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. Class must be pre-approved two weeks prior to the start by the State CTE Supervisor.

   b. A minimum enrollment of six students is required unless a letter requesting an exemption is submitted and approved.

   c. 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.

   d. Financial assistance and general supervision will be in programs designed for occupations requiring less than a four-year degree.

   e. The department must approve instructors.

   f. 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 Continued Education Program Plan forms SFN 16933 (Annual Plan/Reimbursement) and SFN 16934 (Course Description/Instructor Qualifications) and receive CTE approval two weeks prior to the first class meeting in order to be eligible for reimbursement.

   c. Reimbursement will be limited to 50% of the instructor’s salary. A maximum amount will be established by CTE on an annual basis. For the 2017-18 school year this maximum amount is $25. Therefore 50% of salary will not exceed $12.50 per hour.

   d. The department may grant exception for special projects.

   e. A list of class participants must be completed and filed with CTE for auditing purposes.