Workforce One

Credential User Guide MN & WIOA Youth October 2019



A credential is the formal recognition of a participant's attainment of measurable skills necessary to obtain employment or advance within an occupation.

These skills are generally based on standards developed or endorsed by employers.

Credentials may come in the form of:

- a. Educational diplomas, certificates, and degrees;
- b. Registered apprenticeship certificates;
- c. Occupational licenses;
- d. Personal certifications from industry or professional associations; and
- e. Other skill certificates for specific skill sets or competencies within one or more industries or occupations (e.g. writing or leadership certificate)

Refer to the following WFS policies/guidance for additional information:

- Client Training
- Youth Participant Exit
- Incentives

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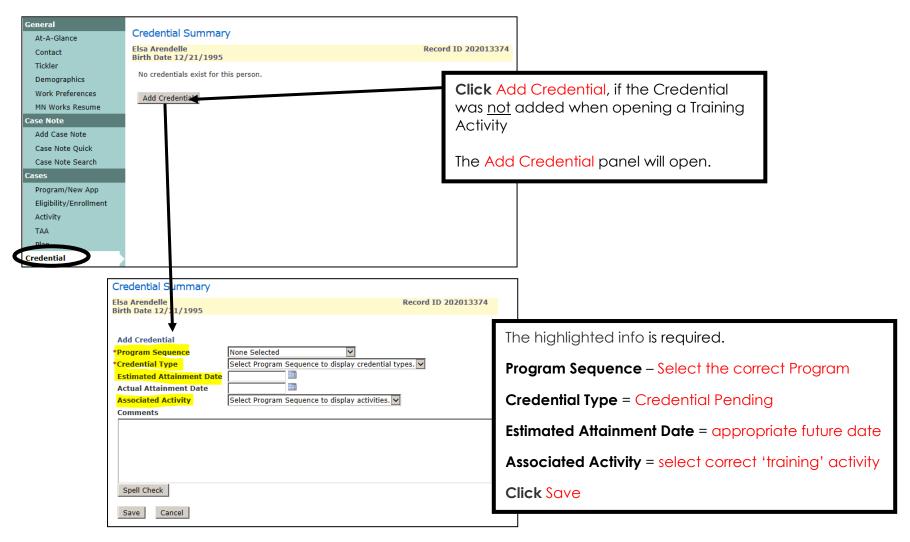
CREDENTIALS - Adding

Credentials are automatically added to a participant's record when adding most training-related activities.

If the Credential is not automatically added, it must be added to the participant record <u>after</u> opening a **training-related** activity. Refer to page 3 for a list of **Credentials** and their definitions.

Refer to the **DW/Adult Training Policy** for additional information.

Click on **Credential** on the left navigation menu. There may or may not be credentials already listed in WF1.



CREDENTIALS - Closing

Credentials must be updated once the specific training has ended, or within 365 days after exit.

If a **Credential** is <u>attained</u>, the 'pending' **Credential** must be changed to '**Attained**' by selecting the type of **Credential** received and entering the attainment date.

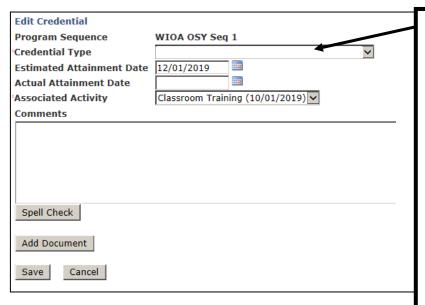
If the Credential is not attained, the 'pending' Credential must be changed to 'No Credential Attained'.

Click on **Credential** on the left navigation menu.



The **Credential** is listed as **Pending** when created and must be updated once the training has ended.

Click **Edit** to change the **Credential's** status and the panel below will appear



Credential Type – Select:

- The appropriate Credential Type, if a Credential IS received
- No Credential Attained, if a Credential is NOT received

Actual Attainment Date =

- the date the Credential is received
- leave blank if Credential is NOT received

Comments – Enter additional information about the **Credential** that may be helpful

Add Document - Click to add documentation of the credential received. Refer to the **WF1 User Guide-EDS**.

Click Save

CREDENTIAL DEFINITIONS

AA or AS Degree - Associate of Arts or Associate of Science degree.

BA or **BS** Degree – Bachelor of Arts of Bachelor of Science degree.

Certificate of Completion of an Apprenticeship – A certificate obtained upon the successful completion of an apprenticeship.

Credential Pending – A Credentialed Coursework/Training activity has been opened and the participant expects to earn a credential, but it is pending.

Doctorate Degree – Doctorate degree.

Master's Degree – Master's degree.

No Credential Obtained - No credentials or certificates have been obtained by the participant.

Occupational Certificate – A certificate, which is <u>not</u> an industry-recognized credential, that certifies successful completion of a short-term educational program designed to advance job skills in a specific occupational area of focus.

Occupational Skills Certificate – A certificate, which is <u>not</u> an industry-recognized credential, obtained that is specific to an occupation. Skilled training will likely result in a certificate that is relevant to a key industry sector coupled with pre-employment training.

Examples include OSHA-10, Personal Care Attendant (PCA), ServSafe, Bank Teller Training, Cable Company Customer Service, Northstar Digital Literacy.

Other Recognized Credential – Department of Labor (DOL) Industry-Recognized Credential.

Technical/Occupational Skills License – A license that is specific to a technical career or specific occupation which is required or beneficial for a participant to obtain employment in the specified career sector.

Examples include Commercial Drivers License (CDL), Food Manager Certificate.