

## **GUIDELINES FOR CONTRACT EDUCATION CALIFORNIA COMMUNITY COLLEGES**

*The information below is intended as a guideline to offering contract education through at a community college.*

1. A California community college may contract with a public or private entity, corporation, association, person or body, for the purposes of providing instruction, services, or both, by the College. This is contract education.  
**Ed Code §78021(a)**
2. Students can earn unit credits and, when applicable, receive certificates and degrees for work completed through contract education.  
**California Code of Regulations, Title 5, §55170**
3. The college will ~~can~~ charge for the actual cost of the program, to include instruction, materials, books, administrative costs and any other costs necessary to conduct the program. The cost of instruction could vary by college and by programs.  
**Ed Code §78021(b)**
4. There is no set fee for administrative costs. That fee will be based on the program/training desired. The party contracting for the instruction or services must sign an agreement, which will outline the instruction/training to be provided, along with all costs necessary to provide the instruction/training.
5. Student enrollment fees do not apply to a contract education program if the entire cost of a course, including administrative costs, is paid by a public or private agency, corporation, or association with which the District contracts.  
**Ed Code §76300 (e) (3)**
6. Attendance of students in contract education programs shall not be included for purposes of calculating the FTES for apportionment to the District.  
**Ed Code §78021(c)**
7. Courses that are fully paid for by an employer do not need to be open to the public.
8. Faculty teaching credit and noncredit contract education classes shall be compensated in the same manner as comparable faculty in the regular, noncontract education program.

Faculty teaching not-for-credit contract education classes shall be compensated in the same manner as faculty in the regular, noncontract education program if the course meets the same standards as a course in the credit curriculum.

**Ed Code § 78022 (b) and (d)**