

CCS Administrative Procedure

4.60.01-A Continuing Education & Corporate Training

Implementing Board Policy [4.60.01](#)

Contact: District Director of Workforce, Continuing Education & Corporate Training, 533-8486

1.0 Purpose

CCS continuing education programs focus on meeting lifelong learning needs by offering a variety of courses in areas such as professional and career development, workforce skills upgrades, creative arts, recreational fitness, personal enrichment, and customized training for business and industry. This procedure is intended to facilitate the implementation of the vision for workforce and continuing education as crafted on March 20, 2012, by faculty, AHE representatives, and administration.

2.0 Mission and Vision

- 2.1 Mission: CCS Workforce, Continuing Education & Corporate Training drives the economic development of our region by providing lifelong learning opportunities to current and future employees and entrepreneurs.
- 2.2 Vision: CCS has quality and responsive relationships with business, industry, and the workforce, serving as the premier partner for economic development.

3.0 Definitions

- 3.1 Continuing Education: Non-credit curriculum developed for the purpose of workforce development, recreation, and lifelong learning.
- 3.2 Corporate Training: Curriculum developed for the purpose of meeting customer training needs.

4.0 Programs

CCS offers a wide variety of noncredit professional development, business and career training classes, and personal enrichment for adults aged 18 years and older. Sports camps and personal enrichment classes for youth are also available. Classes are offered at CCS campuses, at public schools, and other locations throughout CCS's six county service area.

5.0 Faculty Eligibility and Notice

- 5.1 All full-time faculty are eligible to teach Continuing and Corporate Education courses as supplemental assignments.
- 5.2 All part-time faculty are eligible to teach Continuing and Corporate education. Such assignments are considered workload and contribute towards benefits eligibility.
- 5.3 Once per month during the academic year, the Human Resources Office will post a general job announcement on the CCS job opportunities website and all faculty who wish to be considered for potential employment in any instructional area of continuing education and corporate training are required to submit an application.
- 5.4 Once per academic quarter Continuing Education and Corporate Training will provide a summary report to the Chief Administration Officer for dissemination to the AHE president of that quarter's activity, contracts and training efforts.
- 5.5 When training opportunities arise, the Director will first review applications in Neogov to determine if a current CCS faculty member meets the requirements and needs in order to achieve the training objectives. If no current CCS faculty member meets the requirements and needs, then the Director may hire at his/her discretion.

- 5.6 The Director of Continuing Education and Corporate Training will provide prior notice to a CCS faculty member's immediate supervisor prior to hiring.
- 5.7 The Director of Continuing Education and Corporate Training will meet annually with department chairs to discuss training demand, projected popular subjects, and development of program content into training modules.

6.0 Registration

Registration procedures for continuing education courses are different from those for credit courses. Students may register online using a credit or debit card, in person at the college registration area, and by phone, fax or mail. Admission is granted on a first-come, first-served basis. Some class enrollments are limited because of space and equipment. Only students who have registered and paid their fees are admitted to class.

- 6.1 Enrollment in classes is open to anyone 18 years of age or older unless otherwise indicated. Some courses require prerequisites and/or employment in an occupation related to the course or a participant agreement and/or signed Release/Assumption of Risk form specific to that program.
- 6.2 Community Colleges of Spokane reserves the right to cancel or reduce hours for any continuing education class. Classes with low enrollment are subject to cancellation and fees are automatically refunded.

7.0 Withdrawals and Refunds

Students are responsible for initiating the paperwork for withdrawal and refund requests. Refunds require at least two weeks for processing. A processing fee is deducted from the refund amount. The following schedule applies whether or not the student attends class.

- 7.1 Student-funded classes:
 - 7.1.1 100% refund for classes and workshops cancelled by the college.
 - 7.1.2 100% refund for student-initiated withdrawals three business days prior to the first day of class (including online classes) unless otherwise noted in the class description.
 - 7.1.3 No refund is granted two business days or less prior to the start of a class.

Note: A business day is 8:00 a.m. to 5:00 p.m., Monday through Friday, in accordance with WAC 132Q-01-006.

- 7.2 State-supported classes:

Students who withdraw from state-supported credit and noncredit classes may apply for refunds in accordance with the refund policy listed in the CCS catalog for state-support credit and noncredit courses. There is no refund granted after the 20th calendar day of the quarter.

8.0 Related Information

- 8.1 [CCS Noncredit Registration](#)
- 8.2 [WAC 131-32-040](#) Dissemination of enrollment and course information
- 8.3 [WAC 131-12-010](#) Section 3, Minimum standards for admission to a community or technical college.