

**ALABAMA WORKFORCE DEVELOPMENT SYSTEM**  
**Department of Commerce**  
**Workforce Development Division**  
**401 Adams Avenue**  
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**Montgomery, Alabama 36130-4103**

**Workforce Innovation and Opportunity Act Eligible Training Providers List**

GOVERNOR'S WORKFORCE INNOVATION DIRECTIVE NO. PY2021-01

1. Purpose. This directive transmits the State's updated policy for the Workforce Innovation and Opportunity Act (WIOA) Eligible Training Providers. The updated policy covers several changes as listed in the Discussion section below.
2. Discussion. Under WIOA, States are to establish a procedure to determine eligibility for new training providers and one for continued eligibility of current training providers.

The updated policy includes the following changes:

- The application period for inclusion on the Training Providers List has been reduced to four (4) months, July 1 through October 31 of each program year. Any new programs, new training providers and any changes to current programs must be submitted within the application period in order to be considered for approval. Any information submitted on or after November 1 will be rejected.
- The remainder of the program year, November 1 through June 30, will be for reviewing programs for compliance, issues, problems, cost, effectiveness and other administrative items. Training Provider evaluation reports from the AlabamaWorks Case Management system will be used for review as well as feedback from the Career Center staff.
- All training providers must register in the AlabamaWorks case management system, [www.AlabamaWorks.Alabama.gov](http://www.AlabamaWorks.Alabama.gov). Training Providers and public inquiries may also find information at [www.AlabamaWorks.com](http://www.AlabamaWorks.com).
- Training Providers must have been in business at least eighteen (18) months prior to application and have successfully served participants in the training program for a minimum of twelve (12) months.
- Training programs must result in family sustaining wages, which is defined as entry level wages that are at least 200% of the HHS Poverty level for 1 person. HHS Poverty level chart is included in the attachments.
- Training programs must result in certificates, credentials, diplomas, or degrees that meet the WIOA Credential policy. Credential policy is included in the attachments. Credentials must be awarded after successful completion of the occupational skills training. National exams are separate credentials and are in addition to successful training completion credentials.
- Training Providers are required to provide information on non-WIOA funded students that have entered the training programs on the ETPL. Sample spreadsheet is in the attachments. ***This must be provided at initial eligibility but not for recertification due to Alabama requesting and receiving a waiver to collect the performance data on all Non-WIOA students. After ETPL approval, then only WIOA participant data is required for performance for recertification purposes.***

- Training program costs, tuition, fees, books and supplies, are required to be recorded separately in [www.AlabamaWorks.Alabama.gov](http://www.AlabamaWorks.Alabama.gov). A lump sum of these costs is no longer acceptable.
- Out of state training providers must register at [www.AlabamaWorks.alabama.gov](http://www.AlabamaWorks.alabama.gov) and Alabama WIOA will not pay out-of-state tuition rates and fees.
- Training programs and/or providers may be removed from the ETPL for just cause. If a program is determined to be funded solely by WIOA ITA funds, then it may be removed from the ETPL. If a program/provider is removed, they will not be eligible to reapply for a minimum of two (2) years.

3. Action. It is the responsibility of the local workforce development areas and the training providers to review the attached policy. This updated policy will also be posted on the website, [www.wioa-alabama.org](http://www.wioa-alabama.org), under the Governor's Workforce Innovation Directives.

Training providers should review the updated policy and review their information on the website to ensure they are in compliance with the changes listed herein.

4. Contact. Any questions regarding this Directive should be addressed to Jill Grant, Workforce Development Division, at (334) 353-1041 or at [Jill.Grant@commerce.alabama.gov](mailto:Jill.Grant@commerce.alabama.gov).

*Tammy Wilkinson*

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Tammy Wilkinson, Division Director  
Workforce Development Division

Attachment: Eligible Training Provider Policy  
HHS Poverty Level Chart  
WIOA Credential Policy  
Performance spreadsheet

## **Workforce Innovation and Opportunity Act (WIOA) Alabama's Eligible Training Provider List**

### **Policy**

The Workforce Innovation and Opportunity Act (WIOA) is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Under WIOA, participants in need of training services may access career training through a list of approved training providers and training programs. The eligible training provider list is compiled to provide participants a full array of training programs designed to meet their needs for job readiness or a career pathway. WIOA requires states to establish procedures to determine eligibility for training providers and training programs. Only those eligible training providers and their eligible programs will be included on Alabama's Eligible Training Provider List (ETPL). Only those training providers and programs listed on the ETPL will be utilized by the Career Centers for Individual Training Accounts. The ETPL can be viewed at [www.AlabamaWorks.Alabama.gov](http://www.AlabamaWorks.Alabama.gov), Provider/Education Services, ETPL approved programs or at [www.AlabamaWorks.com](http://www.AlabamaWorks.com), under Resources.

Current providers of training services must seek continued eligibility by following the application instructions included. New providers of training services must follow the application instructions indicated in this policy to be considered for approval for the ETPL.

Alabama's ETPL will be open for application for the period of July 1 through October 31 of each program year, for a total of four (4) months. This application period will be for the submission of new programs and any changes to currently approved programs. The remainder of the program year will be utilized to review programs currently on the ETPL for compliance, alignment with industry sectors, labor market information, and performance. Applications are completed on-line only through the AlabamaWorks system at [www.AlabamaWorks.Alabama.gov](http://www.AlabamaWorks.Alabama.gov). The open application period does not apply to the Registered Apprenticeship programs who choose to opt in the ETPL. Registered Apprenticeship programs may submit their information at any time during the program year.

For Alabama, to be an eligible training provider under WIOA, requirements include the following:

1. The training provider must be one of these:
  - a. Post-secondary education institution;
  - b. Registered Apprenticeship program approved by, and listed on the website of, the Alabama Office of Apprenticeship at [www.alapprentice.org](http://www.alapprentice.org);
  - c. Other public or private provider of training, which may include joint labor-management organizations and eligible provider of adult education and literacy

activities **and** such activities are provided in combination with occupational skills training;

- d. Local Board, if the Governor of the State grants a written waiver to the Local Board citing an insufficient number of eligible providers to meet the local demand for training programs **and** that the local board meets the other training provider criteria, i.e. performance, **and** that the training programs are preparing participants for in-demand industry sector or occupations in their local area; WIOA sec. 107(g)(1); or
  - e. Community Based Organization (CBOs) or private organization of demonstrated effectiveness that provides training under contract with the Local Board.
2. Training provider must have a private school license or an appropriate exemption issued by the Alabama Community College system (ACCS). Private school licensure is to be submitted with the application and status will be verified accordingly.
  3. Training provider must have at least eighteen (18) months of business operation experience and have successfully served participants for a minimum of twelve (12) months.
  4. Training provider must have a training program or programs that:
    - a. Result in a recognized post-secondary credential and employment;
    - b. Are delivered in person, on-line, or in a blended approach with an actual physical location, i.e., a campus, classroom, facility, in the state of Alabama;
    - c. Are short term, 52 weeks (twelve (12) months) or less for a training program is preferred and strongly encouraged. For extenuating circumstances, 104 weeks (two (2) years) or less of training is acceptable;
    - d. Are reasonable in cost in comparison with other training programs offered by other providers in a region, a local area, or throughout the state as determined by the State Workforce Development Board;
    - e. Must be aligned with a regional or statewide in-demand occupation or dynamic career pathway approved by the Alabama Committee on Credentialing and Career Pathways (ACCCP);
    - f. Must not exceed the maximum cost of \$20,000; **and**
    - g. Have measurable performance for all students as required by the State Workforce Development Board.

Training programs that do not provide family sustaining wages even though considered in high demand will not be added to the ETPL. Family sustaining wages are defined as entry level wages and should be at least 200% of the HHS Poverty level for a one (1) person family (see Attachment A). Programs may be removed for lack of performance in obtaining employment, failing to award certificates or credentials to participants or other factors as deemed necessary. Staff will use the Training Evaluation Reports from the AlabamaWorks! system for performance review. Training programs must provide a certificate, credential, diploma, or degree that meets the WIOA Credential Policy and those certificates, credentials, diplomas, or degrees must be awarded to

the students during or at the end of program participation (Attachment B). Certificates and/or credentials may not be held until a National Certification is awarded by a separate entity.

Training programs that are six (6) semesters or two (2) years in length will be approved if only industry specific and have successfully proven performance of participants entering employment. Training providers are strongly encouraged to ensure programs are industry specific and short-term occupational training, 52 weeks (twelve (12) months) or less is preferred and highly recommended. Costs included on the AlabamaWorks system should show all tuition, fees, books, and supplies. These cost items are to be broken down on each program.

Training programs that are not appropriate for the ETPL and will not be included are On-the-job training, customized training, incumbent worker training, transitional employment, or other training services described in WIOA sec. 134(c)(3)(G)(ii).

### **Initial Eligibility for New Providers**

**New providers must provide the following to the Workforce Development Division to be considered for initial eligibility:**

1. A completed Alabama training provider online application indicating that they meet the criteria listed above;
2. A description of each training program to be offered;
3. Program cost information, including tuition and fees, books and supplies must be broken out. Costs must be the same for ALL students. Costs per program must not exceed the maximum of \$20,000.
4. Information addressing performance, (1) percentage of program participants that have obtained employment after completing the program, (2) the median earnings of program participants in employment, and (3) percentage of program participants who obtain a recognized post-secondary credential during participation in or after completing the program. The excel spreadsheet (Attachment C) should be uploaded in the documents tab under the Provider profile in the AlabamaWorks system.
5. Information supporting a minimum 40% student completion rate and a minimum 40% student employment rate for each training program submitted for ETPL approval. This will be based on the excel spreadsheet that will be uploaded into the AlabamaWorks system.
6. Information regarding partnership with businesses. This may include information about the quality and quantity of employer partnerships, contribution of business input into training program or curriculum, or availability of businesses to mentor students.
7. Programs must be aligned with regional or statewide in-demand occupation or dynamic career pathway approved by the Alabama Committee on Credentials and Career Pathways (ACCCP).
8. Private, for-profit training providers should upload copies of their current state and local business licenses and registration with the Alabama Secretary of State to conduct business in Alabama in the AlabamaWorks! system.

All training programs offered must be physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities. Training programs should be designed to meet the needs of employers and provide the participants with the necessary skills to obtain employment. Training providers are encouraged to include employability skills in their programs.

**Initial Eligibility for new providers will be granted for only one year for a program.** Before the one year initial eligibility expires, providers will be expected to submit the criteria for continued eligibility. If initial eligibility expires and the updated information is not provided, the new provider and its programs will be removed from the approved list. Continued eligibility will be reviewed at least every two years to determine suitability and appropriateness for the ETPL.

### **Continued Eligibility for Current Providers**

Current providers must provide the following information to the Department of Commerce, Workforce Development Division for continued eligibility on the ETPL:

1. Performance of each program addressing, (1) percentage of program participants in unsubsidized employment after completing the program, (2) the median earnings of program participants in unsubsidized employment after completing the program, and (3) percentage of program participants who obtain a recognized post-secondary credential during participation or after completing the program should be included on the spreadsheet (Attachment C) and uploaded into the documents tab of the AlabamaWorks! System.
2. Information supporting minimum performance standards of (1) minimum 40% completion rate for ALL Students within the program, (2) minimum 40% employment rate for ALL students within the program, (3) minimum 50% completion rate for WIOA participants, (4) minimum 50% employment rate for WIOA participants, and (5) average wage for WIOA participants after program completion.
3. Program cost information, including tuition and fees, books and supplies must be broken out. Costs must be the same for ALL students. Costs per program must not exceed the maximum of \$20,000.
4. Information identifying all of the recognized post-secondary credentials or industry recognized certificates and/or credentials, specifically those received by WIOA participants. Links to the credentials on the Alabama Credential Registry will be accepted. *Training providers are encouraged to award the students who have attained credentials or certifications during participation in the program but are required to award the credentials earned at the end of the program.*
5. Information supporting continued private school licensure or exemption as provided by the Alabama Community College System.
6. Information regarding access to training program throughout the State including rural areas and through the use of technology.

7. Information as to the degree the training program relates to in-demand industry sectors and occupations.
8. Private-for-profit training providers should provide copies of their current state and local business licenses and registration with the Alabama Secretary of State to conduct business in Alabama.

All training programs offered must be physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities. Training programs should be designed to meet the needs of employers and provide the participants with the necessary skills to obtain employment upon completion of the program.

The training providers are required to submit necessary information on all students being served in the approved programs so that the State can submit program information to the U.S. Department of Labor in the ETA-9171 report. The following is a list of required data for all students that must be submitted to the State:

- The number of students served;
- The number of students who completed, withdrew or transferred out of the program;
- The number who completed the program;
- The number of those who ended the program and were employed within 6 months after ending;
- The number of those who ended the program and were employed within 1 year after ending;
- The number of those who attained a credential during participation or after completion of the program.

The timeframe for each of these number counts will be given to the training provider so that the reports are timely and accurate. Should a current provider be unable to obtain performance as described above, the State may assist in providing employment and wage data matches on behalf of the providers for WIOA and non-WIOA students. For all non-WIOA students, the training provider will need to provide pertinent information to obtain employment and wage data through the downloaded data sheets provided by the AlabamaWorks! system. If unable to provide performance information or unwilling to provide necessary information for the State to obtain the required performance information at renewal, then the program will be removed from the ETPL until the information is submitted to the State. WIOA requires that the above information be reported for all approved programs on the ETPL, and therefore, this information must be reported for the programs even if WIOA participants were not served during the reporting period.

Program costs, including tuition, fees, etc., should be itemized and updated during the open application timeframe as necessary to remain current on the ETPL website. The local workforce development areas will only cover the cost that is listed on the ETPL website or up to the maximum allowed by the local workforce development board/area. It is very important that the

training provider maintain accurate cost information on the ETPL website. Only the providers that are determined eligible and remain so with approved programs may receive training funds under WIOA for participants' training services.

Continued eligibility will be reviewed every two years to determine renewal, suitability, and appropriateness for the ETPL. The above information will be requested at that time and if not provided, the training program and/or provider will be removed until information is submitted. An Eligible Training Provider will have 90 days after removal to provide the required information. Subsequently, a new application is required for the training provider.

### **Registered Apprenticeship programs**

All Registered Apprenticeship (RA) programs registered with the Alabama Office of Apprenticeship are **automatically** eligible to be included as an eligible training provider and can apply to be on the ETPL at any time during the program year. The open application period does not apply to Registered Apprenticeship program who opt in the ETPL. Registered Apprenticeship programs are not subject to the same requirements as other providers since they go through a detailed application and vetting procedure to become a Registered Apprenticeship program sponsor approved by the Alabama Office of Apprenticeship. **Note:** Pre-apprenticeship programs do not have the automatic eligible training provider status under WIOA.

To be included on the ETPL, all Registered Apprenticeship programs must submit a letter requesting to be included on the ETPL and the letter should include (1) the occupations included within the program, (2) name and address of the program sponsor, (3) name and address of the Related Technical Instruction provider, and the location of instruction, if different from the program sponsor's address, (4) method and length of instruction, and (5) the number of active apprentices.

Along with the letter including all of the information listed above, either the Sponsor, Training Provider or the Employer with the Registered Apprenticeship program must register in the AlabamaWorks! system to be listed on the ETPL. Typically, an Eligible Training Provider will complete the registration in the AlabamaWorks! system and include the sponsor of the program, if different. Registration in the AlabamaWorks! is required to initiate payments for the Individual Training Accounts (ITAs). Should the Sponsor of the RA program receive the payment for the training, then the Sponsor should register the program in [www.AlabamaWorks.Alabama.gov](http://www.AlabamaWorks.Alabama.gov).

Registered Apprenticeship programs will remain as long as the program is registered or until the program sponsor/training provider notifies the State that it no longer wants to be included on the ETPL. Performance is not required. Registered Apprenticeship programs are not subject to the initial or continued eligibility periods.



## **Role of State and Each Local Workforce Development Board**

**Role of the State:** The Governor, through the Alabama State Workforce Development Board, has the responsibility for establishing the eligibility criteria and procedures for initial determination and renewals of eligibility for training providers and training programs to receive funds under the Workforce Innovation and Opportunity Act (WIOA). The Alabama Department of Commerce, Workforce Development Division has the responsibility for managing and disseminating the approved list of Eligible Training Providers to include receiving current and potential training providers' information for renewal or approval; adding, reviewing and renewing Registered Apprenticeship programs for the ETPL; enforcing the ETPL policies, procedures, and regulations; determining if state-established minimums have been met; monitoring providers to ensure compliance; addressing complaints and/or issues concerning participants; removing training programs and/or training providers as necessary; and managing the appeals process for providers to appeal a denial of eligibility. Training providers and programs will be reviewed within two years from the date of approval and addition to the ETPL.

**Role of Local Workforce Development Boards:** The Local Workforce Development Boards have statutorily required responsibilities related to eligible training providers. Local Boards must work with the State to ensure that there are sufficient numbers and types of training providers serving the local area and ensuring the state's eligible training provider list is disseminated publicly through the local one-stop system and its partner programs.

The Local Workforce Development Board may set additional eligibility criteria, information requirements, and minimum performance levels for local providers beyond what is required by the State's procedure. Any additional requirements (established by the Local Board) will only affect a program's eligibility and performance level eligibility requirements within the local area. Local Boards may elect to give priority to local training providers with established performance and relationships within the local area while ensuring customers' choice of any approved training provider on the State's ETPL is given appropriate consideration.

The Local Workforce Development Board may receive complaints from participants, Career Center staff, or others concerning training providers. The Local Board staff and/or Career Center staff should work with the training provider to determine a reasonable solution to any complaints. The Local Workforce Development Boards have the discretion and latitude to suspend new ITA enrollments with any training provider after complaints have been received until a solution can be determined. If a reasonable solution is unattainable, then the complaint may be escalated to the State level.

### **Eligible training providers outside the Local Area or State**

Under WIOA, each state is responsible for compiling and disseminating an Eligible Training Provider List of training programs. A WIOA participant in Alabama may choose a training provider located outside the local workforce development area, and/or, in some instances, outside the state. The Eligible Training Provider selected by the WIOA participant must be in an adjoining

state, i.e. Mississippi, Florida, Georgia, or Tennessee, and must be included on the respective State's ETPL approved list. Out of State training providers must register in the AlabamaWorks! System during the open application timeframe and must keep the information current and accurate. Alabama will not pay out of state tuition rates and fees. Alabama Department of Commerce will enter into an agreement with each out-of-state training provider for payment purposes.

### **Appeals Process for Training Providers**

Training providers must deliver results and provide accurate information in order to retain its status as an eligible training provider under the WIOA. The State may revoke a training provider's eligibility and remove the provider from the list of approved providers for false reporting, substantially violating a provision of Title I of WIOA or its implementing regulations, failure to meet required performance outcomes, provide required/requested information, or unresolvable participant issues. All training providers are subject to the equal opportunity and nondiscrimination requirements under WIOA, Section 188.

The Department of Commerce, Workforce Development Division will be responsible for the removal of training providers and/or programs from the approved ETPL. Should a training provider be removed from the approved list, the removal period will be for a minimum of two years and the provider may be subject to repayment of any WIOA funds received during the period of noncompliance. Training providers that have been removed from the ETPL will be afforded an appeal to the Acting Deputy Secretary of Workforce Development within the Alabama Department of Commerce.

Training providers requesting an appeal of removal from the ETPL should provide a letter from their signatory authority, a completed appeal form and detailed justification for retaining approval including any supporting facts. The appeals package should be no more than five (5) pages and should be sent to the Workforce Development Division, Attention ETPL Appeals.

A training provider may be placed in probationary status or removed from the ETPL for certain reasons. Those reasons include but are not limited to falling below the minimum required completion rate and employment rate, situations where the customers/participants are failing to receive adequate training, or as monitoring deems it appropriate. These may not be the only reasons for a provider to be placed on probation or removed. This policy provides enough latitude for staff to make the determination on a case-by-case basis as deemed appropriate by the Department of Commerce. If on probation, the provider will be required to submit periodic updates indicating improvements and/or corrections. Continued failure to correct the problem, meet or exceed the minimum standards set by this policy will result in removal from the ETPL. Probationary status may not exceed one year. Should a training provider be removed from the list, the provider will not be eligible to reapply for at least two years.

Potential training providers requesting an appeal of initial eligibility denial from the state's ETPL should provide a letter from their signatory authority, a completed appeal form and detailed justification for approval including any supporting facts. The appeals package should be no more than five (5) pages and should be sent to the Workforce Development Division, Attention ETPL Appeals.

For specific information regarding local area appeals, contact the appropriate local workforce Development area.

**NOTE:** No Training Provider should establish a training program solely dependent upon providing training funded with Workforce Innovation and Opportunity Act (WIOA) funds. Training programs should serve the general public and have enough capacity to also provide services to WIOA-funded participants. If it is determined that a program is solely dependent upon WIOA funds, then it may be removed from the ETPL.

2021 HHS Poverty Guidelines

Persons in Family	Poverty Guideline
1	\$ 12,880
2	17,420
3	21,960
4	26,500
5	31,040
6	35,580
7	40,120
8	44,660

2021 Lower Living Standard Income Level (LLSIL)

Persons in family	Metro		Non-metro	
	70%	100%	70%	100%
1	\$ 9,897	\$ 14,139	\$ 9,616	\$ 13,737
2	\$ 16,217	\$ 23,167	\$ 15,753	\$ 22,504
3	\$ 22,258	\$ 31,797	\$ 21,620	\$ 30,886
4	\$ 27,479	\$ 39,256	\$ 26,689	\$ 38,128
5	\$ 32,432	\$ 46,332	\$ 31,496	\$ 44,994
6	\$ 37,931	\$ 54,187	\$ 36,833	\$ 52,619

## **Workforce Innovation and Opportunity Act (WIOA) Credentials Policy**

### **Overview**

Credentials are an important part of the Workforce Innovation and Opportunity Act (WIOA) for Adults, Youth and Dislocated Workers and training for WIOA-eligible individuals should result in attainment of credentials. As part of the focus on credentials, WIOA will be supporting the Governor's Initiatives that focus on the registry and attainment of credentials. Success Plus Initiative set the statewide attainment goal of adding 500,000 postsecondary credentialed individuals to Alabama's workforce by 2025. It stresses the importance of attaining credentials of value to meet the demands of the employers and their jobs. The Governor established the Alabama Committee on Credentialing and Career Pathways (ACCCP) and its technical advisory committees which are composed of business and industry members representing each sector. The ACCCP is responsible for determining the valuable career pathways in each region and for evaluating credentials. Once the credentials are included on the Alabama Credential Registry, the ACCCP reviews the credential against the ACCCP's credential quality assurance criteria. Once the ACCCP approves the credentials, they are included on the Alabama Compendium of Valuable Credentials and would be potentially acceptable for the WIOA credential measure.

The Workforce Innovation and Opportunity Act (WIOA) emphasizes credentials for Adults and Dislocated Workers. For Adults and Dislocated Workers, earning a credential has been defined as "obtaining a recognized postsecondary credential or diploma during program participation or within one year after program exit".

The Youth credential performance measure has been changed for WIOA; Youth have a year after exit in which a credential can be recorded. In addition, a Diploma/GED will be counted only if the participant is either employed or enrolled in a training program leading to a postsecondary credential within one (1) year after exit.

Training & Employment Guidance Letter (TEGL) 10-16, change 1 established criteria in which a credential is to be awarded in recognition of an individual's attainment of measurable technical or occupational skills. These technical or occupational skills are generally based on standards developed or endorsed by employers in order to allow the participant to:

- Enter Employment
- Re-enter Employment
- Retain Employment
- Advance within an Occupation

Credentials include:

- Postsecondary Degrees
- Diplomas
- GEDs
- Licenses
- Industry-Recognized Certifications

### ❖ What are Credentials?

Credentials are an important element of the workforce development system. Ideally, obtaining a credential indicates an individual has mastered competencies and knowledge relevant in the labor market. Credentials are normally issued to the individual by a third party (e.g. educational institution, an industry/occupational certifying organization, or professional society), which has authority to issue such a credential. Credentials must be Industry-recognized, stackable and portable post-secondary credentials at a minimum. Alabama has developed a system through the ACCCP to evaluate and categorize credentials as follows:

1. The credential is either **required by law**, including any credential mandated by the laws or regulations of the State of Alabama or the United States of America; **mandated by industry**, which shall include any credential mandated by two (2) or more firms within an industry sector; or **preferred by industry**, which shall include any credential endorsed, but not required, by two or more firms within an industry sector.
2. The credential is **required to obtain a job** (counts toward attainment goal and is an advanced credential on the compendium of valuable credentials); **part of a stackable sequence** leading to a credential that is required for employment (included on the compendium of valuable credentials as a basic credential, but these credentials do not count towards the attainment goal); **complementary credentials** with skills that are affiliated with the career pathway but are not directly aligned to the credential sequence (can be included on the compendium of valuable credentials as a complementary credential but are not included in credential sequences and do not count towards the attainment goal) complementary credentials are non-qualifying credentials;
3. **Accredited or recognized** by a statewide or national industry-recognized accrediting body, such as a sector or industry association;
4. **Aligned to an occupation** on a regional or statewide list of in-demand occupations;
5. **Achievable by students** in a secondary and/or the postsecondary level of study;
6. **Earned after a minimum number of hours of instruction time**, as determined by the Alabama Committee on Credentialing and Career Pathways, and awarded after achieving a passing score, as determined by the sponsoring industry sector, on a proctored examination;
7. **Stackable in a sequence** of aligned competencies that progress along with the rigor of advanced training programs;
8. **Valuable** as determined by leading to at least a twenty (20)-percent wage premium over a high school diploma;

9. **Traceable and trackable** by the ATLAS on Career Pathways as determined by the Office of Education and Workforce Statistics;
10. **Portable across or within an industry sector** to establish the qualifications of individuals in multiple geographic areas, among multiple education and training institutions, and by diverse employers.

### ❖ **Types of Credentials**

Credentials come in many different forms and are issued by a wide variety of entities. Credentials are either degree or non-degree credentials.

Degree credentials are issued by accredited educational institution, which is most often the designer of the credential and the developer of the associated curriculum. These are typically portable throughout the country. Examples include:

- Educational Diplomas/Certificates (Secondary School Diploma/equivalent)
- Educational Degrees (Associate/Bachelor's degree)

Non-Degree Credentials include:

- Occupational License, Industry Certifications, Certificates, and Registered Apprenticeship Credentials. Includes:
  - Registered Apprenticeship Credentials—Issued by the Alabama Office of Apprenticeship
  - Non-Degree Certificates
  - Occupational license—Typically, but not always, awarded by government entities before an individual is allowed to be employed in a trade, profession, or occupation. Licenses are intended to set professional standards and ensure safety and quality of work.

Industry-Recognized or Professional Association Certification—Issued by 3<sup>rd</sup> party, non-governmental organizations based on standards set to demonstrate professional qualifications and/or competencies.

### ❖ **Recognized Postsecondary Credential**

A recognized postsecondary credential is awarded based on a participant's attainment of measurable technical or industry/occupation skills necessary to obtain employment or advance within an industry/occupation. These technical skills or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations.

Note: Complementary credentials do not meet the definition of a recognized postsecondary credential and are non-qualifying credentials.

- Stand-alone Work Readiness certificates do not meet this definition
- General Skills related to Safety, Hygiene, etc. do not meet the definition due to the fact these certificates are broadly required to qualify for entry-level employment.

**A recognized postsecondary credential must recognize industry/occupational skills for a specific industry or occupation and must be registered and listed on the Alabama Credential Registry beginning July 1, 2021.**

#### ❖ **Credential Issuing Entities**

There is a wide array of public and private credential issuing entities and organizations. They can be grouped into three general categories:

1. Government
2. Educational Institutions
3. Businesses, Non-Educational non-profits, and Industry Associations

#### ❖ **Examples of Non-Qualifying Credentials**

Non-qualifying credentials will not be counted toward performance. However, such credentials can be of value to participants as a building block for educational and/or occupational success.

Single Skill Certificates - General and Single Skill certificates in and of themselves do not provide the depth of knowledge necessary to provide a significant advantage to the job seeker, thus would not meet the spirit of the credential measure.

Certificates of Attendance - Certificates of Attendance/Completion and/or Participation do not reflect demonstration or attainment of industry knowledge, skills, or attributes; thus, do not meet the spirit of the credential measure.

Work Readiness - It is the expectation that participation in workforce development should enhance the Work Readiness of all clients. These types of certificates do not tie to technical or occupational skills within an occupation. Work Readiness certificates do not meet the spirit of the credential measure.

High School Certificate of Completion/Attendance - A high school certificate of attendance indicates the student has completed high school but did not demonstrate mastery of required skills. It is not the same as a High School Diploma. High School Attendance certificate does not meet the spirit of the credential measure.



This list addresses the most common non-qualifying credentials but is not all inclusive.

Credential Type	Example
General/Single Skill	CPR First Aid OSHA Job Safety training ServSafe food safety Standard driver's license Work Key Certificate
Certificate of Attendance/ Completion/Participation	Conference Attendance Certificate
Work Readiness	JAG competency certificate Work Readiness Credential
Workforce Development Board	Certificates awarded
High School Certificate of Attendance	

#### ❖ Credential Performance Measure

In order to get 'credit' for a Credential; the following outcomes are the only positive outcomes that will be recognized:

- High School Diploma/or Equivalency
- AA or AS Diploma/Degree
- BA or BS Diploma/Degree
- Post Graduate Degree
- Occupational Skills Licensure
- Occupational Skills Certificate
- Other Recognized Diploma, Degree or Certificate
- Non-Degree certificates & others as described previously

The Credential performance measure is calculated in the following manner:

# of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent\*\* during participation in or within 1 year after exit from the program

divided by

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# of program exiters who were in postsecondary education /training program; plus the # of program exiters in a secondary education program (at or above the 9<sup>th</sup> grade level) without a high school diploma or equivalent

**\*\* Secondary School Diploma/Equivalent Diploma will only count as a “positive” outcome if the participant is either employed or enrolled in a training program leading to a recognized postsecondary credential within 1 year after exit from the program.**

This measure allows a one-year delay following Exit for the outcome to be Attained and recorded into AlaWorks; thus the importance of FOLLOW-UP.

NOTE: When recording the date, the Degree/Certificate or Credential was attained, use the **date indicated on the** degree, certificate or credential.

The Workforce Development Division will determine whether a Provider issued certificate is an allowable credential for performance purposes.

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### ❖ Summary

Credentials must have “*measurable*” technical or occupational skills associated with them; must have labor market value. A qualifying credential provides documentation of education and/or technical or occupational skills necessary *to gain employment or advance within an occupation*. Credentials must provide a valuable return on investment for our workforce system customers. Qualifying credentials must be registered and listed on the Alabama Credential Registry at [www.credentials.ache.edu](http://www.credentials.ache.edu) beginning July 1, 2021.

### ❖ Resources

- [www.accs.cc/career-technical-education](http://www.accs.cc/career-technical-education): Alabama Community College System Career and Technical Education Credential and Certification Listing
- [www.doleta.gov/performance/guidance](http://www.doleta.gov/performance/guidance): Department of Labor performance site as well as search engine for pertinent TEGL’s.
- [www.GoCertify.com](http://www.GoCertify.com): IT certification resource center.

- [www.microsoft.com/en-us/learning](http://www.microsoft.com/en-us/learning): Demonstrate knowledge and abilities to use Excel, Outlook, Word and other Microsoft Office applications.
- [www.careeronestop.org/competencymodel](http://www.careeronestop.org/competencymodel): Competency model clearinghouse. Industry competency initiative.
- [www.workforce3one.org](http://www.workforce3one.org): A database of workforce curriculum, competency models, research findings, case studies and web-based tools.
- [www.careerinfonet.org/certifications](http://www.careerinfonet.org/certifications): A directory of certifications that allows user to search for by keyword, industry or occupation.
- [www2.labor.alabama.gov/WorkforceDev](http://www2.labor.alabama.gov/WorkforceDev): The Alabama Committee on Credentialing and Career Pathways information.
- [www.credentials.ache.edu](http://www.credentials.ache.edu): The Alabama Credential Registry is a statewide registry to inventory and publish credentials.



## Upload Performance Data Instructions

### About

Use this template to complete Excel worksheets for Program Performance information to be imported into the VOS database. This sheet includes a list of all of your institution's Education and Training Programs with the sheet numbers for all listed programs. The following sheets are the performance detail sheet for all programs. Please complete all relevant columns for each person enrolled in the programs. Fifty formatted rows are provided on each program's detail sheets. Please copy as many rows as necessary to accommodate the number of enrollees.

### How to save a workbook from a template

1. Click the **File** tab.
2. Click **Save As**.
3. **IMPORTANT:** In the **Save As** dialog box, in the **Save as type** list, select **Excel Workbook (\*.xlsx)**. **THIS IS THE ONLY FORMAT SUPPORTED BY THE UPLOAD PROCESS.**
4. In the File name box, enter a name for your workbook. Example: ProgramPerformance\_20181114.xlsx
5. Click **Save** to finish.

### Entering Performance Information

#### SSN

A nine-digit (all-numeric) SSN entry is required for each enrolled individual. A missing or invalid SSN entry will result in an error message and upload failure.

#### Start Date

A start date entry is required for each enrolled individual. The start date must be in MM/DD/YYYY format and cannot be a future date. A missing or invalid Start Date entry will result in an error message and upload failure.

#### Status

A status entry is required for each participant. Please use the drop-down list included in this template (Selection options: Enrolled, Completed, Withdrew or Transferred). A missing or invalid Status entry will result in an error message and upload failure.

#### Exit Date

An exit date entry is required for each participant with a status of Completed, Withdrew, or Transferred. The exit date must be in the MM/DD/YYYY format and cannot be a future date or earlier than the start date. An exit date entry is not valid with a status of Enrolled. A missing or invalid Exit Date entry will result in an error message and upload failure.

#### Credential

Please use the drop-down list included in this template (Selection options: Yes, No and Unknown). A missing or invalid Credential entry will result in an error message and upload failure.

#### Employed Q2

Please use the drop-down list included in this template (Selection options: Yes, No, or Unknown). An Employed Q2 entry of Yes or No is not permitted with a status of Enrolled when too little time has passed since the individual exited the program. A missing or invalid Employed Q2 entry will result in an error message and upload failure.

Note: Based on state settings, this field may not be available to Provider Users.

#### Employed Q4

Please use the drop-down list included in this template (Selection options: Yes, No, or Unknown). An Employed Q4 entry of Yes or No is not permitted with a status of Enrolled when too little time has passed since the individual exited the program. A missing or invalid Employed Q4 entry will result in an error message and upload failure.

Note: Based on state settings, this field may not be available to Provider Users.



**Provider:** Sample Community College

Program ID	Program Name	Worksheet
2066	Accounting Technology AOT Degree	<a href="#">Sheet 1</a>
2101	Accounting Technology Career Certificate	<a href="#">Sheet 2</a>
4421	Accounting Technology Minor Office Administration AOT Degree	<a href="#">Sheet 3</a>
14317	Air Conditioning/Refrigeration Technician Career Certificate	<a href="#">Sheet 4</a>
2080	Air Conditioning/Refrigeration Technology - AOT Degree	<a href="#">Sheet 5</a>
14548	Air Conditioning/Refrigeration Technology - Basic Short-Term Certific	<a href="#">Sheet 6</a>

**Program ID:**

**Program Name:**

**CIP Code:**

SSN	Start Date	Status	Exit Date	Credential	Employed Q2	Employed Q4
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**Program ID:** 2066  
**Program Name:** Accounting Technology AOT Degree  
**CIP Code:** 309999 - Multi-/Interdisciplinary Studies, Other

SSN	Start Date	Status	Exit Date	Credential	Employed Q2	Employed Q4
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**Program ID:** 2101  
**Program Name:** Accounting Technology Career Certificate  
**CIP Code:** 520302 - Accounting Technology/Technician and Bookkeeping

SSN	Start Date	Status	Exit Date	Credential	Employed Q2	Employed Q4
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**Program ID:** 4421  
**Program Name:** Accounting Technology Minor Office Administration AOT Degree  
**CIP Code:** 309999 - Multi-/Interdisciplinary Studies, Other

SSN	Start Date	Status	Exit Date	Credential	Employed Q2	Employed Q4
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**Program ID:** 14317  
**Program Name:** Air Conditioning/Refrigeration Technician Career Certificate  
**CIP Code:** 150501 - Heating, Ventilation, Air Conditioning and Refrigeration Engineering Technology/Technician

SSN	Start Date	Status	Exit Date	Credential	Employed Q2	Employed Q4
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**Program ID:** 2080  
**Program Name:** Air Conditioning/Refrigeration Technology - AOT Degree  
**CIP Code:** 309999 - Multi-/Interdisciplinary Studies, Other

SSN	Start Date	Status	Exit Date	Credential	Employed Q2	Employed Q4
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**Program ID:** 2080  
**Program Name:** Air Conditioning/Refrigeration Technology - AOT Degree  
**CIP Code:** 309999 - Multi-/Interdisciplinary Studies, Other

SSN	Start Date	Status	Exit Date	Credential	Employed Q2	Employed Q4
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