

ACTI CODE	TITLE	OAR DEFINITION	APPROVED *2010 AFFINITY GROUP DESCRIPTIONS	NONCREDIT ELIGIBLE		CREDIT ELIGIBLE		POLICY REFERENCE & NOTES
100	Lower Division Collegiate	OAR 589-006-0050 (36) Lower Division Collegiate (LDC) means collegiate-level work in areas of instruction that parallel the offerings of the first two years of Oregon's four-year institutions, and are generally accepted for transfer by Oregon's public higher education institutions.	Courses which are parallel to offerings of the first two years of Oregon's four-year institutions and are generally accepted for transfer at Oregon's four-year institutions.	Noncredit eligible?	Not eligible	Credit eligible?	Yes	Policy Notes Course numbering is between 100-299. Carries regular transfer credit/generally accepted for transfer at Oregon's public universities. May be part of any degree or program of study. Must be one of the following: 1. Foundational (minimum of 3 credits) 2. Discipline studies (minimum of 3 credits) 3. Elective (any number of credits) Health/Wellness/Fitness courses may be any number of credits, even if they are Discipline courses. Must transfer to at least two universities.
				Lecture contact hours		Follow FTE Guidelines		
				Lecture/Lab contact hours		Follow FTE Guidelines		
				Lab contact hours		Follow FTE Guidelines		
				Minimum contact hours				
				Maximum contact hours				
210	Career/Tech Preparatory	OAR 589-006-0050 (41) "Occupational preparatory program" means a state-approved Career Technical Education program which is designed to prepare persons for employment in a specified occupation or cluster of closely related occupations. The program is approved by the community college board and the Commission or its designee. In contrast, "stand-alone occupational preparatory courses" refers to courses not included in one or more of a community college's existing approved programs.	Courses that prepare persons for entrance into specific occupations or clusters of closely related occupations and which are part of a state approved career technical education program. Courses submitted must include name of associated parent program and/or course category at end of the description.	Noncredit eligible?	Not eligible	Credit eligible?	Yes	Policy Notes 1. Must be associated with a state-approved CTE program. 2. Designed for specific occupational employment. 3. Developed with the advice of employers. 4. Pre-approval required through CCWD. 5. Approved as part of an existing program or certificate. 6. Occupational preparatory courses must also meet the criteria outline in OAR 589-006-0300 . 7. Governed by Oregon Administrative Rule. 8. Training is for entry into the workforce. 9. Courses are credit bearing. 10. Must align to FTE Guidelines credit-hour ratio. 11. Must also include student learning outcomes.
				Lecture contact hours		Follow FTE Guidelines		
				Lecture/Lab contact hours		Follow FTE Guidelines		
				Lab contact hours		Follow FTE Guidelines		
				Minimum contact hours		5 minimum		
				Maximum contact hours		210 maximum		

***2010 Affinity Group**

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				Noncredit eligible?	Yes	Credit eligible?	Yes	
211	Standalone CTE Prep (Does not lead to a state approved certificate or degree)	OAR 589-006-0050 (41) "Occupational preparatory program" means a state-approved Career Technical Education program which is designed to prepare persons for employment in a specified occupation or cluster of closely related occupations. The program is approved by the community college board and the Commission or its designee. In contrast, "stand-alone occupational preparatory courses" refers to courses not included in one or more of a community college's existing approved programs.	Courses that prepare persons for entrance into specific occupations or clusters of closely related occupations and which are independent and standalone separately from state approved career technical education program. Must go through Adverse Impact process. *Removed due to OAR change.	Noncredit eligible?	Yes	Credit eligible?	Yes	Policy Notes 1. Not a related certificate (CPCC, CCR, etc). 2. Training for entry into the workforce. 3. The course may be transcribed by college. 4. Pre-approval required through CCWD. 5. College identifies CIP code and title for the proposed course. 7. May be offered for credit or non-credit – most often these are non-credit. 8. Courses are approved through CCWD. 9. Must also include student learning outcomes. Stand-Alone occupational preparatory courses may not: 1. be strung together to create new program without applying for a new program and going through program approval process as appropriate, and 2. be stand-alone supplementary, hobby, or recreational in nature.
						Lecture contact hours	Follow FTE Guidelines	
						Lecture/Lab contact hours	Follow FTE Guidelines	
						Lab contact hours	Follow FTE Guidelines	
				Minimum contact hours	1 minimum	Minimum contact hours	5 minimum	
				Maximum contact hours	210 maximum	Maximum contact hours	210 maximum	
220	Occupational Supplementary	OAR 589-006-0050 (42) "Occupational supplementary program" refers to a Career Technical Education program designed for individuals who have already entered an occupation, to improve their occupational skills and knowledge occupational skills and knowledge in order to achieve employment stability or advancement. The program is approved by the community college board and the Commission or its designee.	Courses that prepare person for employment stability and advancement in specific occupations or clusters of closely related occupations. Post-approval is allowed.	Noncredit eligible?	Yes	Credit eligible?	Yes	Policy Notes 1. It is often closed/restricted enrollment for the current workforce (targeted employees or occupation). 2. Training purpose is for skills upgrades. 3. Post- approval from CCWD is allowed. 4. The course may be transcribed by the college. 5. Courses are approved through CCWD. 6. Staff Development is important for any organization to ensure continued high quality of service to its customers. College staff development activities and trainings are reimbursable. 7. Must also include student learning outcomes. * Small Business Management and Farm Business Management contracts should be reported as one FTE (510 contact hours) per business per year, in the last quarter of the contract. This rule applies regardless of the number of students enrolled. Each business must be assessed and a work plan written. There must be a contract that clearly indicates the number of contact hours with students, including all cooperative work experience hours, that totals 510 contact hours per year.
						Lecture contact hours	Follow FTE Guidelines	
						Lecture/Lab contact hours	Follow FTE Guidelines	
						Lab contact hours	Follow FTE Guidelines	
				Minimum contact hours	1 minimum	Minimum contact hours	5 minimum	
				Maximum contact hours	210 maximum	Maximum contact hours	210 maximum	

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				Noncredit eligible?	Yes	Credit eligible?	Yes	
230	Career/Tech Registered Apprenticeship	OAR 589-006-0050 (41) "Occupational preparatory program" means a state-approved Career Technical Education program which is designed to prepare persons for employment in a specified occupation or cluster of closely related occupations. The program is approved by the community college board and the Commission or its designee. In contrast, "stand-alone occupational preparatory courses" refers to courses not included in one or more of a community college's existing approved programs.	Courses developed by a trade, craft or occupation that include instructional objectives and an outline of course content for related training and manipulative instruction. Uses APR course prefix.	Noncredit eligible?	Yes	Credit eligible?	Yes	Policy Notes OAR 589-007-0110 Apprenticeship related training courses offered by community colleges will meet the same instructional standards and procedures as for other occupational supplementary and/or occupational preparatory courses offered by the community college. Courses developed by a trade, craft, union or occupation that include instructional objectives and an outline of course content for related training and manipulative instruction. Course prefix must start with APR, be a part of a Registered Apprenticeship Program and may be advertised in course catalog. Pre-approval is required through CCWD.
						Lecture contact hours	Follow FTE Guidelines	
						Lecture/Lab contact hours	Follow FTE Guidelines	
						Lab contact hours	Follow FTE Guidelines	
				Minimum contact hours	1 minimum	Minimum contact hours	5 minimum	
				Maximum contact hours	210 maximum	Maximum contact hours	210 maximum	
310	English as a Second Language	OAR 589-006-0050 (44) "Other education courses" means general self-improvement courses intended primarily for adults and independent of Career Technical Education or lower division curricula. These courses are not intended for programs that may lead toward a baccalaureate degree. These courses may be used as prerequisite and elective courses in Career Technical Education degree and certificate programs. Other education courses include areas of instruction not otherwise included in the Career Technical Education and lower division collegiate categories. Other education course areas include but are not limited to adult basic education (ABE), general educational development (GED), adult high school completion (AHS), English as a second language (ESL), and self-improvement courses not fitting into previously listed categories.	Courses in basic English [communication] skills that prepare adults whose native language is not English to achieve English levels essential for work, further education, family self-sufficiency, and community and civic participation. The main focus of instruction is on listening comprehension, speaking, reading, writing, basic computer literacy, and critical thinking skills. Instruction is intended for students with educational functioning levels (EFLs) 1-6 in the skills taught.	Noncredit eligible?	Yes	Credit eligible?	Yes	Policy Notes OAR 589-006-0400 Gives CCWD the authority to approve other educational courses.
						Lecture contact hours	Follow FTE Guidelines	
						Lecture/Lab contact hours	Follow FTE Guidelines	
						Lab contact hours	Follow FTE Guidelines	
				Minimum contact hours	6 minimum			

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				Noncredit eligible?	Yes	Credit eligible?	Yes	
320	Adult Basic Education	OAR 589-006-0050 (44) "Other education courses" means general self-improvement courses intended primarily for adults and independent of Career Technical Education or lower division curricula. These courses are not intended for programs that may lead toward a baccalaureate degree. These courses may be used as prerequisite and elective courses in Career Technical Education degree and certificate programs. Other education courses include areas of instruction not otherwise included in the Career Technical Education and lower division collegiate categories. Other education course areas include but are not limited to adult basic education (ABE), general educational development (GED), adult high school completion (AHS), English as a second language (ESL), and self-improvement courses not fitting into previously listed categories.	Courses that prepare adults with skills below the secondary level in reading, writing, mathematics, speaking/listening in English, basic computer literacy, and critical thinking skills. These courses differ from Adult Continuing Education: Workforce (363) because they focus on academic preparation rather than preparation for a specific workforce need. Instruction is intended for students with educational functioning levels (EFLs) 3-6 in the skills taught.	Noncredit eligible?	Yes	Credit eligible?	Yes	Policy Notes OAR 589-006-0400 Gives CCWD the authority to approve other educational courses.
						Lecture contact hours	Follow FTE Guidelines	
						Lecture/Lab contact hours	Follow FTE Guidelines	
						Lab contact hours	Follow FTE Guidelines	
				Minimum contact hours	6 minimum			
330	General Education Development/ Adult Secondary Education	OAR 589-006-0050 (44) "Other education courses" means general self-improvement courses intended primarily for adults and independent of Career Technical Education or lower division curricula. These courses are not intended for programs that may lead toward a baccalaureate degree. These courses may be used as prerequisite and elective courses in Career Technical Education degree and certificate programs. Other education courses include areas of instruction not otherwise included in the Career Technical Education and lower division collegiate categories. Other education course areas include but are not limited to adult basic education (ABE), general educational development (GED), adult high school completion (AHS), English as a second language (ESL), and self-improvement courses not fitting into previously listed categories.	Courses that prepare adults with skills below the post-secondary level and who have not graduated from high school with the skills and knowledge needed for postsecondary education, secure employment, and community and civic participation. Instruction is intended for students with educational functioning levels (EFLs) 7-8 in the skills taught.	Noncredit eligible?	Yes	Credit eligible?	Yes	Policy Notes OAR 589-006-0400 Gives CCWD the authority to approve other educational courses.
						Lecture contact hours	Follow FTE Guidelines	
						Lecture/Lab contact hours	Follow FTE Guidelines	
						Lab contact hours	Follow FTE Guidelines	
				Minimum contact hours	6 minimum			

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				Noncredit eligible?	Yes	Credit eligible?	Yes, listed in High School credits	
340	Adult High School	OAR 589-006-0050 (44) "Other education courses" means general self-improvement courses intended primarily for adults and independent of Career Technical Education or lower division curricula. These courses are not intended for programs that may lead toward a baccalaureate degree. These courses may be used as prerequisite and elective courses in Career Technical Education degree and certificate programs. Other education courses include areas of instruction not otherwise included in the Career Technical Education and lower division collegiate categories. Other education course areas include but are not limited to adult basic education (ABE), general educational development (GED), adult high school completion (AHS), English as a second language (ESL), and self-improvement courses not fitting into previously listed categories.	Classes in which the sole purpose is to prepare students who have not graduated from high school to obtain an Adult High School Diploma or a diploma from a cooperating high school.	Noncredit eligible?	Yes	Credit eligible?	Yes, listed in High School credits	Policy Notes OAR 589-006-0400 Gives CCWD the authority to approve other educational courses. Courses, when listed for credit, are listed in High School credits. The course must include at least six contact hours of instruction focused on a single topic. Approval of other education courses must follow the Office's other reimbursable course approval procedures.
						Lecture contact hours	6 minimum	
						Lecture/Lab contact hours	6 minimum	
						Lab contact hours	Eligible if minimum contact hour is met in lecture or lecture/lab	
				Minimum contact hours	6 minimum			
350	Postsecondary Remedial (Listed as "Developmental Education") - Redefine as PSR RD or WR (limit to below 100 level courses in reading and writing)	OAR 589-006-0050 (44) "Other education courses" means general self-improvement courses intended primarily for adults and independent of Career Technical Education or lower division curricula. These courses are not intended for programs that may lead toward a baccalaureate degree. These courses may be used as prerequisite and elective courses in Career Technical Education degree and certificate programs. Other education courses include areas of instruction not otherwise included in the Career Technical Education and lower division collegiate categories. Other education course areas include but are not limited to adult basic education (ABE), general educational development (GED), adult high school completion (AHS), English as a second language (ESL), and self-improvement courses not fitting into previously listed categories.	Courses numbered below 100 in reading and writing.	Noncredit eligible?	Yes	Credit eligible?	Yes	Policy Notes OAR 589-006-0400 Gives CCWD the authority to approve other educational courses. Some CTE degrees and certificates may require courses with numbers less than 100 for completion of the degree or certificate.
						Lecture contact hours	Follow FTE Guidelines	
						Lecture/Lab contact hours	Follow FTE Guidelines	
						Lab contact hours	Follow FTE Guidelines	
				Minimum contact hours	6 minimum			

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				Noncredit eligible?	Yes	Credit eligible?	Yes	
351	Postsecondary Remedial Math	OAR 589-006-0050 (44) "Other education courses" means general self-improvement courses intended primarily for adults and independent of Career Technical Education or lower division curricula. These courses are not intended for programs that may lead toward a baccalaureate degree. These courses may be used as prerequisite and elective courses in Career Technical Education degree and certificate programs. Other education courses include areas of instruction not otherwise included in the Career Technical Education and lower division collegiate categories. Other education course areas include but are not limited to adult basic education (ABE), general educational development (GED), adult high school completion (AHS), English as a second language (ESL), and self-improvement courses not fitting into previously listed categories.	Courses numbered below 100 in math.	Noncredit eligible?	Yes	Credit eligible?	Yes	Policy Notes OAR 589-006-0400 Gives CCWD the authority to approve other educational courses. Some CTE degrees and certificates may require courses with numbers less than 100 for completion of the degree or certificate.
						Lecture contact hours	Follow FTE Guidelines	
						Lecture/Lab contact hours	Follow FTE Guidelines	
						Lab contact hours	Follow FTE Guidelines	
				Minimum contact hours	6 minimum			
352	Postsecondary Remedial Electives	OAR 589-006-0050 (44) "Other education courses" means general self-improvement courses intended primarily for adults and independent of Career Technical Education or lower division curricula. These courses are not intended for programs that may lead toward a baccalaureate degree. These courses may be used as prerequisite and elective courses in Career Technical Education degree and certificate programs. Other education courses include areas of instruction not otherwise included in the Career Technical Education and lower division collegiate categories. Other education course areas include but are not limited to adult basic education (ABE), general educational development (GED), adult high school completion (AHS), English as a second language (ESL), and self-improvement courses not fitting into previously listed categories.	Courses numbered below 100, not including reading, writing and math.	Noncredit eligible?	Yes	Credit eligible?	Yes	Policy Notes OAR 589-006-0400 Gives CCWD the authority to approve other educational courses. Some CTE degrees and certificates may require courses with numbers less than 100 for completion of the degree or certificate.
						Lecture contact hours	Follow FTE Guidelines	
						Lecture/Lab contact hours	Follow FTE Guidelines	
						Lab contact hours	Follow FTE Guidelines	
				Minimum contact hours	6 minimum			

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360	Adult Continuing Education – Other (Unknown)	OAR 589-006-0050 (44) "Other education courses" means general self-improvement courses intended primarily for adults and independent of Career Technical Education or lower division curricula. These courses are not intended for programs that may lead toward a baccalaureate degree. These courses may be used as prerequisite and elective courses in Career Technical Education degree and certificate programs. Other education courses include areas of instruction not otherwise included in the Career Technical Education and lower division collegiate categories. Other education course areas include but are not limited to adult basic education (ABE), general educational development (GED), adult high school completion (AHS), English as a second language (ESL), and self-improvement courses not fitting into previously listed categories.	ACE Courses that do not fall into other defined ACE ACTI Code Categories. These courses must be at least 6 contact hours in length.	Noncredit eligible?	Yes	Credit eligible?	Not eligible	Policy Notes OAR 589-006-0400 Gives CCWD the authority to approve other educational courses. Basic literacy skills. Languages, life skills, test preparation, use of technology. Supports areas of: Economy, education, civic engagement, social support and public safety (formerly Oregon Benchmarks). Needs instructor(s), syllabus, course outline, etc. Not prerecorded video or un-facilitated online course. Tracked through D4A. FTE audited every year.
						Lecture contact hours		
						Lecture/Lab contact hours		
						Lab contact hours		
				Minimum contact hours	6 minimum			
361	Adult Continuing Education - Health and Fitness	OAR 589-006-0050 (44) "Other education courses" means general self-improvement courses intended primarily for adults and independent of Career Technical Education or lower division curricula. These courses are not intended for programs that may lead toward a baccalaureate degree. These courses may be used as prerequisite and elective courses in Career Technical Education degree and certificate programs. Other education courses include areas of instruction not otherwise included in the Career Technical Education and lower division collegiate categories. Other education course areas include but are not limited to adult basic education (ABE), general educational development (GED), adult high school completion (AHS), English as a second language (ESL), and self-improvement courses not fitting into previously listed categories.	Adult Continuing Education courses that are noncredit and focus on noncompetitive physical fitness and/or health courses that focus on the knowledge and skills that promote healthy lifestyles over a lifetime. These courses must be at least 6 contact hours in length.	Noncredit eligible?	Yes	Credit eligible?	Not eligible	Policy Notes OAR 589-006-0400 Gives CCWD the authority to approve other educational courses. Health and fitness. Diet and nutrition. Stress management. Physical skills instruction. Yoga, Tai Chi, Qigong, etc - IF: The focus of the course is on physical health and fitness Supports areas of: Economy, education, civic engagement, social support and public safety (formerly Oregon Benchmarks). Needs instructor(s), syllabus, course outline, etc. Not prerecorded video or un-facilitated online course. Tracked through D4A. FTE audited every year.
						Lecture contact hours		
						Lecture/Lab contact hours		
						Lab contact hours		
				Minimum contact hours	6 minimum			

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				Noncredit eligible?	Yes	Credit eligible?		
362	Adult Continuing Education – Safety	OAR 589-006-0050 (44) "Other education courses" means general self-improvement courses intended primarily for adults and independent of Career Technical Education or lower division curricula. These courses are not intended for programs that may lead toward a baccalaureate degree. These courses may be used as prerequisite and elective courses in Career Technical Education degree and certificate programs. Other education courses include areas of instruction not otherwise included in the Career Technical Education and lower division collegiate categories. Other education course areas include but are not limited to adult basic education (ABE), general educational development (GED), adult high school completion (AHS), English as a second language (ESL), and self-improvement courses not fitting into previously listed categories.	Adult Continuing Education courses that are noncredit and promote safe practices over a lifetime. These courses must be 6 hours in length.	Noncredit eligible?	Yes	Credit eligible?	Not eligible	<p>Policy Notes OAR 589-006-0400</p> <p>Gives CCWD the authority to approve other educational courses.</p> <p>Safety. Driver's education and motorcycle education. OSHA training. Chemical-handling. First aid and CPR. Childproofing your home. Emergency preparedness. These courses often look like Occupational Supplementary (ACTI 211), but they are open to the general public. Supports areas of: Economy, education, civic engagement, social support and public safety (formerly Oregon Benchmarks). Needs instructor(s), syllabus, course outline, etc. Not prerecorded video or online courses that are not facilitated. Tracked through D4A. FTE audited every year.</p>
						Lecture contact hours		
						Lecture/Lab contact hours		
						Lab contact hours		
				Minimum contact hours	6 minimum			
363	Adult Continuing Education - Workforce	OAR 589-006-0050 (44) "Other education courses" means general self-improvement courses intended primarily for adults and independent of Career Technical Education or lower division curricula. These courses are not intended for programs that may lead toward a baccalaureate degree. These courses may be used as prerequisite and elective courses in Career Technical Education degree and certificate programs. Other education courses include areas of instruction not otherwise included in the Career Technical Education and lower division collegiate categories. Other education course areas include but are not limited to adult basic education (ABE), general educational development (GED), adult high school completion (AHS), English as a second language (ESL), and self-improvement courses not fitting into previously listed categories.	Adult Continuing Education courses that are open-enrollment based and noncredit that on the knowledge, skills and personal abilities people need to succeed in the workplace, increase life skills and engage in civic participation. These courses must be at least 6 contact hours in length.	Noncredit eligible?	Yes	Credit eligible?	Not eligible	<p>Policy Notes OAR 589-006-0400</p> <p>Gives CCWD the authority to approve other educational courses.</p> <p>Basic literacy skills pertaining to employment. Languages that pertain to the workplace Life skills that pertain to the workplace test preparation, not the actual testing session. Use of technology in the workplace Supports areas of: Economy, education, civic engagement, social support and public safety (formerly Oregon Benchmarks). Tracked through D4A. FTE audited every year.</p>
						Lecture contact hours		
						Lecture/Lab contact hours		
						Lab contact hours		
				Minimum contact hours	6 minimum			

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510	Non-Reimbursable-Other	None	Courses that do not meet the intent of other course definitions or are under 6 contact hours.	Noncredit eligible?	Yes	Credit eligible?	Not eligible	Policy Notes 1. Not eligible for FTE reimbursement.
						Lecture contact hours		
						Lecture/Lab contact hours		
						Lab contact hours		
				Minimum contact hours	No minimum			
511	Non-Reimbursable-Hobby and Recreation	"Recreational course" means any directed activity in which individuals participate with the purpose of engaging in physical activity, except those activities which focus on physical fitness or which directly relate to the initial skill development of physical activities in which individuals could reasonably be expected to participate during most of their adult lives.	Courses taken for enjoyment which result in physical activities that individuals could reasonably be expected to participate in during most of their adult lives, those which result in the collection of objects or the production of works. These courses are not eligible for FTE reimbursement.	Noncredit eligible?	Yes	Credit eligible?	Not eligible	Policy Notes 1. Not eligible for FTE reimbursement.
				Lecture contact hours		Lecture contact hours		
				Lecture/Lab contact hours		Lecture/Lab contact hours		
				Lab contact hours		Lab contact hours		
				Minimum contact hours	No minimum			

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512	Non-Reimbursable - Other/Admin		Courses that do not meet the intent of other course definitions or are under 6 contact hours. This course code is reserved for courses that the colleges wants to track for administrative purposes.	Noncredit eligible?	Yes	Credit eligible?	Not eligible	Policy Notes 1. Not eligible for FTE reimbursement.
						Lecture contact hours		
						Lecture/Lab contact hours		
						Lab contact hours		
				Minimum contact hours	No minimum			
				Maximum contact hours	No maximum			
513			This code is used by CCWD for courses deemed nonreimbursable in the course of the FTE Audit.	Noncredit eligible?	N/A	Credit eligible?	Not eligible	Policy Notes Only for use by the Office of Community Colleges and Workforce Development (CCWD)
						Lecture contact hours		
						Lecture/Lab contact hours		
						Lab contact hours		
				Minimum contact hours				
				Maximum contact hours				

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