

June 10, 2015

| |
|--|
| DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 14-44 |
|--|

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL JOB CORPS CENTER STAFF
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
 ALL USERS

FROM: LENITA JACOBS-SIMMONS
 National Director
 Office of Job Corps

SUBJECT: New Credential Classification System

1. Purpose. To announce a new credential classification system for both the Job Corps measurement system, and the reporting mechanism in the Center Information System 3G (CIS-3G).

2. Background. In response to the Workforce Innovation and Opportunity Act (WIOA) and feedback from industry representatives, the National Office of Job Corps has conducted a thorough review of its credential attainment policies and data to date. Since Program Year (PY) 2012, credential attainment rates have continued to surpass the national goal, and proven to be a significant milestone in the student’s training accomplishments.

 According to a recent Georgetown University study¹, “More than 60 percent of certificates have a clearly demonstrated economic payoff ... with individuals earning 10 percent higher than the median high school graduate.” Additionally, credential holders earn 20 percent more in income than non-credential holders.

 The National Office review also found that students have been earning 2.4 credentials in the industry areas for which they trained. However, the current reporting system only gives credit for one credential. It also became apparent that credentials can vary significantly in terms of their perceived rigor and relevance among employers.

 Therefore, the National Office, in collaboration with Employment and Training Administration staff, the Outcome Measurement System (OMS) workgroup, and industry and

¹ “Certificates: Gateway to Gainful Employment and College Degrees.” Georgetown University, Center on Education and the Workforce, June 2012

credential sponsors, plans to implement a new reporting system to comply with WIOA and strengthen the value of credentials earned.

3. Explanation of Changes.

- a. *Primary and Secondary Classification.* Going forward, credentials will be classified as either primary or secondary based on the industry's criteria for employment. Primary credentials are those that encompass proficiency in the majority of a job's duties, while secondary credentials play a supportive role to the job's main functions. For example, a Machining Level 1 credential for a machinist position is considered primary whereas, an OSHA-10 certification is secondary.

For a list of credentials classified by primary or secondary, visit the Career Technical Training (CTT) Web page on the Job Corps Community Web site.

- b. *Outcome Measurement System and Career Technical Training Report Cards.* The OMS and CTT Report Cards will measure credential attainment by the Industry-Recognized Credential's primary or secondary status beginning July 1, 2015. Each report will capture the following:
1. OMS – Industry-Recognized Credential's attainment will reflect only those primary credentials attained.
 2. CTT-10 – Industry-Recognized Credential's attainment will show both primary and secondary credentials attained.

The Appendix 501d will be revised to include the new assigned goals and weights based on the OMS Workgroup's recommendations. The new guidelines will be released prior to the anticipated effective date of July 1, 2015.

- c. *E-TAR Credential Module in CIS.* The Update/View E-TAR Credential Detail Tab has been modified to capture new information for greater simplification and record-keeping. The Center Information System Technical Guide will include updated instructions to address the following feature:

“Credential Assigned as Primary or Secondary” – A credential's primary or secondary classification will be pre-populated in the “Level” field in the Credential Module. This designation plays a critical role in calculating the credit reported on the OMS and CTT-10 Report Card.

4. Action. Addressees are to ensure this Information Notice is distributed to all appropriate staff, including Records Managers, CTT Managers, and CTT Instructors.

5. Effective Date. July 1, 2015

6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or bradshaw-morris.tracy@dol.gov.