



NEBRASKA'S



**COORDINATING COMMISSION
FOR POSTSECONDARY EDUCATION**

***COMMUNITY COLLEGE
GAP ASSISTANCE PROGRAM***

2016-17 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 non-credit programs of study that prepare them for jobs in high-need fields. These students are not eligible for federal Pell grants or state Nebraska Opportunity Grants, which serve only students enrolled in for-credit courses leading to certificates or degrees, hence the 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 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.

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

As is common with new programs, community colleges varied in their ability to develop and implement the Gap Assistance program based on funding, staffing, and Gap-eligible programs in place prior to the first transfer of funds in October 2016. Along with other district attributes, such as population and aggregate employer demand, these issues help explain why Metropolitan Community College approved 38 participants in the first year of the Gap Assistance program while Mid-Plains and Western Nebraska Community Colleges each approved fewer than 10 participants. During the first year of implementation, colleges spent only 18% of the total first-year allocation.

There are currently 283 approved programs in the 12 in-demand occupational areas eligible for Gap Assurances funding. [See Appendix 1] Health Services programs were the most utilized in 2016-17 followed by Construction programs. Transportation, Warehousing, and Distribution Logistics and Precision Metals Manufacturing round out the top four most utilized programs. [See Table 5]

Of the 107 approved participants of the Gap Assistance program, 64 were male and 43 were female. Males 16-20 years of age and 26-30 years of age and females 21-25 years of age and 41-45 years of age took greatest advantage of the program in its first year. [See Table 7]

Unsurprisingly, the top in-demand field for male participants is construction, while the top in-demand field for female participants is health services. Both precision metals manufacturing and transportation, warehousing, and distribution logistics also have strong male participation. [See Table 8]

Of the approximately \$175,000 in direct costs incurred by the community colleges, 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 - 2016-17**

Fiscal Year Budget	
Carry Forward from Prior Fiscal Year	\$0
Current Year Allocation	\$1,413,596
Total Available for Current Fiscal Year	<u>\$1,413,596</u>

Line Item Expenses	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year End Total
Direct Costs:					
Tuition	\$1,600	\$9,281	\$80,463	\$11,658	\$103,002
Direct training costs	\$940	\$0	\$5,906	\$44,933	\$51,779
Required books and equipment	\$870	\$338	\$15,305	\$1,579	\$18,092
Fees	\$1,580	\$0	\$727	\$198	\$2,504
Subtotal	\$4,990	\$9,619	\$102,401	\$58,367	\$175,377
Administrative Costs:					
Staff support/admin	\$18,799	\$22,347	\$21,725	\$26,973	\$89,843
Total	<u>\$23,789</u>	<u>\$31,965</u>	<u>\$124,125</u>	<u>\$85,340</u>	<u>\$265,220</u>
Carried Forward to Next Fiscal Year					\$1,148,376

Training Status	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year End *
Number of Completed Applications	18	14	61	31	122
Number of Approved Participants	11	11	59	27	106
Status of Approved Participants					
Waiting to Participate	0	0	2	5	5
Enrolled	11	12	35	20	20
Completed Training	0	9	25	32	66
Completion Rate		90%	74%	86%	81%
Did Not Complete Training	0	1	9	5	15

* As of June 30, 2017

Employment Status	Year End Total
New Employment within their Field	9
Retained Employment	14
Unemployed but Continuing Further Education	5
Looking for Work/Unemployed	10
Deceased	0
No Response/Unable to Contact	28
Overall Employment Rate of Respondents *	70%
Overall New Employment Rate of Respondents *	27%

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

**Table 2: Gap Assistance Program Summary
by College - 2016-17**

College	Fiscal Year Allocation	Available Funds *	Total Expenditures	Completed Applications	Approved Participants
Central Community College	\$188,856	\$188,856	\$72,877	15	13
Metropolitan Community College	\$483,733	\$483,733	\$104,303	38	38
Mid-Plains Community College	\$87,077	\$87,077	\$15,150	10	6
Northeast Community College	\$154,789	\$154,789	\$38,538	36	30
Southeast Community College	\$411,357	\$411,357	\$31,739	21	17
Western Nebraska Community College	\$87,784	\$87,784	\$2,613	2	2
Total	\$1,413,596	\$1,413,596	\$265,220	122	106

* Available funds include unspent funds from prior fiscal years.

**Table 3: Gap Assistance Program Expenditures
by College - 2016-17**

College	Tuition	Direct Training	Books and Equipment	Fees	Staff Support & Admin.
Central Community College	\$0	\$44,700	\$0	\$0	\$28,177
Metropolitan Community College	\$50,078	\$0	\$12,645	\$0	\$41,580
Mid-Plains Community College	\$9,174	\$0	\$2,437	\$0	\$3,539
Northeast Community College	\$26,935	\$1,316	\$2,305	\$2,479	\$5,503
Southeast Community College	\$15,865	\$5,763	\$448	\$0	\$9,663
Western Nebraska Community College	\$950	\$0	\$257	\$25	\$1,381
Total	\$103,002	\$51,779	\$18,092	\$2,504	\$89,843

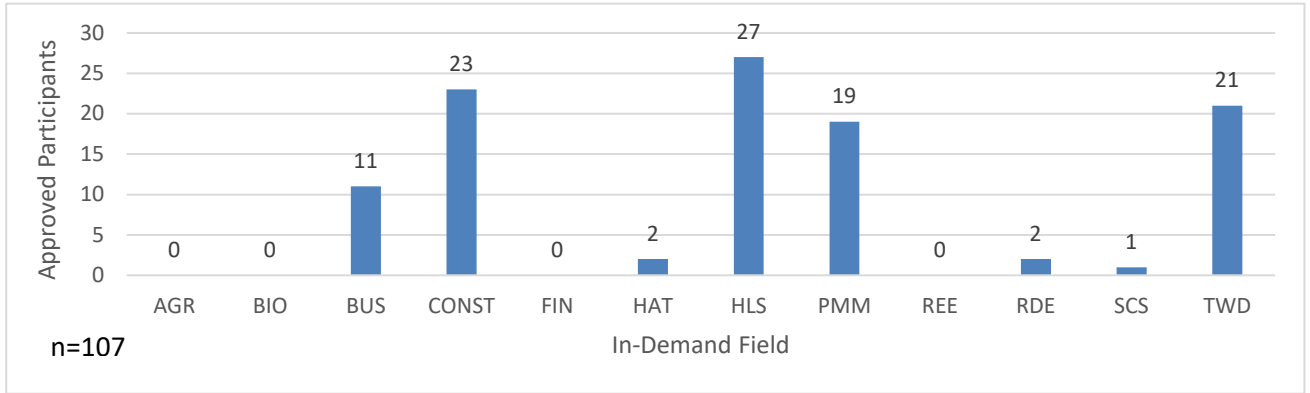
**Table 4: Gap Assistance Program Completers
by College - 2016-17**

College	Completed Training *	Did Not Complete	Completion Rate	Cost per Completion
Central Community College	8	2	80%	\$9,110
Metropolitan Community College	26	10	72%	\$4,012
Mid-Plains Community College	0	0	0%	N/A
Northeast Community College	20	2	91%	\$1,927
Southeast Community College	10	1	91%	\$3,174
Western Nebraska Community College	2	0	100%	\$1,307
Total	66	15	81%	\$4,018

* As of June 30, 2017. Does not include students enrolled but not completed as of June 30, 2017.

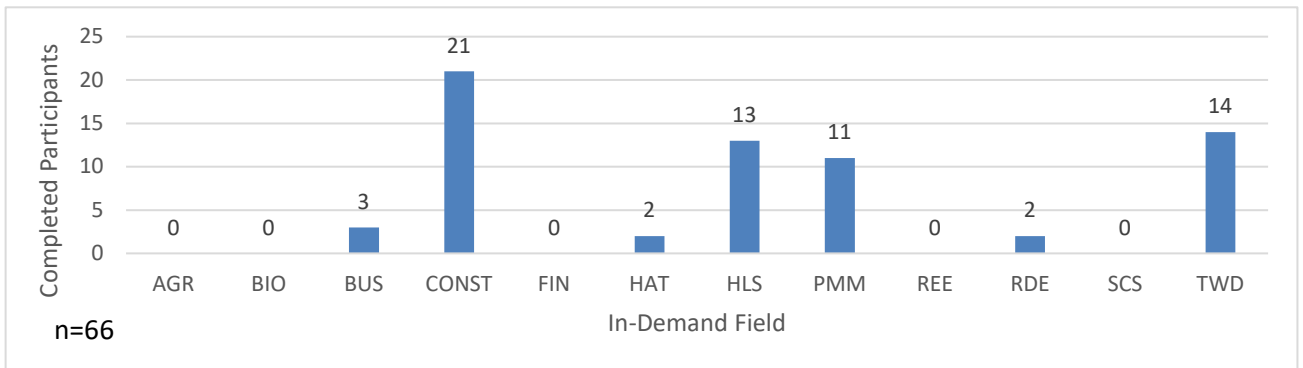
The large variance in cost per completion is mostly attributable to certain programs having higher instructional costs. For example, all Gap Assistance students attending Central Community College were enrolled in the more expensive precision metals manufacturing programs; the majority of Gap Assistance recipients at the other colleges were enrolled in less expensive programs.

**Table 5: Gap Assistance Program Approved Participants
In-Demand Programs of Study Enrolled - 2016-17**



- | | | | |
|-------|---|-----|---|
| 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 - 2016-17**



- | | | | |
|-------|---|-----|---|
| 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 - 2016-17

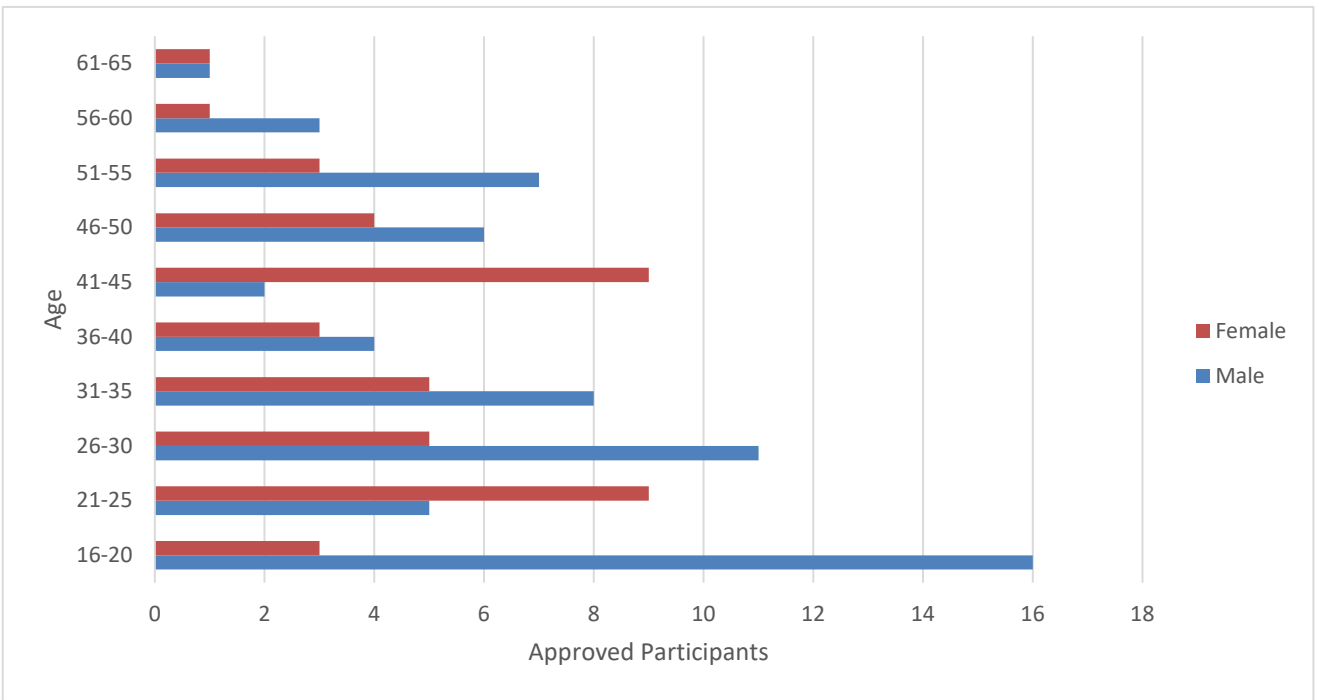
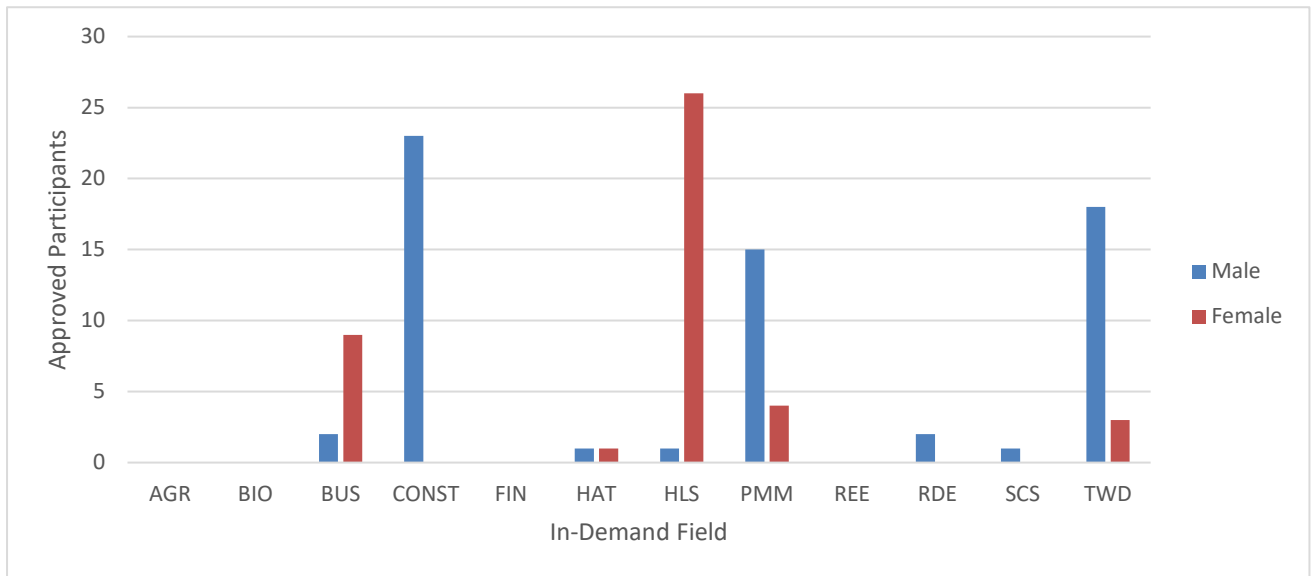


Table 8: Gap Assistance Program Approved Participants In-Demand Field by Gender - 2016-17



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

Appendix A

Approved Gap Assistance Programs of Study

Community College	Gap Program of Study	In-demand Occupation Selection	Length (contact hours)
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
WNCC	Environmental/Hazardous Waste Worker	Biosciences	60
CCC	Intro to Microsoft Office	Business management and administrative services	40
CCC	Micro Soft Office/Leadership Series	Business management and administrative services	80
MCC	Business Office Specialist Professional Certificate	Business management and administrative services	144
MCC	Small Business Startup Certificate	Business management and administrative services	70
MPCC	Accounting Fundamentals	Business management and administrative services	24
MPCC	Accounting Fundamentals II	Business management and administrative services	24
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	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	Lean Transactional Training	Business management and administrative services	24
SECC	Six Sigma Green Belt Certification	Business management and administrative services	63
WNCC	Basic Office Systems	Business management and administrative services	100
WNCC	Call Center Professional	Business management and administrative services	16
WNCC	Microsoft Office Specialist Certification Prep	Business management and administrative services	80
WNCC	Real Estate	Business management and administrative services	90
CCC	Concrete Refinisher	Construction	40
CCC	Concrete Refinisher	Construction	32
CCC	Concrete Refinisher/Forklift Training	Construction	46
CCC	Concrete Refinisher/Forklift Training	Construction	38
MCC	Carpet Floor Installer	Construction	52
MCC	Commercial Roofing Technician Certificate	Construction	40
MCC	Concrete Technician Certificate	Construction	40
MCC	Facilities Maintenance Technician Certificate	Construction	104
MCC	Hard Surface Floor Installer	Construction	56
MPCC	Concrete in Practice	Construction	36
SECC	Concrete in Practice	Construction	34
WNCC	Commercial Construction	Construction	185

Appendix A

Approved Gap Assistance Programs of Study

Community College	Gap Program of Study	In-demand Occupation Selection	Length (contact hours)
WNCC	Residential Construction	Construction	105
MCC	Intuit QuickBooks Certified User	Financial services	48
MPCC	Charter Tax Professional	Financial services	180
MCC	Certified Electronic Health Records Specialist	Health services	120
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	Medication Aide	Health services	45
SECC	LPN C Course (upgrade in pay if completed)	Health Services	70
SECC	LPN Refresher Course (renew license)	Health Services	110
SECC	Medication Aid	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	Emergency Medical Technician	Health services	150
WNCC	Long-Term Care	Health services	125
WNCC	Medical Assisting	Health services	345
WNCC	Medical Assisting	Health services	375
WNCC	Pharmacy Technician Certification Prep	Health services	68
WNCC	Phlebotomy	Health services	270
WNCC	Sterile Processing	Health services	60
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 Association	Hospitality and tourism	60
MPCC	Online Marketing Certified Associate: Email Marketing Association	Hospitality and tourism	70
MPCC	Online Marketing Certified Associate: Mobile Marketing Association	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
WNCC	Hospitality and tourism Professional	Hospitality and tourism	24
CCC	10 Hour OSHA General Industry and Forklift	Precision metals manufacturing	16

Appendix A

Approved Gap Assistance Programs of Study

Community College	Gap Program of Study	In-demand Occupation Selection	Length (contact hours)
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	Industrial Maintenance Series	Precision metals manufacturing	120
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	30 Hour OSHA Construction Certificate 29 CFR 1926	Precision metals manufacturing	30
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	NC3 Precision Measurement Certification	Precision metals manufacturing	30
MCC	NC3 Torque Certification	Precision metals manufacturing	30
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	Diversified Manufacturing Boot Camp	Precision metals manufacturing	72
NECC	Gas Metal Arc Welding (GMAW) MIG	Precision metals manufacturing	60
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	Electrical Code	Precision metals manufacturing	30
SECC	Electrical Fundamentals	Precision metals manufacturing	24
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	Lean Manufacturing	Precision metals manufacturing	24
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
WNCC	Manufacturing	Precision metals manufacturing	65
WNCC	Welding	Precision metals manufacturing	150
MPCC	Biofuel Production Operations	Renewable energy	400
MPCC	Chemical Plant Operations	Renewable energy	400
MPCC	Power Plant Operations	Renewable energy	400

Appendix A

Approved Gap Assistance Programs of Study

Community College	Gap Program of Study	In-demand Occupation Selection	Length (contact hours)
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
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	A+ Certification	Software and computer services	128
MCC	Business Office Communications Certification	Software and computer services	24
MCC	Certified Ethical Hacker	Software and computer services	50
MCC	Certified Fiber Optics Specialist/Testing & Maintenance	Software and computer services	16
MCC	Certified Fiber Optics Technician	Software and computer services	24
MCC	Certified PC Repair/Desktop Support Professional Certificate	Software and computer services	110
MCC	Cisco Certified Entry Networking Technician	Software and computer services	60
MCC	CISCO Networking I	Software and computer services	75
MCC	CISCO Networking II	Software and computer services	75
MCC	CISCO Networking III	Software and computer services	75
MCC	CISCO Networking IV	Software and computer services	75
MCC	Cyber Security Professional Certificate	Software and computer services	130
MCC	Employability Skills	Software and computer services	22
MCC	Fiber Optics Splicing Specialist Certification	Software and computer services	16
MCC	IC3-Internet and Computing Core Certification	Software and computer services	72
MCC	Microsoft Access Certification	Software and computer services	72
MCC	Microsoft Certifications Solutions Associate/Expert (MCSA/MCS)	Software and computer services	200
MCC	Microsoft Certified Educator (MCE)	Software and computer services	200
MCC	Microsoft Excel Basic Core Certification	Software and computer services	24
MCC	Microsoft Excel Expert P1 Certification	Software and computer services	24
MCC	Microsoft Excel Expert P2 Certification	Software and computer services	24
MCC	Microsoft Office Specialist (MOS) exams	Software and computer services	80
MCC	Microsoft Technology Associate (MTA)	Software and computer services	108
MCC	Microsoft Word Basic Certification	Software and computer services	24
MCC	Microsoft Word Expert P1 Certification	Software and computer services	24
MCC	Microsoft Word Expert P2 Certification	Software and computer services	24
MCC	Network + Certification	Software and computer services	120
MCC	QuickBooks Certified User Certificate	Software and computer services	60
MCC	Work Ready Earn and Learn	Software and computer services	32
MCC	World Class Customer Service Certification	Software and computer services	30
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

Appendix A

Approved Gap Assistance Programs of Study

Community College	Gap Program of Study	In-demand Occupation Selection	Length (contact hours)
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	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	Microsoft Applications 2013: Basic (Word, Excel, PowerPoint)	Software and computer services	21
SECC	Microsoft Applications 2013: Intermediate (Word, Excel, Prezi)	Software and computer services	17
MCC	10 Hour OSHA General Industry and Forklift	Transportation, warehousing, and distribution logisti	16
MCC	30 Hour OSHA General Industry	Transportation, warehousing, and distribution logisti	30
MCC	Automotive Express Lane Technician Certificate	Transportation, warehousing, and distribution logisti	120
MCC	CDL Class B Certificate	Transportation, warehousing, and distribution logisti	60
MCC	Certified Logistics Associate	Transportation, warehousing, and distribution logisti	70
MCC	Certified Logistics Technician	Transportation, warehousing, and distribution logisti	70
MCC	Certified Warehouse and Logistics Professional Certificate	Transportation, warehousing, and distribution logisti	76
MCC	NC3 Automotive Scanner Diagnostics Certification	Transportation, warehousing, and distribution logisti	30
MCC	NC3 Electrical Meter Certification	Transportation, warehousing, and distribution logisti	30
MPCC	Certified Green Supply Chain Professional	Transportation, warehousing, and distribution logisti	60
MPCC	Freight Broker / Agent Training	Transportation, warehousing, and distribution logisti	150
NECC	*NC3 Automotive Scanner Diagnostics Certification	Transportation, warehousing, and distribution logisti	30
NECC	*NC3 Electrical Meter Certification	Transportation, warehousing, and distribution logisti	30
NECC	Basic CDL Theory and Lab (A or B CDL)	Transportation, warehousing, and distribution logisti	56
NECC	Professional Truck Driving Training	Transportation, warehousing, and distribution logisti	240
WNCC	Commercial Truck Driver Class A	Transportation, warehousing, and distribution logisti	110
WNCC	Commercial Truck Driver Class B	Transportation, warehousing, and distribution logisti	140