

PROCEDURE:

5.2.1p1. Non-Credit Instruction Training Services

Revised: September 2009; September 16, 2010; September 21, 2011; September 19, 2012; September 18, 2013;

September 17, 2014; September 21, 2016; August 16, 2017; August 19, 2020; August 17, 2021; August 15, 2023

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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.