

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION  
PROCEDURE**

**PROCEDURE NUMBER: 7-1-201.1**

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**TITLE: PROGRAMS DESCRIPTION AND CLASSIFICATION  
REPORTING REQUIREMENTS**

**POLICY**

**REFERENCE NUMBER: 7-1-201**

**DIVISION OF**

**RESPONSIBILITY: Finance**

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**DATE LAST REVISION: May 9, 2018**

**DATE OF LAST REVIEW: May 9, 2018**

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**VICE PRESIDENT FOR FINANCE**

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**SYSTEM PRESIDENT**

The instructional program definitions outlined below are explained in the succeeding paragraphs. These program definitions shall be observed and administered uniformly by all institutions and for all programs under the jurisdiction of the State Board for Technical and Comprehensive Education.

**GENERAL TERMS AND CONDITIONS**

- A. The basic philosophy to be followed in the use of State funds is that fair and equitable allocations are made in support of institution(s), taking into consideration revenues from all sources. Use of all funds, regardless of source, shall be in accordance with the program(s), purpose(s), or objective(s) for which the funds have been made available. All courses, programs, and services must comply with the definitions established below to be eligible for State fund allocations. Classification of restricted training programs conducted for the public or private sector is to be consistent with the parameters established in this policy. A program's eligibility for state funding is not dependent on the mode of delivery.

This procedure provides the operating framework by which SBTCE colleges deliver training and services in support of economic and workforce development in South Carolina. College reimbursements for these types of activities may include but are not limited to training delivery, facilities use, materials and supplies, and/or instructors. Programs or classes sponsored by a college for the benefit of its own faculty and staff are departmental expenses of the college and are not fundable.

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- B. An individual shall be eligible to be classified as a "student" and be reported in the instructional programs only if all of the following distinct characteristics are clearly established:
1. The individual has been processed through the Office of Admissions or designated substitute component.
  2. The individual has paid tuition, or a course fee, or such tuition and/or course fee or other costs have been paid on his/her behalf, or such tuition and/or course fee has been waived where provided by law and recorded as such.
  3. The individual comes to the institution/program seeking instruction and/or services, rather than incidental information, or use of facilities.
- C. The instructional programs and sub-programs outlined herein are the required classifications in which the enrollments of "students" are to be reported, consistent with Information Technology Services (ITS) reporting Policy 3-3-101 and Procedure 3-3-101.1. This procedure requires that students be reported in the term in which they are enrolled in the course(s) being reported. Courses that begin in one term and end in a subsequent term should be reported in the last active term and the term in which the course ended. In addition, the courses, services or other learning experiences engaged in by the "students" are to be reported elsewhere, as required, in the appropriate Classification of Instructional Programs (CIP) discipline, as established by the U. S. Department of Education National Center for Education Statistics, or other category in terms of credit hours, Continuing Education Units (CEUs), contact hours, headcount or other appropriate measurement of productivity.
- D. In accumulating, reporting, and using enrollment statistics and data pertinent to these programs, each instructional or service program shall be treated separately and shall not be combined or totaled with other programs.
- E. All courses, programs and services that receive funding are subject to review by the System Office. Variations, which exceed the system average +/- 10%, must be reviewed in detail to ensure validity of numbers reported.

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**I. DETAILED PROGRAM CRITERIA**

**A. Technical Education Program (CIP Codes 010000XXX - 599999XXX)**

1. A Technical Education Program consists of all courses and programs governed by Policy 3-1-101 and the respective Procedure. Students reported in this program usually will have chosen a degree, diploma, or certificate objective. However, students who are not candidates for degrees, diplomas, or certificates may be counted in this program if their courses are selected from the Catalog of Approved Courses.
2. A Technical Education Program is measured in terms of unduplicated headcount (within this program) and semester credit hours, which are converted to full-time equivalents on the basis of 30 annual credits = 1 FTE.

**B. Occupational Education Program (CIP Code 6000XXXXX)**

1. Occupational Education is a comprehensive term for non-credit training and services that focus on workforce preparation including:
  - a. Preparing for a new career;
  - b. Maintaining and/or improving professional competence; or
  - c. Supporting economic development
2. Occupational Educational is measured in terms of unduplicated headcount and the associated contact hours per course. The following criteria must be met in order for the contact hours generated to be recognized:
  - a. The course must be at least one hour in length;
  - b. Tuition or a course fee must be paid;
  - c. Course records (electronic or paper) must be produced for an audit and include:
    - 1) Course documentation that includes course code, date, times, term, instructor name, tuition, contact hours, and course description (not needed for 6500 category);
    - 2) Course outline with stated objectives (not needed for 6400 or 6500 category);
    - 3) Student roster with grades (not needed for 6500 category); and
    - 4) Student evaluations or evaluation summary (not needed for 6400 or 6500 category).
3. Courses and services must be reported in the proper Occupational Education Category and include the proper assignment of the related Standard Occupational Classification (SOC) code. Categories are below:

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a. Occupational Training (06200XXXXX)

Non-credit courses provided by the college for job related education. This classification includes open enrollment, online, and contract training. Instructor may be a college employee or a contractor.

Examples: Non registered apprenticeship programs, occupational online instruction, occupational camps, readySC training, government funded training, grant funded training, and occupational assessments integrated into a course

Note: The following programs fall into this classification due to the fact that the largest percentage of students in the course attend for occupational purposes: Event Planning, Floral Design, Drones, Landscaping, Personal/Fitness Trainer, and Bartender.

Note: ReadySC training pertains only to courses provided by the college.

b. Apprenticeship Training (06300XXXXX)

Non-credit courses provided by the college that fulfill the educational component of a US Department of Labor registered apprenticeship program. This classification includes open enrollment, online, and contract training. Instructor may be a college employee or a contractor.

Note: This classification does not include the on-the-job training component of a US Department of Labor registered apprenticeship.

c. Non-Instructional Occupational Services (06400XXXXX)

Occupational Services provided by the college that assess individual skills. This classification does not include generic skills assessments that are not job related, such as SAT prep.

Examples: WorkKeys, WIN, and other occupational assessments.

d. Sponsored Indirect Occupational Training (06500XXXXX)

Enterprise Zone Training through industry sponsored courses where the company provides its own internal employee as the instructor. Training must be pre-approved through the Enterprise Zone application process and company must adhere to the SC Department of Revenue audit standards.

Example: Enterprise Zone classes

Note: This category should not be funded for years starting July 1, 2018.

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C. Non-Occupational Programs (08X00XXXXX)

1. Non-Occupational Programs consists of non-credit training and services that are not workforce related, including:
  - a. Information sharing sessions, meetings, and open houses;
  - b. Non-occupational education and assessments; and
  - c. Training that benefits only college employees even though it may be occupational in nature.
2. Since Non-Occupational education courses are not funded, these courses are not audited. Therefore, no specific course records must be produced for an audit.

3. Non-occupational categories are listed below:

a. Personal Enrichment (08100XXXXX)

Non-credit training that is not job related. This classification includes open enrollment, online, and contract training. Instructor may be a college employee or a contractor.  
Example: Camps that are non-job-related

Note: The following programs fall into this classification due to the fact that the largest percentage of students in the course attend for personal enrichment: Cake Decorating, Consumer Education, Defensive Driving, Food, Interior Decorating, Motorcycle, Music, Photography, Pilot, Sewing, Small Engine, Writing, and Foreign Language.

b. Occupational Enrichment (08200XXXXX)

Information sharing sessions provided for professional or occupational enhancement. This classification includes open enrollment, online, and contract sessions. Instructor may be a college employee or a contractor.

Examples: QuickJobs information/orientation sessions and other open houses

Note: Third party conferences, meetings, and seminars that use college facilities, but do not use college instructors or curriculum are not classified in any category.

c. Faculty and Staff Training (08300XXXXX)

Programs or courses sponsored by the college for the benefit or professional development of its own faculty and staff.

Examples: College wide customer service training and FERPA training

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d. Testing and/or Test Preparation (08500XXXXX)

Administration of non-occupational assessments or delivery of non-occupational preparatory classes  
Examples: SAT preparation, exams, and supervision of an exam for an outside entity.