

Measurable Skill Gains Verification Guide

Select only 1 of the 5 'Skill Types' listed below and identify the corresponding 'Type of Achievement'.

Documentation of the Measurable Skill Gains must be included in the participant file.

Skill Type	Type of Achievement	Acceptable Documentation
Post-Secondary Transcript/Report Card	<p>A transcript or a report card demonstrating the following based upon enrollment status:</p> <p><u>Full-Time Student</u>-completion of a minimum of 12 hours for one semester</p> <p><u>Part-Time Student</u>- completion of a minimum of 12 credit hours over the course of 2 consecutive semesters during a program year.</p>	Transcript/report card (official or unofficial) showing the credit levels were achieved and the participant was in good academic standing for each semester.
Training Milestone	Satisfactory or better progress towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones from an employer or training provider who is providing training.	Satisfactory or better progress report from an employer or training provider that is providing training (e.g., training reports showing completed milestones, increases in pay resulting from new skills, or increased performance.)
Skills Progression	<p>Successfully passes an exam required for a particular occupation.</p> <p>Satisfactory progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-</p>	<p>Copy of exam results indicating a passing score or trade-related exam results indicating a passing score or copy of diploma or certificate.</p> <p>Certificate of completion.</p>

	<p>based exams and/or a diploma. (e.g., employer knowledge-based exam, occupational competency assessment, test necessary to obtain a credential.)</p> <p>**Skills Progression / Diploma is selected for the achievement of a high school diploma or GED, an industry-recognized credential or certificate, or an associate's or bachelor's degree.</p>	
Secondary Transcript/Report Card	A transcript or a report card of a customer in HS, HSED, or a GED program for each semester that they achieve a D- or above for all classes taken and are in good academic standing.	Copy of an official or unofficial semester transcript or report card showing passing grades of D- or above in all classes and are in good academic standing. The semester must be within the program year.
Educational Functioning Level	<p>1.) Test Scores: A Participant who is below post-secondary grade level at program entry and achieves a gain of at least one EFL on an acceptable Adult Basic Education (ABE, ex. TABE, CASAS, etc) or English as a Second Language (ESL, ex CASAS, BEST) post.</p> <p>2.) EFL Gain by Entry into Post-Secondary Education: For any exiter who was enrolled in training/education, whose school status at exit is, "Not attending school; H.S. Graduate", who enters Post-Secondary education or training after exit (and in the same program year), he/she will receive a skill gain for "EFL for Post-Secondary Education."</p>	<p>NOTE: This requires "School Status at Exit" for Adults and Dislocated Workers. Previously it was only required for youth.</p> <p>*Select the 'Educational Functioning Level for Measurable Skills Gain dropdown in VOS for entry</p>