-recognized credential relevant to their field of training. To accomplish this, Job Corps centers enter approved credential attainments into the program’s Center Information System (CIS), which can aggregate national data and report as numbers or percentages. All credentials are vetted against a national criterion to ensure credibility among employers and long-term student marketability.

According to common measure reporting requirements for Job Corps programs, Job Corps also reports certificate attainment of both academic (HSD and GED) and Career Technical Training (CTT) credentials. Since 2001, Job Corps has emphasized HSD attainment, requiring all centers to offer high school programs through center partnerships with local high schools, online high schools, or alternative high schools located at the center. CTT completion, also reported in the common measures certificate attainment, was included in the common measures reporting definition through guidance issued in TEGl 17-05 and again in TEGl 15-10.

**Registered Apprenticeship:** Registered Apprenticeship is an employment-based training program that offers job seekers and existing employees a pathway for developing the skills necessary to perform work at the highest level for industry identified occupational skill sets. Registered Apprenticeship programs often pay higher wages than other work-based training programs. Upon completion, apprentices receive an industry-recognized credential that can provide substantial credit toward a two- or four-year college degree (apprentices often concurrently earn an Associate’s or Bachelor’s degree).

Registered Apprenticeship programs are developed through strategic partnerships between business and industry sponsors, the Office of Apprenticeship (OA), approved State Apprenticeship Agencies (SAAs), public and private education providers, the workforce development system, community-based organizations, and other stakeholders. These programs

are operated on a voluntary basis by individual employers, employer associations, or through joint labor/management agreements. Training is verified through a comprehensive training outline that includes requirements for paid on-the-job learning, job related education, progressive wage increases, supervision, and records maintenance.

The Registered Apprenticeship Partners Information Management Data System (RAPIDS) contains data for 25 OA states (where the federal government is the registration agency) and eight of the 25 SAA states (where state agencies are recognized by the Secretary of Labor for federal purposes). Individual-level data for Registered Apprenticeship participants in these states are captured in RAPIDS under one of five statuses: Active, Reinstated, Cancelled, Suspended, or Completed. Aggregate counts of participants in other states are logged via spreadsheet as Active or Completed. All participants reported in a “Completed” status have successfully exited the program with an industry-recognized credential. The remaining SAA states share aggregate information with the Office of Apprenticeship on new apprenticeship registrations and completions.

**Trade Adjustment Assistance:** Trade Adjustment Assistance (TAA) offers a variety of benefits and services to support workers in their search for reemployment. This includes job training, job search and relocation allowances, income support, and assistance with healthcare premium costs. These services are administered by cooperating state agencies using federal funds and often include the costs of training that leads to industry-recognized credentials.

The Trade Activity Participant Report (TAPR) provides information on those served by the TAA program. The TAPR is designed to track TAA eligible workers in a “real time” individual-record format, from the point at which they are determined eligible for TAA, throughout their TAA participation, and on until four quarters after program exit. Since Fiscal Year 2009, the TAPR has collected on up to two credentials for each participant served by the TAA program (TAPR data elements 1700 and 1706). Effective Fiscal Year 2013, the Department will also report on the percentage of workers who both received a credential and were employed within one year of program exit, in accordance with the Trade Adjustment Assistance Extension Act of 2011, Section 239(j).

**YouthBuild:** YouthBuild is an alternative education program that assists youth who are often significantly behind in basic skills with obtaining a HSD or GED credential. The primary target population for YouthBuild are out-of-school youth who are also adjudicated, aging out of foster care, low-income, migrant, or have an incarcerated parent or a disability. YouthBuild uses Student Tracking Application Quarterly (WebSTA-Q), a Web-based management information system that requires grantees to report outcomes using the Outcomes tab. Grantees report on credential attainment, including HSDs, GEDs, and industry-recognized certificates for each participant. Grantees must go to the Outcomes tab under each participant’s case record when a credential has been obtained and select the correct credential from the dropdown menu. This data is then compiled in quarterly performance reports for each grantee.

**5. Action Requested.** All states and local areas should distribute this information to the appropriate staff.

**6. Inquiries.** Questions regarding credential reporting should be directed to Luke Murren, [murren.luke@dol.gov](mailto:murren.luke@dol.gov) in ETA’s Office of Policy Development and Research, Division of

Strategic Planning and Performance, the appropriate regional office, and/or the appropriate Federal Project Officer.