A RESOURCE GUIDE FOR OPERATING

CTE ADULT/CONTINUING

EDUCATION PROGRAMS

IN PENNSYLVANIA
Workforce Investment Act (WIA)
In 1998, the federal government enacted the Workforce Investment Act as the guiding legislation behind the services offered at your local Pennsylvania CareerLink® office. A primary goal of the Workforce Investment Act is to create linkages between employers, training providers and job seekers.

PA WIB (Workforce Investment Board)
The Pennsylvania Workforce Investment Board (PA WIB) is the Governor’s principal private-sector policy advisor on building a strong workforce development system aligned with state education policies and economic development goals. Its members are appointed by the Governor and represent a cross-section of business executives, labor officials, education leaders, economic development practitioners and local elected officials. Additionally, the cabinet secretaries of five state agencies, as well as four members of the general assembly, serve on the board.

In early 2004, Governor Rendell reorganized the membership of the PA WIB and restated its mission to reflect his charge to the board to take a strategic look at developing Pennsylvania’s next-generation workforce system. He appointed David Malone, the principal and CFO of Gateway Financial Group, to be the board’s chair. Mr. Malone had served as chair of the Three Rivers Workforce Investment Board for five years.

LWIA (Local Workforce Investment Area) & LWIB (Local Workforce Investment Board)

1. Allegheny County Workforce Investment Area(SW005)
2. Berks County Workforce Investment Area(SE015)
3. Bucks County Workforce Investment Area(SE020)
4. Central Workforce Investment Area(CE175)
5. Chester County Workforce Investment Area(SE030)
6. City of Pittsburgh Workforce Investment Area(SW095)
7. Delaware County Workforce Investment Area(SE035)
8. Lackawanna County Workforce Investment Area(NE055)
9. Lancaster County Workforce Investment Area(SE060)
10. Lehigh Valley Workforce Investment Area(LV070)
11. Luzerne-Schuylkill Counties Workforce Investment Area(NE075)
12. Montgomery County Workforce Investment Area(SE080)
13. North Central Workforce Investment Area(NC125)
14. Northern Tier Workforce Investment Area(NT130)
15. Northwest Workforce Investment Area(NW170)
16. Philadelphia County Workforce Investment Area(SE090)
17. Pocono Counties Workforce Investment Area(NE135)
18. South Central Workforce Investment Area(SC180)
19. Southern Alleghenies Workforce Investment Area(SA100)
20. Southwest Corner Workforce Investment Area (SW165)
21. Tri-County Workforce Investment Area (SW110)
22. West Central Workforce Investment Area (NW145)
23. Westmoreland & Fayette Workforce Investment Area (SW045)

**Pennsylvania CareerLink** - PA CareerLink is Pennsylvania’s one-stop service for job seekers. PA CareerLink resources include job listings, directory of local offices, unemployment information, social services, and training resources.

**CareerLinks serve:**
Employers Job Seekers

**CareerLinks are locally comprised of a combination of:**
Training providers Private Organizations
Public Agencies Community Based Organizations

**CareerLink Operator**
Local agency or consortium of agencies selected by the WIB to operate the CareerLink.

**Typical training funding sources within the CareerLink**
Title I (WIA) and Welfare (program operator selected by the LWIB)
Bureau of Workforce Development Partnership staff manage Trade funding
Office of Vocational Rehabilitation (OVR) manages funding for their customers

**Commonwealth Workforce Development System (CWDS)** - CWDS provides access to Pennsylvania workforce development and independent living services provided by the Departments of Labor & Industry and Public Welfare.

**Who can use CWDS?**
- **Participants** are Job seekers and other individuals seeking services. They can create resumés and match their skills, requirements and backgrounds with job openings.
- **Employers** can use CWDS to find qualified job applicants.
- **Service or Training Providers** can use CWDS to receive referrals of those seeking the services, programs or training they provide.
- **Agency Staff** use CWDS to track service delivery. This shared system streamlines service-provision and provides a comprehensive view of services provided to any individual.

**State Approved Program List** – Located on the CWDS webpage, this list contains all training programs statewide that are approved to receive WIA and Trade dollars. Keep in mind that this list is a *statewide* list, so your local WIB may chose not approve a client for a particular program due to the fact that the selected program may not be applicable to your region.
Industry Clusters (statewide)
An industry cluster consists of a group of industries that are closely linked by common product markets, labor pools, similar technologies, supplier chains, and/or other economic ties. Clusters can take on strategic importance because activities that benefit one group member will generally have positive spillover effects on other members of the cluster.

Nine industry clusters, with critical sub-clusters, have been identified for workforce strategies. These nine clusters account for nearly 69% of all employment in the Commonwealth.

The following nine industry clusters (bold) are targeted for focused workforce development strategies based on projected labor shortages, growth potential and significance to Pennsylvania’s economy. Three of the targeted industry clusters include critical sub-clusters (italic) to evaluate their specific workforce and economic development issues.

<table>
<thead>
<tr>
<th>Targeted Industry Cluster</th>
<th>2002 Average Monthly Employment</th>
<th>2002 Average Annual Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Sciences</td>
<td>867,868</td>
<td>$39,366</td>
</tr>
<tr>
<td>Bio-Medical</td>
<td>81,564</td>
<td>$64,457</td>
</tr>
<tr>
<td>Health Care</td>
<td>786,304</td>
<td>$36,763</td>
</tr>
<tr>
<td>Business and Financial Services</td>
<td>776,404</td>
<td>$42,845</td>
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<tr>
<td>Education</td>
<td>536,572</td>
<td>$35,121</td>
</tr>
<tr>
<td>Advanced Materials and Diversified Manufacturing</td>
<td>495,482</td>
<td>$43,061</td>
</tr>
<tr>
<td>Chemicals, Rubber and Plastics</td>
<td>79,936</td>
<td>$46,643</td>
</tr>
<tr>
<td>Electronics</td>
<td>75,760</td>
<td>$50,792</td>
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<tr>
<td>Metals and Metal Fabrication</td>
<td>141,001</td>
<td>$41,060</td>
</tr>
<tr>
<td>Printing</td>
<td>42,397</td>
<td>$37,196</td>
</tr>
<tr>
<td>Vehicle and Vehicle Equipment</td>
<td>45,029</td>
<td>$48,267</td>
</tr>
<tr>
<td>Building and Construction</td>
<td>347,795</td>
<td>$40,927</td>
</tr>
<tr>
<td>Agriculture and Food Production</td>
<td>314,088</td>
<td>$26,308</td>
</tr>
<tr>
<td>Food Processing</td>
<td>86,865</td>
<td>$36,106</td>
</tr>
<tr>
<td>Information and Communication Services</td>
<td>209,442</td>
<td>$56,742</td>
</tr>
<tr>
<td>Logistics and Transportation</td>
<td>136,946</td>
<td>$36,588</td>
</tr>
<tr>
<td>Lumber Wood and Paper</td>
<td>105,525</td>
<td>$34,317</td>
</tr>
</tbody>
</table>
Using the guide above.
In each of the targeted industry clusters sections of this publication:

- **Cluster ranking** is based on employment within the cluster industries while the state ranking is based on total employment across all industries.
- **Top occupations** include the estimated occupational employment for only those specific industries within the industry clusters.

Local Workforce Investment Areas may define their own Targeted Industry Clusters.

**PA Department of Labor & Industry**

**CWIA Center for Workforce Information and Analysis** - Valuable labor market information on workforce and employment

**PA Work Stats**

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**Fast Facts**

*Pennsylvania and Investment Area*

**PA WIA quick**

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**Publication**

*Workforce (WIA) Fast Fact*

Fast Facts and Fast Facts contain snapshots of "Fast Facts Publication" as well as "Fast Facts Pennsylvania and Investment Area".
many different labor market and economic datasets. They are updated each month with the most current and relevant information available. A separate publication is dedicated to the Marcellus Shale Industry.

**Job Spidering** – Labor market information, career and job services
### CIP-SOC Crosswalk – Align CIP code (Classification of Instructional Program) to SOC (Standard Occupational Code)

#### CIP to SOC Crosswalk Table

<table>
<thead>
<tr>
<th>CIP Code</th>
<th>CIP Title</th>
<th>SOC Code</th>
<th>SOC Title</th>
<th>Educ Level</th>
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<tbody>
<tr>
<td>01.0000</td>
<td>Agriculture, General</td>
<td>11-9011</td>
<td>Farm, Ranch &amp; Other Administrative Managers</td>
<td>BD+</td>
</tr>
<tr>
<td>01.0000</td>
<td>Agriculture, General</td>
<td>11-9012</td>
<td>Farmers &amp; Ranchers</td>
<td>LT OJT</td>
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<tr>
<td>01.0000</td>
<td>Agriculture, General</td>
<td>19-1011</td>
<td>Animal Scientists</td>
<td>BD</td>
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<td>Food Scientists &amp; Technologists</td>
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<tr>
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<td>19-1013</td>
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<td>01.0000</td>
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<td>Supervisors - Farming, Fishing &amp; Forestry Workers</td>
<td>MT OJT</td>
</tr>
<tr>
<td>01.0000</td>
<td>Agriculture, General</td>
<td>45-1012</td>
<td>Agricultural Inspectors</td>
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<tr>
<td>01.0000</td>
<td>Agriculture, General</td>
<td>45-2011</td>
<td>Animal Breeders</td>
<td>MT OJT</td>
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<td>45-2041</td>
<td>Graders &amp; Sorters, Agricultural Products</td>
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<td>Farmworkers, Farm &amp; Ranch Animals</td>
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<td>Agricultural Workers, All Others</td>
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<tr>
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<td>Farm, Ranch &amp; Other Administrative Managers</td>
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<tr>
<td>01.0101</td>
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<td>01.0105</td>
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<td>Purchasing Agents &amp; Buyers, Farm Products</td>
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<td>01.0106</td>
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<td>BD+</td>
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<tr>
<td>01.0119</td>
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<td>45-1011</td>
<td>Supervisors - Farming, Fishing &amp; Forestry Workers</td>
<td>MT OJT</td>
</tr>
</tbody>
</table>

Industry Partnerships – Local Workforce Investment Areas define their industry partnerships. An industry partnership is a multi-employer collaborative effort that brings together management and labor around the common purpose of improving the competitiveness of a cluster of companies or organizations producing similar products or services and sharing similar supply chains, critical human resource needs, infrastructure requirements, business services, and/or retention/recruitment challenges.

High Priority Occupations – Identified by the State based on wage and job opening data obtained through CWIA (Center for Workforce Information Analysis)

Statewide High Priority Occupations List – A comprehensive list developed by the State showing ALL occupations that are identified as High Priority across the State of Pennsylvania.

Regional High Priority Occupations List – Multiple lists developed by the State identifying High Priority Occupations by region. Upon receipt of the Regional list,
training providers should review the listed occupations. If you believe certain occupations should be on the list and are not currently shown, petition your local WIB immediately. Check with your Local WIB for petitioning procedures and timelines for petitions.

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**Buzz Words**

**BCTE** – Bureau of Career & Technical Education, Pennsylvania Department of Education

How to find BCTE on PDE’s website:
PDE Home >> Programs >> Programs A-C >> Career & Technical Education

**CIP** – Classification of Instructional Programs

**CJT** – Customized Job Training
ESL – English as a Second Language

FERPA – Family Education Rights and Privacy Act

LEP – Limited English Proficiency

NOCTI – National Occupational Competency Testing Institute An end of program test given to students. If the students successfully pass the NOCTI test, they earn a NOCTI certificate which is an industry recognized credential.

O-NET – Online tool for career exploration and job analysis with detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more.

OAC – Occupational Advisory Committee Advisory committees are a vital link between the career and technical education program and business and industry. Meetings are held twice per year. Comprised of active business and industry representatives, the main purpose of an occupational advisory committee is to strengthen the career and technical education program by making recommendations for program improvement and providing technical assistance to assure the most up-to-date curriculum content and appropriate applications of technology.

PDE – Pennsylvania Department of Education

PERKINS – The Perkins grant program is a program that provides dollars to schools to develop Programs of Study. There are both Secondary and Post Secondary Perkins dollars. To be eligible to receive Post Secondary Perkins dollars a school must be accredited and receiving Title IV funds.

RFP – Request for Proposal

SGA – Solicitation for Grant Application

SOC – Standard Occupational Classification

WEDNet – The Workforce and Economic Development Network of Pennsylvania (WEDnetPA) was created to make companies across the Commonwealth of Pennsylvania more competitive by updating and improving the skills of their employees to meet specific company needs. May be helpful to companies contracting for CJT.
Program Approvals and Reporting Requirements

State Approved Program List – Located on the State CWDS webpage, this list contains all training programs statewide that are approved to receive WIA and Trade dollars. *Word has it that OVR may be required to begin using this list in the future.* Keep in mind that this list is a *statewide* list, so your local WIB may chose not approve a client for a particular program due to the fact that the selected program may not be applicable to your region.

**Reporting** – Annually, you must submit student data along with the program approval request in order to have your programs re-evaluated for approval for the upcoming year. If the data submitted with along with a program approval request does not meet the Required Performance Indicators, then the program can be denied by WIB. For programs with less than ten enrolled, student data is not required.

CATS – Career and Technical Education Information System; formerly known as the Adult Affidavit Program Registration, the CATS system is an on-line system through which PDE approves adult only programs including short term, full time and PDE Accredited. All approved programs that run and meet the minimum enrollment and academic requirements are eligible to receive a reimbursement of $6.88 per each instructor hour. (If a school is accredited through PDE, the school’s accredited programs are also listed in this system.)

PIMS Reporting – Pennsylvania Information Management System; formerly VEMIS & PAAPSA Annually you must submit student and instructor data for evaluation by PDE. This data is used to support your school’s request for $6.88 money AND for the Post Secondary PERKINS grant allocations and performance data. This report must include Practical Nursing student and instructor data even though you will not receive $6.88 for PN instructor hours. The PN data is used only in determining your PS Perkins allocation and performance. This is the report which requires the NOCTI tests in order to determine if performance measures are met. PIMS was implemented for Post Secondary schools in 2009-10 and is now required for Adult Programs beginning in 2010-11.

Accreditation – This is the first step in the process by which schools become eligible to process and receive Title IV Federal Financial Aid. During the accreditation process, the accrediting agency generates a list of approved, or accredited, programs. Only programs that are accredited are eligible for Title IV funds.
**Reporting** – If accredited, your accrediting agency defines the data that must be submitted on an annual basis. Some agencies require a written report, while others require a written report and performance data.

**Veterans Administration** – The VA approves programs at both accredited and non-accredited schools thus allowing veterans to use their Veteran’s Education benefits while attending your school. Veteran’s are now eligible, beginning October 1, 2011, to use Post 911 Benefits at vocational, nursing or truck driving schools. Due to this change in the VA benefits, schools may see an increase in the number of Veterans they serve.

**Reporting** – Annual reporting is not required. However, the Veteran’s Administration does visit the school annually to review Veterans’ records and review and re-approve programs.

**Program Approvals and Reporting Requirements**

**Bureau of Apprenticeship and Training** – The Bureau of Apprenticeship and Training is responsible for approving any apprenticeship program your school may run. Apprentice programs are eligible for approval in the CATS system and are eligible to receive subsidy reimbursement through the PIMS report.

**Reporting** – The school must make sure that students receive 144 hours of training per year. It is up to the employer to keep track of and report hours to the Bureau.

**State Board of Nursing** – Practical Nursing programs must be licensed through the State Board of Nursing.

**Reporting** – Practical Nursing programs must submit a quarterly report for reimbursement of student contact hours. Because this subsidy is received by the PN program, you do not receive the $6.88 reimbursement for instructor hours.

**State Board of Cosmetology** – Cosmetology programs must be licensed through the State Board of Cosmetology.

**Reporting** – Instructors records and then signs off on the hours of training each student receives, the report is notarized and submitted to the State Board of Cosmetology.

**Title IV (Federal Financial Aid)** – Prior to a school being eligible to process aid for a particular program, the program must be **Accredited** through an approved
accrediting agency and must then be added to the Eligibility and Certification Approval Report through the USDE. Once USDE approves the program, a school can process and receive Federal PELL Grants, Stafford Student Loans and Parent Plus Loans.

New Gainful reporting regulations now require schools to provide additional information when requesting a new program approval through the USDE. Schools must describe how they determined the need for this program, how the program was designed to meet local market needs, how the program was approved and provide a wage analysis.

**IPEDS Reporting:** Annually, your school must submit multiple reports to the USDE in order to maintain authorization to process Federal Financial Aid. These reports are submitted at 3 different times throughout the school year (September through April).

**Gainful Employment Report:** Annually, you school must submit student data, including financial aid information, to the USDE.

**Campus Security Reporting:** Annually, your school must submit the federal Campus Security Report.

**EZ-Audit Report:** Annually, your school must submit its local audit for review by the USDE.

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**Funding Sources and Financial Aid**

**WIA** – Tuition paid through the Local agency identified by the WIB to manage WIA program activities for eligible and suitable customers
CATS/PIMS – This is a process through which the school is reimbursed of $6.88 per each instructor hour for approved programs.

VA Benefits – Veterans Administration Programs approved through VA allow veterans to use their GI Bill benefits including Chapters 30, 33, 1606, 1607, 35, 32 and 31, Post 911 GI Bill and Vrap as well as other veteran programs while attending your school.

TRA/ TAA – Trade Readjustment Allowances/Trade Adjustment Assistance Tuition paid through the BWDP for students who are unemployed due to the fact that their company has moved their operation outside US borders.

OVR – Office of Vocational Rehabilitation Students with a documented disability are often eligible tuition assistance for re-training through the OVR.

Institutional Scholarships – School sponsored scholarship programs.

Title IV (Federal Financial Aid) – Prior to a school being eligible to process aid for a particular program, the program must be Accredited through an approved accrediting agency and must then be added to the Eligibility and Certification Approval Report through the USDE. Once USDE approves the program, a school can process and receive PELL grants, Stafford Student loans, and Parent PLUS loans.

PELL Grants – Money given to a student for training through the Federal PELL grant program. Students are not required to repay grant dollars.

Stafford Student Loans – A federal loan program for students. Loans are guaranteed to all students, payments are deferred while the student is in school, and students receive a six-month grace period after graduation prior to entering into repayment.

Parent Plus Loans – A federal loan program for parents of students. Loans are credit based applications and payments can be placed in forbearance while the student is in school.