

OHIO DEPARTMENT OF HIGHER EDUCATION
OHIO TECHNICAL CENTERS

Center for Training Excellence (CTX)

CTX DEFINITIONS

- **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.
 - An approved technical program offered to employees of an entity at a cost different than the standard cost.
 - 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 CONSULTATION 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, etc.) or develop a test.
 - 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."

NOTE: Students enrolled in a Chancellor approved technical program that might have been "pre-paid" by an entity and the program has not been altered, or the program is offered to the general public according to standard institutional practice, this program is eligible for subsidy and not considered a training program.