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Workforce Pell Grant Application

Application for Governor Michelle Lujan Grisham's approval to utilize the federal Workforce Pell program. All eligible institutions may apply here.

Before applying, please review the [eligibility requirements and FAQ](#).

Program Structure and Details

1. Program name

Use the name that appears in your organization's academic/program catalog. You should only enter one program at a time. If you intend to submit multiple different (even if related) programs, you will need to complete multiple applications.

2. Program description

Provide a concise overview of the propose program, including its purpose, curriculum, and instructional format.

3. Program CIP code

The Classification of Instructional Programs (CIP) provides a classification structure that supports the accurate tracking and reporting of fields of study and program completions activity. More information can be found [here](#).

4. Program URL

Provide the specific program URL where the public can find details about the program. Do not give the generic URL for your institution.

5. Program length in weeks

Eligible programs have a duration of at least 8 weeks but less than 15 weeks. If your program does not fit in this range, it is not eligible for Workforce Pell.

 

6. Program length

A “clock hour” is defined as “a period of time consisting of (1) A 50- to 60-minute class, lecture, or recitation in a 60-minute period; (2) A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period.” Programs eligible for Workforce Pell have between 150 and 599 clock hours of instruction. If your program does not fit in this range, it is not eligible for Workforce Pell.

7. Clock Hours

 

Enter a number from 150 to 599.

8. When did your program first begin operating?

Approved programs must be offered and meet all criteria for at least 12 months. Indicate the approximate date on which your program first began operating using the format MM/DD/YYYY. The initial date of operation will be when you first began delivering instruction to students, not the date the program was approved or first advertised. If the exact date is unknown, you can use the first day of a given month within a given year. Your answer should match the timeframe you indicated in the initial section for program structure.

 

9. Is this program offered for academic credit?

Workforce Pell is designed for short-term programs below traditional Pell program-length thresholds. For most certificate programs, those thresholds are 600 clock hours, 16 semester hours, or 24 quarter hours over at least 15 weeks. A program may qualify for Workforce Pell if it meets applicable length requirements and carries or articulates to academic credit. Programs

without such credit are ineligible.

- ☐ Yes, the program is offered for credit at my institution.
- ☐ No, but the program articulates to academic credit at my institution.
No, but we have an articulation agreement with another institution to
- ☐ award credit.
- ☐ No, but the program is being evaluated for credit articulation.
- ☐ No, academic credit is not available to program completers.

10. Proposed Credit Articulation

If you previously indicated that this program is being evaluated for credit articulation at your institution or another institution, describe the proposed articulation and provide a timeline for when the decision will be made. If a draft articulation agreement is under consideration, provide an overview. You will be asked to provide the agreement once it is executed.

11. Program Value: Stackability

A credential is considered stackable when it is part of a sequence of credentials that can be accumulated over time to build an individual's qualifications and help them move along a career pathway or career ladder to different and potentially higher-paying jobs. Programs that result in a terminal (i.e., not stackable) postsecondary credential can meet this requirement if there is only one postsecondary credential that leads to the target occupation and a more advanced award does not exist for that occupation.

Describe how your program meets the requirements for stackability, including specific references to how it fits with other credentials leading to professional advancement. Applicants must upload documentation with their application that provides evidence of the credential's stackability or, if applicable, evidence that the credential is terminal and no more advanced postsecondary credential exists for the target occupation.

12. Portability

A credential is considered portable when it is recognized and valued by multiple employers within an industry or occupation, allowing individuals to use the credential to demonstrate their qualifications across different workplaces. A portable credential supports career mobility by ensuring that the skills and competencies it represents are transferable beyond a single

employer or specific job.

Describe how your program meets the requirements for portability, including specific information about how the credential is recognized by multiple employers and can be used by credential holders to pursue employment opportunities across different workplaces within the relevant industry or occupation. Applicants must upload documentation with their application that provides evidence of the credential's portability.

13. Has your program met all the criteria described in the eligibility requirements for the preceding 12 months?

- ☐ No
☐ Yes

14. Is your institution using FY27 Workforce GRO funding for this program?

- ☐ No
☐ Yes
☐ N/A

15. Our institution confirms that it will request Social Security numbers from all eligible students receiving financial aid.

Students will be required to complete the FAFSA to determine eligibility for Workforce Pell. Each institution will need to collect each student's Social Security Number (SSN) as part of the FAFSA application process.

- ☐ Disagree
☐ Agree

Indicate Which of the Following Conditions Apply to the Partnership Operation of This Program

16. We have written agreement(s) that govern the management of this program.

- ☐ No

- ☐ Yes
☐ N/A

17. Our organization offers at least 75% of the instruction for this program.

- ☐ No
☐ Yes
☐ N/A

Program Cost

18. Published Tuition + Fees

List the total cost of this program's tuition and fees, as published on the institution's website at the time the program was offered.

19. Total Program Cost

List the full amount a student can reasonably expect to pay to complete the program, including tuition, mandatory fees, books, supplies, tools, equipment, uniforms, technology, required examinations, licenses, certifications, background checks, and other required program-related expenses. Do not include optional expenses or general living costs unless specifically requested.

Program Employment Pathways

High-Skill Occupations

- Occupations that have a typical education needed for entry higher than a high school diploma or equivalent; or
- Occupations that have a typical education needed for entry equal to a high school diploma or equivalent and typical on-the-job training of moderate-term on-the-job training, long-term on-the-job training, apprenticeship, or internship/residency.

High-Wage Occupations

Occupations with a median wage that is greater than or equal to the median wage across all occupations within the state.

High-Wage Sectors

Sectors with a median wage that is greater than or equal to the median wage across all occupations within the state.

In-Demand Occupations

Occupations that have projected annual openings greater than or equal to the openings of at least 75 percent of all occupations (top 25th percentile for openings) for the Metropolitan Statistical Area (MSA) or workforce region, and that have a projected percentage growth of employment that is higher than or equal to the average percentage growth for all occupations in the area.

In-Demand Sectors

Priority sectors that are identified in the New Mexico Workforce Innovation and Opportunity Act (WIOA) state plan or identified as a Regional Priority in a Career and Technical Education (CTE) Community Local Needs Assessments (CLNA). More information can be found [here](#).

20. Which of the following does this program support? Select all that apply.

- ☐ High-Skill Occupations
- ☐ High-Wage Occupations
- ☐ High-Wage Sectors
- ☐ In-Demand Occupations
- ☐ In-Demand Sectors
- ☐ None of the Above

21. Is this program on New Mexico's Eligible Training Provider List (ETPL)?

The Eligible Training Provider List (ETPL) is a list of workforce training programs approved by a state to receive federal funding through the Workforce Innovation and Opportunity Act (WIOA). Information about New Mexico's ETPL, including the current list of approved programs, can be found at <https://www.jobs.dws.nm.gov/vosnet/Default.aspx> under 'View Eligible Training Provider List'. Note that it is not required for a Workforce Pell program to be on the New Mexico ETPL, but if it is, the program may automatically fulfill certain Workforce Pell eligibility requirements.

- ☐ Yes, this program is included on the ETPL.
- ☐ No, this program has never been on the ETPL.
- ☐ No, this program was previously on the ETPL but isn't now.
- ☐ No, but the institution has applied to be included on the ETPL.

22. Provide up to 10 SOC codes for which this program trains workers.

The 2018 Standard Occupational Classification (SOC) system is a federal statistical standard used by federal agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. More information can be found [here](#).

23. Which employer representatives have confirmed that they hire—or intend to hire—individuals who complete this program or earn its credential?

Provide either:

- At least two individual employers, or
- One trade association representing multiple employers

For each employer or association, provide the organization name, representative's name and contact information, and documentation verifying its hiring need.

24. Employer/Industry Recognition of Credential

Provide documentation demonstrating that the credential earned through this program is recognized and valued by employers within the relevant industry or occupation.

Upload letters of endorsement in the portal from at least two employers or one trade association representing multiple employers. The documentation should confirm that the credential is recognized as providing skills or qualifications relevant to employment in the applicable industry or occupation.

Verify that the letters of endorsement have been uploaded in the portal — do not upload them here.

Does your Institution Have the Ability to Track the Following Outcomes for This Program?

Programs are eligible for Workforce Pell only if they can show that at least 70% of those enrolled complete the program. In addition, programs must track their completers into the workforce and show that at least 70% of completers are employed in related occupations. New Mexico Higher Education Department (HED) and Department of Workforce Solutions (DWS) will conduct a preliminary evaluation of these metrics.

25. Our institution has the data infrastructure to track enrollment and completion data for this program.

- ☐ No
- ☐ Yes

26. Our institution has data sharing agreements in place to track employment outcomes of program completers.

- ☐ No
- ☐ Yes

27. Our institution tracks employment outcomes through personal contacts with program completers.

- ☐ No
- ☐ Yes

28. Our institution tracks employment outcomes through personal contacts with employers.

- ☐ No
- ☐ Yes

29. We have data showing that this program meets the requirement for 70% completion rate.

Documentation will be required if this answer is 'Yes'.

- ☐ No
- ☐ Yes

30. We have data showing that this program meets the 70% employment requirement.

Documentation will be required if this answer is 'Yes'.

- ☐ No

☐ Yes

Point of Contact Information

Name

Institution

Title

Email

Phone Number

Save and Continue