



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF PLANNING AND ACCOUNTABILITY

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JOCELYN E. FRASIER
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January 31, 2001

Workforce Investment Act Memorandum Number E&T 01-14

Topic: The State defines credential.

Subject: Definition of credential for participants under the Workforce Investment Act.

Purpose: To eliminate confusion on what will be accepted as a credential for purposes of performance measures.

Background: There have been questions from the local areas regarding acceptable credentials to be used towards the performance measure.

Instructions: The following definition will be used as the official State definition of credential. LWIAs should refer to this definition when considering the inclusion of a participant in one of the credential performance measures.

Credential - A nationally recognized degree or certificate or recognized educational credential as described by the Tennessee Department of Education or Tennessee Higher Education Commission. Credentials include a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards¹, licensure or industry-recognized certificates, degrees, transcripts or any other papers generally taken to signify completion of education goal at an institution certified as an Eligible Training Provider.

Basic skills goal - measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.

¹ Recognized Skill Standard is defined for the purpose of the Younger Youth Skill Attainment Rate. The Skills Standards include basic skills goal, occupational skills goal, and work readiness skills goal as detailed in TEGE 7-99 (see attached).

Occupational skills goal - primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.

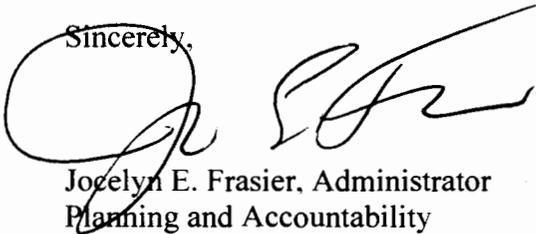
Work readiness skills goal - work readiness skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image.

Contact: For questions regarding this policy, please contact Susie Bourque, Planning and Accountability at 1-800-255-5872.

Effective: January 31, 2001

Expiration Date: Indefinite

Sincerely,

A handwritten signature in black ink, appearing to read 'Jocelyn E. Frasier', is written over a circular stamp. The signature is fluid and cursive.

Jocelyn E. Frasier, Administrator
Planning and Accountability