

SECTION: Administrative

SUBJECT: Workforce Training Credit Fee

Background

The purpose of this policy is to establish LCSC's policy and procedures regarding the approved Idaho State Board of Education's policy in Section V. Financial Affairs, Subsection: R.3.a(ix).

Point of Contact

Professional Technical Programs-Workforce Training Director.

Other LCSC Offices Directly Involved

Professional Technical Programs Business & Technology Services

Professional Technical Programs Technical & Industrial

Professional Technical Programs Dean's Office

Controller's office-financial aspect of depositing funds to account 11-01-301620-4-1016.

Admissions office-Admitting student as a non-degree or degree seeking student.

Registrar's office-Transcribing grades and unofficial transcripts.

Date of Approval by LCSC Authority: March 14, 2013

Date of State Board Approval: N/A

Date of Most Recent Review: March 2013

Summary of Major Changes Incorporated in this revision to the Policy: N/A

1. Policy

- A. In recognition of the Idaho State Board of Education's policy in [Section V. Financial Affairs, Subsection:R.3 a\(ix\)](#) , Lewis-Clark State College allows students who successfully complete classes meeting the following requirements to apply for, and be transcribed credits as appropriate for, each approved course.

2. Process

- A. Only courses approved through the LCSC curriculum process or appropriate special topics guidelines can be approved for credit through this process. The Professional-Technical Programs (P-T) Division Chair will be responsible for filling out the appropriate paperwork for a Special Topics Course Approval, if necessary.
- B. Workforce Training (WFT) courses that may award academic credit will be administrated by the instructional program Division Chair, the WFT Program Coordinator and WFT Director.
- C. WFT courses that may be approved for credit will be marketed by WFT to employers and individuals in the same manner as contract and work-based training classes.

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- D. WFT will coordinate registration, enrollment, and accounting processes for WFT classes, and will communicate the credit transcription process to the company or individual participant(s).
- E. Non-degree seeking students in WFT courses will not be limited in the number of semesters they can attend without declaring a major.
- F. WFT students who choose to matriculate at LCSC must meet normal admission requirements.
- G. Any credits earned will be transcribed to the semester in which the course was completed.
- H. Advertising of WFT classes eligible for transcription of credit will state WFT classes do not qualify the student for financial aid or full-time student status.
- I. If the articulated course being transcribed has a course fee attached, that fee is automatically waived for this procedure. Students pay the WFT fee for the non-credit class and the transcription fee as determined by Idaho State Board Policy. Refer to LCSC Professional Technical Programs Workforce Training for specifics regarding the fee.
- J. The [WorkForce Training Credit Course Approval Form \(WTCCAF\)](#) and the [WFT Non-Credit to Credit Transcription Required Form \(WFTNCCTR\)](#) will be maintained on the Workforce Training webpage and hyperlinked to this policy.
- K. Before a student can apply for transcribed credit:
 - (1) The WFT Coordinator and/or Director collaborate(s) with the appropriate instructional program division, Business Technology and Service (BTS), or Technical and Industrial Division (T&I) Chair to determine if a WFT course contains appropriate content for credit. The WFT course must be approved by the appropriate Division Chair before credit can be given. Course instructor(s) must meet initial requirements for an occupational specialist teaching certificate through the Idaho State Division of Professional Technical Education.
 - (2) If an appropriate equivalent class does not exist, the P-T Division Chair will complete the process for a special topics course using appropriate course approval form.
 - (3) The WFT Director and appropriate Division Chair fill out the Workforce Training Credit Course Approval Form (WTCCAF).
 - (4) The WTCCAF will be submitted to the P-T Dean for signature.
 - (5) A copy of the signed WTCCAF will be forwarded to WFT. The original form will be retained by the Division Chair.
 - (6) Participant information in WFT will be maintained by WFT for reporting purposes. Fire-service course information may be retained by BTS.
- L. Transcript request process:
 - (1) Student Responsibilities:
 - (a) Complete a course approved for credit transcription.
 - (b) If student is not currently enrolled as a degree-seeking LCSC student, complete and submit the non-degree seeking application to the LCSC Admissions Office.
 - (c) Complete WFT Non-Credit to Credit Transcript Request (WFTNCCTR) form.

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- (d) Pay WFT Credit Fee.
- (2) Workforce Training Responsibilities:
 - (a) Verify student has successfully completed the course.
 - (b) Receipt student for fees paid.
 - (c) Deposit fees paid into 11-01-301620-4-1016.
 - (d) Verify, by calling Admissions the student has current degree seeking or non-degree seeking status at LCSC.
 - (e) Verify completion of the WFTNCCTR Form and signs it (WFT Director).
 - (f) Forward the WFTNCCTR form to the appropriate P-T Division Chair.
 - (g) Each Semester, prepare a summary of all credit offerings by WFT for submission to the P-T Dean.
 - (h) Notify student after Registrar's office notifies WFT of completion of transcription.
 - (3) P-T Division Chair Responsibilities:
 - (a) Ensure transcription of classes that have been approved for credit, review all aspects (including the WTCCAF) for the class, and sign the WFTNCCTR Form if approved.
 - (b) Forward the WFTNCCTR Form to the Registrar's office (if necessary attach the Special Topics Form).
 - (4) Professional Technical Programs Dean Responsibility:
 - (a) Ensure compliance to this policy.
 - (b) Each Semester, prepare a summary of all credit offerings by WFT for submission to the Provost and Vice President for Academic Affairs.
 - (5) Registrar's Office Personnel Responsibility:
 - (a) Receive the WFT Non-Credit to Credit Transcript Request form.
 - (b) Enter the course(s) and grade(s) on the student's official transcript.
 - (c) Notify WFT when course(s) and grade(s) have been transcribed.
 - (d) Maintain student official transcript per established policy.