

Measurable Skill Gains Desk Reference				
MSG	Definition	Categories of MSG	Documentation Required	Important Notes
Educational Functioning Level (EFL)	Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level.	Pre- and post tests	Pre- and post test results	<ul style="list-style-type: none"> <li>Keyed via Education Functioning Level for Measurable Skills Gains → click "Create Educational Functioning Level Record"</li> <li>Date keyed into NCWorks will be the date the test was taken.</li> </ul>
		Participants who exits a program below the postsecondary level (includes a basic education program) and enrolls in postsecondary education and training during the program year.	Postsecondary education or training enrollment determined through data match, survey documentation, or case notes	<ul style="list-style-type: none"> <li>This MSG is automatically captured by the system when the case manager records the participant's enrollment in postsecondary education or training through follow-up; thorough and complete case notes are important.</li> </ul>
		States may report an educational functioning level gain for participants who pass a subtest on a State-recognized high school equivalency examination.	Documentation that demonstrates the passage of a subtest required to obtain a State-recognized high school equivalency.	<ul style="list-style-type: none"> <li>Keyed via Measurable Skills Gain → click "Create Measurable Skills Gain"</li> <li>Date keyed into NCWorks will be the date on the subtest results.</li> </ul>
Secondary School Diploma/Recognized Equivalent	Documented attainment of a secondary school diploma or its recognized equivalent	Secondary School Diploma	Copy of credential	<ul style="list-style-type: none"> <li>Keyed via Credentials → click "Create Credential"</li> <li>Date keyed into NCWorks should be the date listed on the documentation (diploma/transcript)</li> </ul>
			Copy of school record	
		Certification of passing scores on all parts of a State Recognized High School Equivalency test	Follow-up survey from program participant Case notes documenting information obtained from education or training provider	
Transcript/Report Card	Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards.	Secondary School Diploma	Transcript	<ul style="list-style-type: none"> <li>Keyed via Measurable Skills Gain → click "Create Measurable Skills Gain"</li> <li>Date keyed into NCWorks should be the last date of class as indicated on the report card/transcript.</li> </ul>
			Report Card	<ul style="list-style-type: none"> <li>Trancript/Report Card demonstrates: grades of D or higher; semester occurred within current program year; participant is in good academic standing</li> <li>Full-time status: a minimum of 12 credit hours per semester. Part-time status: a total of at least 12 credit hours over the course of two completed semesters during the same 12-month period</li> </ul>
		Postsecondary Education	Transcript	
			Report Card	
Training Milestone/Progress Report	Satisfactory or better progress report, towards established milestones from an employer or training provider who is providing training.	Training Milestone/Progress Report	Documentation of a skill gained through OJT or Registered Apprenticeship	<ul style="list-style-type: none"> <li>Keyed via Measurable Skills Gain → click "Create Measurable Skills Gain"</li> <li>Date keyed into NCWorks must match date on documentation.</li> </ul>
			Contract and/or evaluation from employer or training provider documenting a skill gain	
			Progress report from employer documenting skill gain (or documenting a pay increase resulting from newly acquired skills or increased performance)	
Skill Progression	Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupations skills as evidenced by trade-related benchmarks, such as a knowledge-based exams	Skills Progression	Results of knowledge-based exam or certification of completion	<ul style="list-style-type: none"> <li>Keyed via Measurable Skills Gain → click "Create Measurable Skills Gain"</li> <li>Date keyed into NCWorks must match date on documentation.</li> <li>Signatures are not required for exam results or copies of credentials.</li> </ul>
			Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment	
			Documentation from training provider or employer	
			Copy of credential that is required for a particular occupation and only is earned after the passage of an exam	