



COMMUNITY COLLEGE WORKFORCE EDUCATION STUDY GLOSSARY

This glossary defines the terms used in the accompanying questionnaire. Your institution may or may not use the same terms. Please use the glossary to ensure a common understanding.

TERM	DEFINITION	RELATED TERMS
Adult basic education	<p>Adult basic education courses are designed primarily for students age 16 and older to improve basic skills in reading, writing and arithmetic.</p> <p>Among the activities generally subsumed under ABE are basic literacy education, continuing education and programs leading to the General Education Diploma (GED).</p> <p>On the questionnaire, please provide separate answers for your institution's ABE student count and the count of students enrolled in noncredit remedial education programs.</p>	
Certificate	<p>A certificate is awarded by an educational institution upon completion of a course of study. It requires attendance at the institution and seat time in class. Generally shorter than a degree – many certificates can be completed in a year or less – certificates tend to be more occupationally focused.</p> <p>A certificate is different than an industry certification (usually awarded by a company or a trade association) or licensure (awarded by a government agency), which may need to be renewed periodically.</p> <p>Certificates may be awarded as part of credit-eligible programs or noncredit programs. In credit-eligible programs, they may be called academic certificates or educational certificates.</p> <p>Your institution may use the terms certificate and certification differently than how we have defined them here. Please use these definitions when responding to the questions.</p>	<p>Academic certificate</p> <p>Educational certificate</p> <p>Noncredit certificate</p>
Certification assessment	<p>A standardized test or review of job-specific competencies, skills, knowledge or performance needed to obtain a third-party certification.</p> <p>See also the definition of industry certification.</p>	

Clock hour	<p>In responding to the questionnaire, please do <i>not</i> confuse clock hours with credit hours.</p> <p>Credit hours apply toward completion requirements of a degree, diploma, credit-bearing certificate or other recognized postsecondary credit-bearing credential. Clock hours may not apply toward credit-bearing credentials.</p> <p>A clock hour is a period of time consisting of: (A) a 50- to 60-minute class, lecture or recitation in a 60-minute period; (B) a 50- to 60-minute faculty-supervised laboratory, shop training or internship in a 60-minute period or (C) 60 minutes of preparation in a correspondence course.</p> <p>A credit hour is defined as the equivalent of an hour (50 minutes) of instruction per week over an academic term.</p>	Contact hour
Credential	An overarching term that encompasses a broad range of awards – academic degrees and certificates, state-issued licensure, government-issued certificates of apprenticeship and industry certifications, among others.	
Credit-eligible program	A credit-eligible program is coursework that results in a unit of academic credit measured in credit hours. These credits can be used to fulfill requirements for a degree or other educational credential from the institution.	Credit education Curriculum program
Customized contract training	<p>Contract training refers to courses or activities conducted for a client organization. May be offered in a range of formats, including credit and noncredit.</p> <p>Customized training refers to contract training that is tailored to the client organization’s needs for content or schedule.</p>	
Dual enrollment	Dual enrollment allows high school students to take college courses and earn college credit while they are still enrolled in a secondary school.	Early college Concurrent enrollment
Embed	<p>As used in this study, embed refers to any kind of linkage between a college course or program and a third-party industry certification or certification assessment.</p> <p>See also the definition of industry certification.</p>	
Fiscal year 2019	The most recent 12-month period corresponding to your institution’s fiscal year ending before October 1, 2019.	
FTE of students	The full-time equivalent (FTE) of students is a single value that combines full-time and part-time students.	

<p>FTE or other formula-based state funding</p>	<p>States use a variety of formulas to calculate aid to institutions of higher education.</p> <p>Some are based on full-time equivalent (FTE) headcounts. Other states calculate each year's appropriations on the basis of what was provided in previous years. Still other formulas are performance-based – designed to reward desirable outcomes like completion and degree attainment.</p> <p>These funds typically pay for a wide range of activities including academic programs, remedial instruction, library support, student services, general institutional support and operation and maintenance of institutions' physical facilities.</p>	
<p>HPOG</p>	<p>Health Profession Opportunity Grants (HPOG) provide education and training to Temporary Assistance for Needy Families (TANF) recipients and other low-income individuals preparing for jobs in high-paying, high-demand health care occupations.</p> <p>Programs commonly funded with HPOG grants include instruction for nurse aides, home health aides, licensed and vocational nurses, registered nurses, medical assistants, pharmacy technicians and phlebotomists.</p>	
<p>Industry certification</p>	<p>Industry certifications rely on competency-based assessments to measure skills in demand in the labor market. Certifications are not generated by educational institutions and are not generally tied to specific educational programs. They are awarded on the basis of assessments offered by a company or a trade association.</p> <p>Industry certifications are different than certificates, licenses and government-issued certifications.</p> <p>Certificates are academic credentials awarded by educational institutions. Licenses are issued by government agencies and grant legal permission to perform an occupation. Some government agencies also issue competency-based certifications. This study uses the term "other third-party certifications" to refer to competency-based credentials that are not awarded by business or industry.</p> <p>Your institution may use the terms certificate and certification differently than how we have defined them here. Please use these definitions when responding to the questionnaire.</p>	<p>Industry-recognized certification</p> <p>Industry-based certification</p>
<p>Microcredential</p>	<p>Microcredentials verify, validate and attest that learners have attained specific skills or competencies. They differ from traditional degrees and certificates in that they are generally offered in shorter or more flexible timespans and tend to be more narrowly focused.</p>	
<p>Noncredit occupational programs open to all qualified students</p>	<p>Noncredit occupational programs are courses or activities that provide technical and other skills for the workplace but carry no instructional credit applicable toward a degree, diploma, certificate or other formal award.</p> <p>Noncredit occupational programs open to all qualified students do not include customized contract training offered exclusively to learners who are designated by an employer partner.</p> <p>By "qualified," we mean any student your institution deems eligible to enroll in the program.</p>	<p>Noncredit workforce education</p>

<p>Noncredit programs and courses</p>	<p>Noncredit programs and courses carry no academic credit applicable toward a degree, diploma, certificate or other formal academic award at a postsecondary institution.</p> <p>Noncredit programs may include short, stand-alone courses as well as longer sequences of related courses.</p> <p>Noncredit programs may include occupational programs open to all qualified students, customized contract training, developmental education, recreational courses, ABE and ESL. Some colleges use the term continuing education to refer to noncredit programs.</p> <p>Your institution may or may not offer noncredit programming in all of the categories included in this study. For example, some institutions offer remedial and developmental programs on the credit side of the college.</p> <p>In responding to the questionnaire, please do <i>not</i> count as noncredit any remedial programs that are offered in the credit division.</p>	<p>Continuing education</p> <p>Noncredit education</p>
<p>Occupational education programs</p>	<p>Occupational education programs refer to courses or activities that prepare individuals for employment.</p> <p>Occupational education programs may be offered on the credit or noncredit side of the college. This study inquires about both.</p> <p>Many questions in the study focus specifically on noncredit occupational education programs.</p> <p>Some noncredit occupational programs are customized for a particular company or technology. Others are open-enrollment – open to any qualified learner who seeks to enroll.</p> <p>Please make sure to read the questions carefully and include only data for the types of programs we are asking about.</p>	<p>Career and technical education</p> <p>Workforce education</p> <p>Vocational education</p>
<p>On-the-job work experience</p>	<p>On-the-job or workplace experience is designed give students hands-on experience in the workplace, developing the knowledge and skills needed for employment in that occupation. On-the-job experience is often combined and coordinated with formal classroom instruction. Some examples of workplace experience are internships, apprenticeships, job shadowing, co-ops and service learning.</p>	<p>Work-based learning</p>
<p>Perkins Career and Technical Education Act</p>	<p>The Carl D. Perkins Career and Technical Education Act provides federal funding to states and discretionary grantees for the improvement of secondary and postsecondary career and technical education programs.</p> <p>A Perkins “program of study” is a coordinated, nonduplicative sequence of academic and technical content that (A) incorporates challenging academic standards; (B) addresses both academic and technical knowledge and skills, including employability skills; (C) is aligned with the needs of business and industry; (D) progresses in specificity; (E) has multiple entry and exit points that incorporate credentialing and (F) culminates in the attainment of a recognized postsecondary credential.</p>	

Post 9/11 GI Bill funding or other military benefits	<p>The Post 9/11 GI Bill is a federal education benefit program for veterans who served on active duty after September 10, 2001, that may be used to cover tuition, fees, books, supplies and housing at approved institutions.</p> <p>Other military benefits may include Military Tuition Assistance Program (TAP) and the Yellow Ribbon Program.</p>	
Programs or program	As used in this study, "program" or "programs" may include short, stand-alone courses as well as longer sequences of related courses.	
Recreational or personal interest courses	Personal interest courses provide skills and information for personal enrichment. They are often shorter than other types of courses and do not confer college credit.	<p>Self-enrichment programs</p> <p>Community programs</p>
Remedial education programs	<p>Remedial education is designed for students underprepared in the general competencies of reading, writing and math necessary to manage a postsecondary curriculum and educational setting.</p> <p>Your institution may offer remedial and developmental programs in the credit or noncredit division of your institution. In responding to the questionnaire, please do <i>not</i> count as noncredit any remedial programs that are offered in the credit division.</p>	Developmental education
SNAP	<p>The Supplemental Nutrition Assistance Program, often referred to as "food stamps," is a federal initiative that provides nutrition benefits to supplement the food budgets of low-income families.</p> <p>SNAP Employment and Training (E&T) funding may be used to pay for adult basic education, ESL classes and workforce training programs.</p>	
TANF	<p>Temporary Assistance for Needy Families is a federal assistance program often referred to as "welfare."</p> <p>TANF funds may be used to support a range of benefits and services for low-income parents including adult basic education, job training, job placement, postsecondary education, career and technical education, subsidized employment and support services such as child care and transportation.</p>	
Unduplicated headcount of students	There are two ways to count students enrolled at an institution of higher education. An unduplicated headcount counts each student only once no matter how many programs they are enrolled in. A duplicated headcount, in contrast, counts the number of students enrolled in each program or class and may count individual students more than once.	
WIOA funding	The Workforce Innovation and Opportunity Act (WIOA) is a federally funded program designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in a global economy. WIOA funding may be used for implementation of services at federal, state, local and tribal levels.	

WIOA metrics	WIOA metrics are performance indicators and reporting requirements mandated by the Workforce Innovation and Opportunity Act to support programs funded by that legislation. These metrics include completers' credential attainment, employment earnings and measurable skill gains as well as programs' effectiveness in serving employers.	
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