

**OHIO DEPARTMENT OF HIGHER EDUCATION
OHIO TECHNICAL CENTERS
CENTER FOR TRAINING EXCELLENCE (CTX)
GUIDANCE**

OVERVIEW

The Ohio Technical Centers (OTC), a part of the Ohio Department of Higher Education (ODHE) since 2009 and formerly known as Adult Workforce Education career centers, have provided an opportunity since the 1980s for institutions to become “Full Service Centers.” The purpose of a “Full-Service Center” was to provide employers, regardless of their location in Ohio, a cost efficient and educationally effective way to train and upgrade the skills of their personnel. Each Center designated as a “Full Service Center” was expected to offer a common core of training and student support services.

With a goal of reimagining the “Full Service Center” concept to be more focused with providing customized/contract training and business services, ODHE in 2016 convened a group of OTC Superintendents, Directors, and Treasurers to discuss and craft a document proposing a new way for OTCs to qualify for funding that supports an emphasis on “Customized/Contract Training” and “Business Services.”

Center for Training Excellence (CTX) was proposed as the new name for institutions that have the capacity to offer customized/contract training and business services, replacing the former “Full Service Center” language and designation.

DEFINITIONS

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 non-employee 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.

Business Consultation Services – Services offered to businesses that are design to assist them with serving their clients more efficiently and effectively (i.e., job evaluation, assessments, etc.)

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.

SERVICES

State funds allocated for CTXs to **incentivize Ohio Technical Centers (OTCs) to build their capacity to provide customized training and business services to Ohio employers.** OTCs receiving CTX funds must provide contract/customized training and business services. OTCs qualifying as a CTX will ideally provide contract/customized/business services and trainings to employers for jobs and fields recognized as emerging or in-demand; these efforts will help Ohio’s incumbent workforce to advance their careers while meeting the needs of their employers. CTXs 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 **contract/customized training and business services** that can be offered, these may include:

- Contract/Customized Training
- Needs analysis (i.e., job profiling, assessments, etc.)
- Strategic planning services
- Continuous improvement to businesses/organizations participating in a customized training program
- Student pre-employment services
- Curriculum development
- Program infrastructure technology upgrades
- Occupational Safety and Health Administration (OSHA) compliance
- Job advancement strategies
- Additional support services needed by an OTC to create, maintain, or expand customized training and business services.

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 customized training and business services.
- **CTX Candidate** – The institution has interest, but needs to develop organizational capacity to offer customized 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 customized 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/OTC database for ODHE review and approval.

This application includes:

- List three organizational goals related to customized/contract/business services. (either to build capacity, approach new businesses, etc)
- 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 customized/contract/business services

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

FUNDING

Funding for the Centers for Training Excellence would come from the Ohio Technical Center line represented in the ODHE agency budget. Since each accredited OTC that meets the CTX and Candidacy requirements for participation is eligible to apply for funding, up to \$1.3 million of state funding is available for participation. In the case that all OTCs do not participate, unallocated funds will be added to the available resources that are distributed as part of the OTCs performance funding formula.

Funding allocated to institutions may be offered 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 amount:

OTCs- Center for Training Excellence and CTX Candidate:

- Up to \$25,000

**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 requested allocation of up to \$25,000, but cannot be less than the requested allocated amount.*

- CTX Candidates for Center for Training Excellence determination, the OTC will have up to a two (2) year period as it builds capacity to achieve the level of Center for Training Excellence. 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 institution shall not receive center for excellence training funding in the subsequent biennium. The center may however, seek center for training excellence consideration after waiting for one biennium.*

ACCOUNTABILITY

Below are the following reporting elements and metrics that are required:

- OTCs must report on each customized/contract/business service offered into HEI. This includes:
 - Name of Business/Organization
 - Program name
 - Brief Program Description

- Date offered (Start and End date times)
 - Type of Service Performed (drop down)
 - Customized
 - Contract
 - Business Services
 - Program Hours
 - Number of Students Started
 - Number of Students Completed
- At the conclusion of the application cycle the institution must provide a final fiscal and program report to the ODHE. Reporting templates will be provided by ODHE
 - Reporting cycle will be annual, with the following minimum elements:
 - Progress toward organizational goals
 - Number of students served
 - Number and names of businesses served
 - Number of contract/customized training and business services activities ,and
 - Types of contract/customized training and business services activities
 - Hours (e.g. student and consultative)
 - Budget expenditures
 - Institutions will be required to sustain eligibility and accountability requirements to continue receiving funding and Center for Training Excellence recognition.

TIMELINE

1. Annual Application Deadline For CTX: April 1- June 1
2. Annual ODHE Review and Approval of Application: June 2 – July 31 (Application may be reviewed and approved before June 2-July 31 based on staff availability)
3. Funding for CTX—\$25,000—is available to OTCs that have been approved
4. Annual CTX Final Report Deadline: September 1 (Report is based on the previous fiscal year’s activity)
5. Reapplying: Eligible OTCs can annually 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 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.
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.