



# OACCE Fall Webinar

December 5, 2019

12/5/2019

Office of Community Colleges & Workforce Development

# WEBINAR-AT-A-GLANCE

2

## Agenda

- The 3 major noncredit organizations
  - New Noncredit Programs page on the HECC website!
  - Noncredit statewide consortium plans
- The Eligible Trainers Provider List (ETPL)
  - What is it?
  - How do you get your courses on it?
  - The Noncredit Training Certificate (NCTC) and the ETPL
- The new (not-yet-published) ACTI code reference tool
- “You Code the Class!”
- Question & answer session

# NONCREDIT PROGRAMS

- **Oregon Association of Community and Continuing Education (OACCE)**
  - Open enrollment Adult Continuing Education (ACE) courses
  - Offers both reimbursable (360 ACTI codes) and nonreimbursable courses (510 ACTI codes), and occasionally others
- **Oregon Business and Industry Training System (OR-BITS)**
  - Contracts with businesses to provide customized training for new hires and incumbent workers. Enrollment is usually restricted.
  - Offers courses in ACTI 220 for the most part
- **Small Business Development Centers (SBDC)**
  - Provides training and support for small business and farms through courses and one-to-one mentoring.
  - Offers courses and contracts in ACTI 220, with special course code SB

# NEW NONCREDIT WEBPAGE

## Community College Program and Course Approval, Noncredit Programs and Courses

- ▶ COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT - HOME
- OUR COORDINATING ROLE
- FEATURED WORK
- OREGON'S 17 COMMUNITY COLLEGES
- ⊞ STUDENT SUCCESS AND ACADEMIC COORDINATION
- ⊞ COMMUNITY COLLEGE FUNDING

### Introduction to Noncredit Programs, Certificates, and Courses

Oregon Community Colleges offer a wide array of noncredit courses, programs, and certificates, in a range of topics, and for a range of ages and audiences.

### Partnership Between CCWD and Oregon's Community Colleges

Noncredit programs, certificates, and courses provide Oregon residents with opportunities to learn new skills and enhance current ones in a variety of subjects - business advice, job training, skills attainment, personal growth, and recreation. Several organizations, groups, and structures exist to provide avenues for residents to access the skills and opportunities they are looking for.

### Noncredit Training Certificate of Completion (NCTC)

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 provided by the colleges, allowing workers and prospective workers to attain college credentials. Employers and 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 job placement, advancement, and promotion. College-sponsored certifications can also allow for credentialing to be earned in an area where there is no readily available industry standard. An NCTC can be awarded for single stand-alone courses or a series of courses, with a combined total of 18-210 instructional hours. Certificates are transcribed by the colleges.

- Noncredit Training Certificate of Completion

### Program Approval Site

Return to the Community College Program Approval landing page here.

### For More Information

- Noncredit Training Certificate of Completion (NCTC)
- Oregon Business and Industry Training System (BITS)
- Oregon Association for Continuing and Community Education (OACCE)
- The Small Business Development Center Network (SBDC)

Contact Us  
Office of CCWD Staff Directory

# NEW NONCREDIT WEBPAGE

## Oregon Business and Industry Training System (BITS)

The Oregon Business and Industry Training System (Oregon BITS) offers workforce training for employers and business owners seeking specialized or custom job training programs for their employees. The Oregon Business and Industry Training System includes a statewide workforce training network of community colleges that offer specialized and customized workforce development programs to business and industry. This workforce training system provides employers across the state with access to quality programs and subject matter experts to train and develop their workforce in order to help employers in the state of Oregon build a more qualified workforce across the entire state.

## Oregon Association of Continuing and Community Education (OACCE)

Continuing and Community Education provides life-long learning opportunities that enhance the fulfillment and personal success of the members of our communities. It provides courses and learning events in line with our community's needs in all areas of the workforce, the business community, private/public organizations, and personal enrichment. Classes are taught by qualified, local community members and visiting instructors who have experience in their field and a love of teaching. Courses vary in length from single-session workshops to longer courses that meet up to five days a week. Offerings vary from term to term and adapt to meet their community's ever-evolving needs.

## Oregon Small Business Development Centers (SBDC)

Small Business Development Centers provide advising, training, online courses and resources for businesses and farms throughout Oregon. The SBDCs deliver services to anyone who owns or operates a business or farm or is planning to start. We work with businesses in every industry and at every stage of growth, from startups to well-established companies, from one employee to 500. In addition to no-cost confidential advising, we offer training and online courses that cover a wide range of business topics. The Oregon Network is a well-established partnership between 17 Oregon community colleges, two state universities, the U.S. Small Business Administration and the Oregon Business Development Department.

# NONCREDIT PROGRAMS

## Noncredit Statewide Consortium plans

- What is a statewide consortium?
  - A discipline or affiliation group that offers statewide degrees and certificates in more than one Oregon community college (some have other members as well)
  - Most are CTE programs (nursing, EMS, etc)
  - Currently, one is a special program (apprenticeships)
- How could it benefit noncredit programs?
  - Would provide a structure for programs across the state to share instructors, classes and ideas
  - Would allow a stronger, more unified voice for noncredit programs statewide and on their campuses

# NONCREDIT PROGRAMS

## Noncredit Statewide Consortium plans

- Where we are right now – at HECC, in the groups
  - In the planning stages. All three groups have expressed interest in forming a Noncredit Statewide Consortium
  - I will be convening a planning meeting with the leadership of OACCE, BITS, and SBDC to start putting plans together
- What might a Noncredit Statewide Consortium look like?
  - An online platform for video delivery?
  - More appropriate referrals between affiliation groups?
  - Sharing of resources/enrollments for bigger events?
  - Statewide NCTCs?

# THE ELIGIBLE TRAINERS PROVIDER LIST (ETPL)

What is the ETPL?

- List of eligible training **providers** and eligible training **programs**
- Eligible providers can receive WIOA funds to **train adults and dislocated workers**
- Eligibility: **Initial** = 1 year and **Continued** = 2 years
- **Performance reports** on student data submitted to U.S. Dept. of Labor



# THE ELIGIBLE TRAINERS PROVIDER LIST (ETPL)

9

Who is an eligible provider?

- Postsecondary institutions offering recognized credential
  - Public universities, Oregon community colleges, private nonprofit independent college or university, private career school
- Registered apprenticeships
  - Registered with U.S. Dept. of Labor or Oregon Bureau of Labor and Industries
- Public or private training provider, if provided in combination with occupational skills training
  - Non-profit institutions, community-based organizations

# THE ELIGIBLE TRAINERS PROVIDER LIST (ETPL)

## PROVIDER ELIGIBILITY REQUIREMENTS

- Be authorized or licensed (e.g. HECC, BOLI, OSBN)
- Offer training programs that:
  - Lead to high-demand occupation and recognized credential
  - Meet the needs of local employers
  - Serve individuals with barriers to employment

## WHAT IS AN ELIGIBLE PROGRAM?

- One or more courses leading to:
  - Recognized credential
  - Secondary school diploma
  - Employment
  - Measurable skill gains

# THE ELIGIBLE TRAINERS PROVIDER LIST (ETPL)

## Program eligibility requirements

- Description of program; **state licensure**; **cost** information
- Training program in a **high-demand** occupation
- Description of **partnerships with businesses** (internships, hiring, work-based learning)
- Description of how successful completion of program results in or leads to **recognized credential**
- Description of effectiveness in **serving individuals with barriers to employment** (accessibility of training services)

# THE ELIGIBLE TRAINERS PROVIDER LIST (ETPL)

- Why is the ETPL important?
  - **Tool for participants** seeking training
  - Maximize **informed consumer choice**
  - Ensure **quality** and **market relevancy** of training programs
  - Identify **high-demand** industries with **positive outcomes** and **recognized credentials**
- What's coming for the ETPL
  - The Office of Workforce Investments is moving the entire procedure online
  - Possible Webforms enhancement may be able to auto-enroll and tell us when a course or program is ETPL-eligible

[www.wioainoregon.org/eligible-training-providers.html](http://www.wioainoregon.org/eligible-training-providers.html)

# THE NCTC AND ETPL

13

- NCTC requirements for approval:
  - 18 hours - 210 hours, all noncredit
  - One or more courses with outcomes, CIP codes, ACTI codes
  - Certificate includes at least one assessment of measurable outcomes and must be transcribed
  - Chief Academic Officer validates the NCTC
- All this makes it an ideal vehicle for ETPL
  - The NCTC is transcribed, which adds validity to the certificate
  - An NCTC as part of a statewide noncredit consortium may be recognized by other participating colleges
  - The ETPL would welcome an NCTC registered apprenticeship

# ACTI CODE REVIEW

14

## ACTI Code 211

### Career/Tech Preparatory - Stand-alone

- Stand-alone course – not affiliated with a CTE program
- Training for the incoming workforce
- Up to 210 contact hours
- Either credit or non-credit
- Pre-approval required through CCWD

# ACTI CODE REVIEW

15

## ACTI Code 220

### Career/Tech (Occupational) Supplemental

- Limited (frequently closed) enrollment for the incumbent workforce
- Skills upgrade or acquisition
- Minimum one lecture hour; maximum 210 hours\*
- Either credit or non-credit
- Post-approval allowed through CCWD

\* Small Business Management/Farm Business Management contracts are 510 hours per business (not per student) **per year**, reported in the last quarter of the contract.

# ACTI CODE REVIEW

16

## ACTI code 360

- Unknown (AKA Miscellaneous)
  - Basic literacy skills
  - Languages
  - Life skills that don't pertain to a job (like parenting)
  - Test preparation (not work-related)
    - NOT the actual testing session
  - Use of technology (e.g. GPS, smartphones – not work-related)

Courses cannot be open lab or individual tutoring, counseling, advising, or other student support



# ACTI CODE REVIEW

17

## ACTI code 361

- Health and fitness
  - Diet and nutrition
    - But not cooking
  - Stress management
  - Physical education/fitness instruction
    - No open gyms, pools, or self-paced exercise – there must be actual 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

These courses sometimes look like Occ Supp (ACTI code 220), but they are open to the general public

# ACTI CODE REVIEW

18

## ACTI code 362

- Safety
  - Driver's ed and motorcycle ed
  - OSHA training
  - Chemical-handling
  - First aid and CPR
  - Childproofing your home
  - Emergency preparedness

These courses sometimes look like Occ Supp (ACTI code 220), but they are open to the general public

# ACTI CODE REVIEW

19

## ACTI code 363

### ■ Workforce

- Work readiness:
  - Time management
  - Project management
  - Teamwork
- Prep for work-related assessments and certifications
- Workplace technology and machines
- Specific work software and skills:
  - Outlook, Excel, QuickBooks, etc
  - Basic computer skills
  - Websites and social media for business

These courses sometimes look like Occ Supp (ACTI code 220), but they are open to the general public

# ACTI CODE REVIEW

20

**ACTI Code 360-363: Adult Continuing Education (ACE) must:**

- Support Oregon Benchmarks
- Have at least 6 hours of direct instruction
- Be specifically designed for and taught to adults (16 years +)
- Be independent of a CTE program or LDC curriculum
- Be non-credit
- Be open enrollment
- Be submitted in Webforms, tracked through D4A, and FTE audited every year

Course numbering is a local college decision

# ACTI CODE REVIEW

## ACTI Code 510 ('other'), 511 (hobby & recreation) and 512 (administrative)

- Hobby and Recreation experiences
- Non-credit arts, sciences, and social sciences
- 'Open' or drop-in spaces with no direct instruction
- Physical Education where competition is possible
- Courses involving firearms
- Courses involving alcohol or controlled substance
- Home improvement
- Astrology, religion, alternative medicine or occult
- Advising, counseling and assessments
- Rehearsal and performance

# ACTI CODES RESOURCE DOCUMENT

22

- CCWD has built an all-inclusive ACTI Code Resource document that pulls together all the requirements for each ACTI code
  - The code description and affiliated OAR where applicable
  - Audience
  - Minimum/maximum hours and/or credits
  - Policy notes
- This tool is not released to the public yet!
  - It's been reviewed in the Point of Contact training 2 weeks ago
  - It will be further reviewed by heads of affiliation groups

# You Code the Class!

This is your opportunity to sit on the other side of the FTE Audit.

Read the course description, then decide –  
How should this course be coded?

# LET'S ASSUME...

24

- That each of these proposed courses is submitted with a course outline and outcomes when needed
- That each of these courses is submitted with supporting documentation when needed
- That each of these courses is non-credit
- And they all support the Oregon Benchmarks where that's required



# COURSE #1

25

**Title: American Sign Language**

**Hours: 20**

**Course description:**

Learn the fundamentals of American Sign Language, the most common sign language used in the US. Participants will learn and practice finger spelling, a vocabulary of common words, phrases and sentences, and conversational conventions used among speakers of ASL. Deaf culture and advocacy will also be discussed.

**Choose the ACTI**

**Code for this class:**

1 – code 360

2 – code 361

3 – code 362

4 – code 363

5 – None of these

# COURSE #1

26

## Discussion Question:

What would you add to this course description to make its intent and audience clearer?

Enter your responses in the Chat Box....

# COURSE #2

27

**Title: Astronomy for Beginners**

**Hours: 8**

**Course description:** Have you ever looked up at the night sky and wished you knew more about the stars, planets and other celestial bodies? Well, now you can! Join us for an introduction to the sky above us. Learn about our solar system and beyond, and observe the night sky during two field trips to Mt Solo. Telescopes will be provided, but if you have one, feel free to bring it!

**Choose the ACTI code for this class.**

- 1 – code 360
- 2 – code 363
- 3 – code 211
- 4 – code 220
- 5 – code 510

# COURSE #2

28

## **Discussion question:**

What would you tell this program? Is there a solution to make this course reimbursable?

Enter your responses in the Chat Box....

# COURSE #3

**Title: Income Tax Preparation I & II**

**Hours: 80**

**Course description:** Elements of taxation. Covers preparation of Federal and Oregon tax returns: filing requirements, filing status, exemptions, gross income, standard deductions, itemized deductions, adjustments to income, and Tax Practitioner Oregon Law. Meets half of the statutory educational requirements for those wishing to be licensed income tax preparers in Oregon, and Part II will satisfy the continuing education requirement for tax preparers who need to update their certification.

**This class should be coded:**

- 1 – 211
- 2 - 220
- 3 – 360
- 4 - 363
- 5 – 510
- 6 – none of these

# COURSE #3

30

## Discussion questions:

Does this meet the criteria for an NCTC? Why or why not?

Could this be a statewide NCTC? Why or why not?

Enter your responses in the Chat Box....

# COURSE #4

31

**Title: Trauma-informed Learning**

**Hours: 7**

**Course description:** High school and college faculty members have a unique opportunity to assist traumatized youth and adults who often feel displaced and outside the typical learning process, and help anchor them and engage them in the classroom in ways that encourage them to persist toward their goals. We explore the differences between shock trauma and developmental trauma, how to identify trauma in students and how to implement trauma-aware strategies in the classroom.

CEUs are available for this course.

**This class should be coded:**

1 – 220

2 – 360

3 – 363

4 – 510

# COURSE #4

32

## Discussion questions:

Why did you choose what you chose? Is there another option?

What question do you need to ask about this course?

Enter your responses in the Chat Box....



# COURSE #5

33

**Title: Positive Discipline**

**Hours: 4**

**Course description:** Parents are their child's first and most important teacher! Learn techniques to help your child learn and grow through positive parent-child interactions and modeling expected behavior. This class is for parents and guardians of children from birth to nine years of age.

**Is this course reimbursable?**

Yes

Maybe

No

# COURSE #6

34

**Title: Positive Discipline**

**Hours: 4**

**Course description:** Parents are their child's first and most important teacher! Learn techniques to support parents as they help their children learn and grow through positive parent-child interactions and modeling expected behavior. This class is for Early Childhood Education providers for children birth to nine years of age. Sponsored by East County Childcare Resource and Referral.

**Is this course reimbursable?**

Yes

Maybe

No

# COURSE #7

35

**Title: Positive Discipline Train-the-Trainer**

**Hours: 20**

**Course description:** Parents are their child's first and most important teacher! This course is for child care centers that would like to 'get on the same page' and help children learn and grow through positive parent-child-caregiver interactions and modeling expected behavior. This class is primarily for small child care centers and in-home providers, and will train people to mentor other staff members and parents of children birth to nine years of age as they apply the principles of the Positive Discipline system.

**Is this course reimbursable?**

Yes

Maybe

No

# COURSES #5, 6 & 7

36

## Discussion questions:

Which organization is most likely to be offering this course?

In each case, is the course reimbursable?

In each case, what would you change about the posting?

Enter your responses in the Chat Box....

# COURSE #8

37

**Title:** The Art of Marketing Your Art

**Hours:** 20

**Course description:** For artists, designers and craftspeople who want to realize their dream of selling their work. Define your vision, set goals and discover marketing strategies that will help you have successful business growth.

**How would you code this class?**

1 – 211

2 – 220

3 – 363

4 – 510

# COURSE #8

38

## **Discussion question:**

What questions do you need to ask about this program to code it properly?

Enter your responses in the Chat Box....

# COURSE #9

39

**Title: Writing Center**

**Hours: 60**

Course description: Writing help is available in our drop-in writing center. Whether you're working on a school assignment or a personal project, our tutors can help! The Writing Center is open Tuesdays and Thursdays between 9:00 AM and noon in SB 213.

**Is this course reimbursable?**

Yes

No

# COURSE #9

40

## Discussion question:

Is there a way that this course could be reimbursable?

Enter your responses in the Chat Box....



# QUESTIONS!

41

- We will look at the questions that have come in on chat and answer any other questions you might have.
- You can also send questions to KC Andrew at 503.947.5742 or [kc.andrew@state.or.us](mailto:kc.andrew@state.or.us).

Thanks everybody!