

# **GLOW Workforce Development Board (WDB) Policy**

Under The Workforce Innovation And Opportunity Act (WIOA)

**Name Of Policy:**        **Non-degree Credential for GLOW WDB**

**Approval Date:**        **3/17/26**

**Amended Date:**        **3/18/26**

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**Purpose:**

Provide guidance on how GLOW Region will be determining credentials for the WIOA Credential Attainment Primary Indicator of Performance (hereafter referred to as “WIOA Credential Attainment Indicator”), for WIOA Title I Adult, Dislocated Worker, and Youth programs.

**Policy:**

LWDBs have primary responsibility for determining credentials that are included in the WIOA Credential Attainment Indicator for their Local Workforce Development Area (LWDA) when the credential is considered “non-degree.”

**Note:** Non-degree credentials include occupational certificates, occupational certifications, and other recognized certificates of industry/occupational skills completion, as detailed in the Key Terms and Definitions section of **Attachment A: Non-Degree Credentials for the WIOA Credential Attainment Indicator**.

NYSDOL also strongly encourages the WDB to determine the quality of these non-degree credentials utilizing **Attachment B: Non-Degree Credential Quality**.

Credential attainment information must be entered into the customer’s One-Stop Operating System (OSOS) record. Staff must use the situation, evaluation, next steps, sufficient information, and employment related (SENSE) model for documenting credential attainment in OSOS.

All Training providers must be on the ETPL - refer to the ETPL policy.

**Non-degree Credential Review**

LWDBs are in a strong position to review and determine non-degree credentials needed for employment in local and regional in-demand industries, and their appropriateness for the WIOA Credential Attainment Indicator.

LWDBs must develop and implement a procedure to review non-degree credentials for their LWDA based on the criteria provided in Training and Employment Guidance Letter (TEGL) No. 10-16, Change 3 and Attachment A. Reviews are to be done on a case-by-case basis to determine if the non-degree credential is appropriate to include in the WIOA Credential Attainment Indicator.

A copy of the completed **Attachment A** must be retained by the LWDB and provided to NYSDOL upon request, when it is determined that the non-degree credential being reviewed will be counted as a positive outcome for the WIOA Credential Attainment Indicator. NYSDOL reserves

the right to review non-degree credentials approved by the LWDB and make alternate determinations as appropriate.

**Note:** A completed **Attachment A** must be re-reviewed at least once every four (4) years to determine if aspects of the non-degree credential have changed.

Quality is also an essential component of non-degree credentials, ensuring there is value for all stakeholders, including but not limited to, students, employees, training providers, and businesses. LWDBs are strongly encouraged to review non-degree credentials for quality utilizing the criteria in **Attachment B** as a guide.

**Attachment B** must also be retained by the LWDB, if utilized to determine non-degree credential quality.

**Data Entry:**

Should review of the non-degree credential indicate it is appropriate for the WIOA Credential Attainment Indicator, staff must update the customer's OSOS/State MIS record and record the Credential Attainment outcome and any Data Element Validation (DEV) requirements. Staff must also record an OSOS/MIS comment, including the Credential Attainment outcome.

Staff should utilize the Attainment of a Degree or Certificate OSOS Guide for additional guidance on data entering Credential Attainment information.

**Background:**

The WIOA Credential Attainment Indicator is the percentage of participants enrolled in an education or training program (excluding those in On-the-Job Training or Customized Training) who attained a recognized postsecondary credential, or high school diploma or its recognized equivalent, during participation in or within one (1) year after exit from the program. Non-degree credentials have no specific established universal standards; hence, the LWDB must determine and document their inclusion in the WIOA Credential Attainment Indicator.

A participant who has attained a high school diploma or its recognized equivalent is included in the percentage of participants who have attained such only if the participant is also employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one (1) year after exit from the program.

The following credentials, further defined in Attachment A, are regulated by government entities and therefore do not need to be reviewed or further approved by the LWDB to count toward the WIOA Credential Attainment Indicator:

- High school diploma or its recognized equivalent;

**Note:** Only New York State (NYS)-registered high schools can award a NYS high school diploma or its recognized equivalent. NYS residents must attend/participate in programs registered with the NYS Education Department (NYSED) to achieve a valid high school diploma or its recognized equivalent. A high school diploma or its recognized equivalent attained through an unregistered school or program while the individual lives in NYS, is not recognized and **may not** be suitable for admission to community colleges, scholarships, etc.).

- Associate's degree;
- Bachelor's degree;
- Graduate degree for purposes of the Vocational Rehabilitation (VR) program;

**Note:** For all WIOA titles except the WIOA Title IV VR programs, graduate degrees are not included in the definition of a recognized postsecondary credential and therefore do not count toward the WIOA Credential Attainment Indicator. Only WIOA Title IV VR programs are permitted to include graduate degrees as a type of recognized postsecondary credential.

- Occupational licensure;

**Note:** For professions requiring occupational licensure and certification, passing the course's certification exam is counted toward both the WIOA Credential Attainment and Measurable Skill Gains indicators, even before the trainee obtains licensure. If there is no certification associated with the course, completion of the course would count toward the Measurable Skill Gains indicator only and not the Credential Attainment indicator.

- Registered Apprenticeship certificates; and
- Career and Technical Education certificates.

Additionally, programs and services that provide work readiness or general safety skills are not included in the WIOA Credential Attainment Indicator because they are not occupational skills training or academic formal education per WIOA. However, they are important and necessary for building the essential skills of customers and are reported as pre-vocational services or as the WIOA Youth Leadership Development Element.

## REFERENCES

WIOA Regulations 20 CFR § 677.155

Training and Employment Guidance Letter (TEGL) No. 10-16, Change 3: Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs (June 11, 2024)

Workforce Development System Technical Advisory (WDS TA) #18-06.3: Primary Indicators of Performance for Titles I and III under the Workforce Innovation and Opportunity Act (WIOA) (April 22, 2024)

Training and Employment Notice (TEN) No. 25-19: Understanding Postsecondary Credentials in the Public Workforce System (June 8, 2020)

NYSED High School Equivalency Pathways for Residents of New York State (December 2024)

NYSED Career Training (Proprietary) Schools and Career and Technical Education Programs (December 2024)

Attainment of a Degree or Certificate OSOS Guide

## ATTACHMENTS

A. Non-Degree Credentials for the WIOA Credential Attainment Indicator

B. Non-Degree Credential Quality

<https://dol.ny.gov/system/files/documents/2025/03/attachment-a-non-degree-credentials-for-the-wioa-credential-attainment-indicator.pdf>