



TYPES OF COMMUNITY COLLEGE CTE PROGRAMS AND KEY FACTORS RELATED TO APPROVAL

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 State Board of Education adopted standards for the approval of community college CTE programs and changes to the approval processes, effective July 1, 2004. This is a continuous improvement effort. Procedures and/or forms for the following types of programs are found online at the address above and in the community college program submission system (Webforms): www.ccwdwebforms.net

The following summarizes the various types of credentials/programs and key factors related to the approval processes for each:

1. Certificate of completion within an approved AAS degree program. Certificate of completion *open enrollment** program "related" to an existing AAS program that is composed of courses wholly contained in the base AAS degree program, identified by the same CIP code as the base AAS degree program, and which prepare students for the same occupational field. Requires Notice of Intent, email (submitted through Webforms preferred) signed by the VP or Dean of Instruction that assures that the proposed program meets each of the explicitly stated criteria, and Program/Curriculum Amendment in Oregon Community College Program Submission System (Webforms).

2. Certificate of completion within an approved certificate of completion program. Shorter certificate of completion *open enrollment** program "related" to an existing certificate of completion program (instead of an AAS degree program) that is composed of courses wholly contained in the base certificate program, identified by the same CIP code as the base certificate, and which prepare students for the same occupational field. Requires Notice of Intent, email (submitted through Webforms preferred) signed by the VP or Dean of Instruction that assures that the proposed program meets each of the explicitly stated criteria, and Program/Curriculum Amendment in Oregon Community College Program Submission System (Webforms).

Certificate of completion programs as described in 1. and 2. above do not require an application (Referred to as the Planning Guide & Application or PGA). The Program/Curriculum Amendment form with the curricula of the proposed certificate of completion program and the related base AAS degree or base certificate of completion program must be submitted in Webforms. Approved on behalf of the State Board by CCWD-OEII.

Special note: Oregon's Career Pathway Certificates of Completion are related certificates. Career Pathway Certificate of Completion programs consist of grouping of credits that are wholly contained in an approved Associate of Applied Science (AAS) degree. AAS degree/option, or a certificate of completion (45+ credits). Because a Career Pathway Certificate of Completion program (12 to 44 credits) provides a credential to acknowledge proficiency in technical skill groupings contained in courses already approved through the program approval process these certificates follow a more streamlined approval process. That process can be found at: <http://www.odccwd.state.or.us/prgapproval/edocs/prgapproval/careerpathwaycertofcompletionprocess.pdf>

3. Certificate of completion programs consisting of 12-30 credits. "Independent" certificate of completion programs that are at least 12 credits and do not exceed 30 credits or equivalent clock/contact hours. "Independent" means that the proposed program is not necessarily related to an existing certificate of completion or AAS degree program. Typically, a new *open enrollment** program. Requires Notice of Intent and application in Webforms (Either the "old" PGA modified in consultation with the assigned Specialist or the draft of the new PGA). Approved on behalf of the State Board by CCWD-OEII.

4. Certificate of completion programs consisting of 31-108 credits. "Independent" certificate of completion programs that are at least 31 credits and do not exceed 108 credits or equivalent contact/clock hours. "Independent" means that the proposed program is not necessarily related to an existing certificate of completion or AAS degree program. Typically, a new *open enrollment* program. Requires Notice of Intent and application in Webforms (Either the "old" PGA modified in consultation with the assigned Specialist or the draft of the new PGA). Presented to the State Board for approval.

5. "Business & Industry" certificate of completion programs (12-108 credits). "Business & Industry" programs that are at least 12 and do not exceed 108 credits or equivalent contact/clock hours. B & I programs are *closed enrollment** programs developed at the request of, and for the employees of, an employer. Typically, a new program. Requires Notice of Intent (for information and not adverse impact notification purposes) and application in Webforms (Either the "old" PGA modified in consultation with the assigned Specialist or the draft of the new PGA). Approved on behalf of the State Board by CCWD-OEII.

6. "Business & Industry" AAS degree programs (90-108 credits). "Business & Industry" programs that are at least 90 and do not exceed 108 credits or equivalent contact/clock hours. B & I programs are *closed enrollment** programs developed at the request of, and for the employees of, an employer. Typically a new program. Requires Notice of Intent (for information and not adverse impact notification purposes) and application in Webforms (Either the "old" PGA modified in consultation with the assigned Specialist or the draft of the new PGA). Presented to the State Board for approval.

7. Options. Options are specializations added to an existing AAS degree program. The requirements for options include: 1) the total number of credits for the option may not exceed 30% of the total credits of the base AAS degree program, 2) the option must share 70% of the credits with the base AAS degree program and with other options added to the same AAS degree program, 3) the title would include the base AAS degree program title with the option

title (i.e., AAS in Business Management: Finance), 4) the CIP code may be different than the base AAS degree program as long as the option is a reasonable and recognizable specialization of the base AAS degree program.

According to the Office of Degree Authorization, an option is considered a specialization within an already approved program, not a new program. Consequently, a Notice of Intent is not required. Options do not require an application (PGA). They are requested in a letter and/or email from/signed by the president or chief instructional officer assuring that the proposed option meets each of the explicitly stated requirements and the program approval standards, and the college will comply with the required assurances. In addition, a Program/Curriculum Amendment form with the curricula of the proposed option and the related base AAS degree program must be submitted in Webforms. Approved on behalf of the State Board by CCWD-OEII.

* *Open enrollment* means that the program is advertised to the general public. The college may determine prerequisites and/or admission criteria.

* *Closed enrollment* means that the program is not advertised to the general public and enrollment is restricted to a defined population.