



## **Criteria for Approval of Regional Workforce Applications**

Act 46 of 2005 requires PDE to determine the form and manner by which applications may be submitted for programs that provide training in an occupation designed to meet regional workforce needs. The application process outlined below provides for the submission and approval of Regional Workforce Applications.

### **Instructions:**

Complete the 2014-2015 Regional Workforce Application and submit it along with program catalog page or noncredit course outline and all employer documentation to RA-communitycollege@pa.gov.

**The deadline for submission of Regional Workforce Applications to be considered for the 2014-2015 fiscal year is March 2, 2015**

### **Criteria:**

Each credit program or noncredit course must meet all of the criteria listed in this section.

1. A completed Regional Workforce Application must be submitted to PDE for each credit program or noncredit course.
2. The program or course must be in compliance with Pennsylvania statutes, regulations and policies relating to community colleges as well as all criteria for approval of Economic Development Stipend: High Priority Occupation Programs or Noncredit Workforce Development Courses.
3. The college must collaborate with at least one employer for each program or course.
  - a. For each employer identified, provide the following information:
    - i. The number of annual projected openings reported by the employer for the next three years,
    - ii. The job title of the position for which individuals with the training would qualify,
    - iii. The average annual starting wage for the position.

- b. Provide supporting documentation of evidence of annual projected openings.
4. The number of projected openings must be sufficient to constitute a “workforce need” in the geographic region served by the community college (as determined by the Department of Labor and Industry).
5. The number of projected openings must be sufficient to demonstrate increased workforce opportunities when compared to the number of students to be enrolled in the program.
  - a. Provide the projected full-time and part-time enrollment for 2014-2015.
  - b. Provide the number of program/course completers over the last three academic years.
6. If the annual wages are below the wage threshold of \$32,114, the college must demonstrate that there is a career ladder or opportunity for career advancement into occupations that pay above the wage threshold and the program or course has a mechanism for helping students advance into a higher wage position.

### **Definitions:**

**CIP-2010**—The 2010 edition of the Classification of Instructional Programs (CIP), a taxonomic coding scheme of instructional programs published by the U.S. Department of Education. Information on the 2010 CIP codes can be found at: <http://nces.ed.gov/ipeds/cipcode/>

**Occupation**—Occupational title assigned under the Standard Occupational Classification (SOC) system for the given occupational code. In some instances, this may be abbreviated or changed slightly from the official SOC title in order to better reflect nuances in occupational demand.

**Regional Workforce Application**—An application submitted to the Department for a credit program or noncredit course that prepares students in an occupation that is not on the High Priority Occupation list but has been designed, in cooperation with employers, to meet regional workforce needs.

**SOC Code**—Six-digit numerical code assigned to the occupation under the Standard Occupational Classification (SOC) system. The SOC system classifies all occupations found in the economy, including private, public, and military, and allows data to be compared across all governmental agencies. Information on the 2010 SOC system can be found at: <http://www.bls.gov/soc/>.

**Wage Threshold**—An annual wage calculated by the Department of Labor and Industry that is considered to be the self-sufficiency threshold for a family of one adult and one child.