



WORKFORCE DEVELOPMENT
AGING & COMMUNITY SERVICES



CalJOBS Help Sheet 14

How to Enter Credentials in CalJOBS

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How to Enter Credentials in CalJOBS

This help sheet describes how to enter Credentials in CalJOBS. Credentials can be entered for participants who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program.

If you are unsure whether a credential should be recorded, you can access the Department of Labor's **Postsecondary Credential Attainment Decision Tree Tool**. This tool can help you determine whether a credential will count towards the Workforce Innovation and Opportunity Act (WIOA) credential attainment primary indicator of performance.

It can be found here: <https://wioacredentialtool.safalapps.com/>

Any credential earned must be entered in the credential section.

Entering a Credential:

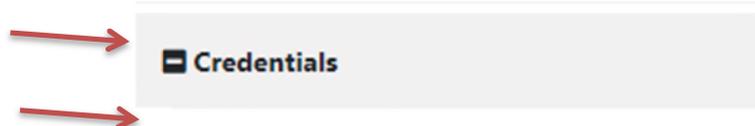
1. After accessing the participant's case, expand the WIOA application by clicking on the plus icon (+) located to the left of the application.



The screenshot shows a grey box with the title "WIOA #2244260 - Complete" in blue. Below the title is a plus icon (+) in a black square, which is highlighted by a red arrow. To the right of the plus icon is a table with the following information:

LWDB:	13 - Los Angeles County WDACS
Onestop:	2703 - LAO Community and Senior Services
Open/Total Activities:	0 / 1

2. Then, scroll down and click the plus icon (+) located next to the **Credentials** section. Once expanded, click on the "Create Credential" link.



The screenshot shows a grey box with the title "Credentials" in black. To the left of the title is a plus icon (+) in a black square, which is highlighted by a red arrow. Below the plus icon is another red arrow pointing to the right.

[Create Credential](#)

There are no records to display.

3. In the **General Information** section, most of the participant's information should be pre-populated from the WIOA application. Complete this section by selecting or confirming the **LWIA/Region** and your '**Office Location**'.

General Information

Program: WIOA

Application Number:

Name:

Application Date: 8/18/2014

Program Participation Date: 8/18/2014

Exit Date: 8/18/2014

Maximum date to record after exit: 8/18/2015

* **LWIA/Region:**

Los Angeles County WDACS

* **Office Location:**

None Selected

4. In the **Credential Information** section, enter the following information:
 - a. Select the **Credential Received** from the options provided.
 - b. Click **Verify** to select the document you will use for verification and scan or upload the document.
 - c. Enter the **Date Credential Received**.
 - d. Click the **Search Activities/Services** link in order to attach this credential to an activity in the individual's case file. A dialogue box will appear where you can select from all available activities.
 - e. Remember to add your **Agency Code** by clicking the **Agency Code Link**.
 - f. When finished, click the "**Save**" button to save your entries.

Credential Information

* **Credential Received:**

Other Credential:

Credential Verification: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

* **Date Credential Received:** (mm/dd/yyyy)  [Today](#)

Associate to Training/Activity record: [[Search Activities/Services](#)]

Agency Code: - [[Agency Code Search](#)]

(Note: Los Angeles County requires that an Agency Code must be entered, even though the system does not require it.)

- You should now be able to see a new credential record in the **Credentials** section.

■ Credentials

[Create Credential](#)

Search:

ID	Program	APPID	Credential	Source/Source ID	Date Received
5166661	WIOA	14720945	Occupational Skills Certificate or Credential		08/08/2015

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