

### **Workforce Training/Education Reporting**

The University of Arkansas has established criteria for identifying and recording the programs in place to meet its goals for workforce training/education and reporting to ADHE. The Division of Continuing Education (DCE) is the unit with assigned responsibility to administer and report workforce education and/or training activities and to ensure that criteria used for reporting qualified activities are followed. The Division offers many of the university's qualified workforce training/education activities and has in existence a reporting system to record and maintain activities to include for submission to ADHE. The Division will work with all units to administer and report qualified activities to include in the University of Arkansas' workforce training/education report to ADHE.

#### **Workforce Training/Education Definition**

Workforce Training/Education is defined as those postsecondary activities (seminar, workshop, course, customized training, etc.) that develop or enhance the skills of existing employees or members of any business or industry. Also included is any training provided to individuals, whether employed or unemployed, that is designed to meet the employment needs of the student and/or employer by enhancing occupational, technical, and/or soft (communication, computational, and interpersonal) skills. These are typically non-credit activities or training.

#### **Criteria for Identifying and Recording of Qualified Activities**

1. A standard definition of workforce training and education is accepted and is used by all.
2. A systematic approach to the organization of the learning activity is followed.
3. A standard system for the recording of activities is followed using the criteria for awarding Continuing Education Unit (CEU) activities as established by the International Association for Continuing Education and Training (IACET).
4. A validation system for auditing workforce training/education activities is in place.
5. Workforce activity is recorded by using individual CEUs and is awarded to participants completing a learning activity that meets the established criteria for a CEU and is recorded as such.
6. An electronic record is maintained for all participants completing a CEU.
7. A permanent file is maintained documenting that the CEU criteria were met. The file content is to include a syllabus that addresses learning outcomes, action or content, the instructional method(s), instructor, evaluations, and a list of the following other information:

- Instructor vitae
  - Needs identification
  - Location
  - Party responsible for developing number of hours and number of CEUs
  - Evaluation results
  - Registration information
  - Class roster
  - Agreement signed by business/industry representative, if applicable
8. An institutional listing is maintained by DCE and includes the following:
- Unique identifier
  - Title
  - Description
  - CEU information
  - Classification of Instructional Program (CIP 2000) code
9. The workforce training/education report is a submission that is compiled and transmitted to ADHE in concert with regular reporting dates.

### Qualified Activities

Qualified activities are University sponsored events that meet the definition of workforce education/training and for which CEUs are awarded. These activities are facilitated by approved University faculty, staff, or adjunct instructors under the control and direction of the appropriate instructional dean or director. Examples of qualified activities include the following:

- Customized workforce training developed and conducted by the University either onsite or at a predetermined location;
- Courses designed specifically for an industry, offered during the semester, and for which academic credit is generally not awarded;
- Teleconferences that are industry specific;
- Open enrollment courses in continuing education professional development areas;
- Distance education courses (ITV, online, video-based, etc.) that are instructor-supported and that are developed for specific industries or professions (self-paced courses will not be included).

8/16/04