

INSTRUCTIONAL PROGRAMS AND COURSES
CAREER TECHNICAL/WORKFORCE COURSES

EFAB
(LEGAL)

Definitions

“Career Technical /
Workforce Program”

“Career technical/workforce program” is an applied associate degree program or a certificate program for which semester credit hours (SCH), quarter credit hours, or continuing education units (CEUs) are awarded and which is intended to prepare students for immediate employment or a job upgrade in a specific occupation. *19 TAC 9.1(5)*

“Continuing
Education Unit or
CEU”

“Continuing education unit or CEU” is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction, as outlined in the Guidelines for Instructional Programs in Workforce Education. *19 TAC 9.1(11)*

“Workforce
Continuing
Education Course”

“Workforce continuing education course” means a course offered for CEUs with an occupationally specific objective and supported by state funding. A career technical/workforce continuing education course differs from a community service course offered for recreational or vocational purposes and is not supported by state funding. *19 TAC 9.1(31)*

“Workforce
Education”

“Workforce education” means career technical/workforce courses and programs for which semester/quarter credit and/or CEUs are awarded. Career technical/workforce education courses and programs prepare students for immediate employment or a job upgrade within specific occupational categories. *19 TAC 9.1(32)*

Generally

Each public two-year college may classify career technical/workforce continuing education and other courses as earning SCH or CEUs. A course or program that meets or exceeds 360 hours in length must be approved as a career technical/workforce certificate program except by special justification and approval by Coordinating Board staff. A course or program that meets or exceeds 780 hours in length must result in the award of appropriate semester credit hours and be applicable to a certificate and an applied associate degree program. *19 TAC 9.93(l)*

**Workforce
Continuing
Education Courses**

Any workforce continuing education course listed in the Workforce Education Course Manual (WECM) may be offered by any public two-year college without prior approval of the Coordinating Board. Courses in the current WECM are valid until revised or deleted by subsequent updates of the WECM.

All workforce continuing education courses shall be in compliance with the guidelines outlined in the Guidelines for Instructional Programs in Workforce Education as approved by the Coordinating Board, the WECM, and state law.

Any workforce continuing education program meeting or exceeding 360 contact hours shall be subject to all of the requirements for

workforce education programs for state appropriations as outlined in 19 Administrative Code Chapter 9, Subchapter E.

Any workforce continuing education program meeting or exceeding 780 contact hours in length must result in the award of semester or quarter credit hours and be applicable to a certificate and an applied associate degree program. An exception shall be made for Emergency Medical/Paramedic continuing education programs, which may reach 800 contact hours.

Contact hours for career technical/workforce continuing education courses from public two-year colleges must be determined and reported in compliance with Coordinating Board policy as outlined in the Guidelines for Instructional Programs in Workforce Education as approved by the Coordinating Board, the WECM, and state law.

No funds appropriated to any public two-year college may be expended for any workforce continuing education course that has not been approved by the Coordinating Board staff.

19 TAC 9.95(a), .114(a)–(b), .115, .116, .117(c), .118

State Funding

Contact hours attributable to the enrollment of a student in a workforce continuing education course offered by a public junior college shall be included in the contact hours used to determine the college's proportionate share of state money appropriated and distributed to public junior colleges under Education Code 130.003 and 130.0031, regardless of whether the college waives all or part of the tuition or fees for the course under Education Code 130.304 [see GH]. *19 TAC 9.93(l), .117(a)*

Exceptions

Workforce continuing education courses with fewer than seven contact hours of instruction will not receive state funding unless the specific type and length of instruction are required by local, state, or national licensing, certifying, regulatory, or accrediting agencies. WECM continuing education special topics courses that are not designed to prepare adult students for employment shall not be eligible for state appropriations. This includes basic employability courses, basic learning skills courses, and learning framework courses.

Avocational courses shall not be eligible for state appropriations. This includes community interest courses. A community college can offer community interest courses using local funds.

19 TAC 9.117(b), (d)–(e)

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Definitions	"Avocational course" means a course of study in a subject or activity that is usually engaged in by a person in addition to the person's regular work or profession for recreation or in relation to a hobby. The term includes a community interest course. <i>19 TAC 9.113(2)</i>
"Avocational Course"	
"Basic Employability Course"	"Basic employability course" means a course that covers topics such as conducting a job search, developing a resume, completing an application for employment, and interviewing skills. <i>19 TAC 9.113(3)</i>
"Basic Learning Skills Course"	"Basic learning skills course" means a non-college-level course that covers learning strategies such as note-taking, and test preparation. <i>19 TAC 9.113(4)</i>
"Learning Framework Course"	"Learning framework course" means a college-level course that is solely or primarily focused on skill acquisition related to the learning process and is not a workforce education course. <i>19 TAC 9.113(7)</i>
"Workforce Continuing Education"	"Workforce continuing education" means non-credit instruction that is designed primarily for adults and is intended, on completion by a participant, to prepare the participant to qualify to apply for and accept an employment offer or a job upgrade within a specific occupational category or to bring the participant's knowledge or skills up to date on new developments in a particular occupation or profession. <i>19 TAC 9.113(8)</i>
"Workforce Continuing Education Course"	"Workforce continuing education course" means a course of non-credit instruction in workforce continuing education that is approved by the Coordinating Board. The term does not include an avocational course. <i>19 TAC 9.113(9)</i>

Note: For contractual agreements for the provision of instruction executed with outside entities, including workforce education, see GL.

Medically Related Courses

The curricula of medical, dental, nursing, allied health, counseling, and social work degree or certificate programs shall:

1. Include information about methods of transmission and methods of prevention of HIV infection and information about federal and state laws, rules, and regulations concerning HIV infection and AIDS.
2. Give special attention to the physical, emotional, and psychological stress associated with the care of patients with terminal illnesses.

Education Code 51.919(e)

**Career and Technical
Education Program
of Study Curricula**

The Coordinating Board, with the assistance of institutions of higher education, career and technical education experts, and college and career readiness experts, shall establish alignment between the college and career readiness standards and the knowledge, skills, and abilities students are expected to demonstrate in career and technical education by establishing programs of study that:

1. Incorporate rigorous college and career readiness standards, including career and technical education standards that address both academic and technical content;
2. Support attainment of employability and career readiness skills;
3. Progress in content specificity by beginning with all aspects of an industry or career cluster and leading to more occupation-specific instruction or by preparing students for ongoing postsecondary career preparation;
4. Incorporate multiple entry and exit points with portable demonstrations of technical or career competency, which may include credit transfer agreements or industry-recognized certifications; and
5. Culminate in the attainment of:
 - a. An industry-recognized certification, credential, or license;
 - b. A registered apprenticeship or credit-bearing postsecondary certificate; or
 - c. An associate or baccalaureate degree.

A student enrolled in a board-established program of study who transfers from a public junior college, public state college, or public technical institute to another public junior college, public state college, or public technical institute that offers a similar program, regardless of whether the institution has adopted the board-established program of study, shall receive academic credit from the institution to which the student transferred for each of the courses that the student has successfully completed in the program of study curriculum. Unless otherwise required by the Southern Association of Colleges and Schools and Commission on Colleges (SACSCOC), the student may complete the program of study at the institution to which the student transferred by completing only the remaining number of semester credit hours the student would need to complete the program of study at the institution from which the student transferred.

Education Code 61.8235(a), (f)