

# **The Mississippi Partnership Credential Verification Checklist**

*This checklist must be completed and scanned into Imaging for every certificate or credential reported for a WIOA Adult, Dislocated Worker, or Youth participant.*

Participant Name: \_\_\_\_\_

☐ **1. Pre-Verification**

- Credentials appear in the participant's IEP/ISS
- Credential aligns with an in-demand occupation
- Costs, if applicable, were pre-approved
- Provider eligibility verified (ETPL, if needed)

☐ **2. Accepted Proof of Credential**

- Certificate, diploma, license, transcript
- Official score report with passing result
- State licensing board printout
- Verified training provider portal documentation
- GED/HiSET official record

☐ **3. Authenticity Review**

- Check issuing agency
- Ensure participant's name matches
- Confirm credential meets WIOA's definition
- Validate digital credentials through secure links

☐ **4. Mississippi Works Entry**

- Credential name/type
- Issuer
- Date earned
- Credential/license number (if applicable)

☐ **5. Compliance Checks**

- Costs necessary & reasonable
- Documentation complete
- Verification within required timelines

☐ **6. Upload Credential & Checklist to Imaging**

- Credential proof
- Receipts/invoices if applicable
- Case note documenting verification
- Legible scan or upload