

Definitions Associated with the Common Measures

Advanced Training/Occupational Skills Training – To count as a placement for the Youth Common Measures, advanced training constitutes an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Such training should include: (1) be outcome-oriented and focused on a long-term goal as specified in the Participant’s Service Strategy, (2) be long-term in nature and commence upon program exit rather than being short-term training that is part of service received while in enrolled in ETA-funded youth programs, and (3) result in the attainment of a certificate. (See definition of Certificate)

Basic Skills Deficient – The participant computes or solves problems, reads, writes or speaks English at or below the eighth grade level or is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in his or her family or in society. In addition, states and grantees have the option of establishing their own definition, which must include the above language. In cases where states or grantees establish such a definition, that definition will be used for basic skills determination.

Case Closure – For the common measures “soft exit” to occur, the case closure must be established. The case closure allows staff to capture those federal and local performance measures before the program exit is recorded.

The case closure ensures the following:

- Employment information is entered prior to the creation of the soft exit.
- Credential, diploma attainment and placements built around the federal reporting requirements can be entered.

NOTE: Wagner-Peyser and Trade Act activities will continue the Participation and keep the soft exit from occurring. See [TEGL 17-05](#).

Case closure can only be established if all valid activities have an actual end date. The WIA Case Closure interface is not available for data entry when there is an open activity (a valid activity with an actual start date but no actual end date) or a projected activity (having a projected start date, a projected end date but no actual start date and no actual end date). A voided activity will not prevent a Case Closure from being created. A voided activity will have an actual end date but no actual start date.

Certificate – A certificate is awarded in recognition of a participant’s attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards and work readiness certificates are not included in this definition. A certificate is awarded in recognition of a participant’s attainment of technical or occupational skills by:

- A state educational agency or state agency responsible for administering vocational and technical education within a state.

- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) qualified to participate in student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools and all other institutions of higher education eligible to participate in federal financial aid programs.
- A professional, industry or employer organization (e.g., National Institute of Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certificated Java Programmer) using a valid and reliable assessment of a participant's knowledge, skills and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon a participant's fulfillment of educational, work experience or skill requirements legally necessary for a participant to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- Institutions of higher education formally controlled, sanctioned or chartered by the governing body of an Indian tribe or tribes.

Date of Exit – Represents the last day on which the participant received a service funded by the program or a partner program (see definition of “Exit”).

Date of Participation – Represents the first day, following a determination of eligibility, if required, that the participant begins receiving a service funded by the program (see definition of “Participant”).

Diploma – The term diploma means any credential the Virginia Department of Education accepts as equivalent to a high school diploma. The term diploma also includes post-secondary degrees including Associate and Bachelor Degrees.

Educational Gain – At post-test completes or advances one or more educational functioning levels from the starting level measured on entry into the program (pre-test).

Eligible Adult – A person who is 18 years or older at the date of participation and meets all other WIA Adult Program eligibility requirements. Definition also applies to “Dislocated Workers.”

Eligible Youth – A participant who is age 14 to 21 at the date of participation and meets all other WIA Youth Program eligibility requirements.

Exit (Program Exit) – Occurs once a participant has not received a service funded by the program or funded by a partner program for 90 consecutive days and is not scheduled for future services.

Out-of-School Youth – An eligible youth who is a school dropout, or who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed or underemployed (WIA section 101 (33)). For reporting purposes, this term includes all youth except: (i) those attending any school and

have not received a secondary school diploma or its recognized equivalent, or (ii) those attending post-secondary education and are not basic skills deficient.

Participant – A participant is a person who is determined eligible to participate in the program and receives a service funded by the program in either a physical location (One-Stop Career Center or affiliate site) or remotely through electronic technology.

Post-Secondary Education – A program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A., A.S., B.A., B.S.). Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as placement in post-secondary education but may count as a placement in “advanced training/occupational skills training.”

Post-test – A test administered to a participant at regular intervals during the program.

Pre-test – A test used to assess a participant’s basic literacy skills, which is administered to a participant up to six months prior to the date of participation, if such pre-test scores are available, or within 60 days following the date of participation.

All Youth References:

Training and Employment Guidance Letter No. 17-05, SUBJECT: Common Measures Policy for the Employment and Training Administration’s (ETA) Performance and Accountability System and Related Performance Issues, dated February 17, 2006

Training and Employment Guidance Letter No. 17-05, Change 1, SUBJECT: Common Measures Policy for the Employment and Training Administration’s (ETA) Performance and Accountability System and Related Performance, dated August 13, 2007

Training and Employment Guidance Letter No. 17-05, Change 2, SUBJECT: Common Measures Policy for the Employment and Training Administration’s (ETA) Performance and Accountability System and Related Performance Issues, dated May 20, 2009

Adult & Dislocated Workers References:

Training and Employment Guidance Letter No. 17-05, SUBJECT: Common Measures Policy for the Employment and Training Administration’s (ETA) Performance and Accountability System and Related Performance Issues, dated February 17, 2006

Training and Employment Guidance Letter No. 17-05, Change 1, SUBJECT: Common Measures Policy for the Employment and Training Administration’s (ETA) Performance and Accountability System and Related Performance, dated August 13, 2007

Training and Employment Guidance Letter No. 17-05, Change 2, SUBJECT: Common Measures Policy for the Employment and Training Administration’s (ETA) Performance and Accountability System and Related Performance Issues, dated May 20, 2009