



## STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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### **WORKFORCE INVESTMENT NOTICE: 06-15**

**TO:** Workforce Investment Areas  
**FROM:** John J. O'Hare, Administrator – Workforce Investment Office  
**SUBJECT:** Certificate Definition under Common Measures  
**DATE:** June 28, 2007

**1. Purpose.** This Workforce Investment Notice provides direction on the definition of certificate under Common Measures.

**2. References.** Training and Employment Guidance Letter (TEGL) No. 17-05.

**3. Background.** On February 16, 2006, DOLETA issued TEGL No. 17-05 which, among other things, introduced and defined the term “certificate” as a replacement for the term “credential” for all adult, dislocated worker and older youth participants who receive services on or after July 1, 2006.

**Certificate** – A certificate is awarded in recognition of an individual’s attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards or awarded in recognition of the attainment of only generic pre-employment or work readiness skills are not included in this definition. A certificate is awarded in recognition of an individual’s attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request  
to individuals with disabilities

- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- An institution of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Certificates and degrees must be documented in the WIA Access Database and AOSOS. Documentation in participant files should include a copy of the certificate, license, diploma, school transcripts, or a letter from the school system. In addition to a copy of one of the above, case notes must document the attainment of the degree or certificate. To obtain health-related certificates utilize the following site: <http://www.health.ri.gov/hsr/professions/license.php>

To achieve a positive performance outcome, the adult participant must attain a certificate by the end of the third quarter after exit AND be employed during the first quarter after exit; for older youth participants, the certificate can be coupled with employment, entry into post-secondary education, or entry into advance training.

**4. Action Required.** Effective July 1, 2006, the use of the term "certificate" as described in this notice and TEGL 17-05 must be used. Local Workforce Investment Areas are requested to widely distribute copies of this issuance to local Workforce Investment Area agency staff, training providers, and other NetWORKri partners within their respective areas.

Referenced TEGL 17-05 is attached and made a part of this issuance. View this document at: <http://wdr.doleta.gov/directives/attach/TEGL17-05.pdf>

**5. INQUIRIES.** Questions concerning this WIN may be directed to me at 462-8782 or Mavis McGetrick at 462-8791 or [mmcgetrick@dlt.ri.gov](mailto:mmcgetrick@dlt.ri.gov)