



Pilot List:

WORKFORCE PELL QUICK START GUIDE



An eligible institution's certification for an eligible Pell Workforce Program is dependent on the Coordinating Council for Workforce Development (CCWD)'s review and approval of all items listed below. The **eligibility items must be met by the institution and its workforce program for the 12 months immediately preceding certification.**



INSTITUTION REQUIREMENTS

- Creation of an SC Works Online Services (SCWOS) account
- A signed Program Participation Agreement (PPA), in compliance with 34 CFR § 690.93(f)
- Compliance with all state licensure requirements and current licensing status
- Be a legal entity
- Be in good standing and current on state unemployment insurance taxes



WORKFORCE PROGRAM STANDARDS

- A minimum of 8 weeks, but less than 15 weeks of instruction
- Has a duration of:
 - At least 150 clock hours, but less than 600 clock hours
 - At least 4 semesters/trimesters, but less than 16 semesters/trimesters
 - At least 6 quarter hours, but less than 24 quarter hours
- Is not offered using any of the following:
 - Correspondence courses (24 CFR 600.2)
 - Coursework that takes place as part of a study abroad program
 - Credit or clock hour equivalencies that are part of a direct assessment program (34 CFR 668.10)

(These items are verified by the US Department of Education.)



FEDERAL PERFORMANCE REQUIREMENTS

- **Completion Rate**
 - Award years **2026-27, 2027-28, and 2028-29**: at least 70%, within 150% of the normal time to completion
 - Award years after **2028-29**: at least 70%, within 150% of the normal time of completion, as determined under 34 CFR 668.6(f)
- **Job Placement Rate**
 - Award years **2026-27, 2027-28, and 2028-29**: at least 70%, calculated as the percentage of students who are employed during the second quarter after exiting the program
 - Award years after **2028-29**: at least 70%, calculated as the percentage of students who are employed in either:



- i. The occupation(s) for which the program prepares students, or
 - ii. A comparable high-skill, high-wage, or in-demand occupation during the second quarter after successful program completion
- **Value-Added Earnings**
 - Total published tuition and fees may not exceed the value-added earnings of program graduates who received a Pell Grant for enrollment, completed the program **three years prior** to the current award year, and are now working.
 - i. Determined by calculating the difference between the median earnings of program graduates the first full tax year following program completion, and 150% of the poverty line applicable to a single individual for such tax year.
 - Published tuition and fees must be at or below the value-added earnings



STATE ELIGIBILITY REQUIREMENTS

- Provides an education aligned with the requirements of high-skill, high-wage, or in-demand industry sectors and occupations
- Meets the hiring requirements of potential employers in high-skill, high-wage, or in-demand industry sectors and occupations
- Provides either of the following:
 - A recognized postsecondary credential that is stackable and portable across more than one employer; or
 - Preparation for employment in an occupation with only one recognized postsecondary credential, which they are given upon completion
- Prepares students to pursue one or more certification or degree program at one or more eligible institution
- Provides academic credit that is acceptable toward meeting the certificate or degree program requirements



POST-PROGRAM REQUIREMENTS

- Each award year after program approval, the institution must submit to the State:
 - A list of students who completed the program during the award year
 - The information necessary to verify the job placement rate
- After the one-year initial eligibility period, an institution seeking continued eligibility approval must submit the following in SCWOS:
 - The **Federal Performance Requirements** data
 - Any changes to the previously approved **State Eligibility Requirements**, including a current program description and contact information
 - A current PPA for the upcoming award year, in compliance with 34 CFR § 690.93(f)
 - All student data, as required in the state policy under **Reporting Requirements**
- Each award year, the institution must report the published tuition and fees for the eligible workforce program