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: **AUGUST 1, 2022**

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. Industry Certification or Skillset
      ii. General Vocational Skill Upgrade
      iii. General Professional Development
      iv. Professional
   c. Small Business Development
      i. Technical Assistance
      ii. Open-Enrollment Classes
      iii. 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

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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 may award Continuing Education Units (CEUs) as provided for under College Policy BP-3.14.

       i. Industry Certification or Skillset: training programs designed to provide students with successful completion an industry credential or skillset to directly benefit their employment or

       ii. 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.

       iii. 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.

       iv. 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.

c. Small Business Development: Any services provided to entrepreneurs and/or small business organizations as defined by the U.S. Small Business Administration Department.

       i. Technical Assistance: Any on-campus or on-site consulting services provided to an individual entrepreneur or small business organization.

       ii. Open Enrollment Classes: Classes marketed to entrepreneurs and small business owners in which participants register individually and pay fees when applicable.

d. Community Education: Non-credit open enrollment classes marketed to the general public primarily to satisfy avocational, recreational and personal interests. These programs may be free to the public and they also may be able to be offered free.

3. Classes and projects will be classified in the Workforce Education database and the business office as either: Ag Workforce Trainings; CDL Training; Community Ed.; Continuing Ed; Contracted Training; Healthcare Trainings; Industrial Maintenance; Welding; or WFE Admin.

4. A cross-program duplicate learner is a participant who has already enrolled in one of the College's credit or non-credit courses or classes within the fiscal year. 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 of Advancement and Continuing Education or designee is responsible for implementation.

_____   09/26/2022

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DR. THOMAS STRIPLIN, PRESIDENT   DATE