Spring 2027 - State of Iowa Workforce Pell Program Application - Copy

Start of Block: Introduction

Q1 **State of Iowa Workforce Pell Application**
Thank you for your interest in the State of Iowa Workforce Pell Program. This application is designed to collect the program information and supporting documentation needed to review your program for Workforce Pell eligibility.
Estimated time to complete: Approximately 30 minutes. The Qualtrics survey instrument does not allow you to exit the survey and return later to resume where you left off. Please make sure you have the necessary information and materials available before beginning the survey.
Before You Begin
To help ensure you have everything needed to complete the application, please have the following information and documentation available, as applicable:
• Evidence that the program has been offered for at least one year.
• A copy of the written arrangement between your institution and any third-party provider, if applicable.
• Evidence demonstrating that the program is stackable or leads to employment in an occupation with only one recognized postsecondary credential.
• Evidence demonstrating that the program is portable or leads to employment in an occupation with only one recognized postsecondary credential.
• Credit articulation agreements, if applicable.
• Evidence the program meets local or regional labor market demands and the hiring requirements of employers. Best practice includes a minimum of two letters of support verifying the above information from local employers. Additional verifying information can include a Lightcast report from your region and/or advisory board minutes with detailed description of employer discussion of the program meeting the labor market and hiring needs including a list of the advisory board members and employers.
• Historical program completion data demonstrating that at least 70% of program enrollees complete the program within 150% of the scheduled program length, based on the most recent three enrollment cohorts.
• Any available data regarding the program's job placement rate.
• Confirmation of the institution's current Title IV (Federal Student Aid) approval status.
You may not need all of the items listed above, depending on the program and your institution's circumstances. Having applicable documentation available before beginning the application will help make the process more efficient.
After You Submit
Once you complete and submit the application, you will have the opportunity to download a PDF copy of your responses for your records. The Workforce Pell Implementation Team will review

your application and may contact the individual who submitted the application if additional information or clarification is needed.

End of Block: Introduction

Start of Block: Program & Institution Information

Q2 Institution Name:

_____

Q3 Enter the information below for the person completing this form.

- Full Name (1) _____
- Job Title (2) _____
- Email (3) _____
- Phone Number (4) _____

Q4 Please enter the alternate contact person's information below. Optional

- Full Name (1) _____
- Email (2) _____
- Job Title (3) _____
- Phone Number (4) _____

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Q5 Workforce Program Name:

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Q6 Local Program Code (Course Catalog Code):

_____

Q7 Classification of Instructional Program (CIP) Code: 6 digit level formatted as (00.0000)

_____

Q8 Is this a new program?

- ○ Yes (1)
- ○ No (2)

Q9 When was the program first offered in the Workforce Pell-eligible format?

Q10 Provide evidence of program enrollment showing that the program has been offered for at least one year.
Best practice includes submitting a report from your registration or catalog system that includes course title, course data range, meeting days and times and enrollment data. Alternatively, other marketing materials or website evidence indicating the above information is acceptable.

Q11 Workforce Program Description:

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Q12 Workforce Program Outcomes: Include program competencies or student learning outcomes.

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End of Block: Program & Institution Information

Start of Block: Program Overview

Q13 Is this program being offered for credit?

- Yes (1)
- No (2)

Display this question:

If Q13 = 2

Q14 Is this program being offered for noncredit?

- Yes (1)
- No (2)

Display this question:

If Q13 = 1

Q15 Provide evidence the program meets at least 4 and no more than 15 semester/trimester or 6-23 quarter credit hours. Workforce Pell programs must be 4-15 semester/trimester or 6-23 quarters.

Display this question:

If Q14 = 1

Q16 Provide evidence the program clock hours meet at least 150 and no more than 599 clock hours.

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Q17 Provide evidence demonstrating the program meets at least 8 but fewer than 15 weeks of instruction. This can include breaks where no instruction occurs.
Note: for federal student aid purposes, a week of instructional time is defined as any consecutive 7-day period in which at least one day of regularly scheduled instruction, examination, or authorized academic activity occurs.

Q18 List the courses that comprise the program structure. Include individual courses, credit and/or clock hours and instructional modality.

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Q19 Is any of the program provided by ineligible third parties?

- Yes (1)
- No (2)

Display this question:
If Q19 = 1

Q20 What percentage of the program is provided by ineligible third parties?

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Display this question:

If Q19 = 1

Q21 Provide the written arrangement between your institution and the third-party provider.

Q22 Does this program include correspondence courses or coursework that takes place as part of a study abroad program?

- Yes (1)
- No (2)

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Q23 What type of postsecondary credential does the program offer?

- [ ] Industry-recognized certificate or certification (1)
- [ ] Certificate of completion of an apprenticeship (2)
- [ ] License recognized by the state of Iowa or federal government (3)

Q24 Choose an option that best describes this program:

- ○ Program prepares students for employment in an occupation with only one recognized postsecondary credential. (1)
- ○ Program delivers a recognized postsecondary credential that is stackable and portable. (2)

Q25 Please describe how this program leads to a “stackable” credential or results in a credential that is the only postsecondary credential for employment in a particular occupation.
An Iowa Workforce Pell program is considered “stackable” when it is part of a sequence of credentials that can be accumulated over time to build up an individual's qualifications and help them to move along a career pathway to different and potentially higher-paying jobs.

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Q26 Please attach evidence that the program is “stackable” or leads to employment in an occupation with only one recognized postsecondary credential.
Potential Stackability Evidence:
List the recognized postsecondary credential that students will earn upon workforce program completion.
Documented connection or articulation to additional credentials or credit-bearing programs that may be earned after the workforce program.

Q27 Would you like to submit any additional "stackable" evidence?

- Yes (1)
- No (2)

Display this question:
If Q27 = 1

Q28 Please attach evidence that the program is “stackable” or leads to employment in an occupation with only one recognized postsecondary credential.
Potential Stackability Evidence
List the recognized postsecondary credential that students will earn upon workforce program completion.
Documented connection or articulation to additional credentials or credit-bearing programs that may be earned after the workforce program.

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Q29 Please describe how this program leads to a “portable” credential or results in a credential that is the only postsecondary credential for employment in a particular occupation.
A workforce program is considered “portable” when the credential earned is recognized and accepted as verifying the qualifications of an individual in other settings such as other educational institutions, other industries or business or other geographic areas.

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Q30 Please attach evidence that the program is “portable” or leads to employment in an occupation with only one recognized postsecondary credential.
Potential Portability Evidence:
Articulation Agreements specifying the credit earned from a workforce program and applied to a receiving program.
Credit for Prior Learning crosswalk from workforce program describing credit earned from a workforce program and applied to a receiving program.
Employer documentation (at least 2 employers) of occupation competencies (real-time labor market information) required for hiring which has been aligned with workforce program competencies.
Occupational license available to earn at the completion of the workforce program.

Q31 Would you like to submit any additional "portable" evidence?

- ○ Yes (1)
- ○ No (2)

Display this question:

If Q31 = 1

Q32 Please attach evidence that the program is “portable” or leads to employment in an occupation with only one recognized postsecondary credential.
Potential Portability Evidence:
Articulation Agreements specifying the credit earned from a workforce program and applied to a receiving program.
Credit for Prior Learning crosswalk from workforce program describing credit earned from a workforce program and applied to a receiving program.
Employer documentation (at least 2 employers) of occupation competencies (real-time labor market information) required for hiring which has been aligned with workforce program competencies.
Occupational license available to earn at the completion of the workforce program.

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Q33 List credit articulation. Program must articulate to credit to be eligible, either within the same institution or another institution within the state.

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Q34 Please attach evidence of articulation.

Q35 Would you like to submit additional evidence of articulation?

- Yes (1)
- No (2)

Display this question:

If Q35 = 1

Q36 Please attach credit articulation agreements (if applicable).

End of Block: Program Overview

Start of Block: Alignment with Workforce Needs

Q37 List the SOC code aligned with the high-demand, high-wage, high-skill (H3) occupation(s) to which this program aligns.
SOC codes should be listed using the following format 00-0000.

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Q38 Attach evidence showing local/regional labor market demand and confirmation the program meets the hiring needs for employment.
Best practice includes a minimum of two letters of support verifying the above information from local employers. Additional verifying information can include a Lightcast report from your region and/or advisory board minutes with detailed description of employer discussion of the program meeting the labor market and hiring needs including a list of the advisory board members and employers.

Q39 Would you like to submit additional evidence showing local/regional labor market demand and confirmation the program meets the hiring needs for employment?

- ○ Yes (1)
- ○ No (2)

Display this question:

If Q39 = 1

Q40 Attach evidence showing local/regional labor market demand and confirmation the program meets the hiring needs for employment.
Best practice includes a minimum of two letters of support verifying the above information from local employers. Additional verifying information can include a Lightcast report from your region and/or advisory board minutes with detailed description of employer discussion of the program meeting the labor market and hiring needs including a list of the advisory board members and employers.

End of Block: Alignment with Workforce Needs

Start of Block: Program Outcomes and Quality Metrics

Q41 Provide historical completion rates for the program showing that at least 70% of program enrollees complete the program within 150% of the scheduled program length (based on the last 3 enrollment cohorts).

Q42 Provide any data you may have on the job placement rate:

Q43 Provide any information you have about the median earnings of program completers.

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Q44 Provide the program's tuition and fees.

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End of Block: Program Outcomes and Quality Metrics

Start of Block: Institutional Compliance and Accreditation

Q45 Provide confirmation of the institution's current Title IV (Federal Student Aid) approval status.

End of Block: Institutional Compliance and Accreditation

Start of Block: Student Support and Services

Q46 Has your institution been subject to any suspension, emergency action, or termination of programs related to Title IV eligibility during the last five years preceding the date of determination?

- ○ Yes (1)
- ○ No (2)

Display this question:

If Q46 = 1

Q47 If yes, please explain:

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End of Block: Student Support and Services

Start of Block: Applicant Certification

Q48 Signature By signing, the applicant certifies that they are authorized to act on behalf of the institution and that the information provided is accurate to the best of their knowledge.

Q49 Today's Date

End of Block: Applicant Certification