

**Vermont State Workforce Development Board  
Training and Credentialing Work Group Minutes  
August 29, 2018  
10:00 am – 12:00 pm  
Agency of Education, Barre, VT**

**Work Group members present:** Co-Chair Marilyn Cargill, Co-Chair Jay Ramsey, Joe Teegarden, Maureen Hebert, Kim Bushey, Jane Fortin, Mary Anne Sheahan, Hugh Bradshaw, and Lauren Hibbert

**Work Group members present by phone:** Sharon Parker

**Guests present:** Robin Castle, Sarah Buxton, and Sophia Yager

The meeting was called to order at 10:00 am. The members and guests introduced themselves and explained their expertise and interest pertaining to workforce development and credentialing.

Co-Chairs Marilyn Cargill and Jay Ramsey explained the origin of the Work Group and its charge as voted upon and approved by the State Workforce Development Board:

The Training and Credentialing Work Group is charged to recommend the charge and initial membership of the Training and Credentialing Committee. In addition to overseeing WIOA eligible training provider eligibility and approval process, the committee will likely also be responsible for approving state-endorsed and industry recognized credentials and certificates.

The Co-Chairs explained that the Work Group has flexibility both in timeline and in the framework that will be passed on to the standing Committee. The Work Group may make recommendations to the Committee regarding a work plan, definitions, and processes, or may define these items for the Committee who will adopt and maintain them. Sarah Buxton noted that while the Work Group has latitude in determining the timeline, the Board expects recommendations in early 2019 (ie January 1 or March 1).

Co-Chair Ramsey explained that the Work Group will likely include other partners at subsequent meetings of the Work Group who may have substantive expertise or business interest. Mary Anne Sheahan suggested that the Work Group may need to define the scope of its work and the work of the Committee before identifying and inviting guests. Kim Bushey added that a clear strategy for employer involvement must be established. Ms. Sheahan offered to identify employers who would be interested and willing to participate but noted that a rough framework must be established before their involvement.

Hugh Bradshaw stressed the need to establish the point at which the Work Group will hand the framework off to the Committee, suggesting that definitions and framework may need to be defined by the Committee with the input of business partners. Co-Chair Ramsey suggested inviting a key cross-section of business members to meetings of the Work Group but allowing a wider group of business members to give feedback once the framework is established.

Ms. Buxton explained that the Board will be acting as a key convener for stakeholders who will have the insight necessary to ensure that a system for state-recognized training and credentials is responsive and complete. She also expanded upon the Work Group's charge and the future role of the Committee. She noted that the Work Group may decide to uncouple training and credentialing and leave oversight of training to another committee of the Board.

Ms. Bushey inquired whether the Work Group should employ a performance improvement tool or strategy such as A3 to guide its workflow. Ms. Sheahan also offered appreciative inquiry as another possible performance strategy. The Work Group determined that a facilitator will attend the next meeting to lead strategic planning. Ms. Bushey identified a lack standardization for state-approved credentials as the key issue that a facilitator could assist the Work Group in tackling.

Members agreed the need to define a strategy for including guests at subsequent meetings of the Work Group. This strategy will address: who is interested, who has substantive expertise, when to include guests, when to include employers/business representative, etc. Members agreed that including guest may be an iterative process of adding different groups of interested parties at different points in time.

Joe Teegarden proposed the following charges for the standing committee:

1. Identify credentials of value that are supported by the State
2. Identify how credentials are earned and assessed
3. Identify competencies associated with approved credentials
4. Define the process for approval of new credentials
5. Define the review and renewal process for approved credentials
6. Coordinate outreach and education to partners and employers about updates to the list of approved credentials
7. Identify resources to support credentialing costs for workers, employers, and providers

Jane Fortin identified a need for a clearinghouse or main source of all available credentialing information (list of approved credentials, where they may be earned, available funding sources, etc.) that could exist on the Department of Labor's website or the SWDB website.

Mr. Bradshaw noted that the Work Group must identify which State-authorized credentials are not federally-recognized and are therefore ineligible for training funds such as WIOA. This inquiry may also raise issues around interstate portability of credentials and local flexibility. Ms. Buxton added that determining common definitions (ie certificate vs. IRC) will be another component of that conversation.

Members discussed logistics for the next meeting of the Work Group, determining that a half-day strategic planning meeting lead by a performance facilitator was the optimal next step.

The meeting was adjourned at 12:10 pm.

Submitted by:

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Marilyn Cargill, Co-Chair, Training and Credentialing Work Group  
Vermont State Workforce Development Board

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Jay Ramsey, Co-Chair, Training and Credentialing Work Group  
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