OFFICE OF HIGHER EDUCATION

Workforce Pell – Stackability & Portability Verification Form

Participating institutions must demonstrate that the program (i) leads to a recognized postsecondary credential that is stackable and portable across more than one employer or prepares students for, and awards, the sole recognized postsecondary credential required for employment in the occupation, and (ii) ensures that academic credit is awarded and accepted toward a certificate or degree program where required.

Section 1 — Program Identification

- Institution Name: _____
- Program Name: _____
- CIP Code: _____
- Credential Awarded (certificate, license, certification):
  _____
- Program Length (hours/weeks): _____
- Industry/Occupation Alignment: _____

Section 2 — Stackability Verification

2.1 Internal Stackability

☐ Yes ☐ No

- Program awards transcripted academic credit:
  _____
- Number of credits earned: _____
- Credits apply toward which program(s):
  ☐ Certificate ☐ Associate Degree ☐ Bachelor's Degree

- Receiving programs:
    - Program Name: _____
    - Credits Accepted: _____
    - Requirements Satisfied: _____

2.2 External Stackability

☐ Yes ☐ No

- Partner Institution(s): _____
- Articulation Agreement Effective Date: _____
- Credits Accepted: _____
- Specific Applicability (courses, electives, etc.): _____

2.3 Sole Recognized Postsecondary Credential

☐ The program prepares students for an occupation in which only one recognized postsecondary credential exists, and:

- ☐ The program awards that credential upon completion
- ☐ No additional stackable credential pathway exists in this occupation
- ☐ The credential is required for employment in the occupation (e.g., licensure)
- Evidence attached:
  ☐ Licensing body documentation
  ☐ State or industry requirement
  ☐ Employer validation confirming single credential standard

Section 3 — Portability Verification

3.1 Employer Portability

☐ Yes ☐ No

- Credential recognized by multiple employers:
  _____

List employers:

- Employer 1: _____
- Employer 2: _____
- Employer 3: _____

☐ Supporting documentation attached:

3.2 Educational Portability

☐ Yes ☐ No

- Credits accepted across institutions: _____
- Transfer mechanism:
  ☐ Articulation agreement
  ☐ System-wide transfer policy
  ☐ Other: _____

Attestation Statement

The institution certifies that _____program

☐ Demonstrates a stackable credential pathway
☐ Demonstrates portability across employers or institutions

- Authorized Signature: _____
- Name / Title: _____
- Date: _____