CHAPTER 25. ~~BUSINESS AND INDUSTRY SERVICES~~WORKFORCE AND ECONOMIC DEVELOPMENT

SUBCHAPTER 5. ~~BUSINESS AND INDUSTRY~~WORKFORCE AND ECONOMIC DEVELOPMENT

SUBCHAPTER 11. ~~BUSINESS AND INDUSTRY SERVICES~~WORKFORCE AND ECONOMIC DEVELOPMENT PROGRAMS

780:25-11-1. ~~Business and Industry~~Workfoce and Economic Development Training programs

(a) **Program and student accounting.**

(1) **Program reports.** ~~Business and Industry~~ Workforce and Economic Development (WED) Training programs for which enrollments are submitted must indicate the appropriate type of class or appropriate codes assigned by the Oklahoma Department of Career and Technology Education.

(2) **Reporting procedures.** Program and enrollment information shall be submitted to the Information Management Division of the Oklahoma Department of Career and Technology Education as outlined in 780:10-7-2.

(b) **Program funding.** State funds shall be available to support training and programs designed for and delivered to adult students to prepare them for success in the workplace.

(1) **Funding mechanism.** State funds to support ~~Business and Industry~~ WED Training programs shall be provided through the Customized and Safety Training (CST) Funding Formula.

(2) **Availability of funds.** State support for the CST Funding Formula is based on the availability of funds and program approval by the Oklahoma Department of Career and Technology Education.

(3) **Program intent.** Formula funding for ~~Business and Industry~~ WED Training will be limited to those programs that are designed for and intended to meet the employability needs of adults. (An adult is defined as a person at least 16 years of age.)

(4) **Ineligible programs.** Student and other services that are part of the quality foundation services shall not be reported for program funding. Such services include, but are not limited to counseling, assessment, basic skills enhancement, financial aid administration, job development, and the administration or coordination of ~~Business and Industry Services~~ WED. Training programs that do not qualify for formula funding are specified in the Oklahoma Department of Career and Technology Education's reporting guidelines.

(A) Professional development for technology center personnel, or technology center Boards of Education;
(B) Political or community fund-raising activities;
(C) Religious organization meetings or functions;
(D) Receptions, meal functions or style shows;
(E) Commercial exhibits, fairs or promotional activities;
(F) Open houses or student organization meetings;
(G) Industry, public school, or organizational staff meetings, conventions, or team meetings;
(H) Driver training, DUI school, non-occupationally specific driver improvement or defensive driving programs;
(I) Job search, career exploration, employment skills, career development and career search;
(J) Training programs designed specifically for the incarcerated; and
(K) Hunter safety, boat safety; concealed weapons training, and recreational activities/training.

(6) **Technology center operations.** ~~Business and Industry~~ WED Training programs will comply with the procedures for operation of technology center as outlined in Chapter 15 of this title.

(c) **Audit criteria.**

(1) **Accountability.** To demonstrate accountability for formula funds supporting ~~Business and Industry Services~~ WED programs requires the collection of complete and accurate data on these programs. Documentation of reported data as required in (2) of this unit is clearly the responsibility of the local technology center and is not submitted to the Oklahoma Department of Career and Technology Education as a matter of record. The electronic data reporting process does not provide for the submission of reports signed by the authorized local administrator; therefore, the following paragraph will have an implied and binding effect on each report submitted, just as if the signed statement appeared on each report submitted: I, the authorized administrator, do testify that the program here identified meets all state guidelines and documentation exists to support the eligibility of the program for funding.

(2) **Documentation.** Technology centers shall maintain records specified in the WED Guidelines that are updated annually.

780:25-11-2. Apprenticeship program

(a) **Program and student accounting.**

(1) Program reports Apprenticeship programs submitted for enrollment must be classified using the appropriate apprenticeship program type and course codes assigned by the Oklahoma Department of Career and Technology Education (ODCTE). Type 2 is designated for Registered Apprenticeship Programs (RAP), and Type 3 is designated for

CareerTech Apprenticeships (CTA). All enrollments must comply with ODCTE coding and reporting requirements to ensure accurate program classification, funding, and accountability.

(2) Reporting procedures. Program and enrollment information shall be submitted to the Information Management Division of the Oklahoma Department of Career and Technology Education as outlined in 780:10-7-2.

(b) **Program funding.** State funds shall be available to support training and programs designed for and delivered to adult students to prepare them for success in the workplace.

(1) Funding mechanism. State and federal funds may be used to support related instruction provided by Oklahoma technology centers for eligible Registered Apprenticeship Programs (RAP) and CareerTech Apprenticeship (CTA) programs.

(2) Availability of funds. State funding for apprenticeship related instruction is contingent upon the availability of funds and approval of the apprenticeship program by the Oklahoma Department of Career and Technology Education (ODCTE).

(3) Program intent. Formula funding for apprenticeship training is limited to programs designed to meet the employability needs of adults. For apprenticeship funding purposes, an adult is defined as an individual who is at least 16 years of age.

(4) Ineligible programs. Apprenticeship programs are not eligible for related instruction funding when the related instruction is provided as part of a technology center's formula-funded full-time program. Technology centers may not receive state funding twice for the same instruction. However, related instruction provided in addition to the full-time program may be eligible for reimbursement if it meets Oklahoma Department of Career and Technology Education (ODCTE) apprenticeship funding requirements.

(5) Technology center operations. Apprenticeship programs will comply with the procedures for operation of technology center as outlined in Chapter 15 of this title.

(c) Audit criteria.

(1) Accountability. To ensure accountability for formula funds supporting apprenticeship programs, technology centers are required to collect and maintain complete and accurate program data. Documentation supporting all reported data is the responsibility of the local technology center and must be retained for audit and monitoring purposes. This documentation is not submitted to the Oklahoma Department of Career and Technology Education as part of the regular reporting process. Because the electronic data reporting system does not require reports to be signed by an authorized local administrator, each electronic submission shall constitute an implied certification by the authorized administrator that: I certify that the program identified in this report complies with all applicable state guidelines and that documentation is maintained by the local technology center to support the program's eligibility for funding.