



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4104 CONTRACT EDUCATION
Number	AP 4104
Status	Active
Legal	<a href="#">Title 5, Section 55170</a>
Adopted	December 14, 2010
Last Reviewed	October 11, 2011

At the request of public or private businesses, agencies or organizations, the VCCCD office or designated division or department will provide targeted instruction to meet the professional and economic development needs of the community. This shall be called contract education. Contract Education courses, training, or activities undertaken will be consistent with the stated mission and goals of the District colleges.

Contract Education offerings may include: Credit Classes, Non-Credit Classes, and Not-for-Credit Classes, as defined by the regulations of Title 5. Criteria for and limits on contracts, including differentiation of courses for which state support is sought and those for which it is not, will comply with the regulations of Title 5.

The development, review, approval and evaluation of these offerings will comply with the applicable regulations and guidelines pursuant to Title 5, and as interpreted by the State Chancellor Office in its guidelines for program and course approval.

Contracts will be limited in nature, and at a minimum, include a scope of services, fees, dates, class location and other standard conditions and terms as determined by the District's Office of Business Services.

Development and implementation of contracts for customized training and services must be processed using the District's established human resources, contract approval, accounting and tracking procedures. In cases where for-credit instruction is being contracted by an employer, the district will adhere to applicable provisions included within the AFT/VCCCD agreement.

Colleges are responsible for ensuring mission-relevance of the program offered under the proposed contract. Contracts are reviewed for legal compliance and financial impact by the Office of Administrative Services, and recommended to the Chancellor for Board of Trustees approval.