



MCL Applicant Training Guide

CareerSource Florida

Master Credentials List Interface, Database and Reporting

CareerSource Florida

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1.0 MASTER CREDENTIALS LIST APPLICATION SUMMARY

The Master Credentials List (MCL)

The Master Credentials List, required by the [Reimagining Education and Career Help \(REACH\) Act](#), is a comprehensive list of state-approved degree and non-degree credentials of value that prepare Floridians for in-demand occupations. The [Florida Credentials Review Committee](#) established the following definition for credentials of value: Any credential defined in [Chapter 14.36\(2\)\(a\), Florida Statutes](#), that also satisfies the criteria set forth in the Framework of Quality, which includes demand, wage and sequencing criteria.

The Master Credentials List serves as a public and transparent inventory of state-approved credentials of value, directs the use of federal and state funds for workforce education and training programs that lead to approved credentials of value, and guides workforce education and training programs by informing the public of the credentials that have value in the current or future job market.

Applying for Inclusion on the MCL

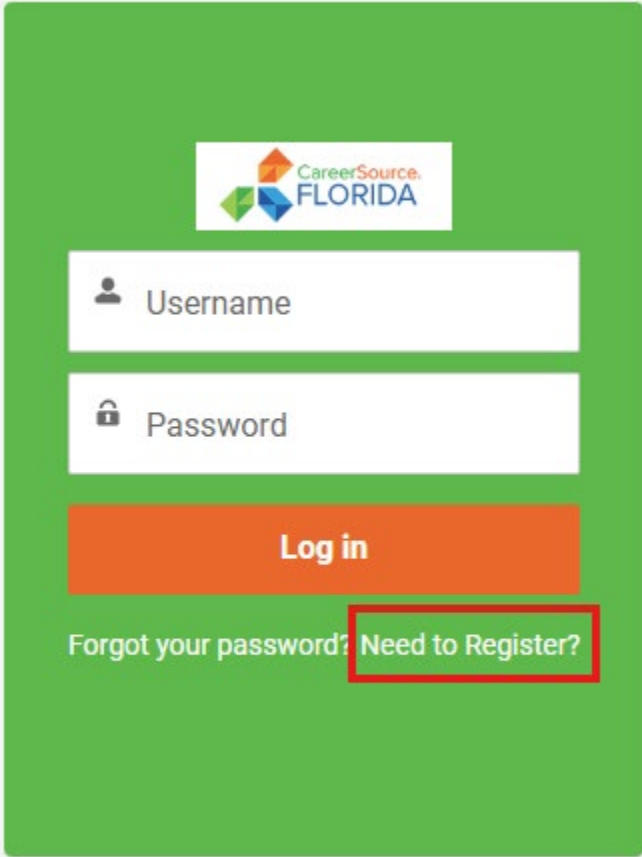
The Master Credentials List application is open year-round for Florida school districts, Florida College System institutions and local workforce development boards to submit credentials for consideration for the Master Credentials List. The following types of credentials may be submitted for consideration via the application: Advanced Technical Certificates, career certificates, college credit certificates, industry certifications, Registered Apprenticeship certificates, licenses, Applied Technology Diplomas, Associate in Applied Science degrees, and Associate in Science degrees. Credentials submitted through the online application will be evaluated against the Framework of Quality and considered by the Credentials Review Committee for inclusion on the Master Credentials List on a quarterly basis.

2.0 SUBMITTING AN APPLICATION

2.1 Gaining access to the MCL Application

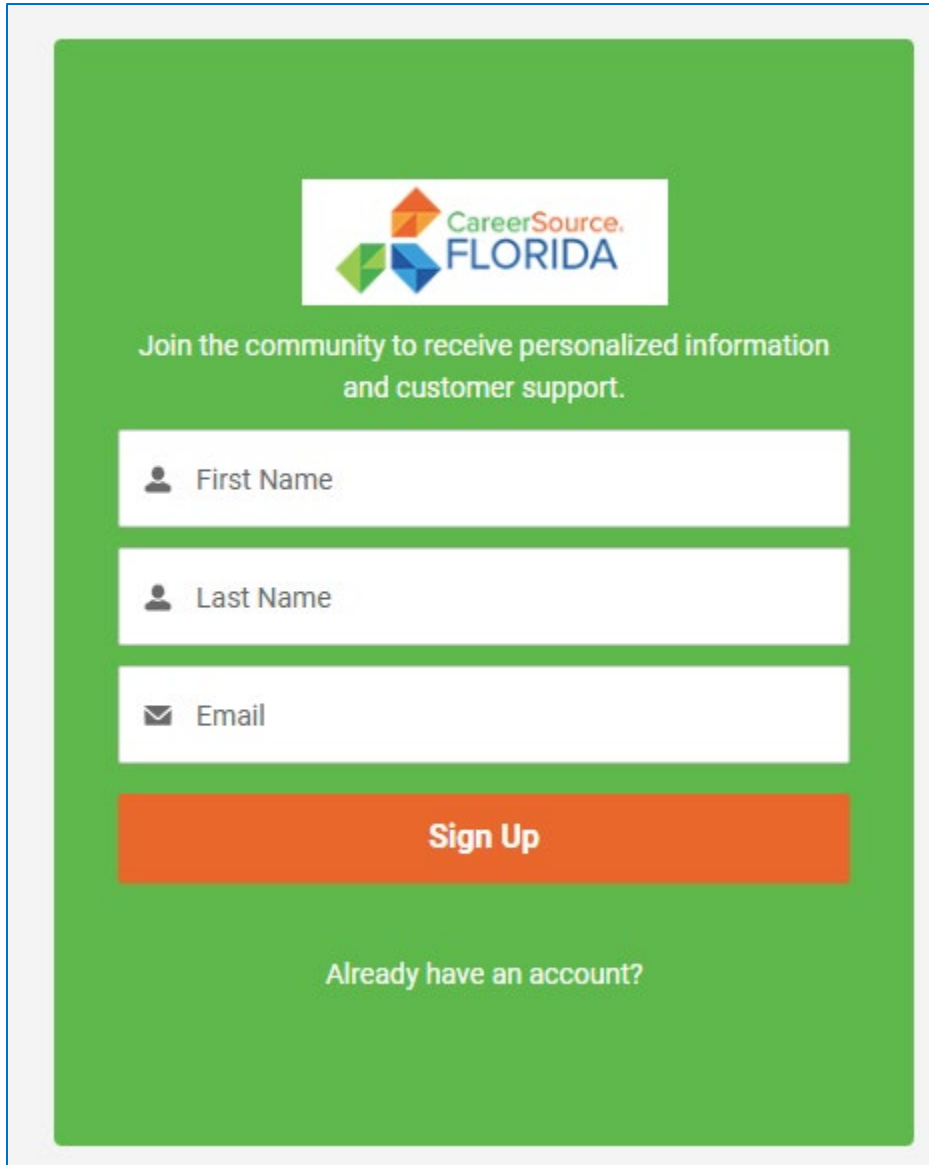
New Users

- Visit the application Sign-in page: [Application Sign In](#)
- Under the “Log in” button, click the “Need to Register?” link:



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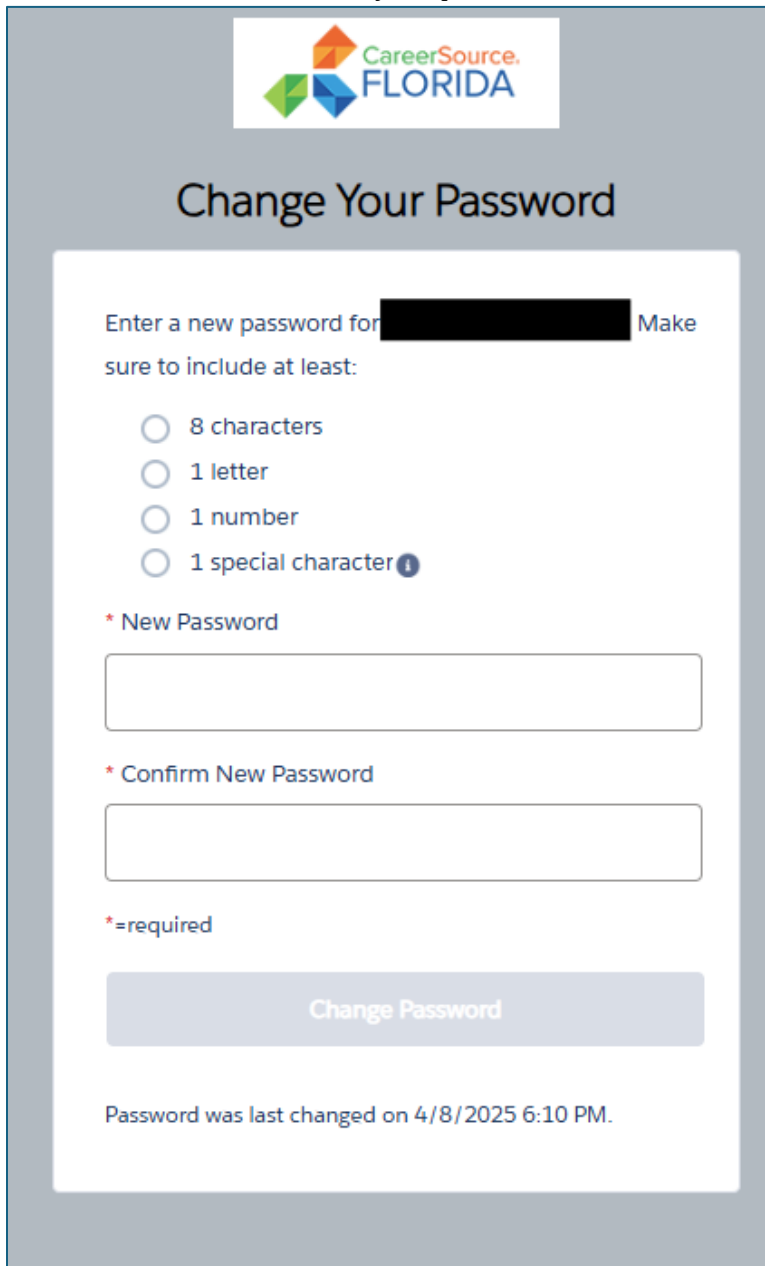
- Fill in your name and email, then click “Sign Up”. Your login credentials will be sent to the email you fill in here:

A screenshot of a web form for CareerSource Florida. The form has a green background. At the top center is the CareerSource Florida logo, which consists of three colorful triangles (orange, green, blue) forming a larger triangle, followed by the text "CareerSource." in orange and "FLORIDA" in blue. Below the logo is the text "Join the community to receive personalized information and customer support." in white. There are three white input fields stacked vertically. The first field is labeled "First Name" with a person icon. The second field is labeled "Last Name" with a person icon. The third field is labeled "Email" with an envelope icon. Below these fields is a large orange button with the text "Sign Up" in white. At the bottom of the form, there is a link that says "Already have an account?" in white.

- After a short time (usually 2-3 minutes, but can take up to 30 minutes), you will receive an email with the subject “**Welcome to CareerSource Florida's Community**”. Follow the link provided in the email to create your password.

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- Follow the instructions to set your password:



The screenshot shows a web form titled "Change Your Password" with the CareerSource Florida logo at the top. The form asks the user to "Enter a new password for [redacted] Make sure to include at least:" followed by four radio button options: "8 characters", "1 letter", "1 number", and "1 special character" (with an information icon). Below these are two required fields: "* New Password" and "* Confirm New Password". A legend indicates "* =required". A "Change Password" button is at the bottom, and a status message says "Password was last changed on 4/8/2025 6:10 PM."

- Once your password is set, you will be taken to the MCL Application home page.

Returning Users

- Visit the application Sign-in page: [Application Sign In](#)
- Fill in your username (your email used to request access) and your password, then click “Log in”
- You will be taken to the MCL Application home page.

2.2 Submitting an Application

Navigating to the Applications

- Log in and access the MCL Application home page.
- After reviewing any resources necessary, click the “Apply Now” button at the bottom of the page:

The screenshot shows the top of the Master Credentials List application page. At the top is a navigation bar with links: Home, My MCL Applications, SOC Code List, and My Account. Below this is the title "Master Credentials List" in large orange text. The main content area contains several paragraphs of text explaining the list's purpose and the application process. On the right side, there is a "Resources" section with a list of links: Framework of Quality, Getting Started on the MCL Application, Local Demand Technical Assistance, Credential Sequencing Technical Assistance, Master Credentials List and CAPE, and Frequently Asked Questions. At the bottom of the page, there is a red-bordered button with the text "Apply Now" in orange.

- If needed, review the Current Master Credentials List (MCL) by clicking the link on the page.
- Navigate to the application selection page by clicking “Start Application”:

The screenshot shows the bottom of the Master Credentials List application page. It features the same navigation bar and title as the previous screenshot. The main content area contains paragraphs of text. At the bottom, there is a red-bordered button with the text "Start Application" in green. To the right of this button is a link labeled "Current Master Credential List (MCL)" in blue.

Master Credentials List – Applicant User Guide

New Credential Applications

In order to pass review for addition to the MCL, a credential as defined in [Chapter 14.36\(2\)\(a\), Florida Statutes](#) must satisfy the criteria set forth in the Framework of Quality, which includes demand, wage and sequencing criteria. Use the “New Credential Application” button to begin an application.

Select Application Type

Master Credentials List application for NEW credentials may take you 30-45 minutes to complete. Make sure you have reviewed and understand the Framework of Quality prior to beginning the application.

If your credential has been flagged for demand on the current MCL, please collaborate with your local workforce development board, as they are responsible for submitting the necessary information to local demand. To strengthen your analysis, ensure you use the SOC code(s) assigned to your credential as listed on the published MCL.

If your credential has been flagged for wages on the current MCL, please submit information related to credential sequencing below.

Initial applications associated with degree programs, technical certificates, diplomas and registered apprenticeship programs should have existing state approvals before submitting for the MCL.

PLEASE NOTE: During the application process, do NOT use the browser's back button to move between pages. Use the Next and Previous buttons on the Application page. If you leave your application for any reason before submitting, click the My MCL Applications Tab at the top of the page to find your application. You will be able to edit and submit from the Application page.

New Credential Application

Flag Resolution for Demand

Flag Resolution for Wage/Sequencing

- You will be taken to the application pages to fill in information regarding your credential for consideration by the review committee
- Fill in the information in the provided boxes. Take note of the instructions and information links available to you on the page.
- Use your best judgement to give answers regarding your credential, if you have any questions use the [help icons](#) or [information links](#).
- If at any time you need to go to a previous page on the application, DO NOT USE THE BROWSER BACK BUTTON. Instead use the “**Previous**” button provided at the bottom of the page.

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- When you have finished a specific page, click the “**Next**” button at the bottom of the page to advance.

New Credential Application

* Which type of submit: *Any application with apprenticeship in the title will need to go through the Registered Apprenticeship program process.*

* Name of the Credential

Additional SOC Code 1 for Credential

* Link to Credential (include https://)

* Degree or Non-Degree

* Credentialing Agency

* Explain critical local/statewide need:

Submitting for state/regional or local?

* Is this an Agriculture Credential?

* Provide the SOC code for the credential.

Additional SOC Code 2 for Credential

* Type of credential:

FDOE Certification Code (if applicable)

* Industry sector of focus:

* Describe credential's link to occupation

* LMEC Area of Concern?

Previous More Info Next

- If all required fields have not been filled, the application will not advance and will prompt you to add required information

* Name of the Credential

Additional SOC Code 1 for Credential

* Link to Credential (include https://)

Complete this field.

* Degree or Non-Degree

Complete this field.

* Credentialing Agency

Complete this field.

- There are 4 pages for information entry, once those are complete you will be taken the “Upload Required Documents” page.
- PLEASE NOTE: The required documents page does not have a previous button. Please input all required information before advancing to the required documents page.

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- At least ONE document must be uploaded for each document type listed under Required Documents in order to submit the credential application. More than one document may be uploaded for each document type, and documents listed as Optional may be uploaded, but are not required to submit.
- Select the document type with the **dropdown list** on the Left, and then use the **“Upload File”** button on the right to choose a file from your PC file manager:

- Your uploaded documents will be displayed in the “Uploaded Documents” section.
- Once all required documents are uploaded, the Submit Application button will be available to click.
- After clicking submit application, you will be taken to the success screen. Use the **home** icon to return to the home page

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Flag Resolution for Demand

If your credential has been flagged for demand on the current MCL, please collaborate with your local workforce development board, as they are responsible for submitting the necessary information to local demand. To strengthen your analysis, ensure you use the SOC code(s) assigned to your credential as listed on the published MCL. Use the “Flag Resolution for Demand” button to start this process.

Select Application Type

Master Credentials List application for NEW credentials may take you 30-45 minutes to complete. Make sure you have reviewed and understand the Framework of Quality prior to beginning the application.

If your credential has been flagged for demand on the current MCL, please collaborate with your local workforce development board, as they are responsible for submitting the necessary information to local demand. To strengthen your analysis, ensure you use the SOC code(s) assigned to your credential as listed on the published MCL.

If your credential has been flagged for wages on the current MCL, please submit information related to credential sequencing below.

Initial applications associated with degree programs, technical certificates, diplomas and registered apprenticeship programs should have existing state approvals before submitting for the MCL.

PLEASE NOTE: During the application process, do NOT use the browser's back button to move between pages. Use the Next and Previous buttons on the Application page. If you leave your application for any reason before submitting, click the My MCL Applications Tab at the top of the page to find your application. You will be able to edit and submit from the Application page.

[New Credential Application](#) [Flag Resolution for Demand](#) [Flag Resolution for Wage/Sequencing](#)

- You will be taken to the application pages to fill in information regarding your local demand.
- Fill in the information in the provided boxes. Take note of the instructions and information links available to you on the page.
- Use your best judgement to give answers regarding your credential, if you have any questions use the [help icons](#) or [information links](#).

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- When you have finished a specific page, click the “**Continue to Document Upload**” button at the bottom of the page to advance.

Flag Resolution for Demand

*** Which type of submitter are you?**
Select an Option

*** Name of the Credential**
[Text Field]

CIP Number (if applicable)
Search... [Search Icon]

*** On FloridaCommerce Regional Demand List?**
Select an Option

*** Job opening criteria for local demand:**
[Text Field]

*** Education Institution**
[Text Field]

*** Local Workforce Board Endorser**
Select an Option [Add]

*** Economic Development Org Endorser**
Select an Option [Add]

*** Is this an Agriculture Credential?**
Select an Option

FDOE Certification Code (if applicable)
[Text Field]

*** LMEC Area of Concern?**
Select an Option

Local plan/policy number of job openings
[Text Field]

*** Choose credential's industry:**
Select an Option

*** Additional Info Related to Occupations**
[Text Field]

Local Workforce Board Endorser
Select an Option [Add]

Education Institution Endorser
Select an Option [Add]

Previous **Continue to Document Upload**

- If all required fields have not been filled, the application will not advance and will prompt you to add required information

*** Which type of submitter are you?**
Select an Option
Complete this field.

*** Name of the Credential**
[Text Field]

CIP Number (if applicable)
Search... [Search Icon]

*** On FloridaCommerce Regional Demand List?**
Select an Option
Complete this field.

*** Job opening criteria for local demand:**
[Text Field]
Complete this field.

*** Is this an Agriculture Credential?**
Select an Option
Complete this field.

FDOE Certification Code (if applicable)
[Text Field]

*** LMEC Area of Concern?**
Select an Option
Complete this field.

Local plan/policy number of job openings
[Text Field]

*** Choose credential's industry:**
Select an Option
Complete this field.

- There is 1 page for information entry, once those are complete you will be taken the “Upload Required Documents” page.
- PLEASE NOTE: The required documents page does not have a previous button. Please input all required information before advancing to the required documents page.

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- Select the document type with the **dropdown list** on the Left, and then use the **“Upload File”** button on the right to choose a file from your PC file manager:

Upload Required Documents

At least ONE document must be uploaded for each document type listed under Required Documents in order to submit the credential application. More than one document may be uploaded, but are not required to submit. Please select a document type and click the Upload File button to add a document. The selection resets after each upload to ensure all Application button will become available to submit. Please note, once the application is submitted, it is locked for editing.

* Select Document Type

1 - The relevant pages of the WIOA local plan or applicable local policy to support the required number of job openings t... ▼

--- Required Documents ---

✓ 1 - The relevant pages of the WIOA local plan or applicable local policy to support the required number of job openings to demonstrate local demand.

2 - Supporting documentation to demonstrate the current or future job openings for the occupation linked to the credential. Your support documentation must be based on the SOC Code assigned on the current Master Credentials List.

3 - Local Workforce Development Board Supporting Documentation

4 - Education Institution Supporting Documentation

5 - Economic Development Organization Supporting Documentation

--- Optional Documents ---

6 - Supporting documentation that indicates the labor market value of the credential.

Upload File

Upload Files Or drop files

Submit Application

- Your uploaded documents will be displayed in the “Uploaded Documents” section.
- Once all required documents are uploaded, the Submit Application button will be available to click.
- After clicking submit application, you will be taken to the success screen. Use the **home** icon to return to the home page

My MCL Applications SOC Code List My Account

Master Credentials List

Your application has been submitted!

We appreciate your submission. Our team will review your application and reach out if additional information is needed.

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Flag Resolution for Wage/Sequencing

In order to pass review for addition to the MCL, a credential as defined in [Chapter 14.36\(2\)\(a\), Florida Statutes](#) must satisfy the criteria set forth in the Framework of Quality, which includes demand, wage and sequencing criteria. Use the “New Credential Application” button to begin an application.

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If your credential has been flagged for wages on the current MCL, please submit information related to credential sequencing below.

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[New Credential Application](#) [Flag Resolution for Demand](#) [Flag Resolution for Wage/Sequencing](#)

- You will be taken to the application pages to fill in information regarding your credential for consideration by the review committee
- Fill in the information in the provided boxes. Take note of the instructions and information links available to you on the page.
- Use your best judgement to give answers regarding your credential, if you have any questions use the [help icons](#).
- When you have finished a specific page, click the “**Continue to Document Upload**” button at the bottom of the page to advance.

Flag Resolution for Wage/Sequencing

* Which type of submitter are you?

Select an Option

Direct link to website with detailed information about Credential. Response must include "https://"

* Link to Credential (include https://)

FDOE Certification Code (if applicable)

* Credentialing Agency Site (include https)

CIP Number (if applicable)

Search...

* Is this an Agriculture Credential?

Select an Option

* Name of credential currently on MCL?

* Credentialing Agency

* Articulation agreement with edu. partner

Select an Option

* Credential sequence to high-level cred.?

Select an Option

[Continue to Document Upload](#)

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- If all required fields have not been filled, the application will not advance and will prompt you to add required information

* Is this an Agriculture Credential? ⓘ
Select an Option ▼
Complete this field.

* Name of credential currently on MCL? ⓘ

Complete this field.

* Credentialing Agency

Complete this field.

* Articulation agreement with edu. partner ⓘ
Select an Option ▼
Complete this field.

* Credential sequence to high-level cred.? ⓘ
Select an Option ▼
Complete this field.

- There is 1 page for information entry, once those are complete you will be taken the “Upload Required Documents” page.
- PLEASE NOTE: The required documents page does not have a previous button. Please input all required information before advancing to the required documents page.
- At least ONE document must be uploaded for each document type listed under Required Documents in order to submit the credential application. More than one document may be uploaded for each document type, and documents listed as Optional may be uploaded, but are not required to submit.

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- Select the document type with the **dropdown list** on the Left, and then use the **“Upload File”** button on the right to choose a file from your PC file manager:

Upload Required Documents

At least ONE document must be uploaded for each document type listed under Required Documents in order to submit the credential application. More than one document may be uploaded, but are not required to submit. Please select a document type and click the Upload File button to add a document. The selection resets after each upload to ensure all Application button will become available to submit. Please note, once the application is submitted, it is locked for editing.

* Select Document Type

1 - Education partner articulation agreement.

— Required Documents —

✓ 1 - Education partner articulation agreement.

2 - Any other documentation to support wage/sequencing (for example, skills-based analysis showing connection to a higher-level credential, etc.).

— Optional Documents —

3 - Supporting documentation that indicates the labor market value of the credential.

4 - Any additional information regarding local wage variations associated with the assigned SOC for this credential that you would like to be considered as part of the application's wage assessment.

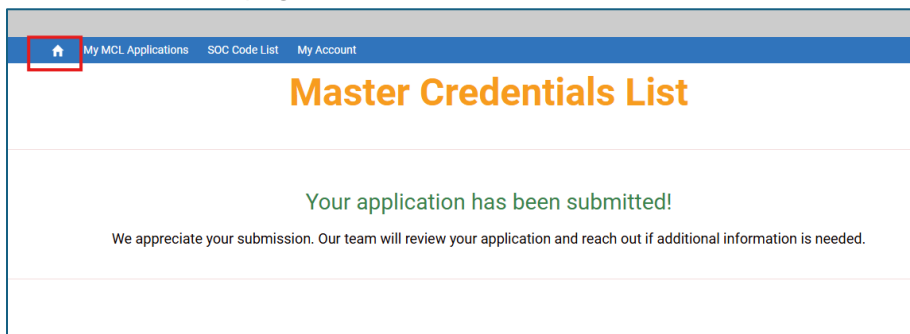
5 - Supporting documentation that indicates any additional information regarding local wage variations associated with assigned SOC to be considered as part of the application's wage assessment.

Upload File

Upload Files Or drop files

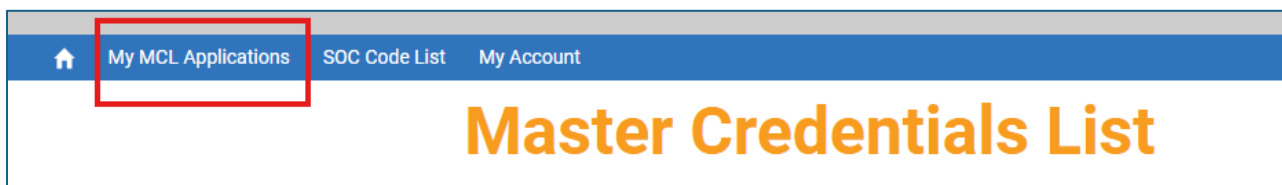
Application

- Your uploaded documents will be displayed in the “Uploaded Documents” section.
- Once all required documents are uploaded, the Submit Application button will be available to click.
- After clicking submit application, you will be taken to the success screen. Use the **home** icon to return to the home page




3 Reviewing Your Applications

All applications submitted by a user are tied to that specific user profile and are available for review in the “My MCL Applications” tab in the top ribbon:




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All applications will be listed with their relevant status:

 MCL Applications
My Credential Applications ▾

50+ Items • Sorted by Created Date • Filtered by My mcl applications



	MCL Application ID ▾	Applicant ▾	Application Status ▾	Created Date ▾	
1	MCLA - 000154	Jane Applicant	Submitted	3/31/2025 9:07 PM	▾
2	MCLA - 000144	Jane Applicant	New	3/26/2025 9:27 AM	▾
3	MCLA - 000143	Jane Applicant	New	3/26/2025 9:26 AM	▾
4	MCLA - 000142	Jane Applicant	Submitted	3/26/2025 9:21 AM	▾
5	MCLA - 000136	Jane Applicant	New	3/13/2025 3:12 PM	▾
6	MCLA - 000123	Jane Applicant	Eligible for MCL	3/12/2025 4:09 PM	▾
7	MCLA - 000122	Jane Applicant	Submitted	3/12/2025 4:04 PM	▾
8	MCLA - 000121	Jane Applicant	Submitted	3/12/2025 3:25 PM	▾
9	MCLA - 000120	Jane Applicant	Eligible for MCL	3/10/2025 9:57 PM	▾
10	MCLA - 000119	Jane Applicant	New	3/10/2025 9:36 PM	▾
11	MCLA - 000118	Jane Applicant	Submitted	3/10/2025 9:35 PM	▾
12	MCLA - 000117	Jane Applicant	New	3/10/2025 9:29 PM	▾
13	MCLA - 000116	Jane Applicant	New	3/10/2025 9:24 PM	▾
14	MCLA - 000115	Jane Applicant	New	3/10/2025 9:21 PM	▾
15	MCLA - 000114	Jane Applicant	New	3/10/2025 9:20 PM	▾


3.1 Reviewing in progress applications

- Click the relevant link to the application you wish to review:

2	MCLA - 000144	Jane Applicant	New	3/26/2025 9:27 AM
3	MCLA - 000143	Jane Applicant	New	3/26/2025 9:26 AM
4	MCLA - 000142	Jane Applicant	Submitted	3/26/2025 9:21 AM
5	MCLA - 000136	Jane Applicant	New	3/13/2025 3:12 PM
6	MCLA - 000123	Jane Applicant	Eligible for MCL	3/12/2025 4:09 PM

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- The answers to the applications questions are available for review, but not for editing if the review occurs after submission:

 MCL Application
MCLA - 000038

Application Status
Submitted

Applicant
[Michael Braun](#)

Type of credential:

Submission Date
4/11/2025

Application Approved Date

DETAILS

RELATED

Information

MCL Application ID
MCLA - 000038

Submission Date
4/11/2025

Application Status
Submitted

Application Approved Date

MCL Application Type

First-time or updating for local demand? ⓘ

More wage/SOC/sequencing current cred? ⓘ

Is this an Agriculture Credential? ⓘ
No

Submitting for CAPE funding eligibility? ⓘ

Classification Codes

Provide the SOC code for the credential. ⓘ

Credential sequence to high-level cred.? ⓘ

Additional SOC Code 1 for Credential

Name of credential currently on MCL? ⓘ

3.2 Fixing an error in an application before submission

- If you have clicked the browser back button or otherwise exited the application before submission, navigate to the My MCL Applications tab and select the relevant application with a status “New”

MCL Applications				
My Credential Applications				
4 Items • Sorted by MCL Application ID • Filtered by My mcl applications • Updated a few seconds ago				
MCL Application ID ↑	Applicant	Application Status	Created Date	
1 MCLA - 000037	Michael Braun	Submitted	4/11/2025 12:47 PM	
2 MCLA - 000038	Michael Braun	Submitted	4/11/2025 1:16 PM	
3 MCLA - 000039	Michael Braun	New	4/11/2025 1:23 PM	
4 MCLA - 000040	Michael Braun	New	4/11/2025 1:31 PM	

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- Edits can be made on the page using the edit icon or by clicking the edit button in the top right hand corner:

MCL Application
MCLA - 000040

Application Status: New
Applicant: Michael Braun
Type of credential: Occupational certifications specifically for veterans
Submission Date: 4/11/2025
Application Approved Date:

Chatter isn't enabled or the user doesn't have Chatter access.

DETAILS RELATED

Information

MCL Application ID: MCLA - 000040
Application Status: New
Submission Date: 4/11/2025
Application Approved Date:

MCL Application Type

First time or updating for local demand?
First Time Submission
Is this an Agriculture Credential?
No

SOC Code for current MCL credential?
Name of credential currently on MCL?

- When your application is finished, click the Submit for Approval button in the top right hand corner:

MCL Application
MCLA - 000040

Application Status: New
Applicant: Michael Braun
Type of credential: Occupational certifications specifically for veterans
Submission Date: 4/11/2025
Application Approved Date:

Chatter isn't enabled or the user doesn't have Chatter access.

DETAILS RELATED

Information

MCL Application ID: MCLA - 000040
Application Status: New
Submission Date: 4/11/2025
Application Approved Date:

MCL Application Type

First time or updating for local demand?
First Time Submission
Is this an Agriculture Credential?
No

SOC Code for current MCL credential?
Name of credential currently on MCL?

- You will be notified that your application has been submitted.

4 Appeals

- After you are notified your credential was not approved for inclusion on the MCL, navigate to the “My MCL Applications” tab.
- The credential in question will have a “Not Eligible for MCL” status”

MCL Applications
My Credential Applications

4 items • Sorted by MCL Application ID • Filtered by My mcl applications • Updated a minute ago

MCL Application ID ↑	Applicant	Application Status	Cre
1 MCLA - 000037	Michael Braun	Not Eligible for MCL	4/1
2 MCLA - 000038	Michael Braun	Submitted	4/1

- Click on the Application ID to be taken to the application page

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- Click the “Create New Appeal” button in the top right corner.

The screenshot shows the 'Master Credentials List' interface. At the top, there's a navigation bar with 'My MCL Applications', 'SOC Code List', and 'My Account'. The main title 'Master Credentials List' is in orange. Below it, a card displays application details for 'MCLA - 000037'. The application status is 'Not Eligible for MCL', the applicant is 'Michael Braun', and the type of credential is 'Occupational certifications specifically for veterans'. The submission date is '4/11/2025'. In the top right corner of the card, three buttons are visible: 'Edit', 'Create New Appeal' (highlighted with a red box), and 'Printable View'. Below the card, there are tabs for 'DETAILS' and 'RELATED'. The 'DETAILS' tab is active, showing a section for 'Information' with fields for 'MCL Application ID', 'Application Status', 'Submission Date', 'Application Denied Date', and 'Denial Reason'. The 'MCL Application Type' section is also visible.

- Fill the information box and click save:

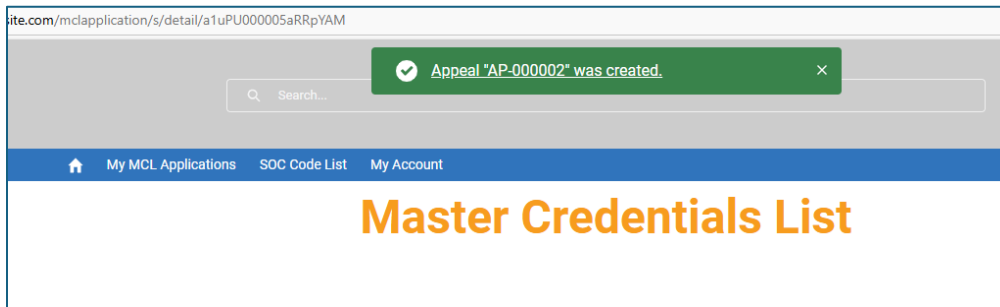
The screenshot shows a modal form titled 'Create New Appeal' overlaid on the 'Master Credentials List' page. The form contains the following fields:

- Credential Application Denied:** MCLA - 000037
- Status:** New
- Additional info. for denied credential?** (dropdown menu, currently set to '--None--')
- Are you the Original Submitter?** (dropdown menu, currently set to '--None--')
- Name of Credential Denied:** (text input field)
- Appeal Narrative:** (text input field)
- Select the Type of Credential Denied:** (dropdown menu, currently set to '--None--')

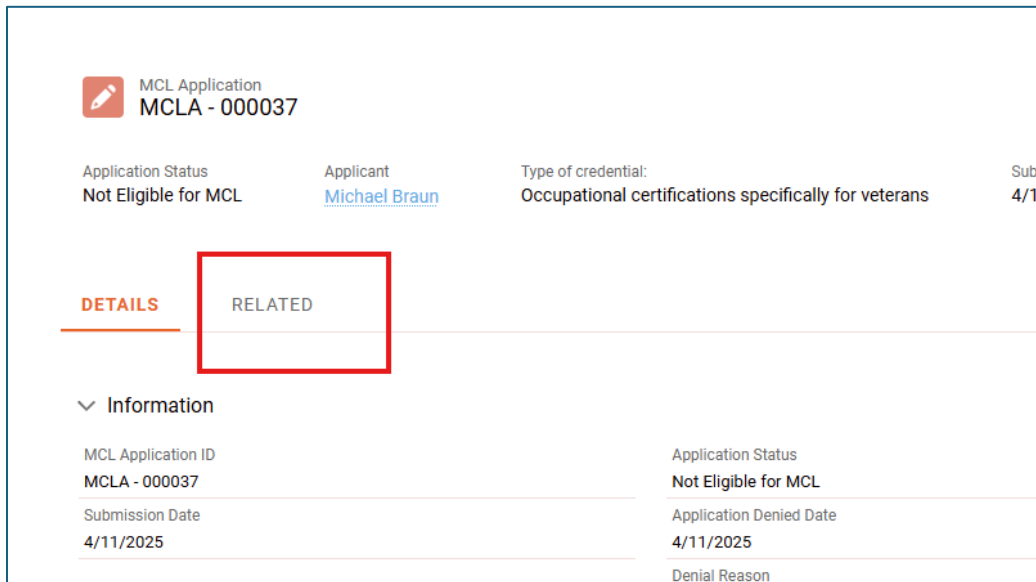
At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'.

Master Credentials List – Applicant User Guide

- You will see a success note at the top of your screen:




- Your appeal is now created but needs to be completed. Click on the Related tab at the top of your application:



Master Credentials List – Applicant User Guide

- Select the appeal from the Appeals section:

 MCL Application
MCLA - 000037

Application Status
Not Eligible for MCL

Applicant
[Michael Braun](#)


Type of credential:
Occupational certifications specifically for veterans

Submission Date
4/11/2025


Application Ap


DETAILS


RELATED


 Files (6+)


Add Files


 Application Questions
Apr 11, 2025 • 132KB • pdf

 Application Questions
Apr 11, 2025 • 132KB • pdf


 Application Questions
Apr 11, 2025 • 132KB • pdf


 Application Questions
Apr 11, 2025 • 132KB • pdf

 Application Questions
Apr 11, 2025 • 132KB • pdf

 Application Questions
Apr 11, 2025 • 132KB • pdf

View All


 Appeals (1)

Appeal ID	Appeal Start Date	Status	14 Day Period
AP-000002		New	

View All

- Edit the appeal using the edit button or the edit icons.

Master Credentials List

 Appeal
AP-000002

Submit for Approval

Edit

Appeal Submitted Date

Applicant

Status
New

Credential Application Denied
[MCLA - 000037](#)

DETAILS

RELATED

Appeal ID
AP-000002

Status
New

Additional info. for denied credential? ⓘ

Select the Type of Credential Denied:
Industry Certification

Application Denial Reason

Are you the Original Submitter?
Yes

Applicant Phone

Applicant

Applicant Email

Applicant Title

MCL Application Information

Credential Information Site (https://) ⓘ

Credential Application Denied
[MCLA - 000037](#)

Chatter isn't enabled or the user doesn't have Chatter access.

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- Check the boxes for uploading all supporting documents. When all appeal information has been entered, click save.

This field is calculated upon save

▼ Dates


Appeal Submitted Date


14 Day Period
This field is calculated upon save


Appeal Start Date

Appeal Completion Date


▼ Supporting Information


Upload Copy of Denial Letter 

Upload Evidence Cred Valid & Recognized  ⓘ

Upload Documents for Labor Market Value 

Appeal Narrative
asd


Created By
 Michael Braun, 4/11/2025 2:21 PM


Last Modified By
 Michael Braun, 4/11/2025 2:25 PM


[Cancel](#) [Save](#)

- Click on the related tab and add appeal documents to the files section:


DETAILS **RELATED**

 Approval History (0)

 Files (0) [Add Files](#)

 Upload Files

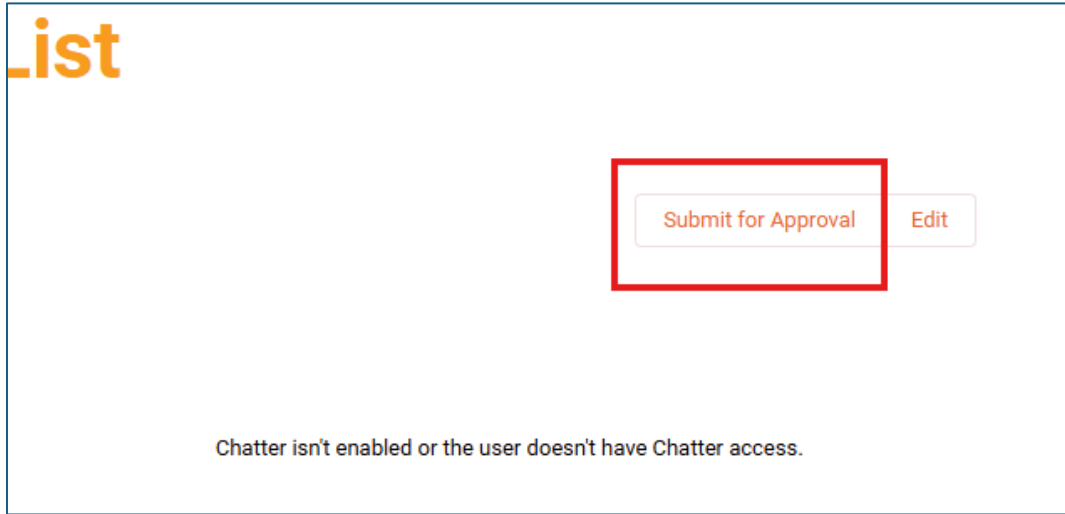
Or drop files

 Appeal History (2)

Date	Field	User	Original Value	New Value
------	-------	------	----------------	-----------

Master Credentials List – Applicant User Guide

- When your files have been uploaded, Click the “Submit for Approval” button in the top right corner.



5 Troubleshooting

Applicants may run into various issues while submitting a credential application. The following tips may help mitigate those issues:

- For longer answers to application questions, write them in a note or word processor application first so you can copy and paste if you lose your progress.
- If you run into trouble with an application, it may be easier to start over rather than edit in the “My Credential Applications” list view.
- DO NOT press the back button in your browser to review previous application pages, use the previous button.
- Save your documents in a single folder before starting the upload process.
- If the home page will not load, try closing your browser window and trying again from a new browser window.

If you run into an issue that you cannot troubleshoot, contact Elizabeth Glenn (eglenn@careersourceflorida.com) or Kashish Pathak (kpathak@careersourceflorida.com) with the subject line “MCL Application Issue”.