

INSTRUCTIONAL PROGRAMS AND COURSES  
CAREER TECHNICAL/WORKFORCE COURSES

EFAB  
(LEGAL)

DEFINITIONS

“CAREER  
TECHNICAL /  
WORKFORCE  
PROGRAM”

“Career technical/workforce program” is an applied associate degree program or a certificate program for which semester credit hours (SCH), quarter credit hours, or continuing education units (CEUs) are awarded and which is intended to prepare students for immediate employment or a job upgrade in a specific occupation. *19 TAC 9.1(5)*

“CONTINUING  
EDUCATION UNIT  
OR CEU”

“Continuing education unit or CEU” is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction, as outlined in the Guidelines for Instructional Programs in Workforce Education. *19 TAC 9.1(11)*

“WORKFORCE  
CONTINUING  
EDUCATION  
COURSE”

“Workforce continuing education course” means a course offered for CEUs with an occupationally specific objective and supported by state funding. A career technical/workforce continuing education course differs from a community service course offered for recreational or vocational purposes and is not supported by state funding. *19 TAC 9.1(31)*

“WORKFORCE  
EDUCATION”

“Workforce education” means career technical/workforce courses and programs for which semester/quarter credit and/or CEUs are awarded. Career technical/workforce education courses and programs prepare students for immediate employment or a job upgrade within specific occupational categories. *19 TAC 9.1(32)*

GENERALLY

Each public two-year college may classify career technical/workforce continuing education and other courses as earning SCH or CEUs. A course or program that meets or exceeds 360 hours in length must be approved as a career technical/workforce certificate program except by special justification and approval by Coordinating Board staff. A course or program that meets or exceeds 780 hours in length must result in the award of appropriate semester credit hours and be applicable to a certificate and an applied associate degree program. *19 TAC 9.93(l)*

CAREER TECHNICAL /  
WORKFORCE  
CONTINUING  
EDUCATION COURSES

Any career technical/workforce continuing education course listed in the Workforce Education Course Manual (WECM) may be offered by any public two-year college without prior approval of the Coordinating Board. Courses in the current WECM are valid until revised or deleted by subsequent updates of the WECM.

All career technical/workforce continuing education courses shall meet the guidelines outlined in the Guidelines for Instructional Programs in Workforce Education as approved by the Coordinating Board and the WECM.

Any career technical/workforce continuing education program meeting or exceeding 360 contact hours shall be subject to all of

the requirements for career technical/workforce education programs for state appropriations as outlined in 19 Administrative Code Chapter 9, Subchapter E.

Any career technical/workforce continuing education program meeting or exceeding 780 contact hours in length must result in the award of semester or quarter credit hours and be applicable to a certificate and an applied associate degree program. An exception shall be made for Emergency Medical/Paramedic continuing education programs, which may reach 800 contact hours.

Tuition and fees for state-funded career technical/workforce continuing education courses shall be assessed according to policies established by the Coordinating Board. [See FD] The governing board of the institution shall establish tuition and fees for career technical/workforce continuing education courses not eligible for state appropriations.

Contact hours for career technical/workforce continuing education courses from public two-year colleges must be determined and reported in compliance with Coordinating Board policy as outlined in the Guidelines for Instructional Programs in Workforce Education as approved by the Coordinating Board, the WECM, and state law.

No funds appropriated to any public two-year college may be expended for any career technical/workforce continuing education course that has not been approved by the Coordinating Board staff.

*19 TAC 9.95(a), .113-.114, .116-.117*

STATE FUNDING

Contact hours reported for career technical/workforce education courses that result in either SCH or CEUs shall be eligible for state appropriations. *19 TAC 9.93(l), .115(a)*

EXCEPTIONS

Career technical/workforce continuing education courses with fewer than seven contact hours of instruction will not receive state funding unless the specific type and length of instruction are required by local, state, or national licensing, certifying, regulatory, or accrediting agencies. *19 TAC 9.115(b)*

WECM continuing education special topics courses that are not designed to prepare adult students for employment shall not be eligible for state appropriations. *19 TAC 9.115(d)*

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**Note:** For contractual agreements for the provision of instruction executed with outside entities, including workforce education, see GC.

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MEDICALLY RELATED  
COURSES

The curricula of medical, dental, nursing, allied health, counseling, and social work degree or certificate programs shall:

1. Include information about methods of transmission and methods of prevention of HIV infection and information about federal and state laws, rules, and regulations concerning HIV infection and AIDS.
2. Give special attention to the physical, emotional, and psychological stress associated with the care of patients with terminal illnesses.

*Education Code 51.919(e)*