

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. – AR-3.2**

TITLE: **WORKFORCE EDUCATION PROGRAM TYPE DEFINITION AND PARTICIPANT CLASSIFICATION**

DEFINITION This regulation provides for definitions of non-credit types of programming for the classification of participants and programs in data tracking and reporting.

EFFECTIVE DATE: **JULY 27, 2004**

UPDATED: **SEPTEMBER 25, 2012**

PROCESS:

1. Workforce Education offers the following types of programming:
 - a. Contracted Training
 - i. Customized Training (EWVCTC designed and delivered)
 - ii. Brokered Services
 - iii. Assessment/Testing
 - iv. Technical Services
 - b. Continuing Education
 - i. General Vocational Skill Upgrade
 - ii. General Professional Development
 - iii. Professional
 - iv. Open-Enrollment Classes
 - c. Community Education
2. For purposes of tracking and data collection, the following definitions apply to each of the programming areas listed above. Participants will be classified and counted in one or more of the categories based on the type of program in which they have registered.
 - a. Contracted Training: Any services provided to an employer organization in which the employer is considered to be the primary client.
 - i. Customized Training: Programs for employer clients in which the client organization's employees are the primary recipients of training services. Such programs must be designed and delivered by the College.
 - ii. Brokered Services: Services for employer clients in which the College sub-contracts the services to an outside vendor organization (not an individual facilitator or instructor).
 - iii. Assessment/Testing: Services in which individuals are tested through one of the College's standardized testing services. The fiscally responsible client may be the individual, an employer organization, or some other organization that requires such services for its clients. Test reports may be

sent to the individual person tested, or his/her employee and/or some other organization as designated by the individual.

- iv. Technical Services: Services provided to client organizations that do not necessarily fit into one of the above three categories. This may include needs assessment services, curriculum development, structured job training, job profiling, etc.
 - b. Continuing Education: Open enrollment courses marketed either to the general public or to specialized populations. These courses must award Continuing Education Units (CEUs) as provided for under College Policy BP-3.14.
 - i. General Vocational Skill Upgrade: Open enrollment courses designed for job-related skills improvement. Course descriptions must clearly describe how the course content will improve job related skills.
 - ii. General Professional Development: Open enrollment courses designed to improve individual performance in such areas as business, soft skills, communication, etc. Course descriptions must clearly describe the content accordingly.
 - iii. Professional: License required continuing education. These courses must be certified to offer a professionally recognized CEU (instead of the general CEU) to satisfy required hours of continuing education to maintain licensure.
 - iv. Open Enrollment Classes: Classes marketed to entrepreneurs and small business owners in which participants register individually and pay fees when applicable.
 - c. Community Education: Non-credit open enrollment classes marketed to the general public primarily to satisfy a vocational, recreational and personal interests. These classes will not award CEUs.
3. Classes and projects will be classified in the Workforce Education database based upon the above definitions rather than based upon the managing staff member who is coordinating the project.
4. A cross-program duplicate learner is a participant who has already enrolled in any of the College's courses or classes within the fiscal year, excluding community education. Cross-program duplicate learners will be counted within the individual program on all reports. Whenever a report requires a non-duplicate headcount, the cross-program duplicate learners will be subtracted from the grand total to produce a non-duplicated headcount grand total.

The Dean for Workforce Education or designee is responsible for implementation.


DR. CHARLES TERRELL, PRESIDENT

09-25-2012
DATE