

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**PROCEDURE**

**PROCEDURE NUMBER:** 3-1-601.1

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**TITLE:** ENTERPRISE ZONE ACT TRAINING

**POLICY  
REFERENCE NUMBER:** 3-1-601

**DIVISION OF  
RESPONSIBILITY:** ECONOMIC DEVELOPMENT

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**DATE OF LAST REVISION:** May 26, 1999

The Enterprise Zone Act (EZA) provides that "... retraining must be approved by and performed by the technical college.... The technical college may provide the retraining program delivery directly or contract with other training entities to accomplish the required training outcomes...." For purposes of uniform application throughout the technical college system, the following interpretation and guidelines have been adopted:

Being the designated provider means a technical college actively participates in providing all Enterprise Zone Act funded training. After March 10, 1999, if a college receives a request from a client-company that its own training department be designated as its sole EZA provider of training, the college should refer that client-company to the coordinating council for a ruling. (Training plan provisions of EZA applications that indicate otherwise and were approved prior to March 10, 1999, remain in effect until their original expiration dates, unless redefined by mutual agreement).

In addition to performing EZA related administrative services for client-companies, Technical Colleges typically participate in the delivery of EZA retraining in one or a combination of the following three ways:

1. Instructors are employed and paid directly by the technical college, either as full-time or part-time employees. Training is conducted in facilities provided by the college and/or the client-company. The college reports the training under curriculum code 6200.

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2. Instruction is delivered by independent contractors paid by the technical college. Training is conducted in facilities provided by the college, the client-company and/or the independent contractor. The college reports the training under curriculum code 6200.
  
3. Instructors who are employees of the client-company provide instruction to other employees of the client-company on topics that are highly specialized or unique to the client-company. The client-company must provide the college sufficient information to support a determination that the training is so highly specialized and/or unique that only a client-company employee can deliver the instruction. Upon making that determination, the college insures that all such courses are identified as such in the training plan that is sent to the Coordinating Council. Colleges provide client-companies with on-the-job training guidelines that describe appropriate student/instructor ratios and typical hours of instruction for various levels of job complexity (see guidelines below). The client-company must provide the college with documentation of the total instructional cost for each class taught by an employee of the client-company. The college invoices the client-company for an administrative fee equal to 20% of the client-company's instructional cost. The college reports the training under curriculum code 6500.

**STRUCTURED ON THE JOB TRAINING GUIDELINES**

**Define and Categorize Jobs as Follows:**

<b>LEVEL OF COMPLEXITY</b>	<b>MINIMUM STUDENT/INSTRUCTOR RATIO</b>	<b>MAXIMUM HOURS OF INSTRUCTION</b>
<b>LEVEL 1</b> Highly repetitive, machine tender, minimal record keeping, no machine set-up	5 to 1	80 hours
<b>LEVEL 2</b> Very basic machine set-up, very minor process changes, minor equipment changes, minimal record keeping.	5 to 1	120 hours

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<b>LEVEL 3</b> Machine operator, including basic set-up and record keeping.	4 to 1	160 hours
<b>LEVEL 4</b> Process operators, responsible for operation of machine and/or process, responsible for procedure changes, set-up and record keeping	4 to 1	240 hours

The objective is not for trainees to achieve 100% proficiency during training (that comes only with experience), but to get them to where they can perform their assigned work in a manner that will not endanger themselves or their equipment and produce saleable products or services without excess scrap or defects.

Formal classroom instruction hours are in addition to the structured on the job training described above. The minimum student/instructor ratio for classroom training is typically about 10 to 1. Classroom instruction is always controlled by the Technical College System.

In cases in which a company has fewer trainees than is prescribed by the student/instructor ratios, instructor costs are calculated on a prorated basis.

All classroom and structured on-the job training instructors are responsible for preparing and maintaining documentation of training objectives, training schedules, course outlines, class rolls and attendance records.

All such company conducted EZA training, training facilities and associated documentation must be available and accessible for regular monitoring by Technical College personnel.

***Provisions of this procedure are supplemental to the requirements of Procedure 3-1-102.1, Non-credit Programs: Definition of Terms, and Procedure 7-1-201.1, Fundable Program Description and Classification.***