



# **MCL Applicant Training Guide**

**CareerSource Florida**

**Master Credentials List Interface, Database and Reporting**

**CareerSource Florida**

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**Tallahassee, FL 32309**

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## CONTACTS

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Document Change Log			
Version	Change Notes	Date Accepted	ESC Approval
1.0	Initial User Guide	4/15/25	
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## 1.0 MASTER CREDENTIAL 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

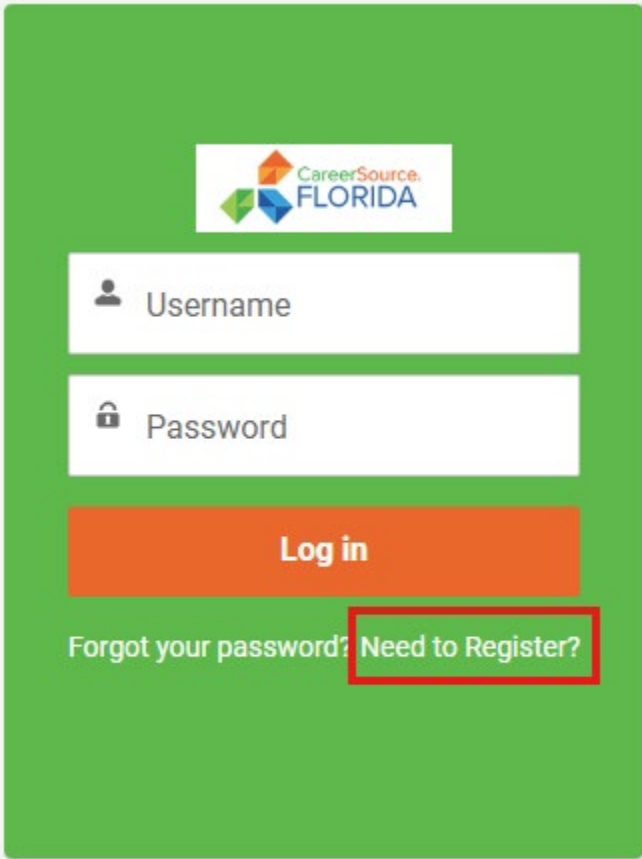
The Master Credentials List application is open year-round for Florida school districts, Florida College System institutions and local workforce development boards to submit credentials for consideration for the Master Credentials List. The following types of credentials may be submitted for consideration 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

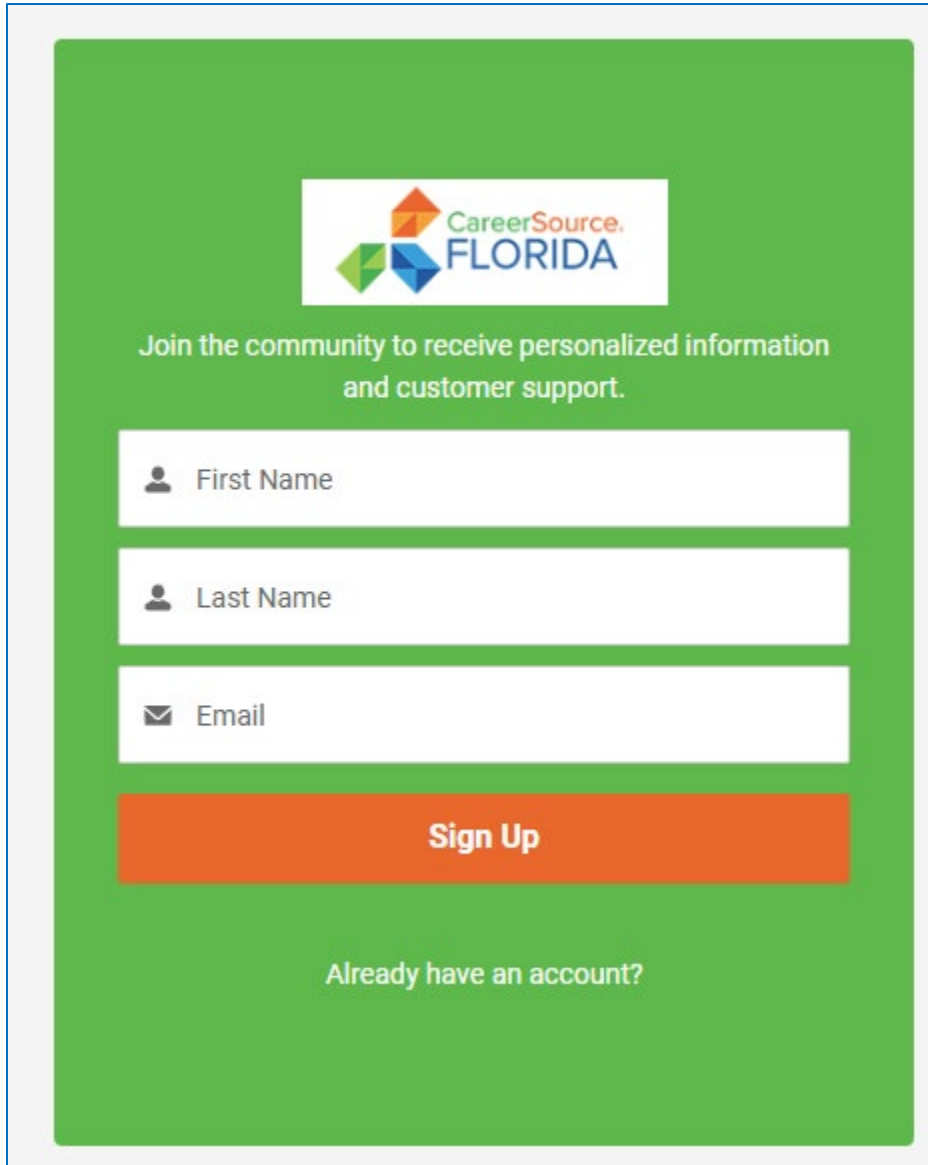
#### ***New Users***

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



## Master Credentials List Interface, Database and Reporting – Project Plan Summary

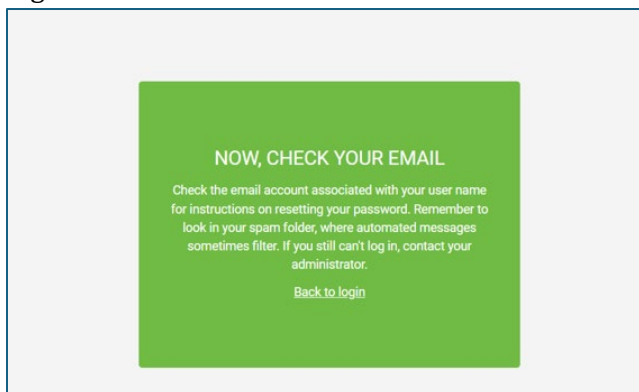
- Fill in your name and email, then click “Sign Up”. Your login credentials will be sent to the email you fill in here:



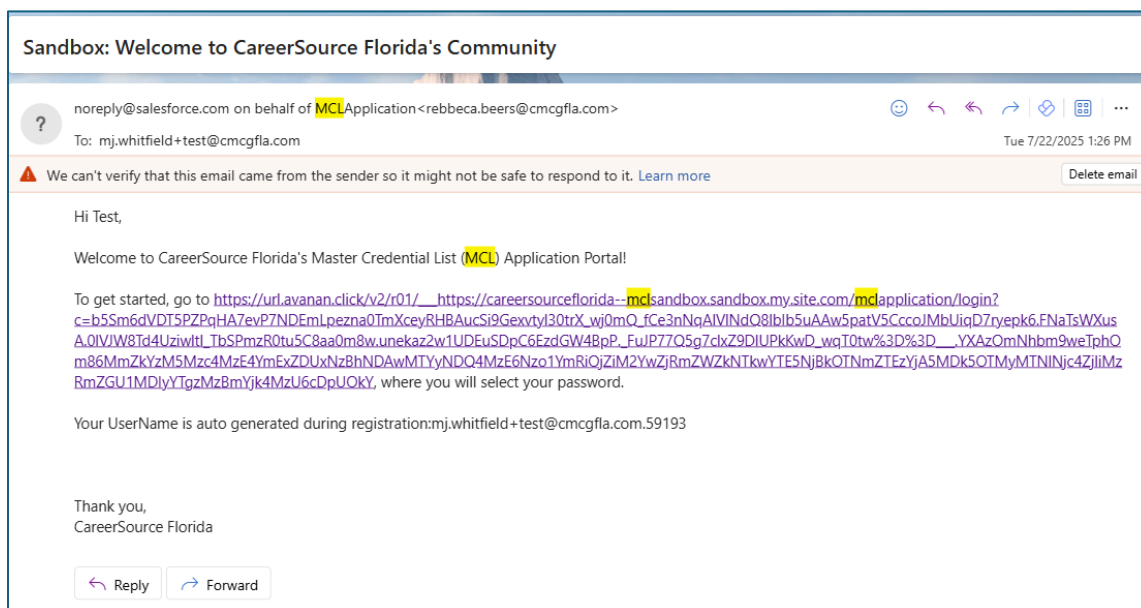
The image shows a sign-up form for CareerSource FLORIDA. The form is set against a green background. At the top, there is a logo for CareerSource FLORIDA, which consists of three colorful geometric shapes (orange, green, and blue) and the text "CareerSource. FLORIDA". Below the logo, the text "Join the community to receive personalized information and customer support." is displayed. The form contains three input fields: "First Name", "Last Name", and "Email", each with a corresponding icon (person, person, and envelope respectively). Below these fields is a large orange button labeled "Sign Up". At the bottom of the form, there is a link that says "Already have an account?".

## Master Credentials List Interface, Database and Reporting – Project Plan Summary

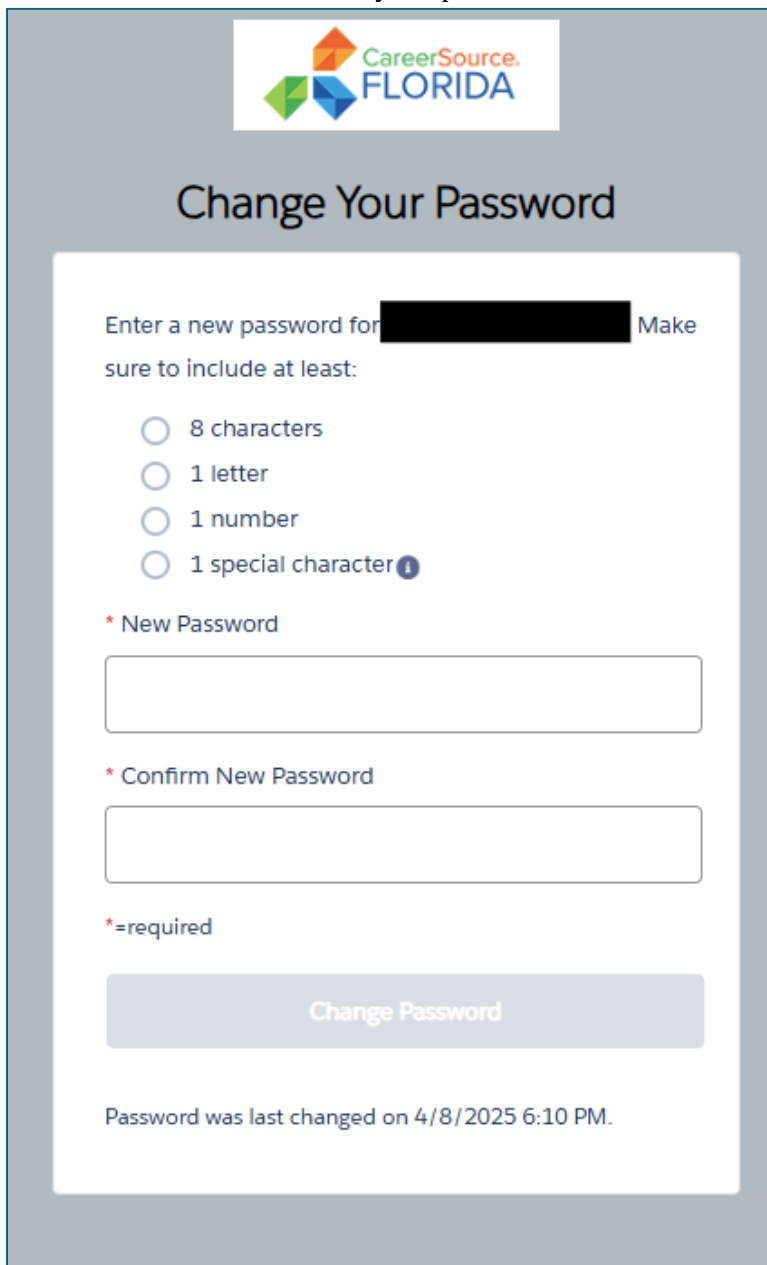
- A confirmation box will appear that tells you to check your email address to complete the registration



- 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. This email will also contain your email address which you will use in future logins.



- 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 is set against a light gray background. It contains the following elements:

- A header with the CareerSource Florida logo.
- A main title "Change Your Password" in a large, bold, black font.
- A text prompt: "Enter a new password for [redacted] Make sure to include at least:".
- Four radio button options for password requirements:
  - ☐ 8 characters
  - ☐ 1 letter
  - ☐ 1 number
  - ☐ 1 special character ⓘ
- A label "\* New Password" followed by a text input field.
- A label "\* Confirm New Password" followed by a text input field.
- A legend "\* =required".
- A large, light blue button labeled "Change Password".
- A status message at the bottom: "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 'Master Credentials List' application page. At the top, there is a navigation bar with links: 'My MCL Applications', 'SOC Code List', and 'My Account'. The main heading is 'Master Credentials List'. Below this, there is a paragraph explaining the list's purpose and a definition of 'credentials of value'. Further down, there is a section titled 'Application' which describes the application process and lists various types of credentials accepted. To the right of this section is a 'Resources' list with links to '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'. Below the 'Application' section is a section titled 'Career and Professional Education (CAPE) Act' which details the requirements for CAPE funding. At the bottom of the page, there is a red-bordered button labeled 'Apply Now'.

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

The screenshot shows the 'Master Credentials List' application page. At the top, there is a navigation bar with links: 'My MCL Applications', 'SOC Code List', and 'My Account'. The main heading is 'Master Credentials List'. Below this, there is a paragraph explaining the list's purpose and a definition of 'credentials of value'. Further down, there is a paragraph stating that credentials must appear on the Master Credentials List to be eligible for certain state or federal funding. At the bottom of the page, there is a red-bordered button labeled 'Start Application' and a link labeled 'Current Master Credential List (MCL)'.

## Master Credentials List Interface, Database and Reporting – Project Plan Summary

### ***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.

- 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.

## Master Credentials List Interface, Database and Reporting – Project Plan Summary

- 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 Apprentice 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 5 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.

## Master Credentials List Interface, Database and Reporting – Project Plan Summary

- 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:

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. Application button will become available to submit. Please note, once the application is submitted, it is locked for editing.

\*Select Document Type

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

2 - Local Workforce Development Board Supporting Documentation

3 - Education Institution Supporting Documentation

4 - Economic Development Organization Supporting Documentation

5 - Evidence that the credential is validated and recognized by industry? Acceptable evidence includes information on certifying and its relationship to the credential.

6 - Education partner articulation agreement.

7 - Sample of the certificate or digital badge that is awarded to candidates.

Optional Documents --

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

Upload File

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.

### ***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](#) [Agriculture Application](#)

- 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](#).

## Master Credentials List Interface, Database and Reporting – Project Plan Summary

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

**Flag Resolution for Demand**  
Credential Information

**Required fields \***

* Name of the Credential ⓘ	* Link to Credential (include https://) ⓘ
<input type="text"/>	<input type="text"/>
* Type of credential: ⓘ	* Degree or Non-Degree
<input type="text" value="Select an Option"/>	<input type="text" value="Select an Option"/>
CIP Number (if applicable)	FDOE Certification Code (if applicable)
<input type="text" value="Search..."/>	<input type="text"/>
Program Title (if applicable)	* Credentialing Agency
<input type="text"/>	<input type="text"/>
* Cred Agency Contact: First/Last Name ⓘ	* Credentialing Agency Contact: Email
<input type="text"/>	<input type="text"/>
* Cred. Agency Contact: Phone Number	* Website link with info on Cred. Agency ⓘ
<input type="text"/>	<input type="text"/>
* Provide the SOC code for the credential.	Additional SOC Code 1 for Credential
<input type="text" value="Search..."/>	<input type="text" value="Search..."/>
Additional SOC Code 1 for Credential	* Submitting for CAPE funding eligibility? ⓘ
<input type="text" value="Search..."/>	<input type="text" value="Select an Option"/>
* Credential sequence to high-level cred.? ⓘ	
<input type="text" value="Select an Option"/>	

- 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?

Complete this field.

\* Name of the Credential ⓘ

CIP Number (if applicable)

\* On FloridaCommerce Regional Demand List? ⓘ

Complete this field.

More Info

\* Job opening criteria for local demand: ⓘ

Complete this field.

\* Is this an Agriculture Credential? ⓘ

Complete this field.

FDOE Certification Code (if applicable)

\* LMEC Area of Concern? ⓘ

Complete this field.

More Info

Local plan/policy number of job openings ⓘ

\* Choose credential's industry: ⓘ

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.

## Master Credentials List Interface, Database and Reporting – Project Plan Summary

- 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:

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.

### ***Flag Resolution for Wage/Sequencing***

Use the “Flag Resolution for Wage/Sequencing” button to begin the process of submitting credential sequencing information for credentials that have been flagged for wages.

### 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.

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

- 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](#).



## Master Credentials List Interface, Database and Reporting – Project Plan Summary

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

**Flag Resolution for Wage/Sequencing  
Credential Information**

**Required fields \***

* Name of the Credential ⓘ <input type="text"/>	* Link to Credential (include https://) ⓘ <input type="text"/>
* Type of credential: ⓘ Select an Option ▼	* Degree or Non-Degree Select an Option ▼
CIP Number (if applicable) <input type="text"/> Search... 🔍	FDOE Certification Code (if applicable) <input type="text"/>
Program Title (if applicable) <input type="text"/>	* Credentialing Agency <input type="text"/>
* Cred Agency Contact: First/Last Name ⓘ <input type="text"/>	* Credentialing Agency Contact: Email <input type="text"/>
* Cred. Agency Contact: Phone Number <input type="text"/>	* Website link with info on Cred. Agency ⓘ <input type="text"/>
* Provide the SOC code for the credential. <input type="text"/> Search... 🔍	Additional SOC Code 1 for Credential <input type="text"/> Search... 🔍
Additional SOC Code 1 for Credential <input type="text"/> Search... 🔍	Addressing wage through the following? ⓘ Select an Option ▼
* Submitting for CAPE funding eligibility? ⓘ Select an Option ▼	* Credential sequence to high-level cred.? ⓘ Select an Option ▼

[Previous](#) [Next](#)

- 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 are 4 pages for information entry, once those are complete you will be taken the “Upload Required Documents” page.

## Master Credentials List Interface, Database and Reporting – Project Plan Summary

- 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

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\*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

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.
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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.

## Master Credentials List Interface, Database and Reporting – Project Plan Summary

### Agriculture Application

Use the “Agriculture Application” button for credential applications specific to an agricultural SOC Code.

### 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.

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

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- 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 “**Next**” button at the bottom of the page to advance.

### Agriculture Credential Submitter Information

**Required fields \***

\* First-time submiss. for cred not on MCL? 

Select an Option

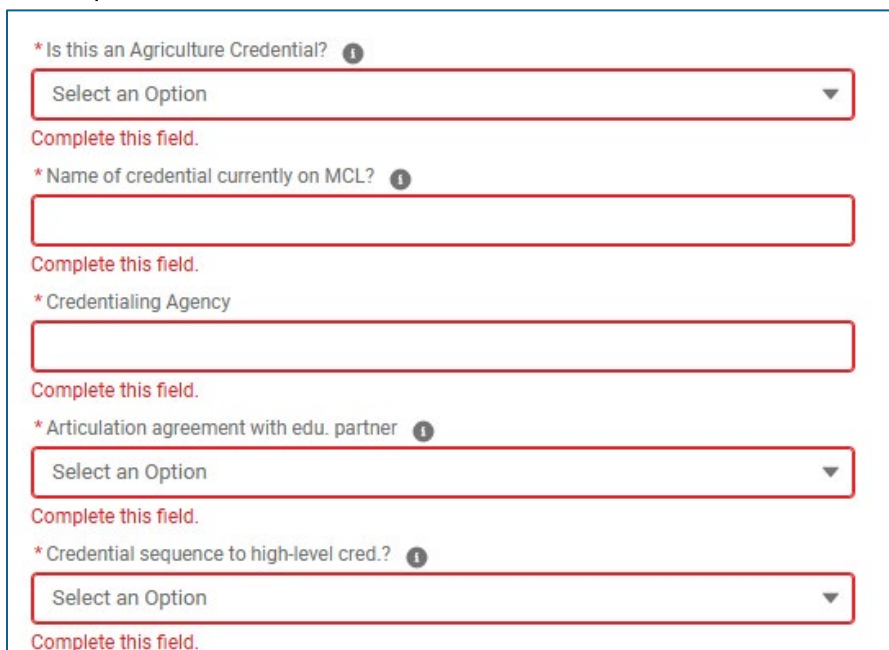
\* Which type of submitter are you?

Select an Option

[Previous](#) [Next](#)

## Master Credentials List Interface, Database and Reporting – Project Plan Summary

- 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.

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\* 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

Submit Application

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- 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

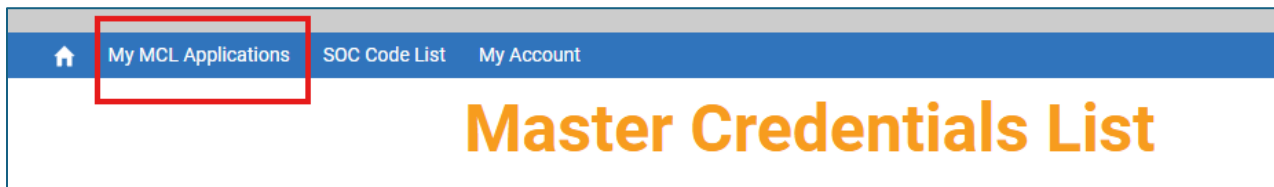
Master Credentials List

Your application has been submitted!

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

### 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:



All applications will be listed with their relevant status:

The screenshot displays the 'My Credential Applications' table. The table has a header row with the following columns: 'MCL Application ID', 'Applicant', 'Application Status', and 'Created Date'. The table contains 15 rows of data, each representing an application. The status of the applications varies, including 'Submitted', 'New', and 'Eligible for MCL'. The 'Created Date' column shows dates ranging from 3/10/2025 to 3/31/2025. A search bar is visible at the top right of the table area.


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	<a href="#">MCLA - 000144</a>	Jane Applicant	New	3/26/2025 9:27 AM
3	<a href="#">MCLA - 000143</a>	Jane Applicant	New	3/26/2025 9:26 AM
4	<a href="#">MCLA - 000142</a>	Jane Applicant	Submitted	3/26/2025 9:21 AM
5	<a href="#">MCLA - 000136</a>	Jane Applicant	New	3/13/2025 3:12 PM
6	<a href="#">MCLA - 000123</a>	Jane Applicant	Eligible for MCL	3/12/2025 4:09 PM

- 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 <b>Submitted</b>	Applicant <a href="#">Michael Braun</a>	Type of credential:	Submission Date 4/11/2025	Application Approved Date
--	--	---------------------	------------------------------	---------------------------

**DETAILS**
 RELATED

Information
 

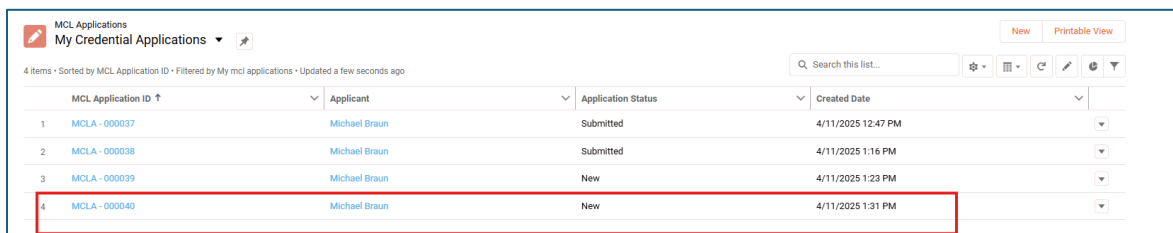
MCL Application ID <b>MCLA - 000038</b>	Application Status <b>Submitted</b>
Submission Date 4/11/2025	Application Approved Date

MCL Application Type
 

First-time or updating for local demand? ⓘ	Is this an Agriculture Credential? ⓘ <b>No</b>
More wage/SOC/sequencing current cred? ⓘ	Submitting for CAPE funding eligibility? ⓘ

### 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” or “Returned for additional information”.



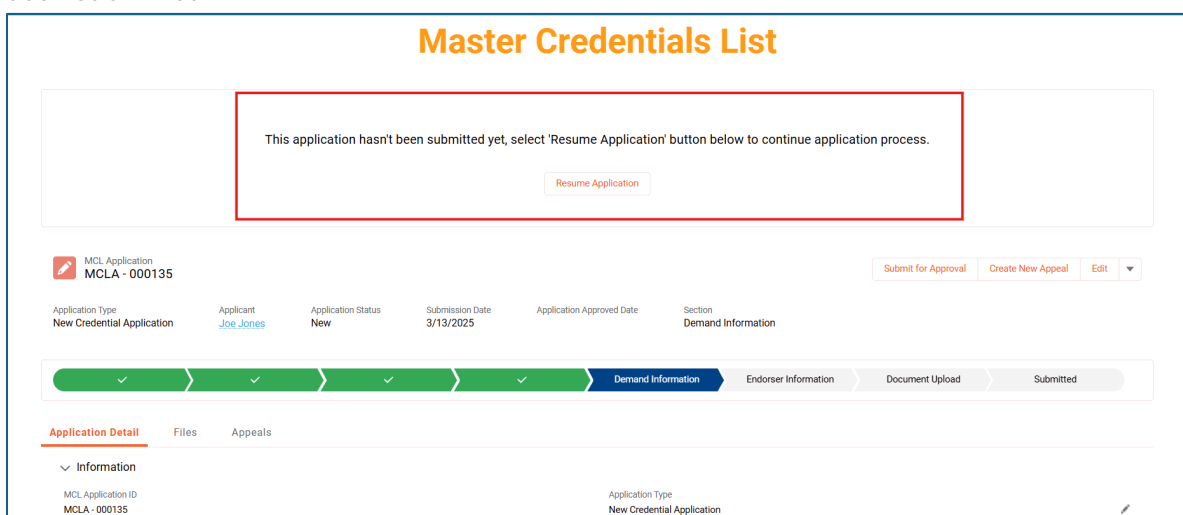
MCL Applications  
My Credential Applications

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

Search this list...

	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

- Edits can be made by selecting the “Resume Application” button on any applications that haven’t been submitted:



### Master Credentials List

This application hasn't been submitted yet, select 'Resume Application' button below to continue application process.

Resume Application

MCL Application  
MCLA - 000135

Submit for Approval Create New Appeal Edit

Application Type: New Credential Application  
Applicant: Joe Jones  
Application Status: New  
Submission Date: 3/13/2025  
Application Approved Date:  
Section: Demand Information

✓ ✓ ✓ ✓ Demand Information Endorser Information Document Upload Submitted

Application Detail Files Appeals

Information

MCL Application ID: MCLA - 000135  
Application Type: New Credential Application



## Master Credentials List Interface, Database and Reporting – Project Plan Summary

- A popup containing the application will appear in front of the record. When you have filled out the necessary information, select “submit application” to submit:

Exam Website (include https://) How is the exam scored?

### 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 for each document type, and documents listed as Optional 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 documents are added. When the required files have been added, the Submit Application button will become available to submit. Please note, once the application is submitted, it is locked for editing.

Accepted file format: PDF

\*Select Document Type

Select an Option

Upload File

Upload Files Or drop files

What's Missing?

File Name	File Type	Document Type	Preview
articles of organization.pdf	pdf	1_industry_validation_evidence	Preview File
articles of organization.pdf	pdf	2_certificate_sample	Preview File
articles of organization.pdf	pdf	3_local_workforce_board_doc	Preview File
articles of organization.pdf	pdf	4_education_institution_doc	Preview File
articles of organization.pdf	pdf	5_economic_dev_org_doc	Preview File

Return to Application

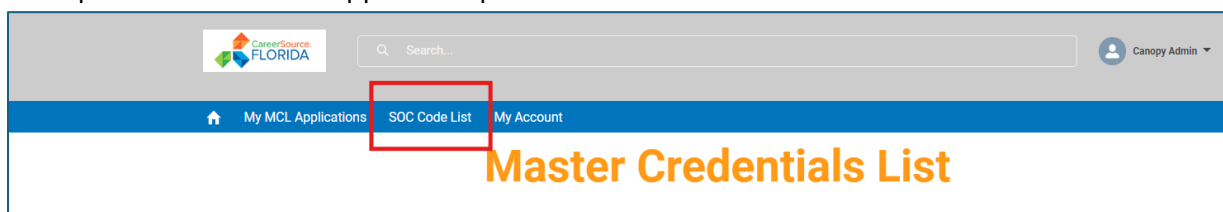
Submit Application

Performance-based exam

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

### 3.3 Looking up SOC and CIP Codes

- A list of SOC (Standard Occupational Code) codes is included in the “SOC Code List” found in the top ribbon of the MCL application portal:



- Use the SOC Code list to research and review the SOC codes:

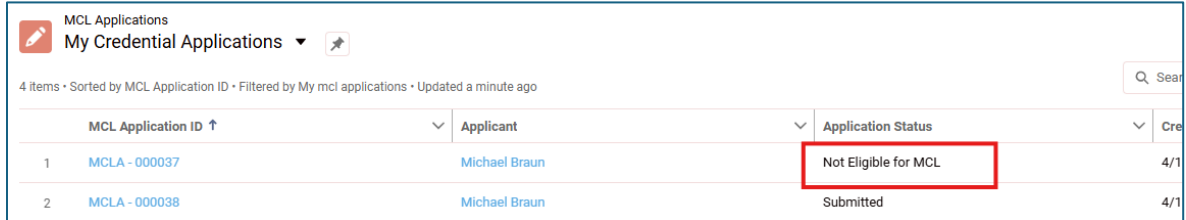
The screenshot shows the 'SOC Code List' interface. It includes a search bar, a dropdown menu for 'SOC Codes' (set to 'All'), and a table of 50+ items. The table is sorted by SOC and filtered by all SOC codes. The table has columns for SOC, Major, Minor, OES Title, Major SOC Title, Entry, Meets, Mean, Meets, High, Meets, and #. The first 10 rows are visible.

SOC	Major	Minor	OES Title	Major SOC Title	Entry	Meets	Mean	Meets	High	Meets	#
11-0000	11	0000	Management Occupations	Management Occupat...	Major	\$27.76	\$61.59				2
11-1011	11	1011	Chief Executives	Management Occupat...	Detail...	\$74,980...	\$256,980...	\$239,200...			1
11-1021	11	1021	General and Operations Managers	Management Occupat...	Detail...	\$25.80	\$61.83				3
11-1031	11	1031	Legislators	Management Occupat...	Detail...	\$27,914...	\$65,502.00				2
11-2011	11	2011	Advertising and Promotions Managers	Management Occupat...	Detail...	\$21.85	\$54.42				2
11-2021	11	2021	Marketing Managers	Management Occupat...	Detail...	\$37.40	\$71.21				2
11-2022	11	2022	Sales Managers	Management Occupat...	Detail...	\$33.97	\$70.26				2
11-2032	11	2032	Public Relations Managers	Management Occupat...	Detail...	\$35.57	\$61.44				2
11-2033	11	2033	Fundraising Managers	Management Occupat...	Detail...	\$35.41	\$61.96				3
11-3012	11	3012	Administrative Services Managers	Management Occupat...	Detail...	\$25.68	\$49.49				2

- If you need to review CIP (Classification of Instructional Programs) you can find a list here: <https://nces.ed.gov/ipeds/cipcode>

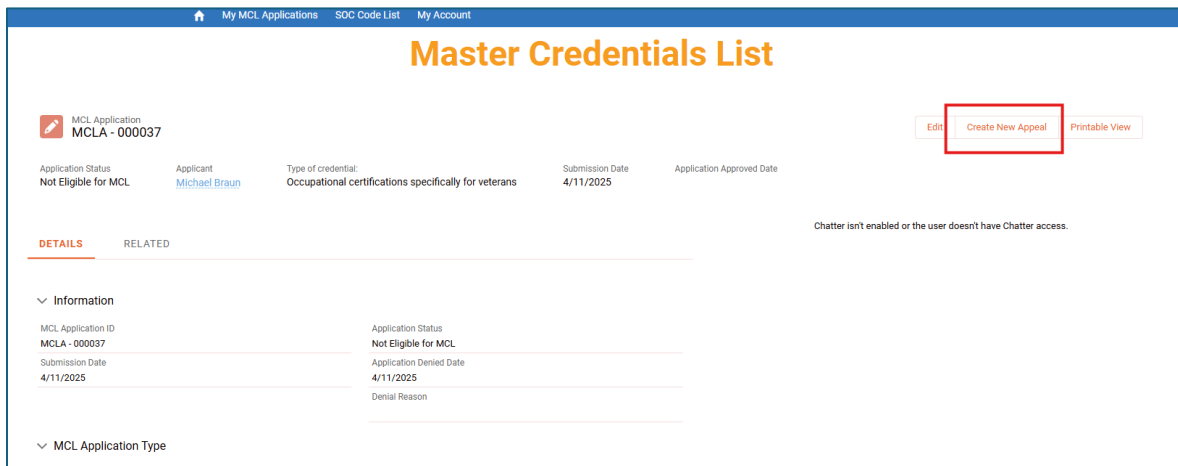
### 4 Appeals

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



### Master Credentials List

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 Approved Date:

Details | Related

Information

MCL Application ID: MCLA - 000037 | Application Status: Not Eligible for MCL

Submission Date: 4/11/2025 | Application Denied Date: 4/11/2025

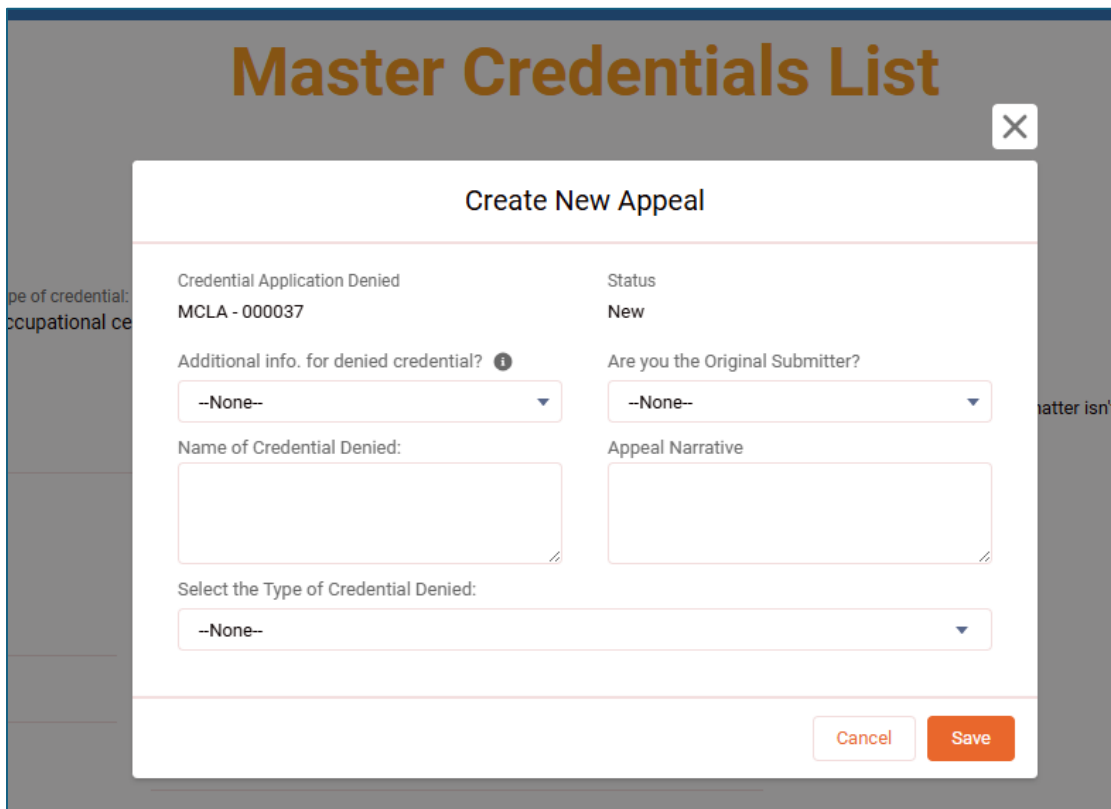
Denial Reason:

MCL Application Type:

Create New Appeal

## Master Credentials List Interface, Database and Reporting – Project Plan Summary

- Fill the information box and click save:

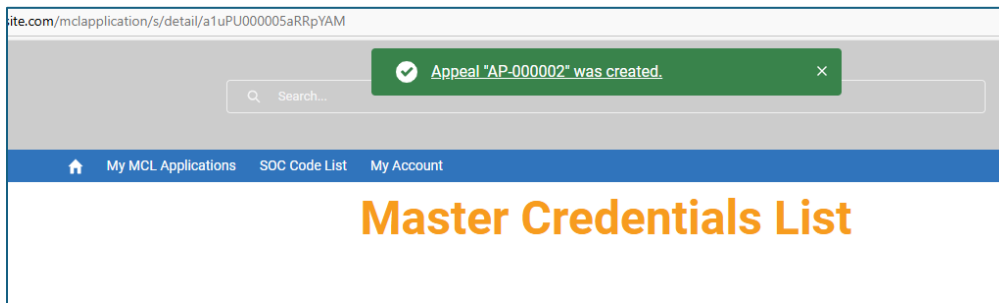


The screenshot displays a web application titled "Master Credentials List" with a close button (X) in the top right corner. A modal window titled "Create New Appeal" is open, containing the following fields:

- Credential Application Denied:** MCLA - 000037
- Status:** New
- Additional info. for denied credential?** (with an information icon): --None--
- Are you the Original Submitter?**: --None--
- Name of Credential Denied:** (text input field)
- Appeal Narrative:** (text input field)
- Select the Type of Credential Denied:** --None--

At the bottom right of the modal are two buttons: "Cancel" and "Save".


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



The screenshot shows the "Master Credentials List" interface with a success message displayed at the top. The message is: "✓ Appeal 'AP-000002' was created." with a close button (X). Below the message is a search bar with the text "Search...". The navigation bar includes links for "My MCL Applications", "SOC Code List", and "My Account". The main heading "Master Credentials List" is visible below the navigation bar.

## Master Credentials List Interface, Database and Reporting – Project Plan Summary

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

 MCL Application  
MCLA - 000037

Application Status  
Not Eligible for MCL

Applicant  
[Michael Braun](#)

Type of credential:  
Occupational certifications specifically for veterans

Sub  
4/1

DETAILS

RELATED

Information

MCL Application ID  
MCLA - 000037


Submission Date  
4/11/2025

Application Status  
Not Eligible for MCL

Application Denied Date  
4/11/2025

Denial Reason

- 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+)

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  
[AP-000002](#)

Appeal Start Date

Status  
New

14 Day Period

View All

## Master Credentials List Interface, Database and Reporting – Project Plan Summary

- 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

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

Appeal ID  
AP-000002

Status  
New

Additional info. for denied credential? ⓘ

Yes

Select the Type of Credential Denied:  
Industry Certification

Application Denial Reason

Applicant

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](#)

- 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

Appeal Start Date

14 Day Period

*This field is calculated upon save*

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

## Master Credentials List Interface, Database and Reporting – Project Plan Summary

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

The screenshot shows a web interface with two tabs: 'DETAILS' and 'RELATED'. The 'RELATED' tab is selected and highlighted with a red box. Below the tabs, there are three sections: 'Approval History (0)', 'Files (0)', and 'Appeal History (2)'. The 'Files (0)' section is highlighted with a red box and contains an 'Add Files' button. Below this section is an 'Upload Files' button and the text 'Or drop files'. The 'Appeal History (2)' section is a table with columns: Date, Field, User, Original Value, and New Value.

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

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

The screenshot shows a web interface with a large orange 'list' logo on the left. In the top right corner, there are two buttons: 'Submit for Approval' and 'Edit'. The 'Submit for Approval' button is highlighted with a red box. Below the buttons, there is a message: 'Chatter isn't enabled or the user doesn't have Chatter access.'

## 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](mailto:eglenn@careersourceflorida.com)) or Kashish Pathak ([kpathak@careersourceflorida.com](mailto:kpathak@careersourceflorida.com)) with the subject line “MCL Application Issue”.