NON-CREDIT REPORTING REFERENCE

Submitted End-of-Term

Career Education: Courses where there is an expectation of an industry or educational certification or recertification. There is an expectation that the coursework will be available on a transcript. Need to be able to verify enrollment at a future date.

<table>
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<tr>
<th>CTE (Career and Technical Education)</th>
<th>STIT (Short-term Intensive Training)</th>
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<td>Classes included in a vocational program toward a certification.</td>
<td>Short-term training (one year or less) that uses state STIT funding.</td>
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--Personally identifiable information is required for these courses. Attendance is tracked with contact/membership hours (seat time).

Annual Summary Report

Community Engagement: Individual courses or activities offered not as part of a program. These courses are non-budget related and do not typically end in an official USHE degree or certificate (course certificate of completion only - not typically part of an educational transcript). Attendance is not restricted to students formally admitted to the institution. They are sub-categorized as:

Supplemental Workforce Education (W) - Instructional courses having direct application to jobs in the workforce. Examples include: Microsoft Office, publishing software, etc.

Personal Enrichment (P) - Instructional courses offered primarily for personal benefit. These include sports (youth programs), crafts, hobbies, etc.

Service Learning (S) - Service hours provided to the community as part of regular course work – the student would have received a grade but the service was offered at no cost to the community.

Community Outreach (O) - Instructional events designed to create community awareness of the institution or interest in enrolling at the institution (i.e. science fairs, star gazing parties, etc). These can be targeted at both youth and adults.

Events (E) - Institution sponsored or co-sponsored conferences. This does not include conferences for which the institution simply rents out facilities.

International Outreach (I) - Efforts to engage and interact with international communities (e.g. trade missions, cultural exchanges, etc.), may also include service learning, events, and other activities sponsored by the institution on an international level.

--Aggregate, End of Year data is reported. Primary data collected will be course or event name, number of registrations, contact hours, etc.
--No personally identifiable information is reported to OCHE, but it is advantageous to the institution to collect it when possible.

Note: Custom Fit is funded and reported through UCAT.