

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU

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**OAHU WORKFORCE DEVELOPMENT BOARD
WORKFORCE INNOVATION AND OPPORTUNITY ACT
POLICY #14-25**

SUBJECT: CREDENTIALS

PURPOSE:

The purpose of this policy is to establish guidance and define Credentials.

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) has put into place a Credential Attainment indicator for Title I, programs. Credential Attainment is the percentage of those clients enrolled in an education or training program (excluding OJT and Customized Training) who attained a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program.

DEFINITIONS

- **Recognized Credentials** - A recognized postsecondary credential is defined as an industry-recognized certificate or certification, a certificate of apprenticeship completion, a license acknowledged by the State or Federal government, or an associate, Bachelor's, or graduate degree. This includes graduate degrees for the purposes of the Vocational Rehabilitation program, as outlined in the Rehabilitation Act of 1973 section 103(a)(5) and (18). A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations.

POLICY:

All training services must be clearly identified and expectations for earning of a credential must be stated in the client's Individual Service Strategy, Individual Employment Plan, or

Individualized Plan for Employment. The client must understand that once training begins, he or she is expected to complete all requirements and program personnel must not report a credential if the client failed to complete the entire program.

Credential Attainment is the percentage of participants enrolled in an education or training program (excluding on-the-job training and customized training) who attain a recognized postsecondary credential or secondary school diploma or equivalent during participation in, or within one year of, exit from the program.

Youth participants who have attained a secondary school diploma or its recognized equivalent are included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

For each core program, a description of who qualifies as being enrolled in an education or training program' and is thus included in the credential attainment indicator includes:

- TITLE I ADULT AND DISLOCATED WORKER: All participants in the Adult and Dislocated Worker programs who are enrolled in an education or training program (excluding those in On-the-Job Training or Customized Training) are counted in the credential attainment indicator.
- TITLE I YOUTH:
 - In-school Youth (ISY): All ISY are included in the credential attainment indicator because they are attending secondary or postsecondary school.
 - Out-of-school Youth (OSY): Only OSY who participate in one of the following are included in the credential attainment indicator:
 - Occupational Skills Training (OST)
 - Secondary (high school) education at or above the 9th-grade level during participation
 - Postsecondary education during participation
 - Title II Adult Education and Literacy (AEL) programs at or above the 9th-grade level
 - YouthBuild programs during participation o Job Corps programs during participation

Credential: This indicator measures attainment of two types of credentials:

1. Recognized Postsecondary Credentials are defined as a credential consisting of:

- Industry-recognized certificate or certification; Employment and Training Administration's (ETA) Office of Apprenticeship or recognized State apprenticeship agency;
- Certificate of completion of an apprenticeship;
- License recognized by the State or Federal government;
- Associate or baccalaureate degree.

A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are

based on standards developed or endorsed by businesses or industry associations.

Examples:

- Certified Nursing Assistant (CNA) License
 - Occupational License
- Automotive Service Excellence (ASE) Certification
 - Example of Occupational Certificate
- Certificate of Completion of a Registered Apprenticeship Program
 - Example of Occupational Certificate
- Associates of Applied Science Degree in Diesel Technology
 - Example of Associates Degree
- National Institute for Metalworking Skills (NIMS) Certification
 - Example of Occupational Certificate
- Massage or Cosmetology License
 - Example of Occupational License

2. Secondary school diploma or its recognized equivalent

- **Secondary School Diploma:** An official certificate awarded for completing required coursework and credits at a high school or equivalent institution, showing proficiency in core subjects like math, language arts, and social studies.
- **Secondary School Equivalency Diploma:** A certificate awarded for demonstrating knowledge and skills equivalent to a high school diploma, usually through passing a standardized test like the GED (General Educational Development).
- **Associate's Degree:** An academic degree awarded after completing a two-year program at a community or technical college, covering specific study areas or general education and serving as a basis for further education or workforce entry.
- **Bachelor's Degree:** An academic degree awarded after a four-year undergraduate program, covering a specific major and general education. It's often required for professional positions and can lead to advanced studies.
- **Occupational Licensure:** A certification from a government or regulatory body that authorizes individuals to work in a specific occupation, requiring specific education, experience, and exams to ensure they have the necessary skills.
- **Occupational Certificate:** A credential awarded for completing specific training or education in an occupation, verifying the necessary skills and knowledge. It is typically issued by educational institutions, professional organizations, or industry associations.
- **Occupational Certification:** A credential given to individuals who prove their competency in a specific occupation by passing an exam and meeting other criteria, validating their skills and knowledge.
- **Other Recognized Certificates:** Industry/occupational skills completion are sufficient to qualify for entry-level or advancement in employment.

CERTIFICATES VS CERTIFICATIONS

- **Certificates** are formal documents that validate the completion of a course or training, demonstrating acquired skills or knowledge in a specific area.

- Certificates must recognize technology or industry/occupational skills for the specific 2 industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills 3 certificates are broadly required to qualify for entry-level employment or advancement in employment.
- **Certifications** are official credentials that validate expertise and competency in a profession or skill, awarded after meeting specific standards, often through exams or training.

CREDENTIAL DOCUMENTATION

Acceptable documentation includes:

- Data Crossmatch
- Copy of credential (e.g., a certificate from obtaining a license or degree)
- Copy of school record (e.g., year-end transcripts)
- Signed follow-up survey (letter) from program participant
- Case notes documenting information obtained from education or training provider (letter or email from education or training provider must be uploaded in HireNetHawaii)

ACTION:

This policy is effective immediately and remains in effect until such time that amendments to this policy are made or a new policy is issued.

INQUIRIES:

For inquiries regarding this policy, please contact Harrison Kuranishi, Executive Director, Oahu Workforce Development Board at 808-768-7790 or h.kuranishi@honolulu.gov.



Harrison Kuranishi
Executive Director