



Number: 11.0.1.73000.0  
New  Revision

Date: 4-15-05

Topic: Credentials

Affected Programs: Adult and Dislocated Worker

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**Purpose**

To provide guidance in implementing the Region's Credential policy.

**Related Policy**

Credentials, #11.0.0.73000.0, adopted 4-15-05.

**Overview**

An important consideration in developing an employment plan that includes a Training component is the identification of a training credential attainment by the third quarter following a participants' exit from WIA programs. Region 2 requires that a credential identification and attainment plan be included in all employment plans that include a training component. Credentials are defined in the policy.

**Credential Planning**

When identifying training needs of participants and associated training programs, include research of required certifications, licenses, or specific skill sets for employment in the identified industry or line of work. The participant's program budget should be aligned accordingly to include any costs associated with testing for or securing the certification or license.

Identify the credential goal of the participant along with the training to be completed and associated timelines. The Oregon Eligible Training Provider List (ETPL) includes a notation of "Award Type" for all training programs listed. If "other" is the award type, additional research is needed to determine if an additional strategy is required to achieve a credential through the training plan.

Training plans should include all identified training activities, including the credential that will be issued.

A limited search found several web sites that should provide assistance to staff in identifying required and available certifications and licenses for participants in training.

- **Eligible Training Provider List**

- <http://www.workforce.state.or.us/etp>

- Click on Training Provider List on the left and follow instructions. Award-type is noted next to the course of training to assist you in Credential planning.

- **Oregon Licenses, Permits and Registrations website**

- <http://lic.oregon.gov/cfm/lic/index.cfm>

- This website will allow you to search for types of licenses regulated by the State, as well as verify specific licenses held by individuals (to use as file documentation of the

credential). To check on specific customers, from the home page click on the first link under the picture which says "Search for License Holders," then follow the directions.

- **Construction Certification & Training**

<http://www.constructionweblinks.com>

Once on the site, click on Training, Continuing Ed. This will take you to additional links to training and continuing education programs as well as certification requirements.

- **Oregon Contractors Licensing**

<http://www.contractors-license.org>

Click on the state in question and this will take you to an array of licensing and certification requirements in the Contracting field.

- **Degrees and Training Programs**

<http://www.careereducationadvisor.com>

An entire website devoted to information about careers and the training required to qualify and be successful.

- **Teacher and School Bus Driver Licensure**

<http://www.oregoned.org>

Once on the site, click on Resources section and find the appropriate topic.

### **Credential Documentation**

Region 2 requires that all credentials be documented in a participant's file using one of the following methods:

- Photocopy of the awarded diploma, certificate, certification, and/or license.
- Photocopy of school transcripts that indicate the awarded credential.
- A notification, on school letterhead, signed by a school official, of the awarded credential.
- Signed and completed Trainee Work and OJT Contract Evaluation form (for OJT credential only).

### **Region 2 "Other" Credential and Documentation**

There are three "Other" credentials that have been approved by the Board for Region 2: On-the-Job and Customized Training Certificate; Customer Service Certificate, and Cluster Training Certificate.

Worksystems has developed a Certificate to be issued when participants successfully attain a Region 2 "Other" credential. Since the Credential is "issued" by the WIB, these certificates will be issued through WSI. Please refer to Certificate Issuance Procedures below for more detailed instruction.

Each of the new "Other" credentials is defined in the policy; current availability and documentation requirements are outlined below:

- **On-the-Job/Customized Training Certificate:** At this time Region 2 does not recognize any Customized Training programs as defined by WIA or Region 2 policy (#08-2003), and so only awards On-the-Job Training credentials. This OJT Credential is awarded through the participant's successful completion of their OJT Training Plan, which is part of the employer contract. This success is documented by the employer on the Trainee Work and OJT Contract Evaluation Form, which is required at the end of training. This evaluation form with the appropriate boxes checked

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and signatures secured should be copied and placed in the participant's WIA file. A Region 2 Credential Certificate should be issued to the customer and a copy maintained in the file.

- **Customer Service Certificate:** This certification is not yet available. These Program Guidelines will be updated when the development of the assessment and certification have been completed.
- **Cluster Training Certificate:** There are three categories in which a Cluster Training credential may be awarded: Office/Business; Computer; and Clerical. To be awarded the credential participants must successfully complete the training plan with documentation of passing grades in all classes identified in the plan or ITA. File documentation includes a photocopy of the transcripts or class completion certificates showing a "pass" or passing grade for each class identified in the Training Plan (the "cluster"). The Region 2 Credential Certificate should be issued to the customer and a copy maintained in the file.

### **Certificate Issuance Procedures**

As noted, all "Other" credential certificates will be awarded through WSI. Certificates will be printed and returned on a bi-weekly basis. To obtain a certificate for your participant(s), follow these procedures:

- Complete the Region 2 Other Credential Award Certificate Request Form.
- Email the completed form to Janice Frater – [jfrater@worksystems.org](mailto:jfrater@worksystems.org)

Certificates will be returned to the Center contact for distribution to customers with copies to the file. WSI will maintain an electronic file of all certificates issued.

### **I-Trac Entries**

There are two types of Credential entries that must be utilized in I-trac:

- **Planned:** When Training services are identified as a need and the training plan developed with the participant, enter the "planned" credential in I-trac on the Participation screen in the section for Outcomes, Achievements and Credentials. Select the appropriate Outcome (the credential you've identified) and select Plan Status of "Planned."
- **Attained:** When the participant has successfully attained the credential, enter the Credential attainment in I-trac on the Participation screen, in the section for Outcomes, Achievements and Credentials. Select "Attained" in the Status box and add the date attained. By making this I-trac entry, program staff certifies that the appropriate paper documentation outlined earlier in this document is in file.

### **Related Documents**

"Other" Credential Certificate Request Form