Measurable Skill Gains and Credential Attainment

Measureable Skill Gains

A measurable skills gain (MSG) is defined as documented academic, technical, occupational, or other forms of progress, towards a credential or employment.

The indicator is used to measure interim progress of participants who are enrolled in education or training services for a specified reporting period. If a participant has a training activity opened during their program participation they can attain a measurable skills gain. Applicable training services include Adult Education, Occupational Skills Training, Associate's Degree, Bachelor's Degree, Youth Dropout Prevention, Alternative School, Apprenticeship Classroom Training, Apprenticeship On-the-Job Training, On-the-Job Training, Youth Build, and Job Corps.

This is NOT an exit based measure. Instead, it is intended to capture important progressions through pathways that offer different services, based on participant needs.

Depending on the type of education or training program in which a participant is enrolled, documented progress can be defined as below.

Measurable Skill Gains Criteria			
Category of Measurable Skill Gain	**Requirements**	**Acceptable Verification**	**NEworks/ ECM Verification**
Education Functioning Level (below post-secondary level): For participants enrolled in a basic education program including K-12 school, alternative school or adult education.	Achievement of at least one educational functioning level in one subject for a customer completing basic education. Example: If someone scores 9th grade on pre-test and then scores 10th grade on a post-test, that's considered a MSG.	Acceptable pre and post-test scores (See the CASAS section for pre and post-test standards).	Enter the test scores in the NEworks Assessment tab, upload to ECM under *Assessments*, case note, and complete the Educational Functioning Level for Measurable Skill Gains tab in the WIOA application.
	Earned Adult Educational high school diploma credits.	• Transcripts • Documentation of completion of 1 High School Diploma Credit	Upload documentation to ECM under *School Records*, case note, and complete the Educational

			Functioning Level for Measurable Skill Gains tab in the WIOA application.
	Participant completes adult education while enrolled in WIOA and enrolls in postsecondary education after enrollment is closed. Note: They must enroll in postsecondary education during the same program year they exited to count.	No documentation required but class schedule could be additional documentation.	Complete the NEworks Closure tab in the WIOA application, indicate the participant is enrolled in postsecondary education, and case note.
Secondary School Completion	Completion of High School Diploma or obtaining their GED Note: High School Diploma may be completed through a K-12 school, alternative school, Adult Education provider, or independent study.	• Transcripts • Diploma • Certificate	Upload documentation to ECM under *School Records*, case note, and complete the Measurable Skill Gains tab in the WIOA application.
Secondary or Postsecondary Transcript or Report Card	**Secondary** Completion of at least 3 high school credits per semester. **Post-secondary** For full-time students, completion of 12 credit hours per semester. For part-time students completion of 12 credit hours over two semesters. (Does not count towards MSG until all 12 credit hours have been completed within 2 semesters.)	• Secondary transcript • Secondary report card • Post-secondary transcript • Post-secondary grades • Progress Reports **Note:** Verification must show credits or hours completed	Upload documentation to ECM under *School Records*, case note, and complete the Measurable Skill Gains tab in the WIOA application.

Satisfactory or Better Progress Report towards Established Milestones	**On-the-Job Training:** Successful completion of an OJT.	Required OJT documentation used for every OJT. No additional documentation required.	Close the OJT activity as successful and complete the Measurable Skill Gains tab in the WIOA application.
	On-the-Job Training: Received a pay raise.	Paystub showing pay increase.	Upload paystub to ECM under *Paystubs*, case note, and complete the Measurable Skill Gains tab in the WIOA application.
	Registered Apprenticeship: Completion of one year of a RA.	Verification from RA employer stating participant has completed 1 year.	Case note employer contact including name and title of individual spoken to, upload verification in ECM under *Employment Records*, and complete the Measurable Skill Gains tab in the WIOA application.
	Registered Apprenticeship: Completion of a course required as part of the apprenticeship	Certificate.	Upload certificate to ECM under *School Records*, case note, and complete the Measurable Skill Gains tab in the WIOA application
	Registered Apprenticeship: Received a pay raise.	Paystub showing pay increase.	Upload paystub to ECM under *Paystubs*, case note, and complete the Measurable Skill Gains tab in the WIOA application.

Successful Passage of a Knowledge-based Exam: **Verifiable Exams:** • Exam in Registered Apprenticeship Program • Employer required knowledge based exam • Industry or occupational competency assessment • Completion of test necessary for obtaining credential	**Exam must measure progress in a technical or occupational skills training program as evidenced by exams administered by:** • Division of Occupational Licensure • Nationally recognized groups overseeing occupational standards • Registered Apprenticeship Programs • Career and Technical Program Certificate of Completion exam Example: Obtaining a CNA license while enrolled in an LPN or RN program. Example: Obtaining a Learner's Permit while enrolled in a Truck Driving program.	• Exam scores • Exam completion certificate • Passage of exam notice • Valid occupational or industry license	Upload documentation to ECM, use crosswalk for correct index, case note, and complete the Measurable Skill Gains tab in the WIOA application.

Required Action
Based on the MSG categories above, complete the measurable skills gain tab in NEworks, case note the gain, and upload the corresponding documentation in ECM.

Entering a Gain in NEworks

Expand *Staff Profiles* > expand *Case Management Profile* > *Programs* > expand the *WIOA application* > expand the *Measurable Skills Gain tab* (if an MSG for Educational Functioning Level, expand the *Educational Functioning Level for Measurable Skills Gain tab*) > select *Create Measurable Skills Gain* > complete the gain information:

Measurable Skills Gain
Skill Type- Select skill type
Date Skill Attained- Enter the date the skill was attained
Type of Achievement- Select the type of achievement
Verify- The gain must have supporting documentation uploaded to ECM to verify the gain.

Save.

Education Functioning Level for Measurable Skills Gain

Test Type- This will auto-populate either pre or post test
Assessment Category- Select either ESL or ABE
Type of Assessment- Select CASAS or TABE
Functional Area- Select Math or Reading
Date of Pre-Test/ Post-Test- Date the participant completed the test
Pre-Test/Post-Test Score- The test score they received
Educational Functioning Level- Select the level

Save.

Credential Attainment

Credential attainment is defined as earning a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation or within one year after exit from the program.

This indicator is used to measure attainment of two types of credentials, a recognized postsecondary credential or a secondary school diploma, or its equivalent. Every participant who received training that was not OJT or customized training are included in the credential attainment performance measure. Applicable training services include Adult Education, Occupational Skills Training, Associate's Degree, Bachelor's Degree, Youth Dropout Prevention, Alternative School, Apprenticeship Classroom Training, Apprenticeship On-the-Job Training, On-the-Job Training, Youth Build, and Job Corps.

This is an exit based measure. Credentials can be obtained during program participation or within one year following exit from the program.

Definition of a secondary school diploma or recognized equivalent is a high school diploma that is recognized by the State or completing all GED requirements. Completion of a secondary school diploma only counts as attaining a credential if, the participant obtains their high school diploma or GED and are employed or enrolled in a postsecondary credential within one year following exit from the program.

Definition of a postsecondary credential is a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by Nebraska or the Federal government, or an 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.

Note: Certificates awarded by Workforce Boards and work readiness certificates are not included in this definition because neither type of certificate is recognized industry-wide, nor documents the measurable technical or industry/ occupational skills necessary to gain employment or advancement within an occupation.

Credential Attainment Criteria			
Type of Credential	**Examples (non-exhaustive list)**	**Acceptable Verification**	**NEworks/ ECM Requirements**
Secondary School Credential	• High school diploma • GED	• High School Diploma • High School Transcripts • GED Completion Certificate	Upload documentation to ECM under *School Records*, case note, and complete the Credential Attainment tab in the WIOA application.
Postsecondary Degree	• Associate's Degree • Bachelor's Degree	• Degree • Transcripts	Upload documentation to ECM under *School Records*, case note, and complete the Credential Attainment tab in the WIOA application.
Occupational Certification: Awarded by a professional organization or other nongovernmental body; Is not legally required in order to work in an occupation; and Requires demonstrating competency to do a specific job, often through an examination process.	• Automotive Service Excellence (ASE) Certification • Certified Public Accountant • Dental Assistant Certification • Emergency Medical Technicians (EMT) Certifications • Certified Medical Assistant • Information Technology Certification Exams • QuickBooks Certified User Exam • HVAC Certification Exams • Certified Surgical Technologist • Certified Composites Technician	• Certificate • Transcripts	Upload documentation to ECM under *School Records,* case note, and complete the Credential Attainment tab in the WIOA application.

	• AWS Certified Welder • Certified Professional Coder		
Occupational License: Awarded by a governmental licensing agency; Gives legal authority to work in an occupation; and Requires meeting predetermined criteria, such as having a degree or passing a state-administered exam.	• Certified Nursing Assistant (CNA) • Licensed Practical Nurse (LPN) • Registered Nurse • Dental Hygienist • Pharmacy Technicians • Radiology Practical Technician • Commercial Driver's License (CDL) • Registered Nurse • Plumbing Apprenticeship • Electrician Apprenticeship	License	Upload documentation to ECM under *School Records,* case note, and complete the Credential Attainment tab in the WIOA application.
Occupational Certificate: Awarded by a training provider or educational institution based on an individual demonstrating that he or she has acquired the designated knowledge, skills, and abilities to perform a specific occupation or skill.	• Certificate of completion of a Registered Apprenticeship • Certificate of completion of an Apprenticeship • Job Corps Occupational Certificate Completion • Machining Certificate of Completion • Diesel/Heavy Duty Technology Certificate of Completion	• Certificate of completion • Transcripts	Upload documentation to ECM under *School Records*, case note, and complete the Credential Attainment tab in the WIOA application.

Required Action
Based on the credential attainment categories above, complete the credential attainment tab in NEworks, case note the credential, and upload the corresponding documentation in ECM.

Entering a Credential in NEworks

Expand *Staff Profiles* > expand *Case Management Profile* > *Programs* > expand the *WIOA application* > expand the *Credentials* tab> select *Create Credential* > complete the credential information:

Credential Received- Select the type of credential received
If Other Credential was selected above include the type of credential in the below field
Credential Verification- All credentials must have documentation to verify the credential
Date Credential Received- Date the participant earned the credential
Associate to Training/ Activity Record- Select the NEworks activity that corresponds to the credential

Save.