



Submission Instructions for Noncredit Workforce Development Courses

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

Please note that the form has been updated to notify you if the occupation aligned to individual courses in the past have fallen off your region's HPO list. If an occupation is no longer high priority, the *Occupation* column (column F) will be highlighted yellow and it will display "**Occupation not HPO.**" If the course 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 F (*Occupations*), column G (*WIA Region*) and column M (*Regional Workforce Needs*) are set to automatically populate based on your choice of SOC Code (column E) and columns J (*Total Hours*) and K (*Equated Credits*) are calculated fields.

Refer to the *Criteria for Approval of Noncredit Workforce Development Courses* for definitions and eligibility criteria. **NOTE:** A [Chapter 335](#) compliant course outline must be submitted for each new course. The outline must clearly indicate the occupational objectives and include the approval signature and date.

- Column A:** *College.* (This column is hidden and does not need updated)
- Column B:** *Economic Development Stipend Category.* Noncredit courses are only eligible for the Noncredit Workforce Development category.
- Column C:** *Noncredit Course Number.* The unique course identifier used to identify this course in the college catalog or course schedule.
- Column D:** *Noncredit Course Title.* The official title of the course as identified on the approved course outline.
- Column E:** *Standard Occupational Classification (SOC) Code.* Select the six-digit SOC code that identifies the High Priority Occupation for which the course provides opportunities for students or incumbent workers to develop or upgrade skills. This column has been updated to contain the approved SOC codes for each college's WIA region(s). If the course 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 F:** *Occupation.* The occupational title that corresponds to the SOC Code will be automatically populated based on the SOC Code chosen in Column E.
- Column G:** *WIA Region.* The local Workforce Investment Area is prepopulated for each college's WIA Region(s). If "REGIONAL" is selected in Column E, this cell will reflect "Regional" for the given program.
- Column H:** *Course lecture hours.* Enter the number of lecture hours for the course, as indicated on the approved course outline. A "lecture" class is characterized by direct instruction, class discussion, recitation, instructor demonstration and guided practice. Guided practice involves teacher modeling and teacher coaching as students practice and apply new learning.
- Column I:** *Course lab hours.* Enter the number of lab hours for the course, as indicated on the approved course outline. A "lab" class is a hands-on experience conducted in a specialized setting with equipment, materials and supplies related to the course of study.
- Column J:** *Total Hours.* This is a calculated field based on the entries for columns H and I.
- Column K:** *Equated Credits.* This is a calculated field based on column H and I (15 lecture hours and 30 lab hours per equated credit).
- Column L:** *Initial Approval Year.* This column is reserved for PDE and reflects the first year a program was approved for the Economic Development Stipend.
- Column M:** *Regional Workforce Needs.* This column will be automatically populated if you choose "Regional" in Column E (SOC Code). The course does not prepare students for an occupation 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.
- Column N:** *Course Changes.* Use this column to provide an explanation for changes made to existing courses – title, SOC, hours, etc. – and submit documentation that clearly illustrates the change – course outline, etc.
- Column O:** *Published Industry Standards.* As provided for in the criteria, no single course may require more than 15 equated credits to be an eligible Noncredit Workforce Development Course. However, courses that prepare students for High Priority Occupations, but exceed the acceptable range in length, will be considered on a course-by-course basis. Place an "X" in this column and provide documentation of published industry standards that state the required number of hours.
- Column P:** *Delete Course.* Place an "X" in this column if you wish to remove the course from your Economic Development Stipend submission form. Only delete a course if you do not plan on seeking reimbursement for enrollment in the course during 2014-2015.
- Column Q:** *Other.* Use this column to add any additional information about a new or previously approved noncredit course.
- Column Q:** *Noncredit course completers.* Enter the number of students who enrolled in or completed the noncredit course in 2013-2014.

Send completed spreadsheet, as well as PDE Regional Workforce Applications and other applicable documentation to 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, 12th Floor
Harrisburg, PA 17126

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

Questions regarding High Priority Occupations, SOC codes or Labor & Industries 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.

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