



Continued Education Program Guidelines Department of Career and Technical Education

Effective 10/06

1. For a school district to be eligible to receive reimbursement for providing part-time instruction/training to adults in their respective communities, the following criteria must be met:
 - a. A minimum enrollment of six students is required unless a letter requesting an exemption is submitted and approved.
 - b. Training must be to upgrade existing skills or developing new skills which will enhance job opportunities and/or to provide opportunities which will upgrade and expand family life and skills to balance work and family.
 - c. Financial assistance and general supervision will be in programs designed for occupations requiring less than a four-year degree.
 - d. The department must approve instructors.
 - e. Use of existing school facilities, equipment and materials must be give first priority.
2. Financial assistance is subject to annual review by the State Board for Career and Technical Education and allocated only on the condition that adequate state and federal funds are available. Guidelines to receive reimbursement are as follows:
 - a. Courses must be run through a secondary LEA, unless a prior approved agreement exists between a secondary and postsecondary institution.
 - b. LEAs must complete forms SFN 16933 and SFN 16934 and receive department approval prior to the first class meeting in order to be eligible for reimbursement.
 - c. Financial assistance will be provided to courses that have six or more persons enrolled.
 - d. Reimbursement will be limited to 50% of the instructor's salary, with a maximum amount to be established by the department staff on an annual basis.
 - e. The department may grant exception for special projects.
 - f. A list of class participants, including name, current occupation and occupational intent must be completed and filed locally for auditing purposes.