



## Submission Instructions for High Instructional Cost/High Priority Occupation Programs and High Priority Occupation Programs

The *Credit* worksheet, on the college-specific Excel file, includes those credit programs that were approved for the 2013-2014 Economic Development Stipend. Please add new programs to the *bottom* of the spreadsheet, do not insert them by adding new rows within the existing programs. Complete the required information about each program on this worksheet. If making changes to existing programs please make the change to the appropriate column and provide an explanation in column O. The directions below have been updated for the 2014-2015 application.

Please note that the Excel form has been updated to notify you if the occupation aligned to individual programs in the past have fallen off your region's HPO list. If an occupation is no longer high priority, the *Occupation* column (column H) will be highlighted yellow and it will display "Occupation not HPO." If the program aligns to another occupation on the HPO list, you may update the occupation by selecting the correct SOC code in column F. If the SOC code cannot be updated to an approved occupation you do not need to do anything to have the program removed from your list.

**Column A:** *College Name.* (This column is hidden and does not need updated)

**Column B:** *Economic Development Stipend Category.* Select the category of the program entered on each line. If selecting High Instructional Cost and High Priority Occupation, please complete a High Instructional Cost calculation worksheet for the given program. **NOTE: Only new high instructional cost programs need calculation worksheets submitted for 2014-2015.**

**Column C:** *Institutional Program Code.* **NEW** If your college assigns a unique code to credit programs, you may enter it here for your use in tracking programs. (*optional*)

**Column D:** *Award.* Select the specific award conferred upon completion of the program.

**Column E:** *CIP.* Enter the 2010 edition of the Classification of Instructional Programs (CIP) Code assigned to the program. The CIP code must be the same as is reported to the Department on the Annual Survey of Educational Program. A complete list of 2010 CIP Codes can be found at <http://nces.ed.gov/ipeds/cipcode/>.

**Column F:** *Program Title.* The official title of the program as approved by the college's Board of Trustees and listed in the college's catalog or website.

**Column G:** *Standard Occupational Classification Code (SOC).* Select the six-digit SOC code that corresponds to the occupation for which students are prepared to enter upon completion of the program. This column has been updated to contain only the approved SOC codes for each college's WIA region(s). If the program prepares

students for an occupation that is not on the region’s HPO list and there is a demonstrated need in the region, select “REGIONAL” as the SOC code and complete the *PDE Regional Workforce Application*.

- Column H:** *Occupation.* The occupational title that corresponds to the SOC Code will be automatically populated based on the SOC Code chosen in column G.
- Column I:** *WIA Region.* The local Workforce Investment Area will populate based on the SOC code selected in column G.
- Column J:** *Initial Approval Year.* This column is reserved for PDE and represents the first year a program was approved for the Economic Development Stipend.
- Column K:** *Regional Workforce Needs.* This column will automatically be populated if you choose “Regional” in Column G. The program does **not** prepare students for an occupation that is listed on the High Priority Occupation list, but is designed to prepare the student for an occupation that meets regional workforce needs as documented through collaboration with one or more employers. ***PDE Regional Workforce Applications submitted prior to March 2, 2015 will be considered for approval during the 2014-2015 fiscal year.***
- Column L:** *High Instructional Cost.* This column is to identify programs that qualify as High Instructional Cost (at least 130% of the average cost per full-time equivalent student enrolled in the college’s credit courses). This column will automatically update if “High Priority and High Instructional Cost” is selected in column B.
- Column M:** *Transfer Program.* Generally, transfer programs are not eligible for Economic Development Stipend because they are not occupational in nature; their purpose is to prepare students to transfer. However, a program identified as a transfer program may be submitted provided that the community college program itself results in a credential that will allow students to obtain employment in a High Priority Occupation. Follow the instructions for new programs and also **submit documentation that supports the college’s assertion that the student would be eligible for a job in a high priority occupation with the credential received from the community college.**
- Column N:** *Delete Program.* Place an “X” in this column if you wish to remove the program from your Economic Development Stipend submission form. Only delete programs that no longer have enrollment.
- Column O:** *Changes.* Use this column to provide an explanation for changes made to existing programs – title, CIP, SOC, etc. – and submit documentation that clearly illustrates the change – catalog page, etc.
- Column P:** *Other.* Use this column to add any additional information about a new or previously approved program.
- Column Q:** *Number of credits.* Enter the number of credits that are required to complete the program and receive the credential. **NOTE: Programs are required to be a minimum of 15 credit hours.**
- Column R:** *Link to Program on College Website.* Provide a hypertext link to the program’s page on the College’s website. If the online catalog does not contain the required information, please include a supplementary sheet with the missing information. **NOTE: If the link to the college catalog is to a single PDF document, please identify each program’s page number in this column and include the link to the catalog via email.**

- Column S:** *Full-time Program Enrollment.* Enter the unduplicated full-time student headcount enrolled in the program in Fall 2013.
- Column T:** *Part-time Program Enrollment.* Enter the number of unduplicated part-time student headcount enrolled in the program in Fall 2013.
- Column U:** *Program completers.* Enter the number of students who completed the program during 2013-2014 and received the award listed in column C.

While your college currently reports enrollment and completion data by CIP Code and EFTS through the PS PIMS system and the May rebudgets, Economic Development Stipend program-specific headcount data is not able to be extracted from those reports. PS PIMS collects data by CIP code and multiple programs are reported under the same CIP code. The rebudgets collect estimated EFTS data, not year-end data. The data on enrollment and completion in specific programs will be helpful in responding to data requests, as well as analyzing and evaluating the Economic Development Stipend program statewide.

Send completed spreadsheet, as well as High Instructional Cost Calculations, PDE Regional Workforce Applications and other applicable documentation to [RA-CommunityCollege@pa.gov](mailto:RA-CommunityCollege@pa.gov). If you wish to copy all electronic documentation to a CD or DVD; or if you have paper documents to submit, please mail to:

Office of Postsecondary/Higher Education  
Pennsylvania Department of Education  
333 Market Street, 12<sup>th</sup> Floor  
Harrisburg, PA 17126

**The deadline for submission is November 17, 2014.**

For questions regarding High Priority Occupations, SOC codes or Labor & Industry's petition process can be directed to Kim DeLellis, Department of Labor and Industry, Center for Workforce Information and Analysis, at (717) 772-1364 or [kdelellis@pa.gov](mailto:kdelellis@pa.gov).

For questions regarding High Instructional Cost guidelines and/or calculation, contact Naomi Rudisill at [nrudisill@pa.gov](mailto:nrudisill@pa.gov).

All other questions can be directed to: Michael Dotts at 717-705-7787; [rdotts@pa.gov](mailto:rdotts@pa.gov)