

Fresno Area Workforce Investment Corporation

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*Cindy Merzon
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LOCAL POLICY BULLETIN

FAWIC Policy Bulletin # <u>06-01</u> Date: <u>March 19, 2001</u>

TO: All FAWIC Providers of Services

FROM: Alex Babigian, COO

SUBJECT: Training Credential and Evidence of Competency

Effective Date: 7/01/2000

This Policy Bulletins supersedes FWDB/FAWIC PB 18-00 Dated October 20, 2000

All training, including, but not limited to employer participation in On-the-Job or Customized Training, Entrepreneurial, Job Readiness, and Occupational Skills, must be designed to result in the customer obtaining a certificate that evidences competency in the area of training, at a minimum. Generally, formal training must be evidenced by a nationally recognized degree or certificate, or State/locally recognized credential or other evidence of competency. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalent, post-secondary degrees/certificates, State Education Agency recognized credentials, recognized skill standards, and licensure or industry-recognized certificates, and other evidence of competency.

Each approved program and/or Eligible Training Provider must offer the appropriate education/training that enables the WIA customer to achieve competency in the skills instructed. If OJT or Customized training is being provided by an employer, this will be accomplished by the employer signifying, on a biweekly basis, that the customer is making satisfactory progress in the occupational skills listed in the Training Outline. Successful completion should be evidenced by a Certificate of Completion, or, if available and appropriate, other certification based on generally recognized and accepted industry related training criteria and performance measures.

During training, or up to three quarters after completing the training program, but before exiting WIA, all WIA customers are to demonstrate competency in the skills associated with their training program or course by passing each designated testing mechanism or process as outlined and required by the program/course/training, or in the absence of an established requirement, with a minimum 70% grade or pass level. Successful completion of any training program will be evidenced by issuance of a degree, license, credential, or other certificate of competency. The skill attainment document must specifically identify each area or field of competency (e.g. MS-Word, Arc Welding, Commercial Truck Driving, Medical Office Procedures etc.) and/or identify licensure that is recognized by a Local, State, or National industry trade, if available.

The responsibility for defining and administering the methodology, processes, procedures, and compliance with this policy on behalf of the Fresno County Workforce Investment Board will be vested in the Fresno Area Workforce Investment Corporation.