

# Workforce One

## Credential User Guide

### Adult/Dislocated Worker (DW)

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 policy for additional information:

- **Training**

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# ADD CREDENTIAL

**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 after 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.

General

At-A-Glance

Contact

Wizard O Oz  
Birth Date 03/01/1974

Record ID 100000968

Tickler

Demographics

Work Preferences

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

TAA

Plan

**Credential**

No credentials exist for this person.

Add Credential

Click **Add Credential**, if the Credential was not added when opening a Training Activity

The **Add Credential** panel will open.

Credential Summary

Wizard O Oz  
Birth Date 03/01/1974

Record ID 100000968

No credentials exist for this person.

Add Credential

\*Program Sequence

\*Credential Type

Estimated Attainment Date

Actual Attainment Date

Associated Activity

Comments

Spell Check

Save Cancel

The highlighted info is required when adding a Credential.

**Program Sequence** – **Select the correct Program**

**Credential Type** = **Credential Pending**

**Estimated Attainment Date** = **appropriate future date**

**Associated Activity** - **Select correct 'training' activity**

Click **Save**

## EDIT/CLOSE CREDENTIAL

**Credentials** must be updated once the specific training has ended, or within 4-quarters after exit.

If a **Credential** is attained, 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.

Credential Type	Program Sequence	Associated Activity: Funding Stream	Actual Attainment Date	Action
Credential Pending	Adult Seq 2	Classroom Trng WDA15 PY18 WIOA AD Form.		Edit Delete

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 DEFINITION**

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

**BA or BS Degree** – Bachelor of Arts or 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 not 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 not 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.*