

EXCLUSIONS REPORT PROCEDURE: CREDENTIAL ATTAINMENT RATE

The percent of participants who

- 1) were in a post-secondary education or training program during program participation who obtained a recognized credential within a year after exit, or
- 2) for in-school youth, were in a high-school equivalency program, who then obtained a high-school equivalency certificate within a year after exit AND who were also employed or enrolled in an education or training program leading to a recognized post-secondary credential within a year after exit.

Co-enrolled individuals will be reported for each Title I program they're enrolled in.

[Data Validation Requirement](#)

Each month AWIB leadership is provided with data demonstrating the progress of Alaskans engaging in employment and/or training activities. This data is monitored to assess the effectiveness of the statewide systems involving WIOA funding.

WHO

The WIOA Youth Program Coordinator or designee will review the AKJobs documentation of each participant to assess **if** additional information is needed.

STEPS

Upon receipt of the Exclusion Report for their office, the WIOAY grantee will review AKJobs and the participant's hard file to determine appropriate actions, **if warranted**. All appropriate actions will be noted in the "finding" column of the report and returned to the WIOA Youth Program Coordinator, **with** the Monthly Progress Report for the following month.

Reasons for failure:

- Being in a post-secondary education or training program and not obtaining a recognized credential within a year after exit.
- Being in a post-secondary education or training program and obtaining a recognized credential within a year after exit but staff are unable to obtain the credential.
- Being in a secondary education program and not obtaining the high school equivalency credential within a year after exit, or obtaining that credential but not then being employed, in a training program, or in a credential-attaining program within a year after exit



Possible corrective actions:

- ✓ Ensure credentials are recorded during program participation
- ✓ During follow-up, ask about credentials earned after exit. Remember, credentials don't need to be related to the training received, but they do need to be recognized credentials.
- ✓ For in-school youth, ensure the high-school diploma or equivalency is recorded, and ensure the participant is either employed after exit or at least enrolled in an appropriate after-secondary program.

