

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

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TITLE: **WORKFORCE DEVELOPMENT AND CONTINUING
EDUCATION PROGRAMS**

**POLICY
REFERENCE NUMBER:** 3-1-102

**DIVISION OF
RESPONSIBILITY:** **ECONOMIC DEVELOPMENT**

DATE APPROVED: February 15, 2024

DATE OF LAST REVISION: November 28, 2023

I. Purpose:

“Workforce Development and Continuing Education” refers to non-credit courses for which Continuing Education Units (CEUs) may be awarded and which are designed to update and/or upgrade the skills of persons currently employed, seeking employment, or seeking personal and professional development/enrichment.

CEUs are a nationally recognized standard for documenting successful completion of non-credit programs and courses. A CEU represents ten contact hours of experience in a structured continuing education experience that is supervised by a qualified instructional provider.

Workforce Development and Continuing Education offerings include the following:

A. Contract Training

A customized program of instruction requested by a business or professional organization where training is conducted for a specific group using unique instructional objectives.

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B. Occupational Training

Courses offered to the general public to provide individual professional, technical, occupational, or vocational skills for the purpose of achievement or improvement of existing skills to a higher level of competence.

C. Apprenticeship Training

Prescribed occupational, technical, or professional skills training via a combination of supervised on-the-job training and related classroom instruction. Such training is prescribed by the employer, association, government agency, or industry standards.

D. Personal Enrichment

Self-funded courses and activities offered to cater to the individual interests of community members.