

A good rule of thumb.... you can have a MSG with no Credential and have a successful completion. However, you should (can't say never) not have a Credential with no MSG.

For Post-TABEs

1. Enter the initial and post-TABE scores under EFL for MSG
2. Once the level gain is achieved on the post-TABE, you will also need to enter an MSG
 - a. Skill Type – Credits attained for EFL
 - b. Type of Achievement – Secondary School Credits
 - c. Verify – Other Applicable Documentation
Type in Post-TABE or Post-TABE Level Gain in Reading, Math, etc.
3. Upload a copy of the TABE scores to Documents (Staff)

For GEDs

Once a portion of the GED is passed, do the following:

1. Enter an MSG
 - a. Skill Type – Credits attained for EFL
 - b. Type of Achievement – Secondary School Credits
 - c. Verify – Other Applicable Documentation
Type in Passed portion of GED

Once GED is obtained, do the following:

1. Enter Credential
 - a. Secondary/High School Equivalency
2. Enter MSG
 - a. Skill Type – Secondary Transcript/Report Card
 - b. Type of Achievement – Report Card/Transcript for One Semester and Meets Academic Standards
 - c. Verify – Other Applicable Documentation
Type in Obtained GED

For ITA Short-term Training

Once client completes training and earns certificate, do the following:

1. Enter Credential
 - a. Credential Received – Occupational Certificate
2. Enter MSG
 - a. Skill Type – Skills Progression
 - b. Type of Achievement – Choose which option best applies. If you have a question, contact Donna or Glenda.
 - c. Verify – Other Applicable Documentation
Type in Certificate obtained
3. Upload a copy of the certificate to Documents (Staff)

For ITA Long-term Training

Once a client successfully completes a semester and you get copy of their transcript/report card, do the following:

1. Enter MSG
 - a. Skill Type – Post-Secondary Transcript/Report Card
 - b. Type of Achievement – Completed Minimum of 12 Credit Hours in Semester and Meets Academic Standards
This will still apply for students who can only take less than 12 credit hours due to course offerings from school; student is considered full-time but can only take part-time hours due to school availability. This is common for nursing students in their last semester. If a student chooses to only take part-time hours, then this will not apply. Clients must be a full-time student to qualify for ITA.
 - c. Verify – Other Applicable Documentation

Type in Transcript or Report Card

2. Upload a copy of the transcript/report card to Documents (Staff)

Once client completes the program, do the following:

1. Enter Credential
 - a. Credential Received – This most likely will be AA/AS Degree
2. Enter MSG
 - a. Skill Type – Post-Secondary Transcript/Report Card
 - b. Type of Achievement – Completed Minimum of 12 Credit Hours in Semester and Meets Academic Standards
This will still apply for students who can only take less than 12 credit hours due to course offerings from school; student is considered full-time but can only take part-time hours due to school availability. This is common for nursing students in their last semester. If a student chooses to only take part-time hours, then this will not apply. Clients must be a full-time student to qualify for ITA.
 - c. Verify – Other Applicable Documentation
Type in Completed Program, Graduated, etc.
3. Upload a copy of the certificate to Documents (Staff)

For OJTs

Once client completes half the hours of allowable training, have employer complete T&E and do the following:

1. Enter an MSG
 - a. Skill Type – Training Milestone
 - b. Type of Achievement – Achieved Satisfactory or Better Progress Report Towards an Established OJT Training Milestone – Not Previously Recorded
 - c. Verify – Other Applicable Documentation
Type in OJT Mid-Evaluation, OJT T&E, etc.
2. Upload a copy of the T&E to Documents (Staff) once OJT file is complete

Once client completes all the hours of allowable training, have employer complete T&E and do the following:

1. Enter an MSG
 - a. Skill Type – Training Milestone
 - b. Type of Achievement – Achieved Satisfactory or Better Progress Report Towards an Established OJT Training Milestone – Not Previously Recorded
 - c. Verify – Other Applicable Documentation
Type in OJT Final Evaluation, OJT T&E, etc.
2. Upload a copy of the T&E to Documents (Staff) once OJT file is complete

For WBLs

MSGs do not count; therefore, there is nothing to enter for WBL under MSG or Credential.

Contact Information

When in doubt or if you have questions/concerns, call or email Donna Rowe or Glenda Alexander in Commerce.

Donna Rowe	Glenda Alexander
334.242.5189	334.242.5171
Donna.Rowe@commerce.alabama.gov	Glenda.Alexander@commerce.alabama.gov