

Career and Technical Education (CTE)

The following courses are accepted as noncredit.

1. Stand-alone occupational preparatory courses: ACTI Code 211
2. Occupational supplementary courses: ACTI Code 220
3. Occupational preparatory registered apprenticeship: ACTi Code 230

INTENT

1. Allows students an economical way to explore career interests.
2. To provide an economical way to increase employability.
3. Provides licensure or certification courses in a variety of fields.
4. Provides employers a faster way to increase their employees' knowledge.

OAR

[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.

[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.

OVERVIEW

1. These courses can be either credit bearing or noncredit bearing.
2. All courses must be approved before being offered with one exception, ACTI Code 220.
3. ACTI Code 220
 - a. **DOES NOT** have to receive approval before being offered.
 - b. **Must** be entered immediately after the course is offered.
 - c. **Approval** is not guaranteed.
4. Not all noncredit courses are reimbursable. Check with the Office of Community Colleges and Workforce Development education specialists if you have questions.
5. Courses are delivered under the direct control of the college.
6. Must be collegiate-level and provide education and training directed to the acquisition of abilities, skills, understanding, and attitudes needed to enter or remain in an occupation.

7. Courses are designed for occupational employment and are not necessarily directed toward completion of a certificate or degree.
8. Courses are developed and operated with the advice and counsel of employers, employees, and other professional entities knowledgeable about the requirements of the occupations involved.

REQUIREMENTS

1. Must follow all policy as stated in the ACTI Code Policy Document (insert link to document)

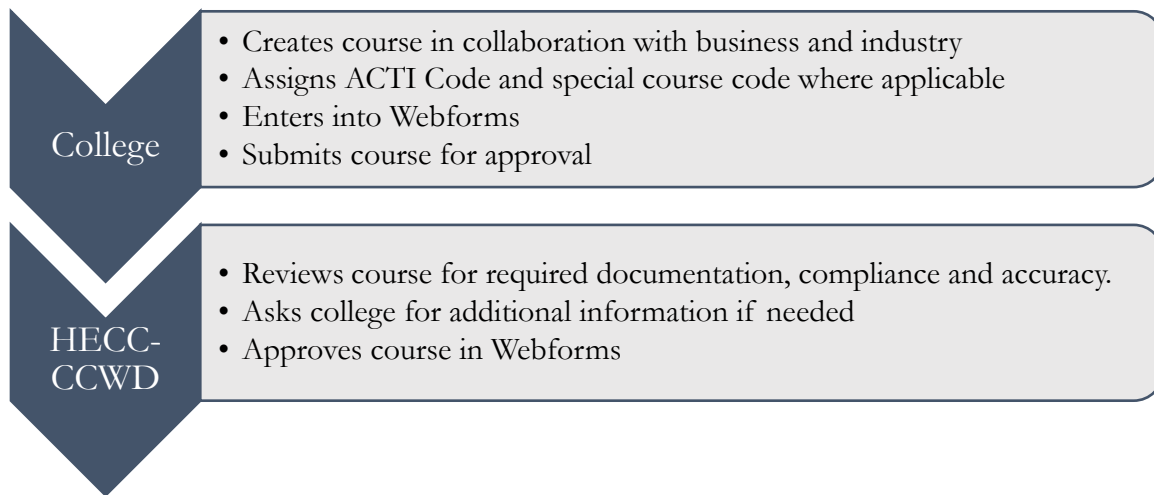
SUBMISSION REQUIREMENTS

1. Must be entered into Webforms.

NOTES

1. Noncredit course updates
 - a. Every three years or sooner.

VISUAL



Adult Basic Education (ABE)

The following courses are accepted as noncredit.

1. English as a Second Language: ACTI Code 310
2. Adult Basic Education: ACTI Code 320
3. General Education Development/Adult Secondary Education: ACTI Code 330
4. Adult High School: ACTI Code 340

INTENT

1. Allows students to improve basic skills:
 - a. Reading
 - b. Writing
 - c. Math
 - d. Speaking
 - e. Listening
2. May provide students a path to earn secondary credential.
3. May provide students a way to explore career pathways and enter CTE programs.
4. Allows students to acquire the foundational education to obtain a postsecondary certificate and/or degree.

OAR

[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.

OVERVIEW

1. Students in the Adult High School program received high school credits never college credits.
2. Federal dollars cannot be used for citizenship courses.
3. The course is primarily intended for adults.
4. The course is developmental in nature and offered for:
 - a. Adults with less than a high school diploma;
 - b. Persons who lack sufficient background in subject-matter areas to make satisfactory progress in lower-division collegiate or professional technical programs of the institution; or

- c. Persons who lack English language skills needed to make satisfactory progress in the lower-division collegiate or professional technical programs of the institution or to enter the workforce
- 5. The course must include at least six contact hours of instruction focused on a single topic.

REQUIREMENTS

- 1. Must follow all policy as stated in the ACTI Code Policy Document (insert link to document)

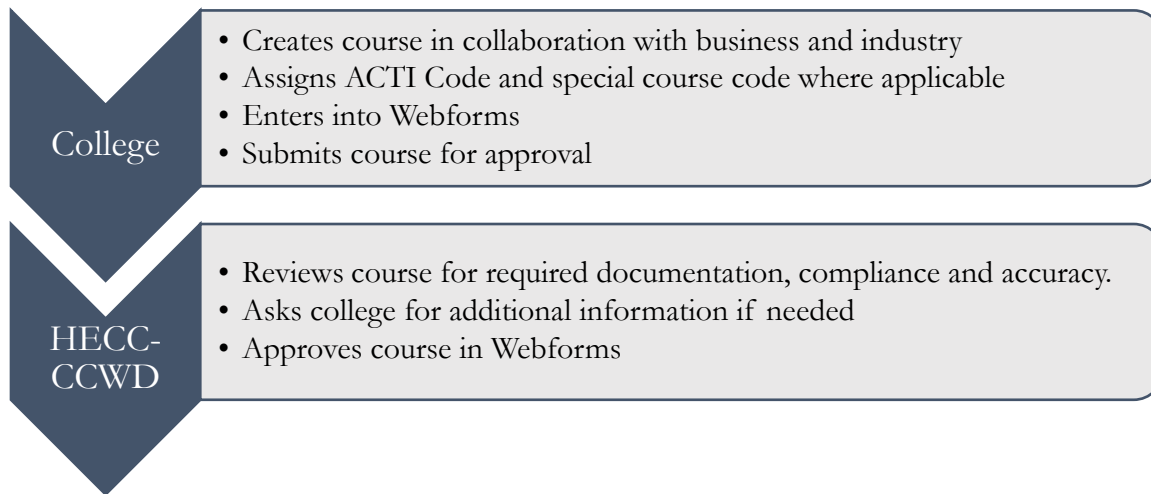
SUBMISSION REQUIREMENTS

- 1. Must be entered into Webforms.

NOTES

- 1. Noncredit course updates
 - a. Every three years or sooner.

VISUAL



Post-Secondary Remedial (PSR)

The following courses are accepted as noncredit.

1. Post-Secondary Remedial – Reading or Writing: ACTI Code 350
2. Post-Secondary Remedial – Math: ACTI Code 351
3. Post-Secondary Remedial – Electives: ACTI Code 352

INTENT

1. Assist students in getting ready to take college level courses.

OAR

[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.

OVERVIEW

1. Post-secondary remedial (PSR) Courses are also known as Developmental Education courses. Credit courses must be numbered less than 100.

REQUIREMENTS

1. Must follow all policy as stated in the ACTI Code Policy Document (insert link to document)

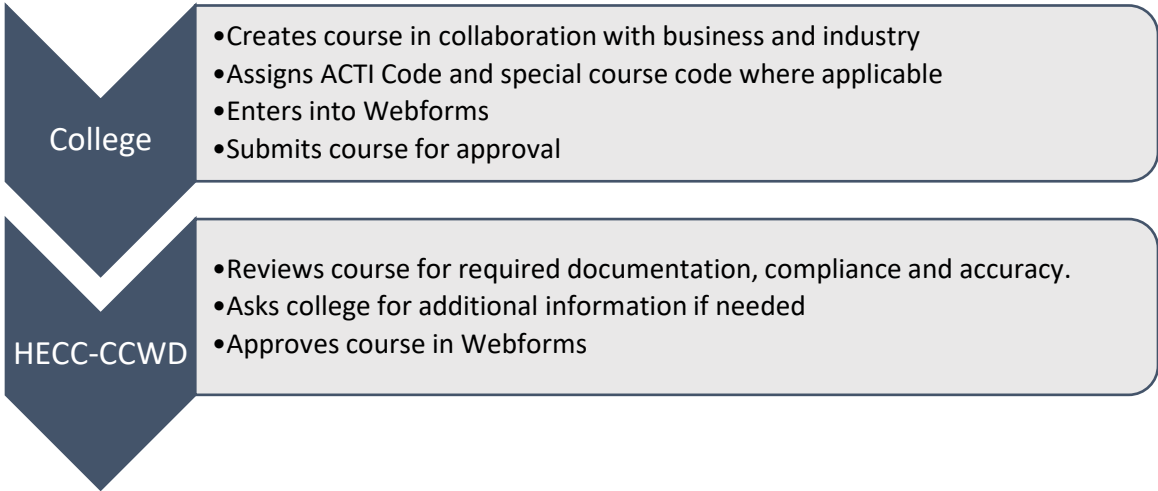
SUBMISSION REQUIREMENTS

1. Must be entered into Webforms.

NOTES

1. Noncredit course updates
 - a. Every three years or sooner.

VISUAL



Adult Continuing Education (ACE)

The following courses are accepted as noncredit.

1. Adult Continuing Education – Other: ACTI Code 360
2. Adult Continuing Education – Health and Fitness: ACTI Code 361
3. Adult Continuing Education – Safety: ACTI Code 362
4. Adult Continuing Education – Workforce: ACTI Code 363

INTENT

1. Allow adults to pursue topics of interest in a noncredit format.
2. ACE courses are usually not graded.
3. ACE courses may be used in noncredit training certificates (NCTC).

OAR

[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.

OVERVIEW

1. Continuing and community education courses (ACE) that are eligible for state reimbursement:
 - a. Workforce
 - b. Health and Fitness
 - c. Safety
 - d. Other personal enrichment (parenting, budgeting, etc)
2. For more information about Adult Continuing Education, contact CCWD education staff.

REQUIREMENTS

1. Must follow all policy as stated in the ACTI Code Policy Document (insert link to document)

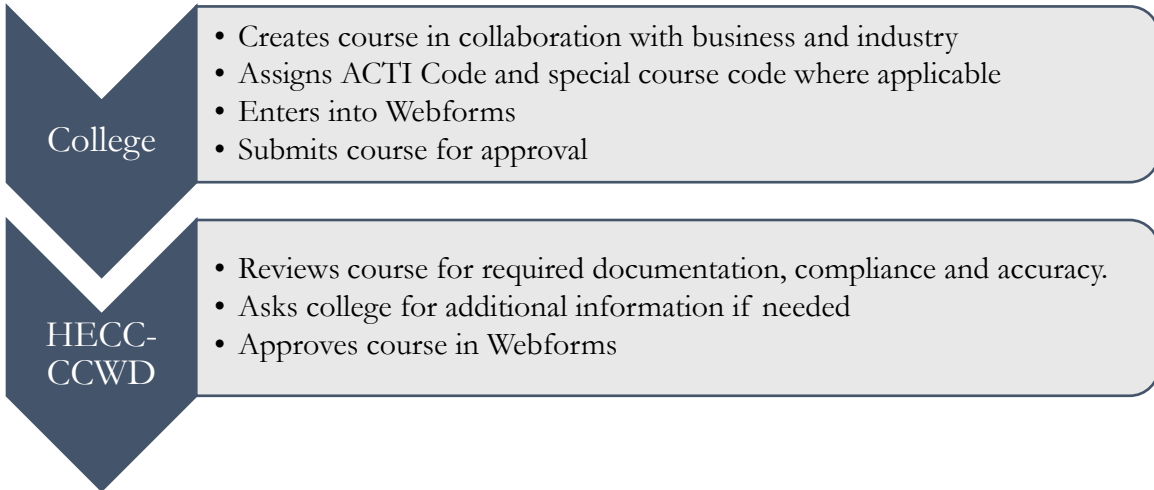
SUBMISSION REQUIREMENTS

1. ACE courses must be entered into Webforms.

NOTES

1. Noncredit course updates
 - a. Every three years or sooner.

VISUAL



Nonreimbursable Courses

The following courses are accepted as noncredit and nonreimbursable.

1. Non-Reimbursable – Other: ACTI Code 510
2. Non-Reimbursable – Hobby and Recreation: ACTI Code 511
3. Non-Reimbursable – Admin: ACTI Code 512

INTENT

1. Allow adults to pursue topics of interest in a noncredit format.
2. Nonreimbursable courses are not graded.

OAR

None

OVERVIEW

Examples of courses that are not eligible for state funding, but can be offered on a cost-recovery/self-support basis, include:

1. Noncredit arts, sciences and social studies,
2. Open labs, shops, gyms, and other non-structured experiences
3. Physical education courses where competition is possible,
4. Courses that involve alcohol or controlled substances, or guns,
5. Courses teaching or promoting astrology, occult, or religion,
6. Hobby courses, such as gardening, cooking and home improvement
7. Camps,
8. Courses designed for students under 16,
9. Courses that would otherwise be ACE courses, but are less than 6 hours

For more information about Adult Continuing Education, contact CCWD education staff.

REQUIREMENTS

1. Must follow all policy as stated in the ACTI Code Policy Document (insert link to document)

SUBMISSION REQUIREMENTS

2. Nonreimbursable courses MAY be entered into Webforms if the college finds it useful, but it's not required

NOTES

1. Noncredit course updates
 - a. Every three years or sooner.

VISUAL

