

Area 11: Local Policy

---

Eligible Training Provider Process

**EFFECTIVE:** Immediately 5/20/24 (Approval of Final Policy Contingent upon Board Review on 5/29/24)

**PURPOSE:**

This policy provides guidance for the initial and subsequent determination of eligible training provider (ETP) eligibility, the federal and state requirements for training providers, performance standards, and data reporting.

**I. BACKGROUND**

A program of training services is one or more courses or classes or a structured regimen that provides the services that are listed in 20 C.F.R. 680.200 and leads to:

- A. An industry-recognized certificate or certification, a certification of completion of a registered apprenticeship, a license recognized by Ohio or the Federal government, or an associate or baccalaureate degree;
- B. A secondary school diploma or its equivalent;
- C. Employment; or
- D. Measurable skill gains toward a credential.

**II. ELIGIBILITY REQUIREMENTS FOR ETPs**

ETPs may include:

- A. Accredited institutions of higher education that provide programs which lead to recognized postsecondary credentials;
- B. Entities carrying out programs registered under the National Apprenticeship Act (29 U.S.C. 50); or
- C. Public or private for-profit providers of training services, which may include but are not limited to:
  - 1. Community-based organizations;
  - 2. Joint labor-management organizations; and
  - 3. Eligible providers of adult education and literacy activities under title II of WIOA (in Ohio, known as Aspire) if such activities are provided in combination with occupational skills training.

Ohio may approve training providers who do not have a physical training location in Ohio, if the provider meets all other eligibility and performance reporting criteria.

### III. TRAINING PROVIDER INITIAL ELIGIBILITY REQUIREMENTS

Any provider offering a training services program to be funded through WIOA using ITAs must be included on the State ETP list, [Workforce Inventory of Education and Training](#) (WIET). Except for registered apprenticeship programs, all providers must first apply for consideration by submitting all required information in the State's designated online system for managing the State ETP list (WIET).

To qualify as an ETP in Ohio, a provider of training services must meet the following criteria:

- A. remained in business for two years or longer;
  1. As indicated by the date upon which the provider initially registered with the Ohio (or other state) Secretary of State.
- B. Registered with the Ohio Secretary of State to do business in Ohio, is exempted from such registration, or registered to do business in another state if the provider does not have a significant presence in Ohio;
- C. Is not debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in transactions by USDOL or the State of Ohio;
- D. Does not owe any outstanding tax liability to the State or Federal government more than six months past due; and
- E. Does not owe any outstanding civil, criminal, or administrative fines or penalties at the State or Federal level.

ETPs applying to the state of Ohio's WIET list, should reference [WIOAPL 16-02.2](#) Eligible Training Providers for additional initial and continued eligibility criteria.

### IV. LOCAL (AREA 11) INITIAL TRAINING PROVIDER ELIGIBILITY

#### A. Initial Eligibility Requirements

1. Any provider offering a program of training services in Area 11 to be funded through WIOA using ITAs per [WIOAPL 16-02.2](#) must register as a training provider in Ohio by visiting the state's WIET website at <https://owcms.ohio.gov/wiet/index.shtml> and complete the registration process. Please note that WIET registration is a two-step process.
  - i. First, the learning institution must be approved as an eligible training provider by meeting all the required State of Ohio information.
  - ii. Second, once approved as a training provider, the contact or authorized staff must log in to add the program offerings. Please note that the provider cannot cut and paste a link to the course catalog when adding programs. Each program must be separately entered as they are approved individually.
2. Area 11 Can not review any application or approve training for a job seeker if the Training Provider is not first approved by the State of Ohio.

## B. Industry Prioritization

WIOA requires Workforce Boards to prioritize training dollars to align with in-demand occupations and industries for economic development activities in the service area. Therefore, the Workforce Development Board of Central Ohio (WDBCO) emphasizes individual training accounts (ITA), which provide training opportunities to participants that lead to employment in an in-demand occupation/job.

The following are the industry sectors prioritized for training investments recognized for the Fiscal Years 2018 – 2028. WDBCO will apply these industry sector priorities through June 2028, as below or subsequently amended. ***Please reference the Area 11 ITA policy for additional information about industry prioritization.***

1. Advanced Manufacturing
2. Business/Administrative Support/ Finance/Insurance Professions
3. Construction and Skilled Trades
4. Healthcare and Healthcare Support
5. Leisure and Hospitality
6. Information Technology
7. Transportation, Distribution, and Logistics (Supply Chain)

## C. Area 11 Top Jobs

The Workforce Development Board (WDBCO) evaluates training programs to ensure they prepare individuals for self-sustainable careers within the local/regional economy. These programs align with current labor market information and focus on high-growth, high-demand industry sectors and occupational clusters. Additionally, they address skills shortages and contribute to the vitality of the regional economy.

Annually, the Workforce Development Board conducts an updated analysis to identify occupations in Franklin County that meet these criteria. It's important to note that DOL and ODJFS registered apprenticeships are automatically included, as they are exempt from the criteria per [Ohio WIOA Policy letter 16-02.2](#).

In order to be eligible as a training provider on the Area 11 Approved Training Provider List, training programs must train WIOA-eligible participants for jobs in occupations that meet one of the following classifications and corresponding criteria unless approved as a contracted training-only provider (***Reference Area 11 Contracted Training Policy***)

A full list of approved occupations can be found in ***Attachment A: Area 11 Priority Occupations***.

## Priority Occupation Classification:

**Growth:** Annual growth in the number of jobs higher than the Columbus MSA of 21;

**Experience:** Requires “none ” or less than “considerable (Job Zone Four)” preparation (of work experience in a related occupation, according to the governor’s Office of Workforce Transformation.

**Wage:** The 50th percentile wage (median) is at least \$22.37 per hour. In other words, at least 50% of workers in the occupation earn \$22.37 or more.

**Education:** The typical education needed for entry is no more than an Associate’s Degree

**Note:** In alignment with its strategic priorities, WDBCO reserves the right to modify the prioritization criteria by adding or removing occupations that do not meet the specified standards.

## D. Additional Local Performance Requirements for Initial and Continued Eligibility

Area 11 is not required to provide WIOA funding to a training provider listed on the State ETP list. Area 11 reserves the right to establish additional eligibility regarding how ETPs will be utilized locally. **Please note that registering and being listed as registered by the State of Ohio as a training provider does NOT mean a training provider is approved to obtain training funds in Area 11.**

1. Area 11 places a higher emphasis on performance outcomes; therefore, following your registration with WIET and the required performance reporting from the State of Ohio, WDBCO requires that the training provider indicates in their application that:
  - i. 75% of students/customers completed training;
  - ii. 75% of students/customers receive an industry-recognized credential (***Reference attachment B***);
2. As a part of their application, Training providers must also provide at a minimum:
  - i. Total number of persons enrolled in training;
  - ii. Total number of persons that received employment six months (two quarters) after completion of the training program.

The training provider must justify their charges as a legitimate public value based on a price analysis for training costs. If a training provider cannot meet the WDBCO performance outcomes listed above during the review process period, WDBCO may allow the training provider to be listed on the Area 11 approved training provider list for a probationary period. Upon the end of the probationary period, WDBCO will evaluate the ETP’s performance and determine if they will remain on the Area 11 approved training provider list.

***Note: If applicable, please provide the data above for the most recent program year.***

The training provider must participate willingly and promptly in data resolution, verifications, problem resolution, contracting, and other documentation necessary to



evaluate satisfactory performance for the use of public workforce training investments. The training provider must be conveniently located to serve Franklin County customers, and public transit access will be prioritized

#### **E. Credentials, Certificates, Licenses, or Degrees**

Training must result in the awarding of an industry-recognized credential, national or state certificate, or degree, including all industry-appropriate competencies, licensing, and/or certification requirements (*Reference attachment A*).

Regardless of whether the Training Provider's program requires a third-party certification for credential attainment/national or state certificate award, the Training Provider is responsible for appropriately reporting such attainment to Franklin County OhioMeansJobs. Copies of credentials/certificates must be made available to WDBCO or OhioMeansJobs if requested.

### **V. STATE OF OHIO CONTINUED ELIGIBILITY REQUIREMENTS**

Per *WIOAPL 16-02.2*, To remain active on the State ETP list and continue to receive WIOA funding, an ETP must renew its provider status in the State's designated system for managing the State ETP list at least once every 12 months following the date of the previous approval. The provider renewal process requires an update of basic provider information.

The State will review all submitted renewal requests and will terminate and remove providers that fail to meet the criteria necessary to remain eligible. The training provider will be notified via e-mail when its status has either been renewed or terminated.

If an ETP does not renew its provider status within 90 days following the 12-month renewal date, the provider will be terminated and removed from the State ETP list. The training provider will no longer be permitted to provide ITA services funded by WIOA until completing the initial eligibility process described above and obtaining ODJFS approval.

### **VI. LOCAL CONTINUED ELIGIBILITY REQUIREMENTS**

1. Training Providers will be required to submit p.2 of the Training Provider Application for each program to remain an Area 11 Approved Training Provider during the annual review period
2. Training Providers will be required to submit performance information required in sec B. (1 & 2).

### **VII. TRAINING PROGRAM UPDATE POLICY AND PROCESS**

1. Training Providers may update locations for their programs at any time by adding/deleting locations on their WIET Profile. Other program information may be updated on WIET in order to provide accurate information to the OhioMeansJobs Staff and/or participants at any time throughout the program term.

2. Program cost updates will only be allowed on an annual basis during the annual review period. The annual review period will begin on or about May 1<sup>st</sup> and end July 1<sup>st</sup>. Updates made during the annual review period will be effective July 1<sup>st</sup>. Course fees and tuition must remain the same for the entire term of the program eligibility to ensure accuracy. Inquiries for exceptions to this policy must be submitted in writing to [kscott@wdbco.org](mailto:kscott@wdbco.org) and approved by the Area 11 Director of Policy and Research before changes are made and submitted to WDBCO for review.
3. The original cost of the training program submitted with the approved program application must be used for the duration of the program year, unless otherwise approved in writing. If a Training Provider makes a price change without approval, WDBCO reserves the right to delist the program or limit reimbursement to the previously approved cost.

## **VIII. STANDARDIZED ASSESSMENT**

WIOA staff must determine, through evaluation or assessment of the individual, that the individual has the skills and qualifications to participate successfully and complete training. Including:

1. Adult and Dislocated Workers must have English reading, writing, or computing skills at or above the 6<sup>th</sup>-grade level on a generally accepted standardized test; and
2. Adult and Dislocated Workers must have math skills at or above the 6<sup>th</sup>-grade level on a generally accepted standardized test; or
3. Can compute or solve problems, read, write, or speak English at a level necessary to function on the job and pass standard certification tests.

If an ETP has an assessment that can be used in place of the locally used assessment, it must be submitted with the application for review and approval; otherwise, the local assessment used for appropriateness will be used.

## **IX. ELIGIBILITY EXCEPTIONS**

### **A. Work-based Training Programs**

While work-based training programs may apply to be considered for the State of Ohio's ETP list, per WIOA, certain work-based training programs are exempt from ETP eligibility requirements. These programs may be eligible for WIOA funding utilizing a direct contract in lieu of being listed on the ETPL. These programs include:

1. On-the-Job Training (OJT)
2. Incumbent Worker Training (IWT)
3. Customized Training (this includes State Earn and Learn)
4. Internships
5. Transitional Employment
6. Paid or Unpaid Work Experience Opportunities



## **B. Registered Apprenticeship Programs**

Registered apprenticeship programs, upon approval by ODJFS, are given the opportunity to be included on the State ETP list. Sponsors may request to be excluded. When applying to become a registered apprenticeship program, the sponsor will be informed of this opportunity and the benefits of inclusion on the State ETP list.

Once included on the State ETP list, registered apprenticeship programs will remain on the list until they are deregistered or until the registered apprenticeship program notifies ODJFS that it no longer wishes to be included on the list. All registered apprenticeship programs listed on the statewide ETP list must also be located on the Area 11 Approved Training Provider List.

National Apprenticeship programs are automatically eligible for inclusion on the State ETP list and the subsequent Area 11 Approved Training Provider List. National programs are not required to register their program in the State of Ohio in order to gain inclusion on the ETP list.

Inclusion of a registered apprenticeship program on the State ETP list allows eligible adults, dislocated workers, and youth who are authorized to receive ITAs to use WIOA funds to cover the costs of classroom training provided as part of the apprenticeship program, subject to policy limitations by ODJFS or WDBCO. All registered apprenticeship programs are considered to be in demand.

## **X. REFUND POLICY AND PROCESS REFUND POLICY**

Training providers are required to offer refunds for all or part of the training cost if a participant fails to complete the program or if there is an overpayment. If a training provider implements a tiered refund system, where full or partial refunds are offered based on the program completion percentage, and this system is accessible to all prospective students, it may be utilized. However, a copy of this refund policy must be submitted to WDBCO during the annual review for Area 11 Approved Training Providers.

- A. If the Training Provider does not have a drop and refund policy in place and/or the drop and refund policy is not tiered (i.e., does not allow for full and/or partial refunds depending on the portion of the program completed), the provider must adopt and publish the below refund policy:

<b>Status</b>	<b>Refund Level</b>
Registered but did not start the program	No payment will be made to provider
Attended 7 days or fewer or program (prior to drop date)	Full refund – due to WIOA organization in which invoice was paid within 45 days of planned course start
Attended less than 75% of the program	A partial refund, pro-rated based on hours attended due to WIOA organization in which invoice was paid within 45 days of discontinuation.
Attended 76% - 100% of the program	No refund required

**Important Note:** Failure to appropriately refund the WIOA partner organization or significant delays in issuing refunds may result in removal from both the Area 11 Approved Training Provider List and the risk of future approval.

## **XI. ANNUAL ETP REVIEW**

### **A. State Requirements**

1. Please reference sec. III (B) on how to remain active on the State of Ohio ETP list

### **B. Local Requirements**

1. The WDBCO will only review new and renewal eligibility applications for training providers once a year.
2. The annual deadline for each program year's eligible training provider responses is on or about May 1<sup>st</sup> for all requested data referenced in sec. III (c).
3. The WDBCO will conduct its ETP evaluation review process following the response deadline.
4. ETPs will be subsequently notified of their status on or about June 20<sup>th</sup> and will have until June July 31<sup>st</sup> to appeal WDBCO's decision.
5. WDBCO will publish the final Area 11 approved training provider list on or about July 3<sup>rd</sup>.
6. Area 11 approved training provider list becomes active July 1<sup>st</sup>.

WDBCO will not review an ETP's status as an eligible training provider if the required data referenced in sec. III (c) is not submitted to WDBCO by **EOD June 17, 2024**. Any applications submitted afterward will not be reviewed, and the ETP will not be considered an

Area 11-approved training provider. Area 11 reserves the right to conduct site visits to assess the providers' quality and report on the findings randomly or as a part of the annual ETP review.

**Area 11 reserves the right to remove or delist any approved training provider from the locally approved training provider list at any time. Upon removal, a written decision will be provided to the training provider.**

## **XII. PUBLISHING AREA 11 APPROVED PROVIDERS**

When a training provider has been determined to be eligible and approved by the WDBCO, they and their selected training programs are added to the local list. The locally approved training providers are posted on the <https://www.wdbco.org/> and <https://ohiomeansjobs.ohio.gov/wps/portal/gov/omj/> website for easy access by participants and the public.



### **XIII. ETP DECISION APPEALS**

All applications submitted to the WDBCO will be given fair and unbiased consideration. If a training provider applicant contests the decision not to award eligibility, the applicant may protest the Board's decision to the CEO of WDBCO. Training Providers may also contest a delisting in the event a written notice of delisting is sent to a Training Provider.

The CEO will send all appeals to the WDBCO Job Center Committee, and the Committee will attempt to resolve all such disputes in a reasonable manner. Upon completion of the Committee's review, a written decision will be provided to the applicant.

#### **Inquiries:**

---

Kier Scott  
Director, Policy and Research  
Workforce Development Board of Central Ohio  
1650 Lake Shore Drive, Suite 110  
Columbus, Ohio 43204  
614-437-8400

<b>WDBCO Board</b>		<b>WDBCO</b>	
<b>Signature:</b>		<b>Signature:</b>	
Jim Negron _____		<b>Name:</b> Lisa Patt-McDaniel	
<b>Title:</b> WDBCO Board Chair _____		<b>Title:</b> President & CEO _____	
<b>Date:</b>		<b>Date:</b>	

## Attachment A: Industry and Occupational Prioritization

SOC	Occupational Title	Typical Education Needed for Entry	Work Experience in a Related Occupation	Typical On-The-Job Training Needed to Attain Competency in the Occupation	Median Wage (May 2021)
<b>Health Care</b>					
29-1126	Respiratory Therapists	Associate's degree	None	None	\$29.87
29-1292	Dental Hygienists	Associate's degree	None	None	\$37.13
29-2032	Diagnostic Medical Sonographers	Associate's degree	None	None	\$31.03
29-2034	Radiologic Technologists	Associate's degree	None	None	\$28.74
29-2040	Emergency Medical Technicians and Paramedics	Postsecondary non-degree award	None	None	\$17.76
29-2052	Pharmacy Technicians	High school diploma or equivalent	None	Moderate-term on-the-job training	\$17.62
29-2053	Psychiatric Technicians	Postsecondary non-degree award	Less than 5 years	Short-term on-the-job training	\$14.26
29-2055	Surgical Technologists	Postsecondary non-degree award	None	None	\$23.15
29-2056	Veterinary Technologists and Technicians	Associate's degree	None	None	\$17.51
29-2061	Licensed Practical and Licensed Vocational Nurses	Postsecondary non-degree award	None	None	\$22.95

## Attachment A: Industry and Occupational Prioritization

29-2098	Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other	Postsecondary non-degree award	None	None	\$22.55
29-9098	Health Information Technologists, Medical Registrars, Surgical Assistants, & Healthcare Practitioners, AO	Postsecondary non-degree award	None	None	\$26.19
31-1120	Home Health and Personal Care Aides	High school diploma or equivalent	None	Short-term on-the-job training	\$11.54
31-1131	Nursing Assistants	Postsecondary non-degree award	None	None	\$14.44
31-1133	Psychiatric Aides	High school diploma or equivalent	None	Short-term on-the-job training	\$18.34
31-2011	Occupational Therapy Assistants	Associate's degree	None	None	\$29.98
31-2021	Physical Therapist Assistants	Associate's degree	None	None	\$30.08
31-9011	Massage Therapists	Postsecondary non-degree award	None	None	\$23.15
31-9091	Dental Assistants	Postsecondary non-degree award	None	None	\$22.58
31-9092	Medical Assistants	Postsecondary non-degree award	None	None	\$17.96
31-9097	Phlebotomists	Postsecondary non-degree award	None	None	\$17.85
19-5012	Occupational Health and Safety Technicians	High school diploma or equivalent	None	Moderate-term on-the-job training	\$22.77
43-6013	Medical Secretaries	High school diploma or equivalent	None	Moderate-term on-the-job training	\$17.93

## Attachment A: Industry and Occupational Prioritization

49-9062	Medical Equipment Repairers	Associate's degree	None	Moderate-term on-the-job training	\$29.02
21-1094	Community Health Workers	High school diploma or equivalent	None	Short-term on-the-job training	\$17.81
<b>Information Technology</b>					
15-1231	Computer Network Support Specialists	Associate's degree	None	None	\$30.03
15-1232	Computer User Support Specialists	Some college, no degree	None	None	\$23.12
<b>Construction and Extraction</b>					
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	High school diploma or equivalent	5 years or more	None	\$31.67
47-2021	Brickmasons and Blockmasons	High school diploma or equivalent	None	Apprenticeship	\$29.77
47-2031	Carpenters	High school diploma or equivalent	None	Apprenticeship	\$23.43
47-2051	Cement Masons and Concrete Finishers	No formal educational credential	None	Moderate-term on-the-job training	\$23.41
47-2061	Construction Laborers	No formal educational credential	None	Short-term on-the-job training	\$22.61
47-2071	Paving, Surfacing, and Tamping Equipment Operators	High school diploma or equivalent	None	Moderate-term on-the-job training	\$23.10
47-2073	Operating Engineers and Other Construction Equipment Operators	High school diploma or equivalent	None	Moderate-term on-the-job training	\$29.09
47-2111	Electricians	High school diploma or equivalent	None	Apprenticeship	\$28.55
47-2121	Glaziers	High school diploma or equivalent	None	Apprenticeship	\$23.48
47-2141	Painters, Construction and Maintenance	No formal educational credential	None	Moderate-term on-the-job training	\$22.54

## Attachment A: Industry and Occupational Prioritization

47-2152	Plumbers, Pipefitters, and Steamfitters	High school diploma or equivalent	None	Apprenticeship	\$29.77
47-2181	Roofers	No formal educational credential	None	Moderate-term on-the-job training	\$23.02
47-2211	Sheet Metal Workers	High school diploma or equivalent	None	Apprenticeship	\$28.69
47-2221	Structural Iron and Steel Workers	High school diploma or equivalent	None	Apprenticeship	\$29.09
47-3013	Helpers--Electricians	High school diploma or equivalent	None	Short-term on-the-job training	\$14.77
47-4011	Construction and Building Inspectors	High school diploma or equivalent	5 years or more	Moderate-term on-the-job training	\$29.63
47-4041	Hazardous Materials Removal Workers	High school diploma or equivalent	None	Moderate-term on-the-job training	\$22.89
<b>Advanced Manufacturing</b>					
17-2112	Industrial Engineers	Bachelor's degree	None	None	\$38.80
17-3012	Electrical and Electronics Drafters	Associate's degree	None	None	\$28.42
17-3013	Mechanical Drafters	Associate's degree	None	None	\$29.19
17-3023	Electrical and Electronics Engineering Technicians	Associate's degree	None	None	\$31.99
17-3027	Mechanical Engineering Technicians	Associate's degree	None	None	\$29.04
49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers	Postsecondary non-degree award	None	Moderate-term on-the-job training	\$29.20
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment	Postsecondary non-degree award	None	Long-term on-the-job training	\$29.76
49-3021	Automotive Body and Related Repairers	High school diploma or equivalent	None	Long-term on-the-job training	\$22.69

## Attachment A: Industry and Occupational Prioritization

49-3023	Automotive Service Technicians and Mechanics	Postsecondary non-degree award	None	Short-term on-the-job training	\$21.76
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	High school diploma or equivalent	None	Long-term on-the-job training	\$23.60
49-3042	Mobile Heavy Equipment Mechanics, Except Engines	High school diploma or equivalent	None	Long-term on-the-job training	\$28.72
49-9011	Mechanical Door Repairers	High school diploma or equivalent	None	Moderate-term on-the-job training	\$22.43
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Postsecondary non-degree award	None	Long-term on-the-job training	\$23.96
49-9041	Industrial Machinery Mechanics	High school diploma or equivalent	None	Long-term on-the-job training	\$29.02
49-9043	Maintenance Workers, Machinery	High school diploma or equivalent	None	Long-term on-the-job training	\$24.34
49-9044	Millwrights	High school diploma or equivalent	None	Apprenticeship	\$34.74
49-9051	Electrical Power-Line Installers and Repairers	High school diploma or equivalent	None	Long-term on-the-job training	\$38.58
49-9052	Telecommunications Line Installers and Repairers	High school diploma or equivalent	None	Long-term on-the-job training	\$23.04
49-9062	Medical Equipment Repairers	Associate's degree	None	Moderate-term on-the-job training	\$29.02
49-9071	Maintenance and Repair Workers, General	High school diploma or equivalent	None	Moderate-term on-the-job training	\$22.55
49-9098	Helpers--Installation, Maintenance, and Repair Workers	High school diploma or equivalent	None	Short-term on-the-job training	\$17.72
49-9099	Installation, Maintenance, and Repair Workers, All Other	High school diploma or equivalent	None	Moderate-term on-the-job training	\$18.62



## Attachment A: Industry and Occupational Prioritization

53-1047	FirstLine Supervisors of Transportation & Material Moving Workers, Exc Aircraft Cargo Handling Supervisor	High school diploma or equivalent	Less than 5 years	None	\$23.88
47-2141	Painters, Construction and Maintenance	No formal educational credential	None	Moderate-term on-the-job training	\$22.54
51-1011	First-Line Supervisors of Production and Operating Workers	High school diploma or equivalent	Less than 5 years	None	\$29.58
51-2028	Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers	High school diploma or equivalent	None	Moderate-term on-the-job training	\$18.05
51-2090	Miscellaneous Assemblers and Fabricators	High school diploma or equivalent	None	Moderate-term on-the-job training	\$17.78
51-4021	Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic	High school diploma or equivalent	None	Moderate-term on-the-job training	\$18.32
51-4031	Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	High school diploma or equivalent	None	Moderate-term on-the-job training	\$18.09
51-4033	Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic	High school diploma or equivalent	None	Moderate-term on-the-job training	\$17.42
51-4041	Machinists	High school diploma or equivalent	None	Long-term on-the-job training	\$19.18

## Attachment A: Industry and Occupational Prioritization

51-4072	Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic	High school diploma or equivalent	None	Moderate-term on-the-job training	\$15.37
51-4081	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	High school diploma or equivalent	None	Moderate-term on-the-job training	\$19.32
51-4111	Tool and Die Makers	Postsecondary non-degree award	None	Long-term on-the-job training	\$29.22
51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	High school diploma or equivalent	None	Moderate-term on-the-job training	\$21.80
51-5111	Prepress Technicians and Workers	Postsecondary non-degree award	None	None	\$21.93
51-5112	Printing Press Operators	High school diploma or equivalent	None	Moderate-term on-the-job training	\$18.62
51-8021	Stationary Engineers and Boiler Operators	High school diploma or equivalent	None	Long-term on-the-job training	\$30.07
51-8031	Water and Wastewater Treatment Plant and System Operators	High school diploma or equivalent	None	Long-term on-the-job training	\$23.53
51-9011	Chemical Equipment Operators and Tenders	High school diploma or equivalent	None	Moderate-term on-the-job training	\$23.42
51-9023	Mixing and Blending Machine Setters, Operators, and Tenders	High school diploma or equivalent	None	Moderate-term on-the-job training	\$19.03
51-9041	Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders	High school diploma or equivalent	None	Moderate-term on-the-job training	\$18.45
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	High school diploma or equivalent	None	Moderate-term on-the-job training	\$18.17

## Attachment A: Industry and Occupational Prioritization

51-9111	Packaging and Filling Machine Operators and Tenders	High school diploma or equivalent	None	Moderate-term on-the-job training	\$18.05
51-9124	Coating, Painting, and Spraying Machine Setters, Operators, and Tenders	High school diploma or equivalent	None	Moderate-term on-the-job training	\$18.90
51-9161	Computer Numerically Controlled Tool Operators	High school diploma or equivalent	None	Moderate-term on-the-job training	\$18.29
51-9162	Computer Numerically Controlled Tool Programmers	Postsecondary non-degree award	None	Moderate-term on-the-job training	\$23.21
51-9196	Paper Goods Machine Setters, Operators, and Tenders	High school diploma or equivalent	None	Moderate-term on-the-job training	\$18.42
51-9198	Helpers--Production Workers	High school diploma or equivalent	None	Short-term on-the-job training	\$17.78
51-9199	Production Workers, All Other	High school diploma or equivalent	None	Moderate-term on-the-job training	\$17.78
<b>Logistics</b>					
53-1047	FirstLine Supervisors of Transportation & Material Moving Workers, Exc Aircraft Cargo Handling Supervisor	High school diploma or equivalent	Less than 5 years	None	\$23.88
53-3032	Heavy and Tractor-Trailer Truck Drivers	Postsecondary non-degree award	None	Short-term on-the-job training	\$23.41
53-3033	Light Truck or Delivery Services Drivers	High school diploma or equivalent	None	Short-term on-the-job training	\$18.57
53-3052	Bus Drivers, Transit and Intercity	High school diploma or equivalent	None	Moderate-term on-the-job training	\$23.60
53-7021	Crane and Tower Operators	High school diploma or equivalent	Less than 5 years	Moderate-term on-the-job training	\$23.84

## Attachment A: Industry and Occupational Prioritization

53-7051	Industrial Truck and Tractor Operators	No formal educational credential	None	Short-term on-the-job training	\$18.93
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	No formal educational credential	None	Short-term on-the-job training	\$17.82
53-7081	Refuse and Recyclable Material Collectors	No formal educational credential	None	Short-term on-the-job training	\$18.89
<b>Business/Administrative Support/ Finance/Insurance Professions</b>					
11-3071	Transportation, Storage, and Distribution Managers	High school diploma or equivalent	5 years or more	None	\$40.97
11-9051	Food Service Managers	High school diploma or equivalent	Less than 5 years	None	\$28.60
11-9141	Property, Real Estate, and Community Association Managers	High school diploma or equivalent	Less than 5 years	None	\$22.86
13-1031	Claims Adjusters, Examiners, and Investigators	High school diploma or equivalent	None	Long-term on-the-job training	\$29.60
43-1011	First-Line Supervisors of Office and Administrative Support Workers	High school diploma or equivalent	Less than 5 years	None	\$29.28
43-3011	Bill and Account Collectors	High school diploma or equivalent	None	Moderate-term on-the-job training	\$18.13
43-3021	Billing and Posting Clerks	High school diploma or equivalent	None	Moderate-term on-the-job training	\$18.33
43-3031	Bookkeeping, Accounting, and Auditing Clerks	Some college, no degree	None	Moderate-term on-the-job training	\$21.51
43-3071	Tellers	High school diploma or equivalent	None	Short-term on-the-job training	\$14.65
43-4051	Customer Service Representatives	High school diploma or equivalent	None	Short-term on-the-job training	\$18.00
43-5061	Production, Planning, and Expediting Clerks	High school diploma or equivalent	None	Moderate-term on-the-job training	\$23.20

## Attachment A: Industry and Occupational Prioritization

43-5071	Shipping, Receiving, and Traffic Clerks	High school diploma or equivalent	None	Short-term on-the-job training	\$17.91
43-6011	Executive Secretaries and Executive Administrative Assistants	High school diploma or equivalent	Less than 5 years	None	\$29.42
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	High school diploma or equivalent	None	Short-term on-the-job training	\$18.29
43-9041	Insurance Claims and Policy Processing Clerks	High school diploma or equivalent	None	Moderate-term on-the-job training	\$22.82
43-9061	Office Clerks, General	High school diploma or equivalent	None	Short-term on-the-job training	\$18.13
43-9199	Office and Administrative Support Workers, All Other	High school diploma or equivalent	None	Short-term on-the-job training	\$22.44
23-2011	Paralegals and Legal Assistants	Associate's degree	None	None	\$22.96
41-3021	Insurance Sales Agents	High school diploma or equivalent	None	Moderate-term on-the-job training	\$29.02
41-9022	Real Estate Sales Agents	High school diploma or equivalent	None	Moderate-term on-the-job training	\$17.74
<b>Leisure and Hospitality</b>					
41-1011	First-Line Supervisors of Retail Sales Workers	High school diploma or equivalent	Less than 5 years	None	\$18.77
41-1012	First-Line Supervisors of Non-Retail Sales Workers	High school diploma or equivalent	Less than 5 years	None	\$38.09
41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	High school diploma or equivalent	None	Moderate-term on-the-job training	\$27.83

## Attachment A: Industry and Occupational Prioritization

41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	High school diploma or equivalent	None	Moderate-term on-the-job training	\$30.00
---------	--	--------------------------------------	------	-----------------------------------	---------

DRAFT



## ATTACHMENT B: CREDENTIAL CLASSIFICATION CHECKLIST TEMPLATE

Participants enrolled in services funded under title I-B of the Workforce Innovation and Opportunity Act (WIOA) and under the Comprehensive Case Management and Employment Program (CCMEP) may receive assistance in obtaining degrees, certifications, licenses, and other credentials that verify the attainment of skills needed to enter career paths in demand occupations. This template identifies and compares the most common types of credentials that the workforce programs may fund and provides a checklist to help classify a credential by its type to ensure proper reporting of service delivery and performance outcomes.

A **Recognized Postsecondary Credential (RPC)** is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance in a career. RPCs are the credential type most likely to result in employment in an in-demand job and the only credential type discussed in this document that results in a positive outcome for the credential attainment performance measure. An RPC is defined as one of the following:

1. An industry-recognized certificate or certification;
2. An occupational license recognized by the state or federal government;
3. A certificate of completion of a registered apprenticeship program; or
4. An associate or baccalaureate degree.

The costs of occupational skills training necessary for participants to earn RPCs may be funded using an Individual Training Account (ITA) or, in some limited circumstances, by service contracts (see ITA exceptions in 20 C.F.R. § 680.320).

An **Embedded Stackable Certificate (ESC)** is a minor certification that is a component piece within a more comprehensive training regimen leading to an RPC. The ESC measures interim skill gains toward completion of the RPC. For example, earning a Certified Production Technician credential requires completion of a safety certification. For participants on track to earning the full Production Technician credential, the embedded safety certification may be funded through an ITA and reported as a measurable skill gain, but the safety certification itself is not a stand-alone RPC and does not count as a positive outcome in the credential attainment performance measure.

A **Basic Skill Certification (BSC)** is a stand-alone verification of entry-level job skills such as First Aid, CPR, safety, hygiene, forklift operation, or aptitude at operating a computer. These minor certifications are not considered RPCs, but they enable entry-level employment and attainment of work experience. Individuals who have only earned a BSC should ideally continue in training services to obtain the more technical and sought-after RPC, described above, so they can advance in their career paths beyond entry level.

A **Work Readiness Certification (WRC)** uses assessment to determine an individual's possession of characteristics and soft skills known to lead to success in the workplace such as punctuality, telephone etiquette, work ethic, and basic academic skills including math, writing, or basic computer usage. Examples of WRCs include the National Career Readiness Certificate (NCRC) and the OhioMeansJobs-Readiness Seal. Some local workforce development boards also issue their own locally-recognized WRCs.

The following chart lists the workforce program services that may be provided to help participants earn each type of credential and the performance outcomes the area may report when the credential is completed:

	<b>Workforce Credential Classifications</b>			
	Recognized Postsecondary Credential (RPC)	Embedded Stackable Certificate (ESC)	Basic Skill Certification (BSC)	Work Readiness Certificate (WRC)
May be provided through occupational skills training	✓	✱		
For Adults & Dislocated Workers, may be provided as an individualized career service (i.e., short-term pre-vocational service)			✓	✓
For CCMEP, may be provided as education tied to a work experience			✓	✓
For CCMEP, may be provided as education concurrent with workforce prep and occupational skills training	✓	✱	✱	
May be provided as part of the WIOA or CCMEP assessment process				✓
Completion is a measurable skill gain under the performance measures	✓	✓		
Completion is a credential attainment under the performance measures	✓			
Provider must be included on the State's eligible training provider list (or meet an exception under 20 C.F.R. § 680.320)	✓	✓		



*This service will include the participant in the credential attainment measure, but the resulting credential, by itself, is not a positive performance outcome.*

The following template may be used or adapted by local areas to evaluate a credential and classify it by type. Proper classification of credentials will ensure accurate reporting of services and performance measure outcomes and appropriate entries of providers in the State's eligible training provider list.

## CREDENTIAL CLASSIFICATION CHECKLIST TEMPLATE

Local Area:		Name of Credential:	
Evaluator:		Training Provider:	

To qualify as a Recognized Post-Secondary Credential (RPC), a credential must meet the requirements for one of the following:

- I. Industry-Recognized Certificate or Certification (IRC);
- II. Registered Apprenticeship Program Certificate;
- III. Occupational License; or
- IV. Associate or Baccalaureate Degree.

Three non-RPC classifications may also be funded by workforce programs:

- V. Embedded Stackable Certificate (ESC)
- VI. Basic Skill Certification (BSC)
- VII. Work Readiness Certificate (WRC)

Instructions: For each statement below, checkmark the “Yes” column if true or “No” if false pertaining to the credential under review. Classify the credential by type according to the scoring instructions under each section and your overall judgement based on the answers.

**I. Industry-Recognized Certificate or Certification (IRC)**

**A. Approval by a State Education Department**

<p>The Ohio Department of Education (ODE) screens industry-recognized credentials that its students may earn and maintains a <a href="#">website by industry sector</a> listing the approved credentials. Each ODE-approved IRC receives a point value representing employer demand, which should be 3 or higher for the credential to be considered an RPC by a workforce program.</p> <p>The Ohio Department of Higher Education (ODHE) also reviews industry credentials and <a href="#">maintains a list</a> of those that meet ODHE standards for quality and employer demand.</p> <p><i>(Note: The full website addresses for the links found throughout this document are listed in Appendix II, Web Addresses of Online Resources.)</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #FFFF00;"> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td>1. The credential is listed on <a href="#">ODE’s IRC website</a> with a point value of 3 or higher.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2. The credential is <a href="#">listed by ODHE</a> as an approved industry credential.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><i>A “Yes” answer to either of the above statements indicates the credential has been vetted by a state government agency and was deemed to be an RPC. Therefore, related training for a participant to obtain the RPC may be funded by workforce programs as an occupational skills training service.</i></p>		Yes	No	1. The credential is listed on <a href="#">ODE’s IRC website</a> with a point value of 3 or higher.	<input type="checkbox"/>	<input type="checkbox"/>	2. The credential is <a href="#">listed by ODHE</a> as an approved industry credential.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Yes	No								
1. The credential is listed on <a href="#">ODE’s IRC website</a> with a point value of 3 or higher.	<input type="checkbox"/>	<input type="checkbox"/>								
2. The credential is <a href="#">listed by ODHE</a> as an approved industry credential.	<input type="checkbox"/>	<input checked="" type="checkbox"/>								

# CREDENTIAL CLASSIFICATION CHECKLIST TEMPLATE

## I. Industry Recognized Certificate or Certification (IRC), *continued*

### B. Measurement of Technical or Industry/Occupational Skills

An IRC verifies that an individual has gained complex and job-specific technical skills, not basic or work readiness skills such as safety, hygiene, punctuality, reading or math, software usage, or First Aid.

A certification that can be quickly obtained by a novice is not an IRC because training is not needed by most people to earn it. Also, the demand by employers is not significant if new hires could easily obtain the credential after starting the job, and IRCs must be, by definition, in demand by employers.

	Yes	No
1. The credential verifies technical skills beyond basic entry-level skills.	<input type="checkbox"/>	<input type="checkbox"/>
2. The credential usually requires classroom and/or on-the-job training to earn.	<input type="checkbox"/>	<input type="checkbox"/>

*A “No” answer to any of the above statements indicates the credential is not an RPC. Complete sections VI and VII to determine if it could be provided as a BSC or WRC.*

### C. Endorsement by an Industry Certifying Body or Product Manufacturer

In some industries, an organization or society (often a non-profit agency) has been established as the expert voice on the skills needed to work in specific jobs in the industry. This certifying body may assess worker competence through testing, verify the attainment of job-related technical skills, and/or oversee the quality of training providers who prepare workers to earn certifications. Employers in the industry rely on credentials issued or endorsed by the certifying body as indicators of aptitude when making their hiring decisions.

The following certifying bodies have long-standing nationwide acceptance from employers:

Industry / Occupation	Certifying Body
Manufacturing	<a href="#">MSSC</a> , <a href="#">NIMS</a>
Construction	<a href="#">NCCER</a>
Information Technology	<a href="#">CompTIA</a>
Allied Health Care	<a href="#">AMCA</a>
Automotive Repair	<a href="#">ASE</a>
Welding	<a href="#">AWS</a>

The certifications issued or endorsed by these established, industry-recognized quality overseers are stackable, portable, and lead to employment, so workforce programs may fund the occupational skills training needed to earn such credentials.

Some multi-national corporations that sell business products worldwide also operate education programs and issue certifications of high-level user competence. Skill certifications issued by [Cisco](#), [Microsoft](#), [Oracle](#), and [Snap-On Tools](#), for example, are considered IRCs as well.

	Yes	No
1. The credential is issued or endorsed by the industry’s nationally-recognized certifying body	<input type="checkbox"/>	<input type="checkbox"/>
2. The credential is issued by a multi-national corporation with education and certification programs	<input type="checkbox"/>	<input type="checkbox"/>

*Any “Yes” answer indicates that occupational skills training needed to obtain the credential may be funded by the program.*

*Complete the next section (section I, D) to evaluate if the certification is a stand-alone RPC that may be reported as a success in the credential performance measure.*

# CREDENTIAL CLASSIFICATION CHECKLIST TEMPLATE

## I. Industry Recognized Certificate or Certification (IRC), *continued*


### D. Industry-Specific, Employer-Recognized, and Portable

IRCs recognize mastery of the skills needed to obtain employment or advance along an in-demand career path. These technical occupational skills should be specific to one industry and based on standards defined by employers from that industry.

Certifications of competencies that are valued across many industries such as customer service, safety (e.g, OSHA), or CPR are not unique to a single industry, so they do not qualify as IRCs. These stand-alone minor certifications may be considered BSCs (see section VI).

An IRC must be recognized and valued as an indicator of competence by employers. Therefore, job postings placed by employers in the industry should list the credential as a required or preferred qualification, which verifies some level of employer demand. The more job postings that require a credential, the more probable it is an IRC. If individuals are just as likely to obtain a job whether they hold the credential or not, then it is unlikely that the credential is an IRC related to that occupation.

An IRC is portable. It should be sought by employers across the nation or globe. Obtaining an IRC should enhance mobility and employability, protecting a worker from local fluctuations in demand for their skills. Therefore, if employers from other states or regions are seeking workers who hold the credential, it is likely to be an IRC.

	Yes	No
1. The credential verifies skills specific to one industry rather than skills valued across industries.	<input type="checkbox"/>	<input type="checkbox"/>
2. The credential is a required or preferred qualification on multiple job postings found in <a href="http://OhioMeansJobs.com">OhioMeansJobs.com</a> .	<input type="checkbox"/>	<input type="checkbox"/>
3. The credential is needed to enter a career that is included on <a href="#">Ohio's Top Jobs List</a> .	<input type="checkbox"/>	<input type="checkbox"/>
4. The credential is sought by employers in other states or countries.	<input type="checkbox"/>	<input type="checkbox"/>
5. The credential is in the <a href="#">Certification Finder</a> on CareerOneStop.org with the In-Demand indicator → 	<input type="checkbox"/>	<input type="checkbox"/>

*The above factors should be taken into consideration to make an overall judgement call. Not all items must be answered "Yes" for the credential to be classified as an RPC.*

*A greater number of "Yes" responses than "No" responses indicates that the credential is most likely an RPC.*

*This concludes the IRC analysis. Use your above responses to formulate an overall judgement on whether the credential meets the criteria of an IRC.  
Continue to the next section if the credential is not an IRC.*

## CREDENTIAL CLASSIFICATION CHECKLIST TEMPLATE

### II. Registered Apprenticeship Program Certificate

The Ohio State Apprenticeship Council (OSAC) oversees and certifies Registered Apprenticeship (RA) training programs. Workforce program participants may receive funding for occupational skills training to attend any OSAC-approved RA program offering entry into a wide range of in-demand [apprenticeship occupations](#). The certificate of completion from an RA program is an RPC.

OSAC also approves pre-apprenticeship programs. The completion of an OSAC-recognized pre-apprenticeship program also qualifies as an RPC.

	Yes	No
The credential is a certificate from a state-recognized Registered Apprenticeship.	<input type="checkbox"/>	<input type="checkbox"/>
The credential is a certificate from a state-recognized pre-apprenticeship program.	<input type="checkbox"/>	<input type="checkbox"/>

*Answering “Yes” to either item indicates that the credential is an RPC.*

### III. Occupational License

Workers in some occupations are required to obtain licensure from the state or federal government or an oversight board to ensure the safety and quality of their work. Examples include truck drivers, nurses, real estate agents, and barbers.

Many such licenses require completion of training, work experience, and passage of a test to document aptitude. If the job is in demand at the state or local level, costs of obtaining the license may be funded by the program as occupational skills training.

A [database](#) established by the National Conference of State Legislatures provides more information on the most common occupational licenses.

	Yes	No
1. The license is required for the worker to perform an in-demand job.	<input type="checkbox"/>	<input type="checkbox"/>
2. The license is issued by a federal agency, state department, or state board.	<input type="checkbox"/>	<input type="checkbox"/>

*Answering “Yes” to both above items indicates that the license is an RPC*

*Note: Appendix IV provides a list of online resources identifying Ohio training providers approved to deliver license-related training.*

### IV. Associate or Baccalaureate Degree

Postsecondary degrees issued by institutes of higher education, including [public institutions](#) and [authorized independent schools](#), qualify as WIOA RPCs, except for graduate degrees (*i.e.*, Masters or Doctoral degrees).

Also, to be funded by a workforce program, the degree must lead to a job that is in demand at the state or local level.

	Yes	No
A. The credential is an Associate or Bachelor degree from an institute of higher education.	<input type="checkbox"/>	<input type="checkbox"/>
B. The credential leads to an in-demand occupation.	<input type="checkbox"/>	<input type="checkbox"/>

*Answering “Yes” to both items indicates the credential is an RPC.*

*This concludes the RPC analysis. Continue to the next section if the credential is not an RPC.*



## CREDENTIAL CLASSIFICATION CHECKLIST TEMPLATE

### V. Embedded Stackable Certificate (ESC)

ESCs are minor or interim certifications within in a comprehensive training regimen that leads to an RPC. ESCs enable workers to develop skills and advance in their careers in shorter intervals than traditional degree or certificate programs.

One type of ESC is the ODHE Technical Certificate. ODHE has a formal approval process for Technical Certificates with aligned Technical Assessments being issued by Ohio Adult Technical Centers and Technical Certificates issued by Ohio public colleges and universities. These stackable certificates are building blocks toward an associate degree that are meant to qualify students for employment or licensure before completing their degrees.

Training that leads to an ESC, including an ODHE Technical Certificate or Assessment, may be funded as occupational skills training if the participant intends to continue training to complete the related RPC.

	Yes	No
1. The credential does not stand alone as an RPC.	<input type="checkbox"/>	<input type="checkbox"/>
2. The credential is a component part within an over-arching RPC regimen.	<input type="checkbox"/>	<input type="checkbox"/>
3. The credential is approved by ODHE as a Technical Certificate or Technical Assessment.	<input type="checkbox"/>	<input type="checkbox"/>
4. The participant intends to continue training to complete the full RPC.	<input type="checkbox"/>	<input type="checkbox"/>

*Answering “Yes” to three of the four above items indicates the credential is an ESC. An ESC may be provided through occupational skills training. However, completion of an ESC by itself does not count as a positive outcome for the credential attainment performance measure.*

### VI. Basic Skill Certification (BSC)

A BSC is a stand-alone certification of entry-level skills of low to moderate complexity (such as First Aid, CPR, OSHA, ServSafe® Food Handler, forklift operator, aptitude with using Word, Excel or other software applications, etc.).

BSCs may help participants with barriers verify their job-readiness and obtain employment, so they are helpful to individuals with no diploma or post-secondary certifications. Any instruction needed to earn a BSC is not considered occupational skills training, but the costs may be covered under other service types such as adult individualized career services (i.e., short-term prevocational services) or the required educational component related to a youth’s work experience.

	Yes	No
1. The credential does not meet the criteria of an RPC or ESC.	<input type="checkbox"/>	<input type="checkbox"/>
2. The credential verifies general, work-related basic skills or entry-level skills.	<input type="checkbox"/>	<input type="checkbox"/>
3. The credential would help the individual obtain a job or is related to a work experience.	<input type="checkbox"/>	<input type="checkbox"/>

*Answering “Yes” to all three items indicates the credential is a BSC.*

## CREDENTIAL CLASSIFICATION CHECKLIST TEMPLATE


VII. Work Readiness Certificate (WRC)														
<p>A WRC verifies an individual's possession of employability skills, work ethic, or soft skills -- the foundational competencies to meet the demands of the workplace in general rather than technical skills or knowledge specific to an occupation or industry.</p> <p>While the skills-based credentials discussed above require test passage to verify that specific knowledge was gained through training, many WRCs are awarded based on assessment of an individual's pre-existing learning, mental or physical abilities, personality traits, attitude, or work habits.</p> <p>As with BSCs, WRCs may help job seekers with barriers or with no in-demand, skill-based credentials to find employment and gain work experience.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f0f0f0;"> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td>1. The credential verifies employability, soft skills, or basic academic learning.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2. Training services or instruction are not needed by most individuals to obtain the credential.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3. Holding the credential may offer the job seeker an advantage in employer hiring decisions.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p><i>A "Y" answer for all three items indicates the credential is a WRC.</i></p>			Yes	No	1. The credential verifies employability, soft skills, or basic academic learning.	<input type="checkbox"/>	<input type="checkbox"/>	2. Training services or instruction are not needed by most individuals to obtain the credential.	<input type="checkbox"/>	<input type="checkbox"/>	3. Holding the credential may offer the job seeker an advantage in employer hiring decisions.	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No												
1. The credential verifies employability, soft skills, or basic academic learning.	<input type="checkbox"/>	<input type="checkbox"/>												
2. Training services or instruction are not needed by most individuals to obtain the credential.	<input type="checkbox"/>	<input type="checkbox"/>												
3. Holding the credential may offer the job seeker an advantage in employer hiring decisions.	<input type="checkbox"/>	<input type="checkbox"/>												
Final Determination of Credential Type														
<p>Based on the above criteria, check the box identifying the credential:</p> <p><i>The credential is a Recognized Postsecondary Credential (RPC) of the following type:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I. Industry-Recognized Certificate or Certification (IRC)</li> <li><input type="checkbox"/> II. Registered Apprenticeship Program Certificate</li> <li><input type="checkbox"/> III. Occupational License</li> <li><input type="checkbox"/> IV. Associate or Baccalaureate Degree</li> </ul> <p><i>Although it is not an RPC, the credential is one of the following types that may be provided to eligible and appropriate workforce program participants:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> V. Embedded Stackable Certificate (ESC)</li> <li><input type="checkbox"/> VI. Basic Skill Certification (BSC)</li> <li><input type="checkbox"/> VII. Work Readiness Certificate (WRC)</li> </ul>														

### Appendices:

- Appendix I: One-page Summary of Checklist Criteria
- Appendix II: Web Addresses of Online Resources
- Appendix III: Technical Assistance Documents and References
- Appendix IV: Resources for Verifying Authorized Occupational License Trainers

# CREDENTIAL CLASSIFICATION CHECKLIST TEMPLATE

## Appendix I: One-Page Summary of Checklist Criteria

	Credential Criteria	Y	N	Scoring
Recognized Post-Secondary Credential (RPC)	<b>I. Industry-Recognized Certificate or Certification</b>			
	<b>A. Approval by State Education Department</b>			
	1. Listed on <a href="#">ODE's IRC website</a> with 3 or more points			Any "Y" answer means it is an RPC.
	2. Listed by <a href="#">ODHE as an approved IRC</a>			
	<b>B. Measurement of Technical or Industry/Occupational Skills</b>			
	1. Verifies technical skills beyond basic entry-level			Any "N" answer, it is not an RPC.
	2. Requires classroom and/or on-the-job training to obtain.			
	<b>C. Endorsement of an Industry Certifying Body or Product Manufacturer</b>			
	1. Issued or endorsed by industry's recognized certifying body			Any "Y" answer means it is either an RPC or ESC.
	2. Issued by multi-national corporation that certifies highly skilled users of its business products			
	<b>D. Industry-Specific, Employer-Recognized, and Portable</b>			
	1. Verifies skills specific to one industry			Entry of more "Y" responses than "N" responses generally means credential is likely an RPC.
	2. Listed in multiple <a href="#">OhioMeansJobs.com</a> postings			
	3. Needed for entry into an <a href="#">Ohio In-Demand occupation</a>			
	4. Sought by employers in other states			
	5. In the <a href="#">Certification Finder</a> with "In-Demand" flag → 			
	<b>II. Registered Apprenticeship Program Certificate</b>			
	1. Certificate from state-recognized Registered Apprenticeship			Any "Y" means credential is RPC.
	2. Certificate from a state-recognized pre-apprenticeship			
	<b>III. Occupational License</b>			
	1. Required for worker to perform an in-demand job			"Y" to both items indicates RPC.
	2. Issued by federal or state agency or board			
	<b>IV. Associate or Baccalaureate Degree</b>			
	1. Postsecondary degree from an institute of higher ed.			"Y" to both items indicates RPC.
	2. Leads to an in-demand occupation			
ESC	<b>V. Embedded Stackable Certificate (ESC)</b>			
	1. Does not stand alone as an RPC			"Y" answer to 3 or more items indicates credential is an ESC.
	2. Is a component part within an over-arching RPC			
	3. Approved by ODHE as a Tech. Cert. or Assessment			
	4. Participant intends to complete the full RPC			
BSC	<b>VI. Basic Skill Certification (BSC)</b>			
	1. Does not meet above criteria of an RPC or ESC			"Y" answer to all 3 items indicates BSC.
	2. Verifies general work-related or entry-level skills			
	3. May help individual obtain a job or work experience			
WRC	<b>VII. Work Readiness Certificate (WRC)</b>			
	1. Verifies employability, soft skills, or basic academics			"Y" answer to all three items means it is a WRC.
	2. Training is usually not needed to obtain credential			
	3. May help individual obtain a job or work experience			

## CREDENTIAL CLASSIFICATION CHECKLIST TEMPLATE

### Appendix II: Web Addresses of Online Resources

Type the following web addresses in your browser to access the online resources referenced in the checklist.

Section	Online Resource	Web Address
I. Industry Recognized Certificate or Certification, page 1	Ohio Department of Education Industry-Recognized Credentials website	<a href="http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Industry-Recognized-Credentials-and-WorkKeys/Industry-Recognized-Credentials">http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Industry-Recognized-Credentials-and-WorkKeys/Industry-Recognized-Credentials</a>
	Ohio Department of Higher Education list of approved industry credentials	<a href="https://highered.ohio.gov/educators/academic-programs-policies/academic-program-approval/certificates-credentials/certificates-and-credentials">https://highered.ohio.gov/educators/academic-programs-policies/academic-program-approval/certificates-credentials/certificates-and-credentials</a>
I. Industry Recognized Certificate or Certification, page 3	OhioMeansJobs.com job search page	<a href="https://jobs.ohiomeansjobs.monster.com/Search.aspx">https://jobs.ohiomeansjobs.monster.com/Search.aspx</a>
	Ohio's list of in-demand careers	<a href="https://topjobs.ohio.gov">https://topjobs.ohio.gov</a>
	Certification Finder on careeronestop.org	<a href="https://www.careeronestop.org/toolkit/training/find-certifications.aspx">https://www.careeronestop.org/toolkit/training/find-certifications.aspx</a>
II. Registered Apprenticeship, page 4	List of approved registered apprenticeship programs in Ohio	<a href="https://ohiomeansjobs.ohio.gov/job-seekers/practice-your-skills/occupation-search">https://ohiomeansjobs.ohio.gov/job-seekers/practice-your-skills/occupation-search</a>
III. Occupational License, page 4	Database of most common licensed occupations	<a href="http://www.ncsl.org/research/labor-and-employment/occupational-licensing-statute-database.aspx#Database">http://www.ncsl.org/research/labor-and-employment/occupational-licensing-statute-database.aspx#Database</a>
IV. Associate or Baccalaureate Degree, page 4	List of Ohio Public Institutions	<a href="https://highered.ohio.gov/about/ohios-campuses">https://highered.ohio.gov/about/ohios-campuses</a>
	Independent colleges and universities in Ohio	<a href="https://highered.ohio.gov/about/ohios-campuses">https://highered.ohio.gov/about/ohios-campuses</a>

## CREDENTIAL CLASSIFICATION CHECKLIST TEMPLATE

### Appendix III: Technical Assistance Documents and References

- 20 C.F.R. §§ 680.200 - 680.320.
- USDOL, Training and Employment Guidance Letter No. 15-10, Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System, (December 15, 2010).
- USDOL, Training and Employment Guidance Letter No. 10-16, Change 1, Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs, (August 23, 2017).
- USDOL, Training and Employment Guidance Letter No. 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules, (March 1, 2017).
- USDOL, Training and Employment Guidance Letter No. 21-16, Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance, (March 2, 2017).
- ODJFS, Workforce Innovation and Opportunity Act Policy Letter 16-02, Eligible Training Providers, (November 10, 2016).
- Ohio Department of Education, *Industry-Recognized Credentials and WorkKeys*, <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Industry-Recognized-Credentials-and-WorkKeys>, (last visited December 31, 2018).
- Ohio Department of Higher Education, *Certificates and Credentials*, <https://www.ohiohighered.org/certificates-and-credentials>, (last visited December 31, 2018).
- Manufacturing Skill Standards Council, *MSSC Board-Suggested Quality Assurance Guidelines and Rating System for Industry-Recognized Certifications*, <http://files.constantcontact.com/7b7d1c26101/d754737c-207d-41f1-ab55-cf8f1df29fdf.pdf>, (last visited December 31, 2018).

# CREDENTIAL CLASSIFICATION CHECKLIST TEMPLATE

## Appendix IV: Resources for Verifying Authorized Occupational License Trainers

Providers authorized to deliver license-related training by an Ohio licensing body, as verified using the below links, are considered eligible training providers that may receive funding to provide occupational skills training to workforce program participants.

	Licensing Body	Programs/Occupations	Link
1	<b>Ohio Cosmetology and Barber Board - Barber Schools</b>	Barber	<a href="http://www.cos.ohio.gov/EXAM-SCHOOL-INFO/SCHOOL-Information/Barbering">http://www.cos.ohio.gov/EXAM-SCHOOL-INFO/SCHOOL-Information/Barbering</a>
2	<b>Ohio Cosmetology and Barber Board - Cosmetology Schools</b>	Cosmetology programs	<a href="http://www.cos.ohio.gov/EXAM-SCHOOL-INFO/SCHOOL-Information/Cosmetology">http://www.cos.ohio.gov/EXAM-SCHOOL-INFO/SCHOOL-Information/Cosmetology</a> After clicking on the link, choose between <b>Career Technical Schools</b> , <b>Private Schools</b> , or <b>Adult Education</b> .
3	<b>Ohio Dental Board</b>	Dental or Dental Hygiene (see American Dental Association link on the site.) Radiology courses (Dental Assisting), Expanded Function Dental Auxiliary, and Coronal Polishing (see available links.)	<a href="http://www.dental.ohio.gov/Education-Renewal/Initial-Training">http://www.dental.ohio.gov/Education-Renewal/Initial-Training</a>
4	<b>Ohio Board of Nursing</b>	Community Health Worker training programs	<a href="https://nursing.ohio.gov/licensing-certification-ce/community-health-">https://nursing.ohio.gov/licensing-certification-ce/community-health-</a>
5	<b>Ohio Department of Insurance</b>	Insurance pre-licensing programs	<a href="https://gateway.insurance.ohio.gov/UI/ODI.Agent.Public.UI/EduCourseProvid">https://gateway.insurance.ohio.gov/UI/ODI.Agent.Public.UI/EduCourseProvid</a>
6	<b>Ohio Department of Public Safety</b>	Commercial Driver License (CDL)	<a href="https://apps.dps.ohio.gov/dets/">https://apps.dps.ohio.gov/dets/</a>
7	<b>Ohio Department of Public Safety</b>	Private Investigator or Security Guard services	<a href="https://services.dps.ohio.gov/PISGS/Pages/public/ProviderSearch.aspx">https://services.dps.ohio.gov/PISGS/Pages/public/ProviderSearch.aspx</a>
8	<b>Ohio Peace Officer Training Academy</b>	Private security training schools	<a href="https://www.ohioattorneygeneral.gov/Law-Enforcement/Ohio-Peace-Officer-Training-Academy/Directory-of-Peace-Officer-Basic-Training-Acad-%281%29">https://www.ohioattorneygeneral.gov/Law-Enforcement/Ohio-Peace-Officer-Training-Academy/Directory-of-Peace-Officer-Basic-Training-Acad-%281%29</a>