

Attachment A: 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 related to workforce programs. 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 described above and the performance outcomes the area may report when the credential is completed:

	<i>Workforce Credential Classifications</i>			
	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 certifications 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 in the righthand column 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 own judgement based on the overall combination of all questions and responses.

I. Industry-Recognized Certificate or Certification (IRC)

A. Approval by a State Education Department

The Ohio Department of Education (ODE) screens industry-recognized credentials that its students may earn and maintains a [website by industry sector](#) 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.

The Ohio Department of Higher Education (ODHE) also reviews industry credentials and [maintains a list](#) of those that meet ODHE standards for quality and employer demand.

(Note: The full website addresses for the links found throughout this document are listed in Appendix II, Web Addresses of Online Resources.)

	Yes	No
1. The credential is listed on ODE's IRC website with a point value of 3 or higher.	<input type="checkbox"/>	<input type="checkbox"/>
2. The credential is listed by ODHE as an approved industry credential.	<input type="checkbox"/>	<input type="checkbox"/>

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 occupational skills training and the completed credential is a positive outcome for the credential attainment performance measure.

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; 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 (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	MSSC, NIMS
Construction	NCCER
Information Technology	CompTIA
Allied Health Care	AMCA
Automotive Repair	ASE
Welding	AWS

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.

	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 training needed to obtain the credential may be funded by the workforce 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 OhioMeansJobs.com .	<input type="checkbox"/>	<input type="checkbox"/>
3. The credential is needed to enter a career that is included on Ohio's list of in-demand careers .	<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 Certification Finder 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)																
<p>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.</p> <p>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.</p> <p>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.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <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 does not stand alone as an RPC.</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 component part within an over-arching RPC regimen.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3. The credential is approved by ODHE as a Technical Certificate or Technical Assessment.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4. The participant intends to continue training to complete the full RPC.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p><i>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.</i></p>		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"/>
	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"/>														
VI. Basic Skill Certification (BSC)																
<p>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.).</p> <p>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.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <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 does not meet the criteria of an RPC or ESC.</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 verifies general, work-related basic skills or entry-level skills.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3. The credential would help the individual obtain a job or is related to a work experience.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p><i>Answering “Yes” to all three items indicates the credential is a BSC.</i></p>		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"/>			
	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"/>														

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>Generally, WRCs are awarded based on assessment of an individual’s pre-existing learning, mental or physical abilities, personality traits, attitude, or work habits rather than passage of a test verifying that specific knowledge or skills were gained as a result of a training program.</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: #f08080;"> <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 style="padding: 5px;">1. The credential verifies employability, soft skills, or basic academic learning.</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">2. Training services or instruction are not needed by most individuals to obtain the credential.</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">3. Holding the credential may offer the job seeker an advantage in employer hiring decisions.</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </tbody> </table>		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"/>	<p style="text-align: center;"><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"/>												
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"> <input type="checkbox"/> I. Industry-Recognized Certificate or Certification (IRC) <input type="checkbox"/> II. Registered Apprenticeship Program Certificate <input type="checkbox"/> III. Occupational License <input type="checkbox"/> IV. Associate or Baccalaureate Degree <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"> <input type="checkbox"/> V. Embedded Stackable Certificate (ESC) <input type="checkbox"/> VI. Basic Skill Certification (BSC) <input type="checkbox"/> VII. Work Readiness Certificate (WRC) 														

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)	I. Industry-Recognized Certificate or Certification				
	A. Approval by State Education Department				
	1.	Listed on ODE's IRC website with 3 or more points			<i>Any "Y" answer means it is an RPC.</i>
	2.	Listed by ODHE as an approved IRC			
	B. Measurement of Technical or Industry/Occupational Skills				
	1.	Verifies technical skills beyond basic entry-level			<i>Any "N" answer, it is not an RPC.</i>
	2.	Requires classroom and/or on-the-job training to obtain.			
	C. Endorsement of an Industry Certifying Body or Product Manufacturer				
	1.	Issued or endorsed by industry's recognized certifying body			<i>Any "Y" answer means it is either an RPC or ESC.</i>
	2.	Issued by multi-national corporation that certifies highly skilled users of its business products			
	D. Industry-Specific, Employer-Recognized, and Portable				
	1.	Verifies skills specific to one industry			<i>Entry of more "Y" responses than "N" responses generally means credential is likely an RPC.</i>
	2.	Listed in multiple OhioMeansJobs.com postings			
	3.	Needed for entry into an Ohio In-Demand occupation			
	4.	Sought by employers in other states			
5.	In the Certification Finder with "In-Demand" flag →				
II. Registered Apprenticeship Program Certificate					
1.	Certificate from state-recognized Registered Apprenticeship			<i>Any "Y" means credential is RPC.</i>	
2.	Certificate from a state-recognized pre-apprenticeship				
III. Occupational License					
1.	Required for worker to perform an in-demand job			<i>"Y" to both items indicates RPC.</i>	
2.	Issued by federal or state agency or board				
IV. Associate or Baccalaureate Degree					
1.	Postsecondary degree from an institute of higher ed.			<i>"Y" to both items indicates RPC.</i>	
2.	Leads to an in-demand occupation				
ESC	V. Embedded Stackable Certificate (ESC)				
	1.	Does not stand alone as an RPC			<i>"Y" answer to 3 or more items indicates credential is an ESC.</i>
	2.	Is a component part within an over-arching RPC			
	3.	Approved by ODHE as a Technical Certificate or Assessment			
4.	Participant intends to complete the full RPC				
BSC	VI. Basic Skill Certification (BSC)				
	1.	Does not meet above criteria of an RPC or ESC			<i>"Y" answer to all 3 items indicates BSC.</i>
	2.	Verifies general work-related or entry-level skills			
3.	May help individual obtain a job or work experience				
WRC	VII. Work Readiness Certificate (WRC)				
	1.	Verifies employability, soft skills, or basic academics			<i>"Y" answer to all three items means it is a WRC.</i>
	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	http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Industry-Recognized-Credentials-and-WorkKeys/Industry-Recognized-Credentials
	Ohio Department of Higher Education list of approved industry credentials	https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/Link/ODHE%20Approved%20Industry%20Credentials%205-23-18-list.pdf
I. Industry Recognized Certificate or Certification, page 3	OhioMeansJobs.com job search page	https://jobs.ohiomeansjobs.monster.com/Search.aspx
	Ohio's list of in-demand careers	https://jobseeker.ohiomeansjobs.monster.com/ExploreIt/In-DemandCareers.aspx
	Certification Finder on careeronestop.org	https://www.careeronestop.org/toolkit/training/find-certifications.aspx
II. Registered Apprenticeship, page 4	List of approved registered apprenticeship programs in Ohio	http://omj.ohio.gov/program/index.stm
III. Occupational License, page 4	Database of most common licensed occupations	http://www.ncsl.org/research/labor-and-employment/occupational-licensing-statute-database.aspx#Database
IV. Associate or Baccalaureate Degree, page 4	List of Ohio Public Institutions	https://www.ohiohighered.org/campuses/map
	Independent colleges and universities in Ohio	https://www.ohiohighered.org/board-of-regents/university-system-of-ohio/independent-colleges-and-universities

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).
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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	Ohio Cosmetology and Barber Board - Barber Schools	Barber	http://www.cos.ohio.gov/EXAM-SCHOOL-INFO/SCHOOL-INFO/INFORMATION/BARBERING
2	Ohio Cosmetology and Barber Board - Cosmetology Schools	Cosmetology programs	http://www.cos.ohio.gov/EXAM-SCHOOL-INFO/SCHOOL-INFO/INFORMATION/COSMETOLOGY After clicking on the link, choose between Career Technical Schools , Private Schools , or Adult Education .
3	Ohio Dental Board	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.)	http://www.dental.ohio.gov/Education-Renewal/Initial-Training
4	Ohio Board of Nursing	Community Health Worker training programs	http://www.nursing.ohio.gov/PDFS/CHW/CHW_Training_Programs.pdf
5	Ohio Department of Insurance	Insurance pre-licensing programs	https://gateway.insurance.ohio.gov/UI/ODI.Agent.Public.UI/EduCourseProvid
6	Ohio Department of Public Safety	Commercial Driver License (CDL)	https://services.dps.ohio.gov/DETS/public/schools
7	Ohio Department of Public Safety	Private Investigator or Security Guard services	https://services.dps.ohio.gov/PISGS/Pages/public/ProviderSearch.aspx
8	Ohio Peace Officer Training Academy	Private security training schools	https://www.ohioattorneygeneral.gov/Law-Enforcement/Ohio-Peace-Officer-Training-Academy/Directory-of-Peace-Officer-Basic-Training-Acad-%281%29