Workforce Pell Program Readiness Checklist

Department of Higher Education

This checklist is designed to help institutions confirm that a program meets Workforce Pell requirements before applying. Reviewing this list will help ensure smoother reviews and reduce the need for follow-up requests.

Part 1: Core Program Eligibility

To be declared eligible, an institution must:

Title IV – Participating

- [ ] Currently participate in federal Title IV aid programs and have an active Program Participation Agreement.

Disciplinary Action

- [ ] Be free from any suspension, emergency action, or termination of programs by the federal government in the five years preceding the submission of this application.

To be declared eligible, the program must:

Length Requirements

- [ ] Meet the federal length requirements (150-599 clock hours or 4-15 semester credit hours, delivered between eight and 14 weeks).
- [ ] Have been offered in its current form for at least one year (the program is not eligible until the one-year mark is reached).

Recognized Credential

- [ ] Lead to at least one recognized postsecondary credential (industry certificate, license, or degree) as defined in ODHE's Workforce Pell Certification Policy (if the credential is an industry certificate, it must be on ODHE's approved Third Party Credential List).

Delivery Format

- [ ] NOT a correspondence, study abroad, or direct assessment course.

Instruction Limits

- [ ] Have 25% or less of the instruction provided by an outside entity.

Accreditation

- [ ] Be included – collectively or individually – within the institution's accreditation.

Part 2: Ohio-Specific Workforce Pell Policy Requirements

Based on ODHE's Workforce Pell Certification Policy

To be declared eligible, the program must:

- [ ] Align with Ohio's Top Jobs list (the program CIP code must be on this list of eligible CIP codes).
- [ ] Have documentation showing employer demand and validation of program competencies (e.g. job postings, employer letters, advisory board minutes).
- [ ] Have documentation showing program completion will result in academic credit being accepted toward a related certificate or degree at the applying institution or another institution.
- [ ] Have total published tuition and fees that are less than the expected median earnings for the job minus 150% of the federal poverty level for one person. ODHE will use the median earnings from Ohio's Top Jobs list for the initial determination.
- [ ] Have all required student data elements collected and ready to submit (SSN. DOB, start date, completion/exit date, program length, etc.). Institutions should review the *Student Program Completion Worksheet & Instructions* carefully and note the data required to ensure a calculation of the job placement rate is possible. Any institutional data system gaps must be filled before applying.

Part 3: Final Confirmation Before Submission

- [ ] All federal requirements in Part 1 must be met.
- [ ] All ODHE policy requirements in Part 2 must be met.
- [ ] All required documentation must be ready to submit at the time of application.
- [ ] The application has been reviewed and approved by institutional leadership before submitting.

Note to Institutions

Final federal regulations may require adjustments to ODHE's Workforce Pell Certification Policy. If so, ODHE will update the policy and may need to request additional information. The application was released prior to final regulations to give institutions maximum time to prepare submissions and documentation.

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