

Focus on Education, Credential Attainment and Measurable Skills Gain

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Focus on Education, Credential Attainment and Measurable Skills Gain

Background

Why are we concerned about accurately documenting levels of education, credential attainment and measurable skills gains?

Under WIOA one of the ways our program will be measured is on the credential attainment and measurable skills gain achieved by our participants.

Under section 116(b)(2)(A) of WIOA, there are six primary indicators of performance:

1. Employment Rate – 2nd Quarter
2. Employment Rate – 4th Quarter
3. Median Earnings – 2nd Quarter after Exit
- 4. Credential Attainment**
- 5. Measurable Skills Gain**
6. Effectiveness of working with Employers

Credential Attainment – Performance Measure

The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized **postsecondary** credential or a **secondary** school diploma, or its recognized equivalent, during participation in or within one year after exit from the program.

Definition of a Credential

A credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree, as well as graduate degrees for purposes of the VR program as required by section 103(a)(5) of the Rehabilitation Act of 1973, as amended by title IV of WIOA.

Measurable Skills Gain Performance Measure

The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.

Definition of Measurable Skills Gain

A measure of interim progress of participants who are enrolled in education or training services for a specified reporting period

Expanded Definition of a Credential in WIOA Reporting:

This indicator measures attainment of two types of credentials: either a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent.

Postsecondary Credential

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. These skills are generally based on standards developed or endorsed by employers or industry associations (e.g., degrees, occupational licensure, and occupational certificates).

Examples of Postsecondary credentials include:

- Associate's degree
- Bachelor's degree
- Graduate degree for purposes of the VR program
- Occupational licensure
- Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates
- Occupational certification
- Certificates obtained through completion of Job Corps career training programs
- Certificates obtained through a professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or product manufacturer or developer (e.g., recognized Microsoft Information Technology certificates, such as Microsoft Certified IT Professional (MCITP), Certified Novell Engineer, a Sun Certified Java Programmer, etc.)
- Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons

Examples of what would NOT count as a Postsecondary credential include:

- Workforce Development Board certificates
- Work Readiness Certificates
- General skill certificates related to safety or hygiene (e.g., CPR, OSHA, Emergency Management)
- Continuing Education Units (CEUs)
- Disability Skills Training (sign Language, speech reading, cognitive training/retraining)
- Certificates of Completion (Project SEARCH, Workshops)

Secondary School Credential

A secondary school diploma or its recognized equivalent. *A secondary school equivalency certification is one that is recognized by the State and is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA) and signifies that a student has completed the requirements for a high school education.*

Examples of secondary school credentials include:

- High School Diploma
- High School Equivalency Test (HiSET)
- General Education Diploma (GED)

Note: while not considered a credential for the purposes of WIOA reporting on credential attainment we would also document enrollment in and attainment of a special education certificate.

Licensed, Certified and Registered Occupations in New Hampshire

New Hampshire Employment Security has an online resource that provides information about all licensed, certified, and registered occupations in New Hampshire. This is a great tool for counselors to use when recording Measurable Skills Gains and Credential attainment as it provides a significant amount of information about an occupation; including but not limited to licensure, certification, and examination requirements, fees associated with the occupation, and regulatory agency contact information.

<https://www.nhes.nh.gov/elmi/products/licertocc/>

Measurable Skill Gains

The measurable skill gains indicator is used to measure interim progress of participants who are enrolled in education or training services for a specified reporting period. Therefore, it is not an exit-based measure. Instead, it is intended to capture important progressions through pathways that offer different services based on program purposes and participant needs and can help fulfill the vision for a workforce system that serves a diverse set of individuals with a range of services tailored to individual needs and goals.

Programs that Require Tracking of Measurable Skills Gains

Measurable skills gains for education and training programs leading to the attainment of a credential or employment are tracked for participants in the following types of programs:

- Secondary – High School Student
- Secondary – Adult Education
- Post-Secondary, including Associates, Bachelors and Graduate Programs
- Post-Secondary – vocational /technical programs
- Other Education and training
- Apprenticeship
- Business Enterprise Program (BEP)
- On-the-Job Training (OJT)

Five Types of Measurable Skills Gains

Five types of measurable skills gains are allowable under WIOA. The type of education or training program the participant is in will determine the type of measurable skills gain that will apply.

1. Educational Functioning Level (EFL) Gain

An EFL gain is the advancement of education level by making measurable improvement in educational attainment as measured by a pre and post-test. An example would be moving from a 9th grade reading level to a 10th grade reading level. The test typically used for this could include the TABE and or Basic English Skills Test (BEST).

2. Secondary Transcript/Report Card

A transcript or report card of a participant in a high school or adult education program for each year that they passed all classes taken and are in good academic standing. The report card must not indicate the participant dropped out of school, was removed from the institution or any other conditions that indicate removal on academic or conduct grounds.

3. Post-Secondary Transcript/Report Card

A transcript or a report card demonstrating the following based on enrollment status:

Full time student – completion of a minimum of 12 credit hours for one semester

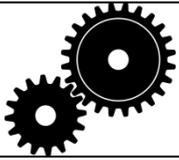
Part Time Student – completion of a minimum of 12 credit hours over the course of two completed semesters during the same 12 month period

4. Training Milestone

Satisfactory or better progress towards skill advancement while participating in an OJT, registered apprenticeship or Business Enterprise Program.

5. Skills Progression

Successful passage of an exam required for a particular occupation or progress in attaining trade-related benchmarks. Examples include passing CRC or NCE exams, CDL and passing a welding certification exam



Putting this into Action

Procedure:

Using the Education Page:

<p>@ IPE</p>	<p>Record <u>ALL</u> of the following that pertain to the participant:</p> <ul style="list-style-type: none"> • Highest Level of Elementary or Secondary School Grade the participant has completed • Current Grade, if currently enrolled in a secondary school program • Highest Educational Level Completed, if greater than highest level of elementary or secondary grade level noted above • Current enrollment in post-secondary or graduate education • Current enrollment in career of technical training program
<p>Recording Credential Attainment</p>	<p><u>Create an Educational Goal:</u></p> <ul style="list-style-type: none"> • As a participant <i>enrolls in a secondary, post-secondary, vocational or technical program</i>, an educational goal is created for that program to record both credential achievements as well as measurable skills gains. • As a participant <i>enters an apprenticeship, an on the job training or the business enterprise program</i> an educational goal is created to record measurable skills gains • As a participant <i>is preparing for or planning to take an exam required for a particular occupation or is working on trade-related benchmarks</i> an educational goal is created to record measurable skills gains <p><u>Update Educational Goal as Step Achieved and at Final Credential Achievement:</u> As the participant completes the educational goal the goal is updated and another one created as appropriate.</p>
<p>Recording Measurable Skills Gain</p>	<p><u>Update Measurable Skills Gain as they are Achieved:</u> As the participant completes a measurable skills gain it is documented in the record of the related educational goal.</p>

Examples

Tracking Credentials:

- A student with a disability has an Educational Goal of completing the 10th grade in June. The educational goal tracks whether the goal was accomplished and the actual date achieved. And create new educational goal for 11th grade that begins the day after the accomplishment of grade 10. This continues each year until the diploma (the credential) is received.
- A participant is completing their bachelor's degree in May. The educational goal area tracks whether the degree was achieved and the date the degree was received.

Tracking Measurable Skills Gains:

- A participant is enrolled in a 4-year registered apprenticeship program: the measurable skill gains indicator tracks the skills the participant gains throughout the reporting period, not just at the end of the 4-year training program.
- Low-skilled adult participants of an adult education program: the measurable skill gains indicator provides an opportunity to track and report gains in reading, writing, mathematics, and English proficiency.

The recording of credential attainment and measurable skill gain is essential for accurate RSA 911 reporting as well as reporting our performance on the related common performance measures under WIOA. The Education Page is also used to track progress toward a Credential.

Education/Training Leading to Credential or Employment	Credential Attained	Measurable Skills Gains	Documentation
Secondary – H.S. Student Aware Goal: <ul style="list-style-type: none"> • 9th Grade • 10th Grade • 11th Grade • 12th Grade • Special Education 	Track each year as Ed Goal <u>Outcomes</u> <ul style="list-style-type: none"> • Completion, No degree or certificate (use for completing grade levels before graduating) • Diploma • Special Education Certificate 	Type of Skills Gain: <i>Secondary Transcript/Report Card</i> Tracked by: <ul style="list-style-type: none"> • Completion of each year within a grade level 	Measurable Skills Gain: <ul style="list-style-type: none"> • Transcript or report card of the participant in high school for each year that they achieve a passing grade for all classes taken and are in good academic standing. Credential: <ul style="list-style-type: none"> • Diploma or Certificate
Secondary – Adult Education Aware Goal: <ul style="list-style-type: none"> • Adult Secondary Education 	<ul style="list-style-type: none"> • HiSet • GED • Certificate/Diploma 	Type of Skills Gain: <i>Educational functioning level gain (EFL)*</i> Aware Text: EFL- ‘name of test’ Tracked by: <ul style="list-style-type: none"> • Updated testing results 	Measurable Skills Gain: <ul style="list-style-type: none"> • Pre and post testing showing gain in EFL Credential: <ul style="list-style-type: none"> • HiSet • GED • Certificate or Diploma
Post-Secondary – Associate’s Aware Goal: <ul style="list-style-type: none"> • 1st Yr Postsecondary • 2nd Yr Postsecondary Post-Secondary – Bachelor’s Aware Goal: <ul style="list-style-type: none"> • 1st Yr Postsecondary • 2nd Yr Postsecondary • 3rd Yr Postsecondary • 4th Yr Postsecondary 	Track each year of postsecondary <u>Outcomes</u> <ul style="list-style-type: none"> • Completion, No degree or certificate (use for completing grade levels before graduating) • Degree obtained, e.g., Associates, Bachelor’s, etc. 	Type of Skills Gain: <i>Post-secondary Transcript/Report Card</i> Tracked by: <ul style="list-style-type: none"> • Completion of 12 credit hours: <ul style="list-style-type: none"> ○ <u>Full Time Student</u>: completion of minimum of 12 credit hours for one semester ○ <u>Part-time Student</u> – completion of a minimum of 12 credit hours over the course of a year 	Measurable Skills Gain: <ul style="list-style-type: none"> • Transcript or a report card demonstrating enrollment/passing grades in the minimum 12 credit hours Credential: <ul style="list-style-type: none"> • Diploma • Certificate

Education/Training Leading to Credential or Employment	Credential Attained	Measurable Skills Gains	Documentation
Post-Secondary – Master’s Aware Goal: <ul style="list-style-type: none"> • Postsecondary beyond 4th year 	Track each year of postsecondary <u>Outcomes</u> <ul style="list-style-type: none"> • Completion, No degree or certificate (use for completing grade levels before graduating) 	Type of Skills Gain: <i>Post-secondary Transcript/Report Card</i> Tracked by: <ul style="list-style-type: none"> • Completion of 12 credit hours: <ul style="list-style-type: none"> ○ <u>Full Time Student:</u> completion of minimum of 12 credit hours for one semester ○ <u>Part-time Student</u> – completion of a minimum of 12 credit hours over the course of a year 	Measurable Skills Gain: <ul style="list-style-type: none"> • Transcript or a report card demonstrating enrollment/passing grades in the minimum 12 credit hours
Post-Secondary – Graduate Aware Goal: <ul style="list-style-type: none"> • Postsecondary beyond 4th year 	Degree obtained, e.g., Associates, Bachelor’s, etc.		Credential: <ul style="list-style-type: none"> • Diploma • Certificate
Post-Secondary – Vocational/Technical (certificate and non-certificate programs) Aware Goal: <ul style="list-style-type: none"> • Career/Technical Training Program 	Career/Technical Training program <u>Outcomes</u> <ul style="list-style-type: none"> • Certificate/Diploma 	Type of Skills Gain: <i>Post-Secondary Transcript/Report Card</i> Tracked by: <ul style="list-style-type: none"> • Completion of 12 credit hours 	Measurable Skills Gain: <ul style="list-style-type: none"> • Transcript or a report card demonstrating acceptable progress toward completion of training program Credential: <ul style="list-style-type: none"> • License • Diploma • Certificate
Registered Apprenticeship Program	Certificate/Diploma	Type of Skills Gain: <i>Training Milestone</i> Aware Text – Training Milestone- ‘type of report’ Tracked by: <ul style="list-style-type: none"> • Satisfactory or better progress toward skill advancement while participating in Apprenticeship 	Measurable Skills Gain: <ul style="list-style-type: none"> • Training report(s) demonstrating skills advancement Credential: <ul style="list-style-type: none"> • Certificate • Diploma
Business Enterprise Training Program (BEP)	License	Type of Skills Gain: <i>Training Milestone</i> Aware Text – Training Milestone- ‘type of report’ Tracked by: <ul style="list-style-type: none"> • Satisfactory or better progress toward skill advancement in BEP Program 	Measurable Skills Gain: <ul style="list-style-type: none"> • Training report(s) showing substantive skill acquisition Credential: <ul style="list-style-type: none"> • License

Education/Training Leading to Credential or Employment	Credential Attained	Measurable Skills Gains	Documentation
On-the-Job Training (OJT)	N/A	<p>Type of Skills Gain: <i>Training Milestone</i> Aware Text – Training Milestone- ‘type of report’</p> <p>Tracked by: Satisfactory or better progress toward skill advancement while participating in OJT</p>	<p>Measurable Skills Gain:</p> <ul style="list-style-type: none"> • Training report(s) from employer showing substantive skill acquisition <p>Credential: Completion, No degree or certificate</p>
Occupational License or Certification (e.g., an exam required for a particular occupation or progress in attaining trade-related benchmarks – CRC or NCE, CDL or passing a welding certification exam)	<p>Outcome: Vocational/Technical Certificate or Certification</p> <p>Or</p> <p>Vocational/Technical License</p>	<p>Type of Skills Gain: <i>Skills Progression</i> Aware text- Skills Progression- ‘name of exam’</p> <p>Tracked by:</p> <ul style="list-style-type: none"> • Passing exams to obtain certification or licensure/obtaining certification/licensure • 	<p>Measurable Skills Gain:</p> <ul style="list-style-type: none"> • Exam results <p>Credential:</p> <ul style="list-style-type: none"> • Certification • License
Remedial Training (record this as Adult Education)	N/A	Refer to Adult Education above	Refer to Adult Ed above

Transcripts and Grade reports should note that a student is in good academic standing. The report card must not indicate that the participant dropped out of school, was removed from the institution or any other conditions indicate removal on academic/conduct grounds

* ‘remedial work skills gain’ that is demonstrated through a pre and post test showing gain in grade level

Before initial Plan Date...

1. ToDo for Education

There must be at least one Educational Goal with an Actual End Date that is less than or equal to the initial Plan Date.

Open Education Page

1. A Walk Through the Education Page

1.1 To add Education Goal(s) Click the New Button under the Educational Goal

DEMONSTRATION, SAMPLE FOR - Education - Referral - Aware - Internet Explorer provided by State of New Hampshire

https://nh.hostedaware.com/AWAREUAT/VR/mParticipant/Education.aspx?WfN=Referral_1500346697832&Title=Referral

Finish Pages Reports New Actions Previous Next Cancel

Education for DEMONSTRATION, SAMPLE FOR

Name: Demonstration, Sample for Phone Number: (603) 555-5555 Current School: Case Status: Eligible

1. Educational Goals

Age at Application: 15
Current Age: 15
Student with Disability: No
Transition Program Participant*: Yes, Current Program Participant

Education History

School Name	Begin Date	End Date	Area of Study	Command
No records to display.				

Educational Goal

Record	Educational Goal	Expected End Date*	Actual End Date	Outcome	Command
No records to display.					

Click the New link

2. Comments

Comments

1.2 Click the Educational Goal drop down box – this is a required link

DEMONSTRATION, SAMPLE FOR - Educational Goal - Referral - Aware - Internet Explorer provided by State of New Hampshire

https://nh.hostedaware.com/AWAREUAT/VR/mParticipant/EducationalGoal.aspx?WfN=Referral_1500346697832&Title=Referral

Finish Pages Reports New Actions Previous Next Cancel

Educational Goal for DEMONSTRATION, SAMPLE FOR

Name: Demonstration, Sample for Phone Number: (603) 555-5555 Current School: Case Status: Eligible

1. Educational Goal

Educational Goal*: (Not Completed)
Area of Study:
Begin Date*:
Expected End Date*:
Actual End Date:
Outcome: (Not Completed)
Degree/Certificate Earned: (Not Completed)
Degree/Certificate Title:

Click the " Educational Goal Drop Down". This is a required link

2. Measurable Skill Gains

New

Skill Gain Date*	Skill Gain Description	Command
No records to display.		

3. Schools

New

Record	School	IEP*	504*	Begin Date*	Expected End Date	Actual End Date	Command
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1.3 Choose the appropriate Educational Goal from the List

DEMONSTRATION, SAMPLE FOR - Educational Goal - Referral - Aware - Internet Explorer provided by State of New Hampshire

https://nh.hostedaware.com/AWAREUAT/VR/m/Participant/EducationalGoal.aspx?Wbls:Referral_1500346697832&Title:Referral

Finish Pages Reports New Actions Previous Next Cancel

Educational Goal for DEMONSTRATION, SAMPLE FOR

Name: Demonstration, Sample for Phone Number: (603) 555-5555 Current School: Case Status: Eligible

1. Educational Goal

Educational Goal* (Not Completed) [dropdown menu open]

Area of Study (Not Completed)

Begin Date* 8th Grade and Under

Expected End Date* 9th Grade

Actual End Date 10th Grade

Outcome 11th Grade

Degree/Certificate Earned 12th Grade

Degree/Certificate Title Special Education

Adult Secondary Education

Career/Technical Training Program Credential

Career/Technical Training Program No Credential

1st Year Postsecondary

2nd Year Postsecondary

3rd Year Postsecondary

4th Year Postsecondary

Postsecondary beyond 4th year

Registered Apprenticeship Program

Business, Entrepreneur, Technical, Business

2. Measurable Skill Gains

New

Skill Gain Date* Skill Gain Description* Command

No records to display.

3. Schools

New

Record	School	IEP*	504*	Begin Date*	Expected End Date	Actual End Date	Command
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1.4 Enter Begin and Expected End dates by typing the date in or using the calendar function.

Do not add an actual end date if the goal has not yet been completed by the participant.

DEMONSTRATION, SAMPLE FOR - Educational Goal - Referral - Aware - Internet Explorer provided by State of New Hampshire

https://nh.hostedaware.com/AWAREUAT/VR/m/Participant/EducationalGoal.aspx?Wbls:Referral_1500346697832&Title:Referral

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Educational Goal for DEMONSTRATION, SAMPLE FOR

Name: Demonstration, Sample for Phone Number: (603) 555-5555 Current School: Case Status: Eligible

1. Educational Goal

Educational Goal* 9th Grade

Area of Study

Begin Date* [calendar icon]

Expected End Date* [calendar icon]

Actual End Date

Outcome (Not Completed)

Degree/Certificate Earned (Not Completed)

Degree/Certificate Title

2. Measurable Skill Gains

New

Skill Gain Date*	Skill Gain Description*	Command
No records to display.		

3. Schools

New

Record	School	IEP*	504*	Begin Date*	Expected End Date	Actual End Date	Command
--------	--------	------	------	-------------	-------------------	-----------------	---------

1.5 When the goal has been completed use the drop down box to record the outcome (see next slide)

DEMONSTRATION, SAMPLE FOR - Educational Goal - Referral - Aware - Internet Explorer provided by State of New Hampshire

https://nh.hostedaware.com/AWAREUAT/vr/m/Participant/EducationalGoal.aspx?WIn=Referral_1500346697832&Title=Referral

Finish Pages Reports New Actions Previous Next Cancel

Educational Goal for DEMONSTRATION, SAMPLE FOR

Name: Demonstration, Sample for Phone Number: (603) 555-5555 Current School: Case Status: Eligible

1. Educational Goal

Educational Goal*: 9th Grade

Area of Study:

Begin Date*: 8/29/2016

Expected End Date*: 6/10/2017

Actual End Date: 6/17/17

Outcome: (Not Completed)

Degree/Certificate Earned: (Not Completed)

Degree/Certificate Title:

2. Measurable Skill Gains

New

Skill Gain Date*	Skill Gain Description	Command
No records to display.		

3. Schools

New

Record	School	IEP*	504*	Begin Date*	Expected End Date	Actual End Date	Command
--------	--------	------	------	-------------	-------------------	-----------------	---------

1.6 Choose the appropriate outcome goal

DEMONSTRATION, SAMPLE FOR - Educational Goal - Referral - Aware - Internet Explorer provided by State of New Hampshire

https://nh.hostedaware.com/AWAREUAT/vr/m/Participant/EducationalGoal.aspx?WIn=Referral_1500346697832&Title=Referral

Finish Pages Reports New Actions Previous Next Cancel

Educational Goal for DEMONSTRATION, SAMPLE FOR

Name: Demonstration, Sample for Phone Number: (603) 555-5555 Current School: Case Status: Eligible

1. Educational Goal

Educational Goal*: 9th Grade

Area of Study:

Begin Date*: 8/29/2016

Expected End Date*: 6/10/2017

Actual End Date: 6/17/2017

Outcome: (Not Completed)

Degree/Certificate Earned: (Not Completed)

Degree/Certificate Title:

2. Measurable Skill Gains

New

Skill Gain Date*	Skill Gain Description	Command
No records to display.		

3. Schools

New

Record	School	IEP*	504*	Begin Date*	Expected End Date	Actual End Date	Command
--------	--------	------	------	-------------	-------------------	-----------------	---------

1.7 OPTIONAL – you can record further information by using the Degree/Certificate earned drop down and text box

The screenshot shows the 'Educational Goal' section of a web form. The 'Degree/Certificate Earned' dropdown menu is open, showing options: '(Not Completed)', '(Not Completed)', 'Associate's Degree', 'Bachelor's Degree', 'Certificate of Completion', 'Doctorate', 'High School Diploma', and 'Master's Degree'. A blue callout box with a white arrow pointing to the dropdown contains the text: 'OPTIONAL: Click degree/certificate drop down and choose the appropriate option. Specific Title for the Degree/Certificate can be entered in the text field'. Below the dropdown is a text field for 'Degree/Certificate Title'.

1.8 Entering a school is required. To do this click the New Button under 3. Schools

The screenshot shows the 'Schools' section of the web form. A blue callout box with a white arrow pointing to the 'New' button contains the text: 'Entering School is Required. Click the "New button" to...'. The 'New' button is located under the '3. Schools' heading.

1.9 This will open a mini-search function

The screenshot shows a web browser window with the URL https://nh.hostedaware.com/AWAREUAT/vr/m/Participant/School.aspx?WV=Referral_1500346697832&Title=Referral. The main page displays a form for a school named "Demonstration, Sample for". A "School Mini-Search - Referral - Aware" dialog box is open, containing the following fields and controls:

- 1. Enter one or more of the following for your search**
- School Name:
- County: (All)
- Paging: Yes
- Buttons: End, Clear
- 2. Results of Search**

A blue callout box with white text says: "This will open the mini search function. Type the school name or partial name in the box and click find to search".

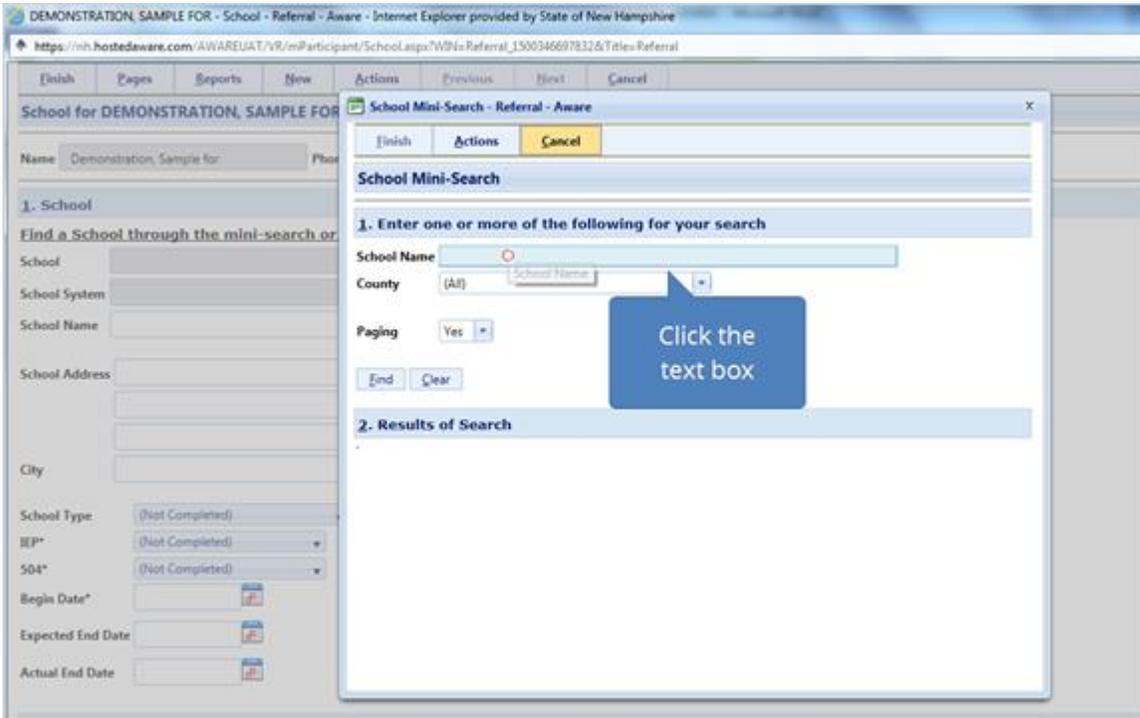
1.10 To find a school use the Mini-Search by clicking Find

The screenshot shows the same web browser window as in 1.9. The main form is now visible, showing the school name "Demonstration, Sample for", phone number "(603) 555-5555", and case status "Eligible". The "School" section contains the following fields and controls:

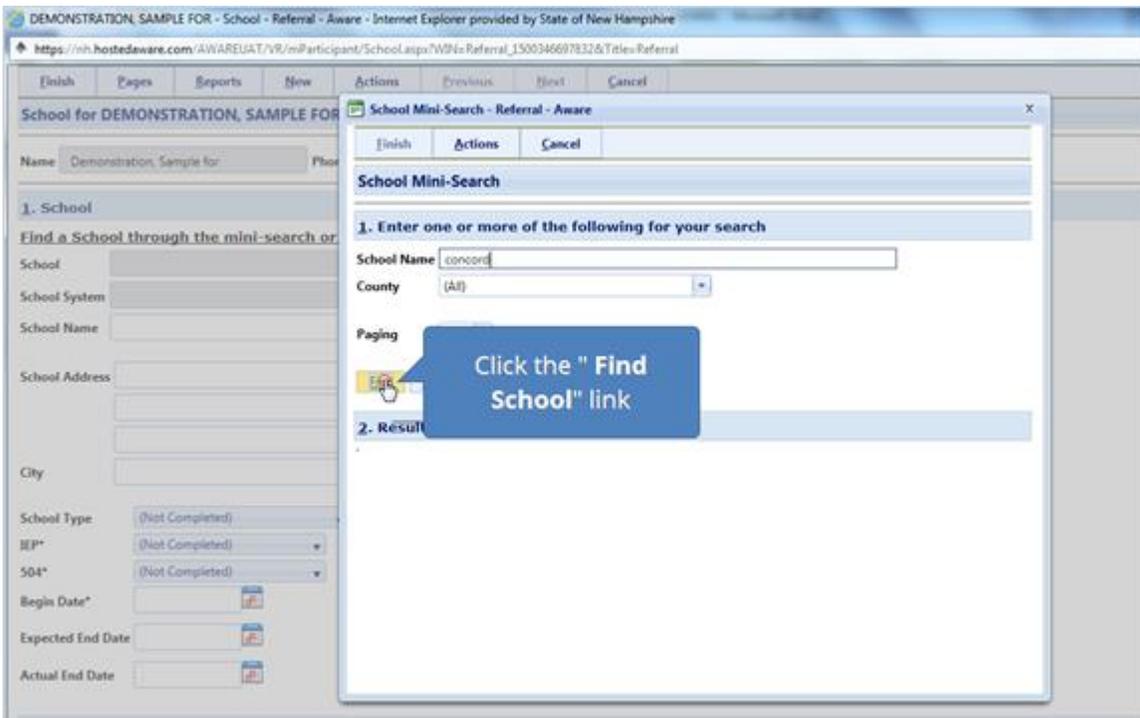
- Find a School through the mini-search or enter a School Name
- School: [Find](#) [Erase](#)
- School System:
- School Name:
- School Address:
- City: State: NH Zip:
- School Type: (Not Completed)
- IEP*: (Not Completed)
- SO4*: (Not Completed)
- Begin Date*:
- Expected End Date:
- Actual End Date:

A blue callout box with white text says: "Click the 'Find School' link". A mouse cursor is pointing to the "Find" button.

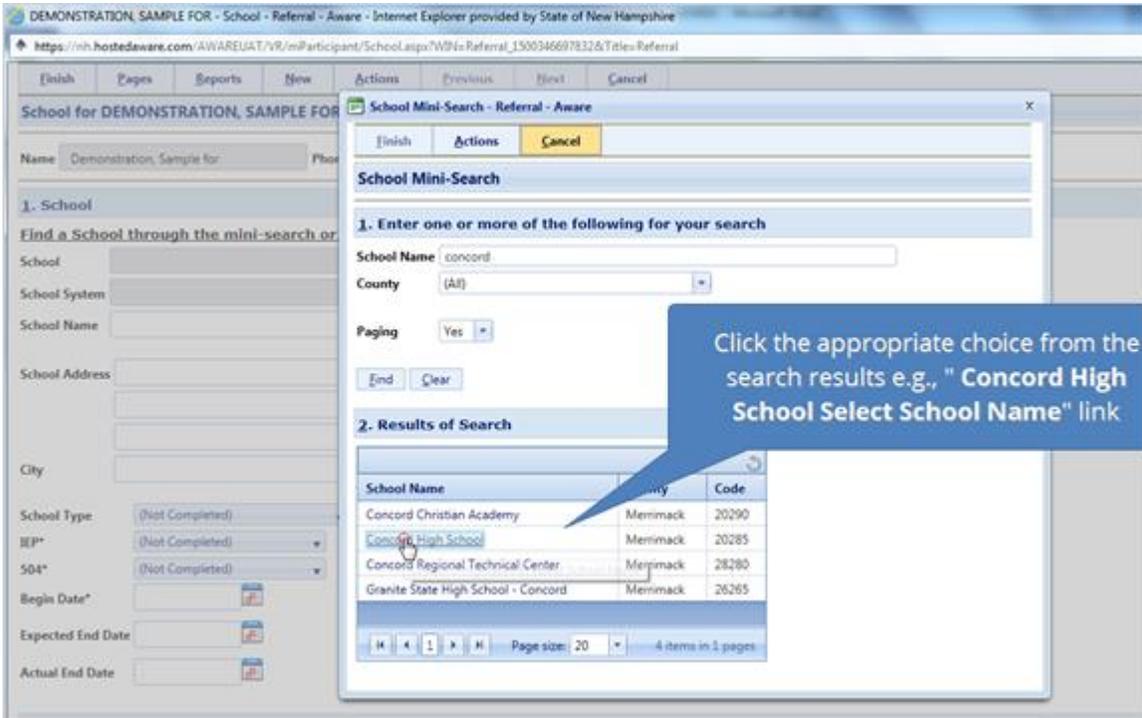
1.11 Type in the name or partial name of the school you are looking for



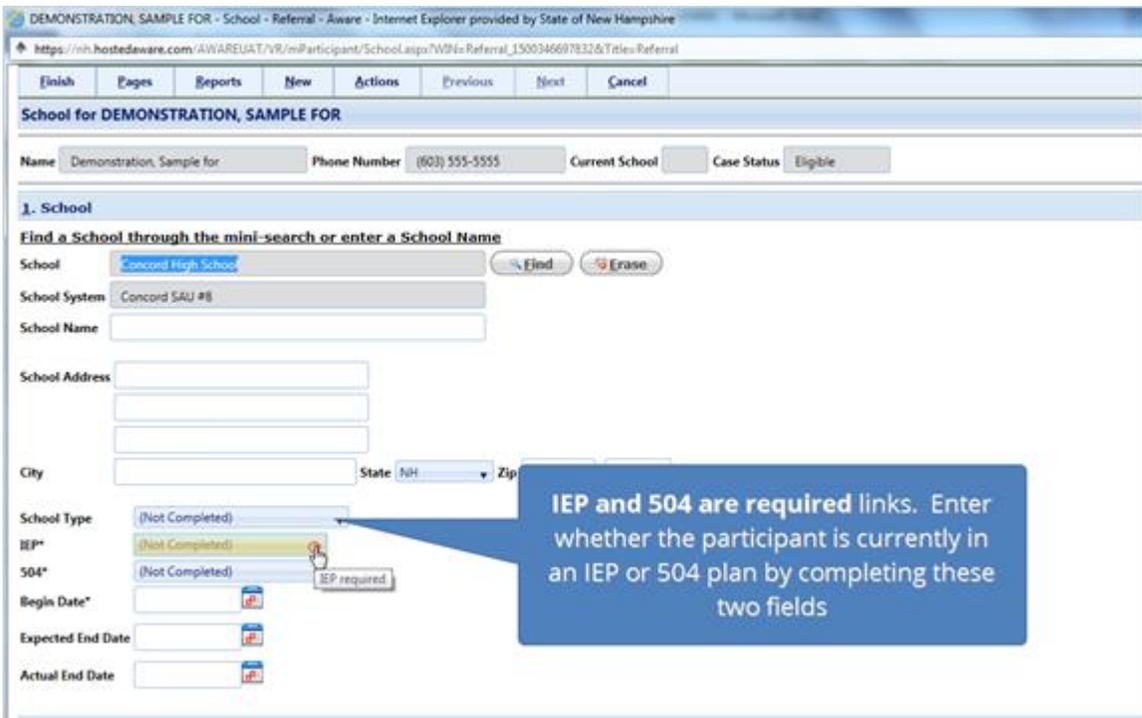
1.12 Click the Find School link



1.13 Click the School name



1.14 It is required to document whether or not the participant is in an IEP or a 504 plan. Do this by choosing the appropriate option in the drop down of each of these fields



1.15 Enter the date the participant entered that school and the expected end date.

DEMONSTRATION, SAMPLE FOR - School - Referral - Aware - Internet Explorer provided by State of New Hampshire

https://nh.hostedaware.com/AWAREUAT/VR/mParticipant/School.aspx?WPA=Referral_1500346697832&Title=Referral

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School for DEMONSTRATION, SAMPLE FOR

Name: Demonstration, Sample for Phone Number: (603) 555-5555 Current School: Case Status: Eligible

1. School

Find a School through the mini-search or enter a School Name

School: Concord High School Find Erase

School System: Concord SAU #8

School Name:

School Address:

City: State: NH Zip:

School Type: (Not Completed)

IEP*: Yes

504*: No

Begin Date*: [Calendar icon] Begin Date required

Expected End Date: [Calendar icon]

Actual End Date: [Calendar icon]

Enter the date the participant began attending this school and the anticipated end date. Do not enter actual end date unless the participant is no longer at this school

1.16 Do not add actual end date unless the participant is no longer at this school.

Click the Finish to Save School information and Close page link

DEMONSTRATION, SAMPLE FOR - School - Referral - Aware - Internet Explorer provided by State of New Hampshire

https://nh.hostedaware.com/AWAREUAT/VR/mParticipant/School.aspx?WPA=Referral_1500346697832&Title=Referral

Finish Pages Reports New Actions Previous Next Cancel

School for DEMONSTRATION, SAMPLE FOR

Name: Demonstration, Sample for Phone Number: (603) 555-5555 Current School: Case Status: Eligible

1. School

Find a School through the mini-search or enter a School Name

School: Concord High School Find Erase

School System: Concord SAU #8

School Name:

School Address:

City: State: NH Zip:

School Type: (Not Completed)

IEP*: Yes

504*: No

Begin Date*: 8/28/2016 [Calendar icon]

Expected End Date: 6/10/2020 [Calendar icon]

Actual End Date: [Calendar icon]

Click the " Finish to close the page and save this information to the Educational Goal Page

1.17 You can continue to add Educational Goals by repeating this process

DEMONSTRATION, SAMPLE FOR - Education - Referral - Aware - Internet Explorer provided by State of New Hampshire

https://nh.hostedaware.com/AWAREUAT/VR/mParticipant/Education.aspx?WN=Referral_1300346697832&Title=Referral

Finish Pages Reports New Actions Previous Next Cancel

Education for DEMONSTRATION, SAMPLE FOR

Name: Demonstration, Sample for Phone Number: (603) 555-5555 Current School: Case Status: Eligible

I. Educational Goals

Age at Application: 15
Current Age: 15
Student with Disability: No
Transition Program Participant*: Yes, Current Program Participant

Education History

School Name	Begin Date	End Date	Area of Study	Command
No records to display.				

Educational Goals

Record	Educational Goal*	Begin Date*	Expected End Date*	Actual End Date	Outcome
1	9th Grade	08/29/2016	06/10/2017	06/17/2017	Completion, No Degree or Certificate

2. Comments

Comments

1.18 For Each open Educational Goal there should be tracking of skill gains

To add a measurable skills gain start by clicking into the Educational Goal Page for the open Educational Goal. Do this by clicking the Record number of that Educational Goal

DEMONSTRATION, SAMPLE FOR - Education - Referral - Aware - Internet Explorer provided by State of New Hampshire

https://nh.hostedaware.com/AWAREUAT/VR/mParticipant/Education.aspx?WN=Referral_1300346697832&Title=Referral

Finish Pages Reports New Actions Previous Next Cancel

Education for DEMONSTRATION, SAMPLE FOR

Name: Demonstration, Sample for Phone Number: (603) 555-5555 Current School: Case Status: Eligible

I. Educational Goals

Age at Application: 15
Current Age: 15
Student with Disability: Yes
Transition Program Participant*: Yes, Current Program Participant

Education History

School Name	Begin Date	End Date	Area of Study	Command
No records to display.				

Educational Goals

Record	Educational Goal*	Begin Date*	Expected End Date*	Actual End Date	Outcome
1	9th Grade	08/29/2016	06/10/2017	06/17/2017	Completion, No Degree or Certificate
2	10th Grade	06/18/2017	06/15/2018		(Not Completed)

2. Comments

Comments

1.19 On the Educational Goal Page -Click the New Button under 2. Measurable Skill Gain

The screenshot shows a web application interface for 'Educational Goal for DEMONSTRATION, SAMPLE FOR'. The page includes a navigation bar with buttons like 'Finish', 'Pages', 'Reports', 'New', 'Actions', 'Previous', 'Next', and 'Cancel'. Below the navigation bar, there are input fields for 'Name', 'Phone Number', 'Current School', and 'Case Status'. The main content area is divided into three sections: 1. Educational Goal, 2. Measurable Skill Gains, and 3. Schools. In the 'Measurable Skill Gains' section, a 'New' button is highlighted with a blue callout box that says 'Click the "New" Button under Measurable Skill Gain'. Below the 'New' button is a table with columns for 'Skill Gain Date*', 'Skill Gain Description', and 'Command'. The table currently shows 'No records to display.'

1.20 Type the date or use the calendar function to document the date the participant achieved the measurable skills gain. Note: skills gains should be recorded in the quarter they happen.

This screenshot is similar to the previous one, but with a blue callout box pointing to the 'Skill Gain Date*' field in the table. The callout box contains the text 'Enter the date or use the calendar function'. The table has a header row with 'Skill Gain Date*', 'Skill Gain Description', and 'Command'. Below the header, there is one row with an empty date field, an empty description field, and a 'Delete' command button.

1.21 Type the type of measurable skills gain achieved in the text box: skill gain description

DEMONSTRATION, SAMPLE FOR - Educational Goal - Referral - Aware - Internet Explorer provided by State of New Hampshire
https://nh.hostedaware.com/AWAREUAT/V9/m/Participant/EducationalGoal.aspx?WID=Referral_1500346697832&Title=Referral

Finish Pages Reports New Actions Previous Next Cancel

Educational Goal for DEMONSTRATION, SAMPLE FOR

Name: Demonstration, Sample for Phone Number: (603) 555-5555 Current School: Case Status: Eligible

1. Educational Goal

Educational Goal*: 10th Grade
Area of Study:
Begin Date*: 6/18/2017
Expected End Date*: 6/15/2018
Actual End Date:
Outcome: (Not Completed)
Degree/Certificate Earned: (Not Completed)
Degree/Certificate Title:

2. Measurable Skill Gains

Skill Gain Date*	Skill Gain Description	Command
07/17/2017	<input type="text"/>	Delete

3. Schools

Record	School	IIP*	S04*	Begin Date*	Expected End Date	Actual End Date	Command
--------	--------	------	------	-------------	-------------------	-----------------	---------

Enter Type of Measurable skills gain achieved

1.22 Example: Secondary Report Card

DEMONSTRATION, SAMPLE FOR - Educational Goal - Referral - Aware - Internet Explorer provided by State of New Hampshire
https://nh.hostedaware.com/AWAREUAT/V9/m/Participant/EducationalGoal.aspx?WID=Referral_1500346697832&Title=Referral

Finish Pages Reports New Actions Previous Next Cancel

Educational Goal for DEMONSTRATION, SAMPLE FOR

Name: Demonstration, Sample for Phone Number: (603) 555-5555 Current School: Case Status: Eligible

1. Educational Goal

Educational Goal*: 10th Grade
Area of Study:
Begin Date*: 6/18/2017
Expected End Date*: 6/15/2018
Actual End Date:
Outcome: (Not Completed)
Degree/Certificate Earned: (Not Completed)
Degree/Certificate Title:

2. Measurable Skill Gains

Skill Gain Date*	Skill Gain Description	Command
07/17/2017	Secondary Report Card	Delete

3. Schools

Record	School	IIP*	S04*	Begin Date*	Expected End Date	Actual End Date	Command
--------	--------	------	------	-------------	-------------------	-----------------	---------

1.23 Use one of the Skills Gains Text options when recording skills gains

The screenshot shows the 'Educational Goal' form for 'DEMONSTRATION, SAMPLE FOR'. The form includes fields for Name, Phone Number, Current School, and Case Status. Under '1. Educational Goal', there are dropdowns for Educational Goal (10th Grade), Area of Study, Outcome, and Degree/Certificate Earned, along with date pickers for Begin Date, Expected End Date, and Actual End Date. A callout box titled 'Skills Gains Text Options:' lists: EFL – "Name of Test", Secondary Report Card (or Transcript), Training Milestone – "type of report", and Skills Progression – "name of exam". An arrow points from this box to the 'Skill Gain Description' field in the '2. Measurable Skill Gains' table, which contains one entry: 'Secondary Report Card'.

Skill Gain Date*	Skill Gain Description	Command
07/17/2017	Secondary Report Card	Delete

1.24 To add additional skills gains --Click the New Measurable Skill Gain link

This screenshot is identical to the previous one but highlights the 'New Measurable Skill Gain' link in the '2. Measurable Skill Gains' section. A callout box says: 'To add another MSG --- Click the "New Measurable Skill Gain" link'. The table below shows the same entry as before.

Skill Gain Date*	Skill Gain Description	Command
07/17/2017	Secondary Report Card	Delete

1.25 add the date by typing in the date box or using the calendar function

DEMONSTRATION, SAMPLE FOR - Educational Goal - Referral - Aware - Internet Explorer provided by State of New Hampshire

https://nh.hostedaware.com/AWAREUAT/V9/m/Participant/EducationalGoal.aspx?WID=Referral_1500346697832&Title=Referral

Finish Pages Reports New Actions Previous Next Cancel

Educational Goal for DEMONSTRATION, SAMPLE FOR

Name: Demonstration, Sample for Phone Number: (603) 555-5555 Current School: Case Status: Eligible

1. Educational Goal

Educational Goal*: 10th Grade
Area of Study:
Begin Date*: 6/18/2017
Expected End Date*: 6/15/2018
Actual End Date:
Outcome: (Not Completed)
Degree/Certificate Earned: (Not Completed)
Degree/Certificate Title:

2. Measurable Skill Gains

New

Skill Gain Date*	Skill Gain Description	Command
07/17/2017		Delete
		Delete

3. Schools

New

1.26 type in the measurable skills gain using one of the Skills Gains Text options

DEMONSTRATION, SAMPLE FOR - Educational Goal - Referral - Aware - Internet Explorer provided by State of New Hampshire

https://nh.hostedaware.com/AWAREUAT/V9/m/Participant/EducationalGoal.aspx?WID=Referral_1500346697832&Title=Referral

Finish Pages Reports New Actions Previous Next Cancel

Educational Goal for DEMONSTRATION, SAMPLE FOR

Name: Demonstration, Sample for Phone Number: (603) 555-5555 Current School: Case Status: Eligible

1. Educational Goal

Educational Goal*: 10th Grade
Area of Study:
Begin Date*: 6/18/2017
Expected End Date*: 6/15/2018
Actual End Date:
Outcome: (Not Completed)
Degree/Certificate Earned: (Not Completed)
Degree/Certificate Title:

2. Measurable Skill Gains

New

Skill Gain Date*	Skill Gain Description	Command
07/17/2017	Secondary Transcript/Report Card	Delete
10/26/2017		Delete

3. Schools

New

1.27 When completed. Click the Finish to Save the Educational Goal page with the added measurable skills. This will Close the page and return you to the Education Page

1. Educational Goal

Educational Goal* 10th Grade

Area of Study

Begin Date* 6/18/2017

Expected End Date* 6/15/2018

Actual End Date

Outcome (Not Completed)

Degree/Certificate Earned (Not Completed)

Degree/Certificate Title

2. Measurable Skill Gains

Skill Gain Date*	Skill Gain Description	Command
07/17/2017	Secondary Transcript/Report Card	Delete
10/26/2017	Secondary Transcript/Report card	Delete

Note: dates here are for illustration purposes only - for High School: MSGs should be reported at the end of the school year / when grade level achieved

1.28 To Exit the Education Page Click the Finish to Save and Close the page

1. Educational Goals

Age at Application 15

Current Age 15

Student with Disability Yes

Transition Program Participant* Yes, Current Program Participant

Education History

School Name	Begin Date	End Date	Area of Study	Command
No records to display.				

Educational Goals

Record	Educational Goal*	Begin Date*	Expected End Date*	Actual End Date	Outcome
1	9th Grade	08/29/2016	06/10/2017	06/17/2017	Completion, No Degree or Certificate
2	10th Grade	06/18/2017	06/15/2018		(Not Completed)

2. Comments

Appendices

Examples

- Post-Secondary
- On-the-Job Training
- Cosmetology
- Medical Coding
- Licensed Nursing Assistant
- Teacher

FAQs

- General / Education Goals
- Credential
- Measurable Skills Gain
- Definitions

Examples:

Post-Secondary (used for Associates, Bachelors, and Graduate levels):

Add current year of Postsecondary as an Educational Goal

1. Educational Goals

Age at Application

Current Age

Student with Disability

Education History

School Name	Begin Date	End Date	Area of Study	Command
No records to display.				

Educational Goals

[New](#)

Record	Educational Goal*	Begin Date*	Expected End Date*	Actual End Date	Outcome
1	12th Grade	09/01/2008	06/01/2009	06/01/2009	High School Diploma
2	1st Year Postsecondary	08/24/2015	05/13/2016	05/13/2016	Completion, No Degree or Certificate
3	2nd Year Postsecondary	05/14/2016	05/12/2017	05/12/2017	Completion, No Degree or Certificate
4	3rd Year Postsecondary	05/13/2017	05/11/2018		(Not Completed)

Add Measurable Skills Gain per semester or as transcript is issued (e.g. trimester or other time frame). Only record as a measurable skills gain if the transcript demonstrates acceptable progress toward completion of degree requirements. Attach Transcript/Report Card to participant case.

1. Educational Goal

Educational Goal* ?

Area of Study ?

Begin Date* ?

Expected End Date* ?

Actual End Date ?

Outcome ?

Degree/Certificate Earned ?

Degree/Certificate Title ?

2. Measurable Skill Gains

[New](#)

Skill Gain Date*	Skill Gain Description	Command
12/20/2017	Post-Secondary Transcript - 12/20/17	Delete

On the Job Training:

Add On-the-Job Training as an Educational Goal when Training Agreement is created with Employer

1. Educational Goals

Age at Application

Current Age

Student with Disability

Education History

School Name	Begin Date	End Date	Area of Study	Command
No records to display.				

Educational Goals

[New](#)

Record	Educational Goal*	Begin Date*	Expected End Date*	Actual End Date	Outcome
1	11th Grade	09/01/2014	06/15/2015	06/15/2015	Completion, No Degree or Certificate
2	12th Grade	09/01/2015	06/15/2016	08/04/2016	High School Diploma
3	On-the-Job Training	11/30/2017	01/31/2018		(Not Completed)

Add Measurable Skills Gain as monthly report from employer is received. Only record as a measurable skills gain if the monthly report shows that there is substantive skill acquisition from the previous month (participant is receiving satisfactory or better progress toward skill advancement toward meeting the training objectives/competencies identified in the OJT agreement). Attach Training Report to participant case.

1. Educational Goal

Educational Goal*

Area of Study

Begin Date*

Expected End Date*

Actual End Date

Outcome

Degree/Certificate Earned

Degree/Certificate Title

2. Measurable Skill Gains

[New](#)

Skill Gain Date*	Skill Gain Description	Command
12/30/2017	Training Milestone - OJT Monthly Report	Delete

Cosmetology:

Add Career/Technical Training Program as an Educational Goal

1. Educational Goals

Age at Application

Current Age

Student with Disability

Education History

School Name	Begin Date	End Date	Area of Study	Command
No records to display.				

Educational Goals

New

Record	Educational Goal*	Begin Date*	Expected End Date*	Actual End Date	Outcome
1	11th Grade	09/01/2014	06/15/2015	06/15/2015	Completion, No Degree or Certificate
2	12th Grade	09/01/2015	06/15/2016	08/04/2016	High School Diploma
3	Career/Technical Training Program (Credential)	11/30/2017	05/31/2018		(Not Completed)

Add Measurable Skills Gain per semester or as transcript is issued (e.g. trimester or other time frame). Only record as a measurable skills gain if the transcript demonstrates acceptable progress toward completion of training program. Attach Transcript/Report Card to participant case.

1. Educational Goal

Educational Goal* ?

Area of Study ?

Begin Date* ?

Expected End Date* ?

Actual End Date ?

Outcome ?

Degree/Certificate Earned ?

Degree/Certificate Title ?

2. Measurable Skill Gains

New

Skill Gain Date*	Skill Gain Description	Command
12/30/2017	Post-Secondary Transcript - 12/30/17 - Hair Coloring , Foil & Highlights	Delete

Add Occupational License or Certification as an Educational Goal (can be at the same time as the training program as this will be a requirement for the occupation or can be added when participant is preparing to take exams for the occupation).

1. Educational Goals

Age at Application

Current Age

Student with Disability

Education History

School Name	Begin Date	End Date	Area of Study	Command
No records to display.				

Educational Goals

[New](#)

Record	Educational Goal*	Begin Date*	Expected End Date*	Actual End Date	Outcome
1	11th Grade	09/01/2014	06/15/2015	06/15/2015	Completion, No Degree or Certificate
2	12th Grade	09/01/2015	06/15/2016	08/04/2016	High School Diploma
3	Career/Technical Training Program (Credential)	11/30/2017	05/31/2018		(Not Completed)
4	Occupational License or Certification	05/20/2018	07/01/2018		(Not Completed)

Add Measurable Skills Gain as required State Board exam(s) is passed. Attach copy of documentation demonstrating exam was passed to participant record (exam results).

1. Educational Goal

Educational Goal*

Area of Study

Begin Date*

Expected End Date*

Actual End Date

Outcome

Degree/Certificate Earned

Degree/Certificate Title

2. Measurable Skill Gains

[New](#)

Skill Gain Date*	Skill Gain Description	Command
06/25/2018	Skills Progression - NH State Board Exam	Delete

Add Outcome to Educational Goals when completed. Attach copy of certificate and license to participant record.

1. Educational Goals

Age at Application

Current Age

Student with Disability

Education History

School Name	Begin Date	End Date	Area of Study	Command
No records to display.				

Educational Goals

 **New**

Record	Educational Goal*	Begin Date*	Expected End Date*	Actual End Date	Outcome
1	11th Grade	09/01/2014	06/15/2015	06/15/2015	Completion, No Degree or Certificate
2	12th Grade	09/01/2015	06/15/2016	08/04/2016	High School Diploma
3	Career/Technical Training Program (Credential)	11/30/2017	05/31/2018	05/31/2018	Vocational/Technical Certificate or Certification
4	Occupational License or Certification	05/20/2018	07/01/2018	06/25/2018	Vocational/Technical License

Medical Coding:

Add Career/Technical Training Program as an Educational Goal

1. Educational Goals

Age at Application

Current Age

Student with Disability

Education History

School Name	Begin Date	End Date	Area of Study	Command
No records to display.				

Educational Goals

New

Record	Educational Goal*	Begin Date*	Expected End Date*	Actual End Date	Outcome
1	11th Grade	09/01/2014	06/15/2015	06/15/2015	Completion, No Degree or Certificate
2	12th Grade	09/01/2015	06/15/2016	08/04/2016	High School Diploma
3	Career/Technical Training Program (Credential)	11/30/2017	05/31/2018		(Not Completed)

Add Measurable Skills Gain per semester or as transcript is issued (e.g. trimester or other time frame). Only record as a measurable skills gain if the transcript demonstrates acceptable progress toward completion of training program. Attach Transcript/Report Card to participant case.

1. Educational Goal

Educational Goal* ?

Area of Study ?

Begin Date* ?

Expected End Date* ?

Actual End Date ?

Outcome ?

Degree/Certificate Earned ?

Degree/Certificate Title ?

2. Measurable Skill Gains

New

Skill Gain Date*	Skill Gain Description	Command
12/30/2017	Post-Secondary Transcript - 12/30/17	Delete

Licensed Nursing Assistant:

Add Career/Technical Training Program as an Educational Goal

1. Educational Goals

Age at Application

Current Age

Student with Disability

Education History

School Name	Begin Date	End Date	Area of Study	Command
No records to display.				

Educational Goals

New

Record	Educational Goal*	Begin Date*	Expected End Date*	Actual End Date	Outcome
1	11th Grade	09/01/2014	06/15/2015	06/15/2015	Completion, No Degree or Certificate
2	12th Grade	09/01/2015	06/15/2016	08/04/2016	High School Diploma
3	Career/Technical Training Program (Credential)	11/30/2017	05/31/2018		(Not Completed)

Add Measurable Skills Gain per semester or as transcript is issued (e.g. trimester or other time frame). Only record as a measurable skills gain if the transcript demonstrates acceptable progress toward completion of training program. Attach Transcript/Report Card to participant case.

1. Educational Goal

Educational Goal* ?

Area of Study ?

Begin Date* ?

Expected End Date* ?

Actual End Date ?

Outcome ?

Degree/Certificate Earned ?

Degree/Certificate Title ?

2. Measurable Skill Gains

New

Skill Gain Date*	Skill Gain Description	Command
12/30/2017	Post-Secondary Transcript - 12/30/17	Delete

Add Occupational License or Certification as an Educational Goal (can be at the same time as the training program as this will be a requirement for the occupation or can be added when participant is preparing to take exams for the occupation).

1. Educational Goals

Age at Application

Current Age

Student with Disability

Education History

School Name	Begin Date	End Date	Area of Study	Command
No records to display.				

Educational Goals

[New](#)

Record	Educational Goal*	Begin Date*	Expected End Date*	Actual End Date	Outcome
1	11th Grade	09/01/2014	06/15/2015	06/15/2015	Completion, No Degree or Certificate
2	12th Grade	09/01/2015	06/15/2016	08/04/2016	High School Diploma
3	Career/Technical Training Program (Credential)	11/30/2017	05/31/2018		(Not Completed)
4	Occupational License or Certification	05/20/2018	07/01/2018		(Not Completed)

Add Measurable Skills Gain as required State Board exam is passed. Attach copy of documentation demonstrating exam was passed to participant record (exam results).

1. Educational Goal

Educational Goal*

Area of Study

Begin Date*

Expected End Date*

Actual End Date

Outcome

Degree/Certificate Earned

Degree/Certificate Title

2. Measurable Skill Gains

[New](#)

Skill Gain Date*	Skill Gain Description	Command
06/25/2018	Skills Progression - NH State Board Exam	Delete

Add Outcome to Educational Goals when completed. Attach copy of certificate and license to participant

1. Educational Goals

Age at Application

Current Age

Student with Disability

Education History

School Name	Begin Date	End Date	Area of Study	Command
No records to display.				

Educational Goals

[New](#)

Record	Educational Goal*	Begin Date*	Expected End Date*	Actual End Date	Outcome
1	11th Grade	09/01/2014	06/15/2015	06/15/2015	Completion, No Degree or Certificate
2	12th Grade	09/01/2015	06/15/2016	08/04/2016	High School Diploma
3	Career/Technical Training Program (Credential)	11/30/2017	05/31/2018	05/31/2018	Vocational/Technical Certificate or Certification
4	Occupational License or Certification	05/20/2018	07/01/2018	06/25/2018	Vocational/Technical License

record.

Teacher:

Add current year of Postsecondary as an Educational Goal

1. Educational Goals

Age at Application

Current Age

Student with Disability

Education History

School Name	Begin Date	End Date	Area of Study	Command
No records to display.				

Educational Goals

[New](#)

Record	Educational Goal*	Begin Date*	Expected End Date*	Actual End Date	Outcome
1	12th Grade	09/01/2008	06/01/2009	06/01/2009	High School Diploma
2	1st Year Postsecondary	08/24/2015	05/13/2016	05/13/2016	Completion, No Degree or Certificate
3	2nd Year Postsecondary	05/14/2016	05/12/2017	05/12/2017	Completion, No Degree or Certificate
4	3rd Year Postsecondary	05/13/2017	05/11/2018		(Not Completed)

Add Measurable Skills Gain per semester or as transcript is issued (e.g. trimester or other time frame). Only record as a measurable skills gain if the transcript demonstrates acceptable progress toward completion of degree requirements. Attach Transcript/Report Card to participant case.

1. Educational Goal

Educational Goal* ?

Area of Study ?

Begin Date* ?

Expected End Date* ?

Actual End Date ?

Outcome ?

Degree/Certificate Earned ?

Degree/Certificate Title ?

2. Measurable Skill Gains

[New](#)

Skill Gain Date*	Skill Gain Description	Command
12/20/2017	Post-Secondary Transcript - 12/20/17	Delete

Additional Educational Goal If during the fourth year the participant took the PRAXIS exam toward gaining certification, an additional educational goal would be added.

1. Educational Goals

Age at Application

Current Age

Student with Disability

Education History

School Name	Begin Date	End Date	Area of Study	Command
No records to display.				

Educational Goals

[New](#)

Record	Educational Goal*	Begin Date*	Expected End Date*	Actual End Date	Outcome
1	12th Grade	09/01/2008	06/01/2009	06/01/2009	High School Diploma
2	1st Year Postsecondary	08/24/2015	05/13/2016	05/13/2016	Completion, No Degree or Certificate
3	2nd Year Postsecondary	05/14/2016	05/12/2017	05/12/2017	Completion, No Degree or Certificate
4	3rd Year Postsecondary	05/13/2017	05/11/2018	05/11/2018	Completion, No Degree or Certificate
5	4th Year Postsecondary	05/12/2018	05/12/2019		(Not Completed)
6	Occupational License or Certification	05/01/2019	05/31/2019		(Not Completed)

Add Measurable Skills Gain as required PRAXIS exam is passed. Attach copy of documentation demonstrating exam was passed to participant record (exam results).

1. Educational Goal

Educational Goal* ?

Area of Study ?

Begin Date* ?

Expected End Date* ?

Actual End Date ?

Outcome ?

Degree/Certificate Earned ?

Degree/Certificate Title ?

2. Measurable Skill Gains

[New](#)

Skill Gain Date*	Skill Gain Description	Command
<input type="text" value="05/31/2019"/>	<input type="text" value="Skills Progression - PRAXIS"/>	Delete

Frequently Asked Questions

General / Education Goals

- Why are we concerned about accurately documenting levels of education, Credential attainment and Measurable Skills Gains?
- What levels of completed education should be recorded?
- How do I record an educational goal for participants in Special Education but are receiving credits?
- How do I record an educational goal that is taking longer/projected to take longer than a typical school/calendar year?

Credential

- What is a Credential?
- What are considered Credentials?
- What are not considered Credentials?

Measurable Skills Gain

- What is a Measurable Skills Gain?
- Why are Measurable Skills Gains recorded?
- What programs require Measurable Skills Gain tracking?
- What are the Measurable Skills Gains that are recorded?
- How do I record a Measurable Skills Gain?
- When do I record a Measurable Skills Gain?
- Should Measurable Skills Gains that do not pertain to the participant's job goal be recorded?
- What do I write in the 'Skills Gain Description' field in AWARE?
- What is an Educational Functioning Level (EFL) Gain?
- What is a Secondary Transcript/Report Card?
- How often must a Secondary Transcript/Report Card be obtained?
- How do I record a Measurable Skills Gain for a participant in Special Education?
- What is a Post-Secondary Transcript/Report Card?
- How often must a Post-Secondary Transcript/Report Card be obtained?
- Should credit bearing courses that do not count towards a degree (Pre-college level courses) be recorded?
- What is a Training Milestone?
- How often should a Measurable Skills Gain be recorded for a participant in an OJT?
- What is a Skills Progression?
- Is there a Measurable Skills Gain layout?
- Is there a way to recommend courses/programs that counselors feel should count as a Measurable Skills Gain and or Credential?

Definitions

General / Education Goals

Why are we concerned about accurately documenting levels of education, Credential attainment and Measurable Skills Gains?

Under WIOA, one of the ways our program will be measured is on the Credential attainment and Measurable Skills Gain achieved by our participants.

What levels of completed education should be recorded?

Record **ALL** of the following that pertain to the participant:

- Highest Level of Elementary or Secondary School Grade the participant has completed
- Current Grade, if currently enrolled in a secondary school program
- Highest Educational Level Completed, if greater than highest level of elementary or secondary grade level noted above
- Current enrollment in post-secondary or graduate education
- Current enrollment in career or technical training program

How do I record an educational goal for participants in Special Education but are receiving credits?

The participant's open educational goal should be based upon the number of credits that they currently have.

How do I record an educational goal that is taking longer/projected to take longer than a typical school/calendar year?

Extend the expected end date of that particular educational goal. The expected end date can be updated as needed throughout the year.

Credential

What is a Credential?

A Credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree, as well as graduate degrees for purposes of the VR program as required by section 103(a)(5) of the Rehabilitation Act of 1973, as amended by title IV of WIOA.

What are considered Credentials?

A recognized post-secondary 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. These skills are generally based on standards developed or endorsed by employers or industry associations (e.g., degrees, occupational licensure, and occupational certificates).

Examples of Post-secondary Credentials include:

- Associate's degree
- Bachelor's degree
- Graduate degree for purposes of the VR program
- Occupational licensure
- Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates
- Occupational certification
- Certificates obtained through completion of Job Corps career training programs
- Certificates obtained through a professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I Credential) or product manufacturer or developer (e.g., recognized Microsoft Information Technology certificates, such as Microsoft Certified IT Professional (MCITP), Certified Novell Engineer, a Sun Certified Java Programmer, etc.)
- Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons

What are not considered Credentials?

- Workforce Development Board certificates
- Work Readiness Certificates
- General skill certificates related to safety or hygiene (e.g., CPR, OSHA, Emergency Management)
- Continuing Education Units (CEUs)
- Disability Skills Training (sign Language, speech reading, cognitive training/retraining)
- Certificates of Completion (Project SEARCH, Workshops)

Measurable Skills Gain

What is a Measurable Skills Gain?

A measure of interim progress of participants who are enrolled in education or training services for a specified reporting period.

Why are Measurable Skills Gains recorded?

The Measurable Skills Gain indicator is used to measure interim progress of participants who are enrolled in education or training services for a specified reporting period. Therefore, it is not an exit-based measure. Instead, it is intended to capture important progressions through pathways that offer different services based on program purposes and participant needs and can help fulfill the vision for a workforce system that serves a diverse set of individuals with a range of services tailored to individual needs and goals.

What programs require Measurable Skills Gain tracking?

Measurable Skills Gains for education and training programs leading to the attainment of a Credential or employment are tracked for participants in the following types of programs:

- Secondary – High School Student
- Secondary – Adult Education
- Post-Secondary, including Associates, Bachelors and Graduate Programs
- Post-Secondary – vocational/technical programs
- Other Education and training
- Apprenticeship
- Business Enterprise Program (BEP)
- On-the-Job Training (OJT)

- Occupational Licensure or Certification

What are the Measurable Skills Gains that are recorded?

There are five types of Measurable Skills Gain allowable under WIOA. The type of education or training program the participant is in will determine the type of Measurable Skills Gain that will apply.

6. Educational Functioning Level (EFL) Gain

An EFL gain is the advancement of education level by making measurable improvement in educational attainment as measured by a pre and post-test. An example would be moving from a 9th grade reading level to a 10th grade reading level. The test typically used for this could include the Test of Adult Basic Education (TABE) and or Basic English Skills Test (BEST).

7. Secondary Transcript/Report Card

A transcript or report card of a participant in a high school or adult education program for each semester that they passed all classes taken and are in good academic standing. The report card must not indicate the participant dropped out of school, was removed from the institution or any other conditions that indicate removal on academic or conduct grounds.

8. Post-Secondary Transcript/Report Card

A transcript or a report card demonstrating the following based on enrollment status:

Full Time student – completion of a minimum of 12 hours for one semester

Part Time Student – completion of a minimum of 12 credit hours over the course of two completed semesters during the same 12 month period

9. Training Milestone

Satisfactory or better progress towards skill advancement while participating in an OJT, registered apprenticeship, or Business Enterprise Program.

10. Skills Progression

Successful passage of an exam required for a particular occupation or progress in attaining trade-related benchmarks. Examples include passing CRC or NCE exams, CDL and passing a welding certification exam.

How do I record a Measurable Skills Gain?

To add a Measurable Skills Gain start by clicking into the Educational Goal Page for the open Educational Goal. Do this by clicking the Record number of that Educational Goal. Then click the New button under '2. Measurable Skill Gains'. Type the date or use the calendar function to document the date the participant achieved the Measurable Skills Gain.* Type the type of Measurable Skills Gain achieved in the text box entitled 'Skill Gain Description'. Click Finish to save your changes.

*Note: Skills gains should be recorded in the quarter they happen.

When do I record a Measurable Skills Gain?

Skills gains should be recorded in the quarter they happen.

Should Measurable Skills Gains that do not pertain to the participant's job goal be recorded?

Measurable Skills Gains track progress toward the open educational goal, not specifically the job goal. However, if the participant is involved in an educational program that does not lead to their job goal, this situation may need more attention and counseling from the counselor.

What do I write in the 'Skills Gain Description' field in AWARE?

Choose one of the five options below:

1. EFL – "Name of the Test"
2. Secondary Report Card or Secondary Transcript
3. Post-Secondary Transcript or Post-Secondary Report Card
4. Training Milestone – 'Type of Report'
5. Skills Progression – 'Name of Exam'

What is an Educational Functioning Level (EFL) Gain?

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What is a Secondary Transcript/Report Card?

For the purposes of adding a Measurable Skills Gain, it is a transcript or report card of a participant in a high school or adult education program for each school year that they passed all classes taken and are in good academic standing. To be used as a Measurable Skills Gain the report card must not indicate the participant dropped out of school, was removed from the institution or any other conditions that indicate removal on academic or conduct grounds.

How often must a Secondary Transcript/Report Card be obtained?

Secondary Transcripts/Report Cards should be obtained at the end of each school year.

How do I record a Measurable Skills Gain for a participant in Special Education?

If the participant is not moving through grade levels while in Special Education, there would be no Measurable Skills Gain to record. If the participant is 18 or older and they are still in Special Education and looking to get their diploma, Measurable Skills Gains could be recorded using the grade reports received.

What is a Post-Secondary Transcript/Report Card?

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How often must a Post-Secondary Transcript/Report Card be obtained?

Post-Secondary Transcripts/Report Cards are to be obtained at the end of each semester.

Should credit bearing courses that do not count towards a degree (Pre-college level courses) be recorded?

Yes, this should be recorded as an open educational goal as the participant is currently participating in a training program. However, counselors should not record Measurable Skills Gains as these are not post-secondary credits.

What is a Training Milestone?

Satisfactory or better progress towards skill advancement while participating in an OJT, registered apprenticeship or Business Enterprise Program.

How often should a Measurable Skills Gain be recorded for a participant in an OJT?

An MSG should be recorded when the participant reaches a satisfactory level of skill attainment as established in the OJT agreement.

What is a Skills Progression?

Successful passage of an exam required for a particular occupation or progress in attaining trade-related benchmarks. Examples include passing CRC or NCE exams, CDL and passing a welding certification exam.

Is there a Measurable Skills Gain layout?

No, currently there is no layout in AWARE specific to Measurable Skills Gains. The Open Educational Goal layout is a tool that may be helpful in locating current educational goals when recording MSGs. Reports can be requested surrounding MSGs.

Is there a way to recommend courses/programs that counselors feel should count as an MSG and or Credential?

Suggestions can be made through UAT. However, Credentials and Measurable Skills Gains have been federally defined and interpreted for the agency's use.

Additional examples of programs that do not count as a License or Credential:

- Project SEARCH
- Driver's Education
- Excel Courses
- CPR
- Serve Safe
- Liquor Pour Certification
- Forklift Operator

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Training Milestone?

Satisfactory or better progress towards skill advancement while participating in an OJT, registered apprenticeship or Business Enterprise Program.

Performance Measure for Credential Attainment?

The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized post-

secondary Credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program.

Performance Measure for Measurable Skills Gain?

The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized post-secondary Credential or employment and who are achieving Measurable Skills Gain, defined as documented academic, technical, occupational, or other forms of progress, towards such a Credential or employment.