



Guidelines for Career Pathways Certificate of Completion Notice of Intent Process

Effective January 1, 2010

The following guidelines are effective as of January 1, 2010 for new Career Pathways Certificate of Completion proposed at Oregon community colleges.

Definition and Criteria:

“Career Pathways Certificate of Completion Program” means a certification program that:

- Is offered at a community college;
- Provides a specified proficiency in specific skills to meet an identified employment need;
- Totals 12 to 44 quarter credits;
- Is wholly contained within a certificate program of 45 or more quarter credits or an associate degree program that was reviewed and approved as provided by ORS 348.603 (2); and
- Satisfies the requirements for a career pathways certificate of completion program as prescribed by the Department of Community Colleges and Workforce Development.

“Program authority” means the governing body of a community college; or the designee of the governing body of a community college that has authority related to the offering of a career pathways certificate of completion program at the community college.

Procedures for Initial Notice of Intent:

Step 1- At least 30 business days prior to a community college seeking final approval from the State Board of Education (SBE) to offer a new Career Pathways Certificate of Completion program, the program authority will provide notice of intent to offer the program to the Department of Community Colleges and Workforce Development (CCWD). The notice of intent must be in the form required by the department and provided electronically through Webforms. Submission is due in the online system by 5:00 p.m. of the first Friday of each month.

Step 2- Upon receiving a notice of intent for a new Career Pathways Certificate of Completion the CCWD will provide electronic notice to any private institution that may be affected by the

offering of a new Career Pathways Certificate of Completion program. The Career Pathways Notice of Intent will be sent by the department on the second Friday of each month.

Procedure for Notice of Objection to Proposed Career Pathways Certificate of Completion:

Step 1- A private institution that objects to the offering of a Career Pathways Certificate of Completion program must provide a notice of objection to the program authority within 12 business days of receiving the notice of intent.

Step 2- If a program authority receives a notice of objection the program authority must:

- Within three business days after the last date by which a private institution may provide a notice of objection, offer all private institutions that provided a notice of objection the opportunity to participate in a meeting described in subsection (5) of this section; and
- Notify CCWD that an institution has issued a notice of objection and that action by SBE should be postponed until the requirements of Step 4 of this section (see below) have been satisfied.

Step 3- A community college that provided a notice of intent and a private institution that provided a notice of objection shall participate in a meeting for the purpose of avoiding detrimental duplication or a significantly adverse impact by:

- Identifying opportunities for collaboration in programs;
- Forming agreements or partnerships for offering programs; or
- Developing ideas for modifying programs.

The program authority or the private institution may invite the Oregon Student Assistance Commission or any other third party to join a meeting or to act as a mediator of a meeting.

Step 4- A program authority may notify CCWD that it wishes to seek final approval from SBE for a program following a postponement described in step 2 of this section if:

- An agreement is reached between the program authority and all of the private institutions that participated in the meeting described in step 3 of this section; or
- The program authority and the private institutions that participated in the meeting described in step 3 of this section are unable to reach an agreement within 15 business days.

Notwithstanding the timelines prescribed by this section, the program authority and the private institutions may mutually agree to adjust the timelines.