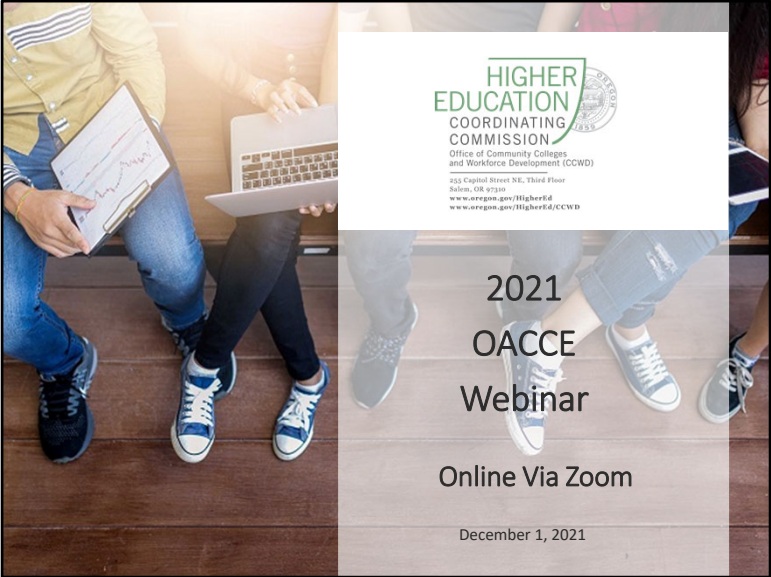**Wednesday**
December 1, 2021

OACCE Fall Webinar

Presented by KC Andrew
Office of Community Colleges & Workforce Development
Higher Education Coordinating Commission
and Matt Collins
Office of Workforce Investments
Higher Education Coordinating Commission

Begins at 11 am PDT
Unmute your speakers and turn the volume up
A link to today's recording will be available on
www.oacce.org

HIGHER EDUCATION COORDINATING COMMISSION
Office of Community Colleges and Workforce Development (CCWD)
255 Capitol Street NE, Third Floor
Salem, OR 97310
www.oregon.gov/HigherEd
www.oregon.gov/HigherEd/CCWD

2021
OACCE
Webinar

Online Via Zoom

December 1, 2021

AGENDA

- Welcome and Introductions
- Updates from HECC
- The ETPL
- Using the Resource Document
- The Noncredit Policy Document
- Noncredit courses, Webforms and D4A
- The new ACTI code document
- Questions?

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o Please introduce yourself by telling us:
  o Your name
  o What college or agency you represent
  o How long you've been working with noncredit programs

WELCOME!
Your presenters are:

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UPDATES FROM HECC/CCWD:

- o Policy Documents vs CTE Handbook:
  - o The CCWD Handbook is being archived
  - o It is being replaced by Policy documents, which are found on the CCWD pages of the HECC Website: https://www.oregon.gov/highered/institutions-programs/ccwd/Pages/community-college-program-approval.aspx
- o Updated Special Course Codes - Proposed changes:
  - o Adding a Special Course Code feature in Webforms so that departments and educators assign the code to their own courses.
  - o Reserving the Targeted Training/Key Industry (TT) for BITS
  - o A new code: Credit for Prior Learning – NCTC conversion
  - o Several codes deactivated
  - o The project is almost done. Changes need to be vetted with affinity groups

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We have a lot of new stuff this year. Major Transfer Maps, Math coreq/Strong Start Initiative, Applied Baccalaureate, and new tools -

Handbook is still online – for now.

Policy documents are being moved from the handbook to Policy Documents, but the transfer isn't complete yet

The documents are being revised where needed.

Right now the finish date is predicted to be Sept 2022

UPDATES FROM HECC/CCWD

- o Noncredit Statewide Consortium update
    - o We were working on it, and discovered that no one had the time to do the work, so we tabled it
    - o However, one came to us. We're in negotiations with a statewide legal group to provide a pathway for Paralegals to become Paraprofessionals in property law because of the pandemic
- o Webforms and D4A - will they ever meet?
    - o Not yet. But we continue to move in that direction.
    - o As soon as we have a real timeline, we will let you know.
    - o In the meantime, continue to get your courses entered.
    - o We are no longer requiring 500-level courses be entered.
- o Statewide Consortium paperwork and procedures have been completely redone (see Resource Doc)

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Using the Resource Document

- https://www.oregon.gov/highered/institutions-programs/ccwd/Documents/Academic%20Approval/2021%20Webforms%20Workshop%20Items/Resource%20Documents.pdf
- In the upper left corner of the PDF, find the 3 horizonal lines.
- If you click on that, it should open the page reference guide.
   - Don't try to use the pages in the document itself – they are all from the different source documents
- If you click the 3 lines again, the page reference sidebar will go away
- The page numbers you'll need for the different sections of this presentation will be at the beginning of each section.

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This resource document was created for the annual Webforms Point of Contact training. It has more in it besides the materials we need here, but you might find them interesting. Here's how you'll find the documents in here that we'll be referencing.

o   What exactly *is* the Eligible Training Provider List (ETPL)?

o   Who uses/benefits from the ETPL?

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The Basics

What is the ETPL?

- The ETPL, mandated by the Federal Workforce Innovation and Opportunity Act (WIOA), is a comprehensive list of training providers and training programs determined eligible to receive WIOA-funded tuition assistance. A training provider seeking to receive WIOA training funds for a student to attend their training program(s) must be listed on the ETPL. Students seeking to obtain WIOA scholarship funds through WorkSource Oregon must select a program from the ETPL.
- A training provider can be any type of organization legally operating may apply to have their training program(s) listed. The list includes programs offered through public and private community colleges, private career schools, non-profits, unions, corporate training centers, and adult education programs.

Who uses the ETPL?
- The primary benefit of the ETPL is for individuals being served by WorkSource Oregon centers who will access the list to research available education and training options when seeking training that is funded by an individual training account (ITA) or WorkSource scholarship. The Eligible Training Provider list is a tool for participants seeking training to

identify appropriate providers and programs, and relevant information, such as cost and program outcomes.

The Workforce Innovation and Opportunity Act (WIOA) Title I Policy is the policy that the ETPL falls under. The WIOA Title I Policy describes in detail what the requirements are for getting approved onto the ETPL. The WIOA Title I Policy can be found here: https://www.wioainoregon.org/uploads/3/9/2/2/39223489/etpl_policy_-_revision_jan_2018_final.pdf

- Section I.C – Licensing
  - Community college training programs must be approved by the Higher Education Coordinating Commission (HECC) Office of Community Colleges and Workforce Development

- Section I.D – Training Provider Requirements
  - 1. Training providers must be a legal entity, registered to do business in Oregon.
  - 2. Training providers must offer training programs that lead to a high-demand occupation.
  - 3. Training providers must have the ability to:
    - a. Offer programs that lead to recognized postsecondary credentials;
    - b. Meet the needs of local employers and participants; and
    - c. Serve individuals with barriers to employment.
  - 4. Training providers are required to have refund policies specifying when refunds for tuition and other costs associated with the training program will be allowed. Refund policies must be written and published so

students are aware of how to request a refund.

- 5. Training providers must have a grievance policy which provides for due process for students to file complaints with an organization against faculty, staff, or other employees. Grievance policies must be written and published so that students are aware of how to file a complaint.
- 6. As potential recipients of WIOA Title I funds, training providers must comply with non-discrimination and equal opportunity provisions of the following laws:
    - Regulations under Section 188 of the Workforce Innovation and Opportunity Act
    - 29 CFR 37, Title VI of the Civil Rights Act of 1964;
    - Age Discrimination Act of 1998;
    - Sections 504 and 508 of the Rehabilitation Act of 1973;
    - Title IX of the Education Amendments of 1972;
    - Title II Subpart A of the American with Disabilities Act of 1990; and
    - The Genetic Information Nondiscrimination Act of 2008.
- 7. Training providers that have been debarred by any state or the federal government are not eligible to be included on the ETPL during the debarment period.

Section I.F – Distance Learning

Section II.A – Initial Eligibility

Section II.F – Eligibility Denials

DEMYSTIFYING ETPL

- *Initial Application*

- *Continued Eligibility*

- *Registered Apprenticeship*

Eligible Training Provider List

Oregon's Eligible Training Provider list is a tool for participants seeking training to identify appropriate providers and programs, and relevant information, such as cost and program outcomes.

In order to be eligible to receive WIOA funds to train a WorkSource participant, the training provider and its program of study must be on the Eligible Training Provider List.

Eligible Training Provider List – updated *November 5th, 2021*

Oregon has reciprocal agreements that recognize the ETP lists for training providers in the following states:
Idaho ETPL
Washington ETPL
Utah ETPL

Application

➡ **Please review the Policy and FAQ prior to submitting application to ensure the training program meets all eligibility requirements.**

Initial Eligibility Application
Use to add new training program to list. If you would like to gather all required information ahead of time, list of application questions available here.

Registered Apprenticeship
This form is to be used only for registered apprenticeship programs.

Continued Eligibility
Required one year after initial Eligibility, every two years thereafter. Customized application email reminders will be sent out prior to expiration. For inquiries on your Continued Eligibility application, email HECC.ETP-LIST@hecc.oregon.gov

Resources

- Eligible Training Provider Policy [revised March 13, 2018]
- Eligible Training Provider Performance Reporting Requirements [December 3, 2018] NEW!
- Recording: Eligible Training Provider Policy Training Webinar [May 29, 2018]
- Frequently Asked Questions
- Registered Apprenticeship & ETPL
- CIP/SOC Crosswalk - search by CIP or SOC code to determine if occupation is in-demand
- CIP Code Information
- Data Collection and Sharing Information

- Please submit questions about the ETPL to HECC.ETP-LIST@hecc.oregon.gov

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Initial Application

Continued Eligibility

Registered Apprenticeship

DEMYSTIFYING ETPL

o Questions?

o Feel free to also email us at:

hecc.etp-list@hecc.oregon.gov

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Please feel free to email us for any additional questions at: **hecc.etp-list@hecc.oregon.gov**

An ACTI code refresher for some, and an introduction for others. These are the ACTI codes that the noncredit programs represented here will be the most likely to use.

ACE courses are primarily (maybe exclusively) used by OACCE – Community and Continuing Education.

NONCREDIT COURSES - ACE

- o 362 – Safety
    - o Any ACE course that has the safety of self or others as its focus
    - o Most commonly I see Drivers Ed, Motorcycle Safety, OSHA courses, First Aid/CPR, Survival. Many of these courses could also be coded 363 since they are components of many jobs
- o 363 – Workforce
    - o All ACE courses that teach any work skill or work readiness skill
    - o This is a very broad category that can teach general work principles and specific work skills, tools, software, communication, job search, technology, career exploration, foreign language for the workplace, marketing, self-employment, tax preparation, or test preparation for specific industry certifications or exams.

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NONCREDIT COURSES - CTE

o Other ACTI codes you may need:

o 211 – Occupational Preparatory, AKA CTE Stand-alone

  o A course not associated with a degree or certificate program that prepares someone for a career. For instance, Real Estate Agent license exam prep.

o 220 – Occupational Supplementary

  o A course for incumbent workers in an industry, workplace, company, union, etc.

  o Any staff development training, including college staff. Many conferences and workshops are 220.

  o Often these are on contract for a business, and enrollment is usually limited to just the employees of that business.

  o Most post-apprenticeship courses are 220.

  o All Small Business Development Center courses and contracts are coded 220.

  o Most Business and Industry courses are 220.

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o The Noncredit Course Policy Document

- o Noncredit Career and Technical Education (211 and 220)
- o Adult Basic Education, which includes ABE, ESL, and GED (310, 320, 330)
- o Post Secondary Remedial, better known as Developmental Education or Dev Ed (350, 351, 352)
- o Adult Continuing Education, or ACE (360, 361, 362, 363)
- o Nonreimbursable courses (510, 511, 512, 513)

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Go over the history of the Handbook and why we're no longer using it.
Replaced by Policy documents (catchy title pending), but it will have POLICY in it.
It makes clear what the ACTI codes mean, what they are to be used for, where the supporting documentation is, the rules and procedures.

NONCREDIT COURSES - Umbrella courses

o Noncredit organizations have expressed a need to simplify getting their courses into Webforms

o One method that's been discussed and used is what we're calling the 'Umbrella Course'

o An Umbrella Course is a broad category under which normal courses are grouped – for instance: Foreign Languages

o In Webforms, the Umbrella Course will be what's entered, and all the actual courses become sections of that umbrella course.

o Your course catalogs will list your actual courses, possibly with the Umbrella Course title somewhere on the page or as part of the course description

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BUT The volume of courses to add to webforms can be overwhelming. Some schools have used Umbrella courses to ease the burden. Here's how you can make them work

This process will be most useful for ACE courses, but can be used in other noncredit ACTI codes where there are a large number of courses with similar characteristics.

Include an 'indicator' word in the title – ACE, PD or OS, OP-CTE, BITS, SBDC or just Noncredit – depends a lot on the size of your program and number of Umbrella courses you want to list.

Keep hours realistic. If all the Umbrella courses come in with 210 hours, that's not going to help either you or me.

Noncredit courses need to be reviewed by the program/college every three years at a minimum.

NONCREDIT COURSES – Umbrella Courses and D4A

In your college's SIS, which informs D4A:

o The Umbrella title is entered in the 'TITLE' box, and each Section (individual course) listed with the same Umbrella title.

o Record the number of students in each section – use your course list to match them.

o If the hours from your SIS autofill into D4A, make sure before the upload that you have adjusted each of the sections' correct hours.

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Only do this where it makes sense. Chemeketa summer 2021 – 11 distinct courses divided into just under 100 sections. The bulk of the courses were in Drivers Ed – one beginning and one intermediate. Since so many of the sections were actual sections of the same course, it doesn't make sense to build an umbrella for a single course.

How umbrella courses can work (I'm terrible with graphics)

ACTI Code Chart pg 64-73

ACTI CODE	TITLE	OAR DEFINITION	APPROVED AFFINITY GROUP DESCRIPTIONS FROM 2010	NONCREDIT ELIGIBLE		CREDIT ELIGIBLE		POLICY REFERENCE & NOTES
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?		**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	Not eligible	
				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?		**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		Not eligible	

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ACTI Code Chart

o Activity:
  - o You will be put into breakout rooms with 3-5 other people.
  - o Each room will be assigned a section of the ACTI Code Chart, but you don't have to limit your exploration to that section.
  - o Read over your section together and talk about:
    - o Is anything missing? Is there information that you/your school would want to know that isn't here?
    - o Who do you think will be the primary user(s) of this document or section?
    - o Do you have any improvements you would like to see?
  - o When you return, share some highlights of your conversation, ask questions and make suggestions.
  - o Discussion

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If today's webinar seemed beneficial….

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glantis@cocc.edu

A link to today's recording will be available on
www.oacce.org

Thank You!

2021 OACCE Fall Webinar

- **KC Andrew** – Office of Community Colleges & Workforce Development, Higher Education Coordinating Commission
- **Matt Collins** – Office of Workforce Investments, Higher Education Coordinating Commission
- Oregon Association of Community and Continuing Education Board of Directors

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