

SUBJECT: Workforce Training Credit Fee

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**Background**

The purpose of this policy is to establish LC State'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**

Career & Technical Education-Workforce Training Director.

**Other LC State Offices Directly Involved**

Career & Technical Education Division Chairs

Career & Technical Education Dean's Office

Academic Program Division Chairs

Academic 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 LC State Authority:** March 14, 2013

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** February 2026

**Summary of Major Changes Incorporated in this revision to the Policy:** Updated to LC State and updated links

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**1. Policy**

- A. In recognition of the Idaho State Board of Education's policy in [Section V. Financial Affairs, Subsection:R.3 a\(ix\)](#), LC State allows students who successfully complete classes by 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 LC State curriculum process or appropriate special topics guidelines can be approved for credit through this process. The appropriate Division Chairs will be responsible for filling out the appropriate paperwork for a Special Topics Course Approval, if necessary.
- B. Workforce Training (WFT) courses that may be awarded academic credit will be determined by the instructional program Division Chair, the WFT Program Coordinator and/or WFT Director and approved by the appropriate Dean.
- 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 LC State 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 LC State Career & Technical Education Workforce Training for specifics regarding fees.
- J. The [Credit Course Approval Form](#) (CCAF) and the [Non-Credit to Credit Transcription Form](#) (NCCT) 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 Chair to determine if a WFT course contains appropriate content for credit. The WFT course(s) must be approved by the appropriate Division Chair before credit can be given.
  - 2) Subject to the terms of paragraph (1) above, a series of courses or Badges may be approved for transcription if all the required content is provided through the series.
  - 3) If an appropriate equivalent class does not exist, the Division Chair may complete the process for a special topics course using LC State's process.
  - 4) The WFT Director or Coordinator and Division Chair fill out the Credit Course Approval Form (CCAF).
  - 5) The CCAF will be submitted to the appropriate Dean for signature.
  - 6) A copy of the signed CCAF will be forwarded to WFT. The original form will be retained by the Division Chair.
  - 7) Participant information for WFT classes will be maintained by WFT for reporting purposes. Fire-service course information may be retained by Business Technology and Service (BTS).

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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 LC State student, complete and submit a non-degree-seeking application to the LC State Admissions Office.
  - c) Complete Non-Credit to Credit Transcript Request (NCCT) form.
  - d) Pay WFT Credit Fee.
- 2) Workforce Training Responsibilities:
  - a) Verify student has successfully completed the course.
  - b) Provide student with a receipt for fees paid.
  - c) Deposit fees paid into 11-01-301620-4-1016.
  - d) Verify, by calling Admissions, that the student has current degree-seeking or non-degree-seeking status at LC State.
  - e) Verify completion of the NCCT Form and sign it (WFT Coordinator and Director).
  - f) Forward the NCCT form to the appropriate Division Chair.
  - g) Notify student after Registrar's office notifies WFT of completion of transcription.
  - h) Each Semester, prepare a summary of all credit transcriptions by WFT for submission to the appropriate Dean.
- 3) Division Chair Responsibilities:
  - a) Ensure transcription of classes have been approved for credit, review all aspects (including the CCAF) for the class, and sign the NCCT Form if approved.
  - b) Forward the NCCT Form to the Registrar's office (if necessary attach the Special Topics Form).

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- c) Maintain records of transcriptions of classes that were not provided by LC State WFT (Fire Sciences, etc.) and provide a summary thereof to the appropriate Dean.
- 4) Career & Technical Education Dean Responsibility:
  - a) Ensure compliance to this policy.
  - b) Each Semester, provide a summary of all credit transcriptions to the Provost and Vice President for Academic Affairs.
- 5) Registrar's Office Personnel Responsibility:
  - a) Receive the 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.