



## COMMUNITY COLLEGE STAND ALONE OCCUPATIONAL PREPARATORY CLASS APPLICATION

A *Stand-Alone Occupational Preparatory Class* is designed for individuals seeking to build knowledge and skills for employment in an area not included in one or more of a community college's existing approved certificate or associate degree programs. Stand-Alone Occupational Preparatory Class approval is not intended to be an avenue for avoidance of the certificate and associate degree program approval process.

### **APPROVAL CRITERIA**

1. **Classification of Instructional Programs (CIP) Code identified.**
2. **Class encompasses a minimum of ten (10) lecture hours or thirty (30) laboratory hours.**
3. **Class may be credit or non-credit.**
4. **Class may be transcribed.**
5. **Contact hours for ALL classes can not exceed a total of two hundred-ten (210) hours. A single class or series of classes must be completed within the 210-hour limitation.**
6. **Class duplication issues have been addressed with other public or private institutions.**
7. **Chief Academic Officer validates assurances prior to submission of application (see form).**
8. **College receives approval before offering class.**

## FRAMEWORK for Single and Stand Alone Classes

### Adult Continuing Education (Community Education-Workforce)

- Support Oregon Benchmarks \*\*
- Minimum of 6 hrs.
- Can be credit or non-credit
- Have direct Instruction \*\*
- Specifically designed for adults 16+ yrs
- Independent of Career & Technical Education (CTE) or Lower Division Course (LDC) curriculum

Classes in basic literacy, languages, life skills, technology health and safety will not be included.

\*\* - see definitions at the end of paper

### Occupational Preparatory

*A single class that prepares a student for entry into the workforce or an occupation*

- Credit or Non-credit
- Not part of an existing CTE program
- Minimum of 10 lecture hours or 30 lab hours
- 10 to 210 contact hours, combined series of class hours can't exceed 210 hours.

### QUESTIONS TO ANSWER

1. Does the class specifically prepare people for entry into an occupation, entry level third party license or industry credential?  
(If a class is avocational and the intent and marketing is avocational the application needs to be specific.)  
(If the class is for a third party-closed enrollment (not open to the general public) who is paying for the class the answer to this question would be no.)
2. Does the class exceed 210 contact hours or a combined series of class hrs exceed 210 hrs?
3. Does the class result in a credential or certificate by the college?
4. In your catalog or other marketing materials, do you list and describe the class as a discrete program?

***If YES to any of the above questions, you must "assure" that you've talked to your Private Career Schools and addressed duplication of effort and notified other educational entities.***

## SUGGESTIONS ON HOW TO CONNECT TO ENSURE ASSURANCE:

1. Contact Rebecca Fuller (Phone: 503.947.575, or Email [rebecca.fuller@state.or.us](mailto:rebecca.fuller@state.or.us)) or Peter Gertenrich, (Phone: 503.947.5719, or Email [peter.gertenrich@state.or.us](mailto:peter.gertenrich@state.or.us)) Higher Education Coordinating Commission (HECC)-Private Career Schools (PCS) section and ask if there are any PCS this class could affect. They will respond in three working days.
2. Connect with the PCS in your area and work with the PCS to determine potential duplication and discuss alignment, labor market, etc.
3. If all agree submit the form and note the PCS and the contact included in the agreement.
4. When a community college and PCS can not agree, the community college can ask the task force to review and recommend in the 2007-08 academic year.

## DEFINITIONS:

### 1) Direct Control:

The definition of *direct control* is based on the accreditation standards of the Northwest Commission on Colleges and Universities (NWCCU). Direct control is addressed by NWCCU in two policies, included as attachments to this document:

1. Operational Policy A-6: Contractual Relationships with Organizations Not Regionally Accredited, and
2. Standard Two: Educational Program and Its Effectiveness (specifically Standards 2.A, 2.G and 2.H).

Direct control pertains to the following:

1. Degree/certificate programs
2. Credit classes
3. Non-credit programs
4. Non-credit classes

### 2) Oregon Progress Board: Definition of Benchmarks and current benchmarks.

[http://www.oregon.gov/DAS/OPB/docs/2007Report/2007\\_Benchmark\\_Highlights.pdf](http://www.oregon.gov/DAS/OPB/docs/2007Report/2007_Benchmark_Highlights.pdf)