



PENNSYLVANIA

Association of Career & Technical
Administrators

***A RESOURCE GUIDE FOR OPERATING
CTE ADULT/CONTINUING
EDUCATION PROGRAMS
IN PENNSYLVANIA***

Workforce Investment Act (WIA)

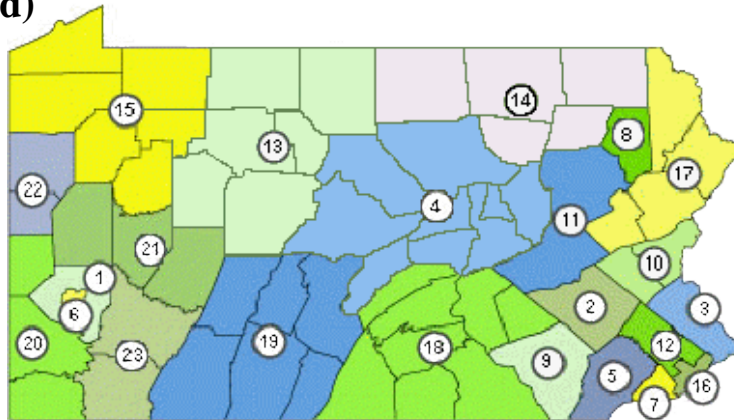
In 1998, the federal government enacted the Workforce Investment Act as the guiding legislation behind the services offered at your local Pennsylvania CareerLink® office. A primary goal of the Workforce Investment Act is to create linkages between employers, training providers and job seekers.

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 resumé 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.

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

Targeted Industry Clusters	3,790,122	\$39,741
Total Statewide	5,507,323	\$35,791
Percent of Total in Targeted Clusters	68.8%	111.0%

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



**Fast Facts
Pennsylvania and
Investment Area**

PA
WIA
quick

**Publication
Workforce
(WIA) Fast Fact**

Fast Facts and
Fast Facts contain
snapshots of

ks for Pennsylvania

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

CVWA - Job Seeker Services - Job Search Options

Home Register/Sign In Services for Individuals Services for Employers Labor Market Analysis

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

PA Work State Home **pennsylvania** **CareerLink** **En Español**

Services for Individuals
Career Services
Job Seeker Services
Labor Market Services

Other Services
Assistance Center

Please choose one of the methods below to view available job openings in the area you selected.

For help with the question mark icon

Quick Job Search Advanced Job Search Job Search by Employer Job Search by Education Job Number Search

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the Search button.

[Search]

Search Criteria

Select Home Area (State/County) Area Type Zip Code [15108]
5 miles 10 miles 25 miles 50 miles

Keywords (e.g., Accountant) []
[?] Show Additional Search Options

Click here if you are a website that wish to enter your website information.
[]
[Search]

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[http://paworkstate.geosolutions.com/jobbank/default.asp?pr=&session=jobsearch&geo=StateType=9\[5/14/2012 1:20:43 PM\]](http://paworkstate.geosolutions.com/jobbank/default.asp?pr=&session=jobsearch&geo=StateType=9[5/14/2012 1:20:43 PM])

CIP-SOC Crosswalk – Align CIP code (Classification of Instructional Program) to SOC (Standard Occupational Code)

High Priority Occupations



PENNSYLVANIA
WORKFORCE
DEVELOPMENT

[Job Seekers](#) | [Employers](#) | [Education](#) | [Workforce Professionals](#) | [PA Workforce Investment Board](#) | [Newsroom](#) | [Contact Us](#)

Workforce Home

Recovery Act Workforce Information

PA Work Stats

Publications Library

A to Z Link List

Workforce Professionals

Accolades

High Priority Occupations

CIP to SOC Crosswalk Table

Statewide HPOs

Reports/Policy Documents

Key Program Links

WorkKeys®

Grants & Financial Aid

Log In

[Home](#) > [Workforce Professionals](#) > [High Priority Occupations](#) > [CIP to SOC Crosswalk Table](#)

CIP to SOC Crosswalk Table

[PDF Format](#)

[Excel Format](#)

CIP Code	CIP Title	SOC Code	SOC Title	Educ Level
01.0000	Agriculture, General	11-9011	Farm, Ranch & Other Agricultural Managers	BD+
01.0000	Agriculture, General	11-9012	Farmers & Ranchers	LT OJT
01.0000	Agriculture, General	19-1011	Animal Scientists	BD
01.0000	Agriculture, General	19-1012	Food Scientists & Technologists	BD
01.0000	Agriculture, General	19-1013	Soil & Plant Scientists	BD
01.0000	Agriculture, General	19-4011	Agricultural & Food Science Technicians	AD
01.0000	Agriculture, General	45-1011	Supervisors - Farming, Fishing & Forestry Workers	MT OJT
01.0000	Agriculture, General	45-2011	Agricultural Inspectors	WK EXP
01.0000	Agriculture, General	45-2021	Animal Breeders	MT OJT
01.0000	Agriculture, General	45-2041	Graders and Sorters, Agricultural Products	WK EXP
01.0000	Agriculture, General	45-2092	Farmworkers & Laborers, Crop, Nursery & Greenhouse	LT OJT
01.0000	Agriculture, General	45-2093	Farmworkers, Farm & Ranch Animals	MT OJT
01.0000	Agriculture, General	45-2099	Agricultural Workers, All Others	MT OJT
01.0101	Agricultural Business & Management, General	11-9011	Farm, Ranch & Other Agricultural Managers	BD+
01.0101	Agricultural Business & Management, General	11-9012	Farmers & Ranchers	LT OJT
01.0102	Agribusiness/Agricultural Business Operations	11-9011	Farm, Ranch & Other Agricultural Managers	BD+
01.0102	Agribusiness/Agricultural Business Operations	11-9012	Farmers & Ranchers	LT OJT
01.0103	Agricultural Economics	19-3011	Economists	BD
01.0104	Farm/Farm & Ranch Management	11-9011	Farm, Ranch & Other Agricultural Managers	BD+
01.0104	Farm/Farm & Ranch Management	11-9012	Farmers & Ranchers	LT OJT
01.0104	Farm/Farm & Ranch Management	25-9021	Farm & Home Management Advisors	BD
01.0104	Farm/Farm & Ranch Management	45-1011	Supervisors - Farming, Fishing & Forestry Workers	MT OJT
01.0105	Agricultural/Farm Supplies Retailing & Wholesaling	13-1021	Purchasing Agents & Buyers, Farm Products	WK EXP
01.0105	Agricultural/Farm Supplies Retailing & Wholesaling	41-3099	Sales Representatives Services, All Other	MT OJT
01.0105	Agricultural/Farm Supplies Retailing & Wholesaling	41-4011	Sales Representatives, Technical & Scientific	MT OJT
01.0105	Agricultural/Farm Supplies Retailing & Wholesaling	41-4012	Sales Representatives	MT OJT
01.0106	Agricultural Business Technology	15-1041	Computer Support Specialists	AD
01.0106	Agricultural Business Technology	43-1011	Supervisors - Office & Administrative Support Workers	WK EXP
01.0106	Agricultural Business Technology	43-9071	Office Machine Operators	ST OJT
01.0199	Agricultural Business & Management, Other	11-9011	Farm, Ranch & Other Agricultural Managers	BD+
01.0199	Agricultural Business & Management, Other	45-1011	Supervisors - Farming, Fishing & Forestry Workers	MT OJT

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=575374&mode=2>[9/14/2012 12:06:13 PM]

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.

Industry Partnerships

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.

The purpose of supporting existing partnerships or organizing new ones is to concentrate attention and resources on particular clusters of industries that provide good wages and benefits, have the greatest potential for economic growth and/or which face serious challenges to growth or retention. By bringing together employers and their workers the public sector can learn significantly and qualitatively more about the opportunities and challenges facing a set of similar companies.

Learn more about Industry Partnerships, and how they can help your business, in the publications below.

[Industry Partnerships booklet](#)

[Industry Partnerships brochure](#)

Additional Information

[Industry Partnership Development & Training Grants Recipients 2009-10](#) (PDF)

[Industry Partnership Development & Training Grants Guidelines 2009-10](#)

All 2008-09 funds are allocated. Guidelines are provided for informational purposes only. For your convenience, the application and budget forms are available for download. A letter from Acting Secretary for Workforce Development Fred Dedrick, announcing the availability of the 2008-09 guidelines.

You will need the Adobe Acrobat Reader to successfully view/print some information. This software is provided free of charge and you may download the latest version by clicking on the 'Get Acrobat Reader' button.

You will need Microsoft Word to successfully view Word Documents. If Microsoft Word is not installed on your computer, Microsoft Word Viewer can be downloaded to your computer for free; simply click on the button at right to download now.

You will need Microsoft Excel to successfully view/print some information. A Viewer version of this software is provided free of charge and you may download the latest version by clicking on the 'Microsoft Excel Logo' button.

Home Glossary Commonwealth of PA Security & Privacy

[http://www.portal.state.pa.us/portal/server.pt?open=5148&objID=575072&mode=2\[9/14/2012 2:53:52 PM\]](http://www.portal.state.pa.us/portal/server.pt?open=5148&objID=575072&mode=2[9/14/2012 2:53:52 PM])

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.

The screenshot shows the Pennsylvania Workforce Development website. The header features the logo and navigation links: Job Ready PA, Job Seekers, Employers, Education, Workforce Professionals, PA Workforce Investment Board, Newsroom, and Contact Us. The main content area is titled "High Priority Occupations" and includes the following text:

To compete in today's global economy, businesses need a skilled workforce and our citizens need increasingly advanced training and knowledge. In the past, many workforce education and training programs were not aligned with skill needs and job openings in our economy. Pennsylvania's new workforce development strategy seeks to change that by targeting education and training dollars to High Priority Occupations: job categories that are in demand by employers, have higher skill needs and are most likely to provide family-sustaining wages.

Below the text are several links: "Statewide High Priority Occupations", "Regional High Priority Occupations", "Key to the Educational Attainment Terms", "Regional High Priority Occupation Application", and "CIP to SOC Crosswalk File". A sidebar on the left contains links for Workforce Home, Recovery Act Workforce Information, PA Work Stats, Publications Library, A to Z Link List, Workforce Professionals, Accolades, High Priority Occupations, CIP to SOC Crosswalk Table, Statewide HPOs, Reports/Policy Documents, Key Program Links, WorkKeys®, and Grants & Financial Aid. A small thumbnail image of a document titled "Pennsylvania Department of Labor & Industry High Priority Occupations Policy" is visible. The browser status bar at the bottom shows "Error on page." and "Internet" with a 115% zoom level.

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 choose not to 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 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.

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.