

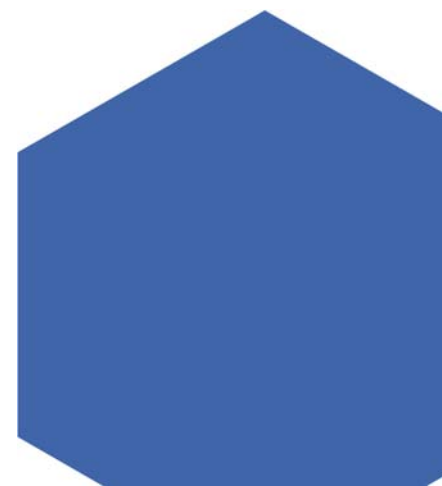
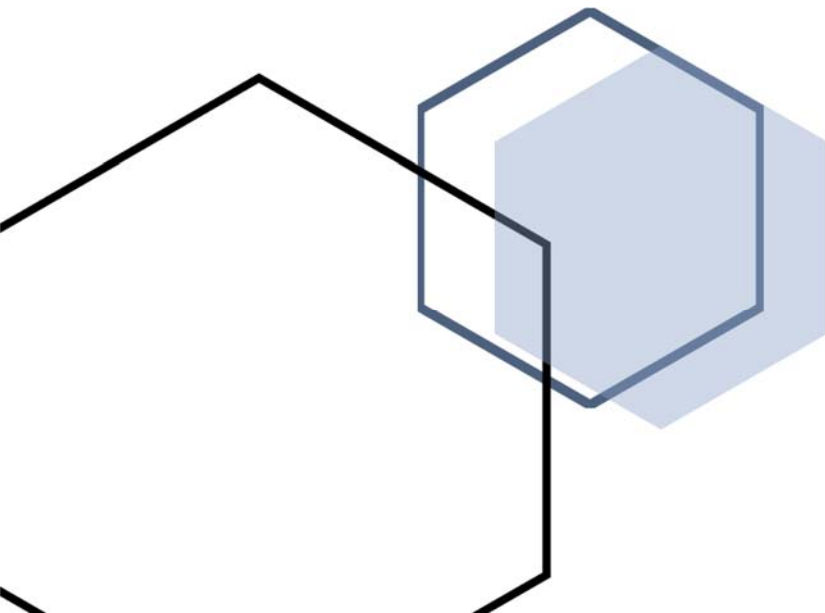


# Career Development and College Preparation (CDCP) Funding Course and Program Code Alignment

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Excerpts from the California Community Colleges Chancellor's Office Program and Course Approval Handbook, 6th Edition

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## Career Development and College Preparation Funding

In 2006, the state created a specific funding category of career development and college preparation courses, sometimes referred to as enhanced noncredit courses or CDCP. Programs and required courses classified as noncredit CDCP prepare students for employment or to be successful in college-level credit coursework.

### Course Coding Requirements

To be eligible for CDCP funding, courses need to be aligned in the four categories:

1. **Course category (CB22)**
2. **TOP Code (CB03)**
3. **Course Classification Status (BC11)**
4. **SAM Code (CB09)**

#### Course Category (CB22):

- **Workforce Preparation (J)** - Provide instruction for speaking, listening, reading, writing, mathematics, decision-making and problem solving skills that are necessary to participate in job-specific technical training.
- **Short-Term Vocational (high employment potential) Short-term Vocational (I)** - Defined in Title 5, section 55151, as programs that require one or more courses that have been approved for short-term vocational programs "which the Chancellor, in consultation with the Employment Development Department, has determined to have high employment potential." Also included in this area are noncredit apprenticeship program courses. An apprenticeship is defined as preparation for any profession, trade, or craft that can be learned through a combination of supervised on-the-job training and off-the-job formal education.
- **Elementary and Secondary Basic Skills (C)** - Provide instruction for individuals in elementary- and secondary-level reading, writing, computation, and problem-solving skills in order to assist them in achieving their academic, vocational, and personal goals. Elementary proficiencies at levels through the 8th and secondary-level proficiencies at levels through the 12th grade.
- **English as a second language (ESL) and vocational English as a second language (A)** - Provide instruction in the English language to adult, non-native English speakers with varied academic, vocational, and personal goals. English as a Second Language provides instruction primarily in, but not limited to, the areas of listening, speaking, reading, and writing, and may integrate other areas such as computer literacy, cultural competency, Secretaries Commission on Achieving Necessary Skills (SCANS) competency, study skills, vocational skills, and life skills. Based upon student goals, noncredit ESL provides pathways to a variety of academic, career-technical, and personal growth opportunities.

#### Alignment of Course Category (CB22), TOP Code (CB03) and Course Classification Code (CB11):

Category (CB22)	Valid Top Codes (CB03)	Course Classification Status (CB11)
Workforce Preparation (J)	ANY VOCATIONAL TOP code or 4930.10—Career Guidance and Orientation 4930.11—Interpersonal Skills 4930.12—Job Seeking/Changing Skills 4930.13—Academic Guidance 4930.72—Leadership Skills Development	J - Workforce Preparation
Short-Term Vocational (high employment potential) (I)	ANY VOCATIONAL TOP code <a href="http://extranet.cccco.edu/Portals/1/AA/Credit/2013/Files/TOPmanual6_2009_09corrected_12.5.13.pdf">http://extranet.cccco.edu/Portals/1/AA/Credit/2013/Files/TOPmanual6_2009_09corrected_12.5.13.pdf</a>	K – Other Noncredit Enhanced Funding

## Career Development and College Preparation Funding

Category (CB22)	Valid Top Codes (CB03)	Course Classification Status (CB11)
Elementary and Secondary Basic Skills (C)	1501.00—English 1520.00—Reading 1701.00—Mathematics, General 1702.00—Mathematics, Skills 4930.09—Supervised Tutoring 4930.14—Study Skills 4930.30—Learning Skills, Handicapped 4930.31—Living Skills, Handicapped 4930.32—Learning Skills, Learning Disabled 4930.33—Learning Skills, Speech Impaired 4930.60—Adult Basic Education (Grades 1-8) 4930.62—High School Diploma Program/GED	K – Other Noncredit Enhanced Funding
English as a second language (ESL) and vocational English as a second language (A)	4930.84—ESL—Writing 4930.85 - ESL—Reading 4930.86—ESL-Speaking/Listening 4930.87—ESL-Integrated <sup>1</sup> 4931.00* - Vocational ESL	K – Other Noncredit Enhanced Funding

### *Alignment of TOP Code (CB03) and SAM Priority Code (CB09):*

If a vocational TOP code (CB03) is selected, then CB09: SAM Priority Code must equal to:

- **A - Apprenticeship** - Courses designed for an indentured apprentice, which must have the approval of the State of California, Department of Industrial Relations, Division of Apprenticeship Standards.
- **B - Advanced Occupational** - Courses taken by students in the advanced stages of their occupational programs. Courses should be offered in one specific occupational area.
- **C - Clearly Occupational** - Courses generally taken by students in the middle stages of their programs, which should be of difficulty level sufficient to detract "drop-ins." Courses may be offered in several occupational programs within a broad area. The "C" priority, however, should also be used for courses within a specific program area when the criteria for "B" classification are not met. A "C" level course should provide the student with entry-level job skills.
- **D - Possibly Occupational** - Courses taken by students in the beginning stages of their occupational programs. The "D" priority can also be used for service (or survey) courses for other occupational Programs.

All non- vocational TOP codes must equal to:

- **E – Non Occupational**

#### **A note about offerings in the TOP Codes of 0835.XX (Physical Education) or 1008.XX (Dance)**

Title 5, section 58130, states, “[n]o state aid or apportionment may be claimed on account of the attendance of students in noncredit classes in dancing or recreational physical education.” While the courses may still be approved and offered under the current noncredit course approval policies, these courses may not be included in attendance data for apportionment purposes. Respectively, an ongoing review of noncredit course offerings in the TOP Codes of 0835.XX (Physical Education) or 1008.XX (Dance) is imperative. If a college chooses to offer these courses, they may not include the courses in its noncredit attendance calculations for the Apportionment Attendance Reports (CCFS-320) submitted to the Chancellor’s Office.

# Career Development and College Preparation Funding Program Coding Requirements

## *Development Criteria*

These criteria have been endorsed by the community college system as an integral part of the best practice for curriculum development. The five criteria are as follows:

- A. Appropriateness to Mission
- B. Need
- C. Curriculum Standards
- D. Adequate Resources
- E. Compliance

## *Types of Certificates:*

### Certificate of Completion

- leading to improved employability or job opportunities
- Most likely noncredit courses with CB22 Code I (Short-term Vocational) or J (Workforce Preparation)

### Certificate of Competency

- in a recognized career field articulated with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution
- Most likely noncredit courses with CB22 Code A (ESL) or C (Elementary or Secondary Basic Skills)

## *Alignment of Program CDCP Category with Course Program Status (CB24), Course Category (CB22), Course Classification Code (CB11) and Type of Certificate:*

Program's CDCP Eligibility Category	Course Program Status (CB24)	Course Noncredit Category (CB22)	Course Classification Status (CB11)	Certificate Type
J – Workforce Preparation	1 – Program Applicable	J – Workforce Preparation	J – Workforce Preparation	Certificate of Completion
I – Short-Term Vocational)	1 – Program Applicable	I – Short-Term Vocational	K – Other Noncredit Enhanced Funding	Certificate of Completion
A – English as a Second Language (ESL),	1 – Program Applicable	A – English as a Second Language (ESL),	K – Other Noncredit Enhanced Funding	Certificate of Competency
C – Elementary and Secondary Basic Skills)	1 – Program Applicable	C – Elementary and Secondary Basic Skills	K – Other Noncredit Enhanced Funding	Certificate of Competency
N/A	2 – Not Program Applicable	A – English as a Second Language (ESL), C – Elementary and Secondary Basic Skills, I – Short-Term Vocational, J – Workforce Preparation	L – Non-Enhanced Funding	N/A