

Credential Procedures

Overview

Every participant that receives a credential while in the WIOA program, or up to one year after Exit, paid by WIOA must have the credential information enter in Career Connect. These procedures explain the process for correctly adding the credential or credentials.

Navigation

An approved credential should be entered in the credentials bar of the WIOA application. A credential, or credentials can be added in the WIOA Program screen under Staff Profile>Case Management Profile>Programs>Credentials

Requirements

The service that led to the credential should be closed before adding the credential. For example, if it the credential was earned through an Occupational Classroom Training (ITA) service, the service must be closed in Career Connect before entering a credential. There should also be a case note indicating that the participant has completed training and the approved credential has been attained. In addition, a credential can be added up to a year after the participation date even if the participant is already exited.

Procedures

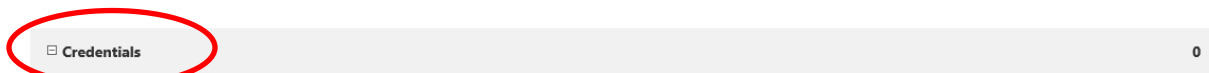
1. Under Manage Individuals click on Assist an Individual and search for your customer. Click on the Programs Tab link located on the right hand side.

Results View: [Summary](#) | [Detailed](#)

To sort on any column, click a column title.

User Name	First Name	Last Name	SSN	Vet	State ID	Last Login Date	Last Exited	Created	Action	Select
BGARDEN1519	Beatrice	Garden	1519		3913803	09/28/2017		09/28/2017	Summary Tab Case Notes Tab Activities Tab Programs Tab	<input type="checkbox"/>

2. When you are on the Program Tab scroll down to the WIOA application and click on the plus sign to expand the application tabs. Once the application has been expanded scroll down toward the middle of the page and click on the plus sign of the credentials bar.



[Create Credential](#)

There are no records to display.

3. When you are on the Credentials bar click on Create Credential. Under the General Information Tab select the Office Location.


General Information

Program:	WIOA
Application Number:	314992
Name:	Flores, Manny
Application Date:	7/2/2016
Program Participation Date	7/2/2016
Exit Date:	8/31/2016
Maximum date to record after exit:	8/31/2017
* LWIA/Region:	Chicago Cook Workforce Partnership
* Office Location:	<input type="text" value="Arlington Heights Workforce Center (8100)"/>

4. Scroll down to the Credential Information Section. **Complete all 3 fields as follows:**

- Select the “Credential Received”
- Under “Other Credential” specify what entity issued the credential and the name of the credential. Please see Appendix A List of Credentials by Occupation
- Select the appropriate verification documentation used to verify the credential
- Enter the Date the Credential was attained under “Date Credential Received”

Credential Information

* Credential Received:	<input type="text" value="Occupational Skills License"/>
Other Credential:	<input type="text" value="Class A CDL License"/>
Credential Verification:	[Verify Scan Upload Link]
* Date Credential Received:	<input type="text" value="02/16/2017"/> (m/n/dd/yyyy)  Today
Associated to Activity:	[Search Activities]

- Click on "Search Activities" to indicate which WIOA service led to the credential.

Credential Information

* Credential Received:

Other Credential:

Credential Verification: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

* Date Credential Received: (mm/dd/yyyy)

Associated to Activity: 401 – Apprenticeship Enrollment – 261019
[[Search Activities](#)]

- Once the credential information has been entered click Save to save the credential on Career Connect.

Credential Information

* Credential Received:

Other Credential:

Credential Verification: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

* Date Credential Received: (mm/dd/yyyy)

Associated to Activity: [[Search Activities](#)]

Save Cancel

- Once you click Save, the system will take you back to the Credentials bar and you will see your credential has been added to the participant's application.

Credentials 1

[Create Credential](#)

Search:

ID	Program	APPID	Credential	Source/Source ID	Date Received	Staff Entered
51365	WIOA	314992	Occupational Skills License		02/16/2017	Ore, Gabriela

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Rows: 10

Result

The credential has been recorded properly and the credential will count towards the Skills Gain Attainment performance measure.

APPENDIX A
List of Credentials by Occupation*

Occupation	Approved Credential
Executive Secretaries and Executive Administrative Assistants	Adobe, Microsoft or Industry Recognized Credential
Administrative Service Managers	Industry Recognized Credential
Paralegal and Legal Secretaries	Industry Recognized Credential
Billing and Posting Clerks	Industry Recognized Credential
Payroll and Timekeeping Clerks	Industry Recognized Credential
Brokerage Clerks	IL Commerce Commission Certificate
Accountants and auditors	Industry Recognized Credential
Human Resource Specialists	SHRM-SCP, SHRM-SCP or Industry Recognized Credential
Truck Driver	Secretary of State CDL Class A License
Bus Driver, School or Transit	Secretary of State School Bus Permit
Bus and Truck Mechanics and Diesel Engine Specialists	Industry Recognized Credential
Tire Repair and Changers	Industry Recognized Credential
Automotive Service Technicians and Mechanics	The National Institute for Automotive Service Excellence Certification
Automotive Body and Related Repairers	The National Institute for Automotive Service Excellence Certification
Aircraft Mechanics and Service Technicians	Industry Recognized Credential
Security Guard	IL Department of Financial and Professional Regulation PERC License
Industrial Truck and Tractor Operators	Industry Recognized Credential
Production, Planning and Expediting Clerks	Industry Recognized Credential
Shipping, Receiving and Traffic Clerks	Industry Recognized Credential
Dispatchers, Except Police, Fire, and Ambulance	Industry Recognized Credential
Cargo and Freight Agents	Industry Recognized Credential
Forklift Drivers	Occupational Safety & Health Administration (OSHA) Certification
Licensed Practical Nurse	IL Department of Financial and Professional Regulation License
Registered Nurse	IL Department of Financial and Professional Regulation License
Certified Nursing Assistant	IL Department of Public Health License
Medical Assistant	Industry Recognized Credential
Dental Hygienist	IL Department of Financial and Professional Regulation License
Dental Assistant	Industry Recognized Credential
Pharmacy Technician	IL Department of Financial and Professional Regulation License
Physical Therapist	IL Department of Financial and Professional Regulation License

Occupation	Approved Credential
Surgical Technologist	IL Department of Financial and Professional Regulation License
Emergency Medical Technician	IL Department of Public Health License
Paramedics	IL Department of Public Health License
Medical Records and Health Information Technician (Billing and Coding)	Industry Recognized Credential
Respiratory Therapist	IL Department of Financial and Professional Regulation License
Radiologic Technologist	IL Emergency Management Department Certification
Diagnostic Medical Sonographers	Industry Recognized Credential
Medical and Clinical Laboratory Technologists	Industry Recognized Credential
Medical and Clinical Laboratory Technicians	Industry Recognized Credential
Surgical Technologists	IL Department of Financial and Professional Regulation License
Medical Equipment Preparers	Industry Recognized Credential
Phlebotomists	Industry Recognized Credential
Cardiovascular Technicians	Industry Recognized Credential
Patient Representatives	Industry Recognized Credential
Patient Care Technicians (Phlebotomy, EKG and Certified Nursing Assistant)	See individual certifications
Occupational Therapy Assistants	IL Department of Financial and Professional Regulation License
Food Service Managers	National Restaurant Association Certificate
First-Line Supervisors of Food Preparation and Serving Workers	National Restaurant Association Certificate
Lodging Managers	IL Hotel and Lodging Association Certificate
First-Line Supervisors of Retail Sales Workers	National Retail Federation Certificate
Customer Service Representatives	Industry Recognized Credential
Sales Representatives, Wholesale and Manufacturing	Industry Recognized Credential
Computer User Support Specialists	CompTia and Microsoft Certifications
Computer Network Support Specialists	CompTia and Microsoft Certifications
Computer Systems Analysts	Oracle and Microsoft Certifications
Database administrators	Oracle and Microsoft Certifications
Software Developers, Applications	CompTia and Microsoft Certifications
Software Developers, Systems Software	Adobe and CompTia
Web Developers	Adobe and Oracle
Network and Computer Systems Administrators	CompTia, Cisco and Microsoft
Computer Network Architects	CompTia, Cisco, VMware
Information Security Analysts	CompTia
Carpenters	Industry Recognized Credential
Operating Engineers; Construction Equipment Operators	Industry Recognized Credential
Electricians	City License
Plumbers, Pipefitters, and Steamfitters	IL Department of Public Health License

Occupation	Approved Credential
Structural Iron and Steel Workers	Industry Recognized Credential
Welders, Cutters, Solderers, and Brazers	Industry Recognized Credential
Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic	National Institute for Metalworking Skills (NIMS) Certification
Computer-Controlled Machine Tool Operators	National Institute for Metalworking Skills (NIMS) Certification
Inspectors, Testers, Sorters, Samplers, and Weighers	Industry Recognized Credential
Machinists	Industry Recognized Credential
Grinding, Lapping, Polishing, and Buffing Machine Operators	Industry Recognized Credential
Mixing and Blending Machine Setters, Operators, and Tenders	Industry Recognized Credential
Stationary Engineers and Boiler Operators	Industry Recognized Credential
Food Batchmakers	Industry Recognized Credential
Cutting, Punching, and Press Machine Operators	Industry Recognized Credential
Team Assemblers	Industry Recognized Credential
Maintenance Workers, Machinery	Industry Recognized Credential
Industrial Machinery Mechanics	Industry Recognized Credential
Electrical Power-Line Installers and Repairers	Industry Recognized Credential
HVAC & Refrigeration Mechanics and Installers	Industry Recognized Credential

*Please note this list is not all inclusive. Other credentials may be allowable which are not listed here.