North Carolina Community College System

Workforce & Continuing Education

**Colleague Credential Request Form**

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| The NC Community College System Office maintains the agency credential lists for Workforce Continuing Education tier funding. Colleges may request new credential information to be added by submitting this form to Margaret Roberton, Associate Vice President for Workforce & Continuing Education Programs at [humphreyn@nccommunitycolleges.edu](mailto:humphreyn@nccommunitycolleges.edu).  The request and supporting documentation will be reviewed and credentials will be added as appropriate. |

1. **Requestor Information**

|  |  |
| --- | --- |
| College: |  |
| Contact Name: |  |
| Contact Phone: |  |
| Contact Email: |  |

1. **Credential Designation (Check One)**

Federal Industry State

|  |  |
| --- | --- |
| **Credential Name** |  |
| **Agency Name** |  |
| **Agency/Credential Website** |  |
| **Course Code ID**  (Course Code aligned with training to credential – i.e. NUR 3240 – Nurse Aide I) |  |
| **Program Area**  (i.e. L30 Health Occupations) |  |
| **Labor Market Demand for Credential**  (List occupations and employers aligned with credential) |  |

1. **Workforce Sector Credential**

|  |  |
| --- | --- |
| **Workforce**  **Credential Name** |  |
| **Course Code ID**  (Course Code aligned with training to credential – i.e. NUR 3240 – Nurse Aide I) |  |
| **Preference for Hire**  (Does workforce credential result in a preference for hire among advisory group membership?) | **Yes**  **No** |
| **Labor Market Demand for Credential**  (List occupations and employers aligned with credential) |  |

**Workforce Sector Validation Documentation** (Must be included with this request)

* Advisory Group membership
* Meeting minutes outlining industry need
* Labor market outlook for impacted positions
* Curriculum outline validated through appropriate advisory group/employers
* Review process to maintain relevancy
  + Expectation of, at a minimum, an annual advisory group review of training program

**Credential Designations**

Definitions and Explanation

**Industry Credentials**

Industry Credentials: This credential designation encompasses those certifications validated and offered through third party industry associations, agencies or businesses. Credentialing is based on examination, licensure, or occupational competency assessment that is aligned with business and industry standards.

Examples: National Center for Construction Education and Research (NCCER), Microsoft, National Healthcareer Association (NHA), and Federal Aviation Association

**National Credentials**

National Credentials: This credential designation encompasses those certifications validated and offered through Federal Agencies. Credentialing is based on examination, licensure, or occupational competency assessment that is aligned with Federal agency standards and requirements.

Examples: Federal Aviation Administration (FAA) and Occupational Safety and Health Administration (OSHA)

**State Credentials**

State Credentials: This credential designation encompasses all certifications validated and offered through North Carolina State Agencies. Credentialing is based on examination, licensure, or occupational competency assessment that is aligned with State agency standards and regulations.

Examples: NC Department of Health and Human Services: Division of Health Service Regulation and Office of Emergency Medical Services, NC Department of Insurance: Office of State Fire Marshall, NC Board of Nursing, NC Department of Commerce: Apprenticeships and Training Bureau and NC Department of Justice

**Workforce Sector Credentials**

Workforce Sector Credentials: This credential designation defines a local or regional agreement between the community college and industry partners to establish training outcomes recognized as valuable by the employers. These training outcomes are not specifically aligned with an industry or state credential but reflect local labor needs.

Workforce Sector Credentials are not aligned to specific industry or state credentials and thus must maintain a local validation method to demonstrate need.

Documentation required to support ‘Workforce Sector Credentials’: • Advisory Group membership • Meeting minutes outlining industry need • Labor market outlook for impacted positions • Curriculum outline validated through appropriate advisory group/employers • Review process to maintain relevancy (Expectation of, at minimum, an annual advisory group review of training program)