
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4102 CAREER AND TECHNICAL EDUCATION PROGRAMS

References:

Title 5 Sections 55600 et seq.;

2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition);

34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard II.A.14

NOTE: *This procedure is **legally required**. Local practice may be inserted here, which must address:*

- *Establishment of an appointment process for related advisory committees;*
- *Provisions for documenting the competence of students completing career and technical programs; and*
- *Written procedures mandated by The Federal Education Department General Administrative Regulations 2nd Edition.*

Consistent with federal regulations pertaining to federal financial aid eligibility, the **[Chief Instructional Officer]** will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The **[Chief Instructional Officer]** shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

NOTE: *The following language in **blue ink** is included for consideration.*

Sample 1 from another District:

Career and Technical Program Advisory Committees

Title 5 Section 55601 requires that all career and technical programs have regularly scheduled advisory committee meetings. Advisory committee membership should include working professionals in the appropriate program field whose expertise would benefit the program. Members should be selected by the faculty in a particular program and reviewed and appointed by the Division Dean.

Advisory committees are used for planning purposes, curriculum development, college relations, and maintaining career and technical programs that are relevant to job needs and up-to-date with current field practices.

A. Functions of the Career and Technical Program Advisory Committee

1. To study the educational needs of a specific career and technical program and to make recommendations to the College program faculty and administration relating to these needs. Such recommendations may be included in the program's academic program review.
2. To interpret the program to the communities served and the communities' needs to the College.
3. To furnish specialized information and advice on technical requirements for the effective operation of the program.
4. To provide channels of communication between the College and the various organizations and agencies of the community interested in the program.
5. To further a cooperative relationship between the College and the resource agencies of the community in support of the program.

B. Operation of the Committee

1. A faculty member of the particular career and technical program shall serve as chairperson of the committee and shall preside at all meetings.
2. Subcommittees may be appointed, if and as desired by the committee.
3. Committee responsibilities of individual members may be designated, as required.
4. Meetings shall have prepared agendas that are sent to committee members and other appropriate parties in advance of the meeting and shall be kept on file in the Division office.

5. Minutes shall be taken at all meetings and shall become a permanent record of the meeting and be kept on file in the Division office.

6. Meetings should be held at least twice during the academic year.

7. Additional meetings may be called by the committee chairperson or by the Dean, as necessary.

Provisions for Documenting the Competencies of Students Completing Career and Technical Programs

All programs are responsible for monitoring, documenting, and communicating with their Advisory Committee how students are progressing toward the competencies, objectives, and student learning outcomes identified for the particular program.

Students may demonstrate proficiency in one or more of the following ways:

- Achieving grades on all assignments and examinations in each course within the program that would enable them to receive a certificate of completion, certificate of achievement, and/or a degree in the particular field.
- Performing all identified skills needed to enter a particular profession at a level that indicates proficiency in the particular skill.
- Completing all required clinical rotations or internships as required by the program.
- Passing all required local, state, and or national certification or licensure tests or examinations.
- Achieving identified course, program, and institutional student learning outcomes.

Consistent with federal regulations pertaining to federal financial aid eligibility, the Chief Instructional Officer will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The Chief Instructional Officer shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

Sample 2 from another District:

Career and Technical Education Advisory Committee

The Career Partnership Executive Leadership Committee develops recommendations for the career and technical education programs and provides liaison between the district and potential employers.

The membership shall include representatives of businesses in the various career and technical education areas knowledgeable about the career and technical and special needs of the community. In addition, the membership will include students, teachers, administration, counselors, and members of the field office of the Employment Development Department.

Documentation of the Student Competency

The official student transcript documents the completion of all courses required to fulfill the degree requirements for the program. The transcript also documents the certificates achieved by the student.

Successful completion of a course with a “C” or better certifies that the student has met the course outcomes as outlined in the official course outline of record. The outcomes are measured by a variety of examinations including comprehensive skill demonstrations and or industry licensure or certification processes.

The signature of the instructor on certificates signifies that the student has met all the skill requirements necessary to meet the objectives of the program.

Consistent with federal regulations pertaining to federal financial aid eligibility, the Chief Instructional Officer will ensure that the District complies with the United States Department of Education’s disclosure requirements for each of the District’s gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The Chief Instructional Officer shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

Sample 3 from another District:

All Career Technical Education programs are required to have advisory committees and are required to have agendized meetings at least once a year. Members of the advisory committee are selected by the appropriate department chair in consultation with the area dean.

Provisions for documenting the competence of students completing career technical education programs is articulated in AP 4100 Graduation Requirements for Degrees and Certificates.

Consistent with federal regulations pertaining to federal financial aid eligibility, the Chief Instructional Officer will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The Chief Instructional Officer shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

(NOTE: See additional sample language from other Districts included in the notebook)

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service provided legal updates to this procedure in July 2011, April 2015, and October 2015. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is included to draw the reviewers' attention, and this language will be removed upon final approval.

Approved:

(This is a new procedure)

Legal Citations for AP 4102

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 7. Contract Education
Article 1. Contracts with Providers of Career Technical Education

5 CCR § 55600

§ 55600. Definitions.

For the purposes of this subchapter the following definitions apply:

(a) “Vocational education contract” or “career technical education contract” means a written agreement between any community college district and a contractor which meets standards prescribed herein to provide career technical instruction to students enrolled in community colleges. Such agreements shall also be required to comply with the provisions of article 5 (commencing with section 8090) of chapter 1, part 6 of the Education Code.

(b) “The California State Plan for Vocational Education” or “Carl D. Perkins Career Technical Education Act of 2006 California State Plan” means an official agreement between the United States Commissioner of Education and the California State Board of Education which provides standards, policies, and procedures that shall apply to the operation of various phases of career technical education to qualify for financial support from the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Public Law 109-270), or any successor federal legislation.

(c) “Contractor” as used in section 55602 means any private postsecondary school authorized or approved pursuant to the provisions of chapter 7 of part 59 of division 10 of the Education Code (commencing with section 94700), and which has been in operation not less than two (2) full calendar years prior to the effective date of the contract, to provide career technical skill training authorized by the Education Code and this subchapter.

(d) “Eligible costs” means all direct and indirect related instructional costs but does not include expenditures for capital outlay (object of expenditure code 6000 as defined in the California Community Colleges Budget and Accounting Manual).

(e) “Public or private postsecondary educational institution in a neighboring state that borders on the district boundary” for purposes of Education Code section 8092.5 means a public or private institution which:

(1) is located in a neighboring state that borders on the district boundary; and

(2) is a contractor under subdivision (c); or

(3) a private postsecondary school that meets standards established by the Chancellor.

(f) “Qualified faculty of the district” for purposes of section 55630(e) may include persons who have entered into contracts with the district pursuant to section 58058(b).

Note: Authority cited: Sections 8092, 66700, 70901 and 71024, Education Code.

Reference: Title 20, United States Code Sections 2301, et seq.; and Chapter 1, Article 5 (commencing with Section 8090), Division 1 and Section 70901, Education Code.

HISTORY

1. New chapter 7 (sections 55600 through 55631, not consecutive) filed 4-26-74; effective thirtieth day thereafter (Register 74, No. 17).
2. Amendment of section and Note filed 11-4-77; effective thirtieth day thereafter (Register 77, No. 45).
3. Repealer of subchapter 1 heading, amendment of article 1 heading, and repealer and new section 55600 filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).
4. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
5. Amendment filed 5-15-93; operative 6-4-93 (Register 93, No. 25).
6. Editorial correction of History 4 (Register 95, No. 22).
7. Amendment of first paragraph and subsection (c), new subsections (e)-(f) and amendment of Note filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).
8. Amendment of subchapter heading, article heading, section and Note filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 7. Contract Education

Article 1. Contracts with Providers of Career Technical Education

5 CCR § 55601

§ 55601. Appointment of Vocational Education Advisory Committee.

The governing board of each community college district participating in a vocational education program shall appoint a vocational education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers.

The committee shall consist of one or more representatives of the general public knowledgeable about the educational needs of disadvantaged populations, students, teachers, business, industry, the college administration, and the field office of the Employment Development Department.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 5-15-93; operative 6-4-93 (Register 93, No. 25). For prior history, see Register 83, No. 18.
2. Amendment of section heading and section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 7. Contract Education
Article 1. Contracts with Providers of Career Technical Education

5 CCR § 55602

§ 55602. Authority to Contract.

(a) Any community college district or districts may contract with a private postsecondary school authorized or approved pursuant to the provisions of chapter 7 of part 59 of division 10 of the Education Code (commencing with section 94700) or described in Education Code section 8092.5 and which has been in operation not less than two full calendar years prior to the effective date of such contract to provide vocational skill training authorized by the Education Code and this subchapter. Any community college district may contract with an activity center, work activity center, or sheltered workshop to provide vocational skill training authorized by the Education Code in any adult education program for substantially handicapped persons operated pursuant to section 41976(a)(5) of the Education Code.

(b) All contracts between a community college district and a private postsecondary school entered into pursuant to this section, or an activity center, work center, or sheltered workshop shall do all of the following:

(1) Be approved by the Chancellor.

(2) Provide that the amount contracted for per student shall not exceed the total direct and indirect costs to provide the same training in the community colleges or the tuition the private postsecondary school charges its private students, whichever is lower.

(3) Provide that the community college students receiving training in a private postsecondary school, or an activity center, work activity center, or sheltered workshop pursuant to that contract may not be charged additional tuition for any training included in the contract. The attendance of those students pursuant to a contract authorized by this section shall be credited to the community college district for the purposes of apportionments from the State School Fund.

(4) Provide that all programs, courses, and classes of instruction shall meet the standards set forth in the California State Plan for Vocational Education, or is a course of study for adult schools approved by the Department of Education under section 51056 of the Education Code.

(c) Meet the standards described in section 55620.

(d) Include the terms and conditions described in section 55630.

(e) The students who attend a private postsecondary school or an activity center, work activity center or sheltered workshop pursuant to a contract under this section shall be enrollees of the community college and the vocational instruction provided pursuant to that contract shall be under the exclusive control and management of the governing body of the contracting community college district. The Chancellor may audit the

accounts of both the district and the private party involved in these contracts to the extent necessary to assure the integrity of the public funds involved.

Note: Authority cited: Sections 8092, 66700, 70901 and 71024, Education Code.

Reference: Chapter 1, Article 5 (commencing with Section 8090), Part 6, Division 1, Section 70901 and Chapter 7 (commencing with Section 94700) of Part 59, Division 10, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 22).
3. Amendment of section and Note filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

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5 CCR § 55602.5

§ 55602.5. Contracts for Vocational Education for Students with Disabilities.

Notwithstanding any other provision of law, the governing board of a community college district may enter into a contract with a proprietary or nonprofit organization, a public entity, or a proprietary or nonprofit private corporation to provide vocational education of community college students with disabilities. All instruction pursuant to this section shall be approved of and supervised by the governing board of the community college district and shall be conducted by academic employees. The attendance of such community college students participating in training under the provisions of this section may be claimed for purposes of state apportionment by the community college district, and college credit may be granted to students who satisfactorily complete the course of instruction.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of printing error (Register 91, No. 43).
3. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).
4. Editorial correction of History 1 (Register 95, No. 22).

5. Amendment of section heading and section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 7. Contract Education
Article 1. Contracts with Providers of Career Technical Education

5 CCR § 55605

§ 55605. Contract Approval and Limitations.

Vocational education contracts entered into pursuant to section 55602 shall:

- (a) Not exceed one year in length;
- (b) Be approved by the Chancellor;
- (c) Be accompanied with an explanation of the need for intended offerings.
- (d) Be maintained in conformity with applicable provisions of this division, the Education Code, the California Community Colleges Budget and Accounting Manual, and the Carl D. Perkins Career Technical Education Act of 2006 California State Plan; and
- (e) Be organized and administered by community college districts in such a manner that there will be separate accounts for all income and expenditures applicable to the contract.

Note: Authority cited: Sections 8092, 66700, 70901 and 71024, Education Code.

Reference: Article 5 (commencing with Section 8090), Chapter 1, Part 6, Division 1, Title 1, and Section 70901, Education Code.

HISTORY

- 1. Amendment filed 11-4-77; effective thirtieth day thereafter (Register 77, No. 45).
- 2. Repealer and new section filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).
- 3. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
- 4. Editorial correction of History 3 (Register 95, No. 22).
- 5. Change without regulatory effect amending subsection (d) and Note filed 3-15-2006 pursuant to section 100, title 1, California Code of Regulations. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).
- 6. Amendment filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition)

<https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html>

Code of Federal Regulations

Title 34. Education

Subtitle B. Regulations of the Offices of the Department of Education

Chapter VI. Office of Postsecondary Education, Department of Education

Part 600. Institutional Eligibility Under the Higher Education Act of 1965, as Amended (Refs & Annos)

Subpart A. General (Refs & Annos)

→ **§ 600.10** Date, extent, duration, and consequence of eligibility.

(a) Date of eligibility.

(1) If the Secretary determines that an applicant institution satisfies all the statutory and regulatory eligibility requirements, the Secretary considers the institution to be an eligible institution as of the date--

(i) The Secretary signs the institution's program participation agreement described in 34 CFR part 668, subpart B, for purposes of participating in any title IV, HEA program; and

(ii) The Secretary receives all the information necessary to make that determination for purposes other than participating in any title IV, HEA program.

(2) [Reserved]

(b) Extent of eligibility.

(1) If the Secretary determines that the entire applicant institution, including all its locations and all its educational programs, satisfies the applicable requirements of this part, the Secretary extends eligibility to all educational programs and locations identified on the institution's application for eligibility.

(2) If the Secretary determines that only certain educational programs or certain locations of an applicant institution satisfy the applicable requirements of this part, the Secretary extends eligibility only to those educational programs and locations that meet those requirements and identifies the eligible educational programs and locations in the eligibility notice sent to the institution under § 600.21.

(3) Eligibility does not extend to any location that an institution establishes after it receives its eligibility designation if the institution provides at least 50 percent of an educational program at that location, unless--

(i) The Secretary approves that location under § 600.20(e)(4); or

(ii) The location is licensed and accredited, the institution does not have to apply to the Secretary for approval of that location under § 600.20(c), and the institution has reported to the Secretary that location under § 600.21.

(c) Subsequent additions of educational programs.

(1) An eligible institution must notify the Secretary at least 90 days before the first day of class when it intends to add an educational program that prepares students for gainful employment in a recognized occupation, as provided under 34 CFR 668.8(c)(3) or (d). The institution may proceed to offer the program described in its notice, unless the Secretary advises the institution that the additional educational program must be approved under § 600.20(c)(1)(v). Except as provided for direct assessment programs under 34 CFR 668.10, or pursuant to a requirement included in an institution's Program Participation Agreement under 34 CFR 668.14, the institution does not have to apply for approval to add any other type of educational program.

(2) For purposes of paragraph (c)(1) of this section, an additional educational program is--

(i) A program with a Classification of Instructional Programs (CIP) code under the taxonomy of instructional program classifications and descriptions developed by the U.S. Department of Education's National Center for Education Statistics that is different from any other program offered by the institution;

(ii) A program that has the same CIP code as another program offered by the institution but leads to a different degree or certificate; or

(iii) A program that the institution's accrediting agency determines to be an additional program.

(3) An institution must repay to the Secretary all HEA program funds received by the institution for an educational program, and all the title IV, HEA program funds received by or on behalf of students who enrolled in that program if the institution--

(i) Fails to obtain the Secretary's approval to offer an additional educational program that prepares students for gainful employment in a recognized occupation as provided under paragraph (c)(1) of this section; or

(ii) Incorrectly determines that an educational program that is not subject to approval under paragraph (c)(1) of this section is an eligible program for title IV, HEA program purposes.

(d) Duration of eligibility.

(1) If an institution participates in the title IV, HEA programs, the Secretary's designation of the institution as an eligible institution under the title IV, HEA programs expires when the institution's program participation agreement, as described in 34 CFR part 668, subpart B, expires.

(2) If an institution participates in an HEA program other than a title IV, HEA program, the Secretary's designation of the institution as an eligible institution, for purposes of that non-title IV, HEA program, does not expire as long as the institution continues to satisfy the statutory and regulatory requirements governing its eligibility.

(e) Consequence of eligibility.

(1) If, as a part of its institutional eligibility application, an institution indicates that it wishes to participate in a title IV, HEA program and the Secretary determines that the institution satisfies the applicable statutory and regulatory requirements governing institutional eligibility, the Secretary will determine whether the institution satisfies the standards of administrative capability and financial responsibility contained in 34 CFR part 668, subpart B.

(2) If, as part of its institutional eligibility application, an institution indicates that it does not wish to participate in any title IV, HEA program and the Secretary determines that the institution satisfies the applicable statutory and regulatory requirements governing institutional eligibility, the institution is eligible to apply to participate in any HEA program listed by the Secretary in the eligibility notice it receives under § 600.21. However, the institution is not eligible to participate in those programs, or

receive funds under those programs, merely by virtue of its designation as an eligible institution under this part.

(Approved by Office of Management and Budget under control number 1845–0098)

(Authority: 20 U.S.C. 1088 and 1141)

[59 FR 22341, April 29, 1994; 59 FR 47801, Sept. 19, 1994; 65 FR 65671, Nov. 1, 2000; 71 FR 45692, Aug. 9, 2006; 75 FR 66676, Oct. 29, 2010]

SOURCE: 53 FR 11210, April 5, 1988; 55 FR 32182, Aug. 7, 1990; 56 FR 36695, July 31, 1991; 58 FR 13342, March 10, 1993; 59 FR 22335, April 29, 1994; 59 FR 22336, April 29, 1994; 59 FR 32657, June 24, 1994; 64 FR 58615, Oct. 29, 1999; 67 FR 67070, Nov. 1, 2002, unless otherwise noted.

AUTHORITY: 20 U.S.C. 1001, 1002, 1003, 1088, 1091, 1094, 1099b, and 1099c, unless otherwise noted.

34 C. F. R. § 600.10, 34 CFR § 600.10

ACCJC Accreditation Standard II: Student Learning Programs and Support Services

The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

A. Instructional Programs

14. Graduates completing career-technical certificates and degrees demonstrate technical and professional competencies that meet employment standards and other applicable standards and preparation for external licensure and certification.