

ACTI CODE	TITLE	OAR DEFINITION	APPROVED AFFINITY GROUP* DESCRIPTIONS FROM 2010	HOUR & CREDIT REQUIREMENTS FOR NONCREDIT BEARING		HOUR & CREDIT REQUIREMENTS FOR CREDIT BEARING		POLICY REFERENCE & NOTES
211	Standalone CTE Prep (Does not lead to a state approved certificate or degree)	OAR 589-006-0050 (49) "Stand-alone occupational preparatory courses" means courses designed for individuals seeking to build knowledge and skills for initial employment in an area not included in one or more of a community college's existing approved Associate of Applied Science degree or certificate of completion programs. Also see Occupational Preparatory Program.	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.	Noncredit bearing eligible?	Yes	Credit bearing eligible?	Yes	http://handbook.ccwwebforms.net/handbook/courses/courses-at-a-glance Policy Notes 1. Not associated with a base program or certificate (stand-alone course). 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. 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	1 minimum	Lecture contact hours	Follow FTE Guidelines	
				Lecture/Lab contact hours	1 minimum	Lecture/Lab contact hours	Follow FTE Guidelines	
				Lab contact hours	Eligible if minimum contact hour is met in lecture or lecture/lab	Lab contact hours	Follow FTE Guidelines	
				Minimum contact hours	1 minimum	Minimum contact hours	Follow FTE Guidelines	
				Maximum contact hours	210	Maximum contact hours	210	
220	Occupational Supplementary	OAR 589-006-0050 (10) "Career Technical Education courses" means the collegiate-level occupational preparatory or occupational supplementary courses that are designed to prepare persons for entrance into and employment stability and advancement in specific occupations or clusters of closely related occupations. Career Technical Education courses include both occupational preparatory and occupational supplementary courses.	Courses that prepare person for employment stability and advancement in specific occupations or clusters of closely related occupations. Post-approval is allowed.	Noncredit bearing eligible?	Yes	Credit bearing eligible?	Yes	http://handbook.ccwwebforms.net/handbook/courses/courses-at-a-glance Policy Notes 1. Closed 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.

								<p>5. Courses are approved through CCWD.</p> <p>6. Small Business Management, Farm Business Management and similar activities should be reported as one FTE (510 contact hours) per business per year. 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.</p> <p>7. 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.</p>
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