Book	Policy Manual
Section	(B) PROGRAMS
Title	Policy B120 - Adult And Continuing Education
Code	B120
Status	Active
Adopted	December 8, 1982
Last Revised	December 11, 2013
Last Reviewed	December 11, 2013

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Section: Programs

I. Purpose

The Joint Committee is committed to assist business and industry in meeting the educational and training needs of their employees.Further, it recognizes its responsibility to assist adults in attaining the requisite skills to begin a new career and contribute to career advancement which require career and technical education.

II. Authority

The Pennsylvania School Code authorizes career and technical schools to provide instruction for persons sixteen years of age or over, who have left full-time school. These classes may be conducted in the evening, or at hours when workers are able to attend, and shall include instruction that we either increase the skill or knowledge of the worker in the occupation in which he/she is employed or about to become unemployed because of changing condition sin industry, and whose previous experience, as a background, prepares them for employment in related fields within a limited time.

III. Program Definition

Continuing Education programs shall be delivered in one of the following formats:
Courses, the length of which, are determined by the content or learning objectives.
Programs which are a series of related, sequenced courses designed to meet specific objectives. Such programs may be for licensure or certification and include training for apprentices.
Customized Training, which are individual courses or programs specifically designed for the specific training needs of the client whose members (employees), are the exclusive students of the course or program.

IV. Course Offerings

The Joint Committee shall annually approve all courses and programs offered through the Continuing Education Division. This approval shall include the title and educational objective of the course, the total number of hours it will meet, the tuition to be charged and the compensation provided to the instructor. The supervisor of continuing education shall maintain a course syllabus for each continuing education offering to include prerequisites,texts, course content, the course objectives, methods of instruction, method of evaluation and attendance requirements. These syllabi shall be provided to each student at the first meeting of the course.

V. Fees

The Joint Committee shall annually approve a schedule of tuition and fees to be established for all publicly offered courses or programs. These charges shall provide adequate revenue to ensure that the school's continuing education division operates without direct support from the participating districts. Each program shall be offered on a cost recovery basis.

VI. Delegation of Authority

The Director shall be authorized to enter into agreements,contracts and relationships with businesses and industry to provide training and services for their employees. Training products and services, consistent with the mission of EASTERN, shall be designed specifically to meet the unique needs of the company and its employees. Each agreement shall provide adequate revenue to EASTERN to support all costs associated with the contract. The Director shall report monthly to the Joint Committee on the status of all training contracts.

VII. Supervision and Instruction

The Joint Committee shall appoint a qualified supervisory and clerical staff to administer the Continuing Education Division. This staff shall be appointed annually at the regular meeting of the Joint Committee for a term of one school year. The instructional staff shall be appointed annually for a term of one school year.

Adopted: 12/08/82
Revised: 11/13/91
Revised: 11/08/95
Revised: 12/11/13