

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
360	Adult Continuing Education – Other (Unknown)	None	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 bearing eligible?	Yes	Credit bearing eligible?	No	<a href="http://handbook.ccwwebforms.net/handbook/courses/courses-at-a-glance">http://handbook.ccwwebforms.net/handbook/courses/courses-at-a-glance</a>  <b>Policy Notes</b> Basic literacy skills. Languages. Life skills that don't pertain to a job (like parenting). Test preparation (not the actual testing session). Use of technology (e.g. GPS, smartphones - not work-related.) Courses cannot be open lab or individual tutoring, counseling, advertising, or other support. Supports Oregon Benchmarks: Economy, education, civic engagement, social support and public safety. At least 6 hours of direct instruction: Needs instructor(s), syllabus, course outline, et. Not prerecorded video or un-facilitated online course. Specifically designed for and taught to adults (16+ years): set up separate section for significant number of underage students. Independent of CTE program or LDC curriculum. Non-Credit. Course numbering is a local college decision. Tracked through D4A. FTE audited every year.
				Lecture contact hours	6 minimum	Lecture contact hours	<a href="#">Follow FTE Guidelines</a>	
				Lecture/Lab contact hours	6 minimum	Lecture/Lab contact hours	<a href="#">Follow FTE Guidelines</a>	
				Lab contact hours	Not eligible	Lab contact hours	<a href="#">Follow FTE Guidelines</a>	
				Minimum contact hours	6 minimum	Minimum contact hours	<a href="#">Follow FTE Guidelines</a>	
				Maximum contact hours	210	Maximum contact hours	210	
361	Adult Continuing Education - Health and Fitness	None	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 bearing eligible?	Yes	Credit bearing eligible?	No	<a href="http://handbook.ccwwebforms.net/handbook/courses/courses-at-a-glance">http://handbook.ccwwebforms.net/handbook/courses/courses-at-a-glance</a>  <b>Policy Notes</b> 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, not meditation. There is no competition or teams. Supports Oregon Benchmarks: Economy, education, civic engagement, social support and public safety. At least 6 hours of direct instruction: Needs instructor(s), syllabus, course outline, et. Not prerecorded video or un-facilitated online course. Specifically designed for and taught to adults
				Lecture contact hours	6 minimum	Lecture contact hours	<a href="#">Follow FTE Guidelines</a>	
				Lecture/Lab contact hours	6 minimum	Lecture/Lab contact hours	<a href="#">Follow FTE Guidelines</a>	
				Lab contact hours	No	Lab contact hours	<a href="#">Follow FTE Guidelines</a>	

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				Minimum contact hours	6 minimum	Minimum contact hours	6 hours in Lecture or Lecture/Lab	(16+ years): set up separate section for significant number of underage students. Independent of CTE program or LDC curriculum. Non-Credit. Course numbering is a local college decision. Tracked through D4A. FTE audited every year.
				Maximum contact hours	210	Maximum contact hours	???	
362	Adult Continuing Education – Safety	None	Adult Continuing Education courses that are noncredit and promote safe practices over a lifetime. These courses must be 6 hours in length.	Noncredit bearing eligible?	Yes	Credit bearing eligible?	No	<a href="http://handbook.ccwwebforms.net/handbook/courses/courses-at-a-glance">http://handbook.ccwwebforms.net/handbook/courses/courses-at-a-glance</a>  <b>Policy Notes</b> 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 220), but they are open to the general public. Supports Oregon Benchmarks: Economy, education, civic engagement, social support and public safety. At least 6 hours of direct instruction: Needs instructor(s), syllabus, course outline, et. Not prerecorded video or unfacilitated online course. Specifically designed for and taught to adults (16+ years): set up separate section for significant number of underage students. Independent of CTE program or LDC curriculum. Non-Credit. Course numbering is a local college decision. Tracked through D4A. FTE audited every year.
				Lecture contact hours	6 minimum	Lecture contact hours	<a href="#">Follow FTE Guidelines</a>	
				Lecture/Lab contact hours	6 minimum	Lecture/Lab contact hours	<a href="#">Follow FTE Guidelines</a>	
				Lab contact hours	Eligible if minimum contact hour is met in lecture or lecture/lab	Lab contact hours	<a href="#">Follow FTE Guidelines</a>	
				Minimum contact hours	6 minimum	Minimum contact hours	<a href="#">Follow FTE Guidelines</a>	
				Maximum contact hours	210	Maximum contact hours	210	

363	Adult Continuing Education - Workforce	None	<p>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.</p>	Noncredit bearing eligible?	Yes	Credit bearing eligible?	No	<p><a href="http://handbook.ccwwebforms.net/handbook/courses/courses-at-a-glance">http://handbook.ccwwebforms.net/handbook/courses/courses-at-a-glance</a></p> <p><b>Policy Notes</b>  Workforce. Courses that teach new work skills or support existing work skills, workforce readiness, workplace technology, job search, etc. Life skills that pertain to a job. Test preparation (not the actual testing session). Use of technology (e.g. GPS, smartphones - work-related.) These courses often look like Occupational Supplementary (ACTI 220), but they are open to the general public. Supports Oregon Benchmarks: Economy, education, civic engagement, social support and public safety. At least 6 hours of direct instruction: Needs instructor(s), syllabus, course outline, et. Not prerecorded video or unfacilitated online course. Specifically designed for and taught to adults (16+ years): set up separate section for significant number of underage students. Independent of CTE program or LDC curriculum. Non-Credit. Course numbering is a local college decision. Tracked through D4A. FTE audited every year.</p>
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