

# Rehabilitation Services Policy Manual

SECTION Administrative Issues  
PART Credential Attainment & Measurable Skill Gains

SECTION NO. 1-15  
PUBLISHED 03/21

## Section 1 Administrative Issues

### Part 15 Credential Attainment & Measurable Skill Gains

The Workforce Innovation and Opportunity Act (WIOA) Common Performance Measures, outlined in Section 116, for Credential Attainment (CA) and Measurable Skill Gains (MSG) rates are reported to the Rehabilitation Services Administration (RSA) quarterly, as they are achieved. VR Counselors will record CAs and MSGs that occur in conjunction with a training goal agreed to in the Individual Plan for Employment (IPE). Third party documentation of CA and MSGs must be included in the client record in conjunction with updating the appropriate documentation in KMIS.

#### DEFINITION:

1. **Participant:** In accordance with 34 C.F.R § 361.150(a)(1), a “Participant” is a reportable individual who has an approved and signed Individualized Plan for Employment (IPE) and has begun to receive services.
2. **Program Year:** The Program Year (PY) is the reporting period for WIOA performance. It begins on July 1 and ends on June 30. For example, PY 19 is July 1, 2019 to June 30, 2020.
3. **Measurable Skills Gains (MSG):** MSG are milestones that participants achieve on the path toward attainment of an educational credential or employment training goal as indicated in an Individualized Plan for Employment (IPE).
4. **MSG Rate:** The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized credential or employment and who are achieving documented academic, technical, occupational, or other forms of progress towards such a credential or employment.
5. **Credential Attainment (CA):** Credential Attainment is a WIOA Common Performance Measure (CPM) that documents the successful completion of an industry recognized diploma, degree, certificate, certification or licensure during participation in **or** within one year after exit from the program.
6. **CA Rate:** The percentage of those participants enrolled in an education or training program (excluding those in On-the-Job Training (OJT) and customized training) who attained a recognized post-secondary credential or a secondary school diploma, or its recognized equivalent, during participation in, or within one year after exit from, the program. *Note: OJT and customized training cannot be counted toward CA rate but can be an MSG.*
  - a. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

#### REPORTING CA:

The Credential Attainment Rate measures attainment of two types of credentials: either a recognized **postsecondary credential**, or a **secondary school diploma or its recognized equivalent**. A credential should be recorded as soon as it is achieved, and the counselor has the documentation of the CA. Appropriate documentation should be inputted into KMIS and hard copy filed in case file.

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KRS accepts third party verification of Credential Attainment from entities including:

1. State Educational Agency, including Public Career and Technical Education Facilities
2. Higher Education Institutions and programs eligible to participate in the Federal student financial aid programs. This includes community colleges and universities both public and private and programs that are FAFSA eligible.
3. Higher education institutions that are formally sanctioned or chartered by the governing bodies of Native American Tribes.
4. A professional industry, employer organization or product manufacturer/developer using a valid reliable assessment of an individual's knowledge, skill and abilities. Examples include Microsoft It Professional (MCITP), National Institute for Metalworking Skill, Inc., Machining Level I credential.
5. The Office of Apprenticeship (State and Federal)
6. A public regulatory agency which awards a credential or license that is necessary to obtain employment in a particular profession or occupation. For example, licenses awarded by the Kansas State Board of Technical Professions (<https://www.ksbtp.ks.gov/>) or the Kansas State Board of Nursing (<https://ksbn.kansas.gov/>).
7. Programs approved by the Department of Veterans Affairs to offer education benefits
8. Job Corps, which issues certificates for completing career training programs that are based on industry skills standards and certification requirements

When documenting credentials:

- Credentials attained should correspond to the training goals identified on the IPE even if comparable benefit.
- Input Enrollment date.
- The date of Credential Attainment should correspond to the date the credential was awarded or the last date of attendance (if credential award date is not available).
- Record of Credential Attainment should be documented on the Tracking Education Completion Page in KMIS (Figure 1.1) as the credentials are achieved.
- Credentials can be attained during program participation or within one year following exit from the program. If a Counselor receives verification of a credential attained post-exit, notify KMIS Data through supervisory channels.
- Credential Attainment includes the following:

Types of Accepted Credentials	Example
Secondary School diploma or recognized equivalent	<ul style="list-style-type: none"><li>• High School Diploma</li><li>• GED</li><li>• High School Equivalency Test</li></ul>
Associate Degree	<ul style="list-style-type: none"><li>• AS in Marketing</li></ul>
Bachelor's Degree	<ul style="list-style-type: none"><li>• BS in Social Work</li></ul>
Graduate Degree	<ul style="list-style-type: none"><li>• MS Rehabilitation Counseling</li></ul>

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<p>Occupational Licensure</p> <p>License refers to a credential awarded by a licensing agency based on predetermined criteria. Occupational Licensure is awarded by a public regulatory agency that awards a credential or license necessary to obtain employment in a particular profession or occupation. The criteria for licensure may include some combination of degree attainment, certifications, certificates, assessment, apprenticeship programs, or work experience. Licenses are time-limited and must be renewed periodically.</p>	<ul style="list-style-type: none"><li>• Registered Nurse</li><li>• Barbering License</li></ul>
<p>Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates</p> <p>Occupational certificates are awarded by an education institution based on completion of all requirements for a program of study, including coursework and test or other performance evaluations.</p>	<ul style="list-style-type: none"><li>• Welding Certificate</li><li>• Plumbing Registered Apprenticeship</li></ul>
<p>Occupational certification</p> <p>Occupational certification is a credential awarded by a certification body based on an individual demonstrating through an examination process that he or she has acquired the designated knowledge, skill, and abilities to perform a specific job. The examination can be either written, oral, or performance based.</p>	<ul style="list-style-type: none"><li>• Automotive Service Excellence Certification</li><li>• Job Corps – Career Technical Training Certification</li></ul>
<p>Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment</p>	<ul style="list-style-type: none"><li>• Other</li></ul>

## WHO IS EXCLUDED FROM CA CALCULATIONS?

- Participants who exited a program and who were enrolled in the following are excluded from the credential attainment rate:
  - OJT
  - Customized training

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- Participant who is enrolled in a special education program, under an Individualized Education Program (IEP), leading toward a Certificate of Completion.
- Participants not enrolled in education or training leading to a recognized credential.

Examples that Do NOT Meet the WIOA Definition of Credential
Special Education Certificate of Completion
Work/Career Readiness Certifications (workforce development boards)
Completion of Orientation and Mobility Training
OSHA 10, CPR, First Aid – Other common job-related safety and health hazard training certifications
VRS sponsored On-the-Job Training (OJT) or Customized Training
Transportation skills attainment
Soft skills training
General computer and security certificates
Comprehensive transition programs (CTP) that may not lead to a recognized post-secondary credential

Note: Certificates awarded by workforce development boards (WDBs), and work readiness certificates are not included in this definition because neither type of certificate is recognized industry-wide nor documents the measurable technical or industry/occupational skills necessary to gain employment or advance within an occupation. Certificates must recognize technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.

## REPORTING MSG:

Measurable Skill Gains (MSG) are interim progress participants achieve on the path toward attainment of an educational credential or employment training goal. An MSG should be recorded as soon as it is achieved, and counselor has documentation. Appropriate documentation should be inputted into KMIS and a hard copy filed in case file.

### Documenting MSG:

- An MSG shall only be recorded if training, including OJT, is listed as a goal in the IPE even if comparable benefit.

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- Input enrollment date. The MSG Enrollment date entered should correspond to the actual enrollment date of the education or training program (or IPE date if already enrolled at time of initial IPE).
- MSG is not exit based.
- Once documented, the Tracking Education Completion Page in KMIS (Figure 1.1) should be updated and the MSG recorded as an Educational Goal Outcome or Skill Gain, as appropriate. The MSG Date entered (Figure 1.3) should correspond to the date the MSG was completed, and file in hard copy file.
- The MSG description should be recorded (Figure 1.3) as one of the five major categories, described below:

## **Five Types of Measurable Skill Gains**

To receive an MSG, one of the following needs to occur:

1. Educational Functioning Level (EFL) Gain (refer to [Adult Basic Education](#) for assistance in this MSG) is the documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level. An EFL can be documented in three ways:
  - a. Documenting an EFL gain through a pre and post-test showing the participants measured progress (such as an increased Reading Level measured through a TABE, ABLE, or BEST);
  - b. Documenting an EFL gain while enrolled in adult high school programs that lead to a secondary school diploma or its recognized equivalent may measure and report educational gain through the awarding of credits or Carnegie units; or
  - c. Documenting an EFL gain for participants who exit a program below the postsecondary level and enroll in postsecondary education or training during the program year. This applies to participants enrolled in a basic education program. *Note: Concurrent enrollment in post-secondary training and adult education does not meet the definition of increase in educational functioning level.*
2. Secondary High School Diploma or Recognized Equivalent:
  - a. Documented achievement of High School diplomas and General Education Diplomas (GED) awarded by secondary schools as well as Adult Education Programs. *Note: Special Education certificates are not considered a Credential, therefore MSG are not applicable and should not be recorded.*
3. Secondary and Postsecondary Transcript or Report Card
  - a. Secondary Education
    - i. Successful completion of a semester in a secondary school program: This includes only students who are seeking a high school diploma or General Education Diploma (GED). VRS should review the participant's transcript/report card to ensure that the student has successfully passed all courses. Passing refers to the minimum grade required to receive credit hours for completion of a course. The minimum grade required to pass a course with the Kansas Department of Education is a "D." If the report card indicates the participant dropped out of school, was removed from the institution, or any other conditions that indicate removal on academic or conduct grounds, then the individual does not receive an MSG.
  - b. Postsecondary Education
    - i. Full-time students must complete at least 12 hours/credits for one semester at a 2.0 GPA or higher.

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- ii. Part-time students must complete at least 12 hours/credits over the course of two consecutive semesters at a 2.0 GPA or higher. (i.e., 6 credits received during the Fall 2017 semester and 6 credits received during the Spring 2018 semester) For a part-time student, the achievement of a MSG occurs in the program year that the 12<sup>th</sup> credit hour is obtained.
  - iii. Other recognized education program in which the participant is enrolled including, but not limited to, semesters quarters, and clock hours for the calculation of credit hours when they achieve the equivalent of this MSG.
- 4. Employer based training milestone achieved by satisfactory performance:
  - a. Examples include an apprenticeship program or OJT. *Note: Pre-Employment Transition Services Work Based Learning Experiences are excluded from this measure.*
  - b. Documentation includes progress reports by the employer/trainer validating the skills attained by the participant. Must use KRS forms where applicable.
    - i. Progress reports may include training reports on milestones completed as the individual masters the required job skills, or steps to complete an OJT or apprenticeship program. Increases in pay resulting from newly acquired skills or increased performance also can be used to document progress.
- 5. Skills Progression by completion of occupational exam or trade-related benchmarks:
  - a. Documentation includes exam results indicating a passing score on a certification or licensure exam. Successful passage of an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as demonstrated through a trade-related benchmark such as knowledge-based exams.

Types of Accepted MSG	Example
1. Educational Functioning Level (EFL)	<ul style="list-style-type: none"> <li>• Increased Reading level from 8<sup>th</sup> grade to 9<sup>th</sup> grade documented by TABE Pre and Post Test</li> </ul>
2. Secondary High School Diploma or its Recognized Equivalent;	<ul style="list-style-type: none"> <li>• High School Diploma</li> <li>• High School Equivalency Test</li> <li>• GED</li> </ul>
3. Secondary and Postsecondary Transcript or Report Card	<ul style="list-style-type: none"> <li>• Secondary Report Card (passing semester)</li> <li>• Postsecondary Transcript (12 credits)</li> </ul>
4. Training Milestone Achieved by Satisfactory Performance	<ul style="list-style-type: none"> <li>• OJT Successful Completion</li> <li>• Registered Apprenticeship Progress Report</li> </ul>
5. Skills Progression	<ul style="list-style-type: none"> <li>• NCLEX Exam Results</li> <li>• HVAC Exam Results</li> </ul>

## WHO IS EXCLUDED FROM MSG CALCULATIONS?

- Participants not enrolled in education or training leading to a recognized credential or employment.
- Participant who is enrolled in a special education program, under an Individualized Education Program (IEP), leading toward a Certificate of Completion. Do not enroll them for either MSG or Credential Attainment.
- Potentially Eligible (PE): Students with disabilities receiving Pre-Employment Transition Services (Pre-ETS).

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## Examples that Do NOT Meet the Definition of a WIOA MSG

Yearly progression in Special Education while working toward a Certificate of Completion

Transportation Skill Attainment (e.g., Mastering use of public transportation)

Mastery of Orientation and Mobility Skills

General skills gained as part of the Individualized Plan for Employment (IPE) for activities that do not relate to training and education

Vocational Evaluation Assessments and Aptitude Tests

Documentation of attainment of Microsoft Office skills in JAWS

Soft skills training

**Vocational Rehabilitation Counselors** are responsible for ensuring the following items are completed:

- Input all required information on tracking education completion page (Figure 1.1), education/training page and measurable skill gains page in KMIS (Figure 1.3)
- Document an educational or training goal in the IPE to list all necessary training and education services that leads to a recognized secondary or postsecondary credential or employment before inputting Credential Attainment and MSG data into KMIS (Figure 1.3).
- Education information is complete, accurate, and up to date in KMIS on Tracking Education Completion Page (Figure 1.1). *Note: Highest educational accomplishment in the Tracking Education Completion page (Figure 1.1) at Plan must be entered prior to the first IPE to reflect the participant's highest level of education completed at the time of IPE.*
- For a new Educational Goal, the "Begin Date" is the date that the participant enrolls in education or employment training after the IPE is created. *Note: If the individual was already enrolled in an education or training program leading toward a postsecondary credential or employment PRIOR to the development of the IPE, the "Begin Date" of that Educational Goal should be the same as the IPE date.*
- When a MSG is achieved, VRS shall:
  - Obtain the documentation to confirm successful completion.
  - Record in KMIS (Figure 1.3) and file in hard copy case file *Note: Report MSG attainment date accurately by inputting the actual "Skill Gain Date" in the MSG record. Data should be entered as soon as a MSG is attained and documentation has been received.* Once documents are received, update the Measurable Skills Gain record in the applicable Educational Goal by entering the "Skill Gain Date". *Note: MSG should be counted using the date on which they occur, not the date on which they are recorded, or documentation is received.*
  - Document MSG in case notes to provide specific details about the participant progress and the reason for the update to the MSG.
  - Ensure Tracking Education Completion page (Figure 1.1) and MSG (Figure 1.3) are completed before providing support for the next service.



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**IMPORTANT REMINDER:** *Although it is highly recommended that MSGs are recorded as soon as it is attained and documentation has been received or within 3 days, VRS staff should make it a common practice to ensure that, on a monthly basis, all MSGs are recorded.*

**Note:** *VRS shall be aware of the educational and training status of all participants at the time of initial enrollment, during participation and at closure.*

- **Credential Attainment:**
  - When the participant enrolls in an education or training program that leads to a credential, document enrollment and in the IPE even if comparable benefit;
  - When the participant achieves a credential,
  - Complete all MSG information as stated above
  - Update the applicable Educational Goal with the “Actual End Date”, “Outcome”, “Degree/Certificate Earned”, and “Degree/Certificate Title”.
  - Documentation shall be recorded in KMIS and hard copy case file.
- **Closure:**
  - Complete the Forms [Closure Checklist Part 42](#) to ensure all information is in KMIS and documentation in the case file prior to closing the case.
  - Tracking Education Completion page (Figure 1.1) information in KMIS is complete and accurate for each participant who is closed in competitive integrated employment or closed unsuccessfully.

## Quality Assurance

- On a quarterly basis, monitor the number of data entries for CA and MSG into KMIS. This will be sent out to the regions for the statewide number of CA's and MSG to provide a reminder to complete the data entries.
- Maintain an FAQ of questions, with answers, related to MSG and CA.
- Quality Assurance will be monitored through case reviews of random sample of pulled files to ensure include questions to determine the data entry is correct for CA and MSG compliance. Review results will be documented in QA report and information provided to VRS, Rehabilitation Managers, and Program Administrators.



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Figure 1.1

## EDUCATION COMPLETION DATES

```
*****
RSIPES05          KANSAS REHABILITATION SERVICES          RSIPEM20
USERID            INDIVIDUAL PLAN FOR EMPLOYMENT          January 25, 2021
037F              TRACKING EDUCATION COMPLETION            00:00:01 AM

CLIENT: JOHN      J JINGLEHEIMER      AMEND: xx CSLD: xxxx SSN: xxx-xx-xxxx

LEVEL OF EDUCATION - ENTER DATES AS: MM/DD/YYYY
HIGH SCHOOL DIPLOMA:                      DATE:  __ / __ / ____
HIGH SCHOOL EQUIVALENCY (GED):             DATE:  __ / __ / ____
SPECIAL ED CERTIFICATE OF COMPLETION:      DATE:  __ / __ / ____
VOCATIONAL/TECHNICAL LICENSE (NON-DEGREE): DATE:  __ / __ / ____
VOCATIONAL/TECHNICAL CERTIFICATE (NON-DEGREE): DATE:  __ / __ / ____
COMPLETED SOME POSTSECONDARY NO DEGREE/CERTIFICATE): (X) -
ASSOCIATES DEGREE:                       DATE:  __ / __ / ____
BACHELOR'S DEGREE:                       DATE:  __ / __ / ____
MASTER'S DEGREE:                         DATE:  __ / __ / ____
GRADUATE (PH.D., ED.D., J.D., M.D. ETC):  DATE:  __ / __ / ____
PARTICIPANT COMPLETED/ENDED EDUCATION/TRAINING PROGRAM LEADING TO
  RECOGNIZED POSTSECONDARY CREDENTIAL/EMPLOYMENT: DATE:  __ / __ / ____
OTHER RECOGNIZED CREDENTIAL:              DATE:  __ / __ / ____
                                           PRESS ENTER TO CONTINUE

F1 =          F2 = NEXT          F3 =          F4 =          F5 =
F6 =          F7 =              F8 =          F9 = SUB MENU  F10= MAIN MENU
*****
```

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Figure 1.2

## EDUCATION

```
*****
RSIPES04          KANSAS REHABILITATION SERVICES          RSIPEM14
USERID            INDIVIDUAL PLAN FOR EMPLOYMENT          January 25, 2021
037F              EDUCATION/TRAINING (SCREEN 1 OF 2)        00:00:01 AM

CLIENT: JOHN      J JINGLEHEIMER      AMEND: xx  CSLD: xxxx
DATE COMPLETED ON: xx/xx/xxxx  COMPLETED BY: <counselor name>
DATE ORIGINAL IPE COMPLETED:  xx / xx / xxxx

HIGHEST GRADE COMPLETED AT APPLICATION (GRADES 1-12)
NO GRADES COMPLETED?                                     (x)  _

IS EDUCATION A GOAL ON HIS/HER IPE? (REQUIRED FOR ENROLLMENT DATES) (Y/N)  _

ENROLLED IN SECONDARY EDUCATION:
INDIVIDUAL IS ENROLLED IN SECONDARY EDUCATION AT OR ABOVE THE
9TH GRADE LEVEL?                                          (Y/N)  _
ENROLLMENT DATE IN SECONDARY EDUCATION: (MM/DD/YYYY)  _ / _ / _
INDIVIDUAL IS ENROLLED IN A RECOGNIZED SECONDARY EQUIVALENCY
PROGRAM AT OR ABOVE THE 9TH GRADE LEVEL?                (Y/N)  _
ENROLLMENT DATE IN RECOGNIZED SECONDARY: (MM/DD/YYYY)  _ / _ / _
PRESS ENTER TO CONTINUE

F1 =          F2 = NEXT          F3 =          F4 =          F5 =
F6 =          F7 =              F8 =          F9 = SUB MENU  F10= MAIN MENU
*****
```

```
*****
RSIPES04          KANSAS REHABILITATION SERVICES          RSIPEM15
USERID            INDIVIDUAL PLAN FOR EMPLOYMENT          January 25, 2021
037F              EDUCATION/TRAINING (SCREEN 2 OF 2)        00:00:01 AM

CLIENT: JOHN      J JINGLEHEIMER      AMEND: xx  CSLD: xxxx
DATE ORIGINAL IPE COMPLETED:  xx / xx / xxxx

* PLEASE NOTE:  WHEN ENTERING DATES ON THIS SCREEN THEY MUST BE ON
OR AFTER THE DATE THE ORIGINAL IPE WAS COMPLETED AND
MUST BE A GOAL ON HIS/HER IPE

ENROLLED IN A POSTSECONDARY EDUCATION PROGRAM THAT LEADS TO A
CREDENTIAL OR DEGREE FROM AN ACCREDITED INSTITUTION OR PROGRAM? (Y/N)  _
ENROLLMENT DATE: (MM/DD/YYYY)  _ / _ / _

ENROLLED IN A CAREER OR TECHNICAL TRAINING PROGRAM? (Y/N)  _
LEADS TO A RECOGNIZED POSTSECONDARY CREDENTIAL? (Y/N)  _
ENROLLMENT DATE: (MM/DD/YYYY)  _ / _ / _

PRESS ENTER TO CONTINUE

F1 = PREV SCRIN  F2 = NEXT          F3 =          F4 =          F5 =
F6 =          F7 =              F8 =          F9 = SUB MENU  F10= MAIN MENU
*****
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**Figure 1.3**

## MEASURABLE SKILL GAIN

```
*****
RSKP2000          KANSAS REHABILITATION SERVICES          RSRDEM01
USERID            INDIVIDUAL PLAN FOR EMPLOYMENT          January 25, 2021
037F              MOST RECENT DATE OF MEASURABLE SKILL GAIN          00:00:01 AM

CLIENT: JOHN      J JINGLEHEIMER          CSLD: XXXX          SSN: XXX-XX-XXXX
DATE ORIGINAL IPE COMPLETED:  XX / XX / XXXX

ADULT ED EDUCATIONAL FUNCTIONING LEVEL:
  (TEST RESULTS/CREDITS AWARDED)          DATE:  00 / 00 / 0000

SECONDARY SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT:          DATE:  00 / 00 / 0000

SECONDARY AND POST-SECONDARY TRANSCRIPT/REPORT CARD:          DATE:  00 / 00 / 0000

EMPLOYER BASED TRAINING MILESTONE ACHIEVED BY SATISFACTORY
  PERFORMANCE: (OJT, APPRENTICESHIP, ETC.)          DATE:  00 / 00 / 0000

SKILLS PROGRESSION BY COMPLETION OF OCCUPATIONAL EXAM
  OR TRADE-RELATED BENCHMARKS:          DATE:  00 / 00 / 0000

                                PRESS ENTER TO CONTINUE
F1 =          F2 = NEXT          F3 =          F4 =          F5 =
F6 =          F7 =          F8 =          F9 = SUB MENU  F10 = MAIN MENU
*****
```