

**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: June 12, 2012**

**DATE OF LAST REVIEW: May 3, 2012**

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**VICE PRESIDENT FOR FINANCE**

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**SYSTEM PRESIDENT**

The instructional program definitions outlined below are defined and 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 (See Appendix B for Glossary of Terms)**

- A. The basic philosophy to be followed in the use of State funds is to ensure fair and equitable allocation in support of the institution(s) on a unitary basis taking into consideration revenues from all sources. Receipt 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 applicable SACS criteria if awarding CEUs and 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. Courses and programs intended to be delivered in response to a formal, competitive Request for Proposal are not eligible for state funding and must be classified as appropriate in the Restricted Classification. The cost basis for responding to a formal Request for Proposal must be exclusive of State funding consideration. *A program's eligibility for state funding is not dependent on the mode of delivery.*

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These policies and procedures provide 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 type of training activities may include but are not limited to training delivered, facilities use, materials and supplies, and/or instructors. The training provided in support of economic and workforce development as defined hereinto should not be included in credit and non-credit reporting.

Programs or classes sponsored by the college for the benefit of its own faculty and staff are departmental expenses of the college. However, programs for faculty and staff can be funded as 6200 if qualified under Section I,A,2,e(5), Exceptions, b.

- 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. Classification of students and programs are established in the following sections to clearly identify (1) students receiving services and (2) students receiving instruction with the programs comprised of services classified separate and apart from instruction.
- 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. The reporting policies require 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

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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 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.
- I. DETAILED PROGRAM CRITERIA (See Appendix A for Quick Reference to Classification and Funding Structure)
  - A. Unrestricted Programs –
    - 1. Technical Education Program (CIP Codes 010000XXX - 599999XXX)
      - a. The 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.
      - b. The 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.
    - 2. Occupational Education Program (CIP Code 6000XXXXX)
      - a. Occupational Education is a comprehensive term for non-credit learning experiences and services whose purposes are:
        - (1) maintaining and/or improving professional competence,
        - (2) continuing vocational and occupational growth,

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- (3) adjusting to changing career demands,
- (4) preparing for new careers, and/or
- (5) supporting economic development.

Information sharing sessions, meetings, briefings to impart new or changed job regulations, guidelines, processes or similar activity, while occupationally related, do not constitute fundable coursework as occupational skills upgrading. This activity shall be reported in its entirety in the Community Service Program.

- b. An Occupational Education Program consists of courses designed to meet specific learning needs and is measured in terms of unduplicated headcount and student contact hours. The following criteria must be met in order for the contact hours generated by an Occupational Education Program to be recognized:
  - (1) The course must be at least one hour in length.
  - (2) Course records must be maintained that include:
    - (a) An Occupational Education Information Form or its electronic equivalent,
    - (b) An outline with stated objectives,
    - (c) Student registration data, A class roll,
    - (d) A grade sheet and/or an assessment reflecting learning outcomes,
    - (e) A summary of the students' evaluations of the course, and
    - (f) An adjunct instructor or consultant contract, confirming qualifications. Documentation is required even when the instructor is not paid by the college.
- c. An Occupational Education Service consists of economic development activities that are separate from classroom instruction and is measured in terms of unduplicated headcount and relative contact hours. For the contact hours generated by an Occupational Education Service to be recognized, records must be maintained that include:

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- (1) An Occupational Education Information Form or its electronic equivalent,
  - (2) A summary of the services rendered and notification to the company of results of the project,
  - (3) A roster of employees,
  - (4) Employee registration data, and/or
  - (5) An adjunct instructor or consultant contract, confirming qualifications. Documentation is required even when the instructor is not paid by the college.
- d. Funds for the Occupational Education Program along with tuition and/or fees shall be treated as institutional revenue and accounted for on the unitary basis.
- e. Courses/activities must be reported in the appropriate Occupational Education Category [to include proper assignment of the related Standard Occupational Classification (SOC) code]:
- (1) Occupational Upgrading (06200XXXXX)  
  
Non-credit courses offered for professional, technical, occupational, and vocational skill development or improvement that meet the criteria and requirements for SACSCCEU classification. This classification also applies to customized and non-customized courses offered to Federal, State, and local government agencies, business, industry, trade or professional organizations for specific groups of employees, if financial arrangements do not result in full cost recovery contracts that duplicate funding from public entities (see Restricted Programs). Occupational Upgrading contact hours may be supported with all funds available to the colleges for direct and indirect costs..
  - (2) Apprenticeship Training (06300XXXXX)  
  
A combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Employers and

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technical colleges jointly sponsor apprenticeship programs by developing a set of apprenticeship training standards. These standards include an on-the-job training outline with stated objectives, a related classroom instruction curriculum, and the apprenticeship program operating procedures. Apprenticeship Training is separate and distinct from Internal Training. Apprenticeship Training is eligible for support with state funding with the classroom hours reported as 6300 and funded the same as 6200. OJT hours are reported as 6500.

(3) Non-Instructional Occupational Support Services  
(06400XXXXX)

Occupational Support Services is comprised of activities that directly support economic development and include but are not limited to: identification of job skills requirements, assessment of individual skills, training needs assessment, development of training plans, curriculum development, consulting, facilitation, and training program administration. Course and student record information for ITS reporting will be substitute data (simulated data).

(4) Sponsored Occupational Upgrading, Indirect Instruction, and On-the-Job Training (06500XXXXX)

Courses in this classification may be recognized even if the college is not paying the instructor or there is not a conventional relationship between student and instructor. A Sponsored Occupational Upgrading course is a course that is requested and sponsored by a company, business, institution, or association for the benefit of its employees.

Indirect Instruction includes activities in which there is no instructor present such as supervised independent study, computer-assisted instruction, or project-based assignments.

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On-the-Job Training is defined as one-on-one training conducted at the job site, in accordance with a training outline with stated objectives, where a skilled worker demonstrates the task for the trainee. After the demonstration, the trainee performs the task under the general supervision of the skilled worker. The skilled worker offers suggestions for improvement until the trainee's skill attainment has been validated. OJT does not include Internal Training, which specifically defines proprietary, Enterprise Zone related training.

(5) Adult Education (06600XXXXX)

- (a) Adult Education is a broad generic term for instruction designed to meet the basic needs of adults who are beyond the age of compulsory school attendance and who have either completed or interrupted their formal education.
- (b) In South Carolina, Adult Education has been defined legislatively as the education of adults leading to basic literacy or high school attainment (diploma or equivalency). Students enrolled in this program do not have an immediate Technical Education diploma, degree, or certificate objective.
- (c) These courses are separate from the Contracted Adult Literacy Restricted Program.  
EXCEPTIONS include but are not limited to 06200, 06300, 06400, 06500 & 06600.:
- (d) Programs for faculty and staff should be classified as 6200 if: 1) the tuition is equal to the going rate; and 2) the tuition is paid by a foundation or other private entity.

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(6) Secondary Vocational Education Program (07000XXXXX)

- (a) The Secondary Vocational Education Program consists of courses offered under contracts with local school districts for which high school credit is awarded by the local school districts. Technical Education program credit is not granted. This classification is applicable only to service areas that statute (limited to Williamsburg Technical College) assigns the secondary vocational responsibility to the technical college (see Restricted Programs for other secondary vocational contracts).
- (b) The Secondary Vocational Education Program is measured in terms of unduplicated headcount (within this program) and student contact hours produced.
- (c) Contracts will be negotiated at rates adequate to cover costs. Where courses are required by statute, State funds may be allocated to the extent that adequate funds are not available from local school districts.

3. Community Service and Other Support Programs (08X00XXXXX)

- a. The Community Service Program in general consists of any topic or course, or organized groupings of topics or courses, offered to meet the needs of the communities for cultural, recreational, or a vocational learning experience. These offerings are not listed in the Catalog of Approved Courses and may not be applied toward meeting diploma or degree completion requirements. If a technical college wishes to issue CEUs for any of these courses, they must first meet SACS criteria. Technical Education Program credit is not granted. (Exception to this broad definition is noted for recording Faculty and Staff Training).
- b. There may be occasions when an individual benefits on his job as a result of a learning experience in a community service type course; however, the reporting of all individuals participating shall be



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determined by the purpose for which the class or other instructional activity is offered. (Courses clearly intended for and structured to meet specific occupational or professional skill upgrading needs are properly reported in the Occupational Upgrading Program.) Information sharing sessions, meetings, briefings to impart new or changed job regulations, guidelines, processes or similar activity, while occupationally related, do not constitute fundable coursework as occupational skills upgrading. This activity shall be reported in its entirety in the Community Service Program.

- c. The Community Service Program is measured in terms of unduplicated headcount (within this program) and student contact hours. It is the intent of the SBTCE for Community Service Programs to be self-sustaining. The aggregate of Community Service Program revenue must equal or exceed the aggregate of cost assignable to the Community Service Program.
- d. All funds, regardless of source, received by the institution and applicable to or resulting from learning experiences offered in the Community Service Program shall be treated as institutional revenues and accounted for on the unitary basis.
- e. Courses included in the Community Service category are:
  - (1) Personal Enrichment (08100XXXXX)  
Courses and activities provided which respond to personal interests of individuals and groups within the community to enhance civic and cultural knowledge or a vocational experience.
  - (2) Professional/Occupational Enrichment (08200XXXXX)  
Information sharing sessions, briefings, meetings or other events provided for professional or occupational enhancement purposes to include dissemination of occupation related information. An event may constitute a briefing on the introduction of new or changed regulations. An event may offer a forum for the exchange of ideas and information among

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peers. The audience in this category is generally not assessed for entry or exit skills, although program evaluations may be requested from the audience.

(3) Faculty and Staff Training (08300XXXXX)

Programs or courses sponsored by the college for the benefit of its own faculty and staff are departmental expenses of the college and are not to be classified within the state classification structure. However, see exceptions under Section I,A,2,e(5)b, Exceptions

(4) Testing and/or Test Preparation (08500)

The administration of non-occupational examinations or delivery of non-occupational exam preparatory classes (e.g. Supervising an Examination for Others or SAT preparation).

C. RESTRICTED PROGRAMS

1. Restricted Governmental Programs (CIP Codes) 07100XXXXX – 07900XXXXX)

Programs are to be classified within the Restricted Program structure if conducted under terms intended for recovery of both direct and documented indirect costs (or allowable indirect cost rates) or if course(s) charges or charges for services are intended to exceed maximum student fee or contract revenue limitation parameters (see definitions below). One objective of this classification is to completely remove any risk of duplication of public funds support of instructional programs.

In general, funds received in excess of the cost basis from Restricted Program Instruction and/or Services becomes Unrestricted Revenue for current operations of the college, unless otherwise restricted by the source.

a. State Restricted Program

(1) readySC Training (07200XXXXX)

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- (a) This training is conducted by the System Office's readySC program. They provide training to qualified personnel for employment with a new or expanding industry or business. The General Assembly appropriates funds to the State Board for use in meeting these needs through a separate section of the budget.
  - (b) The Technical College System annual budget and annual budget request provide for the operation of the readySC program. State funds reimbursed to a college for this program are to be based on fair and reasonable costs incurred by the college and under terms of mutual agreement between the college and the readySC program consistent with the terms and conditions of Policy 6-1-101(Accelerated Technology Training in a Temporary Facility). All State funds received by the institutions pursuant to these activities are to be reported under Restricted State Programs as designated in the Chart of Accounts.
  - (c) The readySC program is responsible for compiling enrollments and other statistical data and reporting these data quarterly in order to show the total statewide impact of training provided by readySC both on and off campus. The colleges are responsible for reporting through ITS the headcount and contact hours generated by students in the readySC program as a Restricted State Program classification who are involved in these training activities on campus under arrangements with the college.
- (2) Contracted Adult Basic Education (07300XXXXX)

Adult Basic Education instruction in this category is funded through cost recovery contracts. This sub-program is provided for identification of such activities as a countywide or school district contractual arrangement to conduct Adult Basic

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Education and literacy programs for an entire county or other geographical area.

(3) Other State (07400XXXXX)

Instructional activities not classified elsewhere funded through Request for Proposals, contracts and grants with other State agencies, municipalities, counties, and other political subdivisions will be reported in this category.

b. Federal Program (07100XXXXX, 07600XXXXX)

(1) Employment Training (07100XXXXX)

Federal funds are made available under contract, grant, or similar arrangement from federally funded employment training programs. The classification may be required for certain contracts or grants under the Workforce Investment Act. All Federal funds received by the institutions pursuant to these activities are to be reported under Restricted Federal Programs as designated in the Chart of Accounts. Colleges are responsible for reporting through ITS the headcount and contact hours generated by students in the Restricted Federal Program classification who are involved in these training activities on campus under contract or other arrangements with the college.

(2) Other Federal (07600XXXXX)

Instructional activities not classified elsewhere funded through cost recovery contracts or grants with other Federal agencies are reported in this category.

2. Restricted Non-Governmental Programs (07800XXXXX)

Instructional activities intended to be funded through Full Cost Recovery Contracts, Grants, or other arrangements, as defined within the Restricted Program Definitions, with non-governmental entities such as private

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companies, businesses, industries, institutions, groups, or associations should be reported in this category.

Non-governmental Restricted Programs are characterized by programs developed to respond to non-governmental entities that request extraordinary programs that must be customized to their specifications (product or unique production hardware specific) and/or must be delivered at their convenience outside of the normal support capabilities of the college. This category is further characterized by private sector organizations using formal Requests for Proposals to solicit proposals for meeting the above stated needs.

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**APPENDIX A:**

Quick Reference outline of Student Objective Classification (I) and Course Objective Classification (II) with Management Information System Code Structure and Funding characteristics:

**I. PROGRAM CLASSIFICATION (BY STUDENT OBJECTIVE)**

	<u>Classification</u>
<b>A. <u>Unrestricted Programs</u></b>	
Student Objective	
1. <u>Technical Education</u>	
a. Associate Degree Objective	(3, 4 & 5XXXX)
b. One-Year Diploma Objective	(1XXXX)
c. Certificate Objective	(6 & 7XXXX)
d. Career Development Objective	(06100)
e. Undetermined Objective	(07500)
2. <u>Occupational Education</u>	
a. Occupational Upgrading	(06200)
b. Apprenticeship Training	(06300)
c. Non-instructional Occupational Support Services	(06400)
d. Sponsored Occupational Upgrading and OJT	(06500)
e. Adult Education	(06600)
3. <u>Secondary Vocational Education</u>	(07000)
4. <u>Community Services and Other Support Programs</u>	
a. Personal Enrichment	(08100)
b. Professional/Occupational	(08200)
c. Faculty and Staff Training	(08300)
d. Testing and/or Test Preparation	(08500)

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**B. Restricted Programs**

**1. Governmental**

**a. State Restricted Programs  
(State and Political Subdivision  
of the State)**

(1) Accelerated Technology Training (07200)

(2) Contracted Adult Basic Education (07300)

(3) Other (07400)

**b. Federal Restricted Programs**

(1) Employment Training (07100)

(2) Other (07600)

**2. Non-Governmental Restricted Programs**

**a. Other (07800)**

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**II. PROGRAM CLASSIFICATION (BY COURSE CLASSIFICATION)**

	<u>Program Classification</u>
<b>A. <u>Unrestricted Programs</u></b>	
1. <u>Technical Education Program</u> All Credit Courses	(CIP Codes 010000XXX – 599999XXX)
2. <u>Occupational Education</u>	
a. Occupational Upgrading	(06200)
b. Apprenticeship Training	(06300)
c. Non-Instructional Occupational Support Services	(06400)
d. Sponsored Occupational Upgrading and OJT	(06500)
e. Adult Education	(06600)
3. <u>Secondary Vocational Education</u>	(07000)
4. <u>Community Services and Other Support Programs</u>	
a. Personal Enrichment	(08100)
b. Professional/Occupational Enrichment	(08200)
c. Faculty and Staff Training	(08300)
d. Testing and/or Test Preparation	(08500)
<b>B. <u>Restricted Programs</u></b>	
1. <u>Governmental</u>	
a. State Restricted Programs	



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(State and Political Subdivision of  
the State)

(1) readySC (07200)  
Training

(2) Contracted Adult Basic (07300)  
Education

(3) Other (07400)

b. Federal Restricted Programs

(1) Employment Training (07100)  
and  
(17100)

(2) Other (07600)

2. Non-Governmental Restricted Programs

a. Other (07800)

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**APPENDIX B:**

Guidelines for Non-Credit Programs

**INTRODUCTION:**

The basic philosophy for instructional programs provided through the Continuing Education Divisions in the technical colleges shall be to ensure fair and equitable allocation in support of the institution(s) on a unitary basis taking into consideration all revenues from all sources.

**PRINCIPLES GUIDING THE PROCEDURES FOR DELIVERY OF CONTINUING EDUCATION:**

1. Continuing Education is vital to the economic development mission of technical colleges.
2. The focus of continuing education courses must be on occupational advancement and economic development that is directly controlled and delivered by the college.
3. The policies and practices of reporting for continuing education courses must be of such integrity as to meet the expectation of the funding authority.
4. The guidelines must be fair and equitable to all colleges.
5. The guidelines should encourage cooperation between continuing education divisions and the readySC division.
6. The guidelines must incorporate the Department of Commerce regulations on the use of Enterprise Zone funds.

**AUDIT PHILOSOPHY:**

All courses, programs and services 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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**APPENDIX C:**  
Glossary of Terms

**Apprenticeship Training:** A combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Employers and technical colleges jointly sponsor apprenticeship programs by developing a set of apprenticeship training standards. These standards include an on-the-job training outline with stated objectives, a related classroom instruction curriculum, and the apprenticeship program operating procedures. Apprenticeship Training is separate and distinct from Internal Training.

**Classification of Instructional Programs:** (CIP) discipline as established by the U. S. Department of Education National Center for Education Statistics.

**Full Cost Recovery Contract:** An agreement between a college and a second party for the delivery of training or services in which the college receives payment for all direct and indirect expenses. A Full Cost Recovery Contract is a typical result of a formal Request for Proposal or a Grant Award.

**Grant:** A monetary award from a funding organization in response to a Request for Proposal for specific services such as activities whose purpose is to solve local or regional problems.

**Internal Training:** Training for the employees of an Enterprise Zone approved company where the instructor is an employee of the company. This type training is separate and distinct from Apprenticeship and OJT. To be reported in this category, Internal Training must meet at least one of the following conditions:

- 1) be related to a proprietary process or a proprietary item of equipment, or
- 2) require a body of knowledge that is dependent upon specialize experience with equipment and/or processes specific to the company

If Internal Training meets at least one of these conditions, the contact hours will be reported as 6500.

**On-the-Job Training (OJT):** One-on-one training conducted at the job site, in accordance with a training outline with stated objectives, where a skilled worker demonstrates the task for the trainee. After the demonstration, the trainee performs the task under the general supervision of the skilled worker. The skilled worker offers suggestions for improvement until the trainee's skill attainment has been validated. This category does not include Internal Training.

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**Request for Proposal (RFP):** A formal (advertised) competitive process by which an organization solicits responses from potential suppliers of products and/or services to satisfy a specified requirement in accordance with stated evaluation criteria.

**Standard Occupational Classification (SOC):** Type of training class offered (not the occupation of the student involved) as defined by the U. S. Department of Labor.