

Evaluative Information used in the decision making process.

Application for NC Workforce Credentials

This application form should be used to submit credentials for consideration to be added to the list of NC Workforce Credentials. NC Workforce Credentials are industry-valued credentials below an Associate's degree that put those who earn them on a path to a sustainable wage career.

As a reminder, only Workforce Development Boards, NC Community Colleges, and CTE Directors from an NC Local Education Authority may submit a credential for consideration. Each credential being submitted requires a separate application. If you have any questions, please reach out to: ncworkforcecredentials@myfuturenc.org.

*Throughout the application, an asterisk indicates a required field.

Type of submitting organization*

- Workforce Development Board
- NC Community College
- CTE Director from a NC Local Education Authority

Please choose which community college *

Please choose which Workforce Development Board *

Name of CTE Director submitting application*

Address of submitting organization*

Address Line 1

Address Line 2

City

State

Zipcode

Name of organization's Chief Executive Officer*

By selecting this box, I attest that submission of this credential for consideration has been approved by the Chief Executive Officer (superintendent, community college president, or workforce development board executive director) of my organization. *

Yes, I attest.

Name of contact for this application*

Title

First Name

Last Name

Email address of contact*

Email

Phone number of contact *

Use this format: xxx-xxx-xxxx

Phone number

Name of Credential*

Name of the credential's Certifying/Accrediting Agency (local/regional credentials may be certified by credential issuer) *

Website for credential*

Is this credential available for immediate use? *

If no, this credential can not be reviewed at this time. Credentials must be available for immediate use to be considered for the NC Workforce Credentials List.

- Yes
- No

Which Career Cluster does this credential belong to? *

More information about each career cluster can be found at either of the following links:

https://cte.careertech.org/sites/default/files/CareerClustersPathways_0.pdf

<https://careertech.org/Career-Clusters>

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing
- Science, Technology, Engineering & Mathematics
- Transportation, Distribution & Logistics

Please provide appropriate Standard Occupation Codes (SOC) and corresponding occupational names that are applicable to this credential. *

Example: SOC code: 15-1242

Corresponding Occupational Name: Database Administrators.

At least one SOC code and corresponding occupational name is required; however, you may add up to two more if applicable in the next question. SOC codes can be found at https://www.bls.gov/soc/2018/soc_2018_manual.pdf

SOC code #1

Occupational name #1

If applicable, please provide up to two more appropriate Standard Occupation Codes (SOC) and corresponding occupational names for this credential (e.g., SOC code: 15-1242. Corresponding Occupational Name: Database Administrators).

SOC code #2

Occupational name #2

SOC code #3

Occupational name #3

Is there a cumulative standardized assessment given to attain this credential? *

Yes

No

What is the name of the standardized assessment required to earn the credential? *

What is the cost for the standardized assessment required to earn this credential? If not applicable, enter N/A. *

Select the format by which the standardized assessment is delivered. *

Written

Skill assessment

Other- please describe

Please provide a 2-3 sentence description of the assessment.*

Are there any additional assessments given? If so, please describe.

Is a skills-based assessment required? *

Yes

No

Are there other requirements to earn the credential? If yes, check all that apply.

Lab hours

Experiential work

Other- please describe

Statewide credentials are, to a greater or lesser extent, in-demand across North Carolina. Regional credentials are primarily used and valued by local employers. Is this credential statewide or regional? *

- Statewide
- Regional

Describe the region.*

As a regional credential, estimate the number of current credential holders.

| | 0-100 | 101-300 | 301+ |
|------|-----------------------|-----------------------|-----------------------|
| 2021 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2020 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2019 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

For regional credentials only, if NC LEAD is not able to obtain sufficient information to establish the demand of the credential, then the applicant will be contacted to submit additional information.

If added to the NC Workforce Credentials list, would the issuer of this credential agree to submit data about who holds these credentials in North Carolina. * (Note: data submissions would follow appropriate measures to protect privacy.)

- Yes
- No

If desired, you may provide additional information about data availability for credential earners in North Carolina.

Informational questions

The following responses are required; however, they are not used to evaluate the credential. The information will be used for public-facing profiles of the credential, should it be approved.

Is a high school diploma or high school equivalency required to earn the credential?*

- Yes
- No

Is this credential achievable by secondary students? *

- Yes
- No

Please explain the renewal process for the credential. For example, how frequently it must be renewed and the requirements to do so. *

Are discounts available for schools (k-12 or colleges)? If so, please describe.

Evaluating Demand and the Credential's Value to Employers

Evidence of Labor Market Demand

Part Two

As part of the credential evaluation process, the North Carolina Department of Commerce's Labor and Economic Analysis Department (NC LEAD) will assess employer demand for the occupation(s) that correspond to this credential, as defined by its Star Job

ratings. Only credentials associated with occupations that are in-demand and pay a sustainable wage, or put individuals on a pathway to a sustainable wage career, will be approved.

For regional credentials, if NC LEAD is not able to obtain sufficient information to establish the demand of the credential, then the applicant will be contacted to submit additional information.

In addition, approved credentials must be used as a hiring preference by employers. To demonstrate this, the application requires letters from either 3 employers or a combination of one employer and one trade association. The letters need to include the following information:

- Job titles of individuals who have this credential
 - Number of employees who have this credential
 - Description of the extent the credential is used as a hiring preference
 - Minimum wage of people who have this credential
 - If available, example of job posting(s) that ask for the credential may be appended to the letter or included as hyperlinks
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- For trade associations only: include names of companies that use the credential as a hiring preference

All letters must be signed, on company letterhead, and submitted as a pdf.

Letter #1 (pdf)*

Letter #2 (pdf) *

Letter #3 (pdf.)