



OPERATING PROCEDURE

Approval Date: 07/24/19

Effective Date: 07/24/19

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Procedure Number/Name:	040.035.001 – Occupational Supplementary Courses / Continuing Education Units
Associated Rule Number/Name:	040.035.000 – Occupational Supplementary Courses / Continuing Education Units
Responsible Department:	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 are awarded Continuing Education Units (CEUs). Occ Supp course approval follows internal guidelines administered by the Curriculum Office as well as external guidelines established by the Higher Education Coordinating Commission: Community Colleges and Workforce Development (CCWD).

Areas of Responsibility

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

Operating Procedure Details

Requirements and Approval

Applications for Occupational Supplementary courses 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 may 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



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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. A single occupational supplementary course must be at least one (1) contact hour, but not more than 210 clock hours in length. Fractional CEUs may be awarded for Occ Supp courses with 1 to 9 hours of instruction (0.1 – 0.9 CEUs).

A request for 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. When a need has been identified, a CGCC staff member will validate the need for the CEU instruction with their department administrator.

- CGCC approval process:
 - Complete CEU Request submission form found on the Curriculum Office website.
 - Submit completed form electronically to the Curriculum Office (curriculum@cgcc.edu or slewis@cgcc.edu)
 - CEU Requests are not required to go before the Curriculum Committee. Requests are approved and processed by the Director of Curriculum, Assessment, Strategic Planning & Accreditation.
- CCWD approval:
 - 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 (WebForms).
 - Occ Supp submissions are approved by CCWD staff and do not require HECC review.
 - Submission approval time ranges roughly from a few hours to two weeks.
- Posting:
 - Occ Supp courses approved by CCWD will be entered into the Course Management System and made available for scheduling.
 - The submitting party will be notified by the Curriculum Office when the course is available for offer.
 - Average time frame for submission to availability for offer is two weeks.



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Administration

The requirements for the successful completion of CEU instruction are to be established prior to the offering and provided to the students at the first session. Requirements should include demonstrations of competence based on course objectives, attendance, or a combination of the two. When attendance is the only determinant of successful completion, the criteria for successful completion should be attendance at a minimum of 90% of the class sessions.

CEUs may not be awarded for anything less than what was originally approved for a given CEU number and title.

The grades recorded for CEU instruction will be in accordance with CGCC Administrative Rule 030.038.000 - Grading Guidelines.

Grades are available through [MyCGCC](#) at the end of each term in the same manner as presented in credit classes. CEU Students register for CEU courses using established registration processes.

A CGCC student record may be established that includes name and student identification number of the student, title of the CEU course, term and year of completion, number of CEUs awarded, and an indication as to whether or not the student has successfully completed the CEU instruction. The permanent CEU transcript will be maintained for each student who has enrolled in a CEU course, and is separate from the transcript for work taken in a credit program. Fees may apply.

Documentation of the instructor's qualifications will be kept on file in the department that offers the CEU course.

Ensuring instructor qualifications, monitoring quality of instruction, and conducting regular evaluation of course content is the responsibility of the department offering the Occ Supp course. Evaluation procedures must include feedback from students, employers and/or professional organizations, and instructors. Evaluations will be kept on file with the department offering the CEU course.



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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.

Further Information

Director of Curriculum, Assessment, Strategic Planning & Accreditation

slewis@cgcc.edu

(541) 506-6047

Forms

- [CGCC Curriculum Forms webpage](#)
- [MyCGCC](#)
- [HECC: Community Colleges and Workforce Development](#)
- [CCWD Community College Handbook](#)