

## Gap Eligible Program Guidelines

Relevant Statutory Authority: *Neb. Rev. Stat. § 85-2002 et al.*

### Eligible Program Defined

An eligible program means a program offered by a community college that is not offered for credit, is in an in-demand occupation, has a duration of not less than sixteen contact hours in length, and 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.

An eligible Gap program 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, and has a duration of not less than sixteen contact hours. This training program your Gap program aligns with can be either a credit or non-credit offering.

An eligible Gap program offered by a community college must be a program instructed by a college faculty member, an adjunct faculty member, or a person contracted and paid to teach by the college administration.

An eligible Gap program offered by a community college is one that is not offered for credit. Therefore, non-degree program offerings that are for credit cannot meet this requirement and are not eligible for the Gap program.

An in-demand occupation means:

- 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; and
- Any other industry designated as an in-demand occupation by the committee

### Contact hour defined

Contact hour means an educational activity consisting of sixty minutes minus break time and required time to change classes. Neb. Rev. Stat. § 85-1503(5).

### Format

The Commission has created a simple Microsoft Excel spreadsheet which has been distributed so you can simply add your eligible programs. Please only use this format so we can keep everything uniform. With that being said, the format is subject to change.

- “Community College” column: please enter your community college name.
- “Not for Credit Gap program” column: please enter your proposed Gap program name.
- “In-demand Occupation Selection” column: please use the drop-down menu and select the appropriate in-demand occupation your Gap program falls within.
- “Length (contact hours)” column: please enter the Gap program’s length in contact hours. Please note, a number greater than or equal to sixteen must be entered into this column.
- “Aligned Training Program” column: please enter the training program (credit or non-credit) your Gap program aligns with. This training program is not confined to offerings at your college. However, priority should be given to those at your college first, then other Nebraska institutions, and finally those training programs outside Nebraska.
- “Aligned Training Program Institution” column: please enter the institution where the training program is being offered.

### Preliminary submission of eligible program lists

The preliminary eligible program list you submitted to the Commission on or around October 15, 2015 is not final. The purpose of this list is for the community colleges to gain an understanding of programs that may meet the eligibility requirements and to determine if any changes to programs and/or courses should be made for inclusion in the Gap program. Because we understand program changes may need to be made, the Commission is putting a deadline date of March 31, 2016 as the last day to submit your eligible program list. Your eligible program list will then need to be reviewed and approved by the Commission.

### Future alterations of your eligible program list

Knowing your eligible program list may change, promptly notify us of any eligible program no longer offered so we can update the cumulative list. Furthermore, if your community college is seeking to make an addition to your eligible program list, please submit that addition for Commission review and approval as soon as possible.

### Certification of your eligible program list

When you submit your Gap eligible program list to the Commission you are certifying, to the best of your knowledge and belief, all information contained within complies with statutory requirements. Specifically, you are certifying your Gap programs are not-for-credit offerings pursuant to Neb. Rev. Stat. § 85-2002(3).