



**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Career and Technical Education (CTE) Deans

**FROM:** Raul Arambula,  
Dean, Educational Services & Support

**RE:** Noncredit Advanced and Specialized Public Safety Curriculum Proposals

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This memorandum provides clarification on noncredit courses and programs that are eligible for state apportionment, to include those eligible for Chancellor's Office approval as a career development and college preparation ("CDCP") noncredit certificate program.

### Background

California Education Code section 84757 [Program-Based Funding] establishes the types of noncredit courses that are eligible to be claimed for state apportionment. Pursuant to regulations adopted by the Board of Governors, California Code of Regulations (CCR) title 5, section 58160 further specifies state apportionment eligibility of noncredit courses as follows:

§ 58160. Noncredit Course Funding.

(a) In order to be eligible to be claimed for state apportionment, a noncredit course must be approved pursuant to sections 55002 and 55150 and fall into one of the following statutory categories:

- (1) elementary and secondary basic skills courses and other courses such as remedial academic courses in reading, mathematics, and language arts;
- (2) courses in English as a second language, including vocational English as a second Language;
- (3) short-term vocational courses and programs with high employment potential;
- (4) workforce preparation courses in the basic skills of speaking, listening, reading, writing, mathematics, decisionmaking, problem solving skills, and other courses required for preparation to participate in job-specific technical training;
- (5) courses in citizenship for immigrants;
- (6) parenting, including parent cooperative preschools, courses in child growth and development and parent-child relationships;

- (7) courses and programs for persons with substantial disabilities;
- (8) courses and programs for older adults;
- (9) courses and programs in home economics; and
- (10) courses in health and safety education.

(b) The provisions of sections 58050, 58051, 58051.5, 58130 and related provisions of this chapter also apply in determining whether a noncredit course is eligible for funding.

(c) In order to be eligible for CDCP enhanced funding pursuant to Education Code sections 84750.5 and 84760.5, a career development or college preparation noncredit course must be part of a [noncredit] program or sequence of courses approved by the Chancellor pursuant to section 55151 [Career Development and College Preparation].

(d) Courses of the type described in section 55151 may not be claimed for enhanced funding if they are not part of a program or sequence of courses which is approved by the Chancellor pursuant to that section, but such courses may continue to be offered and be claimed for basic noncredit funding, provided that each individual course has been approved by the Chancellor pursuant to section 55150 and falls into one of the categories described in subdivision (a).

As set forth in the abovementioned statutory and regulatory policy, only noncredit courses that fall into one of the categories described in subdivision (a) of section 84757 of the Education Code may be claimed for state apportionment at the basic noncredit funding rate. A noncredit course that does not meet this requirement is not eligible for state apportionment.

Only noncredit CDCP courses eligible to be offered pursuant to Education Code sections 84750.5 and 84760.5 and regulations adopted by the Board of Governors [CCR, tit. 5, 55151] may be claimed for CDCP enhanced funding. A noncredit course that does not meet this requirement is not eligible for state apportionment at the CDCP enhanced funding rate.

### **Advisement**

The Chancellor's Office Educational Services & Support Division has observed a concerning increase in the number of noncredit curriculum proposals submitted to the Chancellor's Office Curriculum Inventory ("COCI") system for state approval. Included among the curriculum proposals are degree-applicable courses that are re-classified from a credit to a noncredit course; advanced and highly specialized public safety courses, to include "in-service training" courses; advanced and highly specialized courses for continued professional development or legally mandated on-going professional training.

Public safety courses for which the pre-requisite skills are learned in a basic academy do not meet the criteria for courses in the noncredit 'Short-term Vocational with High Employment Potential' category and therefore cannot be approved for noncredit status. The courses may be submitted as a credit course proposal as certain public safety courses must be repeatable in order to satisfy Peace Officers Standards and Training (POST), State Fire Marshall, or other legally mandated standards. In accordance with CCR title 5, section 55040 – District Policy for Course Repetition, subsection (b)(8)(9) permits credit courses that are determined to be legally mandated (as

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defined in title 5, section 55000 – Definitions) or that are necessary to maintain an occupational license to be repeated for credit any number of times.

While advanced and highly specialized curricular offerings are of immense value to the success of the organizations and overall ‘public good’ to the communities in which they are offered, it is of the opinion of the Chancellor’s Office Educational Services & Support Division, based on an interpretation of existing policy, that such courses do not align with the guiding spirit and fundamental legislative intent of noncredit instruction funded and supported by state apportionment. Specifically, it is the interpretation of existing policy that advanced and highly specialized curriculum as a noncredit course offering does not align with the intent and use of the ‘Short-term Vocational with High Employment Potential’ noncredit course category, as both a stand-alone course and sequenced to lead to a CDCP certificate as described in title 5, section 55151(a)(1).

As a remedy and optional resource for districts that no longer wish to offer advanced and highly specialized public safety as a degree-applicable credit course offering, statute 78300 [Community Service Classes] of the Education Code authorizes districts to establish and maintain community service classes in areas that include but are not limited to vocational, technical, and general education, and specifies, “[...] *These classes shall be designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled therein [...]*”.

Thank you for your understanding and commitment to the careful review of policy and compliance criteria to ensure curricular standards are upheld and maintained.

Please direct inquiries to Dean Raul Arambula via email at [raramubula@cccoco.edu](mailto:raramubula@cccoco.edu).

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