THE OHIO DEPARTMENT OF HIGHER EDUCATION

OHIO TECHNICAL CENTER

PROGRAM OPERATIONS AND APPROVAL MANUAL

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Chapter 1: PURPOSE OF THE MANUAL
The manual provides Ohio Technical Centers (OTCs) with guidelines and procedures for postsecondary career and technical education program approval and other matters specific to OTC operations as they relate to program approval. It is meant to provide guidance and ensure that students are participating in postsecondary career and technical education programs which meet basic standards of instructional quality. The manual also describes the conditions requiring approval and the associated processes used to obtain approval for postsecondary career and technical programs at OTCs.

The program approval review process is designed to allow institutions to demonstrate alignment with Ohio's labor market and the standards of postsecondary career and technical programs through descriptive information and supporting documentation. The process of review and approval supports the institution's own instructional review processes. The process is also supportive to professional accreditation review and review by the Accrediting Commission of Career Schools and Colleges (ACCSC) and Council on Occupational Education (COE). The ACCSC and COE are the two accrediting agencies used by OTCs in the state and both recognized by the United States Department of Education.

Chapter 2: GUIDING PRINCIPLES
The program review and approval process is based on the following guiding principles.

1. Institutions seeking approval must have or be in the process of obtaining accreditation from ACCSC or COE. All OTCs and institutions partnering with OTCs must meet program and partnership standards required for operating career and technical programs in Ohio as outlined in this document. Institutions must provide evidence through the application process that all standards are met or will be met within a reasonable time as determined by the ODHE.

2. Ohio's approval process is designed as a consumer-protection mechanism to ensure that minimum expectations for postsecondary career and technical programs are met and are consistent across all OTCs and partnering institutions.

3. OTCs are responsible for maintaining all postsecondary career and technical programs in alignment with this document and for notifying the Chancellor's staff of the Ohio Department of Higher Education (ODHE) of any substantive changes.

4. OTCs are expected to maximize collaboration and assure that public resources are being used in an efficient and effective manner to educate and train more Ohioans in fields that lead to employment.

Chapter 3: OPERATIONAL STANDARDS FOR OHIO TECHNICAL CENTER PROGRAMS

All OTCs and institutions partnering with OTCs seeking approval to offer programs must demonstrate that the following institutional standards are met. OTCs meeting these standards show their willingness to provide services and activities of sufficient size, scope, and quality.

1. **Accreditation**
   - The institution is accredited and in good standing with the Accrediting Commission of Career Schools and Colleges (ACCSC) or Council on Occupational Education (COE).
   - Institutions that are not accredited must provide evidence that the process for obtaining accreditation has been initiated and must also provide a plan and timeline for completing the steps required for accreditation.
   - Programs are expected to obtain professional accreditation, if required, to issue certifications and licenses for the career field.

2. **Mission and Governance**
   - The institution has a clearly articulated mission that supports services to adult students.
   - The institution has an appropriate organizational structure that supports the achievement of its mission and the success of its students, faculty and staff.
   - The institution's policies and practices are described clearly and consistently in all publications.
   - Policies regarding the resolution of adult student, faculty and staff grievances are readily available to students, faculty and staff and are consistently followed.
   - The institution follows applicable local, state and federal laws.
   - The institution has mechanisms for assessment and evaluation of success and can provide evidence of how data inform institutional success.

3. **Resources and Facilities**
   - The institution's financial and human resources are sufficient to support its mission and meet accreditation standards.
   - The institution's physical facilities (e.g., classrooms, laboratories) are adequate to support the adult student population and the programs offered.
   - The institution's technology resources (e.g., hardware, software and professional development) advance teaching and learning.
   - Policies are in place to ensure the safety and security of students, faculty and staff.

4. **Postsecondary Career and Technical Education Policies**
   - Career and Technical Education (CTE) policies include input from faculty and other stakeholders (trustees, advisory boards, business advisory panels, expert consultants, staff, students, faculty councils, faculty committees, etc.).

- CTE policies for the delivery of instruction are clearly articulated and are consistent with the Chancellor's guidelines, including:
  - Required clock hours, where specified, for certificates, certifications, and licenses; if professional accreditation and licensing requirements exceed these general expectations, those requirements supersede the general requirements.
  - Length of program
- Policies for the hiring and evaluation of faculty and administrators are clear and consistently followed.

5. **Student Support Services**
   - The institution provides student administrative services according to the institution's established policies. Some of these services might include:
     - Student recruitment
     - Admissions and matriculation
     - Financial aid, scholarship and grant applications, coordination of awards and counseling regarding repayment options
     - Graduation audits
     - Student records management
   - The institution provides student career and technical education instructional support services, including:
     - Advising and assessment as needed for placement into career and technical education programs
     - Student advising related to the transferability of clock hours earned at the institution
     - Instructional support for students with disabilities and other learning needs
     - Physical or mental health counseling and/or external referrals
     - Environmental support on-site or through external referrals (e.g., for transportation, child care, personal finance)
     - Employment and Placement into further education counseling.

6. **Program Operations**
   - The administrative structure for the proposed program is clearly defined
   - Cooperative arrangements for the delivery of the proposed program are clearly described and approved by the identified partners
   - Programs demonstrate labor market value
   - Designed for specific job or employment

7. **Faculty Credentials**
   To teach adult education at an OTC, a candidate must have a license to teach and can receive a license by following one of three paths:
   - Professional pathways;

- Adult education permit; or
- Adult education endorsement.

To determine the licensure or certification area (i.e., teaching field) needed on a license or certificate to teach a particular subject in adult education, contact the Ohio Department of Education (ODE). Information can be found under the "Career Tech Teacher Preparation and Licenses" page on the ODE's website (http://education.ohio.gov/Topics/Career-Tech/CTE-Teacher-Prep-and-Licensure).

8. **Program Curriculum**
   - Planning for new OTC programs includes input from faculty and other stakeholders (e.g., business leaders, trustees, advisory boards, business advisory panels, consultants, staff, students, faculty councils, faculty committees).
   - The technical program has specific learning outcomes that are designed to meet the program's intended purpose and, where applicable, meet national standards (Organized programs of study).
     - Learning outcomes are appropriate for the credential designation (i.e., certificate, certification, and license).
     - Course requirements and delivery mechanisms provide sufficient opportunities for students to meet learning outcomes.
     - The learning outcomes address the major issues and concerns in the discipline or professional area.
     - Experience with a variety of new and emerging technologies relevant to the course of study and their profession.

Chapter 4: ACCREDITATION

As passed in Ohio's 132nd General Assembly and effective on July 1, 2017, Ohio Technical Centers, "*after June 30, 2019, shall operate with, or be an active candidate for, accreditation by an accreditor authorized by the United States Department of Education to be eligible to receive subsidies from the foregoing appropriation item 235444, Ohio Technical Centers.*"

In order for OTCs to operate in Ohio they must be accredited. OTCs in Ohio currently use two accrediting bodies that are recognized by the United States Department of Education:
- Accrediting Commission of Career Schools and Colleges (ACCSC)
- Council on Occupational Education (COE)

1. **Good Standing**
   Oftentimes these accreditors will contact an OTC requesting a letter of "Good Standing" from the ODHE. For an OTC to be in "Good Standing," they must meet the following conditions:
   A. It maintains academic standards of high quality for programs and student support services offered by the institution.
   B. Has submitted all pertinent student and program information to the ODHE through the proper channels meeting all submission deadlines.

C. If Perkins eligible and participates in the program, or participates in other state, national, and federally recognized grant programs/initiatives, the institution must meet all program requirements.

D. Is not in violation of any state or federal rules associated with providing adequate support for students (i.e., student financial aid, admission requirements, civil rights abuses, etc.).

E. Follow all state and institution prescribed data security protocols to protect students, faculty, staff, and administrators from identity theft and information manipulation.

2. **Visits by an Accrediting Agency to OTCs**
As a part of the accreditation process, most institutions will receive a visit by their accreditor. In the case of an impending visit, institutions must contact the ODHE program approval representative, at least three (3) months in advance, to inform ODHE staff. In the case of an unexpected visit by the accreditor, the institution must contact the ODHE as soon as possible before, during, or immediately after the visit. Also, the OTC must provide information explaining the nature of the visit and if any "Findings" were issued.

3. **Changing an Accreditor**
If an OTC chooses to change an accreditor, the ODHE representative for compliance must be contacted to inform them of the change, prior to the School Board meeting to vote on the change, including rationale why the change is occurring as well as documentation from the Board that verifies the approval of this change.

Chapter 5: PROCEDURES FOR APPROVAL OF TECHNICAL PROGRAMS

Only programs with a "Technical" designation will be approved for OTC state subsidy funding by the ODHE. Programs not approved as "Technical" will be considered "General" programs and will not be counted for OTC state subsidy funding. However, OTCs that are eligible to become a Center for Training Excellence (CTX) or a CTX Candidate may receive up to $25,000 to offer "Fee based" Customized and Contract Training Programs. Fee based programs are considered by ODHE to be "General" programs since employers' contract with an OTC to design a specific program or offer an already existing program exclusively to their employees. OTCs must apply for CTX status to offer Customized and Contract training programs. Please review Chapter 12 of this Manual for more insight on CTX and the submission of "Technical" and "General" programs.

For a program to be offered by an OTC, it must be approved by the ODHE. This includes OTC programs that will be administered in partnership with another institution (see Chapter 8: PARTNERSHIPS). The requests for new "Technical" programs at OTCs will be processed in the following manner:

1. **Program Approval Process**. OTCs must complete the *OTC Program Approval Application* within the OTC/HEI Database System and be granted final approval by the Chancellor before submitting it to their accreditor. Once the OTC Program Approval Application is completed, the ODHE program approval representative will review it. Please allow, at a minimum, three (3) weeks for review.
   a. Programs that require approval from another state agency, such as the Department of Public Safety, Department of Health, the State Board of Nursing and others, still must submit for ODHE approval in conjunction with the submission of approval from the related agency and before enrolling students.
   b. Program must select an approved industry credential for which its program prepares students. If a certificate program would like to use a credential not yet approved by the Chancellor as its primary industry credential, it must submit information about the credential for review and addition to the approved list by completing the *New Industry Credential Submission Form*: https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/awe/documents/New%20Industry%20Credential%20Submission%20Form%202-25-2016.pdf.

2. **Review.** The ODHE program approval representative will review the submission to determine if it meets the approval criteria. The ODHE staff member based on initial review will recommend the following for approval:
   a. Technical Program Approval: OTC has authority to offer the program for OTC state subsidy funding.
   b. Declination: OTC should not offer the program as currently submitted.
   c. General Program: OTC may offer program as a General.

3. **Not Approved**. If the program is recommended as *Declination* or *General Program*, the OTC will receive a communication from ODHE staff providing rationale for the decision to not approve. The institution will have an opportunity to resubmit and/or appeal the decision.

4. **Appeals**. If not approved, institutions may do the following:
   a. An OTC may appeal a declination or General certificate status by completing an appeal form that addresses the reason for the declination and returning the form to the appropriate staff member within 30 days of the original decision notification.
   b. ODHE staff members will review the information under the Case Review Process. This process may include a secondary review of the submission by a committee of Ohio postsecondary education system peers who review and make a recommendation to the Chancellor regarding the program's approval.

5. **Chancellor Approval**. If the program is recommended as *Technical* it will be submitted to the Chancellor for review and final approval. Once final approval has been granted,

the OTC will receive approval documentation from Chancellor's staff. The program is now "active," considered "Technical," and can be offered by the OTC for funding.

Chapter 6: PROCEDURES FOR CHANGING PROGRAMS

OTC programs that have received the Chancellor's approval should notify the ODHE if they are requesting the following changes:

- Official change in program name/ title
- Change in number of clock hours to receive the certificate
- A 25% increase or decrease change/modification in the curriculum originally submitted for technical designation or approval. (Please follow your accreditor's guidelines).
- Status change with program-level accreditor or regulatory body
- Addition or discontinuation of a site location
- Any other substantive change submitted to an institutional accrediting body
- Discontinuation of the certificate
- Discontinuation of the program
- Change in industry credential (e.g. occupational license or third-party certification) reported
- Method of program delivery
- Change in length of program (i.e., weeks; please follow your accreditor's guidelines)
- Reactivation

Chapter 7: INSTITUTIONAL CHANGES

Oftentimes, institutions may seek information from our office to assist them with providing information to accreditors or other parties specific to various changes in programs, program location, or institutional name. Below are two specific changes most often requested by an OTC.

1. **Moving an Approved Technical Program to a New Location**
   When an OTC seeks to offer approved technical programs at a new location they must first provide documentation to their accreditor requesting to offer programs at another location. This documentation must include a letter of approval/permission from the state agency (ODHE) responsible for the institution's oversight.

   For the OTC to receive this letter, the institution must do the following:
   A. Contact the ODHE at a minimum of three (3) weeks in advance to request a letter from the Chancellor verifying their status as an OTC in good standing, and permission to move to the new location.
   B. Prepare all documentation requested by their accreditor and forward this information to the ODHE representative responsible for compliance.

   The ODHE representative responsible for compliance after receiving the request notification and supporting documentation will:

A. Review the documentation submitted assessing the following information:
   i. Distance from the original site—Can students easily access the new site, especially if they are currently in the program?
      The state wants to ensure students are not being displaced by the move.
   ii. Competition—Will this move impact other state institutions (i.e., OTCs, colleges, etc.) that are currently providing this same program to students in the area of the new location?
   iii. Funding—How is this move being funded? iv. Program Approval—Is this an already approved technical program or a new program being offered?
B. Contact OTCs if the information provided in the documentation does not address all the above questions or if additional information is needed.
C. Grant conditional approval of the request if all questions are answered sufficiently.
D. Forward the conditional approval to the Chancellor for review and Final Approval.
E. Send the Final Approval letter from the Chancellor to the OTC Director or designee.

NOTE: ODHE requires all institutions to begin this process early (i.e., a minimum of three (3) weeks in advance). This allows time for ODHE staff to conduct a preliminary review and recommend to the Chancellor for a final review and approval.

2. **Changing the Name of an Ohio Technical Center**
   In the case an Ohio Technical Center wants to change its name, ODHE requests the following documentation to grant the request:
   A. A formal letter from the OTC requesting the name change.
   B. Documentation from the OTC's Board of Directors approving the change (i.e., meeting minutes or other information officially confirming this change).

   C. The ODHE representative responsible for compliance after receiving the request notification and supporting documentation will: A. Review the documentation.
   D. Contact the institution if there are any questions for clarification.
   E. Grant conditional approval.
   F. Forward conditional approval and documentation to the Chancellor for review and Final Approval
   G. Send the Final Approval letter from the Chancellor to the OTC Director or designee.

NOTE: Allow the ODHE a minimum of two (2) weeks after the final approval letter to modify systems and other reporting functions to adequately reflect the new name change within state databases.

Chapter 8: PARTNERSHIPS

The ODHE encourages and supports collaboration among all Ohio Colleges, Universities, and OTCs that desire to partner with each other as well as with institutions that might assist in helping meet educational goals. Below are some guidelines that help to identify how partnerships can be directed for all parties to be successful in their endeavors.

1. **Partnering with an In-State, Out-of-State, or Proprietary Institution**
   OTCs that chose to form partnerships with In-state, Out-of-State, or Proprietary Institutions should always ensure that the institutions are accredited by an accrediting body recognized by the United States Department of Education. The institution must also provide clear and concise information on the program's operations and outcomes to all Ohioans participating in the program.

   In the case of a partnership where curriculum is being shared or the new development of a technical program that will be submitted for Chancellor's approval, the OTC must adhere to the ODHE's program approval guidelines.

2. **Disbandment of a Partnership**
   The partnership agreement between the OTC and the partnering institution should include a clause on dissolving the partnership. In the case the partnership does end prematurely, the OTC must have a pre-prepared plan or outline steps on how the institution will address the needs of students in case the partnership is dissolved prior to the completion of the program.

Chapter 9: ONE-YEAR OPTION

Ohio's One-Year Option allows graduates of OTCs who complete a 900-hour approved technical program and obtain an industry-recognized credential (i.e., certificate, certification, or license) approved by the Chancellor to receive 30 college technical credit hours toward a technical degree upon enrollment in an institution of higher education.

The One-Year Option is inclusive of a proportional credit process that also allows programs that range from 600-899 clock hours to be eligible for some credit within specific programs of study. To see a listing of these programs as well as the available programs and degrees for the One-Year Option, please view the ODHE website under "Agency Initiatives—One-Year Option." (https://www.ohiohighered.org/one-year-option)

Institutions participating in the One-Year Option must use the standard OTC Transcript that provides the necessary information Ohio's community colleges need in order to adequately and effectively review and award credit.

Chapter 10: REQUIRED ACTIONS FOR INSTITUTIONAL CLOSURE

1. When an OTC proposes to discontinue its operation, the institution must provide the Chancellor with a *Notification of Commitment to Close* within 24 hours of the final decision[1].

   The *Notification* must include:
   a. Official date of District School Board action;
   b. Anticipated end date for teaching activity;
   c. Anticipated end date for all operations; and
   d. Verification of notification of all national and specialized/professional accrediting agencies.

2. Following notification, the institution must submit a *Closure Plan* to the Chancellor no less than 90 days prior to the anticipated end date of instruction. The *Plan* must include:
   a. A listing of all OTC programs (technical and general) in which students are currently enrolled
   b. A listing of all students in each program
      i. Technical Programs: The list shall include the student's name, address, phone number, email address, and estimated completion date.
      ii. General Programs: The list shall include student information if applicable or the number of students in the program.
   c. A documented plan to ensure that educational obligations are met for all currently enrolled students (i.e., a "teach out" plan)
      i. "Teach out" plans may be completed by the closing institution or by other institutions, as circumstances dictate.
      ii. The Chancellor may approve other OTCs or approved higher education institutions to *"teach out"* students who are enrolled in an institution which ceases operation. An approved "teach out" institution shall:
         1. Agree to offer the program of study similar to that in which the student was enrolled at the closed institution;
         2. Accept any and all student/program/course hours earned by the student at the closed institution;
         3. Provide the student the opportunity to complete his/her program or course at a cost and in a timeframe similar to that which the student would have paid and fulfilled at the closed institution;
      iii. If the closed or closing institution fails to provide an acceptable plan to the Chancellor, the Chancellor's staff may work toward effecting "teach out" arrangements with other OTCs or approved higher education institutions.

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1 Institutions are encouraged to communicate with the Chancellor's staff prior to a final decision.

d. Submission of any other information or materials requested by the Chancellor's staff

3. The institution shall maintain sufficient and qualified faculty, staff and equipment to teach all subjects to all currently enrolled students, regardless of the size of the class, until an approved "teach out" plan has been implemented.

4. The institution must make arrangements with an approved OTC or higher education institution to secure the educational transcripts of its students and must provide the Chancellor with information on how students may access those records in the future.

5. Institutions that close without proper notification to the Chancellor or that fail to comply with closure obligations may have their authorization retroactively revoked by the Chancellor, who will inform the State Superintendent of the institution's failure to comply.

Chapter 11: TUITION AND FEE BASED EMPLOYER TRAINING PROGRAMS

TUITION BASED
Below are explanations for these types of employer training programs, which are offered by OTCs as **TECHNICAL PROGRAMS** that have been approved for OTC state subsidy funding.

Sponsorship Program: An employer pays tuition for an employee in an open enrollment certificate program that may include students from outside the company. The certificate program being offered must meet technical program requirements with or without students who are sponsored by employers.

Closed Program: The OTC offers a certificate program for the exclusive enrollment of incumbent workers with an employer or group of employers and meets all the following criteria:
- Certificate program must be taught by OTC faculty who meet institutional qualifications for instructing programs.
- Tuition and fee structure must be per student and similar to tuition and fees offered to students in technical certificate programs.
- Approval of program must be subject to the traditional review process within the postsecondary institution.
- Transcript of course work or competencies must be available for program completers.

FEE BASED
Below are explanations for these types of employer training programs, which can only be offered by an OTC that is eligible as a Center for Training Excellence (CTX) or as a CTX

Candidate. Although these fee based training programs are considered **GENERAL PROGRAMS** (i.e., meaning students cannot be counted for OTC state subsidy purposes and they do not meet technical program approval standards), OTCs that are eligible for CTX or CTX Candidate status can receive up to $25,000 to support employer training.

Customized Training: Company has requested a new program be designed to meet specific needs of the company. This program is only available to company employees and not open for nonemployee enrollment. The fee structure is negotiated between the employer and the OTC. The employer may retain the right to cancel classes and reconsider curriculum. They may send as many or as few students at any point to the program.

Contract Training: An OTC negotiates a rate and terms with an employer to offer a pre-designed certificate program for the exclusive enrollment of the company's employees. The employer has the right to change instructors and the version of the program is not subject to traditional program review or approval.

TECHNICAL AND GENERAL PROGRAM DEFINITIONS (For the purposes of OTCs)

Technical Program: A clock hour program that is designed for an occupation or specific employment opportunities and prepares students for a valid occupational license or third-party industry certification, if the credential is available.

General Program: A clock hour program or course that is designed for recreational purposes or to enhance the knowledge of a particular subject matter, but does not directly lead to occupation or specific employment opportunities.

Chapter 12: CENTER FOR TRAINING EXCELLENCE (CTX) GUIDANCE

With a goal of reimagining the "Full-Service Center" concept to focus more on providing customized training and business consultation services, the Ohio Department of Higher Education (ODHE) in 2016 convened a group of Ohio Technical Center (OTC) Superintendents, Directors, and Treasurers to develop a way for OTCs to receive funding that supports an emphasis on Training and Business Consultation Services.

It was decided by the group that through an application process, the OTCs which could show capacity to offer customized training and business consultation services would be recognized as a *Center for Training Excellence* (CTX). This new approach and name replaced the former "Full-Service Center" concept and designation.

SERVICES
A portion of the OTC State Subsidy funds have been set-a-side for CTX with a goal of **incentivizing OTCs to build their capacity and provide customized training and business**

consultation services to Ohio employers. OTCs receiving CTX funds <u>must</u> provide training and business consultation services. OTCs qualifying as a CTX will ideally provide business consultation services and trainings to employers for jobs and fields recognized as emerging or in-demand. These efforts will help Ohio's workforce to advance their careers while meeting the needs of their employers. CTX centers should be able to demonstrate an effort to connecting students with jobs listed on Ohio's [In-Demand Jobs list](#) or in an emerging industry.

As there is a range of **Training and Business Consultation Services** that can be offered, these may include:
- Customized Training
- Needs analysis (i.e., job profiling, assessments, etc.)
- Strategic planning services
- Continuous improvement to businesses/organizations/entities participating in a customized training program
- Student pre-employment services
- Curriculum development
- Program infrastructure technology upgrades
- Job advancement strategies
- Other training and services required to assist a business/organization/entity in meeting the demands of their employees and/or community

<u>**ELIGIBILITY**</u>
To be eligible, OTCs must be accredited by an accrediting agency/organization approved by the United States Department of Education (USDOE) and be recognized by ODHE as an OTC. If the OTC meets the above eligibility, then they may seek recognition as either a **Center for Training Excellence** or **CTX Candidate.**

- **Center for Training Excellence (CTX)** – The institution must meet <u>BOTH</u> criteria listed below.
    - Offer a minimum of three (3) technical certificate programs in at least two (2) different technical career field areas approved by the ODHE.
    - Currently conduct training and business services.

- **CTX Candidate** – The institution has interest but needs to develop organizational capacity to offer training and business services. The OTC must meet <u>BOTH</u> criteria listed below.
    - Offer a minimum of two (2) technical certificate programs in at least one (1) technical career field areas approved by ODHE.
    - Demonstrate the capacity to provide training and business services.

<u>**INSTITUTIONAL PARTICIPATION**</u>

Participation as a Center for Training Excellence is voluntary. Still, institutions must meet the eligibility and application criteria to participate. To be considered as a Center for Training Excellence or CTX Candidate, interested OTCs must submit an application through the HEI database for ODHE review and approval.

This application includes:
- Provide at least one organizational goal related to Training, Business Consultation, and Building Capacity.
- Budget template and narrative that includes a one to one match to ODHE funding from other sources that directly supports the services of the Center for Training Excellence.
- (For CTX Candidates only) – Description of plans to establish training and business services

OTCs must submit an application through the data system. OTCs must allow at least two (2) weeks for ODHE review and approval.

FUNDING
Funding for CTX comes from the Ohio Technical Center GRF Subsidy line. There is a $3 million dollar set-a-side amount within this line allotted for CTX. Each accredited OTC that meets the CTX and CTX Candidacy requirements for participation is eligible to apply for a base funding amount of $50,000. A participating CTX institution will have the opportunity to compete for the remaining amount of funds after each participating institution receives its base amount of funding. These funds are allotted through two set formulas focused on Training and Business Consultation Services data. The total amount of funding must have a dollar-for-dollar match amount. OTCs approved for CTX Candidacy will not compete for the remaining amount of funds but must still provide a dollar-for-dollar match for the base funding amount received.

Funding allocated to institutions may be offered in special cases and approved as a multi-year application (i.e., contingent upon the future availability of funding as appropriated by the Ohio General Assembly), with annual updates/revisions allowed.

Available allocated base amount:
OTCs- CTX and CTX Candidate:
- Up to $50,000

Institutions must be able to do a one-to-one match of funds, which match funds can be in-kind. Match funds can also exceed the allocated amount but cannot be less than the requested allocated amount.

- For CTX Candidates, the OTC will have up to a two (2) year period as it builds capacity to achieve the level of a CTX. After two years, the OTC must prove that it can meet the status of CTX. If it cannot meet these requirements, the OTC will be removed from consideration as a Center for Training Excellence.

**If requirements are not met, the OTC shall not receive CTX funding in the subsequent biennium. The However, the OTC may seek center for training excellence consideration after waiting for one biennium.

ACCOUNTABILITY
Below are reporting elements and metrics that are required:
- OTCs must report on each TRAINING offered into HEI. This includes:
  - Program name
  - Name of Business/Organization
  - Program Start and End Dates
  - Program Hours
  - Program Field
  - Program Description
  - Students Enrolled
  - Students Completed

- OTCs must report on each BUSINESS CONSULTATION SERVICE offered into HEI. This includes:
  - Program Name
  - Name of Business/Organization
  - Project Start and End Dates
  - Project Type
  - Project Description
  - Project Hours Completed

- At the conclusion of the application cycle the institution must provide a Final Expenditure Report as well as a narrative for each of its goals.
- Reporting cycle will be annual. Here are a few of the reporting elements:
  - Progress toward organizational goals
  - Number of students trained or consultation hours completed
  - Number and names of businesses served
  - Number of training and business services
  - Types of training and business services
  - Program hours and Consultation Hours
  - Budget expenditures
- Institutions will be required to sustain eligibility and accountability requirements to continue receiving funding and Center for Training Excellence recognition.

TIMELINE
1. Application Deadline for CTX is generally in May. Please check the website for specific application times.

2. CTX Final Report Deadline: **September 1 (Report is based on previous fiscal year activities)**

3. Reapplying: Eligible OTCs can reapply for CTX funding and be approved prior to submission of their Final Report; however, all reports will be reviewed and if OTCs that reapplied and were approved for the new fiscal year are not making reasonable progress toward their CTX goals once reports are reviewed, they will be given a one year grace period to improve their status.
   - If Institutions do not show reasonable improvements after the grace period, they may be prevented from submitting future applications for a specified period of time.
   - If an institution was previously approved but opted out during the year it was approved, reapplying could hinder the OTC's chance of being approved in the new fiscal year.

4. Notifications: System alerts will be sent to ODHE as well as to OTCs informing individuals when applications and reports have been submitted and approved.

DEFINITIONS

To achieve the best approach for funding distribution, definitions specific to training and business consultation are necessary. These definitions will help with constructing the right method for data collection, which will be needed to calculate performance funding. They are as follows:

- **TRAINING** – An agreement/contract made between a company/business/organization (i.e., entity) and the OTC to provide instruction-based training to employees of the entity. This can be training specially developed for the entity (i.e., customized) or training based on an approved technical program that is currently offered by the OTC. In either case, the employees cannot be counted for subsidy purposes, since they are a part of a contractual agreement between the company and the OTC.

  ### NOT ELIGIBLE FOR SUBSIDY
  When an institution creates a new program solely for training purposes or *alters* an existing Chancellor approved technical program for training upon an entity's request to benefit its employees, the program is now considered *customized* and students cannot be counted for state subsidy purposes.
  - Altering Programs:
    - Anything that deviates from a Chancellor approved technical program offering would be considered not eligible for subsidy. The following would be considered an altered program:
      - An approved technical program, but the hours have been adjusted to meet an entity's need.
      - An approved technical program, but the curriculum has been modified to add specific needs of the business.

     o An approved technical program offered to employees of an entity at a cost different than the standard cost.

     o An approved technical program that is only offered to employees of an entity and not available to the public.

NOTE: For the purpose of CTX, an approved technical program can be offered as a training program; however, it cannot be selected from the Approved Program drop down menu, but must be manually entered under the "General" program section within the HEI/OTC data system and marked as CTX.

- **BUSINESS SERVICES** – An agreement/contract made between a company and the OTC to provide a service to the business that is not instruction-based training. The services can fall into several categories:
  - A. **Consulting** – The company contracts with the OTC to consult with them on business practices, program development, or other services associated with a consult.
  - B. **Testing/Assessments** – The company contracts with the OTC to provide a testing service (i.e., Work Keys, OSHA 10, OSHA 30, CPR, etc.).
  - C. **Job Profiling** – The company contracts with the OTC to provide a service of identifying skill and skill levels of the company's employees.
  - D. **HR Position Description Analysis and Development** – The company contracts with the OTC to provide a service to analyze employee position descriptions and develop new ones.
  - E. **Other Services** – The company contracts with an OTC to provide other services that are not considered "instruction-based training."