

Workforce Pell Program Approval Process Steps*

01

Institution identifies Workforce Pell-eligible program

Proposed programs must be 8-15 weeks long, operational for at least 12 months, and meet other eligibility criteria such as generating recognized, stackable, workforce-aligned credentials.

02

Institution submits program for Governor review

Using the state's established Workforce Pell approval process, the institution submits required program, credential, and outcomes information.

03

Governor evaluates workforce alignment and program design

In consultation with the State Workforce Board, the Governor determines whether the program meets federal eligibility criteria and satisfies local employer hiring needs.

04

If approved, Governor submits program certification to U.S. Department of Education (ED)

Formal certification attests that the program meets statutory and regulatory requirements.

05

Institution submits program to ED

After state approval, the institution must seek federal approval.

08

Institutions provide data annually to support recertification

Continued eligibility is contingent upon meeting annual performance and accountability thresholds. Each year, institution submits completion and student data; state certifies job placement outcomes; and governor and ED recertify program approval as required.

07

ED approves program for Workforce Pell eligibility

Approved program may enroll students using Workforce Pell Grants.

06

ED reviews program for federal eligibility and accountability

ED verifies that the program meets all eligibility requirements and has a system in place to report required data.



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*Steps reflect process as reflected in the Federal Register Final Rule published 05/19/26.