

NON-CREDIT TRAINING CERTIFICATES

*“Non-credit Training Certificate” means a form of recognition awarded by a community college made up of a single stand-alone course or a series of courses that **do not offer college credit for completion**. An assessment of measurable outcomes or mastery of learning or knowledge is required. OAR 589-006-0050 (36) (<https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=153489>)*

Background

House Bill 2410 (2015) (<https://olis.leg.state.or.us/liz/2015R1/Measures/Overview/HB2410>) changed existing statutory language to allow community colleges to develop and issue noncredit training certificates. A community college must follow procedures established by the Higher Education Coordinating Commission (HECC) to ensure that the course meets an occupational employment need and fulfills a regional educational need.

Noncredit training certificates provide documentation of skill attainment for entry-level positions in a wide variety of industries. They also serve as a gateway to the resources of college, allowing less-skilled workers to attain a college credential. Segments of the workforce are increasingly seeking ways to document competencies and job skills, and many occupational fields value a workforce credential over academic documentation for initial job placement as well as for promotion or advancement. College-sponsored certification programming can also allow for credentialing to be earned in an area where there is no readily available industry standard.

Certificate Requirements

Rigor

The rigor will be determined at the institutional level but will follow a standardized process. “Attendance only” classes will not qualify for the training certificate categorization. In order to qualify for a training certificate, there must be an assessment of measurable outcomes or mastery of learning and knowledge. Assessments include, but are not limited to, quizzes, exams, written assignments, participation, projects, or activity or demonstration of skills. The rigor must be modeled on national education and industry training benchmarks.

Approval Criteria

The certificates can be awarded for single stand-alone courses or series of courses, with combined 18-210 instructional hours. In order to meet the needs of local Oregon communities, the content and rigor would be determined and standardized at the institutional level.

The approval criterion is as follows:

1. Classification of Instructional Programs (CIP) Code is identified.
2. Certificate is a minimum of eighteen (18) hours of instruction up to a maximum of 210 hours.
3. Contact hours for ALL courses cannot exceed a total of two hundred-ten (210) hours. A single course or series of courses must be completed within the 210-hour limitation.
4. Course(s) must be non-credit.
5. Course(s) must include at least one (1) assessment of measurable outcomes or mastery of learning and knowledge.
6. Certificate must include at least one (1) outcome.
7. Certificate must be transcribed by the institution.
8. Chief Academic Officer at each community college validates standards prior to submission of certificate application.
9. Certificate requires pre-approval by the Office of Community Colleges and Workforce Development through WebForms.

10. In Webforms, the 7th CIP must be coded using the "#" symbol.