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CONTINUING EDUCATION POLICY FOR WASHINGTON STATE COMMUNITY AND TECHNICAL COLLEGES

The State Board for Community and Technical Colleges recognizes that each community and technical college district shall offer thoroughly comprehensive educational training and service programs to meet the needs of both the communities and students served by offering community service of an educational, cultural, and recreational nature in additional to academic transfer, workforce training, and adult basic education.

The purpose of this document is to inform colleges of the Continuing Education policy for colleges in the ctcLink environment.

Continuing Education Policy

All credit bearing courses, all certificates or degrees offered or awarded, all courses that may be financial aid eligible or require an official transcript, apprenticeship programs, and federally-reportable basic education for adults should be enrolled through the Campus Solutions (CS) Undergraduate Career.

To meet the policy, Continuing Education is further defined for enrollment tracking purposes as the following:

- Credit bearing courses administered by Continuing Education departments.

    - These courses will be created and live in the Undergraduate (UGRD) Career in ctcLink.

    - FTEs for these courses will be calculated in ctcLink and housed in the State Board's Data Warehouse.

- Non-credit Continuing Education courses.

    - Examples include vocational (professional-technical) courses, contract training, corporate training, skills courses for employment, occupation-specific professional development, and entrepreneurship courses, and non-credit programs included on the Workforce Training and Education Coordinating Board's Eligible Training Providers List (ETPL).

    - These courses and programs will be created and live under the Continuing Education (CNED) career in ctcLink.

- Personal enrichment courses are located in ctcLink so the FTEs for these courses will be part of the State Board's Data Warehouse.

Policy rationale for courses to be built in the Continuing Education Career of ctcLink include, but are not limited to:

- Align with the allocation model.

- Align with the enrollment reporting policies and associated coding procedures.

- Ensure certificates and degrees follow the proper SBCTC program approval process.

- Ensure accurate reporting for non-credit programs including but not limited to the Job Skills Program, Customized Training Program, WA CDL Fund, and Cybersecurity 500 FTEs.

- Ensure colleges are able to meet the requirements for eligibility of the Workforce Training and Education Coordinating Board's Eligible Training Provider List.