



ADMINISTRATIVE RULE

Approval Date: 10/18/13

Effective Date: 10/18/13

Last Revised: 07/24/19

Rule Number/Name:	040.035.000 – Occupational Supplementary Courses / Continuing Education Units
Responsible Department:	Instructional Services
Authority:	Director of Curriculum, Assessment, Strategic Planning & Accreditation

Overview

Occupational supplementary (Occ Supp) courses are designed to upgrade the skills of workers currently employed in the occupational field related to the course. It is for individuals who have already entered an occupation but seek to improve their occupational skills and knowledge in order to achieve employment stability or advancement. Students completing course requirements earn Continuing Education Units (CEUs).

Applicability

Faculty, Curriculum Office, Instructional Services staff, Child Care Partners, Community Education, students & community members

Nothing in this administrative rule is designed to conflict with any provision in any collective bargaining agreement.

Any future changes to this administrative rule must first be reviewed by the Academic Standards and Practices Committee.

Administrative Rule Statement

“Occupational supplementary program” is defined as a state-approved program designed for individuals who have already entered an occupation but seek to improve their occupational skills and knowledge in order to achieve employment stability or advancement.” ([OAR 589-006-0050\(34\)](#))

Occupational supplementary courses are designed to upgrade the skills of workers currently employed in the occupational field related to the course. Continuing Education Units (CEUs) are awarded for successful completion of contact hours and content



ADMINISTRATIVE RULE

predetermined and approved by the college. A single occupational supplementary course must be at least one (1) contact hour, but not more than 210 clock hours in length.

Occ Supp courses are approved by CCWD staff. This approval category cannot be used in place of applying for a new program or avoiding program and/or course approval responsibilities. Occupational supplementary courses may not form a program by separating a long course into several courses or otherwise stringing courses together. Occupational preparatory, hobby, or recreation courses cannot be approved as occupational supplementary courses. CGCC will not award any credential for completion of an occupational supplementary course that implies the completion of a program, acquisition of particular skills, or has a value in the job market without completing the course approval process. An award that indicates attendance or the completion of the required hours may be provided.

Occupational supplementary courses may be offered prior to final approval by CCWD under conditions that include the following:

- The course has completed CGCC's approval process and has shown that the occupational supplementary standards have been met.
- The submitting department is willing to take the risk that the course may not be approved, and as a result, may be non-reimbursable and students may not be awarded the associated CEUs.

CTE Supplementary (Occ Supp) courses are classified under State Activity (ACTI) Code 220 for OCCURS/D4A reporting purposes. Courses are approved by CCWD staff through the Oregon Community College Program Submission System (also known as WebForms) at <https://webforms.hecc.oregon.gov/>.

CGCC includes Occupational Supplementary courses as part of the college's offerings. Students that successfully complete Occ Supp courses earn Continuing Education Units (CEUs) which are recorded on a CEU Transcript. This transcript provides an employer or prospective employer with information on continuing education and training experiences pertinent to an occupational competence; and to provide documentation to registration boards, certification bodies, or professional and occupational societies, of continuing education undertaken to maintain or increase professional competence. CEUs are only available for occupational upgrading purposes.



ADMINISTRATIVE RULE

A request for the development of an Occupational Supplementary Course may originate from an individual, an employer, or a professional association. In addition, CGCC staff may identify the need for Occ Supp offerings within business, industry, labor, government, and/or professional organizations.

One Continuing Education Unit is defined as ten contact hours of participation (with one contact hour defined as 60 minutes), in an organized continuing education experience, under responsible sponsorship, capable direction, and qualified instruction. The [CCWD](#) require that Occ Supp courses are between 1 and 210 contact hours. Fractional CEUs may be awarded for Occ Supp courses with 1 to 9 hours of instruction (0.1 – 0.9).

Activities that do not qualify for CEU

- Association Membership and Certification Programs: Non-educational activities of professional, occupational, or other organizations that otherwise may be used to qualify for professional and occupational membership or certification.
- Committee Work: Committee meetings, activities, and assignments are not appropriate for the awarding of CEUs.
- Credit Programs: CEUs and academic credit, for secondary or post-secondary courses and programs, may not be awarded simultaneously. There is no relationship between CEUs and academic credit. Academic credit applies specifically to certificate/degree requirements and CEUs are not awarded to individuals for that purpose.
- Entertainment and Recreation: Attendance at cultural performances, entertainment, recreational meetings, or participation in travel groups.
- High School Equivalency: Programs leading to high-school equivalency certificates or diplomas.
- Individual Scholarship: Independent writing or the presentation of papers outside of a planned, directly supervised continuing education experience that fulfills CEU criteria.
- Mass Media Program: Programs delivered through the media (e.g., television, radio, newspaper) do not qualify for CEUs, unless these activities are an integral part of a planned continuing education experience that qualifies under CEU criteria.
- Conferences and Conventions: Meetings, conferences, and conventions of professional/occupational organizations do not automatically qualify as continuing education experiences. However, specifically organized courses, workshops or seminars held in conjunction with meetings, conferences, or conventions may qualify for CEUs when the CEU criteria are met.



ADMINISTRATIVE RULE

- Instructing: Instructing or leading a continuing education experience for which CEUs are awarded is not an appropriate activity for the awarding of CEUs.
- Work Experience – On-the-job training and other work experiences do not qualify for CEUs unless the experience is offered according to CEU criteria. CEUs are not awarded for prior life/work experiences.

Definitions

1. Continuing Education Unit (CEU): A uniform unit of measurement to facilitate the accumulation and exchange of standardized information about individual participation in non- credit continuing education. CEUs must be consistent with the CGCC [Mission Statement](#) and characterized by high quality instruction with qualified instructors

Interpretation of Administrative Rule

Director of Curriculum, Assessment, Strategic Planning & Accreditation

Cross Reference to Related Administrative Rules

1. 004.009.000 Curriculum Development and Approval

Further Information

Director of Curriculum, Assessment, Strategic Planning & Accreditation

slewis@cgcc.edu

(541) 506-6047

Strategic Direction

- Core Theme B: Education; Core Theme C: Partnerships

Appendix

- [HECC: Department of Community Colleges and Workforce Development](#)
- [CCWD Community College Handbook](#)