



NEBRASKA'S



**COORDINATING COMMISSION
FOR POSTSECONDARY EDUCATION**

***COMMUNITY COLLEGE
GAP ASSISTANCE PROGRAM***

2018-19 Annual Report

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Introduction

The Community College Gap Assistance program was established by the Nebraska Legislature in 2015 to address identified skilled workforce shortages. The program provides financial aid to low-income community college students enrolled in credit or non-credit programs of study that prepare them for jobs in high-need fields but are not eligible for Pell or state Nebraska Opportunity Grants, which serve only students enrolled in for-credit courses leading to certificates or degrees. The for-credit option was added in September 2019 with the passage of LB 180. The Gap Assistance program addresses an identified affordability and workforce preparation “gap.”

STUDENT ELIGIBILITY

Pursuant to Neb. Rev. Stat. § 85-2003, to be eligible for community college Gap Assistance, an applicant:

- a) Must have a family income which is at or below two hundred fifty percent of the U.S. Department of Health and Human Services income poverty guidelines; and
- b) Shall be a resident of Nebraska as provided in Neb. Rev. Stat. § 85-502.

Applicants must complete an initial assessment, administered by their community colleges in accordance with Neb. Rev. Stat. § 85-2007, to determine the applicants’ readiness to complete a Gap Assistance program of study. The community colleges shall make the determination of readiness based on:

- a) The ability to be accepted into and complete a Gap program of study;
- b) The ability to be accepted into and complete a postsecondary certificate, diploma, or degree program for credit;
- c) The ability to obtain full-time employment; and
- d) The ability to maintain full-time employment over time.

ELIGIBLE STUDENT COSTS

Pursuant to Neb. Rev. Stat. § 85-2006 eligible student costs include, but are not limited to:

- a) Tuition;
- b) Direct training costs;
- c) Required books and equipment; and
- d) Fees, including, but not limited to, fees for industry testing services and background check services.

ELIGIBLE COMMUNITY COLLEGE COSTS

Pursuant to Neb. Rev. Stat. § 85-2009 community colleges may use part of their allocation to assist in defraying the costs of direct staff support services, including, but not limited to, marketing, outreach, applications, interviews, and assessments. The amount of such administrative assistance is as follows:

- a) Up to twenty (20) percent of any amount allocated for such purposes to the two smallest community colleges;
- b) Up to ten (10) percent of any such amount to the two largest community colleges; and
- c) Up to fifteen (15) percent of any such amount to the remaining two community colleges.

ELIGIBLE PROGRAMS

A Gap Assistance program of study means a program offered by a community college that (a) either (i) is not offered for credit and has a duration of not less than sixteen contact hours in length, or (ii) is offered for credit but is of insufficient clock, semester, or quarter hours to be eligible for Federal Pell Grants, and (b) does any of the following:

- Offers a state, national, or locally recognized certificate;
- Offers preparation for a professional examination or licensure;
- Provides endorsement for an existing credential or license;
- Represents recognized skill standards defined by an industrial sector; or
- Offers similar credential or training.

A Gap Assistance program of study offered by a community college must also be aligned with training programs with stackable credentials that lead to a program awarding either college credit, an associate's degree, a diploma, or a certificate in an in-demand occupation. The aligned training program can be either for credit or non-credit.

In-demand occupations must be in one of the following areas:

- Financial services;
- Transportation, warehousing, and distribution logistics;
- Precision metals manufacturing;
- Biosciences;
- Renewable energy;
- Agriculture and food processing;
- Business management and administrative services;
- Software and computer services;
- Research, development, and engineering services;
- Health services;
- Hospitality and tourism;
- Construction; and
- Any other industry designated as an in-demand occupation by the committee.

GAP ASSISTANCE FUNDING

As required by Neb. Rev. Stat. § 9-812[5][c], funding for the Gap Assistance program is provided through a quarterly transfer of 9% from the Education Improvement fund, which receives 44.5% of lottery proceeds. The first transfer to the Gap Assistance program took place in October 2016, with the first transfer to the community colleges occurring shortly after.

GAP ASSISTANCE REPORTING

The Nebraska Community College Student Performance and Occupational Education Grant Committee provides direction for the Gap Assistance program, and the Coordinating Commission for Postsecondary Education administers the program. At the direction of the committee, community colleges are required to report basic demographic, program, and employment data for each participant to gauge the effectiveness of the Gap Assistance program.

Summary

The third year of the Gap Assistance program shows a continued increase in both applications and participants accepted into the program. Metropolitan Community College led the way with 49% of the total number of approved participants in 2018-19 followed by Central Community College with 13%.

<i>Training Status (as of fiscal year end)</i>	<i>2016-17</i>	<i>2017-18</i>	<i>2018-2019</i>	<i>Cumulative</i>
Number of Completed Applications	144	187	278	609
Number of Approved Participants	127	175	252	554

<i>Training Status (as of June 30, 2019)</i>	<i>CCC</i>	<i>MCC</i>	<i>MPCC</i>	<i>NECC</i>	<i>SCC</i>	<i>WNCC</i>	<i>Total</i>
Number of Completed Applications	120	225	44	85	90	45	609
Number of Approved Participants	104	225	26	78	78	43	554
As of June 30, 2019							
Total Allocation	\$586,482	\$1,492,281	\$250,893	\$478,107	\$1,245,512	\$264,521	\$4,317,796
Remaining Balance	\$199,617	\$691,486	\$176,899	\$363,152	\$1,057,242	\$204,927	\$2,693,323

As of August 8, 2019, there were 304 approved programs in the 12 in-demand occupational areas eligible for Gap Assistance funding [See Appendix 1]. Health services and precision metals manufacturing were the most utilized programs in FY2018-19 followed by transportation, warehousing, and distribution logistics programs. [See Table 5 for FY2018-19 figures and Table 13 for cumulative figures.]

Of the 252 approved participants of the Gap Assistance program during FY2018-19, 150 (59.5%) were male and 102 (40.5%) were female compared to FY2017-18 when 69.1% were male and 30.9% were female. Males 26-30 years of age and females 21-25 years of age took the greatest advantage of the program during its third year. [See Table 7 for FY2018-19 figures and Table 15 for cumulative figures.]

The top in-demand fields of male participants during FY2018-19 were transportation, warehousing, and distribution logistics; and precision metals manufacturing. The top in-demand field for female participants for the third year in a row was health services. [See Table 8 for FY2018-19 figures and Table 16 for cumulative figures.]

Of the approximately \$747,100 in direct costs incurred by the community colleges during FY2018-19, 80% was used for tuition, 18% was used for direct training costs, 2% was used for books and equipment, and <1% was used for fees. This compares with the first year of the program when \$175,377 of costs were incurred and 59% was used for tuition, 30% was used for direct training costs, 10% was used for books and equipment, and 1% was used for fees.

**Table 1: Gap Assistance Program Summary
All Community Colleges - 2018-19**

Fiscal Year Budget	
Carry Forward from Prior Fiscal Year	\$2,065,899
Current Year Allocation	\$1,458,200
Total Available for Current Fiscal Year	<u>\$3,524,099</u>

Line Item Expenses	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year End Total
Direct Costs:					
Tuition	\$215,791	\$103,790	\$88,832	\$146,250	\$554,663
Direct training costs	\$13,176	\$24,463	\$15,737	\$88,284	\$141,660
Required books and equipment	\$6,629	\$2,739	\$5,497	\$6,561	\$21,426
Fees	\$188	(\$11)	\$258	\$767	\$1,202
Subtotal	<u>\$235,785</u>	<u>\$130,981</u>	<u>\$110,323</u>	<u>\$241,862</u>	<u>\$718,951</u>
Administrative Costs:					
Staff support/admin	\$29,409	\$32,780	\$23,969	\$25,667	\$111,825
Total	<u>\$265,194</u>	<u>\$163,761</u>	<u>\$134,292</u>	<u>\$267,530</u>	<u>\$830,776</u>
Carried Forward to Next Fiscal Year					\$2,693,323

Training Status	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year End *
Number of Completed Applications	73	21	91	93	278
Number of Approved Participants	71	19	82	80	252
Status of Approved Participants					
Waiting to Participate	7	6	5	10	19
Enrolled, not completed	36	9	50	26	40
Completed Training	51	35	24	87	197
Completion Rate (cumulative)	82%	85%	73%	87%	83%
Did Not Complete Training	11	6	9	13	39

* As of June 30, 2019

Employment Status	Year End Total
New Employment within their Field	68
Retained Employment	51
Unemployed but Continuing Further Education	8
Looking for Work/Unemployed	5
Deceased	0
No Response/Unable to Contact	65
Overall Employment Rate of Respondents *	96%
Overall New Employment Rate of Respondents *	55%

* Employment rate based on program completers who responded to survey attempts and are not continuing with further education. Actual employment rates may be higher or lower than indicated in the table.

**Table 2: Gap Assistance Program Summary
by College - 2018-19**

<i>College</i>	<i>Fiscal Year Allocation</i>	<i>Available Funds *</i>	<i>Total Expenditures</i>	<i>Completed Applications</i>	<i>Approved Participants</i>
Central Community College	\$201,261	\$359,936	\$160,319	44	33
Metropolitan Community College	\$512,309	\$1,199,232	\$507,746	123	123
Mid-Plains Community College	\$77,183	\$221,602	\$44,703	28	15
Northeast Community College	\$163,537	\$399,570	\$36,418	26	25
Southeast Community College	\$415,995	\$1,115,873	\$58,631	28	28
Western Nebraska Community College	\$87,915	\$227,886	\$22,959	29	28
Total	\$1,458,200	\$3,524,099	\$830,776	278	252

*Available funds include unspent funds from prior fiscal years.

**Table 3: Gap Assistance Program Expenditures
by College - 2018-19**

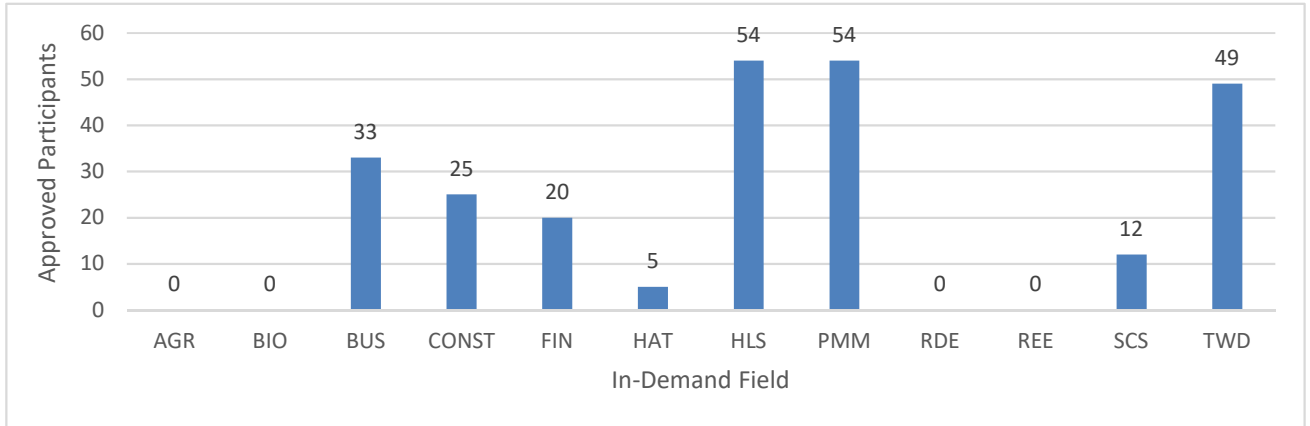
<i>College</i>	<i>Tuition</i>	<i>Direct Training Costs</i>	<i>Books and Equipment</i>	<i>Fees</i>	<i>Staff Support & Admin.</i>
Central Community College	\$0	\$132,500	\$0	\$203	\$27,616
Metropolitan Community College	\$445,012	\$0	\$11,503	\$0	\$51,231
Mid-Plains Community College	\$30,207	\$2,210	\$5,068	\$0	\$7,218
Northeast Community College	\$31,805	\$0	\$2,536	\$999	\$1,078
Southeast Community College	\$26,645	\$6,950	\$1,097	\$0	\$23,939
Western Nebraska Community College	\$20,994	\$0	\$1,222	\$0	\$743
Total	\$554,663	\$141,660	\$21,426	\$1,202	\$111,825

**Table 4: Gap Assistance Program Completers
by College - 2018-19**

<i>College</i>	<i>Completed Training *</i>	<i>Did Not Complete</i>	<i>Completion Rate</i>	<i>Cost per Completion</i>
Central Community College	40	6	87%	\$4,008
Metropolitan Community College	93	23	80%	\$5,460
Mid-Plains Community College	10	1	91%	\$4,470
Northeast Community College	22	1	96%	\$1,655
Southeast Community College	17	4	81%	\$3,449
Western Nebraska Community College	15	4	79%	\$1,531
Total	197	39	83%	\$4,217

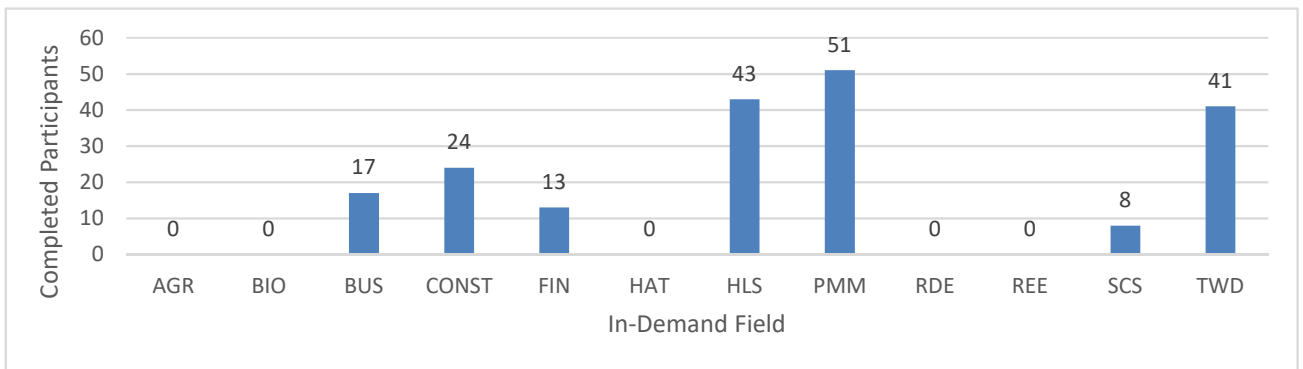
* As of June 30, 2019. Does not include students enrolled but not completed as of June 30, 2019.

**Table 5: Gap Assistance Program Approved Participants
In-Demand Programs of Study Enrolled - 2018-19**



AGR	Agriculture and food processing	HLS	Health services
BIO	Biosciences	PMM	Precision metals manufacturing
BUS	Business management and administrative services	RDE	Research, development, and engineering services
CONST	Construction	REE	Renewable energy
FIN	Financial services	SCS	Software and computer services
HAT	Hospitality and tourism	TWD	Transportation, warehousing, and distribution logistics

**Table 6: Gap Assistance Program Completed Participants
In-Demand Programs of Study Completed - 2018-19**



AGR	Agriculture and food processing	HLS	Health services
BIO	Biosciences	PMM	Precision metals manufacturing
BUS	Business management and administrative services	RDE	Research, development, and engineering services
CONST	Construction	REE	Renewable energy
FIN	Financial services	SCS	Software and computer services
HAT	Hospitality and tourism	TWD	Transportation, warehousing, and distribution logistics

Table 7: Gap Assistance Program Approved Participants by Age and Gender - 2018-19

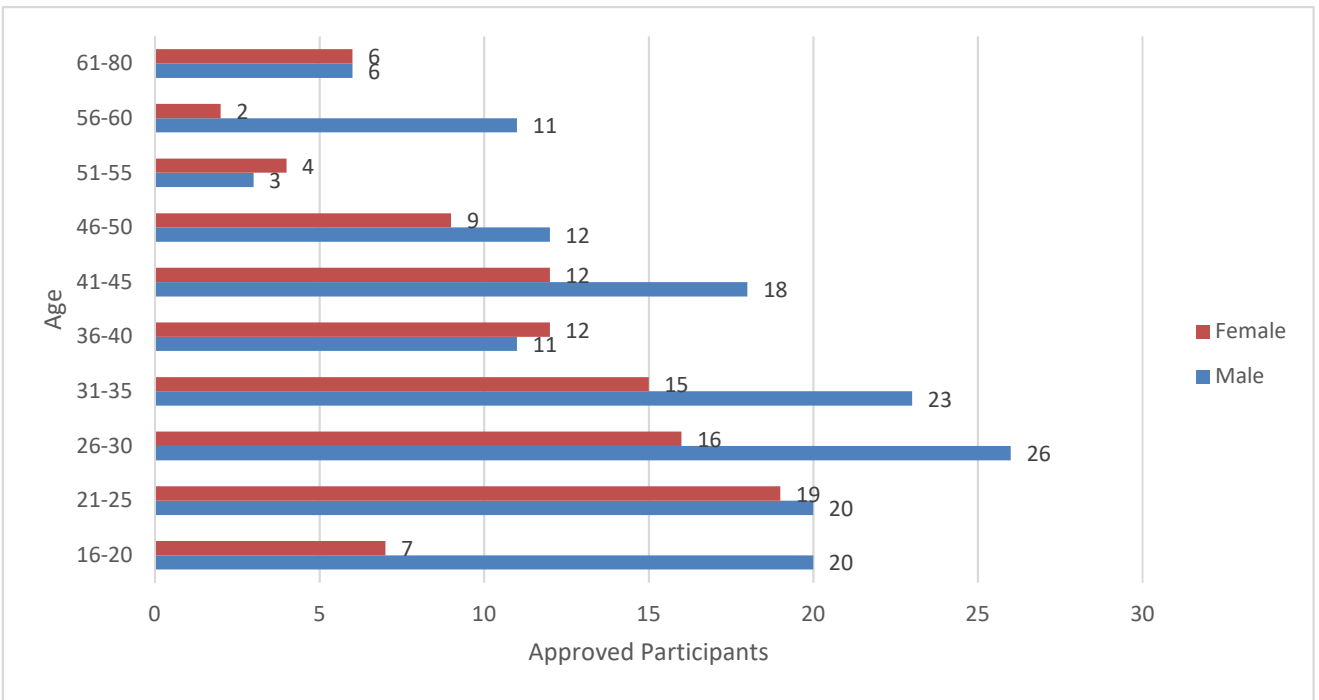
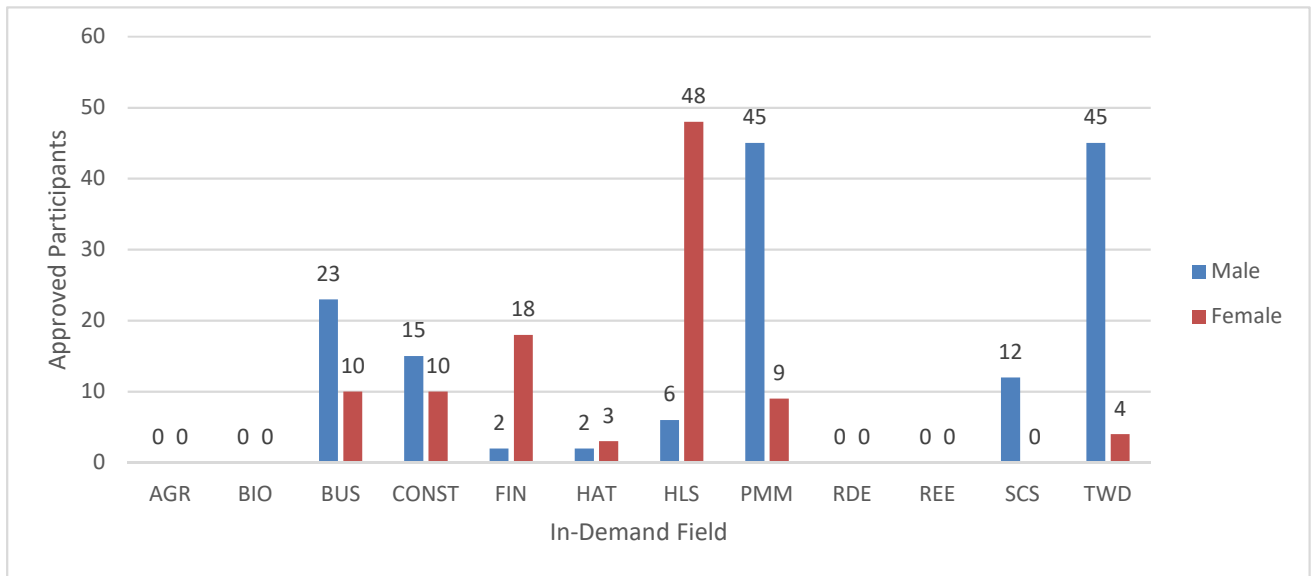


Table 8: Gap Assistance Program Approved Participants In-Demand Field by Gender - 2018-19



AGR	Agriculture and food processing	HLS	Health services
BIO	Biosciences	PMM	Precision metals manufacturing
BUS	Business management and administrative services	RDE	Research, development, and engineering services
CONST	Construction	REE	Renewable energy
FIN	Financial services	SCS	Software and computer services
HAT	Hospitality and tourism	TWD	Transportation, warehousing, and distribution logistics

**Table 9: Gap Assistance Program Summary
All Community Colleges - Cumulative**

Fiscal Year Budget	2016-17	2017-18	2018-2019	2019-20	2020-21	Cumulative
Total Appropriated	\$1,463,247	\$1,464,827	\$1,466,290			\$4,394,364
CCPE Administrative Costs	\$49,651	\$17,158	\$9,137			\$75,946
Allocated to Community Colleges	\$1,413,596	\$1,446,000	\$1,458,200			\$4,317,796
Line Item Expenses	2016-17	2017-18	2018-2019	2019-20	2020-21	Cumulative
Direct Costs:						
Tuition	\$97,482	\$228,483	\$554,663	\$0	\$0	\$880,628
Direct training costs	\$75,711	\$130,984	\$141,660	\$0	\$0	\$348,355
Required books and equipment	\$38,551	\$14,765	\$21,426	\$0	\$0	\$74,742
Fees	\$2,479	\$988	\$1,202	\$0	\$0	\$4,669
Subtotal	\$214,223	\$375,220	\$718,951	\$0	\$0	\$1,308,394
Administrative Costs:						
Staff support/admin	\$97,156	\$107,098	\$111,825	\$0	\$0	\$316,079
Total	\$311,379	\$482,318	\$830,776	\$0	\$0	\$1,624,473

Training Status (as of fiscal year end)	2016-17	2017-18	2018-2019	2019-20	2020-21	Cumulative
Number of Completed Applications	144	187	278			609
Number of Approved Participants	127	175	252			554
Status of Approved Participants						
Waiting to Participate	4	10	19			25
Enrolled, not completed	33	42	40			44
Completed Training	72	122	197			391
Completion Rate	77%	76%	83%			80%
Did Not Complete Training	21	39	39			99

Employment Status	Cumulative
New Employment within their Field	114
New Employment outside their Field	13
Retained Employment	93
Unemployed but Continuing Further Education	30
Looking for Work/Unemployed	22
Deceased	0
No Response/Unable to Contact	132
Overall Employment Rate of Respondents *	90%
Overall New Employment Rate of Respondents *	50%

* Employment rate based on program completers who responded to survey attempts and are not continuing with further education. Actual employment rates may be higher or lower than indicated in the table.

**Table 10: Gap Assistance Program Summary
by College - Cumulative**

<i>College</i>	<i>Cumulative Allocation</i>	<i>Total Expenditures</i>	<i>Remaining Funds*</i>	<i>Completed Applications</i>	<i>Approved Participants</i>	<i>Completed Training**</i>
Central Community College	\$586,482	\$386,865	\$199,617	120	104	75
Metropolitan Community College	\$1,492,281	\$800,795	\$691,486	225	225	170
Mid-Plains Community College	\$250,893	\$73,994	\$176,899	44	26	12
Northeast Community College	\$478,107	\$114,955	\$363,152	85	78	59
Southeast Community College	\$1,245,512	\$188,270	\$1,057,242	90	78	51
Western Nebraska Community College	\$264,521	\$59,594	\$204,927	45	43	24
Total	\$4,317,796	\$1,624,473	\$2,693,323	609	554	391

* Remaining funds include unspent funds from prior fiscal years.

** As of June 30, 2019. Does not include students enrolled but not completed as of June 30, 2019.

**Table 11: Gap Assistance Program Expenditures
by College - Cumulative**

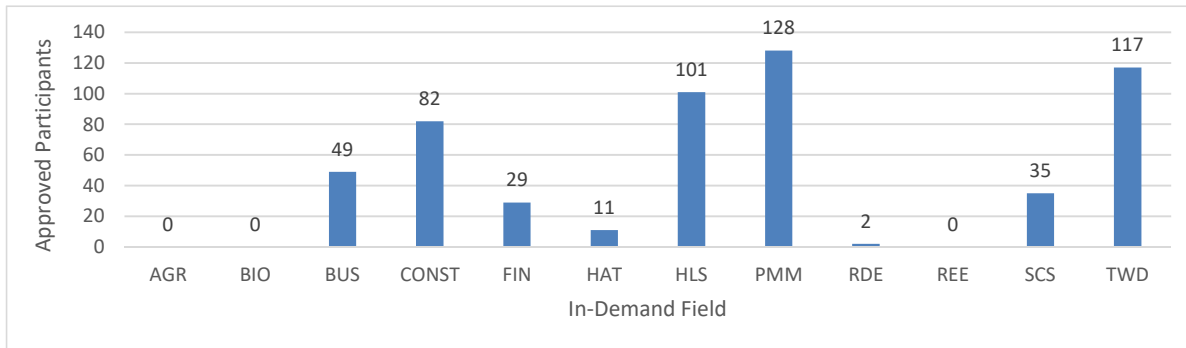
<i>College</i>	<i>Tuition</i>	<i>Direct Training Costs</i>	<i>Books and Equipment</i>	<i>Fees</i>	<i>Staff Support & Admin.</i>	<i>Total Expenditures</i>
Central Community College	\$0	\$301,275	\$0	\$353	\$85,237	\$386,865
Metropolitan Community College	\$591,097	\$8,431	\$53,411	\$350	\$147,506	\$800,795
Mid-Plains Community College	\$47,392	\$2,210	\$9,467	\$0	\$14,925	\$73,994
Northeast Community College	\$94,380	\$1,316	\$6,393	\$3,966	\$8,900	\$114,955
Southeast Community College	\$92,327	\$35,123	\$3,433	\$0	\$57,387	\$188,270
Western Nebraska Community College	\$55,432	\$0	\$2,038	\$0	\$2,124	\$59,594
Total	\$880,628	\$348,355	\$74,742	\$4,669	\$316,079	\$1,624,473

**Table 12: Gap Assistance Program Completers
by College - Cumulative**

<i>College</i>	<i>Completed Training*</i>	<i>Did Not Complete</i>	<i>Completion Rate</i>	<i>Total Expenditures</i>	<i>Cost per Completion</i>
Central Community College	75	23	77%	\$386,865	\$5,158
Metropolitan Community College	170	42	80%	\$800,795	\$4,711
Mid-Plains Community College	12	4	75%	\$73,994	\$6,166
Northeast Community College	59	13	82%	\$114,955	\$1,948
Southeast Community College	51	11	82%	\$188,270	\$3,692
Western Nebraska Community College	24	6	80%	\$59,594	\$2,483
Total	391	99	80%	\$1,624,473	\$4,155

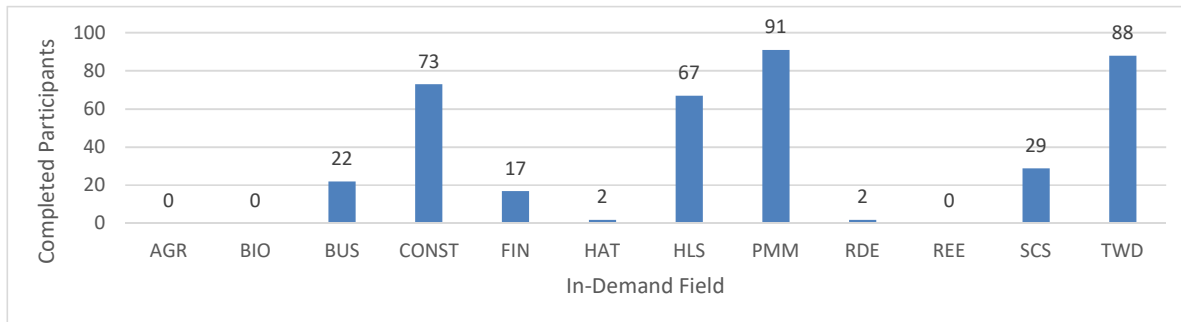
* As of June 30, 2019. Does not include students enrolled but not completed as of June 30, 2019.

**Table 13: Gap Assistance Program Approved Participants
In-Demand Programs of Study Enrolled - Cumulative**



AGR	Agriculture and food processing	HLS	Health services
BIO	Biosciences	PMM	Precision metals manufacturing
BUS	Business management and administrative services	RDE	Research, development, and engineering services
CONST	Construction	REE	Renewable energy
FIN	Financial services	SCS	Software and computer services
HAT	Hospitality and tourism	TWD	Transportation, warehousing, and distribution logistics

**Table 14: Gap Assistance Program Completed Participants
In-Demand Programs of Study Completed - Cumulative**



AGR	Agriculture and food processing	HLS	Health services
BIO	Biosciences	PMM	Precision metals manufacturing
BUS	Business management and administrative services	RDE	Research, development, and engineering services
CONST	Construction	REE	Renewable energy
FIN	Financial services	SCS	Software and computer services
HAT	Hospitality and tourism	TWD	Transportation, warehousing, and distribution logistics

Table 15: Gap Assistance Program Approved Participants by Age and Gender - Cumulative

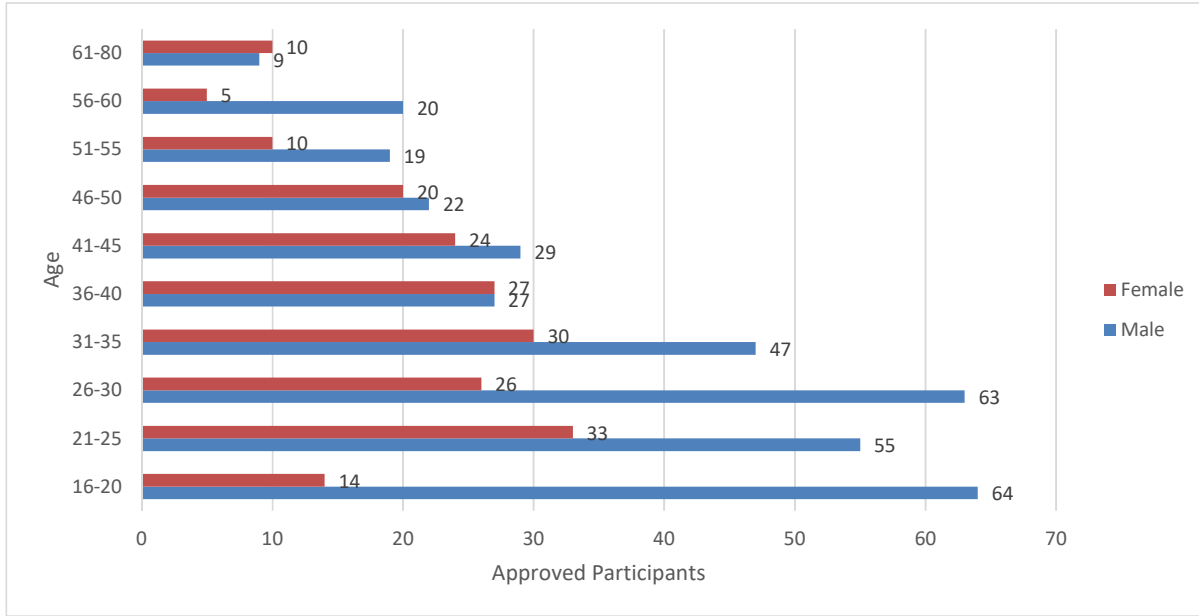
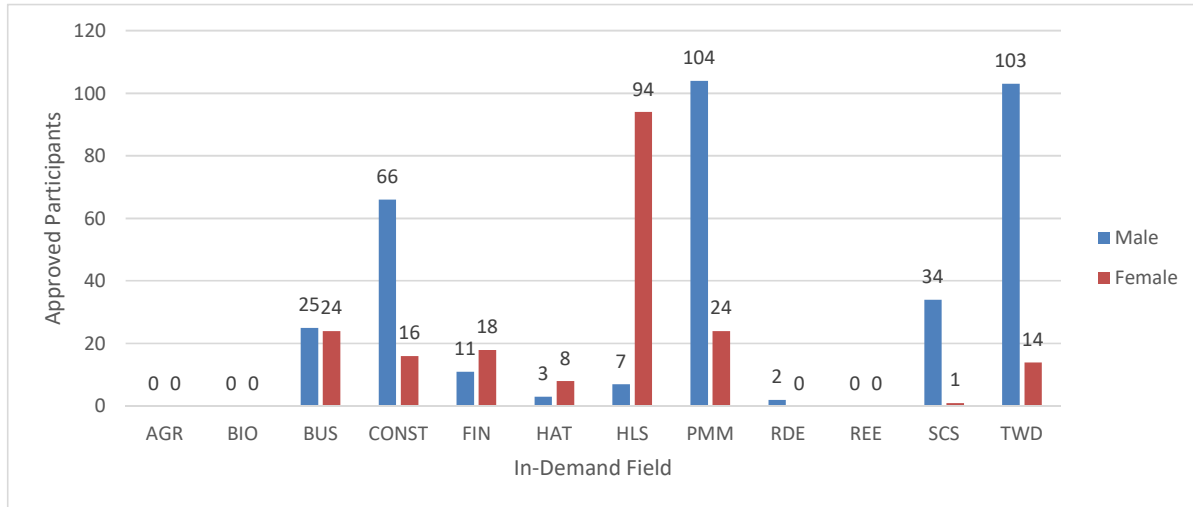


Table 16: Gap Assistance Program Approved Participants In-Demand Field by Gender - Cumulative



AGR	Agriculture and food processing	HLS	Health services
BIO	Biosciences	PMM	Precision metals manufacturing
BUS	Business management and administrative services	RDE	Research, development, and engineering services
CONST	Construction	REE	Renewable energy
FIN	Financial services	SCS	Software and computer services
HAT	Hospitality and tourism	TWD	Transportation, warehousing, and distribution logistics

Approved Gap Assistance Programs of Study As of July 26, 2019

Community College	Gap Program of Study	In-demand Occupation Selection	Length Contact Hours	Length Credit Program	
				Hours	Weeks
CCC	200 Hour English, Math, Writing, Computer	Agriculture and food processing	200		
CCC	400 Hour English, Math, Writing, Computer	Agriculture and food processing	400		
CCC	600 Hour English, Math, Writing, Computer	Agriculture and food processing	600		
CCC	Intro to Microsoft Office	Business management and administrative services	40		
CCC	Micro Soft Office/Leadership Series	Business management and administrative services	80		
MCC	Agile Project Management Program	Business Management and Administrative Services	117		
MCC	Associate Project Manager	Business management and administrative services	140		
MCC	Associate Project Manager + Workplace Communications	Business management and administrative services	163		
MCC	Project Manager Professional	Business management and administrative services	171		
MPCC	Accounting Fundamentals	Business management and administrative services	24		
MPCC	Accounting Fundamentals II	Business management and administrative services	24		
MPCC	Administrative Assistant with Accounting Emphasis	Business management and administrative services	144		
MPCC	Administrative Assistant Non Profit Management Emphasis	Business management and administrative services	935		
MPCC	Administrative Professional with Microsoft Office 2007 Master	Business management and administrative services	340		
MPCC	Administrative Professional with Microsoft Office 2010 Master	Business management and administrative services	380		
MPCC	Administrative Professional with Microsoft Office 2013 Master	Business management and administrative services	445		
MPCC	Advanced Paralegal Certificate	Business management and administrative services	50		
MPCC	Building Teams that Work	Business management and administrative services	24		
MPCC	Business Coaching Certificate	Business management and administrative services	32		
MPCC	Administrative Assistant (Customer Service, Basic Computers, Basic Microsoft Office, Business Math/Calculators)	Business management and administrative services	30		
MPCC	Medical Administrative Assistant (Medical Admin Assistant with Electronics Health Record Software bundled with Basic QuickBooks) (hybrid course)	Business management and administrative services	291		
MPCC	Certificate in Accounting & Finance for Non-Financial Managers	Business management and administrative services	48		
MPCC	Certificate in Business Writing	Business management and administrative services	48		
MPCC	Certificate in Non Profit Administration	Business management and administrative services	48		
MPCC	Certificate in Office Operations	Business management and administrative services	48		
MPCC	Certificate in Presentation Media	Business management and administrative services	48		
MPCC	Certificate in Project Management	Business management and administrative services	48		
MPCC	Certificate in Workplace Communication	Business management and administrative services	56		
MPCC	Certified Bookkeeper	Business management and administrative services	140		
MPCC	Employment Law Certificate Course	Business management and administrative services	45		
MPCC	Entrepreneurship Certificate	Business management and administrative services	48		
MPCC	Legal Investigation Certificate	Business management and administrative services	60		
MPCC	Legal Secretary Certificate	Business management and administrative services	42		
MPCC	National Career Readiness Certificate	Business management and administrative services	120		
MPCC	Paralegal Certificate	Business management and administrative services	90		
MPCC	Payroll Practice and Management	Business management and administrative services	80		
MPCC	Professional Bookkeeping with QuickBooks 2012	Business management and administrative services	30		
MPCC	Professional Bookkeeping with QuickBooks 2013	Business management and administrative services	140		
MPCC	Professional Bookkeeping with QuickBooks 2015	Business management and administrative services	140		
MPCC	Project Management Essentials w/Certified Associate in Project Management Certification	Business management and administrative services	60		
MPCC	Records Management Certificate	Business management and administrative services	180		
MPCC	Social Media for Business Certificate	Business management and administrative services	48		
MPCC	Supervisory and Leadership Certificate	Business management and administrative services	32		
NECC	Administrative Assistant	Business management and administrative services	30		
NECC	Entrepreneurship	Business management and administrative services	24		
SECC	Leadership Success Certificate	Business management and administrative services	40		
SECC	Leadership Success Certificate	Business management and administrative services	41		
SECC	Green Belt with Leadership Success Certificate	Business management and administrative services	104		
SECC	Leadership Success Certificate and Microsoft Applications Basic and Intermediate	Business management and administrative services	78		
SECC	LEAN Manufacturing with Fiber Optics Systems and six sigma green belt certification	Business management and administrative services	143		
SECC	Lean Transactional Training	Business management and administrative services	24		
SECC	Six Sigma Green Belt Certification	Business management and administrative services	63		
WNCC	Microsoft Office Specialist Certification Prep	Business management and administrative services	80		
CCC	Concrete Finishing Certificate	Construction	56		
CCC	Concrete Refinisher	Construction	40		
CCC	Concrete Refinisher	Construction	32		
CCC	Concrete Refinisher/Forklift Training	Construction	46		
CCC	Concrete Refinisher/Forklift Training	Construction	38		
CCC	Residential Wiring Certificate	Construction		12	14
MCC	Carpet Floor Installer	Construction	52		
MCC	Commercial Custodian Certificate	Construction	44		
MCC	Commercial Roofing Technician Certificate	Construction	40		
MCC	Facilities Maintenance Technician Certificate	Construction	104		
MCC	Hard Surface Floor Installer	Construction	56		
MCC	Landscaping Professional	Construction	50		
MCC	Professional Floor Installation Technician	Construction	98		
MCC	Sheet Metal Program	Construction	100		

Approved Gap Assistance Programs of Study As of July 26, 2019

Community College	Gap Program of Study	In-demand Occupation Selection	Length Contact Hours	Length Credit Program	
				Hours	Weeks
MPCC	Concrete in Practice	Construction	36		
MPCC	Plumbing Apprenticeship Certificate	Construction	47		
SECC	Concrete in Practice	Construction	34		
MCC	Insurance Producer Career Placement Program: Life & Health	Financial services	58		
MCC	Insurance Producer Career Placement Program	Financial Services	100		
MPCC	Charter Tax Professional	Financial services	180		
CCC	Nurse Assisting	Health Services	76		
CCC	Medication Aide	Health Services	40		
CCC	Basic Healthcare Pathway (Nurse Assisting and Medication Aide)	Health Services	116		
MCC	Certified Electronic Health Records Specialist	Health services	120		
MCC	Youth Industry Certificate	Health Services	20		
MPCC	Administrative Dental Assistant	Health services	150		
MPCC	Advanced Coding for the Physician's Office	Health services	100		
MPCC	Advanced Hospital Coding and CCS Prep	Health services	80		
MPCC	Certified National Pharmaceutical Representative	Health services	90		
MPCC	Clinical Dental Assistant	Health services	240		
MPCC	COMPTIA Healthcare IT Technician	Health services	80		
MPCC	COMPTIA Healthcare IT Technician (Voucher Included)	Health services	80		
MPCC	Explore a Career in Medical Coding	Health services	24		
MPCC	Legal Nurse Consultant Training Course	Health services	42		
MPCC	Medical Administrative Assistant	Health services	200		
MPCC	Medical Coding and Billing	Health services	638		
MPCC	Medical Transcription & Editing	Health services	640		
MPCC	Optician Certification Training	Health services	150		
MPCC	Pharmacy Technician	Health services	285		
MPCC	Pharmacy Technician	Health services	330		
MPCC	Physical Therapy Aide	Health services	150		
MPCC	Spanish for Medical Professionals	Health services	16		
NECC	Certified Pharmacy Technician Exam Preparation	Health services	16		
NECC	CNA (Certified Nurse Aide)	Health services	76		
NECC	Emergency Medical Responder	Health services	60		
NECC	Emergency Medical Responder Technician	Health services	127		
NECC	EMT I and EMT II	Health services	158		
NECC	Healthcare Aide	Health services	121		
NECC	Healthcare Aide - Lapsed CNA License	Health services	49		
NECC	Medication Aide	Health services	45		
SECC	LPN C Course (upgrade in pay if completed)	Health Services	70		
SECC	LPN Refresher and RN/LPN Clinical Course	Health Services	200		
SECC	LPN Refresher and RN/LPN Clinical Course and Leadership Success Certificate	Health Services	240		
SECC	LPN Refresher Course (renew license)	Health Services	110		
SECC	Medication Aide	Health Services	100		
SECC	Paramedic Refresher (renew license)	Health Services	40		
SECC	RN Refresher Course (renew license)	Health Services	120		
SECC	RN/LPN Clinical	Health services	90		
WNCC	Basic Nursing Assistant Training	Health services	80		
WNCC	Basic Nursing Assistant Training and Medication Aide	Health services	120		
WNCC	Emergency Medical Technician	Health services	152		
WNCC	Medical Assisting	Health services	345		
WNCC	Medical Assisting	Health services	375		
WNCC	Pharmacy Technician Certification Prep	Health services	68		
MCC	Culinary Workforce Training Program	Hospitality and tourism	411		
MPCC	Certificate in Customer Service	Hospitality and tourism	32		
MPCC	Certified Global Business Professional	Hospitality and tourism	160		
MPCC	eMarketing Essentials Certificate	Hospitality and tourism	48		
MPCC	Food and Customer Service Skills Training Certificate Program	Hospitality and tourism	120		
MPCC	Mobile Marketing Certificate	Hospitality and tourism	48		
MPCC	Online Marketing Certified Associate: Content Marketing	Hospitality and tourism	70		
MPCC	Online Marketing Certified Associate: Conversion Optimization Associate	Hospitality and tourism	105		
MPCC	Online Marketing Certified Associate: Display Advertising Associate	Hospitality and tourism	60		
MPCC	Online Marketing Certified Associate: Email Marketing Associate	Hospitality and tourism	70		
MPCC	Online Marketing Certified Associate: Mobile Marketing Associate	Hospitality and tourism	105		
MPCC	Online Marketing Certified Associate: Pay Per Click Associate	Hospitality and tourism	110		
MPCC	Online Marketing Certified Associate: Search Engine Optimization Associate	Hospitality and tourism	110		
MPCC	Online Marketing Certified Associate: Social Media Associate	Hospitality and tourism	110		
MPCC	Travel Agent Training	Hospitality and tourism	250		
MPCC	Video Marketing Certificate	Hospitality and tourism	32		
NECC	Food Service and Dietary Management Certificate	Hospitality and tourism	26		

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Community College	Gap Program of Study	In-demand Occupation Selection	Length Contact Hours	Length Credit Program	
				Hours	Weeks
CCC	10 Hour OSHA General Industry and Forklift	Precision metals manufacturing	16		
CCC	24 Hour Hazwoper	Precision metals manufacturing	24		
CCC	30 hour OSHA Construction 29 CFR 1926	Precision metals manufacturing	30		
CCC	30 Hour OSHA General Industry 29 CFR 1910	Precision metals manufacturing	30		
CCC	40 hour Emergency Response	Precision metals manufacturing	40		
CCC	Advanced Programmable Logic Controls	Precision metals manufacturing	24		
CCC	Basic and Electrical Pneumatics	Precision metals manufacturing	32		
CCC	Basic Electrical	Precision metals manufacturing	24		
CCC	Basic Programmable Logic Controls RS 500	Precision metals manufacturing	24		
CCC	Basic RS 5000 logic PLC	Precision metals manufacturing	24		
CCC	Basic Welding Training	Precision metals manufacturing	120		
CCC	Basic Welding Training & Basic Welding Training Level II	Precision metals manufacturing	200		
CCC	Basic Welding Training Level II	Precision metals manufacturing	80		
CCC	General Manufacturing Certificate	Precision metals manufacturing		12	14
CCC	Industrial Maintenance Series	Precision metals manufacturing	120		
CCC	Industrial Technology Certificate	Precision metals manufacturing		14	14
CCC	Intro to Technical Diagrams	Precision metals manufacturing	16		
CCC	Intro to Welding & Blueprint Reading	Precision metals manufacturing	96		
CCC	Leadership Series	Precision metals manufacturing	56		
CCC	Mechanical Systems	Precision metals manufacturing	24		
CCC	Motor Controls and Relay logic	Precision metals manufacturing	24		
CCC	Variable Frequency Drive	Precision metals manufacturing	16		
MCC	Basic Welding Technician Certificate	Precision metals manufacturing	150		
MCC	Certified Production Technician	Precision metals manufacturing	128		
MCC	Door Tech Training Program	Precision metals manufacturing	32		
MCC	Manufacturing & Production Career Placement Program	Precision metals manufacturing	44		
MPCC	Basic Arc & Gas Welding	Precision metals manufacturing	24		
MPCC	Basic Arc and Gas Welding	Precision metals manufacturing	24		
MPCC	Basic Welding & Safety	Precision metals manufacturing	24		
MPCC	Basic Welding Techniques & Safety	Precision metals manufacturing	24		
MPCC	Oxyacetylene Welding	Precision metals manufacturing	80		
NECC	*NC3 Precision Measurement Certification	Precision metals manufacturing	30		
NECC	24 Hr. Hazwoper	Precision metals manufacturing	24		
NECC	Diversified Manufacturing Boot Camp	Precision metals manufacturing	72		
NECC	Gas Metal Arc Welding (GMAW) MIG	Precision metals manufacturing	60		
NECC	Gas Metal (Mig) and Flux Cored Arc Welding	Precision metals manufacturing	90		
NECC	OSHA 10 Hour and Safety (10 hour card)	Precision metals manufacturing	30		
NECC	OSHA 30 Hour and Safety (30 hour card)	Precision metals manufacturing	32		
NECC	Precision Measurement	Precision metals manufacturing	18		
SECC	Advanced Allen-Bradley PLC	Precision metals manufacturing	24		
SECC	Advanced Automation Direct PLC Programming	Precision metals manufacturing	24		
SECC	Advanced Precision Machining	Precision metals manufacturing	24		
SECC	Basic Allen Bradley PLC	Precision metals manufacturing	24		
SECC	Basic Automation Direct PLC	Precision metals manufacturing	24		
SECC	Basic Precision Machining	Precision metals manufacturing	24		
SECC	Basic RS5000/LOGIX	Precision metals manufacturing	24		
SECC	Basic Welding	Precision metals manufacturing	30		
SECC	Basic Welding with Variable Frequency Drives (VFD)	Precision metals manufacturing	46		
SECC	Electrical Code	Precision metals manufacturing	30		
SECC	Electrical Fundamentals	Precision metals manufacturing	24		
SECC	Electrical Fundamentals and Troubleshooting with Motor Controls and Relay Logic	Precision metals manufacturing	72		
SECC	Electrical Troubleshooting	Precision metals manufacturing	24		
SECC	Gas Metal Arc Welding	Precision metals manufacturing	60		
SECC	High Pressure Engineering	Precision metals manufacturing	144		
SECC	Industrial Measurement, Sensors & Controls	Precision metals manufacturing	24		
SECC	Industrial Pneumatics	Precision metals manufacturing	32		
SECC	Introduction to Manufacturing Skills	Precision metals manufacturing	16		
SECC	Lean Manufacturing	Precision metals manufacturing	24		
SECC	Manufacturing Technician Level 1	Precision metals manufacturing	46		
SECC	Motor Controls and Relay Logic	Precision metals manufacturing	24		
SECC	PLC Operator Interface Programming	Precision metals manufacturing	24		
SECC	Variable Frequency Drives	Precision metals manufacturing	16		
SECC	Welding Essentials Course	Precision metals manufacturing	560		
WNCC	Welding I	Precision metals manufacturing	135		
WNCC	Welding II	Precision metals manufacturing	240		
MPCC	Biofuel Production Operations	Renewable energy	400		
MPCC	Chemical Plant Operations	Renewable energy	400		
MPCC	Power Plant Operations	Renewable energy	400		
MPCC	Solar Powered Professional	Renewable energy	120		
MPCC	Wind Energy Professional	Renewable energy	240		
NECC	*NC3 Building Performance Certificate, NC3 = National Coalition of Cert. Centers	Renewable energy	16		

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Community College	Gap Program of Study	In-demand Occupation Selection	Length Contact Hours	Length Credit Program	
				Hours	Weeks
NECC	*NC3 Torque Certification	Renewable energy	30		
NECC	608 FREON Certification ESCO Institute	Renewable energy	16		
NECC	Vibralign Laser Alignment Certification	Renewable energy	30		
MPCC	Certificate in Data Analysis	Research, development, and engineering services	48		
MPCC	Certified Indoor Air Quality Manager	Research, development, and engineering services	16		
MPCC	Certified Indoor Environmentalists Prep	Research, development, and engineering services	32		
MPCC	LEED AP + BDC	Research, development, and engineering services	32		
MPCC	LEED v4 Accredited Professional for Existing Buildings: Operations + Maintenance Exam Prep	Research, development, and engineering services	32		
MPCC	LEED v4 Green Associate Exam Prep	Research, development, and engineering services	32		
NECC	Drafting-Architectural	Research, development, and engineering services	21		
MCC	Business Office Communications Certification	Software and computer services	24		
MCC	Certified Fiber Optics Specialist/Testing & Maintenance	Software and computer services	16		
MCC	Certified Fiber Optics Technician	Software and computer services	24		
MCC	Code School	Software and computer services	432		
MCC	Fiber Optic Systems	Software and computer services	72		
MCC	Fiber Optic Systems + Outside Plant Specialist	Software and Computer Services	98		
MCC	IT and Cybersecurity Professional Level 1 Career Placement Program	Software and Computer Services	196		
MCC	Unity Certified Associate Training	Software and computer services	40		
MPCC	3ds max	Software and computer services	300		
MPCC	Android Application Developer	Software and computer services	120		
MPCC	AutoCAD 2015 Certified User	Software and computer services	155		
MPCC	Certificate in Designing Webinars	Software and computer services	48		
MPCC	Certificate in Self Publishing and eBooks	Software and computer services	48		
MPCC	Certified Online Instructor	Software and computer services	48		
MPCC	Cisco CNNA Certification Training	Software and computer services	150		
MPCC	Digital Arts Certificate	Software and computer services	360		
MPCC	Help Desk Analyst: Tier 1 Support Specialist	Software and computer services	120		
MPCC	Marketing Design Certificate	Software and computer services	360		
MPCC	Microsoft Access 2010 Certification Training	Software and computer services	120		
MPCC	Microsoft Certified Solutions Associate: Windows 7	Software and computer services	200		
MPCC	Microsoft Certified Solutions Association: Server 2008	Software and computer services	275		
MPCC	Microsoft Certified Solutions Association: Server 2012	Software and computer services	230		
MPCC	Microsoft Certified Solutions Association: SQL Server 2010	Software and computer services	220		
MPCC	Microsoft Certified Solutions Association: SQL Server 2012	Software and computer services	360		
MPCC	Microsoft Excel 2010 Certification Training	Software and computer services	95		
MPCC	Microsoft Excel 2013 Certification Training	Software and computer services	70		
MPCC	Microsoft Office 2010 Master Certification Training	Software and computer services	300		
MPCC	Microsoft Outlook 2010 Certification Training	Software and computer services	45		
MPCC	Microsoft PowerPoint 2010 Certification Training	Software and computer services	45		
MPCC	Microsoft PowerPoint 2013 Certification Training	Software and computer services	60		
MPCC	Microsoft SharePoint 2010 Certification Training	Software and computer services	82		
MPCC	Microsoft Word 2010 Certification Training	Software and computer services	95		
MPCC	Microsoft Word 2013 Certification Training	Software and computer services	70		
MPCC	Multimedia Arts Certificate	Software and computer services	360		
MPCC	Online Marketing Certified Associate: Digital Analytics and Conversion Professional	Software and computer services	200		
MPCC	Online Marketing Certified Associate: Email Marketing and Automation Professional	Software and computer services	150		
MPCC	Online Marketing Certified Associate: Paid Search Professional	Software and computer services	180		
MPCC	Online Marketing Certified Associate: Search Marketing Professional	Software and computer services	180		
MPCC	Online Marketing Certified Associate: Social and Mobile Marketing Professional	Software and computer services	190		
MPCC	Online Marketing Certified Associate: Web Analytics Associate	Software and computer services	145		
NECC	Cisco Networking I	Software and computer services	75		
NECC	Cisco Networking II	Software and computer services	75		
NECC	Cisco Networking III	Software and computer services	75		
NECC	Cisco Networking IV	Software and computer services	75		
NECC	Microsoft Certified Programming	Software and computer services	60		
SECC	A+ (IT Technician)	Software and computer services	42		
SECC	CCNA 1-2, 3-4 with A+	Software and computer services	250		
SECC	CCNA 1-2, 3-4 with A+ and Fiber Optics Systems	Software and computer services	306		
SECC	CCNA 1-2, 3-4 with A+, N+ and Fiber Optics Systems	Software and computer services	341		
SECC	CCNA 1 & 2	Software and computer services	104		
SECC	CCNA 3 & 4	Software and computer services	104		
SECC	Certified Fiber Optic Specialist/Testing & Maintenance	Software and computer services	16		
SECC	Certified Fiber Optic Technician	Software and computer services	24		
SECC	Certified Fiber Optics Specialist/Splicing	Software and computer services	16		
SECC	CompTIA N+	Software and computer services	35		
SECC	Fiber Optics Systems	Software and Computer Services	56		
SECC	Fiber Optics Systems with Basic Welding and Variable Drives	Software and computer services	102		

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Community College	Gap Program of Study	In-demand Occupation Selection	Length Contact Hours	Length Credit Program	
				Hours	Weeks
SECC	Fiber Optics Systems with CCNA 1-2 and 3-4	Software and Computer Services	264		
SECC	Fiber Optics Systems with CompTIA N+	Software and Computer Services	91		
SECC	Fiber Optics Systems with CompTIA N+ and A+	Software and Computer Services	133		
SECC	Fiber Optics Systems with Leadership Success Certificate	Software and Computer Services	97		
SECC	Fiber Optics Systems with LEAN Manufacturing	Software and Computer Services	80		
SECC	Fiber Optics Systems with LEAN Manufacturing and Networking	Software and Computer Services	288		
SECC	Microsoft Applications: Basic (Word, Excel, PowerPoint)	Software and computer services	21		
SECC	Microsoft Applications: Basic and Intermediate	Software and Computer Services	38		
SECC	Microsoft Applications: Basic and Intermediate with Leadership Success Certificate	Software and Computer Services	78		
SECC	Microsoft Applications: Intermediate (Word, Excel, Prezi)	Software and computer services	17		
WNCC	CompTIA A+ and Network+ Certification	Software and computer services	128		
WNCC	CompTIA A+ Certification	Software and computer services	48		
WNCC	CompTIA Network+ Certification	Software and computer services	48		
CCC	Truck Driving	Transportation, warehousing, and distribution logistics		12	6
CCC	Production Welding Certificate	Transportation, warehousing, and distribution logistics		13	14
MCC	Automotive Express Lane Technician Certificate	Transportation, warehousing, and distribution logistics	120		
MCC	CDL A Certification	Transportation, warehousing, and distribution logistics	113		
MCC	CDL Class B Certificate	Transportation, warehousing, and distribution logistics	60		
MPCC	Certified Green Supply Chain Professional	Transportation, warehousing, and distribution logistics	60		
MPCC	Commercial Driver License Basics-Class B	Transportation, warehousing, and distribution logistics	20		
MPCC	Freight Broker / Agent Training	Transportation, warehousing, and distribution logistics	150		
MPCC	Professional Truck Driving	Transportation, warehousing, and distribution logistics	158		
NECC	*NC3 Automotive Scanner Diagnostics Certification	Transportation, warehousing, and distribution logistics	30		
NECC	*NC3 Electrical Meter Certification	Transportation, warehousing, and distribution logistics	30		
NECC	60-Hour CDL Training with Transport Quality Assurance Certification (TQA)	Transportation, warehousing, and distribution logistics	60		
NECC	Basic CDL Theory and Lab (A or B CDL)	Transportation, warehousing, and distribution logistics	56		
NECC	Professional Truck Driving Training	Transportation, warehousing, and distribution logistics	240		
NECC	Remedial CDL Training	Transportation, warehousing, and distribution logistics	40		
WNCC	Commercial Truck Driver Class A	Transportation, warehousing, and distribution logistics	110		
WNCC	Commercial Truck Driver Class A 20 Hour	Transportation, warehousing, and distribution logistics	20		
WNCC	Commercial Truck Driver Class B	Transportation, warehousing, and distribution logistics	140		