

Mississippi Workforce Pell Grant Institutional Application Packet

For State Review and Governor Certification of Eligible Workforce Programs

Office of Workforce Development (AccelerateMS)
Mississippi Workforce Pell Program Approval Process

Application Year: 2026-2027

Institution Name: _____

Program Name: _____

Application Instructions

This institutional application is used by eligible Mississippi institutions to request State review and Governor certification of a proposed eligible workforce program for Workforce Pell Grant purposes. The application is designed to collect the information needed for Mississippi's Governor, or the Governor's designated entity, to determine whether the program satisfies applicable State approval requirements before the institution submits the program to the U.S. Department of Education for federal approval.

The Governor's certification does not, by itself, establish federal Workforce Pell eligibility. After State approval, the institution is responsible for submitting the Governor certification and all other required documentation to the U.S. Department of Education through the process established by the Secretary.

Applicants should complete all applicable sections and attach supporting documentation. AccelerateMS may request additional information, clarification, or corrected documentation if the application is incomplete, inconsistent, or insufficient to support State review.

Required Attachments Checklist

- Completed Institutional Application Packet
- Completed institutional attestation signed by an authorized official
- Evidence of institutional Title IV eligibility and accreditation coverage for the program
- Program outline, curriculum, contact-hour/clock-hour/credit-hour breakdown, and normal time to completion
- Documentation that the program has met applicable Workforce Pell requirements for the required 12-month period, as applicable
- Completed Employer Validation Forms using Appendix D, or equivalent validation letters, including at least three operationally independent employer validations unless a State-approved sector-based or employer-collaborative validation method is used
- Labor market alignment documentation showing connection to Mississippi priority sectors, priority occupations, or other high-skill, high-wage, or in-demand occupations
- Credential documentation showing recognized postsecondary credential, stackability, portability, or sole recognized credential pathway
- Academic credit pathway documentation showing that, upon successful completion of the Workforce Pell program and subsequent enrollment in the related certificate or degree program, the student will receive academic credit, advanced standing, articulated credit, PLA credit, embedded credit, or other documented credit recognition for the completed Workforce Pell program
- Completed Appendix E: Academic Credit and Stackability/Portability Documentation Template, or equivalent documentation showing the specific, documented, operational pathway through which credit recognition will be applied after successful completion of the Workforce Pell program and subsequent enrollment in the related certificate or degree program
- Program cost information, including published tuition, required fees, books/supplies if applicable, and total published tuition and required fees

- Completion rate and job placement/employment rate documentation, including student/completer data needed for State review or Governor certification
- Data Submission Template, including participant identifiers needed for SLDS/UI wage/SWIS matching where applicable
- Registered Apprenticeship documentation, if applicable
- Distance education/out-of-state student documentation and bilateral Governor agreement information, if applicable
- Written arrangement documentation, if any portion of the program is provided by another entity
- Any additional documentation requested by AccelerateMS, SWIB, the Governor's Office, or the U.S. Department of Education

Section 1. Institution Information

Policy Statement. This section collects institutional information necessary for Mississippi to verify institutional eligibility, establish the official application record, and support any subsequent Governor certification or federal submission.

Institutional Eligibility Confirmation

- The institution is an eligible institution participating in Title IV, HEA programs.
- The institution is accredited by a recognized accrediting agency, and the proposed program is included within the institution's accreditation or has required accreditor approval/notification, if applicable.
- The institution is authorized to operate in Mississippi or is otherwise authorized to serve learners located in Mississippi, as applicable.
- The institution has not been subject to a suspension, emergency action, or termination of Title IV participation during the applicable federal review period, unless otherwise permitted by federal law, regulation, or Department guidance.
- The institution agrees to maintain documentation sufficient to support State review, Governor certification, Department submission, monitoring, audit, and program review requirements.

Section 2. Program Information

Policy Statement. This section collects program-level information necessary to determine whether the proposed program satisfies the federal definition of an eligible workforce program and Mississippi's State approval requirements.

Program Structure Confirmation

- The program is at least 8 weeks but less than 15 weeks of instructional time to complete.
- The program is 150-599 clock hours or the equivalent number of credit hours, as defined in applicable federal regulations.
- The program is offered in clock hours or credit hours and includes a detailed instructional-hour breakdown.
- The program does not include correspondence coursework, study-abroad coursework, or direct assessment coursework.
- Any noncredit clock-hour program is documented in a manner sufficient to demonstrate instructional content, clock-hour requirements, competencies, credential outcomes, and compliance with applicable federal rules.
- The program does not include ineligible remedial coursework for Workforce Pell purposes, except as otherwise permitted by federal law, regulation, or Department guidance.
- The program has been offered by the eligible institution for not less than one year and has met applicable Workforce Pell requirements for the required 12-month period, or the institution has documented the basis for any federal transition-period treatment applicable to the program.

Section 3. Mississippi Workforce Alignment

Policy Statement. This section establishes the institution’s required submission for demonstrating that the program provides education aligned with high-skill, high-wage, or in-demand industry sectors or occupations identified through Mississippi’s workforce development process, including priorities identified by the Mississippi State Workforce Investment Board and AccelerateMS.

For the 2026-2027 year, Mississippi has identified Construction, Advanced Manufacturing, and Healthcare as priority sectors for Workforce Pell review. Institutions may also request consideration of a program aligned to another occupation or sector if sufficient documentation is submitted to show that the occupation or sector satisfies applicable high-skill, high-wage, in-demand, or priority workforce requirements.

Required Narrative

Describe how the program aligns with Mississippi’s priority sectors, priority occupations list, or other high-skill, high-wage, or in-demand occupations.

Identify the labor market data used to support demand, including job postings, employment projections, wage data, workforce supply indicators, or other relevant data sources.

Explain whether the program is intended to address statewide demand, regional demand, an employer consortium need, a sector partnership need, or a specific workforce ecosystem gap.

Explain how the program supports Mississippi’s broader workforce and economic development priorities.

Section 4. Employer Engagement and Validation

Policy Statement. This section establishes the institution's required submission for demonstrating that the program meets the hiring requirements of potential employers in the high-skill, high-wage, or in-demand sectors or occupations for which the program prepares students.

Institutions must submit employer validation sufficient to demonstrate current or anticipated hiring demand, competency alignment, credential relevance, and employer recognition. Mississippi expects employer validation to reflect more than an isolated or temporary hiring need.

Employer Validation Summary

Employer Name	Industry/Sector	Contact Name/Title	Occupation(s) Validated	Validation Date

Employer Validation Requirements

- Attach at least three employer validation forms or letters per program unless a State-approved sector-based or employer-led validation methodology is used.
- Employer validations must represent operationally independent employers or documented independent hiring authorities.
- Employer documentation must be dated within the prior 24 months unless otherwise approved by the State based on extraordinary labor market circumstances.
- Employer documentation must identify the occupations, competencies, tools, technologies, certifications, credentials, or hiring requirements associated with the program.
- Employer documentation must confirm that the skills and competencies taught in the program align with employer expectations and hiring requirements.
- Employer documentation must demonstrate that the occupation or credential has applicability across multiple employers, labor markets, or employment settings, where applicable.

Employer Engagement Narrative

Describe how employers were involved in program design, curriculum review, competency identification, credential selection, or validation of program outcomes.

Describe how the program's competencies align to documented employer hiring requirements.

Describe any advisory board, sector partnership, Registered Apprenticeship sponsor, joint labor-management partnership, or State-recognized employer collaborative involved in the program.

Section 5. Recognized Postsecondary Credential, Stackability, and Portability

Policy Statement. This section establishes the institution’s required submission for demonstrating that the program leads to a recognized postsecondary credential that is stackable and portable across more than one employer, or prepares students for employment in an occupation for which there is only one recognized postsecondary credential and provides that credential upon completion.

Credential Documentation

- Attach documentation showing the credential awarded upon successful completion.
- Attach evidence of employer recognition, industry recognition, licensing-board recognition, regulatory acceptance, or workforce-system recognition.
- Attach evidence that the credential is portable across multiple employers, regions, or employment settings, where applicable.
- Attach documentation showing stackability to additional credentials, advanced standing, academic credit, career pathway progression, or further postsecondary education, where applicable.
- If the program prepares students for an occupation for which there is only one recognized postsecondary credential, attach documentation supporting that determination and showing that the program provides the credential upon completion.

Credential Narrative

Describe how the credential demonstrates labor market value and recognition by employers or industry.

Describe how the credential is portable across more than one employer or employment setting, or explain why the occupation has only one recognized postsecondary credential.

Describe how the credential is stackable into additional credentials, advanced standing, or further postsecondary education.

Section 6. Academic Credit Pathway

Policy Statement. This section establishes the institution’s required submission for demonstrating that, upon successful completion of the eligible workforce program and subsequent enrollment in the related certificate or degree program, a student will receive academic credit, advanced standing, articulated credit, PLA credit, embedded credit, or other documented credit recognition for the completed Workforce Pell program toward at least one certificate or degree program at one or more eligible institutions.

Acceptable Documentation

- Articulation agreement, transfer-of-credit agreement, consortium agreement, partnership agreement, MOU, or similar formal arrangement
- Course-to-course or program-to-program crosswalk
- Catalog language or published pathway showing applicability toward a credential
- Prior Learning Assessment (PLA) process or embedded credit model
- Program-to-degree pathway map or stackable credential pathway
- Documentation that the credit applies toward a certificate or degree program and is not merely general elective credit unless such elective credit applies to the credential requirements

Academic Credit Pathway Narrative

Describe the specific academic-credit pathway available to students after successful completion of the Workforce Pell program and subsequent enrollment in the related certificate or degree program.

Explain how the institution informs students of the academic-credit pathway.

Explain how competencies, coursework, or credential outcomes align with the receiving certificate or degree program.

Section 7. Program Cost, Anticipated Wages, and Value-Added Earnings

Policy Statement. This section collects program cost and anticipated wage information for State review prior to the initial determination of value-added earnings by the U.S. Secretary of Education. Mississippi shall not apply an interim State-created value-added earnings test or substitute a State-calculated value-added earnings amount for the amount determined by the Secretary.

VAE and Cost Assurances

- The institution understands that the Secretary determines and publishes the official value-added earnings amount for the program when sufficient data are available.
- The institution understands that Mississippi does not apply an interim State-created value-added earnings test during the initial implementation period unless required by federal law, regulation, or Department guidance.
- The institution agrees to report published tuition and required fees through the process established by the Secretary.
- Once the Secretary publishes the applicable value-added earnings amount, the institution agrees to ensure that published tuition and required fees do not exceed the Secretary-determined value-added earnings amount for the applicable award year.
- The institution agrees to provide evidence, upon request, that published tuition and required fees are at or below the applicable value-added earnings amount once that amount is available.

Cost and Wage Narrative

Describe how the program cost is reasonable in relation to anticipated wages and occupational outcomes.

Identify the wage data source used to estimate anticipated wages associated with the occupation or sector.

Explain any employer-paid, scholarship, WIOA, State, or other funding sources expected to support student enrollment.

Section 8. Completion, Employment, and Data Submission

Policy Statement. This section collects the information needed for Mississippi to verify or certify completion rate and job placement/employment rate requirements using administrative data and other documentation consistent with federal requirements.

Completion Rate Information

Completion Rate = Number of participants who completed within 150 percent of normal time divided by Adjusted Cohort Size.

Job Placement/Employment Rate Information

Employment Rate = Number of program completers employed during the second full calendar quarter after program exit divided by total program completers in the employment-rate cohort.

Student-Level Data Submission

- The institution will submit student-level participant data required for State review, SLDS matching, UI wage-record matching, SWIS matching where available, and federal reporting.
- The institution will provide Social Security number, first name, last name, date of birth, program entry date, completion status, completion date, credential attained, withdrawal information, statutory exclusions, and other required fields through the State's secure process.
- The institution understands that students without matching wage records may be treated as not employed for the employment-rate calculation unless federal law, regulation, Department guidance, or approved State methodology provides otherwise.
- The institution understands that currently enrolled students are treated according to the specific metric being calculated and are not automatically excluded from completion or employment-rate calculations solely because they remain enrolled in another educational program.

Section 9. Special Program Circumstances

Policy Statement. This section collects additional information for programs involving Registered Apprenticeship, ETPL alignment, distance education or out-of-state students, or written arrangements with outside entities.

Registered Apprenticeship / Related Technical Instruction

- Not applicable.
- Program is the Related Technical Instruction component of a Registered Apprenticeship Program recognized by the U.S. Department of Labor or a State Apprenticeship Agency.
- Attach documentation of Registered Apprenticeship status and sponsor information.
- Attach documentation showing RTI compliance with Workforce Pell program length, credential, institutional eligibility, and instructional requirements.
- The institution understands that on-the-job training components are not evaluated as Pell-funded instructional components unless otherwise permitted by federal law, regulation, or Department guidance.

Eligible Training Provider List

- The program is currently listed on Mississippi's Eligible Training Provider List.
- The institution is requesting ETPL alignment or listing as part of the broader workforce system process.
- The institution understands that ETPL inclusion does not, by itself, establish Workforce Pell eligibility or guarantee availability of WIOA funds.

Distance Education and Out-of-State Students

- The program is offered only in face-to-face format in Mississippi.
- The program includes distance education or serves students located outside Mississippi.
- If distance education or out-of-state students are involved, the institution has attached documentation necessary to address applicable State authorization, Governor approval, bilateral agreement, or federal requirements.

Written Arrangements

- No portion of the program is delivered through a written arrangement with an outside entity.
- A portion of the program is delivered through a written arrangement with an outside entity; attach the written arrangement and identify the portion of the program delivered by the outside entity.
- The institution understands that written arrangements are subject to federal limits and that Registered Apprenticeship related instruction may be subject to a separate percentage limit under federal rules.

Section 10. Institutional Assurances and Attestation

Policy Statement. This section documents the institution's assurances that the application is accurate, that required documentation has been submitted, and that the institution will comply with State and federal Workforce Pell requirements.

- The institution certifies that the information submitted in this application is true, accurate, and complete to the best of its knowledge.
- The institution certifies that the program satisfies, or is documented as satisfying, applicable federal Workforce Pell program requirements and Mississippi State approval requirements.
- The institution agrees to notify AccelerateMS of any material change to program length, cost, curriculum, modality, credential, academic-credit pathway, employer alignment, accreditation status, institutional eligibility, or other information relevant to State or federal approval.
- The institution agrees to maintain documentation supporting this application and make such documentation available for State review, federal review, audit, monitoring, or program review.
- The institution understands that Governor certification is required before the institution submits the program to the U.S. Department of Education for federal Workforce Pell approval.
- The institution understands that Governor certification does not, by itself, establish federal Workforce Pell eligibility.
- The institution agrees to comply with all applicable federal reporting, data submission, student eligibility, Pell disbursement, recordkeeping, and program integrity requirements.
- The institution understands that approval may be withdrawn or denied if the program fails to satisfy State or federal requirements or if submitted information is incomplete, inaccurate, unsupported, or misleading.
- The institution understands that programs losing eligibility may be subject to federal restrictions on reestablishment or substantially similar programs.

Authorized Institutional Signature

Authorized Official Name:

Title:

Signature:

Date:

Email:

Phone:

For State Use Only

This section is completed by AccelerateMS, the Governor’s designee, the State review team, or other authorized State personnel as part of Mississippi’s Workforce Pell program determination process.

State Review Checklist

- Application complete
- Institutional eligibility verified
- Program length and instructional time verified
- 12-month requirement or transition-period documentation reviewed
- Priority occupation or high-skill/high-wage/in-demand alignment verified
- Employer validation reviewed
- Credential stackability/portability or sole-recognized credential pathway reviewed
- Academic credit pathway reviewed
- Program cost and anticipated wages reviewed for State certification purposes
- Completion-rate documentation reviewed
- Job placement/employment-rate documentation reviewed
- No interim State VAE test applied
- Required attachments included
- SWIB consultation completed or scheduled
- Recommended for Governor/designee certification
- Denied or returned for additional information

State Determination

- Approved
- Approved with Conditions
- Returned for Additional Information
- Denied

Conditions or Required Follow-Up:

Reviewer Name/Title:

Signature:

Date:

Appendix B. Employer Validation Form Summary Page

Submit one completed form or equivalent validation letter for each employer. The form or letter should include the following information.

- Employer name, address, sector, and primary contact
- Occupation(s) for which the employer validates demand
- SOC code(s), if known
- Current or anticipated hiring need
- Competencies, skills, tools, technologies, certifications, or credentials expected for employment
- Confirmation that the program curriculum or competencies align with employer expectations
- Confirmation that the employer recognizes the credential or competencies for hiring or advancement, where applicable
- Signature of employer representative and date

Appendix C. Key Terms for Applicants

Term	Definition
Adjusted Cohort Size	Total number of participants in the cohort minus allowable exclusions under federal law, regulation, Department guidance, or approved State methodology.
Eligible Workforce Program	A short-term program meeting federal Workforce Pell requirements, including program length, instructional time, Governor approval, Secretary approval, workforce alignment, credential, academic-credit, completion, job placement, and value-added earnings requirements.
Governor Certification	The State's formal approval determination that a program satisfies applicable Governor approval requirements. Governor certification is required before the institution submits the program to the Secretary, but it does not by itself establish federal Workforce Pell eligibility.
Job Placement or Employment Rate	The percentage of program completers employed during the second full calendar quarter after program exit, as determined under applicable federal and State methodology.
Program Exit	For completers, the completion date. For non-completers, the last date of attendance or other federally recognized exit date, as applicable.
Recognized Postsecondary Credential	A credential recognized by employers, industry, licensing bodies, governmental entities, workforce systems, or educational institutions and meeting applicable federal Workforce Pell requirements.
Stackable Credential	A credential that supports progression to additional credentials, academic credit, advanced standing, or further postsecondary education within a career pathway.
Portable Credential	A credential recognized by more than one employer, region, labor market, industry setting, or applicable credentialing authority.
Value-Added Earnings	The amount determined and published by the Secretary based on federal methodology. Mississippi does not establish an interim State-created VAE test or substitute a State-calculated VAE amount for the Secretary-determined amount.

Appendix D. Employer Validation Form

Purpose. This form is completed by an employer to validate that a proposed Mississippi Workforce Pell eligible workforce program aligns with employer hiring needs, occupational demand, and the competencies, skills, tools, technologies, certifications, or credentials expected for employment in the applicable occupation or industry sector.

Instructions. The institution must submit one completed Employer Validation Form, or equivalent employer validation letter containing substantially similar information, for each employer used to support the program application. Unless otherwise approved by AccelerateMS through a sector-based or employer-collaborative validation method, institutions should submit at least three employer validations from operationally independent employers or independent hiring authorities for each program.

Note. Employer validation should be current, attributable to the signing employer, and dated within the prior twenty-four months unless otherwise approved by the State based on extraordinary labor market circumstances.

Employer Information

Employer/Company Name	
Employer Address	
City, State, ZIP	
Industry Sector	
Primary Contact Name	
Primary Contact Title	
Email	
Phone	

Program and Occupation Information

Institution Name	
Program Name	
Credential Awarded	
CIP Code, if known	
SOC Code(s), if known	
Occupation(s) for Which Program Prepares Students	
Priority Sector or Occupation	
Program Modality/Location, if known	

Employer Validation Statements

Please check each statement that applies and provide explanation where requested.

- The employer currently hires individuals for the occupation or occupations identified above.
- The employer anticipates hiring individuals for the occupation or occupations identified above within the next 12 to 24 months.

- The occupation or occupations identified above are aligned with current or anticipated workforce demand in Mississippi, the applicable workforce ecosystem, or the employer’s service area.
- The skills and competencies included in the program align with the employer’s hiring expectations for the identified occupation or occupations.
- The tools, technologies, equipment, or workplace practices included in the program align with current industry expectations.
- The credential, certification, license, or documented competencies associated with the program are recognized, preferred, or accepted by the employer for hiring, promotion, advancement, or continued training, where applicable.
- The employer supports the program’s alignment with the hiring requirements of employers in the relevant high-skill, high-wage, or in-demand industry sector or occupation.

Hiring Demand and Workforce Need

Describe the employer’s current or anticipated hiring need for the occupation or occupations identified above.

Identify any expected number of openings, hiring ranges, or anticipated workforce needs, if known.

Describe whether the hiring demand reflects ongoing employer need, expansion, replacement demand, emerging technology needs, or another workforce driver.

Competencies, Skills, Tools, Technologies, and Credentials

List the key competencies, technical skills, workplace skills, tools, technologies, equipment, certifications, licenses, or credentials the employer expects for entry into or advancement within the occupation.

Describe how the proposed program curriculum or competencies align with the employer’s expectations.

Identify any gaps, additions, or recommendations the employer suggests for the program, if applicable.

Employer Recognition of Credential or Competencies

- The employer recognizes the credential associated with the program for employment purposes.
- The employer prefers the credential associated with the program, but does not require it for employment.
- The employer requires the credential, certification, license, or other occupational qualification for employment in the identified occupation.
- The employer recognizes the program competencies even if the credential itself is not required for employment.
- Not applicable or unable to determine.

Additional explanation, if needed:

Employer Involvement

- Employer participated in curriculum development or review.
- Employer participated in identifying program competencies or occupational outcomes.
- Employer participates on an advisory board, sector partnership, employer collaborative, or similar group related to the program or occupation.
- Employer offers work-based learning, clinical, internship, apprenticeship, interview, hiring, or other partnership opportunities related to the program, where applicable.
- Employer did not participate in program design but is validating demand and alignment through this form.

Describe the employer’s involvement or partnership with the institution, if applicable:

Employer Attestation and Signature

By signing below, the employer representative attests that the information provided in this form is true and accurate to the best of the representative's knowledge and that the employer's validation is based on current or anticipated hiring needs, occupational requirements, and employer expectations for the applicable occupation or industry sector.

Authorized Employer Representative Name	
Title	
Signature	
Date	
Email	
Phone	

For Institution Use Only

- Employer is operationally independent from other employers submitted for this program, or the institution has documented independent hiring authority.
- Employer validation is dated within the prior 24 months, or the institution has documented a State-approved exception.
- Employer validation aligns with the program's identified SOC code(s), occupation(s), credential, and curriculum.
- Employer validation has been included in the application attachment index.

Institution Reviewer/Preparer Name:

Date Reviewed by Institution:

Appendix E. Academic Credit and Stackability/Portability Documentation Template

Purpose. This template is completed by the institution to document that the proposed Mississippi Workforce Pell eligible workforce program satisfies the academic credit, stackability, portability, and recognized postsecondary credential requirements used in the State approval and Governor certification process, including the requirement that credit recognition be available after successful completion of the Workforce Pell program and subsequent enrollment in the related certificate or degree program.

Instructions. Complete this template for each program submitted for State review. Attach supporting documentation, including articulation agreements, transfer-of-credit agreements, program maps, course or competency crosswalks, catalog language, employer validation, credential documentation, and any other evidence needed to demonstrate that the pathway is specific, documented, operational, and accessible to students.

Institution and Program Information

Institution Name	
Institution OPE ID, if applicable	
Program Name	
Credential Awarded by Institution	
Recognized Postsecondary Credential Associated with Program	
CIP Code	
SOC Code(s), if applicable	
Priority Sector or Occupation	
Program Length	

Recognized Postsecondary Credential

Identify the recognized postsecondary credential associated with the program and describe how the credential demonstrates labor market value, employer recognition, occupational relevance, or industry acceptance.

- Industry-recognized certification
- Occupational license or licensing pathway

- Institutional certificate or other recognized educational credential
- Registered Apprenticeship certificate or related technical instruction connected to a Registered Apprenticeship Program
- Other recognized postsecondary credential:

Stackability Documentation

Describe how the Workforce Pell program leads to additional credentials or educational advancement opportunities within an established career pathway. Stackability does not require universal transfer or a statewide transfer guarantee; however, the institution must demonstrate a documented and operational pathway to at least one additional certificate or degree program at one or more eligible institutions, unless the program prepares students for an occupation for which there is only one recognized postsecondary credential.

- The credential connects to one or more additional certificates or degrees.
- The pathway is offered by the same institution.
- The pathway is offered by another eligible institution.
- The program prepares students for an occupation for which there is only one recognized postsecondary credential.
- The institution has attached a program map, credential pathway, articulation agreement, transfer agreement, PLA policy, or other documentation.

Portability Documentation

Describe how the credential or competencies are recognized across more than one employer, region, labor market, industry setting, licensing body, regulatory body, or industry association.

- Credential is recognized by multiple employers.
- Credential is recognized by an industry association, licensing body, regulatory agency, or governmental entity.
- Labor market information demonstrates broad occupational relevance.
- Employer validation confirms the credential or competencies are recognized, preferred, or accepted for hiring or advancement.
- Credential is connected to statewide workforce priorities or targeted industry sectors.

Academic Credit Pathway

Federal Workforce Pell requirements require the Governor or designee to determine that the eligible workforce program ensures that, upon successful completion of the Workforce Pell program and subsequent enrollment in the related certificate or degree program, a student will receive academic credit, advanced standing, articulated credit, PLA credit, embedded credit, or other documented credit recognition for the completed Workforce Pell program toward at least one certificate or degree program at one or more eligible institutions. Complete the information below to document the pathway.

Receiving Institution	
Related Certificate or Degree Program	
Academic Department or Program Area	
Type of Credit or Recognition	<input type="checkbox"/> Direct credit <input type="checkbox"/> Advanced standing <input type="checkbox"/> PLA <input type="checkbox"/> Course equivalency <input type="checkbox"/> Articulated coursework <input type="checkbox"/> Other
Amount or Type of Credit Available	
Mechanism Used	<input type="checkbox"/> Articulation agreement <input type="checkbox"/> Transfer agreement <input type="checkbox"/> MOU <input type="checkbox"/> Catalog policy <input type="checkbox"/> Program map <input type="checkbox"/> PLA process <input type="checkbox"/> Other
Student Access Process	Describe how students access the pathway after completion and enrollment in the related program.

Describe how program competencies align with the receiving certificate or degree program requirements.

Describe how students are informed of the academic credit pathway, including advising, catalog language, program materials, or other student-facing communication.

Required Supporting Documentation

Attach all applicable documentation. General intent to pursue future articulation or transfer opportunities does not satisfy the Workforce Pell academic credit pathway requirement absent documented evidence of an operational pathway.

- Articulation agreement, transfer-of-credit agreement, consortium agreement, partnership agreement, or MOU
- Course-to-course, program-to-program, or competency crosswalk
- Program map showing progression from the Workforce Pell program into a certificate or degree program
- Catalog language, advising materials, or student-facing pathway documentation
- PLA policy or prior learning assessment process, if applicable
- Evidence that the credit, advanced standing, PLA credit, embedded credit, articulated coursework, or other credit recognition applies toward a certificate or degree credential after the student enrolls in the related program and is not merely general elective credit unless such elective credit applies to credential requirements
- Employer validation or industry documentation supporting credential value and portability
- Documentation for sole-recognized-credential pathway, if applicable

Institutional Attestation

By signing below, the institution attests that the information provided in this template is accurate and that the attached documentation demonstrates the program’s recognized postsecondary credential, stackability, portability, and academic credit pathway, including how credit recognition will be applied after successful completion of the Workforce Pell program and subsequent enrollment in the related certificate or degree program, for purposes of Mississippi Workforce Pell program review.

Authorized Official Name: _____

Title: _____

Signature: _____

Date: _____

Email: _____

Phone: _____

For State Use Only

- Recognized postsecondary credential documentation reviewed
- Stackability documentation reviewed
- Portability documentation reviewed
- Academic credit pathway documentation reviewed
- Pathway is specific, documented, operational, and accessible
- Additional documentation requested
- Requirement satisfied
- Requirement not satisfied

Reviewer Name/Title: _____

Date Reviewed: _____

Reviewer Notes:

Appendix F. Appeal Form and Appeal Letter Template

Purpose. This appendix provides the standard form and letter template an eligible institution may use to appeal a denial or adverse State-level determination issued through the Mississippi Workforce Pell program determination process.

Instructions. An appeal must be submitted in writing within fifteen business days from the date of the written denial or adverse determination notice, unless a different deadline is established in the written notice or applicable State procedure. The appeal should be submitted to AccelerateMS, as the Governor’s designated State entity, in the manner identified in the denial notice. The appeal review is based on the written record unless the reviewing entity requests additional information.

Appendix F-1. Mississippi Workforce Pell Appeal Form

Institution and Program Information

Institution Name	
Institution OPE ID, if applicable	
Institution Contact Name	
Title	
Email	
Phone	
Program Name	
Credential Awarded	
CIP Code	
SOC Code(s), if applicable	
Date of Denial or Adverse Determination Notice	
Date Appeal Submitted	

Determination Being Appealed

Identify the specific determination, criterion, finding, or requirement being appealed. Check all that apply.

- Institutional eligibility
- Program length or instructional time
- High-skill, high-wage, in-demand, or priority occupation alignment
- Employer validation or employer hiring requirements
- Credential stackability or portability
- Academic credit pathway
- Completion rate documentation
- Job placement or employment rate documentation
- Program cost or anticipated wage review
- Registered Apprenticeship or ETPL-related determination

- Other: _____

Basis for Appeal

Provide a clear explanation of why the institution believes the program satisfies the applicable Workforce Pell requirement or why the State determination should be reconsidered.

Evidence Submitted with Appeal

Attach all supporting documentation. The institution may include updated or clarifying information if it responds directly to the reason for denial or adverse determination.

- Revised or additional labor market information
- Employer validation forms or letters
- Credential stackability/portability documentation
- Academic credit pathway documentation
- Program length, curriculum, or instructional-hour documentation
- Completion rate, placement rate, or student outcome data
- Registered Apprenticeship documentation
- Explanation for occupation/SOC not included on Mississippi’s pre-approved list, if applicable
- Other supporting evidence: _____

Request for Consideration of Occupation Not on Pre-Approved List, if Applicable

If the appeal requests consideration of a program aligned to an occupation or SOC code not included on Mississippi’s pre-approved priority occupation or sector list, provide justification showing how the occupation and program satisfy high-skill, high-wage, in-demand, priority occupation, or other applicable Workforce Pell requirements.

Institutional Appeal Attestation

By signing below, the institution certifies that the information submitted in this appeal is accurate and that the institution understands the appeal will be reviewed in accordance with Mississippi's Workforce Pell program determination and appeals process.

Authorized Official Name: _____

Title: _____

Signature: _____

Date: _____

Email: _____

Phone: _____

For State Use Only

- Appeal received within required timeframe
- Appeal complete
- Additional information requested
- Appeal assigned to Appeals Review Panel
- Conflict-of-interest review completed
- Panel recommendation completed
- Final written determination issued
- Appeal approved
- Appeal denied
- Appeal returned for additional review or clarification

Date Appeal Received: _____

Date Final Decision Issued: _____

State Reviewer or Panel Chair: _____

State Notes:

Appendix F-2. Appeal Letter Template

[Institution Letterhead]

[Date]

AccelerateMS

Mississippi Workforce Pell Program Approval Process

[Address or submission email identified in the denial notice]

Subject: Appeal of Workforce Pell Program Determination - [Program Name]

Dear [Governor’s Designee/AccelerateMS Review Team]:

On behalf of [Institution Name], I am submitting this written appeal of the Workforce Pell program determination issued on [date of denial or adverse determination] for [Program Name]. The institution is appealing the determination related to [identify the specific determination, criterion, or finding being challenged].

We believe the program satisfies the applicable Mississippi Workforce Pell program approval requirements and federal Workforce Pell requirements for the reasons described below:

In support of this appeal, the institution is submitting the following documentation:

- [List supporting document 1]
- [List supporting document 2]
- [List supporting document 3]

The institution respectfully requests reconsideration of the determination and review of the attached supporting documentation through Mississippi’s Workforce Pell appeals process. We understand that the appeal will be reviewed based on the written record unless additional information is requested by the reviewing entity.

Please contact [name, title, email, phone] if additional clarification or documentation is needed.

Sincerely,

[Authorized Official Name]

[Title]

[Institution Name]

[Email]

[Phone]