

OHIO TECHNICAL CENTERS

CENTER FOR TRAINING EXCELLENCE GUIDANCE for FY22

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 must 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 an entity (i.e., company, business, organization, etc.) in meeting the demands of their employees and/or community

ELIGIBILITY

In order 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 **BOTH** 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 **BOTH** 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.

INSTITUTIONAL PARTICIPATION

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 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 (Final Expenditure Report)
- Institutions will be required to sustain eligibility and accountability requirements to continue receiving funding and Center for Training Excellence recognition.

TIMELINE (adjusted for FY21 due to biennium budget process)

1. Application Deadline for FY22 CTX Funds: **July 1, 2021 – July 30, 2021.**
2. ODHE Review and Approval of Application: July 1 – August 6, 2021 (Application may be reviewed and approved before these dates based on staff availability)
3. Funding for CTX:
 - CTX and CTX Candidates will be guaranteed a base of \$50,000 once approved for participation.
 - After funding reports are submitted and reviewed, the available data for Training and Business Consultation Services will be calculated and distributed according to each eligible institution.
 - If the OTC is CTX Candidate or participating in CTX for the first time and does not have the necessary Training and Business Consultation data for CTX funding calculations, they will only receive the base funding amount as stated in the CTX funding formula criteria.
 - ALL CTX funds must be used for Training and Business Consultation Services as outlined in the CTX definitions and requirements. OTCs receiving CTX funds are subject to an audit to ensure funds were spent in according to the laws of the state of Ohio.
4. CTX Final Report Deadline: **September 1, 2021 (Report is based on FY21 activity).** This is for OTCs that participated in CTX during FY21.
5. 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 FY22 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.
6. Notifications: System alerts will be sent to ODHE as well as to OTCs informing individuals when applications and reports have been submitted and approved.

UNSPENT FY20 FUNDING

1. Unspent FY20 funding, which was allowed to carry over into FY21 due to the No Cost Extension under the FY20 CTX MOUs, must be reported under the OTC's FY21 Final Expenditure Report.
2. In the Final Expenditure Report budget narrative section, OTCs must clearly explain the additional amount of unspent FY20 funding. Any unspent funds from FY20 must be spent by June 30, 2021, as well as all FY21 funds.