

## Degrees and Certificates Policy

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**Approved:** June 14, 2019

**Purpose:** To provide guidance for the Workforce Innovation and Opportunity Act (WIOA) requirements for participant earned degrees and certificates.

**Policy:** Attainment of degrees and certificates are to be reported and documented in the Management Information System (MIS) during program participation and for up to one year after exit from the program, upon successful completion and/or award of a state recognized educational or occupational skill attainment, licensure, or industry-recognized certification.

### Degrees:

- High School Diploma
- GED, HSE, or equivalent
- Post-Secondary Education Degree

**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 development 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 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 organization (for example, National Institute for Automotive Service Excellence, National Institute for Metalworking Skills, Inc., Machining Level I) or a product manufacturer or developer (for example, 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.
- A registered apprenticeship program.
- A public regulatory agency upon an individual's fulfillment of educational, work experience, or skill requirements that is legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (for example, 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.
- Institutions of higher education which are formally controlled or have been formally sanctioned or chartered by the governing body of an Indian tribe or tribes.

**References:**

**TEGL 10-16:** Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I-B Programs

**TEGL 15-10:** Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System