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. Credentials represent a significant breadth or depth of skills or content knowledge, i.e., they are not micro-credentials that can be earned in very short timeframe.

As a reminder, only Workforce Development Boards, NC Community Colleges, CTE Directors from an NC Public School Unit, Four Year College or University, and Industry Partnerships (3 or more employers) 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 Public School Unit
○ Industry Partnership (minimum of 3 employers)
○ NC non-profit college or university

Please choose which community college *

[▼]

Please choose which Workforce Development Board *

[▼]

Name of CTE Director submitting application*

[   ]

Name of NC non-profit college or university*

[   ]

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/ university/ college president/chancellor, workforce development board director, or if a private company, senior executive in NC) 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

Provide the company names and contact information of the other two employers whose letters will be uploaded with this application.

Are there additional employers that value this credential? If so, please list their name(s).

Name of Credential*
Note: A credential indicates documented mastery of a set of defined skills and competencies. Completion of a series of connected courses is not itself a credential; success in a cumulative assessment is required.

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 cannot 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), corresponding occupational names, and a brief rationale as to why the selected SOC code(s) is aligned

to this credential. *

Example
SOC code: 19-4020
Corresponding Occupational Name: Biological Tech
Brief rationale: The BioWork credential prepares employees for technical positions in bio labs, including equipment operations and safety procedures.

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

Brief rationale

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

Brief rationale

SOC code #3

Occupational name #3

Brief rationale

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

◯ Yes

◯ No

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

What is the cost of the assessment required to earn this credential? *

Select the format by which the assessment is delivered. *

- ○ Written format Only
- ○ Skill assessment only
- ○ A combination of written and skills. 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

[text box]

Is this credential part of a sequence of credentials? If so, please list the names of any additional credentials the learner could pursue after attaining this one.

[text box]

Evidence of Labor Market Demand
Part One

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 by listing the names of the county(s).*

[text box]

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

	0-100	101-300	301+
2022	○	○	○
2021	○	○	○
2020	○	○	○

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.

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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. *

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

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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.

Letters of support from employers are required to understand how they value the credential. Each credential submission requires three employer letters -- OR -- one employer letter and one trade association letter. Please have each employer/ trade association who is supporting this credential complete this template letter. Attach each separately to the application below.
NC Workforce Credentials employer letter of support (for download)

The information required includes:
-Job Titles of those who have this credential
-Approximate wage range of employees hired with this credential (hourly or annual)
-Approximate number of employees at this company location who hold this credential - OR- Approximate percentage of employees at this company location who hold credential and overall number of employees at this company location

-Please briefly describe how the company views or uses this credential when considering an entry-level job applicant.
-(Optional) Are there related credentials that your employees attain to be promoted and/or advance within your company? If so, please provide their name.

- For trade associations only: Provide contact information for three (3) companies that use this 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.)