

Compliance checklist for workforce development

7 audit-ready steps to secure your certification programs

How top workforce organizations are future-proofing training with digital proctoring, real-time oversight, and tamper-proof records, without overwhelming staff or learners.

According to the latest data from the National Center for Education Statistics (NCES). In the fall of 2023, 53.2% of postsecondary students were enrolled in at least one distance education course.

The growth of online and hybrid learning across postsecondary and workforce pathways does raise the stakes for fair, secure, and auditable assessments

The stakes are high.

One failed audit can mean:

- Loss of WIOA or state grant funding
- Suspension of certification authority
- Public trust erosion
- Increased administrative burden

**But the solution isn't more paperwork.
It's smarter, technology-enabled compliance.**

This checklist outlines the 7 non-negotiable steps that high-performing workforce development organizations use to stay audit-ready, secure, and scalable - all while improving candidate experience.

Verify identity with Multi-Factor Authentication (MFA)

Why it matters:

Reports to the Federal Trade Commission (FTC) regarding job scams nearly tripled from 2020 through 2024, with reported losses to these scams jumping from \$90 million to over \$501million.

Fraud risks have become a significant concern in federal programs, with GAO reports highlighting that organized groups are using sophisticated technologies like artificial intelligence (AI) and bots to execute fraud on a large scale in remote settings.

Best practice:

Require multi-factor identity verification before every exam:

- Government-issued ID scan
- Facial biometrics (processed on-device, not stored)
- Knowledge-based authentication (e.g., personal questions)

✓ Pro tip

Use on-device AI processing (not cloud-based) to ensure privacy and comply with GDPR, CCPA, and FERPA.

📌 Example

The Segem workforce training network in Turkey reduced identity fraud by 89% after implementing Constructor Proctor's MFA system, without adding proctoring staff.

Detect & block unauthorized devices and screens

Why it matters:

Sophisticated methods like second screens, virtual machines, and unauthorized USB devices present valid concerns for online assessments, as basic proctoring tools can often be bypassed by these techniques. Modern secure assessment platforms incorporate advanced features such as multi-monitor and virtual machine detection, system monitoring, real-time alerts, and system lockdown capabilities to address these vulnerabilities.

Best practice:

Use AI-powered proctoring that detects:

- Second monitors
- Virtual machines (VMs)
- Screen mirroring
- USB devices
- Mobile phones used as hotspots

Pro tip

Constructor Proctor automatically flags and blocks these threats in real time, no human proctor needed.

Data point

Organizations using Constructor Proctor report a 65% reduction in cheating incidents during skills certification exams.



Ensure real-time oversight with AI + optional live proctoring

Why it matters:

Auditors don't just want video recordings - they want actionable oversight. Static recordings without AI analysis are often deemed "insufficient" during compliance reviews.

Best practice:

Implement a hybrid proctoring model:

- AI monitoring for gaze tracking, voice detection, and environment scanning
- Live proctoring on-demand for high-risk exams
- Real-time alerts for suspicious behavior

Pro tip

AI should run on-device, not in the cloud, to protect candidate privacy and reduce latency.

Real-World Impact

Research suggests that combining AI with human oversight can effectively detect suspicious behavior in online exams, enhancing security and potentially aiding in audit preparedness by providing robust, integrated audit trails.

Generate immutable audit trails

Why it matters:

During an audit, you must prove every exam was tamper-proof, from login to submission.

Best practice:

Your system should generate automated, immutable logs that include:

- Timestamped video recordings
- AI-detected flags (with context)
- Candidate device info
- Session start/end logs
- Proctor notes (if live)

Pro tip

Store logs with blockchain-style hashing to prove integrity.

Real-World Impact

After switching to Constructor Proctor, one U.S. workforce board reduced audit prep time by 60% - because every record was already organized, searchable, and verifiable.

Integrate with your LMS for seamless reporting

Why it matters:

Manual data entry
creates errors.

Disconnected systems
create compliance
blind spots.

Best practice:

Use a proctoring tool that integrates
natively with your LMS via:

- LTI 1.3
- SCORM/xAPI
- REST API

This ensures:

- Automatic grade syncing
- Centralized user management
- Real-time certification status
- Exportable compliance reports (PDF, CSV)

Pro tip

Look for white-label support so your branding stays consistent.

Example

A Midwest workforce coalition using TalentLMS + Constructor Proctor now generates WIOA-compliant reports in one click, down from 14 hours of manual work per quarter.

Support WCAG & accessibility standards

Why it matters:

Under Section 508 of the Rehabilitation Act, federally funded programs must ensure equal access to training and assessments.

Best practice:

Your proctoring solution must:

- Be WCAG 2.1 AA compliant
- Support screen readers
- Allow assistive technologies
- Offer adjustable UI (font size, contrast)

Pro tip

Avoid tools that block accessibility of software, this creates legal risk.

Fact

The Center for Democracy and Technology (CDT) have documented how some automated proctoring software conflicts with assistive technologies used by students with disabilities. For example, automated flagging systems may misinterpret movements from a student with tics or a student using specialized equipment, leading to unfair scrutiny.

Constructor Proctor is partially WCAG-certified and fully compatible with assistive devices, ensuring inclusivity without compromising security.

Automate compliance workflows (and cut admin workload)

Why it matters:

Research on administrative burden, such as studies published in the *Journal of Public Administration Research and Theory*, consistently shows that administrative tasks can negatively affect employee outcomes, leading to decreased motivation and increased stress.

Best practice:

Automate:

- Proctor scheduling
- Flag review workflows
- Certificate issuance
- Audit report generation

Pro tip

Use AI-assisted review to reduce human review time by up to 80%.

Result

Organizations using Constructor Proctor report up to 70% reduction in admin workload, freeing teams to focus on learner success.

Final thought

Compliance isn't a one-time project It's an ongoing standard

By embedding security, automation, and transparency into your assessment process, you're not just passing audits - you're building trust, protecting funding, and empowering learners with dignity and fairness.

That's the future of workforce development.