



Charlie Crist
Governor
Cynthia R. Lorenzo
Interim Director

MEMORANDUM

DATE: April 1, 2009
TO: Regional Workforce Board Executive Directors
FROM: Lois A. Scott, Program Manager, One-Stop and Program Support
SUBJECT: Credential Attainment

The purpose of this memorandum is to provide clarification regarding what constitutes a credential attainment. Please share this memorandum with the appropriate staff in your region to clear up any questions that staff may have regarding the attainment of a credential.

Credentials include, but are not limited to, a high school diploma, including special diplomas; GED or other recognized equivalents; post-secondary degrees/certificates; recognized skill standards; and licensure or industry-recognized certificates. Attainment of Occupational Completion Points (OCPs) as designated by the Florida Department of Education may also be counted as credentials. The OCPs indicate points in particular vocational programs where a student could leave the program prior to completion and still have learned enough skills to perform a particular job and thus be employable.

Local work readiness type credentials (i.e., interviewing skills, resume writing, job searching skills, etc.) that equip unemployed individuals to enter or re-enter employment do not meet the Federal definition of "certificate" (See TEGL 17-05 link provided below for the federal definition of both a certificate and credential).

Shortcut to: [TEGL 17-05](#)

If you have any questions relating to the memorandum, you may contact Barbara Walker at (850) 921-3864 or via e-mail at Barbara.Walker@awi.state.fl.us.

LAS/obw

cc: Steve Urguhart Dehryl McCall Kevin Neal Fay Malone

Agency for Workforce Innovation

The Caldwell Building, Suite 100 • 107 East Madison Street • Tallahassee • Florida 32399-4122
Phone 850-245-7130 • Fax 850-921-3226 • (TTY/TDD 1-800-955-8771 – Voice 1-800-955-8770)

For more information go to www.floridajobs.org

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.