

Sample Instrument

VETERANS RECEIVING PROFESSIONAL CERTIFICATION, LICENSURE, OR CREDENTIALS

Veterans and Military Families Focus Area

Output: Number of unduplicated veterans assisted in receiving professional certification, licensure, or credentials (V4).

Sample Instrument in this Packet:

Veteran Educational Program (Certification, Licensure, or Credentials)

This instrument can be used to track the number of unduplicated veterans obtaining professional certification, licensure, or credentials.

- Use one row for each veteran assisted. Indicate when assistance begins. Follow up with veterans to find out if they completed their educational program and obtained professional certification, licensure, or credentials. Obtain copies of official documents (e.g., transcripts, diplomas, certificates, etc.) to verify that veterans completed their educational programs.
- If a veteran completes more than one educational program during the same program year, do not count this veteran more than once.
- Developing the log as an Excel spreadsheet will allow you to sort the output data and easily identify multiple entries for the same veteran. A spreadsheet will also allow you to automatically calculate totals.

Veteran Educational Program (Certification, Licensure, or Credentials)

Instructions

What is the purpose?	To determine how many veterans received assistance in completing an educational program and obtaining a professional certification, licensure, or credential.
Who should complete this instrument?	Program staff should complete the instrument.
When should we complete this instrument?	As veterans request and receive assistance, when assistance is completed, and when veterans obtain a professional certification, licensure, or credential.
What should we do to prepare?	Develop a list of services you plan to provide to veterans. For example, assisting veterans to stay in school (e.g., support, study habits), earn passing grades (e.g., homework assistance), or advise on taking the appropriate courses to achieve certification.
What should we do afterwards?	Keep all the logs and official documents (e.g., copies of certificates, transcripts, diplomas) together in a safe place; these are your data . You will aggregate the data later to determine if you met your output target.
Can I use an alternative instrument?	Different forms can be developed/used to document veterans assisted with completing educational programs. For example, you may want to develop a database using an Excel spreadsheet. However, whether your instrument is in paper format or electronic format, remember to save the “raw” data as proof that a systematic process was used to document the output.

Veteran Educational Program (Professional Certification, Licensure, or Credentials)

Program Name: _____

Person completing this Log: _____ Program Year: _____

Instructions: Enter the name of each veteran who receives assistance to obtain professional certification, licensure, or credentials. Document the educational assistance information in the appropriate cells. Place in “1” in “Output V4” column if the veteran received a certification, license, or credential. Count each veteran only one time during the program year.

VETERAN		EDUCATIONAL ASSISTANCE			Output V4
Last Name	First Name	Assistance Start Date	Type and Amount of Assistance Provided	Type of Certification/License/Credential	Mark “1” if Certified, Licensed, Credentialed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8. <i>Add rows</i>					
Output: Total number of veterans that received a certification/license/credential (V4)					