

# PROCEDURE:

## 5.2.1p1. Non-Credit Instruction Training Services

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*Adopted: August 2008*

### I. **PURPOSE**

Ogeechee Technical College shall maintain an active non-credit instructional program throughout its respective service area. Programs shall be offered on a private (contract training) and public (continuing education) basis.

### II. **RELATED AUTHORITY**

State Board Policy 5.2.1. Non-Credit Instruction

Ogeechee Technical College Procedure 4.9.5p1. Professional Development

### III. **APPLICABILITY**

This procedure applies to all non-credit instructional training at Ogeechee Technical College.

### IV. **DEFINITIONS**

**Non-Credit Instructional Activities:** Courses, seminars and workshops provided to business and industry, organizations, governmental agencies and the general public. Adult Education, learning support, and Quick Start programs are not covered by this procedure.

### V. **ATTACHMENTS**

Non-Credit Instruction Contract Training Agreement

Non-Credit Instruction Payment Policy

### VI. **PROCEDURE**

Ogeechee Technical College shall maintain an active non-credit instructional program throughout its respective service area. Programs shall be offered on a private (contract training) and public (continuing education) basis.

Ogeechee Technical College has a consistent basis for establishing its fee structure. The pricing structure for the charge to the participant is calculated on the basis of "cost recovery plus."

Ogeechee Technical College reports enrollment or participation in non-credit instructional activities and community service activities in accordance with guidelines promulgated by the Technical College System of Georgia (TCSG).

To ensure consistency in employment practices, Ogeechee Technical College follows the Technical College System of Georgia's instructor compensation policy. Compensation is based on factors such as expertise in the field, course content, and length of course.

The course development process for non-credit instruction utilized at Ogeechee Technical College is based on customer requests, instructor proposals, regulatory certifications, best practices of other training organizations, as well as trends in the marketplace.

Ogeechee Technical College conducts course evaluations at the conclusion of each non-credit instructional program.

Ogeechee Technical College may award appropriate credentials to participants of non-credit instructional activities. Continuing Education Units (CEUs) may be awarded in accordance with guidelines established by the International Association for Continuing Education and Training or other appropriately recognized entities.

The Technical College System of Georgia shall issue guidelines concerning the following:

- 1) Non-credit instructional activities
- 2) Enrollment reporting
- 3) Addendum to full-time instructors' contracts

## **VII. RECORD RETENTION**

All documentation related to non-credit instruction is maintained in the Economic Development Division.