CONTINUING EDUCATION POLICY FOR WASHINGTON STATE COMMUNITY AND TECHNICAL COLLEGES

The State Board for Community and Technical Colleges recognizes that each community and technical college district shall offer thoroughly comprehensive educational training and service programs to meet the needs of both the communities and students served by offering community service of an educational, cultural, and recreational nature in additional to academic transfer, workforce training, and adult basic education.

The purpose of this document is to inform colleges of the Continuing Education policy for colleges in the PeopleSoft environment as approved by the Instruction Commission, Spring 2017.

Continuing Education Policy

All credit bearing courses, all certificates or degrees offered, courses that may be financial aid eligible, require an official transcript, require outcomes data, should be enrolled through the appropriate Campus Solutions (CS) Career and not included in a continuing education module.

To meet the policy, Continuing Education is further defined for enrollment tracking purposes as the following:

- **Credit bearing courses.** These courses will be created and live in the Undergrad Academic Career in PeopleSoft. FTEs for these courses will be calculated in PeopleSoft and housed in the State Board’s Data Warehouse.

- **Non-credit corporate training, vocational courses or non-credit programs included on the Workforce Training and Education Coordinating Board’s Eligible Training Providers List:** These courses and programs will be created and live under the CNED academic career in PeopleSoft in order to gather the required bio-demographic information required for state and federal reporting.

- **Personal enrichment courses.** Course enrollment data would not be located in PeopleSoft so the FTEs for these courses would not be a part of the State Board’s Data Warehouse nor will course data be a part of the PeopleSoft transcript.

Policy rationale for courses to be in the appropriate CS Career, include, but are not limited to:

- align with the new allocation model
- align with the new enrollment count process
- ensure certificates and degrees follow the proper SBCTC program approval process
- Data agreement match outcome requirements for WETCB for colleges to be on the Eligible Training Provider List
- ensure accurate reporting for industry programs such as Apprenticeships