

**Academic Affairs**

**AP 4104 CONTRACT EDUCATION**

**Reference:**

Title 5 Section 55170

The Contract Education Programs have the following objectives

- a. Program staff will establish and maintain on-going contacts with public and private organizations in the District to identify training and service needs that can be met through contract education.
- b. Program staff will establish local procedures for the effective and accountable operation of all aspects of contract education activities.
- c. Program staff will coordinate and consult with faculty and staff of the appropriate college in the planning and delivery of contract education activities.
- d. Program staff will coordinate with other colleges involved in contract education to respond effectively to the training and service needs of contracting organizations.
- e. Program staff will prepare periodic reports to District and college representatives on contract education activities and results.
- f. The Contract Education Program will operate in such a manner so as to be totally self-supporting.

The Contract Education Program is a District-wide program administered by the District Executive Director of Contract Education and Economic Development reporting to the Vice Chancellor of Educational ~~Services and Student Success~~Planning and Facilities. The Vice Chancellor for Business Services is authorized to execute agreements for contract education activities upon approval by the Board of Trustees.

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**Approved:** February 18, 2014

~~(This is a new procedure recommended by the  
Policy and Procedure Service)~~

**Academic Affairs**

**BP 4104 CONTRACT EDUCATION**

**Reference:**

Title 5 Section 55170

The District may provide educational, training, and related services to public and private organizations by means of Contract Education in those circumstances where the District is prohibited from using public funds to provide the requested training or services, or where public funds are not available to provide the training or services. All Contract Education activities shall produce sufficient revenue to cover all costs associated with the training or services provided. All Contract Education activities provided by the District are within the definition and scope of Contract Education provided in Title 5 Section 55170a.

Contract education means those classes which the District offers in fulfillment of a contract with a public or private agency, corporation, association, or other body or person.

Contract education classes within Faculty Service Areas (FSAs) will be aligned with current Board practices that relate to faculty employment processes.

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**Adopted:** February 18, 2014

~~(This policy replaces current CLPCCD Policy  
6219)~~