



II. PROGRAM-LEVEL PILLAR

Reporting Entity:

Postsecondary institutions report program-level data to a state entity designated by the Governor. The state entity maintains and uses this information for Governor approval and continued approval processes and for submission to the U.S. Department of Education. States may also use program-level data to populate a centralized credential registry or other consumer information tools.

Reporting Timing:

- Initial institutional reporting: Prior to Governor approval of an eligible workforce program
- Updated institutional reporting:
 - Update any material program change on an annual basis
 - Require resubmission and updates prior to Title IV Program Participation Agreement (PPA) renewal

Record Structure:

- One record per eligible workforce program, identified by a state-issued program identifier
- Program records may be versioned over time to reflect approval status changes or updates

Category	Element	Essential or Important / Regulatory or Other Source Reference
Provider Identification	Provider OPEID	Essential: The 8-digit OPEID allows postsecondary institutions and campuses to be accurately and consistently linked across multiple education, workforce, and federal datasets.
	Provider PPA Expiration Date	Essential: The Governor's certification of continued approval must occur prior to the expiration of an institution's Title IV Program Participation Agreement (34 CFR 690.93(a)).
	Provider Accrediting Body	Essential: While individual programs are not required to be accredited, institutional accreditation is required for Title IV participation and is necessary to establish institutional eligibility (34 CFR 600.4(a)(5); 690.90).
	Provider Type	Important: Capturing the organizational type of the provider (community college, four-year institution, private provider, labor agency, etc.) enables analysis of participation and outcomes by provider type.

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Program Identification	Provider EIN	<i>Important:</i> The provider EIN supports integration with the Harvard Workforce Almanac for a nationally comprehensive mapping of workforce training providers.
	State Provider ID	<i>Important:</i> A state-issued provider ID allows WFP program data to be linked to other datasets using that same ID. Use of a provider Credential Transparency Identifier (CTID) represents good practice to support publication in the Credential Registry and linkage to other datasets.
	State Program ID	Essential: A state-issued program ID provides a consistent, authoritative identifier that allows WFP program data to be accurately tracked and linked. Use of a program CTID represents good practice to support publication in the Credential Registry and linkage to other datasets.
	Program Name	Essential: The Governor must submit the program name to the Secretary (34 CFR 690.93(d)(1)).
	Program Implementation Date	Essential: The date on which the program was first offered in alignment with the requirements described in 34 CFR 690.93(a). The Governor must certify to the Secretary that the program meets, and has met, these requirements for the 12 months immediately preceding the certification (34 CFR 690.93(d)(4)).
	Program Approval Date	Essential: The date the program was initially approved by the Governor. The program approval date must be submitted by the Governor to the Secretary (34 CFR 690.93(d)(5)).
	Related Instruction for Registered Apprenticeship Program (if applicable)	Essential: Programs serving as the related instruction component of a Registered Apprenticeship Program are deemed to satisfy certain employer-alignment requirements for Governor approval (34 CFR 690.93(g)).
	Outsourcing (if applicable)	Essential: The percentage of the program offered by an institution or program other than the Provider. Under the WFP Proposed Rules, no more than 25% of the program can be offered by an institution or organization ineligible for Title Vi (34 CFR 668.5).

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Resulting Recognized Postsecondary Credential: <i>What credential do participants earn upon successful completion of the program?</i>	Bilateral State Approval (if applicable)	Essential: Identifies programs operating under a bilateral agreement allowing cross-state enrollment, thereby flagging the need for coordination on determining HHI and Employer Hiring requirements (from the Employer Alignment pillar) and data sharing for completion and placement outcomes (34 CFR 690.93(h)).
	Program Status	Essential: Indicates whether a program is currently approved and enrolling students, temporarily inactive, or permanently superseded or discontinued.
	WIOA ETPL Program ID (if applicable)	Important: The WIOA ETPL Program ID supports WIOA reporting and enables states to identify overlap and alignment between WFP-eligible programs and WIOA-funded training.
	Resulting Credential Name	Essential: Specifies the official name of the recognized postsecondary credential awarded upon successful completion of the program (34 CFR 690.93(a)(3)).
	Resulting Credential Type	Essential: The resulting credential must be one of the following credential types: an industry-recognized certificate, industry-recognized certification, certificate of completion of a registered apprenticeship, license, or degree (34 CFR 690.92(d)).
	Resulting Credential Competencies	Essential: Describes the competencies or skills validated by the resulting credential, which, as part of the Governor's approval, must be determined to align with employer hiring requirements of HHI sectors or occupations (34 CFR 690.93(b)(1)(ii)(A)). While a state could use various forms of evidence to document competencies, collecting structured competency data using CASE or CTDL Achievement Standard Network formats allows competency information to be reused across verified digital credentials, consumer information systems, and employer alignment analyses, ensuring that skills validated by a program are machine-readable, comparable, and usable beyond a single institutional or program context. States should consider a phased approach to structured competency data requirements to ensure high quality and usability.
	Program-to-	Essential: Defines how program completion leads directly to resulting credential attainment (34 CFR 690.93(a)(3)). Credential Transparency Description Language (CTDL) elements can be used to document this

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Program Characteristics	Credential Relationship	relationship, including whether the program <i>is required for, prepares learners for, or results in</i> attainment of the credential.
	Resulting Credential ID	<i>Important:</i> Use of a unique credential CTID represents good practice to support linkage to information about that credential in the Credential Registry .
	CIP Code	Essential: The primary 6–digit CIP Code must be submitted by the Governor to the Secretary (34 CFR 690.93(d)(2)).
	SOC Code(s)	Essential: The SOC code(s) for which the program prepares individuals for employment must be submitted by the Governor to the Secretary (34 CFR 690.93(d)(2)).
	Program Length (weeks)	Essential: The program must require a minimum of 8 weeks, but less than 15 weeks, of instruction (34 CFR 690.92(a)).
	Program Length (contact hours or credit hours)	Essential: The program must be: (i) at least 150 clock hours but less than 600 clock hours; (ii) at least 4 but less than 16 semester or trimester hours; or (iii) at least 6 but less than 24 quarter hours (34 CFR 690.92(b)). Credit hour collection should specify semester, trimester, or quarter hours.
	Delivery Modes Available	Essential: Programs may be offered in person, online, or hybrid but may not be correspondence courses or direct assessment programs (34 CFR 690.92(c)). Documenting available delivery modes also supports consumer information by enabling prospective participants to understand how instruction is delivered.
	Accreditation or Recognition	<i>Important:</i> Under the Proposed WFP Rules, programs are not required to be accredited, only the provider. However, a provider may choose to demonstrate the quality of their program by seeking program accreditation or recognition by an industry association. ¹
	Embedded Learning Opportunities	<i>Important:</i> Enables analysis of course and microcredential structures within programs.

¹ An example of a program standard is the National Institute for Automotive Service Excellence (ASE) Education Foundation program accreditation standards for automotive service technician training programs.

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	Program Webpage	<i>Important:</i> A program webpage provides important information for consumers and is required for publication to the Credential Registry .
	Program Description	<i>Important:</i> A program description provides important information for consumers and is required for publication to the Credential Registry .
	Common Conditions	<i>Important:</i> Common conditions, such as minimum age or valid driver's license, describe any entry constraints, prerequisites, or requirements. They are important consumer information useful in analyzing program characteristics and correlation to outcomes. They are also recommended for publication to the Credential Registry .
	Work-based Learning Opportunities	<i>Important:</i> This field is important consumer information recommended for publication to the Credential Registry and important for analyzing program characteristics and correlation to outcomes. Work-based learning should be disaggregated by type, and could include internships, apprenticeships, cooperative education, and practicum/clinical hours.
	Student Services Availability	<i>Important:</i> This field is important consumer information recommended for publication to the Credential Registry and important for analyzing program characteristics and correlation to outcomes. Student services should be disaggregated by support type, and could include career advising, academic advising, childcare, disability services, or other support services.
	Issued as Verified Digital Credential	<i>Important:</i> This field supports assessment of progress of institutional issuance of digital credentials that empower individuals to use their own verified education achievements to unlock opportunity.
Stackability & Articulation: <i>What program(s) accept the resulting credential for academic credit?</i>	Providing Institution OPEID of Related Certificate or Degree Program(s)	Essential: Identifies the institution or institutions offering certificate or degree programs that accept the resulting workforce credential for academic credit. This enables verification that the program prepares students for continued education at one or more eligible institutions (34 CFR 690.93(a)(4)).
	Related Certificate or Degree Program(s) Name(s)	Essential: Specifies the name(s) of the certificate or degree program(s) into which academic credit from the program is accepted. This information demonstrates that the program supports postsecondary advancement and

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		credential stackability as required by the WFP Proposed Rules (34 CFR 690.93(a)(4)).
	Method for Award of Academic Credit	Essential: Describes the formal mechanism through which a student earns academic credit toward a certificate or degree program upon successful completion of the WFP program, whether through articulation agreement, transfer-of-credit agreement, consortium or partnership agreement, credit for prior learning, or other mechanism (34 CFR 690.93(b)(1)(iv)).
	Related Certificate or Degree Program(s) ID	<i>Important:</i> Use of a unique CTID for the certificate or degree represents good practice to support linkage to information on that certificate or degree in the Credential Registry .
Cost	Tuition	Essential: Tuition and fees must not exceed the program's value-added earnings and must be reported annually (34 CFR 690.94(b)(2); 690.95(a), (d)).
	Fees	
	Total Tuition and Fees	
	Other Costs	<i>Important:</i> Captures information on costs such as books and supplies and is important for consumer information and affordability analyses.
	Total Costs (Tuition + Fees + Other)	