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Kern Community College District  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

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**AP 4102 CAREER AND TECHNICAL EDUCATION PROGRAMS**

**References:**

Title 5 Sections 55600 et seq.:

34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended):

WASC/ACCJC Accreditation Standard II.A.14

**NOTE:** This procedure is **legally required**. Local practice may be inserted here, which must address:

- Establishment of an appointment process for related advisory committees; and
- Provisions for documenting the competence of students completing career and technical programs.

Consistent with federal regulations pertaining to federal financial aid eligibility, the Chief Instructional Officer will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The Chief Instructional Officer shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

All career and technical education programs are required to have advisory committees and are required to have agendaized meetings at least once a year. Members of the advisory committee are selected by the appropriate department chair in consultation with the area dean. Provisions for documenting the competence of students completing career technical education programs is articulated in AP 4100 titled Graduation Requirements for Degrees and Certificates.

### **Board Approval of Programs**

Career and technical education programs are sequences of courses that prepare students with the knowledge and skills that lead to entry-level employment. The Board of Trustees shall approve all programs identified within this category.

### **Responsibility for Student Outcomes**

Each career and technical education program shall determine the student learning outcomes necessary for entry into employment and determine the methodology for assessing and documenting that students have attained these outcomes and are competent to enter employment.

### **Gainful Employment Requirements**

1. Consistent with federal regulations pertaining to federal financial aid eligibility, the ~~Vice President of Instruction~~ Chief Instructional Officer will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students.

2. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

3. The ~~Vice-President of Instruction~~ Chief Instructional Officer shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

Admin 5/16/16

ChC 5/17/16