

Chapter 9, Program Development in Public Two Year Colleges
Subchapter F, [~~Career Technical/~~]Workforce Continuing Education Courses

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Rule 9.111 Purpose

This subchapter provides rules and procedures for the review and approval of workforce continuing education courses as taught by public two-year colleges.

Rule 9.112 Authority

The Texas Education Code, §§54.051(n), 54.545, [~~61.051(j), 61.053~~], 61.054, 61.060, 61.061, 61.062, 130.001(b)(3) - (4), 130.003(e)(4), 130.005, and 130.006 authorize the Coordinating Board to adopt policies, enact regulations, and establish rules for public two-year colleges for the coordination of career technical/workforce continuing education courses eligible for state appropriations.

Rule 9.113 Definitions [~~General Provisions~~]

The following words and terms, when used in this this subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

(1) Adult--(1) a person who has completed the person's sophomore year of high school, (2) is 17 years of age and has been awarded a high school diploma or its equivalent, or (3) is 18 years of age or older, regardless of the person's previous educational experience.

(2) Avocational course--a course of study in a subject or activity that is usually engaged in by a person in addition to the person's regular work or profession for recreation or in relation to a hobby. The term includes a community interest course.

(3) Basic employability course--a course that cover topics such as conducting a job search, developing a resume, completing an application for employment, interviewing skills, and other related topics.

(4) Basic learning skills courses--a course that cover learning strategies such as note-taking, reading, test preparation, and other fundamental educational skills and are not considered college level.

(5) Coordinating board--means the Texas Higher Education Coordinating Board.

(6) Disabilities of minority--has the meaning as defined in Texas Family Code, Chapter 31, Removal of the Disabilities of Minority. Applies to students over the age 16 and not over the age of 18.

(7) Learning framework course--a course that is solely or primarily focused on skill acquisition related to the learning process and are not workforce education courses.

(8) Workforce continuing education--means a program of instruction that is designed primarily for adults and is intended, on completion by a participant, to prepare the participant to qualify to apply for and accept an employment offer or a job upgrade within a specific occupational category or to bring the participant's knowledge or skills up to date on new developments in a particular occupation or profession.

(9) Workforce continuing education course--means a course of instruction in workforce continuing education that is approved by the coordinating board. The term does not include an avocational course.

~~[(a) Tuition and fees for state funded career technical/workforce continuing education courses shall be assessed according to policies established by the Board. The governing board of the institution shall establish tuition and fees for career technical/workforce continuing education courses not eligible for state appropriations.~~

~~(b) Any career technical/workforce continuing education program meeting or exceeding 360 contact hours shall be subject to all of the requirements for career technical/workforce education programs for state appropriations as outlined in Chapter 9, Subchapter E of this title (relating to Certificate and Associate Degree Programs).~~

~~(c) Any career technical/workforce continuing education program meeting or exceeding 780 contact hours in length must result in the award of semester or quarter credit hours and be applicable to a certificate and an applied associate degree program. An exception shall be made for Emergency Medical/Paramedic continuing education programs, which may reach 800 contact hours.]~~

9.114 General Provisions ~~[Application and Approval Procedures for Career Technical/Workforce Continuing Education Courses]~~

(a) Any workforce continuing education program meeting or exceeding 360 contact hours shall be subject to all of the requirements for workforce education programs for state appropriations as outlined in Chapter 9, Subchapter E of this title (relating to Certificate and Associate Degree Programs).

(b) Any workforce continuing education program meeting or exceeding 780 contact hours in length must result in the award of semester or quarter credit hours and be applicable to a certificate and an applied associate degree program. An exception shall be made for Emergency Medical/Paramedic continuing education programs, which may reach 800 contact hours.

(c) A public junior college may offer, or may enter into an agreement with a school district, organization, or other person that operates a high school to offer, workforce continuing education courses other than learning framework courses, basic employability courses, and basic learning skills courses to a person who is (1) enrolled in high school after the completion of the person's sophomore year; (2) is enrolled in a school that is not formally organized as a high school and is at least 16 years of age; or (3) is attending high school while incarcerated, is at least 16 years of age, and is not eligible for release from incarceration before the person's 18th birthday.

~~[(a) Any career technical/workforce continuing education course listed in the Workforce Education Course Manual (WECM) may be offered by any public two-year college without prior approval by the Board. Courses in the current WECM are valid until revised or deleted by subsequent updates of the WECM.]~~

~~[(b) All career technical/workforce continuing education courses shall meet the guidelines outlined in the Guidelines for Instructional Programs in Workforce Education as approved by the Board and the Workforce Education Course Manual.]~~

9.115 Application and Approval Procedures for Career Technical/Workforce Continuing Education Courses [Funding]

(a) Any workforce continuing education course listed in the Workforce Education Course Manual (WECM) may be offered by any public two-year college without prior approval by the Board. Courses in the current WECM are valid until revised or deleted by subsequent updates of the WECM.

(b) All workforce continuing education courses shall be in compliance with the guidelines outlined in the Guidelines for Instructional Programs in Workforce Education as approved by the Board, the Workforce Education Course Manual, and state law.

~~[(a) Contact hours reported for career technical/workforce education courses, which result in continuing education units (CEUs) shall be eligible for state appropriations.]~~

~~[(b) Career technical/workforce continuing education courses with fewer than seven (7) contact hours of instruction will not receive state funding unless the specific type and length of instruction are required by local, state, or national licensing, certifying, regulatory, or accrediting agencies.]~~

~~[(c) Community interest courses shall not be eligible for state appropriations.]~~

~~[(d) Workforce Education Course Manual continuing education special topics courses that are not designed to prepare adult students for employment shall not be eligible for state appropriations.]~~

9.116 Waiver of Tuition and Fees [Reporting to the Board]

(a) A public junior college may waive all or part of the tuition or fees charged to a student for a workforce continuing education course only if:

(1) the student:

(A) is enrolled in high school or in a school that is not formally organized as a high school, or;

(B) is 16 years of age or older, who has had the disabilities of minority removed, and is not enrolled in secondary education, or;

(C) is under the age of 18 and is incarcerated;

(2) all or a significant portion of the college's costs for facilities, instructor salaries, equipment, and other expenses for the course are covered by business, industry, or other local public or private entities; or

(3) the course is taught in a federal correctional facility and the facilities, equipment, supplies, and other expenses for the course are funded by the federal government.

~~[Contact hours for career technical/workforce continuing education courses from public two-year colleges must be determined and reported in compliance with Board policy as outlined in the Guidelines for Instructional Programs in Workforce Education as approved by the Board, the Workforce Education Course Manual, and state law.]~~

9.117 Funding [~~Disapproval of Courses; Noncompliance~~]

(a) Contact hours attributable to the enrollment of a student in a workforce continuing education course offered by a public junior college shall be included in the contact hours used to determine the college's proportionate share of state money appropriated and distributed to public junior colleges under Texas Education Code Sections 130.003 and 130.0031, regardless of whether the college waives all or part of the tuition or fees for the course under Section 130.304

(b) Workforce continuing education courses with fewer than seven (7) contact hours of instruction will not receive state funding unless the specific type and length of instruction are required by local, state, or national licensing, certifying, regulatory, or accrediting agencies.

(c) No funds appropriated to any public two-year college may be expended for any workforce continuing education course which has not been approved by the Board staff.

(d) Avocational courses shall not be eligible for state appropriations. This includes community interest courses. A community college can offer community interest courses using local funds.

(e) Workforce Education Course Manual continuing education special topics courses that are not designed to prepare adult students for employment shall not be eligible for state appropriations. This includes basic employability courses, basic learning skills courses and learning framework courses.

~~[No funds appropriated to any public two-year college may be expended for any career technical/workforce continuing education course which has not been approved by the Board staff.]~~

9.118 Reporting to the Board

Contact hours for career technical/workforce continuing education courses from public two-year colleges must be determined and reported in compliance with Board policy as outlined in the Guidelines for Instructional Programs in Workforce Education as approved by the Board, the Workforce Education Course Manual, and state law.