



**Requirements for the  
Employment Skills Training (EST)  
Certificate of Completion**

**Department forms change periodically and it is the college’s responsibility to use the most current forms available. Forms, handouts and useful resources are located at <http://www.odccwd.state.or.us/prgapproval/appsandwkshts.aspx>**

The Employment skills Training (EST) Certificate of Completion received a two-year provisional approval from the Oregon State Board of Education in December 2001 and a two-year extension in June 2004. In June 2008 the State Board of Education permanently adopted the EST design parameters. The EST Parameters and Requirements document summarizes the requirements concerning the operations related to a college’s approval to offer the Employment Skills Training certificate of completion. The EST Parameters and Requirements document is subject to change to incorporate additional direction from the State Board, directions from the Department of Community Colleges and Workforce Development, and input from colleges and partners.

<b>PROGRAM TITLE:</b>	<b>Employment Skills Training (EST)</b>
<b>AWARD:</b>	<b>Certificate of Completion (less-than-one-year)</b>
<b>CREDITS:</b>	<b>12 – 44 credits</b>
<b>ELIGIBLE FOR FEDERAL FINANCIAL AID:</b>	<b>No</b>
<b>PROGRAM TYPE:</b>	<b>Statewide program</b>
<b>STATE BOARD APPROVAL DATE:</b>	<b>December 7, 2001</b>
<b>INITIAL IMPLEMENTATION DATE:</b>	<b>January, 2002</b>
<b>PURPOSE:</b>	<ol style="list-style-type: none"> <li>1) To provide opportunities for individual students to receive a state-approved certificate of completion for completion of an individualized 12-44 credit program that leads to the skills and knowledge necessary for employment in an occupation or career field.</li> <li>2) To provide an avenue for colleges to offer individualized programs for students that can be included on the Statewide List of Eligible Training Providers and Programs.</li> </ol>
<b>POPULATION TO BE SERVED:</b>	<b>All students</b>

**OVERALL PARAMETERS AND REQUIREMENTS**

- The Employment Skills Training (EST) Certificate of Completion program is intended to serve as a beginning point for students in preparation for a job or to get a better job while opening the door to further education to expand their employment opportunities.

- The current State Board of Education approval of the statewide EST program establishes the requirements and design parameters and identifies the process to be used by community colleges to utilize a combination of approved courses and develop individual student EST programs to prepare for entry into a specific occupation.
- A community college is required to submit an individual application and receive State Board of Education approval to offer the EST certificate of completion program via the Oregon Community College Program Submission System (Webforms- [www.ccwwebforms.net](http://www.ccwwebforms.net)).
- All components of an individual EST program must be developed by and under the direct control of the college.
- An EST program will not be utilized to circumvent local college and state program approval processes.
- A college may advertise that it offers the Employment Skills Training (EST) certificate of completion that allows the development of personalized occupational preparation programs for individual students. It may provide examples of the types of training possible, to include only those programs for which the college has State Board of Education approval to offer.
- Personalized EST programs are to be developed based upon the assessed needs of individual students, are not to be pre-packaged programs, and may not pose any adverse impact or detrimental duplication issues for any existing programs.

### **CONSISTENCY ACROSS COLLEGES**

- The Employment Skill Training (EST) Certificate of Completion (less-than-one-year) program is a statewide program and colleges must maintain a level of consistency if approved to offer the program.
- Deviations from the EST statewide requirements and design parameters will require approval from the Department of Community Colleges and Workforce Development and may require State Board of Education approval.

### **PROGRAM CONTENT**

- Each individual student's EST program shall demonstrate the content rigor and assessment parameters of other college programs.
- All of a community college's state-approved collegiate-level credit courses are eligible to be included in the programs for the individual student plan.
- Courses included in the program must be collegiate-level work. Development courses may be included as *prerequisites* to the program but are not a part of the EST program itself.
- As a part of the student's individual plan, an EST program may include structured work experience (cooperative work experience) at a ratio of no more than 4 credits for each 15 credit hours.

### **PROGRAM ACCESS**

- Students entering the program could be full-time or part-time.
- The proposed program would be open entry/open exit, allowing students to begin and end any term of the academic year.

### **COMPREHENSIVE ASSESSMENT**

- A college's EST program must include a comprehensive assessment component to determine the current interests and needs of prospective EST students in relationship to the knowledge and skills needed for success in their chosen occupational fields.

### **ARTICULATED CREDIT FOR FURTHER EDUCATION**

- A college is expected to articulate individual student Employment Skills Training Certificate of Completion programs with existing certificate of completion and Associate degree programs for "next step" planning and future mobility.

### **THE EST PLAN INDIVIDUALIZED FOR EACH STUDENT**

- Training plans are developed based upon the assessed goals, needs, interests, abilities and aptitudes of each student.
- Training plans are developed in consultation with the student, faculty, program director, and when applicable, a cooperative work experience employer.
- An EST training plan will be developed for each student that will include:
  - √ **STUDENT OCCUPATIONAL GOAL.** The occupational goal for the student (usually a specific occupation or career).
  - √ **EMPLOYMENT OPPORTUNITIES.** An analysis of the available labor market information which describes the employment opportunities in the occupation/career selected to assure that employment opportunities are available in the area where the student will be employed.
  - √ **COMPETENCIES REQUIRED FOR EMPLOYMENT.** A listing of the knowledge, skills, aptitudes and attitudes needed for success in the chosen field (task lists, industry standards, etc.).
  - √ **STUDENT ASSESSMENT.** The results of an appropriate assessment of the student's goals and interests; abilities and aptitudes, and academic, technical, workplace basic and other skills and knowledge.
  - √ **PERSONAL DEVELOPMENT COMPETENCIES.** A personal development plan for each student that relates the student's assessment to the proficiencies needed for success in the chosen field.
  - √ **PRIOR LEARNING.** If applicable, a plan for obtaining credit for prior learning.
  - √ **EST PROGRAM OF STUDY.** A program of study (courses and credits, timeframes, total credits for program, etc.), for the student that clarifies the courses and other experiences needed by the student to obtain the skills and knowledge needed to enter employment.
  - √ **COOPERATIVE WORK EXPERIENCE.** A description of any cooperative work experience (CWE) included within the program will be identified with specific proficiencies to be gained through the CWE experience.
- **CASE MANAGEMENT AND SUCCESS MONITORING.** A case management component shall be utilized that will track student achievement through the program of study.
- **CAREER LADDERS/NEXT STEPS PLAN.** A "next steps" plan shall be developed for each student that will identify the relationship between the individual plan for the student and credit toward other college certificate of completion and degree programs.

*Requirements for the EST*

- **SUPPORT SERVICES PLAN.** A support services component shall be included that will clarify the support services that are available for the student during the program (transportation, childcare, counseling, college advising, financial aid, job-search assistance, learning accommodations, etc.).
- **FUNDING SOURCE.** Source(s) of program funding for the Student (WIA Individual Training Account, Personal Funding, Grants, etc.).

**ELIGIBLE TRAINING PROVIDER LIST**

- If desired, each college is responsible to submit their EST program for inclusion on the Statewide List of Eligible Training Providers and Programs.