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FROM: Charisse Childers, Ph.D., Director

TO: Local WIOA Workforce Development Area Administrators/Service Providers

SUBJECT: Arkansas Extended Definition of Training for Participants Enrolled in Occupational Skills Training Requiring a Licensure Exam for Permanent Employment

1. **Purpose:** To define “training” to include formal or informal tutoring and/or study time in preparation for an exam required for an occupational license.
2. **Background:** Tutoring and study time in preparation for a required licensure exam occurring after regular classroom training has ended may cause the licensure exam to be given in a different program year than the classroom training, thus making it impossible for the participant to successfully meet the Passage of an Exam (Skill Progression Benchmarks) Measurable Skill Gains goal. Extending the training time to include a program of study for the exam allows the participant a fairer opportunity to meet the goal in these circumstances. A certificate of completion of training does not meet the requirements for a Passage of an Exam (Skill Progression Benchmarks) Measurable Skills Gains goal.
3. **Policy:**

It is Arkansas State Policy that a WIOA title I-B participant is considered to be in training while preparing for an exam when all of the following conditions are met:

 - a. The participant is in a program of occupational or technical training that requires passing an exam for permanent employment in the occupation.
 - b. The participant has completed formal classroom coursework.
 - c. The participant is in a formal or informal study program to prepare for taking the exam required for permanent employment in the occupation.
 - d. The participant has provided to the case manager details concerning the formal or informal program of study. For an informal program of study, the plans must be documented as reviewed by an instructor of the original occupational training. (If the informal plans change, the changes must be reviewed by an instructor.)
4. **Additional Information:**
 - a. The program of study is a continuation of the participant’s original training program.
 - b. At the discretion of the local area and if such supportive services are allowed by the local Supportive Services Policy, payment for supportive services during the extended training may be provided if they are necessary to participate in the expanded training service.

- c. If supportive services are provided, the participant must contact the case manager at least once every two weeks after the completion of classroom training with updates concerning the participant's progress in completing the program of study. If no supportive services are provided, the case manager must attempt to contact the participant at least once every two weeks during the initial extended training time and at least monthly after a failed attempt. Such contact or attempts must be documented in case notes. Local areas may make policies requiring the participant to contact the case manager, creating a time-limit for lack of contact between the participant and the case manager, allowable circumstances for non-contact, creating a limit on the number of non-productive attempted contacts before the service is ended, and/or other regulations concerning contact during the study period.
- d. The student may self-attest concerning progress made in completing the program of study. This self-attestation may be made in writing by the participant and maintained in the participant file, or it may be made verbally to the case manager and documented in case notes.
- e. The program of study may continue after one or more failed attempts at passing the exam and supportive service policies may include limits based on the number of failed attempts. However, the training period must extend to the second failed attempt unless the local policy for non-contacts addressed in "c" apply. The program of study may continue past two failed attempts only when the approval of such continuation is given in writing by the case manager's supervisor.
- f. When a participant enrolls in training that requires testing after the original classroom training, the case manager should include the expected study time for the occupational exam when estimating the end of the period of training. The study/tutoring time is considered part of the occupational skills training in order to receive the licensure and such training is guided by the classroom instructor or a formal course of tutoring. In stating the Estimated End Date of the training in the S&T, case managers may include estimates of two attempts at the exam and study time for these attempts in estimating the time period for the occupational skills training.
- g. Local areas may make policies limiting the time of study and/or the amount or type of supportive services to be provided during this time.

5. **Action Required:** Please provide this information to all appropriate staff.

6. **Inquiries:** Email WIOATA@arkansas.gov

7. **Expiration:** Ongoing