



# POLICY

Category	
11-01 Non-Credit Training	
Approval	
LC Approved: 3/15/13	
Effective Date: 3/15/13	
Revised:	
Responsible Party: Executive Director for Advancement & Employer Services	

## Non-Credit Training

### Policy Statement

1. Non-credit training will be offered and provided to employers and individuals in accordance with the applicable policies and strategies of the WSU Tech Board of Trustees. The Executive Director of the Advancement and Employer Services Division (AESD) is delegated authority to determine whether a specific non-credit training program falls within the policies and strategies of the WSU Tech Board of Trustees.
2. It is the policy of the College that non-credit training programs will primarily be offered within Sedgwick County. After obtaining the advice and consent of the College President, the AESD Executive Director may also approve delivery of specific non-credit training programs in locations outside of Sedgwick County in accordance with the applicable policy of the Kansas Board of Regents.
3. It is the policy of the College that the AESD use a periodic quality assessment process to verify that the non-credit training programs provided by the College are of high quality and meet the needs the intended audiences.
4. Each proposed non-credit training program offered and provided by the College will be evaluated based on its reasonable ability to generate income that exceeds the total of all direct costs of developing, offering, and providing the training program. If the total of direct costs of a non-credit training program is anticipated to exceed its income, the College will offer the program only after the President has reviewed and approved the anticipated ratio of income-to-direct-costs.
5. The AESD is the division of the College delegated to offer and provide non-credit training. Other Divisions of the College may request that the AESD offer and provide specific non-credit training programs. Upon receiving such a request, the AESD Executive Director will determine whether the requested non-credit training program can be approved according to the WSU Tech Board of Trustees provisions. The AESD Executive Director will also review the

requested program based on such factors as available resources, competing priorities, and the projected return on investment.

6. In rare cases, other Divisions of the College may directly provide non-credit training programs that are not administered through the AESD, provided those divisions have received written permission from the AESD Executive Director. When a division other than AESD receives approval to directly provide a non-credit training program, the Vice President for Finance and Administration will be informed so that financial factors can be addressed outside of the AESD financial process.
7. Whenever needed and practicable, Divisions are encouraged to share trainer, faculty, and physical resources. In the case of for-credit and non-credit courses, when sharing of faculty or staff time totals eight or more hours for a training program, funding transfer procedures will apply. Any funding transfers between Divisions will be in accordance with procedures established by the Vice President for Finance and Administration.