**Non-Credit Training Certificates**

***House Bill 2410*** changedexisting statutory language to allow community colleges to develop and issue noncredit training certificates. A community college must follow procedures established by the Higher Education Coordinating Commission (HECC) to ensure that the course meets an occupational employment need and fulfills a regional educational need.

The Non-Credit Training Workgroup, represented by a majority of community colleges in the state, through careful deliberation clarified the definition, approval criteria and rigor to create an oversight system to maintain the integrity of noncredit training certificates, in deference to credit Certificates of Completion and degree programs.

**BACKGROUND:**

Previously, Oregon community colleges were not permitted to issue certificates for noncredit trainings. Noncredit divisions of the seventeen community colleges could only issue “Recognition Awards”.

Noncredit training certificates provide documentation of skill attainment for entry-level positions in a wide variety of industries. They also serve as a gateway to the resources of college, allowing less-skilled workers to attain a college credential. Segments of the workforce are increasingly seeking ways to document competencies and job skills, and many occupational fields value a workforce credential over academic documentation for initial job placement as well as for promotion or advancement. College-sponsored certification programming can also allow for credentialing to be earned in an area where there is no readily available industry standard.

**BENEFITS**:

* Training certificates are an affordable option for students
* Training certificates provide a pipeline of trained and retrained workers for industry
* Training certificates provide less skilled workers initial job placement

**Definition**

“A non-credit training certificate is defined as recognition of successful completion of the learning skills and knowledge requisites and educational achievements associated with specific course outcomes in noncredit classes or programs”.

**Rigor**

The rigor will be determined at the institutional level but will follow a standardized process. “Attendance only” classes will not qualify for the training certificate categorization. In order to qualify for a training certificate, there must be an assessment of measurable outcomes or mastery of learning and knowledge. Assessments include, but are not limited to, quizzes, exams, written assignments, participation, projects or activity or demonstration of skills. The rigor must be modeled on national education and industry training benchmarks.

**Approval Criteria**

The certificates can be awarded for single stand-alone courses or series of courses, with combined 18-210 instructional hours. In order to meet the needs of local Oregon communities, the content and rigor would be determined and standardized at the institutional level.

The approval criterion is as follows:

1. Classification of Instructional Programs (CIP) Code is identified.
2. Certificate encompasses a minimum of eighteen (18) hours of instruction up to a maximum of 210 hours.
3. Contact hours for ALL courses cannot exceed a total of two hundred-ten (210) hours. A single course or series of courses must be completed within the 210-hour limitation.
4. Course(s) must be non-credit.
5. Course(s) must include an assessment of measurable outcomes or mastery of learning and knowledge.
6. Certificate must be transcripted as per individual institution’s transcripting policy.
7. Chief Academic Officer at each community college must validate standards prior to submission of certificate application.
8. College submits application into the state program approval online system (Webforms) to gain state approval prior to offering the certificate.