

CENTER FOR TRAINING EXCELLENCE (CTX)
GUIDANCE FOR REPORTING BUSINESS CONSULTATION SERVICES PROJECT HOURS

A Training program or Business Consultation Services project begins when the contract is forged between an entity and the CTX institution or CTX candidate. Once this occurs, the hours spent on the program or service project at the date of the executed contract can be counted for CTX funding purposes. Time or hours spent prior to a final contract being signed (i.e., time spent to contact business, negotiating contract, promoting program/project offerings, etc.) are not to be included as “counted” hours within CTX data reporting.

For most business consultation services (i.e., **Consulting, Job Profiling, HR Position Descriptions Development, Other**), the number of time/hours a CTX institution or CTX Candidate performs is the number of time/hours counted for data reporting. For example, if a CTX is hired by a business to provide job profiling services for five employees, the number of hours the CTX performs to service the client is the amount of time reported in the system under project hours.

However, the **Testing/Assessment** business consultation service definition and the interpretation on what constitutes proper data entry has prompted some questions on how this data should be reported. We have developed this guidance to provide a clearer explanation on how a CTX should report this data.

Testing/Assessment

Upon obtaining the contract from an entity to perform a business consultation service, the hours eligible for reporting purposes will be as follows:

- The project hours it takes to develop a test/assessment for the business
- The project hours it takes to proctor a test/assessment (standard or developed) for a business’s employees.
 - Example: 10 hours to develop an assessment for an entity = 10 project hours
 - Example: The CTX institution proctors an assessment to 500 employees for 4 hours = 4 project hours.
 - Example: The CTX institution proctors an assessment to 200 employees for 5 hours for 3 consecutive sessions = 15 project hours.
 - Rationale: The number of employees taking assessments are not a part of the project hours; however, the time given to proctor the assessment and the number of times the assessment is proctored is a part of the project hours performed and completed.

Time/Hours not eligible for reporting:

- The number of employees taking the test/assessment multiplied by the hours needed for testing is not eligible for reporting.
 - Example: 70 company employees x 3 hours to take Test A = 210 project hours.
 - Rationale: The student is taking the assessment, whether developed or proctored by the CTX institution, and the hours it takes for each student to complete the assessment is irrelevant to the contracted development or proctoring of the assessment.

We have included the following definitions to further assist with understanding on how to report this data:

Definitions

- Counted Hours – Time that has been spent as a part of the Training program or Business Consultation Services project after the contract has been signed and executed.
- Develop a Test/Assessment – A test/assessment/exam created by the CTX institution to address the needs of contracted entity.
- Proctor – A representative of a CTX institution or the CTX institution that is responsible for monitoring the test/assessment being taken by the entity's employees.
- Program Hours – The number of hours associated with the contracted Training program.
- Project Hours – The number of hours associated with the contracted Business Consultation Services project
- Entity – A business, company, organization, or agency that a CTX institution contracts with to perform training or business consultation services.