Chair – Ben Marks
Vice Chair – Glad Castellaw

Minutes

<u>**Attending**</u>
Committee Members: Dr. Karen Bowyer, Justin Crice, Lindsay Frilling, Landy Fuqua, Ronnie Gunnels, Brad Hurley, Ben Marks, Amy McDonald, David Parrish, Dr. Randy Shannon, Eddie White
Staff and Contractors: Jennifer Bane, Lana Burchfiel, Gina Johnson, LeAnn Lundberg, Ginger Powell, Laura Speer, Connie Stewart (CSP), Erica Nance (OSO), Jennifer Eppley (OSO)
Guest Attending: Kristie Bennett

<u>Review and Approval of Minutes of October 26,2020 Meeting</u>: Ben Marks called the meeting to order and the group was asked for comments regarding the prior meeting's minutes. Jennifer Bane said that future meetings were listed at 1:30 pm, but will be corrected to 1 pm.

- **MOTION: Justin Crice moved to approve the October 26, 2020 minutes with the correction of the future meeting times from 1:30 pm to 1:00 pm. Ronnie Gunnels seconded the motion. All were in favor and the motion carried.**

<u>Special Populations Updates:</u> Erica Nance covered the following attached reports.

- <u>Target Populations Report</u>: There were 550 total enrollments and 45 new enrollments including 24 who are youth-aged individuals, and 31 individuals with barriers to employment including 3 individuals with disabilities, and 26 low income individuals. The full breakdown can be viewed in the attached report.
- <u>Youth Services</u>:
  - <u>Youth Participant Report</u>: Connie Stewart introduced Mr. Sam Smith, grandfather of a current youth participant, to provide the committee with feedback on the youth program. Mr. Sam referred his grandson to the youth Work Experience after her dropped out of college at Knoxville. Mr. Sam was looking for a program to get his grandson focused on his future and career. Since his grandson has been enrolled in the Youth Program, Mr. Sam says he has been more focused and changed his mindset toward his goals. He is now hoping to return to college. Mr. Sam expressed the importance of the youth program and about the need for young adults to have mentors to provide guidance and to demonstrate work ethic and set goals—preferably before they graduate or drop out--because they can't make it without work. Although the program does provide work experience, tuition assistance, and drug screens, Mr. Sam mentioned many low income out-of-school youth need food as well.
  - <u>Registered Electrical Apprenticeship Preparation (REAP)</u>: Ginger Powell reported that staff are working with Jon Dougherty of Amteck to record his presentation he normally makes in person at the schools each year to promote the program. The video and other recruitment materials will be rolling out soon in classrooms and on social media. Like last year, we will also recruit out of school youth up to age 24. Ben Marks inquired about the status of participants of previous classes. Jennifer Bane reported that of the five who completed the two-week class last year, four are still employed with Amteck. Of the eight who completed the class in 2019, four are still employed with Amteck.
  - <u>Benton County WORKLife Program (Rural Initiative Funding)</u>: Ginger Powell reported that in March/early April, we will hold a few WORKLife programs in Benton, Weakley, Obion, Carroll and Lake Counties to connect graduating seniors with summer work experience utilizing our rural initiative funds. We will also utilize Youth funding to serve additional participants. Lake County will be our biggest endeavor since they

received the most funds for being a distressed county. We have reached out to the County Mayor and Chamber to assist in identifying organizations and non-profit agencies to serve as worksites since there are not many private employers in Lake County. Events will be held virtually while schools are still in attendance. Dr. Randy Shannon reported that he was pleased with the event in Benton County last year and is excited that the events this year will be during school.

- <u>Offenders; RAMP (Rural Initiative Funding):</u> Ginger Powell presented the attached report on RAMP. Classes have not resumed in most counties due to COVID restrictions. Dyer County will soon offer the Safety component as an individual credential, which should hopefully help participants complete since the length of class will be much shorter. Carroll County's class was suspended last spring due to COVID, and since outside visitors are still not allowed, we are attempting to change the class to a virtual setting. We are working through a variety of logistical and connectivity issues, as well as trying to identify more eligible females for the class since only two of the original class are still incarcerated in the jail. Inmate populations are down across the board, so there are less individuals available to participate, but they may be able to transfer some in from other facilities. They will also have to have a correctional officer trained as a proctor since an on-site proctor is required. The Obion County class recently completely but unfortunately lost several due to release and transfer. Of the five students remaining, four passed the last two credentials and three earned all four credentials to become Certified Production Technicians. They are considering one more class which will be partially funded with remaining rural initiative funds, and partly with youth funds for youth participants, but they are not currently allowing anyone to leave on work release.

Consideration of Eligible Training Provider List Programs: The committee reviewed the attached handouts with the details of the programs and the related labor market information.
- Program Renewals
  - o **MOTION: Randy Shannon moved to recommend renewal of the existing ETPL programs and Justin Crice seconded the motion. All were in favor and the motion carried with Dr. Bowyer abstaining from voting and discussion on this item.**
- New Programs—Dyersburg State Community College
  - Pharmacy Technician
  - Mental Health Technician
  - Veterinary Assistant
  - Paralegal
  - o **MOTION: Randy Shannon moved to recommend approval of Dyersburg State's new programs as listed above for the eligible training provider list and Landy Fuqua seconded the motion. All were in favor and the motion carried with Dr. Bowyer abstaining from voting and discussion on this item.**
- New Programs—Bethel University:
  - Business Administration <u>Graduate</u> Certificate
  - Business Management Undergraduate Certificate
  - Post Criminal Justice <u>Graduate</u> Certificate
  - Pre-Criminal Justice Undergraduate Certificate
  - Customer Relationship Undergraduate Management Certificate
  - Emergency Services Undergraduate Management Certificate
  - Healthcare Administration <u>Graduate</u> Certificate
  - Healthcare Management Undergraduate Certificate
  - Information Undergraduate Technology Certificate
  - Human Resource Management <u>Graduate</u> Certificate
  - o **MOTION: Ronnie Gunnels moved to recommend denial of Bethel's graduate certificate programs as noted above for the eligible training provider list and Randy Shannon seconded the motion. All were in favor and the motion carried.**
  - o **MOTION: Randy Shannon moved to recommend approval Bethel's undergraduate certificate programs as noted above for the eligible training provider list and Landy Fuqua seconded the motion. All were in favor and the motion carried.**

Promising Practices/ Supplemental Grant Updates & New Opportunities
- RESEA Grant: Jennifer Bane presented the attached handout. RESEA services were suspended in March but have been slowly restarting since November. Since July 1st there have been 136 first scheduled RESEA services, and 101 completing subsequent visits. There were 94 deemed job-ready and referred to reemployment, and 9 referred to training in order to become job-ready. There were only two referred to Title I and no co-enrollments. There were 85 individuals who completed the program.
- National Dislocated Worker Grant (DWG): The attached report shows the funds expended and participants served through December. We have only had four individuals placed in disaster-relief positions so far, and have another 12 receiving career and training services. We need to serve an additional 107 participants to reach the number we proposed over the two-year grant. Ten percent of each area's original request was reserved at the state level since expenditures have been low in many areas. The funds may be redistributed to areas who have the greatest need.
- Apprenticeship Grants (TDLWD & DRA): Ginger Powell presented the attached handout regarding apprenticeships. We are on track for meeting our goals of the DRA grant. We had proposed 24 apprentices, and we have funded 56. We have developed four new apprenticeships and have submitted another for Alliance Staffing to register their Production Technician position that is still pending approval from USDOL.. The apprenticeship will include the Certified Production Technician (CPT) class being taught at the Gibson County jail for the inmates as the related technical instruction. The class will likely be taught at The Orchard House where inmates are furloughed for work release rather than at the jail due to COVID restrictions. As part of work release or upon release they can work full-time and begin their on-the-job learning component of the apprenticeship. Alliance has about 17 individuals ready to begin the apprenticeship once approved. Ginger has also been working with Auston Meeler and we have enrolled 13 apprentices in their program.
- Others (GIVE – Partnership with DSCC; DSCC Delta Healthcare Grant Partnership): Ginger Powell reported that we are working with Dyersburg State to offer a virtual Nursing Career Pathway video. We will include an education panel and an employer panel for nursing jobs from CNA to Nurse Practitioner. Dyer and Lake Counties are the focus areas from our region for the GIVE grant, so the panelists represent and / or serve those areas. The video should be ready toward the end of February and will be shared with our schools and on our YouTube channel.

Other: Jennifer Bane reported that the AJC-Humboldt will be closed due to an issue with their sprinkler system. Staff will continue to provide services virtually. All other AJCs continue to primarily focus virtual services with limited in-person appointments offered if needed.

Future Meeting Dates & Upcoming Events: Jennifer Bane reminded the group to complete an annual Conflict of Interest form if they have not already and reviewed the following upcoming meetings:
- Next Board Meeting: Tuesday, February 23rd at 11:30 am (Zoom)
- State Board Meeting: March 26th (TBD)
- Remaining 2021 Committee Meeting Dates: Monday, 1:00 pm – April 26th, July 26th, October 25th

Respectfully submitted,

Lana Burchfiel, Public Information Specialist

Zoom Meeting:
https://us02web.zoom.us/j/84849065328?pwd=WGFjVnVHRUticSs1TWxiNE43YnRtZz09
Meeting ID: 848 4906 5328
Passcode: 561921

Chair – Ben Marks
Vice Chair – Glad Castellaw

Agenda

1. Welcome and Call to Order   Ben Marks

2. Review and Approval of Minutes of October 26, 2020 Meeting **(Vote Required)**   Ben Marks

3. Special Populations Updates
    a. Target Populations Report   Erica Nance
    b. Youth Services   Connie Stewart
        o Youth Participant / Parent Report
        o Registered Electrical Apprenticeship Preparation (REAP)
        o Benton County WORKLife Program (Rural Initiative Funding)
    c. Offenders - RAMP (Rural Initiative Funding)   Ginger Powell

4. Consideration of Eligible Training Provider List Programs   Laura Speer
    a. Program Renewals **(Vote Required)**
    b. New Programs – Dyersburg State **(Vote Required)**
        i. Pharmacy Technician   iii. Veterinary Assistant
        ii. Mental Health Technician   iv. Paralegal
    c. New Programs – Bethel University **(Vote Required)**
        i. Business Administration Certificate (Graduate program)
        ii. Business Management Certificate
        iii. Post Criminal Justice Certificate (Graduate program)
        iv. Pre Criminal Justice Certificate
        v. Customer Relationship Management Certificate
        vi. Emergency Services Management Certificate
        vii. Healthcare Administration Certificate (Graduate program)
        viii. Healthcare Management Certificate
        ix. Information Technology Certificate
        x. Human Resource Management Certificate (Graduate program)

5. Promising Practices/ Supplemental Grant Updates & New Opportunities
    a. RESEA Grant   Jennifer Bane
    b. National Dislocated Worker Grant (DWG)
    c. Apprenticeship Grants (TDLWD & DRA)   Ginger Powell
    d. Others (GIVE – Partnership with DSCC; DSCC Delta Healthcare Grant Partnership)

6. Other   Jennifer Bane

Future Meeting Dates & Upcoming Events
- **Conflict of Interest Forms: Due February 26th**
- Next Board Meeting: Tuesday, February 23rd at 11:30 am (Zoom)
- State Board Meeting: March 26th (TBD)
- Remaining 2021 Committee Meeting Dates: Monday, 1:00 pm – April 26th, July 26th, October 25th

Northwest TN Workforce Board
Outreach and Opportunities Committee
Monday, October 26, 2020 – 1:00 p.m.
Zoom Meeting

Chair – Ben Marks, Vice Chair – Glad Castellaw

Minutes
Committee Members Attending via Webinar: Dr. Karen Bowyer, Glad Castellaw, Justin Crice, Jon Dougherty, Ronnie Gunnels, Lindsay Frilling, Landy Fuqua, Ben Marks, David Parrish, Dr. Randy Shannon, Jordan Spraggins
Staff and Contractors Attending: Jennifer Bane, Lana Burchfiel, Gina Johnson, LeAnn Lundberg, Ginger Powell, Jennifer Eppley (OSO), Connie Stewart (CSP)

<u>Review and Approval of Minutes of July 27, 2020 Meeting</u>: Ben Marks called the meeting to order and the group was asked for comments regarding the prior meeting's minutes.

- **MOTION: Justin Crice moved to approve the July 27, 2020 minutes and Ronnie Gunnels seconded the motion. All were in favor and the motion carried.**

<u>Special Populations Updates:</u>
- <u>Target Populations Report</u>: Jennifer Eppley covered the attached Target Populations report. We had for the month of September 522 total enrolled with 51 newly enrolled including, 20 youth-aged individuals, one veteran, three individuals with disabilities, nine justice-involved, and 42 low income. Low income and offenders were higher than last quarter.
- <u>Youth Services</u>:
  - o <u>Youth Participant Report:</u> Connie Stewart introduced 24-year-old Lauren Edwards, a youth work experience participant, to speak about her experience with the program. She is very appreciative of the program and how they work around her schedule as a young mother. She started as a Medical Screener on campus and was transferred to an Employment Specialist to get more experience. She started in August and is about halfway through the program. The Career Advisor who enrolled her had her help with her caseload. She's calling customers, verifying employment, entering case notes, etc.
  - o <u>Benton County WORKLife Program (Rural Initiative Funding):</u> These students in work experience are about to finish. This money helps fund the participants as adults who didn't qualify as youth. As of September, 11 participants have been served towards the goal of 21 and about half of the funding has been spent.
- <u>Offenders; RAMP (Rural Initiative Funding):</u> Ginger Powell said not much changed from numbers last time since most jails have not allowed the instructors in to start new classes. Carroll County does not have internet capabilities to be able to offer classes virtually, so alternative options are being explored to continue there. The class in Obion County was delayed due to active cases, but the class began at the end of September and they have since finished the Safety portion and will be completed in December. Jennifer Bane reached out to the state to see about repurposing the funds because of all the delays due to COVID. We were on a tight timeframe so we are unlikely to reach our proposed goals at this time. We will be requesting to utilize some of the remaining funds for work experience like we have in Benton County. The state has approved for us to submit an amendment to the program.

<u>Consideration of Eligible Training Provider List Programs:</u> The committee reviewed the attached handouts with the details of and the related labor market information for the following new programs at Dyersburg State: Human Resources Manager Certification, Dental Assistant, Certified Administrative Assistant w/ Microsoft Office, Certified Master Automotive Technician, Industrial Safety, Quality and Inspection, Total Productive Maintenance, and Manufacturing Processes. All of the courses will be taught through the Continuing Education department. The Industrial Safety, Quality and Inspection, Total Productive Maintenance, and Manufacturing Processes courses are the individual modules and certifications of the Certified Production Technician program. Having each module entered separately will allow individual components to be taught at the Dyer County Jail.

The attached list of programs due for renewal was also reviewed. Performance information is included on the handout to ensure programs have met the state's required performance measures. All programs have met the requirements. The included labor market information indicates that all programs either have expected growth or plenty of annual openings.

- **MOTION: Ronnie Gunnels moved to approve the program renewals and new programs for the eligible training provider list and Justin Crice seconded the motion. All were in favor and the motion carried.** Dr. Karen Bowyer abstained from voting and discussion on this item.

Promising Practices/ Supplemental Grant Updates & New Opportunities

- Apprenticeship Grants (TDLWD & DRA): Ginger Powell presented the attached handout detailing apprenticeship efforts. We now have apprenticeships at Crown Winery and White Squirrel Winery with Dyersburg State serving as the sponsor. The Crown Winery apprenticeships are the first in the grape and wine industry in the state. We are behind slightly on our proposed events which have been difficult to offer because of COVID. Several of the Registered Electrical Apprenticeship Preparation (REAP) students have started to work with Amteck after completing class in July. They will begin their first apprenticeship class in January along with several other first year apprentices.
- RESEA Grant: Jennifer Bane presented the attached handout. The state suspended RESEA services at the onset of COVID and pulled the state staff to help with unemployment. This past week they have started scheduling for the first time since April.
- National Dislocated Worker Grant (DWG): Our area has received a nearly $800,000 grant to serve dislocated workers through disaster-relief employment or training services. As of September, nine participants have been enrolled so far of the 123 proposed. Originally we were only awarded a small portion of our request, but we will be receiving the full amount to place individuals in public buildings as screeners and cleaners. The rest of the grant proposes career assistance and training for long-term unemployed or dislocated workers. We have a list of about 800 non-job attached workers whom Connie's staff is trying to contact to see if they can be assisted in job search or training.
- Others (GIVE – Partnership with DSCC; DSCC Delta Healthcare Grant Partnership): We are working with Dyersburg State to offer a virtual healthcare event as part of their GIVE grant. We will also be requesting an extension for the grant we applied for through the state that provided funding for supplies and other costs for the event. We are going to do a panel including staff from a hospital, primary clinic, nursing home, and home health agency and an education panel with Dyersburg State, TCAT Ripley, and UT Martin. Since this will be virtual, the schools will be able to share the videos with all students. The videos will also be on our YouTube channel and shared on our Facebook page.

Other:

- Youth Waivers: TDLWD's new youth waiver requires 35-50% of program year 20 funds be spent on In-School Youth (ISY). Under the last waiver local areas could choose to spend up to 50% on ISY, but we had elected to continue to spend at least 75% on Out-of-School Youth. Last year we spent about 6% on ISY. The new requirement needs to be met by the end of the grant period, June 2022, rather than by June 2021 as we had originally thought.
- New committee member: Jordan Spraggins, Director of the Crockett County Chamber, replaced Charlie Moore who resigned from the position.

Future Meeting Dates & Upcoming Events:

- State Board Meeting: November 13th (YouTube)
- Next Board Meeting: November 17th (Zoom)
- Proposed 2021 Committee Meeting Dates: Monday, 1:00 pm – January 25th, April 26th, July 26th, October 25th

Respectfully submitted,
Lana Burchfiel, Public Information Specialist

WIOA Targeted Population Summary

Target Group	Total Enrolled	New Enrolled	Received Career Services	Received Training/ Educ Svcs	Total Exited	With Credent
Total	**550**	**45**	**550**	**439**	0	**74**
Gender						
Female	**287** 52.18%	**23** 51.11%	**287** 52.18%	**236** 53.76%	0	**48** 64.86%
Male	**261** 47.45%	**22** 48.89%	**261** 47.45%	**202** 46.01%	0	**26** 35.14%
NA	**2** 0.36%	0	**2** 0.36%	**1** 0.23%	0	0
Age						
18 and Under	**61** 11.09%	**6** 13.33%	**61** 11.09%	**38** 8.66%	0	**4** 5.41%
19 to 24	**207** 37.64%	**18** 40.00%	**207** 37.64%	**157** 35.76%	0	**30** 40.54%
25 to 54	**262** 47.64%	**20** 44.44%	**262** 47.64%	**234** 53.30%	0	**38** 51.35%
55 and Older	**20** 3.64%	**1** 2.22%	**20** 3.64%	**10** 2.28%	0	**2** 2.70%
Race/Ethnicity						
White	**438** 79.64%	**36** 80.00%	**438** 79.64%	**350** 79.73%	0	**61** 82.43%
African American/Black	**111** 20.18%	**9** 20.00%	**111** 20.18%	**90** 20.50%	0	**14** 18.92%
Hawaiian/Other Pacific Islander	**1** 0.18%	0	**1** 0.18%	0	0	0
Hispanic	**17** 3.09%	**4** 8.89%	**17** 3.09%	**13** 2.96%	0	**2** 2.70%
Educational Status						
In-school; Secondary School or less	**10** 1.82%	**3** 6.67%	**10** 1.82%	**3** 0.68%	0	**2** 2.70%
In-school; post Secondary School	**158** 28.73%	**15** 33.33%	**158** 28.73%	**128** 29.16%	0	**26** 35.14%
Not attending school or Secondary School Dropout	**20** 3.64%	0	**20** 3.64%	**18** 4.10%	0	**3** 4.05%
Not attending school; Secondary School Graduate or has a recognized equivalent	**362** 65.82%	**27** 60.00%	**362** 65.82%	**290** 66.06%	0	**43** 58.11%
UC Status						
Neither claimant or exhaustee	**8** 1.45%	0	**8** 1.45%	**8** 1.82%	0	**7** 9.46%
Veteran						

All Veterans	**9** 1.64%	0	**9** 1.64%	**6** 1.37%	0	0
Eligible Veteran Status	**9** 1.64%	0	**9** 1.64%	**6** 1.37%	0	0
Other Eligible Person/Veteran Spouse	0	0	0	0	0	0
Campaign Veteran	0	0	0	0	0	0
Disabled Veteran	**1** 0.18%	0	**1** 0.18%	**1** 0.23%	0	0
Transitioning Service Member	0	0	0	0	0	0
Recently Separated Veteran	**4** 0.73%	0	**4** 0.73%	**2** 0.46%	0	0
Active Duty Military Spouse	0	0	0	0	0	0
Barriers						
Total With Significant Barriers to Employment	**467** 84.91%	**31** 68.89%	**467** 84.91%	**371** 84.51%	0	**59** 79.73%
Individuals with Disability	**23** 4.18%	**3** 6.67%	**23** 4.18%	**17** 3.87%	0	**5** 6.76%
Displaced Homemaker	0	0	0	0	0	0
Underemployed	**200** 36.36%	**20** 44.44%	**200** 36.36%	**168** 38.27%	0	**33** 44.59%
Dislocation Event	**11** 2.00%	0	**11** 2.00%	0	0	0
Within 2 Years of Exhausting TANF	0	0	0	0	0	0
Hawaiian Native	0	0	0	0	0	0
Single Parent	**65** 11.82%	**7** 15.56%	**65** 11.82%	**51** 11.62%	0	**6** 8.11%
Facing Substantial Cultural Barriers	0	0	0	0	0	0
Eligible Migrant and Seasonal Farmworker	0	0	0	0	0	0
Meets Governors Special Barrier	0	0	0	0	0	0
English Language Learner	**1** 0.18%	**1** 2.22%	**1** 0.18%	0	0	0
Basic Skills Deficient	**5**	**2**	**5**	0	0	0

	0.91%	4.44%	0.91%			
Offender	**80** 14.55%	0	**80** 14.55%	**74** 16.86%	0	**5** 6.76%
Homeless	0	0	0	0	0	0
Runaway Youth	0	0	0	0	0	0
Foster Care (All)	**5** 0.91%	**1** 2.22%	**5** 0.91%	0	0	0
In Foster Care	**4** 0.73%	**1** 2.22%	**4** 0.73%	0	0	0
Aged Out of Foster Care	**1** 0.18%	0	**1** 0.18%	0	0	0
Pregnant or Parenting Youth	**35** 6.36%	**3** 6.67%	**35** 6.36%	**17** 3.87%	0	**4** 5.41%
Out of Home Placement	0	0	0	0	0	0
Eligible Under Section 477	0	0	0	0	0	0
Youth Requires Additional Assistance	**25** 4.55%	0	**25** 4.55%	**10** 2.28%	0	**3** 4.05%
Long-Term Unemployed	**111** 20.18%	**7** 15.56%	**111** 20.18%	**80** 18.22%	0	**8** 10.81%
Public Assistance						
TANF	**1** 0.18%	0	**1** 0.18%	**1** 0.23%	0	0
SNAP	**72** 13.09%	**4** 8.89%	**72** 13.09%	**54** 12.30%	0	**13** 17.57%
Social Security Disability Insurance (SSDI)	**4** 0.73%	0	**4** 0.73%	**4** 0.91%	0	0
Supplemental Security Income (SSI)	**2** 0.36%	0	**2** 0.36%	**2** 0.46%	0	0
General Assistance	**1** 0.18%	0	**1** 0.18%	**1** 0.23%	0	0
Living in the High Poverty Area	**1** 0.18%	0	**1** 0.18%	0	0	0
Free or Reduced Lunch	**4** 0.73%	**3** 6.67%	**4** 0.73%	0	0	0
Low Income	**432** 78.55%	**26** 57.78%	**432** 78.55%	**342** 77.90%	0	**56** 75.68%
Green Training						
Received Green Training	0	0	0	0	0	0

By County Quarterly Expenditure Report for Rural Initiative Funding - Dec. 2020

| LWDA | County | Funding Amount | Expenditures* | | | % Expended | Participant Outomes | | |
			Admin	Program	Total		Goal**	Actual	% Towards Goal
Northwest	Weakley	$ 46,119	$ 2,793.80	$ -	$ 2,793.80	6.06%	8	0	0.00%
Northwest	Obion	$ 50,045	$ 3,031.62	$ 23,020.00	$ 26,051.62	52.06%	15	10	66.67%
Northwest	Carroll	$ 50,865	$ 3,081.30	$ 19,000.00	$ 22,081.30	43.41%	16	10	62.50%
Northwest	Benton	$ 54,420	$ 3,296.65	$ 40,540.31	$ 43,836.96	80.55%	21	12	57.14%
Northwest	Lake	$ 171,698	$ 10,401.12	$ 47,897.50	$ 58,298.62	33.95%	32	9	28.13%
Northwest	*All Counties*	$ 373,147.00	$ 22,604.49	$ 130,457.81	$ 153,062.30	*41.02%*	*92*	*41*	*44.57%*

Expenditures are through 11/30/2020.   **Revised effective 11/4/20/20*

RE-ENTRY ADVANCED MANUFACTURING PROGRAM (RAMP)

12/31/2020

GIBSON COUNTY - TCAT Jackson - 8 classes					
Male (68 students) Female (8 students) = 76	Safety	Quality	Manufacturing	Maintenance	Full CPT
Assessments Passed/Taken	73/73	72/72	65/70	65/66	64/76
Percent Passed Assessment Taken	100%	100%	93%	98%	
Percent Passed of 76 Enrolled	96%	95%	86%	86%	84%
Performance Indicator	76	Exclusionary	Employed	Unemployed	Unknown
Exited Participants	48	15	20	13	0
		31%	42%	27%	0%
Active Participants	28	0	8	11	9
		0%	29%	39%	32%
Total Performance		20%	37%	32%	12%

DYER COUNTY - Dyersburg State Community College - 4 classes					
Female (23 students) Male (18 students)=41	Safety	Quality	Manufacturing	Maintenance	Full CPT
Assessments Passed/Taken	30/33	22/25	16/18	14/14	14/41
Percent Passed Assessment Taken	91%	88%	89%	100%	
Percent Passed of 41 Enrolled	73%	54%	39%	34%	34%
Performance Indicator	41	Exclusionary	Employed	Unemployed	Unknown
Exited Participants	36	26	7	3	0
		72%	19%	8%	0%
Active Participants	5	0	0	5	0
		0%	0%	100%	0%
Total Performance		63%	17%	20%	0%

HENRY COUNTY - TCAT Paris - 2 classes					
Male (20 students)	Safety	Quality	Manufacturing	Maintenance	Full CPT
Assessments Passed/Taken	11/17	7/15	7/14	3/11	2/20
Percent Passed Assessment Taken	65%	47%	50%	27%	
Percent of 20 Enrolled Passed	55%	35%	35%	15%	10%
Performance Indicator	20	Exclusionary	Employed	Unemployed	Unknown

Exited Participants	10	5	1	4	0
		50%	10%	40%	0%
Active Participants	10	0	5	2	3
		0%	50%	20%	30%
Total Performance		25%	30%	30%	15%

LAKE COUNTY - TCAT Newbern - 1 class

Male (12 students)	Safety	Quality	Manufacturing	Maintenance	Full CPT
Assessments Passed/Taken	9/9	4/6	2/5	0/1	0/12
Percent Passed Assessment Taken	100%	67%	40%	0%	0%
Percent of 12 Enrolled Passed	75%	33%	17%	0%	0%

Performance Indicator	12	Exclusionary	Employed	Unemployed	Unknown
Exited Participants	4	4	0	0	0
		100%	0%	0%	0%
Active Participants	8	0	0	5	3
		0%	0%	63%	38%
Total Performance		33%	0%	42%	25%

CARROLL COUNTY - TCAT Paris - 1 class

Female (10 students)	Safety	Quality	Manufacturing	Maintenance	Full CPT
Assessments Passed/Taken	*9/10*				
Percent Passed Assessment Taken	*90%*		*class suspended due to COVID-19*		
Percent of 10 Enrolled Passed	*90%*				

Performance Indicator	10	Exclusionary	Employed	Unemployed	Unknown
Exited Participants	0	0	0	0	0
		0%	0%	0%	0%
Active Participants	10	0	0	10	0
		0%	0%	100%	0%
Total Performance		0%	0%	100%	0%

OBION COUNTY - TCAT Newbern

Male (10 students)	Safety	Quality	Manufacturing	Maintenance	Full CPT
Assessments Passed/Taken	6/8	3/7	4/5	4/5	3/10

Percent Passed Assessment Taken		*75%*	*43%*	*80%*	*80%*	
Percent of 10 Enrolled Passed		*60%*	*30%*	*40%*	*40%*	*30%*

Performance Indicator	10	Exclusionary	Employed	Unemployed	Unknown
Exited Participants	0	0	0	0	0
		0%	0%	0%	0%
Active Participants	10	0	0	0	3
		0%	0%	0%	30%
Total Performance		0%	0%	0%	30%

TOTAL - ALL PROGRAMS - 16 classes *(excludes Carroll County)*					
Total Students - 159	Safety	Quality	Manufacturing	Maintenance	Full CPT
Total Assessments Passed	129	108	94	86	83
Percent Passed / Assessment Taken	92%	86%	84%	89%	
Percentage of 159 Enrolled Passed	81%	68%	59%	54%	52%

Performance Indicator	149	Exclusionary	Employed	Unemployed	Unknown
Exited Participants	98	50	28	20	0
		51%	29%	20%	0%
Active Participants	51	0	13	23	15
		0%	25%	45%	29%
Total Performance		34%	28%	29%	10%

Provider Name	ProgramTitle	Completion Level	Subsequent Review Due Date	Total # of Students	Overall Completion Rate	Overall Related Placement Rate	# of WIOA Participants	WIOA Completion Rate	WIOA Related Placement Rate	Occupation Title	2021 Jobs	2025 Jobs	2021 - 2025 Change	Annual Openings	Avg. Hourly Earnings
Tennessee College of Applied Technolog-Newbern (Main Campus)	Computer Information Technology	An industry-recognized certificate or certification	04/28/2021	20	n/a - started May 2020	n/a	0	n/a	n/a	Computer User Support Specialists	133	145	12	14	$ 21.65
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT MCKENZIE	Major Appliance Repair	An industry-recognized certificate or certification	05/21/2021	0	n/a	n/a	0	n/a	n/a	Heating, Air Conditioning, and Refrigeration Mechanics and	209	215	6	23	$ 19.06
										Home Appliance Repairers	14	14	0	2	$ 16.50
BETHEL UNIVERSITY	Pharmacy Technician	An industry-recognized certificate or certification	06/10/2021	3	100%	0% (licensure pending)	0	n/a	n/a	Pharmacy Technicians	240	244	4	22	$ 15.60
DYERSBURG STATE COMMUNITY COLLEGE	CERTIFIED CLINICAL MEDICAL TECHNICIAN (CCMA)	An industry-recognized certificate or certification	06/10/2021	5	100%	100%	0	n/a	n/a	Medical Assistants (NW)	248	239	-9	29	$ 13.70
										Medical Assistants (60 minutes from Dyersburg)	163	170	7	21	$14.31

Dyersburg State Community College
New Certificate Programs for
the Eligible Training Provider List

Program Title	Program Description	Type of Program	Cost	Occupation Title	Typical Entry-Level Education Required	2021 Jobs	2025 Jobs	2021 - 2025 Change	Avg. Annual Openings	Avg. Hourly Earnings	Staff Recommendation
Pharmacy Technician	Full-Time Online, 1 semester / 30 Weeks, 555 Hours A program that prepares individuals, under the supervision of a pharmacist, to prepare medications, provide medications and related assistance to patients, and manage pharmacy clinical and business operations.	Certified Pharmacy Technician by the Pharmacy Technician Certification Board	$ 3,595.00	Pharmacy Technicians*	High school diploma or equivalent	240	244	4	22	$15.60	Approve
Certified Mental Health Technician	Part-Time Online, 2 semesters / 30 Weeks, 645 Hours Assist patients that are dealing with psychosocial or psychological problems that include: • Substance use conditions • Developmental delays and disabilities • Medical illnesses • Sources of social stress like domestic violence, homelessness, poverty....	Certified Mental Health Technician by the National Career Certification Board.	$ 3,895.00	Mental Health and Substance Abuse Social Workers*	Master's degree	46	51	5	6	$17.82	Approve
				Psychiatric Technicians	Postsecondary nondegree award	24	27	3	3	$8.42	
				Psychiatric Aides	High school diploma or equivalent	138	147	9	18	$13.37	
Certified Veterinary Assistant	Part-Time Online, 2 semesters / 30 Weeks, 685 Hours Designed to help people who love animals and have no experience working or caring for them to learn how to do exactly that. Therefore, this program can help both aspiring professionals and existing professionals in this field increase their knowledge and sharpen their skills.....	Certified Animal Worker by the National Career Certification Board	$ 3,995.00	Veterinary Assistants and Laboratory Animal Caretakers*	High school diploma or equivalent	14	18	4	4	$12.70	Approve
Certified Paralegal	Part-Time Online, 2 semesters / 32 Weeks, 950 Hours Designed to prepare students for certification. Therefore, you don't need to have any prior experience in the law. This program will take care of that for you. Our program aims to prepare students to sit for the Certified Paralegal exam by NALA.....	National Association of Legal Assistants (NALA) Certified Paralegal	$ 3,995.00	Paralegals and Legal Assistants*	Associate's degree	39	40	1	5	$14.53	Approve

Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Pharmacy Technician Online- Continuing Education

Program ID: 1008580

CIP Code: 510805 - Pharmacy Technician/Assistant.

General Information

General Information

* Status: ⦿ Active   ○ Inactive

Purpose for adding program:

⦿ Submit for ETPL Approval and accept participants

○ Accept participants without submitting for ETPL Approval

○ To be determined or display to the public only

* Education Program Type: PS - Approved Provider Training - ITA

Associated Service Code(s) for the Education Program Type (Informational):

```
300 - Occupational Skills Training - Approved Provider List (ITA)
303 - Distance Learning
314 - Enrolled In Apprenticeship Training
324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)
```

* This program is an Apprenticeship: ○ Yes ⦿ No

* CIP Code: 510805 - Pharmacy Technician/Assistant.
[Search for CIP Code]

* Education Program Name:

Pharmacy Technician Online- Continuing Education

Education Program Description:

A program that prepares individuals, under the supervision of a pharmacist, to prepare medications, provide medications and related assistance to patients, and manage pharmacy clinical and business operations.

* This program of study or training services has the following potential outcome(s) (please select all that apply):

☑ An industry-recognized certificate or certification   ☑ A community college certificate of completion

☐ A certificate of completion of an apprenticeship   ☐ A secondary school diploma or its equivalent

☐ A license recognized by the State involved or the Federal Government ☑ Employment

☐ An associate degree   ☑ A measurable skills gain leading to a credential

☐ A baccalaureate degree   ☑ A measurable skills gain leading to employment

* This program leads to a credential or degree   ⦿ Yes ○ No

* Name of Associated Credential:

Certified Pharmacy Technician

Completion Level: Certificate < 1 year ⌄

* Attain Credential: Occupational Skills certificate or credential ⌄

Other, Specify:

Certification / License Title: Certified Pharmacy Technician (CPhT) by the Pharmacy Technician Certification Board (PTCB)

Certification / License Type: National Certification or License ⌄

Green Job Training: ◯ Yes ⦿ No

What is a green job?

Is this education program in a partnership with business?   ◯ Yes ⦿ No

Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):

LWDB Submitted: None Selected ⌄

Exit Wizard

graphic

Quick Search Quick Search How to

Enter Search...

| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Pharmacy Technician Online- Continuing Education

Program ID: 1008580

CIP Code: 510805 - Pharmacy Technician/Assistant.

Additional Details

Additional Details

Financial Aid Available: ☐ Pell Grant   ☐ Institutional Scholarship
☐ Federal Loan ☐ Other

URL of Training Program
(Example: http://site.com): [   ]

* Program Prerequisites: [High School Diploma or Equivalent ▾]

Describe the minimum entry level requirements or prerequisites in 800 characters or less:

[   ]

* Date Edu. Program First Offered: [12/18/2020] 📅 Today

* Please provide a reasonable explanation regarding why this is a new program: [Dyersburg State is expanding non-credit course offerings to help provide skills-based programs and certifications for recently displaced individuals due to COVID-19's impact on local and regional industries.]

Minimum Class Size: [   ]

Maximum Class Size: [   ]

Number Of Instructors: [   ]

Describe the qualifications of all instructors in 800 characters or less: [   ]

Drug/Alcohol Screening Required: ○ Yes ○ No

Accessibility: ☐ On-Site Parking   ☐ Sign Language
☐ Public Transportation ☐ Other Languages
☐ Disabled Student Access ☐ Other

💬 **Help**

Describe any equipment used in this program and its adequacy and availability in 800 characters or less:

Grievance Procedure
(2000 characters max.):

Grievance Procedure URL
(Example: http://site.com):

Refund Policy
(2000 characters max.):

Refund Policy URL
(Example: http://site.com):

This education or training program is a Quality Pre-Apprenticeship: ○ Yes   ● No

State Use 1:

State Use 2:

State Use 3:

State Use 4:

State Use 5:

Exit Wizard

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Quick Search Quick Search How to

Enter Search...

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Pharmacy Technician Online- Continuing Education

Program ID: 1008580

CIP Code: 510805 - Pharmacy Technician/Assistant.

Duration

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
Certified Pharmacy Technician Online-Continuing Education	Yes	1 Semesters/Terms	Full-Time	online	Day Night Weekend Summer	Edit | Delete

[Add Duration]

Exit Wizard

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 Help

Quick Search Quick Search How to

Enter Search...

General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Pharmacy Technician Online- Continuing Education

Program ID: 1008580

CIP Code: 510805 - Pharmacy Technician/Assistant.

Locations

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select ☐
DYERSBURG STATE COMMUNITY COLLEGE	1510 Lake Rd Dyersburg, TN 38024	1510 Lake Rd Dyersburg, TN 38024	☑
DYERSBURG STATE COMMUNITY COLLEGE - GIBSON COUNTY	2071 Highway 45, Bypass Trenton, TN 38382	2071 Highway 45, Bypass Trenton, TN 38382	☐
DYERSBURG STATE COMMUNITY COLLEGE - JIMMY NAIFEH CENTER	3149 Highway 51 South Covington, TN 38019	3149 Highway 51 South Covington, TN 38019	☐
DYERSBURG STATE COMMUNITY COLLEGE - OBION COUNTY / UNION CIT	,	,	☐

Exit Wizard

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⬭ Help

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Pharmacy Technician Online- Continuing Education

Program ID: 1008580

CIP Code: 510805 - Pharmacy Technician/Assistant.

Scheduling

Scheduling

Course Times

Course Times

* Class Time: [37] Hours

Lab Time: [   ] Hours

Other Time: [   ] Hours

Class Frequency: [Semester ▼]

Reporting Information

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study.

* Reporting Program Length - Clock/Contact Hours: [555] Hours

* Reporting Program Length - Full-time Weeks: [30] Weeks

* Reporting Program Format: [Online, E-learning, or Distance Learning ▼]

Exit Wizard

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 Help

Quick Search Quick Search How to

Enter Search...

| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Pharmacy Technician Online- Continuing Education

Program ID: 1008580

CIP Code: 510805 - Pharmacy Technician/Assistant.

Related and Selected Occupations

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select ☐
25107100	Health Specialties Teachers, Postsecondary ✦ ❋		✔	☐
29205200	Pharmacy Technicians ✦ ❋		✔	☑

✦ BRIGHT OUTLOOK NATIONALLY | ❋ BRIGHT OUTLOOK LOCALLY | 🍃 GREEN OCCUPATIONS

[Select Occupation From ONET Table]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

in-demand

Exit Wizard

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Quick Search Quick Search How to

Enter Search...

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Pharmacy Technician Online- Continuing Education

Program ID: 1008580

CIP Code: 510805 - Pharmacy Technician/Assistant.

Cost Details

Cost Details

Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	**$3,595.00**	Edit | Delete
Tuition/Fee	$3,595.00	
Books	$0.00	
Tools	$0.00	
Other Costs	$0.00	
Comments	All-inclusive course offering which includes all materials and a voucher for the certification exam.	
Total Amount of Cost Structures	**$3,595.00**	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

[Add Line Item]

Total Amount : $3,595.00

Additional Cost Details

Additional Cost Details

Exit Wizard

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◯ Help

Quick Search Quick Search How to

| Enter Search... |

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider: DYERSBURG STATE COMMUNITY COLLEGE   **Program: Pharmacy Technician Online- Continuing Education**

Program ID: 1008580   **CIP Code: 510805 - Pharmacy Technician/Assistant.**

Edu. Program Application Confirmation

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

◉ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.
◯ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

Exit Wizard

graphic

◯ **Help**

Quick Search Quick Search How to

[Enter Search...]

Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Education Program Information						

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program ID: 1008581

Program:
Certified Mental Health Technician- Continuing Education

CIP Code:
511599 - Mental and Social Health Services and Allied Professions, Ot

General Information

General Information

* Status: ⦿ Active   ◯ Inactive

Purpose for adding program:
⦿ Submit for ETPL Approval and accept participants
◯ Accept participants without submitting for ETPL Approval
◯ To be determined or display to the public only

* Education Program Type: PS - Approved Provider Training - ITA

Associated Service Code(s) for the
Education Program Type (Informational):

300 - Occupational Skills Training - Approved Provider List (ITA)
303 - Distance Learning
314 - Enrolled In Apprenticeship Training
324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)

* This program is an Apprenticeship: ◯ Yes ⦿ No

* CIP Code: 511599 - Mental and Social Health Services and Allied Professions, Ot
[Search for CIP Code]

* Education Program Name:

Certified Mental Health Technician- Continuing Education

Education Program Description:

Assist patients that are dealing with psychosocial or psychological problems that include: • Substance use conditions • Developmental delays and disabilities • Medical illnesses

* This program of study or training services
has the following potential outcome(s)
(please select all that apply):

☑ An industry-recognized certificate or certification   ☑ A community college certificate of completion
☐ A certificate of completion of an apprenticeship   ☐ A secondary school diploma or its equivalent
☐ A license recognized by the State involved or the Federal Government ☑ Employment
☐ An associate degree   ☑ A measurable skills gain leading to a credential
☐ A baccalaureate degree   ☑ A measurable skills gain leading t␣   ⦿ Help

* This program leads to a credential or degree   ● Yes ○ No

* Name of Associated Credential:

Certified Mental Health Technician

Completion Level: Certificate < 1 year ⌄

* Attain Credential: Occupational Skills certificate or credential ⌄

Other, Specify:

Certification / License Title: Certified Mental Health Technician (CMHT) by the National Board for Certified Counselors (NCCB).

Certification / License Type: National Certification or License ⌄

Green Job Training: ○ Yes ● No

What is a green job?

Is this education program in a partnership with business?   ○ Yes ● No

Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):

LWDB Submitted: None Selected ⌄

Exit Wizard

graphic

Quick Search Quick Search How to
[Enter Search...]

Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Education Program Information						

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Certified Mental Health Technician- Continuing Education

CIP Code:
511599 - Mental and Social Health Services and Allied Professions, Ot

Program ID: 1008581

Additional Details

Additional Details

Financial Aid Available: ☐ Pell Grant ☐ Institutional Scholarship ☐ Federal Loan ☐ Other

URL of Training Program (Example: http://site.com): [ ]

* Program Prerequisites: [High School Diploma or Equivalent ▼]

Describe the minimum entry level requirements or prerequisites in 800 characters or less:

[ ]

* Date Edu. Program First Offered: [12/18/2020] 🔲 Today

* Please provide a reasonable explanation regarding why this is a new program: [Dyersburg State is expanding non-credit course offerings to help provide skills-based programs and certifications for recently displaced individuals due to COVID-19's impact on local and regional industries.]

Minimum Class Size: [ ]

Maximum Class Size: [ ]

Number Of Instructors: [ ]

Describe the qualifications of all instructors in 800 characters or less: [ ]

Drug/Alcohol Screening Required: ○ Yes ○ No

Accessibility: ☐ On-Site Parking   ☐ Sign Language
               ☐ Public Transportation ☐ Other Languages
               ☐ Disabled Student Access ☐ Other

Describe any equipment used in this program and its adequacy and availability in 800 characters or less:

Grievance Procedure
(2000 characters max.):

Grievance Procedure URL
(Example: http://site.com):

Refund Policy
(2000 characters max.):

Refund Policy URL
(Example: http://site.com):

This education or training program is a Quality Pre-Apprenticeship: ○ Yes ⦿ No

State Use 1:

State Use 2:

State Use 3:

State Use 4:

State Use 5:

Exit Wizard

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Quick Search Quick Search How to

Enter Search...

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program ID: 1008581

Program:
Certified Mental Health Technician- Continuing Education

CIP Code:
511599 - Mental and Social Health Services and Allied Professions, Ot

Duration

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
Certified Mental Health Technican	Yes	2 Semesters/Terms	Part-Time	online	Day Night Weekend Summer	Edit | Delete

[Add Duration]

Exit Wizard

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⭕ Help

Quick Search Quick Search How to

Enter Search...

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |

| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Certified Mental Health Technician- Continuing Education

Program ID: 1008581

CIP Code:
511599 - Mental and Social Health Services and Allied Professions, Ot

Locations

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select ☐
DYERSBURG STATE COMMUNITY COLLEGE	1510 Lake Rd Dyersburg, TN 38024	1510 Lake Rd Dyersburg, TN 38024	☑
DYERSBURG STATE COMMUNITY COLLEGE - GIBSON COUNTY	2071 Highway 45, Bypass Trenton, TN 38382	2071 Highway 45, Bypass Trenton, TN 38382	☐
DYERSBURG STATE COMMUNITY COLLEGE - JIMMY NAIFEH CENTER	3149 Highway 51 South Covington, TN 38019	3149 Highway 51 South Covington, TN 38019	☐
DYERSBURG STATE COMMUNITY COLLEGE - OBION COUNTY / UNION CIT	,	,	☐

Exit Wizard

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⭕ Help

Quick Search Quick Search How to

Enter Search...

Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Certified Mental Health Technician- Continuing Education

Program ID: 1008581

CIP Code:
511599 - Mental and Social Health Services and Allied Professions, Ot

Related and Selected Occupations

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select ☐
21102300	Mental Health and Substance Abuse Social Workers ✦ ✦	51.1502		☑

✦ **BRIGHT OUTLOOK** NATIONALLY | ✦ **BRIGHT OUTLOOK** LOCALLY | 🍃 **GREEN OCCUPATIONS**

[Select Occupation From ONET Table]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

In demand field

Exit Wizard

graphic

Quick Search Quick Search How to

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[ Enter Search... ]
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| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Certified Mental Health Technician- Continuing Education

Program ID: 1008581

CIP Code:
511599 - Mental and Social Health Services and Allied Professions, Ot

Cost Details

Cost Details

Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	**$3,895.00**	Edit | Delete
Tuition/Fee	$3,895.00	
Books	$0.00	
Tools	$0.00	
Other Costs	$0.00	
Comments	All-inclusive course offering which includes all materials and a voucher for the certification exam.	
Total Amount of Cost Structures	**$3,895.00**	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

[Add Line Item]

Total Amount : $3,895.00

Additional Cost Details

Additional Cost Details

Exit Wizard

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○ Help

Quick Search Quick Search How to

[Enter Search...]

Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Certified Mental Health Technician- Continuing Education

Program ID:　1008581

CIP Code:
511599 - Mental and Social Health Services and Allied Professions, Ot

Scheduling

Scheduling

Course Times

Course Times

* Class Time: [　　　　20] Hours

Lab Time: [　　　　　] Hours

Other Time: [　　　　2] Hours

Class Frequency: [Semester　　　▾]

Reporting Information

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study.

* Reporting Program Length - Clock/Contact Hours: [　　645] Hours

* Reporting Program Length - Full-time Weeks: [　　30] Weeks

* Reporting Program Format: [Online, E-learning, or Distance Learning ▾]

Exit Wizard

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⭕ **Help**

Enter Search...

General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program: Certified Mental Health Technician- Continuing Education

Program ID: 1008581

CIP Code:
511599 - Mental and Social Health Services and Allied Professions, Ot

Edu. Program Application Confirmation

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

○ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.

○ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

Exit Wizard

graphic

○ **Help**

Quick Search Quick Search How to

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Enter Search...
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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Education Program Information						

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Certified Veterinary Assistant- Continuing Education

Program ID: 1008578

CIP Code: 010903 - Animal Health.

General Information

General Information

*Status: ⦿ Active ◯ Inactive

Purpose for adding program:
- ⦿ Submit for ETPL Approval and accept participants
- ◯ Accept participants without submitting for ETPL Approval
- ◯ To be determined or display to the public only

*Education Program Type: PS - Approved Provider Training - ITA

Associated Service Code(s) for the Education Program Type (Informational):

```
300 - Occupational Skills Training - Approved Provider List (ITA)
303 - Distance Learning
314 - Enrolled In Apprenticeship Training
324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)
```

*This program is an Apprenticeship: ◯ Yes ⦿ No

*CIP Code: 010903 - Animal Health.
[Search for CIP Code]

*Education Program Name:

```
Certified Veterinary Assistant- Continuing Education
```

Education Program Description:

```
The Certified Veterinary Assistant
program is designed to help people who
love animals and have no experience
working or caring for them to learn
how to do exactly that. Therefore,
this program can help both aspiring
professionals and existing
```

*This program of study or training services has the following potential outcome(s) (please select all that apply):

- ☑ An industry-recognized certificate or certification
- ☐ A certificate of completion of an apprenticeship
- ☑ A license recognized by the State involved or the Federal Government
- ☐ An associate degree
- ☐ A baccalaureate degree
- ☐ A community college certificate of completion
- ☐ A secondary school diploma or its equivalent
- ☑ Employment
- ☑ A measurable skills gain leading to a credential
- ☑ A measurable skills gain leading to employment

*This program leads to a credential or degree ⦿ Yes ◯ No

⭕ Help

* Name of Associated Credential:

Certified Animal Worker

Completion Level:
Certificate < 1 year ⌄

* Attain Credential:
Occupational Skills certificate or credential ⌄

Other, Specify:

Certification / License Title:
Certified Animal Worker by the NCCB

Certification / License Type:
None Selected ⌄

Green Job Training:
○ Yes ● No

What is a green job?

Is this education program in a partnership with business?
○ Yes ● No

Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):

LWDB Submitted:
None Selected ⌄

Exit Wizard

graphic

Quick Search Quick Search How to
[Enter Search...]

		External Approvals	Cost Details	Performance	Confirmation	Review
Duration	Locations					
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Education Program Information						

Education Program Information

Provider: **Program:**
DYERSBURG STATE COMMUNITY COLLEGE   **Certified Veterinary Assistant- Continuing Education**

Program ID: 1008578   **CIP Code: 010903 - Animal Health.**

Additional Details

Additional Details

Financial Aid Available: ☐ Pell Grant   ☐ Institutional Scholarship
                          ☐ Federal Loan ☐ Other

URL of Training Program [   ]
(Example: http://site.com):

* Program Prerequisites: [High School Diploma or Equivalent ⌄]

Describe the minimum entry level requirements or prerequisites in 800 characters or less:

[   ]

* Date Edu. Program First Offered: [12/18/2020   ] 🔳 Today

* Please provide a reasonable explanation regarding why this is a new program: [Dyersburg State is expanding non-credit course offerings to help provide skills-based programs and certifications for recently displaced individuals due to COVID-19's impact on local and regional industries.]

Minimum Class Size: [   ]

Maximum Class Size: [   ]

Number Of Instructors: [   ]

Describe the qualifications of all instructors in 800 characters or less: [   ]

Drug/Alcohol Screening Required: ○ Yes ○ No

Accessibility: ☐ On-Site Parking   ☐ Sign Language
                ☐ Public Transportation ☐ Other Languages
                ☐ Disabled Student Access ☐ Other

Describe any equipment used in this program and its adequacy and availability in 800 characters or less:

Grievance Procedure
(2000 characters max.):

Grievance Procedure URL
(Example: http://site.com):

Refund Policy
(2000 characters max.):

Refund Policy URL
(Example: http://site.com):

This education or training program is a Quality Pre-Apprenticeship: ○ Yes ● No

State Use 1:

State Use 2:

State Use 3:

State Use 4:

State Use 5:

Exit Wizard

graphic

Quick Search Quick Search How to

Enter Search...

General		External	Cost			
Duration	Locations	Approvals	Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Certified Veterinary Assistant- Continuing Education

Program ID: 1008578

CIP Code: 010903 - Animal Health.

Related and Selected Occupations

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select ☐
11901300	Farmers, Ranchers, and Other Agricultural Managers ❖		✔	☐
11901301	Nursery and Greenhouse Managers		✔	☐
11901302	Farm and Ranch Managers 🌱		✔	☐
11901303	Aquacultural Managers		✔	☐
19101100	Animal Scientists ✿		✔	☐
25104100	Agricultural Sciences Teachers, Postsecondary		✔	☐
31909600	Veterinary Assistants and Laboratory Animal Caretakers ✿ ❖	01.8301		☑

✿ **BRIGHT OUTLOOK NATIONALLY** | ❖ **BRIGHT OUTLOOK LOCALLY** | 🌱 **GREEN OCCUPATIONS**

[Select Occupation From ONET Table]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

Exit Wizard

graphic

◯ **Help**

Quick Search Quick Search How to

Enter Search...

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Certified Veterinary Assistant- Continuing Education

Program ID: 1008578

CIP Code: 010903 - Animal Health.

Duration

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
Certified Veterinary Assistant-Continuing Education	Yes	2 Semesters/Terms	Part-Time	online	Day Night Weekend Summer	Edit | Delete

[Add Duration]

Exit Wizard

graphic

Quick Search Quick Search How to

[Enter Search...]

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Certified Veterinary Assistant- Continuing Education

Program ID: 1008578

CIP Code: 010903 - Animal Health.

Locations

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select ☐
DYERSBURG STATE COMMUNITY COLLEGE	1510 Lake Rd Dyersburg, TN 38024	1510 Lake Rd Dyersburg, TN 38024	☑
DYERSBURG STATE COMMUNITY COLLEGE - GIBSON COUNTY	2071 Highway 45, Bypass Trenton, TN 38382	2071 Highway 45, Bypass Trenton, TN 38382	☐
DYERSBURG STATE COMMUNITY COLLEGE - JIMMY NAIFEH CENTER	3149 Highway 51 South Covington, TN 38019	3149 Highway 51 South Covington, TN 38019	☐
DYERSBURG STATE COMMUNITY COLLEGE - OBION COUNTY / UNION CIT	,	,	☐

Exit Wizard

graphic

⊙ **Help**

Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Certified Veterinary Assistant- Continuing Education

Program ID: 1008578

CIP Code: 010903 - Animal Health.

Scheduling

Scheduling

Course Times

Course Times

* Class Time: [20] Hours

Lab Time: [   ] Hours

Other Time: [3] Hours

Class Frequency: [Semester ▾]

Reporting Information

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study.

* Reporting Program Length - Clock/Contact Hours: [685] Hours

* Reporting Program Length - Full-time Weeks: [30] Weeks

* Reporting Program Format: [Online, E-learning, or Distance Learning ▾]

Exit Wizard

graphic

○ Help

Quick Search Quick Search How to

Enter Search...

General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review

Education Program Information

Education Program Information

Provider:
DYERSBURG STATE COMMUNITY COLLEGE

Program:
Certified Veterinary Assistant- Continuing Education

Program ID: 1008578

CIP Code: 010903 - Animal Health.

Cost Details

Cost Details

Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	**$3,995.00**	Edit | Delete
Tuition/Fee	$3,995.00	
Books	$0.00	
Tools	$0.00	
Other Costs	$0.00	
Comments	All-inclusive program which includes a voucher for the certification exam.	
Total Amount of Cost Structures	**$3,995.00**	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

[Add Line Item]

Total Amount : $3,995.00

Additional Cost Details

Additional Cost Details

Exit Wizard

graphic

⊙ Help

Quick Search Quick Search How to

Enter Search...

General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review

Education Program Information

Education Program Information

Provider: DYERSBURG STATE COMMUNITY COLLEGE   **Program:** Certified Veterinary Assistant- Continuing Education

Program ID: 1008578   **CIP Code:** 010903 - Animal Health.

Edu. Program Application Confirmation

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

⦿ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.

◯ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

Exit Wizard

graphic

Enter Search...

Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Education Program Information						

Education Program Information

Provider: DYERSBURG STATE COMMUNITY COLLEGE   **Program:** Certified Paralegal- Continuing Education

Program ID: 1008579   **CIP Code:** 220302 - Legal Assistant/Paralegal.

General Information

General Information

* Status: ⦿ Active ◯ Inactive

Purpose for adding program: ⦿ Submit for ETPL Approval and accept participants
                                     ◯ Accept participants without submitting for ETPL Approval
                                     ◯ To be determined or display to the public only

* Education Program Type: PS - Approved Provider Training - ITA

**Associated Service Code(s) for the
Education Program Type (Informational):**

300 - Occupational Skills Training - Approved Provider List (ITA)
303 - Distance Learning
314 - Enrolled In Apprenticeship Training
324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)

* This program is an Apprenticeship: ◯ Yes ⦿ No

* CIP Code: 220302 - Legal Assistant/Paralegal.
                                     [Search for CIP Code]

* Education Program Name:

Certified Paralegal- Continuing Education

Education Program Description:

This certified entry-level paralegal program is designed to prepare students for certification. Therefore, you don't need to have any prior experience in the law. This program will take care of that for you. Our program aims to prepare students

*** This program of study or training services
has the following potential outcome(s)
(please select all that apply):**

☑ An industry-recognized certificate or certification   ☑ A community college certificate of completion
☐ A certificate of completion of an apprenticeship   ☐ A secondary school diploma or its equivalent
☐ A license recognized by the State involved or the Federal Government ☐ Employment
☐ An associate degree   ☑ A measurable skills gain leading to a credential
☐ A baccalaureate degree   ☑ A measurable skills gain leading to employment

*** This program leads to a credential or
degree**   ⦿ Yes ◯ No   💬 Help

* Name of Associated Credential:

Certified Paralegal

Completion Level: Certificate < 1 year ▼

* Attain Credential: Occupational Skills certificate or credential ▼

Other, Specify:

Certification / License Title: The National Association of Legal
Assistants (NALA) Certified Paralegal

Certification / License Type: National Certification or License ▼

Green Job Training: ○ Yes ◉ No

What is a green job?

**Is this education program in a
partnership with business?**   ○ Yes ◉ No

**Please describe the partnership or plans
to develop partnership in 800 characters
or less (supporting documentation may be
required):**

LWDB Submitted: None Selected ▼

Exit Wizard

graphic

Quick Search Quick Search How to

Enter Search...

Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Education Program Information						

Education Program Information

Provider: DYERSBURG STATE COMMUNITY COLLEGE   **Program:** Certified Paralegal- Continuing Education

Program ID: 1008579   **CIP Code:** 220302 - Legal Assistant/Paralegal.

Additional Details

Additional Details

Financial Aid Available: ☐ Pell Grant   ☐ Institutional Scholarship
☐ Federal Loan ☐ Other

URL of Training Program (Example: http://site.com):

* Program Prerequisites: High School Diploma or Equivalent ▾

Describe the minimum entry level requirements or prerequisites in 800 characters or less:

* Date Edu. Program First Offered: 12/18/2020 📅 Today

* Please provide a reasonable explanation regarding why this is a new program:

The program is a new program at DSCC and the first time it is being offered completely online.

Minimum Class Size:

Maximum Class Size:

Number Of Instructors:

Describe the qualifications of all instructors in 800 characters or less:

Drug/Alcohol Screening Required: ○ Yes ○ No

Accessibility: ☐ On-Site Parking   ☐ Sign Language
☐ Public Transportation ☐ Other Languages
☐ Disabled Student Access ☐ Other

Describe any equipment used in this program and its adequacy and availability in 800 characters or less:

Grievance Procedure
(2000 characters max.):

Grievance Procedure URL
(Example: http://site.com):

Refund Policy
(2000 characters max.):

Refund Policy URL
(Example: http://site.com):

This education or training program is a Quality Pre-Apprenticeship: ○ Yes ● No

State Use 1:

State Use 2:

State Use 3:

State Use 4:

State Use 5:

Exit Wizard

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Quick Search Quick Search How to

Enter Search...

| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |
| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |

Education Program Information

Education Program Information

Provider: DYERSBURG STATE COMMUNITY COLLEGE   **Program:** Certified Paralegal- Continuing Education

Program ID: 1008579   **CIP Code:** 220302 - Legal Assistant/Paralegal.

Related and Selected Occupations

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select ☐
23201100	Paralegals and Legal Assistants ☀ ❋	22.0302	✔	☑
23209300	Title Examiners, Abstractors, and Searchers ❋		✔	☐
23209900	Legal Support Workers, All Other		✔	☐

☀ BRIGHT OUTLOOK NATIONALLY | ❋ BRIGHT OUTLOOK LOCALLY | 🍃 GREEN OCCUPATIONS

[Select Occupation From ONET Table]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

Exit Wizard

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🗩 Help

Quick Search Quick Search How to

Enter Search...

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider: DYERSBURG STATE COMMUNITY COLLEGE   **Program:** Certified Paralegal- Continuing Education

Program ID: 1008579   **CIP Code:** 220302 - Legal Assistant/Paralegal.

Duration

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
Certified Paralegal	Yes	2 Semesters/Terms	Part-Time	online	Day Night Weekend Summer	Edit | Delete

[Add Duration]

Exit Wizard

graphic

 Help

Quick Search Quick Search How to

Enter Search...

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider: DYERSBURG STATE COMMUNITY COLLEGE   **Program:** Certified Paralegal- Continuing Education

Program ID: 1008579   **CIP Code:** 220302 - Legal Assistant/Paralegal.

Locations

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select ☐
DYERSBURG STATE COMMUNITY COLLEGE	1510 Lake Rd Dyersburg, TN 38024	1510 Lake Rd Dyersburg, TN 38024	☑
DYERSBURG STATE COMMUNITY COLLEGE - GIBSON COUNTY	2071 Highway 45, Bypass Trenton, TN 38382	2071 Highway 45, Bypass Trenton, TN 38382	☐
DYERSBURG STATE COMMUNITY COLLEGE - JIMMY NAIFEH CENTER	3149 Highway 51 South Covington, TN 38019	3149 Highway 51 South Covington, TN 38019	☐
DYERSBURG STATE COMMUNITY COLLEGE - OBION COUNTY / UNION CIT	,	,	☐

Exit Wizard

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◯ Help

Quick Search Quick Search How to

Enter Search...

		External Approvals	Cost Details	Performance		Confirmation	Review
Duration	Locations						
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills		Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider: DYERSBURG STATE COMMUNITY COLLEGE **Program:** Certified Paralegal- Continuing Education

Program ID: 1008579 **CIP Code:** 220302 - Legal Assistant/Paralegal.

Scheduling

Scheduling

Course Times

Course Times

* Class Time: 950 Hours

Lab Time: Hours

Other Time: Hours

Class Frequency: Annual

Reporting Information

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study.

* Reporting Program Length - Clock/Contact Hours: 950 Hours

* Reporting Program Length - Full-time Weeks: 32 Weeks

* Reporting Program Format: Online, E-learning, or Distance Learning

Exit Wizard

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○ Help

Quick Search Quick Search How to

Enter Search...

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider: DYERSBURG STATE COMMUNITY COLLEGE   **Program:** Certified Paralegal- Continuing Education

Program ID: 1008579   **CIP Code:** 220302 - Legal Assistant/Paralegal.

Cost Details

Cost Details

Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	**$3,995.00**	Edit | Delete
Tuition/Fee	$3,995.00	
Books	$0.00	
Tools	$0.00	
Other Costs	$0.00	
Comments	All program cost are inclusive and cover materials and a certification exam voucher.	
Total Amount of Cost Structures	**$3,995.00**	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

[Add Line Item]

Total Amount : $3,995.00

Additional Cost Details

Additional Cost Details

Exit Wizard

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Quick Search Quick Search How to

Enter Search...

General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review

Education Program Information

Education Program Information

Provider: DYERSBURG STATE COMMUNITY COLLEGE   **Program:** Certified Paralegal- Continuing Education

Program ID: 1008579   **CIP Code:** 220302 - Legal Assistant/Paralegal.

Edu. Program Application Confirmation

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

◉ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.

◯ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

Exit Wizard

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◯ **Help**

Bethel University
New Certificate Programs for
the Eligible Training Provider List

Program Title	Program Description	Type of Program	Cost	Occupation Title	Typical Entry-Level Education Required	2021 Jobs	2025 Jobs	2021 - 2025 Change	Avg. Annual Openings	Avg. Hourly Earnings	Staff Recommendation	Denial Reason
Business Administration Certificate	18 Credit Hours, 48 Weeks, 1 Night / Week A program that generally prepares individuals to plan organize direct and control the functions and processes of a firm or organization. Includes instruction in management theory human resources management and behavior accounting and other quantitat....	Graduate	$ 11,034.00	See Below							Deny	Graduate Program - does not meet credential definition (see below)
Business Management Certificate	18 Credit Hours, 30 Weeks, 1 Night / Week A program that generally prepares individuals to plan organize direct and control the functions and processes of a firm or organization. Includes instruction in management theory human resources management and behavior accounting and other quantitat...	Under-graduate Certificate	$ 6,714.00	General and Operations Managers*	Bachelor's degree	1,208	1,269	61	123	$38.45	Approve	
				Administrative Services Managers*	Bachelor's degree	108	114	6	11	$46.52		
				Managers, All Others*	N/A	606	641	35	56	$29.87		
				Firrst-Line Supervisors of Office and Administrative Support Workers	H.S. diploma or equivalent	888	884	(4)	94	$22.68		
				Office and Administrative Support Workers, All Other	H.S. diploma or equivalent	111	115	4	14	$15.34		
Post Criminal Justice Certificate	18 Credit Hours, 48 Weeks, 1 Night / Week Any instructional program in corrections and criminal justice not listed above. Pre-Criminal Justice	Graduate	$ 9,180.00	See Below							Deny	Graduate Program - does not meet credential definition (see below)
Pre Criminal Justice Certificate	18 Credit Hours, 30 Weeks, 1 Night / Week Any instructional program in corrections and criminal justice not listed above. Pre-Criminal Justice	Under-graduate Certificate	$ 6,714.00	First-Line Supervisors of Correctional Officers*	H.S. diploma or equivalent	55	56	1	4	$28.30	Approve	
				First-Line Supervisors of Police and Detectives*	H.S. diploma or equivalent	111	115	4	8	$27.71		
				Correctional Officers and Jailers*	H.S. diploma or equivalent	724	735	11	68	$16.24		
				Police and Sheriffs Patrol Officers	H.S. diploma or equivalent	587	611	24	48	$18.68		
Customer Relationship Management Certificate	18 Credit Hours, 30 Weeks, 1 Night / Week A program that prepares individuals to supervise and monitor customer service performance and manage frontline customer support services call centers help desks and customer relations. Includes instruction in customer behavior specialized information	Under-graduate Certificate	$ 6,714.00	First-Line Supervisors of Office and Administrative Support Workers*	H.S. diploma or equivalent	888	884	(4)	94	$22.68	Approve	
				Customer Service Representatives	H.S. diploma or equivalent	899	900	1	123	$15.02		
Emergency Services Management Certificate	18 Credit Hours, 30 Weeks, 1 Night / Week A program focusing on the application of the incident command system model to formulating and implementing effective response to natural and man-made disasters. Includes instruction in contingency planning hazard and risk assessment joint operations law and ethics emergency response and recovery event mitigation emergency rescue and medical operations incident command terrorism and national security issues law enforcement relief administration volunteer and citizen coordination public relations and applications to specific types of incidents.	Under-graduate Certificate	$ 6,714.00	First-Line Supervisors of Police and Detectives*	H.S. diploma or equivalent	111	115	4	8	$27.71	Approve	
				Public Safety Telecommunicators	H.S. diploma or equivalent	132	137	5	14	$14.51		
Healthcare Administration Certificate	18 Credit Hours, 48 Weeks, 1 Night / Week A program that prepares individuals to develop plan and manage health care operations and services within health care facilities and across health care systems. Includes instruction in planning business management financial management public relatio....	Graduate	$ 11,034.00	Medical and Health Services Managers*	Bachelor's degree	203	208	5	18	$38.56	Deny	Graduate Program - does not meet credential definition (see below)
Healthcare Management Certificate	18 Credit Hours, 30 Weeks, 1 Night / Week A program that prepares individuals to develop plan and manage health care operations and services within health care facilities and across health care systems. Includes instruction in planning business management financial management public relatio....	Under-graduate Certificate	$ 6,714.00	Medical and Health Services Managers*	Bachelor's degree	203	208	5	18	$38.56	Approve	
				Healthcare Support Workers, All Other	H.S. diploma or equivalent	46	47	1	6	$19.13		
				Medical Secretaries and Administrative Assistants	H.S. diploma or equivalent	260	256	(4)	30	$13.85		

Information Technology Certificate	18 Credit Hours, 48 Weeks, 1 Night / Week A program that prepares individuals to apply principles of information technology computer systems management and business operations to the planning management and evaluation of information services in organizations. Includes instruction in telecomm....	Under-graduate Certificate	$ 6,714.00	Computer and Information Systems Managers*	Bachelor's degree	65	69	4	7	$48.87	Approve	
				Computer Network Support Specialists	Associate's degree	45	46	1	4	$24.39		
				Computer User Support Specialists	Some college, no degree	133	145	12	14	$21.60		
Human Resource Management Certificate	18 Credit Hours, 30 Weeks, 1 Night / Week A program that generally prepares individuals to manage the development of human capital in organizations and to provide related services to individuals and groups. Includes instruction in personnel and organization policy human resource dynamics and f....	Graduate	$ 11,034.00	Compensation and Benefits Managers*	Bachelor's degree	<10	<10	Insf. Data	0	Insf. Data	Deny	Graduate Program - does not meet credential definition (see below)
				Human Resources Managers*	Bachelor's degree	84	86	2	8	$33.50		
				Training and Development Managers*	Bachelor's degree	<10	<10	Insf. Data	1	Insf. Data		
				Human Resources Specialists*	Bachelor's degree	237	247	9	27	$23.90		
				Labor Relations Specialists*	Bachelor's degree	71	68	(3)	7	$17.98		
				Compensation, Benefits, and Job Analysis Specialists*	Bachelor's degree	41	41	1	4	$26.06		
				Training and Development Specialists*	Bachelor's degree	74	82	7	10	$24.83		
				Business Teachers, Postsecondary*	Doctoral or professional degree	801	727	(73)	68	$33.12		

*per application

Credential Definition from TEGL 10-16, Change 1

A recognized postsecondary credential is defined as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree, as well as **graduate degrees for purposes of the VR program** as required by section 103(a)(5) of the Rehabilitation Act of 1973, as amended by title IV of WIOA. A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations.

Certificates awarded by workforce development boards (WDBs) and work readiness certificates are not included in this definition because neither type of certificate is recognized industry-wide, nor documents the measurable technical or industry/occupational skills necessary to gain employment or advancement within an occupation. Likewise, such certificates must recognize technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.

A variety of different public and private entities issue recognized postsecondary credentials. Below is a list of the types of organizations and institutions that award recognized postsecondary credentials (not all credentials by these entities meet the definition of recognized postsecondary credential).

• A State educational agency or a State agency responsible for administering vocational and technical education within a State;

• An institution of higher education described in Section 102 of the Higher Education Act of 1965 (20 USC sec. 1002) that is qualified to participate in the student financial assistance programs authorized by title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in Federal student financial aid programs;

• An institution of higher education that is formally controlled, or has been formally sanctioned or chartered, by the governing body of an Indian tribe or tribes.

• A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or product manufacturer or developer (e.g., recognized Microsoft Information Technology certificates, such as Microsoft Certified IT Professional (MCITP), Certified Novell Engineer, a Sun Certified Java Programmer, etc.) using a valid and reliable assessment of an individual's knowledge, skills and abilities;

• ETA's Office of Apprenticeship or a recognized State Apprenticeship Agency;

• A public regulatory agency, which awards a credential upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., Federal Aviation Administration aviation mechanic license, or a State-licensed asbestos inspector);

• A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons; or

• Job Corps, which issues certificates for completing career training programs that are based on industry skills standards and certification requirements.

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Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review

General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Business Administration Certificate**

Program ID: 1008265   **CIP Code: 520201 - Business Administration and Management, General.**

General Information

General Information

*Status: ◉ Active ○ Inactive

Purpose for adding program: ◉ Submit for ETPL Approval and accept participants
○ Accept participants without submitting for ETPL Approval
○ To be determined or display to the public only

*Education Program Type: PS - Approved Provider Training - ITA

Associated Service Code(s) for the Education Program Type (Informational):

```
300 - Occupational Skills Training - Approved Provider List (ITA)
303 - Distance Learning
314 - Enrolled In Apprenticeship Training
324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)
```

*This program is an Apprenticeship: ○ Yes ◉ No

*CIP Code: 520201 - Business Administration and Management, General.
[Search for CIP Code]

*Education Program Name:
Business Administration Certificate

Education Program Description:

> A program that generally prepares
> individuals to plan organize direct
> and control the functions and
> processes of a firm or organization.
> Includes instruction in management
> theory human resources management and
> behavior accounting and other

***This program of study or training services
has the following potential outcome(s)
(please select all that apply):**

☑ An industry-recognized certificate or certification   ☑ A community college certificate of completion

☐ A certificate of completion of an apprenticeship   ☐ A secondary school diploma or its equivalent

☐ A license recognized by the State involved or the Federal Government   ☐ Employment

☐ An associate degree   ☑ A measurable skills gain leading to a credential

☐ A baccalaureate degree   ☐ A measurable skills gain leading to employment

***This program leads to a credential or
degree**   ◉ Yes   ○ No

*Name of Associated Credential:

Business Administration Certificate

Completion Level: Certificate < 1 year ▾

*Attain Credential: Occupational Skills certificate or credential ▾

Other, Specify: [   ]

Certification / License Title:

> Business Administration Certificate -
> Post Baccalaureate

Certification / License Type: None Selected ▾

Green Job Training: ○ Yes   ◉ No

What is a green job?

**Is this education program in a
partnership with business?**   ○ Yes   ◉ No

**Please describe the partnership or plans
to develop partnership in 800 characters
or less (supporting documentation may be
required):**

LWDB Submitted: None Selected ▾

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Business Administration Certificate**

Program ID: 1008265   **CIP Code: 520201 - Business Administration and Management, General.**

Additional Details

Additional Details

Financial Aid Available: ☐ Pell Grant   ☐ Institutional Scholarship
☑ Federal Loan   ☐ Other

URL of Training Program
(Example: http://site.com): [   ]

* Program Prerequisites: [Bachelor's Degree   ▾]

Describe the minimum entry level requirements or prerequisites in 800 characters or less:

[   ]

* Date Edu. Program First Offered: [10/27/2020] 🗓 Today

* Please provide a reasonable explanation regarding why this is a new program: [New program offered 2020]

Minimum Class Size: [   ]

Maximum Class Size: [____]

Number Of Instructors: [____]

Describe the qualifications of all instructors in 800 characters or less: [text area]

Drug/Alcohol Screening Required: ○ Yes ○ No

Accessibility: ☐ On-Site Parking ☐ Sign Language
☐ Public Transportation ☐ Other Languages
☐ Disabled Student Access ☐ Other

Describe any equipment used in this program and its adequacy and availability in 800 characters or less: [text area]

Grievance Procedure
(2000 characters max.): [text area]

Grievance Procedure URL [____]
(Example: http://site.com):

Refund Policy
(2000 characters max.): [text area]

Refund Policy URL [____]
(Example: http://site.com):

This education or training program is a Quality Pre-Apprenticeship: ○ Yes ⦿ No

State Use 1: [text area]

State Use 2: [text area]

State Use 3: [text area]

State Use 4: [text area]

State Use 5: [text area]

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Education Program Information						

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Business Administration Certificate**

Program ID: 1008265   **CIP Code: 520201 - Business Administration and Management, General.**

Related and Selected Occupations

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select ☐
11101100	Chief Executives ✦		✔	☑
11101103	Chief Sustainability Officers 🌱		✔	☐
11102100	General and Operations Managers ✦ ✦ 🌱		✔	☑
11202200	Sales Managers ✦		✔	☐
11301100	Administrative Services Managers ✦ ✦		✔	☑
11305100	Industrial Production Managers ✦ 🌱		✔	☑
11305101	Quality Control Systems Managers		✔	☐
11305102	Geothermal Production Managers 🌱		✔	☐
11305103	Biofuels Production Managers 🌱		✔	☐
11305104	Biomass Power Plant Managers 🌱		✔	☐
11305105	Methane/Landfill Gas Collection System Operators 🌱		✔	☐
11305106	Hydroelectric Production Managers 🌱		✔	☐
11307100	Transportation, Storage, and Distribution Managers ✦		✔	☑
11307101	Transportation Managers 🌱		✔	☐
11307102	Storage and Distribution Managers 🌱		✔	☐

11307103	Logistics Managers 🍃		✔	☐
11902100	Construction Managers ✦ ✤ 🍃		✔	☐
11915100	Social and Community Service Managers ✦ ✤		✔	☐
11919900	Managers, All Other ✤		✔	☑
11919901	Regulatory Affairs Managers 🍃		✔	☐
11919902	Compliance Managers 🍃		✔	☐
11919903	Investment Fund Managers		✔	☐
11919904	Supply Chain Managers 🍃		✔	☐
11919907	Security Managers		✔	☐
11919908	Loss Prevention Managers		✔	☐
11919909	Wind Energy Operations Managers 🍃		✔	☐
11919910	Wind Energy Project Managers 🍃		✔	☐
11919911	Brownfield Redevelopment Specialists and Site Managers 🍃		✔	☐
13105100	Cost Estimators ✦ ✤		✔	☐
13111100	Management Analysts ✦ ✤		✔	☑
25101100	Business Teachers, Postsecondary ✦ ✤		✔	☐

✦ **BRIGHT OUTLOOK** NATIONALLY | ✤ **BRIGHT OUTLOOK** LOCALLY | 🍃 **GREEN OCCUPATIONS**

[Select Occupation From ONET Table]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

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Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Business Administration Certificate

Program ID: 1008265   **CIP Code:** 520201 - Business Administration and Management, General.

Completion Expectations

Completion Expectations

Number of Credits: 18.00 Credits

* **Credit Earned Duration:**   ◉ Semester ○ Quarter

Projected Hourly Wage After Program Completion:

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Duration   Locations   External   Cost   Performance   Confirmation   Review
                                 Approvals   Details
General   Additional   Occupational   Completion
Information   Apprenticeship   Details   Occupations   Skills   Expectations   Scheduling
                Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Business Administration Certificate**

Program ID: 1008265   **CIP Code: 520201 - Business Administration and Management, General.**

Scheduling

Scheduling

Course Times

Course Times

*Class Time: [4] Hours

Lab Time: [   ] Hours

Other Time: [   ] Hours

Class Frequency: [Weekly   ⌄]

Reporting Information

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study.

*Reporting Program Length - Clock/Contact Hours: [192] Hours

*Reporting Program Length - Full-time Weeks: [48] Weeks

*Reporting Program Format: [Online, E-learning, or Distance Learning ⌄]

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| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Business Administration Certificate**

Program ID: 1008265   **CIP Code: 520201 - Business Administration and Management, General.**

Duration

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
18 credit hours	Yes	48 Weeks	Full-Time	Class 1 night per week	Night	Edit | Delete

[Add Duration]

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General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Business Administration Certificate

Program ID: 1008265   **CIP Code:** 520201 - Business Administration and Management, General.

Locations

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select ☐
BETHEL UNIVERSITY	325 Cherry St. McKenzie, TN 38201	325 Cherry St. McKenzie, TN 38201	☑
BETHEL UNIVERSITY - CLARKSVILLE	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	☑
BETHEL UNIVERSITY - JACKSON	3031 US-45 BYP Jackson, TN 38305	3031 US-45 BYP Jackson, TN 38305	☑
BETHEL UNIVERSITY - MEMPHIS	168 E PARKWAY S Memphis, TN 38104-4340	168 E PARKWAY S Memphis, TN 38104-4340	☑
BETHEL UNIVERSITY - PARIS	302B TYSON AVENUE Paris, TN 38242-4576	302B TYSON AVENUE Paris, TN 38242-4576	☑

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General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Business Administration Certificate

Program ID: 1008265   **CIP Code:** 520201 - Business Administration and Management, General.

Cost Details

Cost Details

Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	**$11,034.00**	Edit | Delete
Tuition/Fee	$11,034.00	
Books	$0.00	
Tools	$0.00	
Other Costs	$0.00	
Comments		
Total Amount of Cost Structures	**$11,034.00**	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

[Add Line Item]

Total Amount : $11,034.00

Additional Cost Details

Additional Cost Details

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General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
Education Program Information						

Education Program Information

Provider: BETHEL UNIVERSITY **Program:** Business Administration Certificate

Program ID: 1008265 **CIP Code:** 520201 - Business Administration and Management, General.

Edu. Program Application Confirmation

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

○ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.
○ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

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Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Education Program Information

Education Program Information

Provider: **BETHEL UNIVERSITY**   **Program:** **Business Management Certificate**

Program ID: **1008258**   **CIP Code:** **520201 - Business Administration and Management, General.**

General Information

General Information

*Status: ● Active ○ Inactive

Purpose for adding program: ● Submit for ETPL Approval and accept participants
○ Accept participants without submitting for ETPL Approval
○ To be determined or display to the public only

*Education Program Type: PS - Approved Provider Training - ITA

Associated Service Code(s) for the Education Program Type (Informational):

300 - Occupational Skills Training - Approved Provider List (ITA)
303 - Distance Learning
314 - Enrolled In Apprenticeship Training
324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)

*This program is an Apprenticeship: ○ Yes ● No

*CIP Code: 520201 - Business Administration and Management, General.
[Search for CIP Code]

*Education Program Name:

Business Management Certificate

Education Program Description:

> A program that generally prepares
> individuals to plan organize direct
> and control the functions and
> processes of a firm or organization.
> Includes instruction in management
> theory human resources management and
> behavior accounting and other

* **This program of study or training services has the following potential outcome(s) (please select all that apply):**

- ☑ An industry-recognized certificate or certification
- ☑ A community college certificate of completion
- ☐ A certificate of completion of an apprenticeship
- ☐ A secondary school diploma or its equivalent
- ☐ A license recognized by the State involved or the Federal Government
- ☐ Employment
- ☐ An associate degree
- ☑ A measurable skills gain leading to a credential
- ☐ A baccalaureate degree
- ☐ A measurable skills gain leading to employment

* **This program leads to a credential or degree**   ◉ Yes ○ No

* **Name of Associated Credential:**

Business Management Certificate

Completion Level: Certificate < 1 year ▼

* **Attain Credential:** Other ▼

* **Other, Specify:** Business Management

* **Certification / License Title:**

> Business Management Certificate

Certification / License Type: Certification or License Does Not Apply ▼

Green Job Training: ○ Yes ◉ No

What is a green job?

Is this education program in a partnership with business? ○ Yes ◉ No

Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):

LWDB Submitted: None Selected ▼

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| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |
| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |

Education Program Information

Education Program Information

Provider: **BETHEL UNIVERSITY**   **Program:** **Business Management Certificate**

Program ID: **1008258**   **CIP Code:** **520201 - Business Administration and Management, General.**

Additional Details

Additional Details

Financial Aid Available: ☑ Pell Grant   ☐ Institutional Scholarship
                           ☑ Federal Loan   ☐ Other

URL of Training Program
(Example: http://site.com):   [   ]

* Program Prerequisites: [High School Diploma or Equivalent   ▾]

Describe the minimum entry level requirements or prerequisites in 800 characters or less:

[   ]

* Date Edu. Program First Offered: [10/27/2020] 🗓 Today

* Please provide a reasonable explanation regarding why this is a new program: [New program offered 2020]

Minimum Class Size: [   ]

Maximum Class Size: [   ]

Number Of Instructors: [   ]

Describe the qualifications of all instructors in 800 characters or less:

[   ]

Drug/Alcohol Screening Required: ○ Yes ○ No

Accessibility: ☐ On-Site Parking   ☐ Sign Language
              ☐ Public Transportation ☐ Other Languages
              ☐ Disabled Student Access ☐ Other

Describe any equipment used in this program and its adequacy and availability in 800 characters or less:

[   ]

Grievance Procedure
(2000 characters max.):

[   ]

Grievance Procedure URL [   ]
(Example: http://site.com):

Refund Policy
(2000 characters max.):

[   ]

Refund Policy URL [   ]
(Example: http://site.com):

This education or training program is a Quality Pre-Apprenticeship: ○ Yes ⦿ No

State Use 1: [   ]

State Use 2: [   ]

State Use 3: [   ]

State Use 4: [   ]

State Use 5: [   ]

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| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |
| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Education Program Information |

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Business Management Certificate**

Program ID: 1008258   **CIP Code: 520201 - Business Administration and Management, General.**

Related and Selected Occupations

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select ☐
11101100	Chief Executives ✦		✔	☐
11101103	Chief Sustainability Officers 🍃		✔	☐
11102100	General and Operations Managers ✦ ✦ 🍃		✔	☑
11202200	Sales Managers ✦		✔	☐
11301100	Administrative Services Managers ✦ ✦		✔	☑
11305100	Industrial Production Managers ✦ 🍃		✔	☐
11305101	Quality Control Systems Managers		✔	☐
11305102	Geothermal Production Managers 🍃		✔	☐
11305103	Biofuels Production Managers 🍃		✔	☐
11305104	Biomass Power Plant Managers 🍃		✔	☐
11305105	Methane/Landfill Gas Collection System Operators 🍃		✔	☐
11305106	Hydroelectric Production Managers 🍃		✔	☐
11307100	Transportation, Storage, and Distribution Managers ✦		✔	☐
11307101	Transportation Managers 🍃		✔	☐
11307102	Storage and Distribution Managers 🍃		✔	☐

11307103	Logistics Managers 🍃		✓	☐
11902100	Construction Managers ✿ ❄ 🍃		✓	☐
11915100	Social and Community Service Managers ✿ ❄		✓	☐
11919900	Managers, All Other ❄		✓	☑
11919901	Regulatory Affairs Managers 🍃		✓	☐
11919902	Compliance Managers 🍃		✓	☐
11919903	Investment Fund Managers		✓	☐
11919904	Supply Chain Managers 🍃		✓	☐
11919907	Security Managers		✓	☐
11919908	Loss Prevention Managers		✓	☐
11919909	Wind Energy Operations Managers 🍃		✓	☐
11919910	Wind Energy Project Managers 🍃		✓	☐
11919911	Brownfield Redevelopment Specialists and Site Managers 🍃		✓	☐
13105100	Cost Estimators ✿ ❄		✓	☐
13111100	Management Analysts ✿ ❄		✓	☐
25101100	Business Teachers, Postsecondary ✿ ❄		✓	☐

✿ BRIGHT OUTLOOK NATIONALLY | ❄ BRIGHT OUTLOOK LOCALLY | 🍃 GREEN OCCUPATIONS

[Select Occupation From ONET Table]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY　　　　　**Program: Business Management Certificate**

Program ID: 1008258　　　　　　　　**CIP Code: 520201 - Business Administration and Management, General.**

Completion Expectations

Completion Expectations

Number of Credits:　　　　18.00 Credits

*️**Credit Earned Duration:**　　🔘 Semester　⚪ Quarter

Projected Hourly Wage After Program Completion:

Exit Wizard

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Business Management Certificate

Program ID: 1008258   **CIP Code:** 520201 - Business Administration and Management, General.

Scheduling

Scheduling

Course Times

Course Times

* Class Time: [4] Hours

Lab Time: [   ] Hours

Other Time: [   ] Hours

Class Frequency: [Weekly ⌄]

Reporting Information

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study.

* Reporting Program Length - Clock/Contact Hours: [120] Hours

* Reporting Program Length - Full-time Weeks: [30] Weeks

* Reporting Program Format: [Online, E-learning, or Distance Learning ⌄]

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General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling

Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Business Management Certificate

Program ID: 1008258   **CIP Code:** 520201 - Business Administration and Management, General.

Duration

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
18 credit hours	Yes	30 Weeks	Full-Time	Class 1 night per week	Night	Edit | Delete

[Add Duration]

Exit Wizard

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General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Business Management Certificate**

Program ID: 1008258   **CIP Code: 520201 - Business Administration and Management, General.**

Locations

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select ☐
BETHEL UNIVERSITY	325 Cherry St. McKenzie, TN 38201	325 Cherry St. McKenzie, TN 38201	☑
BETHEL UNIVERSITY - CLARKSVILLE	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	☑
BETHEL UNIVERSITY - JACKSON	3031 US-45 BYP Jackson, TN 38305	3031 US-45 BYP Jackson, TN 38305	☑
BETHEL UNIVERSITY - MEMPHIS	168 E PARKWAY S Memphis, TN 38104-4340	168 E PARKWAY S Memphis, TN 38104-4340	☑
BETHEL UNIVERSITY - PARIS	302B TYSON AVENUE Paris, TN 38242-4576	302B TYSON AVENUE Paris, TN 38242-4576	☑

Exit Wizard

Quick Search Quick Search How to

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Sign In

Forgot your Username or Not Registered?

General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Business Management Certificate

Program ID: 1008258   **CIP Code:** 520201 - Business Administration and Management, General.

Cost Details

Cost Details

Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	**$6,714.00**	Edit | Delete
Tuition/Fee	$6,714.00	
Books	$0.00	
Tools	$0.00	
Other Costs	$0.00	
Comments		
Total Amount of Cost Structures	**$6,714.00**	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

[Add Line Item]

Total Amount : $6,714.00

Additional Cost Details

Additional Cost Details

Quick Search Quick Search How to

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| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Business Management Certificate**

Program ID: 1008258   **CIP Code: 520201 - Business Administration and Management, General.**

Edu. Program Application Confirmation

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

◉ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.

◯ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

Exit Wizard

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Criminal Justice Certificate**

Program ID: 1008268   **CIP Code: 430199 - Corrections and Criminal Justice, Other.**

General Information

General Information

*Status: ● Active ○ Inactive

Purpose for adding program: ● Submit for ETPL Approval and accept participants
○ Accept participants without submitting for ETPL Approval
○ To be determined or display to the public only

*Education Program Type: PS - Approved Provider Training - ITA

Associated Service Code(s) for the Education Program Type (Informational):

```
300 - Occupational Skills Training - Approved Provider List (ITA)
303 - Distance Learning
314 - Enrolled In Apprenticeship Training
324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)
```

*This program is an Apprenticeship: ○ Yes ● No

*CIP Code: 430199 - Corrections and Criminal Justice, Other.
[Search for CIP Code]

*Education Program Name:

Criminal Justice Certificate

Education Program Description:

Any instructional program in corrections and criminal justice not listed above. Post-Criminal Justice

* **This program of study or training services has the following potential outcome(s) (please select all that apply):**

☑ An industry-recognized certificate or certification   ☑ A community college certificate of completion

☐ A certificate of completion of an apprenticeship   ☐ A secondary school diploma or its equivalent

☐ A license recognized by the State involved or the Federal Government ☐ Employment

☐ An associate degree   ☑ A measurable skills gain leading to a credential

☐ A baccalaureate degree   ☐ A measurable skills gain leading to employment

* **This program leads to a credential or degree**   ⦿ Yes ○ No

* **Name of Associated Credential:**

Criminal Justice Certificate

Completion Level: Certificate < 1 year ⌄

* **Attain Credential:**   Other ⌄

* **Other, Specify:**   Certificate

* **Certification / License Title:**

Criminal Justice Certificate

Certification / License Type: None Selected ⌄

Green Job Training: ○ Yes ⦿ No

What is a green job?

Is this education program in a partnership with business?   ○ Yes ⦿ No

Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):

LWDB Submitted: None Selected ⌄

Exit Wizard

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Sign In

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Duration   Locations   External   Cost   Performance   Confirmation   Review
                                      Approvals   Details
General   Additional   Occupational   Completion
Information   Apprenticeship   Details   Occupations   Skills   Expectations   Scheduling
          Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Criminal Justice Certificate**

Program ID: 1008268   **CIP Code: 430199 - Corrections and Criminal Justice, Other.**

Additional Details

Additional Details

Financial Aid Available: ☐ Pell Grant   ☐ Institutional Scholarship
                         ☑ Federal Loan   ☐ Other

URL of Training Program
(Example: http://site.com): [   ]

* Program Prerequisites: [Bachelor's Degree ▾]

Describe the minimum entry level requirements or prerequisites in 800 characters or less:

[   ]

* Date Edu. Program First Offered: [10/27/2020] 📅 Today

* Please provide a reasonable explanation regarding why this is a new program: [New program offered 2020]

Minimum Class Size: [   ]

Maximum Class Size: [____]

Number Of Instructors: [____]

Describe the qualifications of all instructors in 800 characters or less: [text area]

Drug/Alcohol Screening Required: ○ Yes ○ No

Accessibility: ☐ On-Site Parking   ☐ Sign Language
               ☐ Public Transportation ☐ Other Languages
               ☐ Disabled Student Access ☐ Other

Describe any equipment used in this program and its adequacy and availability in 800 characters or less: [text area]

Grievance Procedure
(2000 characters max.): [text area]

Grievance Procedure URL [____]
(Example: http://site.com):

Refund Policy
(2000 characters max.): [text area]

Refund Policy URL [____]
(Example: http://site.com):

This education or training program is a Quality Pre-Apprenticeship: ○ Yes ◉ No

State Use 1: [____]

State Use 2: [____]

State Use 3: [____]

State Use 4: [____]

State Use 5: [____]

Exit Wizard

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| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |
| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Education Program Information |

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Criminal Justice Certificate

Program ID: 1008268   **CIP Code:** 430199 - Corrections and Criminal Justice, Other.

Related and Selected Occupations

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select ☐
25111100	Criminal Justice and Law Enforcement Teachers, Postsecondary ✸		✔	☐
33301200	Correctional Officers and Jailers ✸		✔	☑

✸ **BRIGHT OUTLOOK** NATIONALLY | ✸ **BRIGHT OUTLOOK** LOCALLY | 🍃 **GREEN OCCUPATIONS**

[Select Occupation From ONET Table]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

Exit Wizard

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider: **BETHEL UNIVERSITY**   **Program:** **Criminal Justice Certificate**

Program ID: **1008268**   **CIP Code:** **430199 - Corrections and Criminal Justice, Other.**

Completion Expectations

Completion Expectations

Number of Credits: 18.00 Credits

*__Credit Earned Duration:__   ◉ Semester ○ Quarter

Projected Hourly Wage After Program Completion:

Exit Wizard

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◯ Help

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Duration   Locations   External   Cost   Performance   Confirmation   Review
                         Approvals   Details
General   Additional   Occupational   Completion
Information Apprenticeship Details   Occupations Skills   Expectations   Scheduling
Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Criminal Justice Certificate**

Program ID: 1008268   **CIP Code: 430199 - Corrections and Criminal Justice, Other.**

Scheduling

Scheduling

Course Times

Course Times

*Class Time: [4] Hours

Lab Time: [   ] Hours

Other Time: [   ] Hours

Class Frequency: [None Selected ▼]

Reporting Information

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study.

*Reporting Program Length - Clock/Contact Hours: [192] Hours

*Reporting Program Length - Full-time Weeks: [48] Weeks

*Reporting Program Format: [Online, E-learning, or Distance Learning ▼]

○ Help

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General
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Details

Occupations

Occupational
Skills

Completion
Expectations

Scheduling

Duration

Locations

External
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Cost
Details

Performance

Confirmation

Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Criminal Justice Certificate**

Program ID: 1008268   **CIP Code: 430199 - Corrections and Criminal Justice, Other.**

Duration

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
18 credit hours	Yes	48 Weeks	Full-Time	Class 1 night per week	Night	Edit | Delete

[Add Duration]

Exit Wizard

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⊙ **Help**

Quick Search Quick Search How to

[Enter Search...]

| Username |

| Password |

| Cancel |

| Sign In |

Forgot your Username or Not Registered?

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Criminal Justice Certificate**

Program ID: 1008268   **CIP Code: 430199 - Corrections and Criminal Justice, Other.**

Locations

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select ☐
BETHEL UNIVERSITY	325 Cherry St. McKenzie, TN 38201	325 Cherry St. McKenzie, TN 38201	☑
BETHEL UNIVERSITY - CLARKSVILLE	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	☑
BETHEL UNIVERSITY - JACKSON	3031 US-45 BYP Jackson, TN 38305	3031 US-45 BYP Jackson, TN 38305	☑
BETHEL UNIVERSITY - MEMPHIS	168 E PARKWAY S Memphis, TN 38104-4340	168 E PARKWAY S Memphis, TN 38104-4340	☑
BETHEL UNIVERSITY - PARIS	302B TYSON AVENUE Paris, TN 38242-4576	302B TYSON AVENUE Paris, TN 38242-4576	☑

Exit Wizard

💬 **Help**

Quick Search Quick Search How to

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Cancel

Sign In

Forgot your Username or Not Registered?

General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Criminal Justice Certificate

Program ID: 1008268   **CIP Code:** 430199 - Corrections and Criminal Justice, Other.

Cost Details

Cost Details

Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	**$9,180.00**	Edit | Delete
Tuition/Fee	$9,180.00	
Books	$0.00	
Tools	$0.00	
Other Costs	$0.00	
Comments		
Total Amount of Cost Structures	**$9,180.00**	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

[Add Line Item]

Total Amount : $9,180.00

Additional Cost Details

Additional Cost Details

💬 Help

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General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
Education Program Information						

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Criminal Justice Certificate**

Program ID: 1008268   **CIP Code: 430199 - Corrections and Criminal Justice, Other.**

Edu. Program Application Confirmation

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

◉ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.

○ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

Exit Wizard

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Duration   Locations   External   Cost   Performance   Confirmation   Review
                                     Approvals   Details
General   Additional   Occupational   Completion
Information   Apprenticeship   Details   Occupations   Skills   Expectations   Scheduling
          Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Criminal Justice Certificate**

Program ID: 1008263   **CIP Code: 430199 - Corrections and Criminal Justice, Other.**

General Information

General Information

* **Status:**   ◉ Active ○ Inactive

   Purpose for adding program: ◉ Submit for ETPL Approval and accept participants
                              ○ Accept participants without submitting for ETPL Approval
                              ○ To be determined or display to the public only

* **Education Program Type:**   PS - Approved Provider Training - ITA

   **Associated Service Code(s) for the
Education Program Type (Informational):**

300 - Occupational Skills Training - Approved Provider List (ITA)
303 - Distance Learning
314 - Enrolled In Apprenticeship Training
324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)

* **This program is an Apprenticeship:**   ○ Yes ◉ No

* **CIP Code:**   430199 - Corrections and Criminal Justice, Other.
                    [Search for CIP Code]

* **Education Program Name:**

Criminal Justice Certificate

💬 **Help**

Education Program Description:

```
Any instructional program in corrections
and criminal justice not listed above.
Pre-Criminal Justice
```

* This program of study or training services has the following potential outcome(s) (please select all that apply):

☑ An industry-recognized certificate or certification ☑ A community college certificate of completion

☐ A certificate of completion of an apprenticeship ☐ A secondary school diploma or its equivalent

☐ A license recognized by the State involved or the Federal Government ☐ Employment

☐ An associate degree ☑ A measurable skills gain leading to a credential

☐ A baccalaureate degree ☐ A measurable skills gain leading to employment

* This program leads to a credential or degree ◉ Yes ○ No

* Name of Associated Credential:

Criminal Justice Certificate

Completion Level: Certificate < 1 year ⌄

* Attain Credential: Other ⌄

* Other, Specify: Certificate

* Certification / License Title:

```
Criminal Justice Certificate
```

Certification / License Type: None Selected ⌄

Green Job Training: ○ Yes ◉ No

What is a green job?

Is this education program in a partnership with business? ○ Yes ◉ No

Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):

LWDB Submitted: None Selected ⌄

Exit Wizard

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Quick Search Quick Search How to

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Duration   Locations   External   Cost   Performance   Confirmation   Review
                                     Approvals   Details
General   Additional   Completion
Information   Apprenticeship   Details   Occupations   Occupational   Expectations   Scheduling
                                                                      Skills
        Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Criminal Justice Certificate**

Program ID: 1008263   **CIP Code: 430199 - Corrections and Criminal Justice, Other.**

Additional Details

Additional Details

Financial Aid Available: ☑ Pell Grant   ☐ Institutional Scholarship
                          ☑ Federal Loan ☐ Other

URL of Training Program   [   ]
(Example: http://site.com):

* Program Prerequisites: [High School Diploma or Equivalent ▼]

    Describe the minimum entry level requirements or prerequisites in 800 characters or less:

    [   ]

* Date Edu. Program First Offered: [10/27/2020]   🗓 Today

* Please provide a reasonable explanation regarding why this is a new program: [New program offered 2020   ]

                                                                                💬 **Help**

        Minimum Class Size: [   ]

Maximum Class Size: [_____]

Number Of Instructors: [_____]

Describe the qualifications of all instructors in 800 characters or less:

[text area]

Drug/Alcohol Screening Required: ○ Yes ○ No

Accessibility: ☐ On-Site Parking   ☐ Sign Language
                ☐ Public Transportation   ☐ Other Languages
                ☐ Disabled Student Access ☐ Other

Describe any equipment used in this program and its adequacy and availability in 800 characters or less:

[text area]

Grievance Procedure
(2000 characters max.):

[text area]

Grievance Procedure URL [_____]
(Example: http://site.com):

Refund Policy
(2000 characters max.):

[text area]

Refund Policy URL   [_____]
(Example: http://site.com):

This education or training program is a Quality Pre-Apprenticeship: ○ Yes ⦿ No

State Use 1: [_____]

State Use 2: [_____]

State Use 3: [_____]

State Use 4: [_____]

State Use 5: [_____]

Exit Wizard

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| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |
| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Education Program Information |

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Criminal Justice Certificate

Program ID: 1008263   **CIP Code:** 430199 - Corrections and Criminal Justice, Other.

Related and Selected Occupations

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select ☐
25111100	Criminal Justice and Law Enforcement Teachers, Postsecondary ✿		✅	☐
33101100	First-Line Supervisors of Correctional Officers ✦			☑
33101200	First-Line Supervisors of Police and Detectives ✦			☑
33301200	Correctional Officers and Jailers ✦		✅	☑

✿ BRIGHT OUTLOOK NATIONALLY | ✦ BRIGHT OUTLOOK LOCALLY | 🌿 GREEN OCCUPATIONS

[Select Occupation From ONET Table]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

Exit Wizard

⊙ Help

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Enter Search...

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Cancel

Sign In

Forgot your Username or Not Registered?

Duration   Locations   External   Cost   Performance   Confirmation   Review
                                     Approvals   Details
General   Additional   Occupational   Completion
Information   Apprenticeship   Details   Occupations   Skills   Expectations   Scheduling
          Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Criminal Justice Certificate**

Program ID: 1008263   **CIP Code: 430199 - Corrections and Criminal Justice, Other.**

Completion Expectations

Completion Expectations

Number of Credits: 18.00   Credits

*Credit Earned Duration: ⦿ Semester   ○ Quarter

**Projected Hourly Wage
After Program
Completion:**

Exit Wizard

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Quick Search Quick Search How to

| Enter Search... |

| Username |

| Password |

Cancel

Sign In

Forgot your Username or Not Registered?

Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review
General Information | | Additional Details | | Occupational Skills | Completion Expectations | Scheduling
| Apprenticeship | | Occupations | | |
Education Program Information

Education Program Information

Provider: **BETHEL UNIVERSITY**   **Program:** **Criminal Justice Certificate**

Program ID: **1008263**   **CIP Code:** **430199 - Corrections and Criminal Justice, Other.**

Scheduling

Scheduling

Course Times

Course Times

* Class Time: [4] Hours

Lab Time: [   ] Hours

Other Time: [   ] Hours

Class Frequency: [Weekly ▼]

Reporting Information

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study.

* Reporting Program Length - Clock/Contact Hours: [120] Hours

* Reporting Program Length - Full-time Weeks: [30] Weeks

* Reporting Program Format: [Online, E-learning, or Distance Learning ▼]

Quick Search Quick Search How to

Enter Search...

Username

Password

Cancel

Sign In

Forgot your Username or Not Registered?

General
Information   Apprenticeship   Additional
Details   Occupations   Occupational
Skills   Completion
Expectations   Scheduling

Duration   Locations   External
Approvals   Cost
Details   Performance   Confirmation   Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Criminal Justice Certificate**

Program ID: 1008263   **CIP Code: 430199 - Corrections and Criminal Justice, Other.**

Duration

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
18 credit hours	Yes	30 Weeks	Full-Time	Class 1 night per week	Night	Edit | Delete

[Add Duration]

Exit Wizard

graphic

Quick Search Quick Search How to

[Enter Search...]

Username

Password

Cancel

Sign In

Forgot your Username or Not Registered?

General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review

Education Program Information

Education Program Information

Provider:　BETHEL UNIVERSITY　　　　　**Program:　Criminal Justice Certificate**

Program ID:　1008263　　　　　**CIP Code:　430199 - Corrections and Criminal Justice, Other.**

Locations

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select ☐
BETHEL UNIVERSITY	325 Cherry St. McKenzie, TN 38201	325 Cherry St. McKenzie, TN 38201	☑
BETHEL UNIVERSITY - CLARKSVILLE	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	☑
BETHEL UNIVERSITY - JACKSON	3031 US-45 BYP Jackson, TN 38305	3031 US-45 BYP Jackson, TN 38305	☑
BETHEL UNIVERSITY - MEMPHIS	168 E PARKWAY S Memphis, TN 38104-4340	168 E PARKWAY S Memphis, TN 38104-4340	☑
BETHEL UNIVERSITY - PARIS	302B TYSON AVENUE Paris, TN 38242-4576	302B TYSON AVENUE Paris, TN 38242-4576	☑

Exit Wizard

Quick Search Quick Search How to

Enter Search...

| Username |
| Password |

Cancel

Sign In

Forgot your Username or Not Registered?

General
Information　　Apprenticeship　　Additional
Details　　Occupations　　Occupational
Skills　　Completion
Expectations　　Scheduling

Duration　　Locations　　External
Approvals　　Cost
Details　　Performance　　Confirmation　　Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY　　　　　**Program: Criminal Justice Certificate**

Program ID: 1008263　　　　　　　　**CIP Code: 430199 - Corrections and Criminal Justice, Other.**

Cost Details

Cost Details

Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	**$6,714.00**	Edit | Delete
Tuition/Fee	$6,714.00	
Books	$0.00	
Tools	$0.00	
Other Costs	$0.00	
Comments		
Total Amount of Cost Structures	**$6,714.00**	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

[Add Line Item]

Total Amount : $6,714.00

Additional Cost Details

Additional Cost Details

Quick Search Quick Search How to

Enter Search...

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Cancel

Sign In

Forgot your Username or Not Registered?

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Criminal Justice Certificate

Program ID: 1008263   **CIP Code:** 430199 - Corrections and Criminal Justice, Other.

Edu. Program Application Confirmation

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

◉ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.

○ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

Exit Wizard

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Sign In

Forgot your Username or Not Registered?

Duration   Locations   External   Cost   Performance   Confirmation   Review
                                      Approvals   Details
General   Additional   Occupational   Completion
Information   Apprenticeship   Details   Occupations   Skills   Expectations   Scheduling
          Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Customer Relationship Management Certificate**

Program ID: 1008260   **CIP Code: 520207 - Customer Service Management.**

General Information

General Information

* Status: ⦿ Active   ◯ Inactive

Purpose for adding program: ⦿ Submit for ETPL Approval and accept participants
          ◯ Accept participants without submitting for ETPL Approval
          ◯ To be determined or display to the public only

* Education Program Type: PS - Approved Provider Training - ITA

**Associated Service Code(s) for the
Education Program Type (Informational):**

300 - Occupational Skills Training - Approved Provider List (ITA)
303 - Distance Learning
314 - Enrolled In Apprenticeship Training
324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)

* This program is an Apprenticeship: ◯ Yes ⦿ No

* CIP Code: 520207 - Customer Service Management.
          [Search for CIP Code]

* Education Program Name:

Customer Relationship Management Certificate

Education Program Description:

A program that prepares individuals to supervise and monitor customer service performance and manage frontline customer support services call centers help desks and customer relations. Includes instruction in customer behavior specialized

* This program of study or training services has the following potential outcome(s) (please select all that apply):

☑ An industry-recognized certificate or certification ☑ A community college certificate of completion

☐ A certificate of completion of an apprenticeship ☐ A secondary school diploma or its equivalent

☐ A license recognized by the State involved or the Federal Government ☐ Employment

☐ An associate degree ☑ A measurable skills gain leading to a credential

☐ A baccalaureate degree ☐ A measurable skills gain leading to employment

* This program leads to a credential or degree   ◉ Yes ○ No

* Name of Associated Credential:

CRM Certificate

Completion Level: Certificate < 1 year ▾

* Attain Credential: Other ▾

* Other, Specify: Certificate

* Certification / License Title:

Customer Relationship Management Certificate

Certification / License Type: None Selected ▾

Green Job Training: ○ Yes ◉ No

What is a green job?

Is this education program in a partnership with business? ○ Yes ◉ No

Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):

LWDB Submitted: None Selected ▾

Exit Wizard

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Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Customer Relationship Management Certificate**

Program ID: 1008260   **CIP Code: 520207 - Customer Service Management.**

Additional Details

Additional Details

Financial Aid Available: ☑ Pell Grant   ☐ Institutional Scholarship
☑ Federal Loan ☐ Other

URL of Training Program (Example: http://site.com): [   ]

* Program Prerequisites: [High School Diploma or Equivalent ▼]

Describe the minimum entry level requirements or prerequisites in 800 characters or less:

[   ]

* Date Edu. Program First Offered: [10/27/2020] 📅 Today

* Please provide a reasonable explanation regarding why this is a new program: [New program offered 2020   ]

Minimum Class Size: [   ]

Maximum Class Size: [ ]

Number Of Instructors: [ ]

Describe the qualifications of all instructors in 800 characters or less:

[ ]

Drug/Alcohol Screening Required: ○ Yes ○ No

Accessibility: ☐ On-Site Parking ☐ Sign Language
☐ Public Transportation ☐ Other Languages
☐ Disabled Student Access ☐ Other

Describe any equipment used in this program and its adequacy and availability in 800 characters or less:

[ ]

Grievance Procedure
(2000 characters max.):

[ ]

Grievance Procedure URL [ ]
(Example: http://site.com):

Refund Policy
(2000 characters max.):

[ ]

Refund Policy URL [ ]
(Example: http://site.com):

This education or training program is a Quality Pre-Apprenticeship: ○ Yes ● No

State Use 1: [ ]

State Use 2: [ ]

State Use 3: [ ]

State Use 4: [ ]

State Use 5: [ ]

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| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Education Program Information |

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Customer Relationship Management Certificate**

Program ID: 1008260   **CIP Code: 520207 - Customer Service Management.**

Related and Selected Occupations

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select ☐
43101100	First-Line Supervisors of Office and Administrative Support Workers ✦ ✦		✔	☑

✦ **BRIGHT OUTLOOK NATIONALLY** | ✦ **BRIGHT OUTLOOK LOCALLY** | 🍃 **GREEN OCCUPATIONS**

[Select Occupation From ONET Table]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

Exit Wizard

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Duration   Locations   External   Cost   Performance   Confirmation   Review
                                     Approvals   Details
General   Additional   Occupational   Completion
Information   Apprenticeship   Details   Occupations   Skills   Expectations   Scheduling
          Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Customer Relationship Management Certificate**

Program ID: 1008260   **CIP Code: 520207 - Customer Service Management.**

Completion Expectations

Completion Expectations

Number of Credits: 18.00 Credits

*Credit Earned Duration: ⦿ Semester ◯ Quarter

**Projected Hourly Wage
After Program
Completion:**

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Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY

Program: Customer Relationship Management Certificate

Program ID: 1008260

CIP Code: 520207 - Customer Service Management.

Scheduling

Scheduling

Course Times

Course Times

* Class Time: [4] Hours

Lab Time: [   ] Hours

Other Time: [   ] Hours

Class Frequency: [Weekly ⌄]

Reporting Information

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study.

* Reporting Program Length - Clock/Contact Hours: [120] Hours

* Reporting Program Length - Full-time Weeks: [30] Weeks

* Reporting Program Format: [Online, E-learning, or Distance Learning ⌄]

○ Help

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| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Customer Relationship Management Certificate

Program ID: 1008260   **CIP Code:** 520207 - Customer Service Management.

Duration

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
18 credit hours	Yes	30 Weeks	Full-Time	Class 1 night per week	Night	Edit | Delete

[Add Duration]

Exit Wizard

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General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Customer Relationship Management Certificate**

Program ID: 1008260   **CIP Code: 520207 - Customer Service Management.**

Locations

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select ☐
BETHEL UNIVERSITY	325 Cherry St. McKenzie, TN 38201	325 Cherry St. McKenzie, TN 38201	☑
BETHEL UNIVERSITY - CLARKSVILLE	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	☑
BETHEL UNIVERSITY - JACKSON	3031 US-45 BYP Jackson, TN 38305	3031 US-45 BYP Jackson, TN 38305	☑
BETHEL UNIVERSITY - MEMPHIS	168 E PARKWAY S Memphis, TN 38104-4340	168 E PARKWAY S Memphis, TN 38104-4340	☑
BETHEL UNIVERSITY - PARIS	302B TYSON AVENUE Paris, TN 38242-4576	302B TYSON AVENUE Paris, TN 38242-4576	☑

Exit Wizard

💬 **Help**

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Sign In

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General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Customer Relationship Management Certificate**

Program ID: 1008260   **CIP Code: 520207 - Customer Service Management.**

Cost Details

Cost Details

Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	**$6,714.00**	Edit	Delete
Tuition/Fee	$6,714.00	
Books	$0.00	
Tools	$0.00	
Other Costs	$0.00	
Comments		
Total Amount of Cost Structures	**$6,714.00**	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

[Add Line Item]

Total Amount : $6,714.00

Additional Cost Details

Additional Cost Details

💬 Help

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Enter Search...

| Username |

| Password |

| Cancel |

Sign In

Forgot your Username or Not Registered?

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Customer Relationship Management Certificate**

Program ID: 1008260   **CIP Code: 520207 - Customer Service Management.**

Edu. Program Application Confirmation

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

⦿ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.

◯ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

Exit Wizard

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◯ **Help**

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| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |
| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Emergency Services Management Certificate**

Program ID: 1008261   **CIP Code: 430302 - Crisis/Emergency/Disaster Management. (NEW)**

General Information

General Information

* Status: ⦿ Active ○ Inactive

Purpose for adding program:

⦿ Submit for ETPL Approval and accept participants

○ Accept participants without submitting for ETPL Approval

○ To be determined or display to the public only

* Education Program Type: PS - Approved Provider Training - ITA

Associated Service Code(s) for the Education Program Type (Informational):

300 - Occupational Skills Training - Approved Provider List (ITA)
303 - Distance Learning
314 - Enrolled In Apprenticeship Training
324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)

* This program is an Apprenticeship: ○ Yes ⦿ No

* CIP Code: 430302 - Crisis/Emergency/Disaster Management. (NEW)
[Search for CIP Code]

* Education Program Name:

Emergency Services Management Certificate

💬 Help

Education Program Description:

> A program focusing on the application of the incident command system model to formulating and implementing effective response to natural and man-made disasters. Includes instruction in contingency planning hazard and risk assessment joint operations law

* **This program of study or training services has the following potential outcome(s) (please select all that apply):**

- [x] An industry-recognized certificate or certification
- [x] A community college certificate of completion
- [ ] A certificate of completion of an apprenticeship
- [ ] A secondary school diploma or its equivalent
- [ ] A license recognized by the State involved or the Federal Government
- [ ] Employment
- [ ] An associate degree
- [x] A measurable skills gain leading to a credential
- [ ] A baccalaureate degree
- [ ] A measurable skills gain leading to employment

* **This program leads to a credential or degree**   (●) Yes   ( ) No

* **Name of Associated Credential:**

ESM Certificate

Completion Level: Certificate < 1 year ▾

* **Attain Credential:**   Other ▾

* **Other, Specify:**   Certificate

* **Certification / License Title:**

> Emergency Services Management Certificate

Certification / License Type: None Selected ▾

Green Job Training: ( ) Yes (●) No

What is a green job?

Is this education program in a partnership with business?   ( ) Yes (●) No

Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):

LWDB Submitted: None Selected ▾

Exit Wizard

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[   ]

Password
[   ]

| Cancel |

| Sign In |

Forgot your Username or Not Registered?

| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |
| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Emergency Services Management Certificate**

Program ID: 1008261   **CIP Code: 430302 - Crisis/Emergency/Disaster Management. (NEW)**

Additional Details

Additional Details

Financial Aid Available: ☑ Pell Grant   ☐ Institutional Scholarship
                          ☑ Federal Loan   ☐ Other

URL of Training Program
(Example: http://site.com): [   ]

* Program Prerequisites: [High School Diploma or Equivalent ▾]

Describe the minimum entry level requirements or prerequisites in 800 characters or less:

[   ]

* Date Edu. Program First Offered: [10/27/2020] 📅 Today

* Please provide a reasonable explanation regarding why this is a new program: [New program offered 2020]

💬 **Help**

Minimum Class Size: [   ]

Maximum Class Size: [   ]

Number Of Instructors: [   ]

Describe the qualifications of all instructors in 800 characters or less:

[text area]

Drug/Alcohol Screening Required: ○ Yes ○ No

Accessibility: ☐ On-Site Parking   ☐ Sign Language
                ☐ Public Transportation ☐ Other Languages
                ☐ Disabled Student Access ☐ Other

Describe any equipment used in this program and its adequacy and availability in 800 characters or less:

[text area]

Grievance Procedure
(2000 characters max.):

[text area]

Grievance Procedure URL [   ]
(Example: http://site.com):

Refund Policy
(2000 characters max.):

[text area]

Refund Policy URL [   ]
(Example: http://site.com):

This education or training program is a Quality Pre-Apprenticeship: ○ Yes ● No

State Use 1: [text area]

State Use 2: [text area]

State Use 3: [text area]

State Use 4: [text area]

State Use 5: [text area]

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY **Program:** Emergency Services Management Certificate

Program ID: 1008261 **CIP Code:** 430302 - Crisis/Emergency/Disaster Management. (NEW)

Related and Selected Occupations

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select ☐
11916100	Emergency Management Directors		✓	☐
11919900	Managers, All Other ✦		✓	☐
11919901	Regulatory Affairs Managers 🌿		✓	☐
11919902	Compliance Managers 🌿		✓	☐
11919903	Investment Fund Managers		✓	☐
11919904	Supply Chain Managers 🌿		✓	☐
11919907	Security Managers		✓	☐
11919908	Loss Prevention Managers		✓	☐
11919909	Wind Energy Operations Managers 🌿		✓	☐
11919910	Wind Energy Project Managers 🌿		✓	☐
11919911	Brownfield Redevelopment Specialists and Site Managers 🌿		✓	☐
33101200	First-Line Supervisors of Police and Detectives ✦		✓	☑

✦ BRIGHT OUTLOOK NATIONALLY | ✦ BRIGHT OUTLOOK LOCALLY | 🌿 GREEN OCCUPATIONS

💬 Help

[Select Occupation From ONET Table]

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Cancel

Sign In

Forgot your Username or Not Registered?

Duration   Locations   External   Cost   Performance   Confirmation   Review
                                 Approvals   Details
General   Apprenticeship   Additional   Occupational   Completion   Scheduling
Information   Details   Occupations Skills   Expectations
        Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Emergency Services Management Certificate**

Program ID: 1008261   **CIP Code: 430302 - Crisis/Emergency/Disaster Management. (NEW)**

Completion Expectations

Completion Expectations

Number of Credits: 18.00 Credits

* **Credit Earned Duration:**   ⦿ Semester ○ Quarter

**Projected Hourly Wage
After Program
Completion:**

Exit Wizard

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Emergency Services Management Certificate

Program ID: 1008261   **CIP Code:** 430302 - Crisis/Emergency/Disaster Management. (NEW)

Scheduling

Scheduling

Course Times

Course Times

*Class Time: [4] Hours

Lab Time: [ ] Hours

Other Time: [ ] Hours

Class Frequency: [Weekly ▾]

Reporting Information

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study.

*Reporting Program Length - Clock/Contact Hours: [120] Hours

*Reporting Program Length - Full-time Weeks: [30] Weeks

*Reporting Program Format: [Online, E-learning, or Distance Learning ▾]

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General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Emergency Services Management Certificate**

Program ID: 1008261   **CIP Code: 430302 - Crisis/Emergency/Disaster Management. (NEW)**

Duration

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
18 credit hours	Yes	30 Weeks	Full-Time	Class 1 night per week	Night	Edit | Delete

[Add Duration]

Exit Wizard

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General Information　Apprenticeship　Additional Details　Occupations　Occupational Skills　Completion Expectations　Scheduling

Duration　　Locations　　External Approvals　Cost Details　Performance　Confirmation　Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY　　　**Program: Emergency Services Management Certificate**

Program ID: 1008261　　　**CIP Code: 430302 - Crisis/Emergency/Disaster Management. (NEW)**

Locations

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select ☐
BETHEL UNIVERSITY	325 Cherry St. McKenzie, TN 38201	325 Cherry St. McKenzie, TN 38201	☑
BETHEL UNIVERSITY - CLARKSVILLE	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	☑
BETHEL UNIVERSITY - JACKSON	3031 US-45 BYP Jackson, TN 38305	3031 US-45 BYP Jackson, TN 38305	☑
BETHEL UNIVERSITY - MEMPHIS	168 E PARKWAY S Memphis, TN 38104-4340	168 E PARKWAY S Memphis, TN 38104-4340	☑
BETHEL UNIVERSITY - PARIS	302B TYSON AVENUE Paris, TN 38242-4576	302B TYSON AVENUE Paris, TN 38242-4576	☑

Exit Wizard

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General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling
Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review
Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY　　　　**Program: Emergency Services Management Certificate**

Program ID: 1008261　　　　**CIP Code: 430302 - Crisis/Emergency/Disaster Management. (NEW)**

Cost Details

Cost Details

Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	**$6,714.00**	Edit | Delete
Tuition/Fee	$6,714.00	
Books	$0.00	
Tools	$0.00	
Other Costs	$0.00	
Comments		
Total Amount of Cost Structures	**$6,714.00**	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

[Add Line Item]

Total Amount : $6,714.00

Additional Cost Details

Additional Cost Details

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General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling
Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review
Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY **Program: Emergency Services Management Certificate**

Program ID: 1008261 **CIP Code: 430302 - Crisis/Emergency/Disaster Management. (NEW)**

Edu. Program Application Confirmation

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

◉ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.

◯ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

Exit Wizard

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Healthcare Administration Certificate

Program ID: 1008267   **CIP Code:** 510701 - Health/Health Care Administration/Management.

General Information

General Information

*Status: ◉ Active ○ Inactive

Purpose for adding program:
◉ Submit for ETPL Approval and accept participants
○ Accept participants without submitting for ETPL Approval
○ To be determined or display to the public only

*Education Program Type: PS - Approved Provider Training - ITA

Associated Service Code(s) for the Education Program Type (Informational):

300 - Occupational Skills Training - Approved Provider List (ITA)
303 - Distance Learning
314 - Enrolled In Apprenticeship Training
324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)

*This program is an Apprenticeship: ○ Yes ◉ No

*CIP Code: 510701 - Health/Health Care Administration/Management.
[Search for CIP Code]

*Education Program Name:

Healthcare Administration Certificate

Education Program Description:

```
A program that prepares individuals to
develop  plan  and manage health care
operations and services within health
care facilities and across health care
systems.  Includes instruction in
planning  business management
financial management  public relatio
```

*This program of study or training services has the following potential outcome(s) (please select all that apply):

☑ An industry-recognized certificate or certification   ☑ A community college certificate of completion

☐ A certificate of completion of an apprenticeship   ☐ A secondary school diploma or its equivalent

☐ A license recognized by the State involved or the Federal Government   ☐ Employment

☐ An associate degree   ☑ A measurable skills gain leading to a credential

☐ A baccalaureate degree   ☐ A measurable skills gain leading to employment

*This program leads to a credential or degree   ⦿ Yes   ◯ No

*Name of Associated Credential:

Healthcare Administration Certificate

Completion Level: Certificate < 1 year ⌄

*Attain Credential: Other ⌄

*Other, Specify: Certificate

*Certification / License Title:

```
Healthcare Administration Certificate
```

Certification / License Type: None Selected ⌄

Green Job Training: ◯ Yes ⦿ No

What is a green job?

Is this education program in a partnership with business?   ◯ Yes ⦿ No

Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):

LWDB Submitted: None Selected ⌄

Exit Wizard

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Forgot your Username or Not Registered?

Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Healthcare Administration Certificate**

Program ID: 1008267   **CIP Code: 510701 - Health/Health Care Administration/Management.**

Additional Details

Additional Details

Financial Aid Available: ☐ Pell Grant   ☐ Institutional Scholarship
☑ Federal Loan ☐ Other

URL of Training Program (Example: http://site.com): [   ]

* Program Prerequisites: [Bachelor's Degree ▾]

Describe the minimum entry level requirements or prerequisites in 800 characters or less:

[   ]

* Date Edu. Program First Offered: [10/27/2020] 🗓 Today

* Please provide a reasonable explanation regarding why this is a new program: [New program offered 2020]

Minimum Class Size: [   ]

Maximum Class Size: [_____]

Number Of Instructors: [_____]

Describe the qualifications of all instructors in 800 characters or less:

[   ]

Drug/Alcohol Screening Required: ○ Yes ○ No

Accessibility: ☐ On-Site Parking   ☐ Sign Language
                ☐ Public Transportation   ☐ Other Languages
                ☐ Disabled Student Access   ☐ Other

Describe any equipment used in this program and its adequacy and availability in 800 characters or less:

[   ]

Grievance Procedure
(2000 characters max.):

[   ]

Grievance Procedure URL [_____]
(Example: http://site.com):

Refund Policy
(2000 characters max.):

[   ]

Refund Policy URL [_____]
(Example: http://site.com):

This education or training program is a Quality Pre-Apprenticeship: ○ Yes ⦿ No

State Use 1: [   ]

State Use 2: [   ]

State Use 3: [   ]

State Use 4: [   ]

State Use 5: [   ]

Exit Wizard

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Duration   Locations   External   Cost   Performance   Confirmation   Review
                           Approvals   Details
General   Additional   Occupational   Completion
Information   Apprenticeship Details   Occupations Skills   Expectations   Scheduling
        Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Healthcare Administration Certificate**

Program ID: 1008267   **CIP Code: 510701 - Health/Health Care Administration/Management.**

Related and Selected Occupations

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select ☐
11911100	Medical and Health Services Managers ◆ ❄		✓	☑

🔆 BRIGHT OUTLOOK NATIONALLY | ❄ BRIGHT OUTLOOK LOCALLY | 🌿 GREEN OCCUPATIONS

[Select Occupation From ONET Table]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Healthcare Administration Certificate**

Program ID: 1008267   **CIP Code: 510701 - Health/Health Care Administration/Management.**

Completion Expectations

Completion Expectations

Number of Credits: 18.00 Credits

* **Credit Earned Duration:**   ⦿ Semester ◯ Quarter

Projected Hourly Wage After Program Completion:

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Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Healthcare Administration Certificate**

Program ID: 1008267   **CIP Code: 510701 - Health/Health Care Administration/Management.**

Scheduling

Scheduling

Course Times

Course Times

*Class Time: [4] Hours

Lab Time: [   ] Hours

Other Time: [   ] Hours

Class Frequency: [Weekly ▾]

Reporting Information

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study.

*Reporting Program Length - Clock/Contact Hours: [192] Hours

*Reporting Program Length - Full-time Weeks: [48] Weeks

*Reporting Program Format: [Online, E-learning, or Distance Learning ▾]

○ Help

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General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling

Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Healthcare Administration Certificate

Program ID: 1008267   **CIP Code:** 510701 - Health/Health Care Administration/Management.

Duration

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
18 credit hours	Yes	48 Weeks	Full-Time	Class 1 night per week	Night	Edit | Delete

[Add Duration]

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General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Healthcare Administration Certificate

Program ID: 1008267   **CIP Code:** 510701 - Health/Health Care Administration/Management.

Locations

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select ☐
BETHEL UNIVERSITY	325 Cherry St. McKenzie, TN 38201	325 Cherry St. McKenzie, TN 38201	☑
BETHEL UNIVERSITY - CLARKSVILLE	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	☑
BETHEL UNIVERSITY - JACKSON	3031 US-45 BYP Jackson, TN 38305	3031 US-45 BYP Jackson, TN 38305	☑
BETHEL UNIVERSITY - MEMPHIS	168 E PARKWAY S Memphis, TN 38104-4340	168 E PARKWAY S Memphis, TN 38104-4340	☑
BETHEL UNIVERSITY - PARIS	302B TYSON AVENUE Paris, TN 38242-4576	302B TYSON AVENUE Paris, TN 38242-4576	☑

Exit Wizard

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General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Healthcare Administration Certificate

Program ID: 1008267   **CIP Code:** 510701 - Health/Health Care Administration/Management.

Cost Details

Cost Details

Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	**$11,034.00**	Edit | Delete
Tuition/Fee	$11,034.00	
Books	$0.00	
Tools	$0.00	
Other Costs	$0.00	
Comments		
Total Amount of Cost Structures	**$11,034.00**	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

[Add Line Item]

Total Amount : $11,034.00

Additional Cost Details

Additional Cost Details

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General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Healthcare Administration Certificate**

Program ID: 1008267   **CIP Code: 510701 - Health/Health Care Administration/Management.**

Edu. Program Application Confirmation

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

◉ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.

◯ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

Exit Wizard

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Duration   Locations   External   Cost   Performance   Confirmation   Review
                                  Approvals   Details
General   Additional   Occupational   Completion
Information   Apprenticeship   Details   Occupations Skills   Expectations   Scheduling
        Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Healthcare Management Certificate**

Program ID: 1008259   **CIP Code: 510701 - Health/Health Care Administration/Management.**

General Information

General Information

*Status: ⦿ Active ◯ Inactive

Purpose for adding program: ⦿ Submit for ETPL Approval and accept participants
                                    ◯ Accept participants without submitting for ETPL Approval
                                    ◯ To be determined or display to the public only

*Education Program Type: PS - Approved Provider Training - ITA

**Associated Service Code(s) for the
Education Program Type (Informational):**

| 300 - Occupational Skills Training - Approved Provider List (ITA) |
| 303 - Distance Learning |
| 314 - Enrolled In Apprenticeship Training |
| 324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA) |

*This program is an Apprenticeship: ◯ Yes ⦿ No

*CIP Code: 510701 - Health/Health Care Administration/Management.
                                    [Search for CIP Code]

*Education Program Name:

Healthcare Management Certificate

Education Program Description:

> A program that prepares individuals to
> develop plan and manage health care
> operations and services within health
> care facilities and across health care
> systems. Includes instruction in
> planning business management
> financial management public relatio

*This program of study or training services has the following potential outcome(s) (please select all that apply):

☑ An industry-recognized certificate or certification   ☑ A community college certificate of completion

☐ A certificate of completion of an apprenticeship   ☐ A secondary school diploma or its equivalent

☐ A license recognized by the State involved or the Federal Government   ☐ Employment

☐ An associate degree   ☑ A measurable skills gain leading to a credential

☐ A baccalaureate degree   ☐ A measurable skills gain leading to employment

*This program leads to a credential or degree   ◉ Yes ○ No

*Name of Associated Credential:

Healthcare Management Certificate

Completion Level: Certificate < 1 year ⌄

*Attain Credential: Other ⌄

*Other, Specify: Certificate

*Certification / License Title:

> Healthcare Management Certificate

Certification / License Type: None Selected ⌄

Green Job Training: ○ Yes ◉ No

What is a green job?

Is this education program in a partnership with business?   ○ Yes ◉ No

Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):

LWDB Submitted: None Selected ⌄

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Duration   Locations   External   Cost   Performance   Confirmation   Review
                                     Approvals   Details
General   Additional   Occupational   Completion
Information   Apprenticeship   Details   Occupations   Skills   Expectations   Scheduling
         Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Healthcare Management Certificate**

Program ID: 1008259   **CIP Code: 510701 - Health/Health Care Administration/Management.**

Additional Details

Additional Details

Financial Aid Available: ☑Pell Grant   ☐Institutional Scholarship
                         ☑Federal Loan ☐Other

URL of Training Program [   ]
(Example: http://site.com):

* Program Prerequisites: [High School Diploma or Equivalent ▾]

Describe the minimum entry level requirements or prerequisites in 800 characters or less:

[   ]

* Date Edu. Program First Offered: [10/27/2020] 📅 Today

* Please provide a reasonable explanation regarding why this is a new program: [New program offered 2020

                                                                                ]

Minimum Class Size: [   ]

Maximum Class Size: [   ]

Number Of Instructors: [   ]

Describe the qualifications of all instructors in 800 characters or less:

[   ]

Drug/Alcohol Screening Required: ○ Yes ○ No

Accessibility: ☐ On-Site Parking   ☐ Sign Language
               ☐ Public Transportation   ☐ Other Languages
               ☐ Disabled Student Access   ☐ Other

Describe any equipment used in this program and its adequacy and availability in 800 characters or less:

[   ]

Grievance Procedure
(2000 characters max.):

[   ]

Grievance Procedure URL [   ]
(Example: http://site.com):

Refund Policy
(2000 characters max.):

[   ]

Refund Policy URL [   ]
(Example: http://site.com):

This education or training program is a Quality Pre-Apprenticeship: ○ Yes ◉ No

State Use 1: [   ]

State Use 2: [   ]

State Use 3: [   ]

State Use 4: [   ]

State Use 5: [   ]

Exit Wizard

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Duration	Locations	External Approvals	Cost Details	Performance		Confirmation	Review
General Information		Additional Details		Occupational Skills		Completion Expectations	Scheduling
	Apprenticeship		Occupations				

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Healthcare Management Certificate

Program ID: 1008259   **CIP Code:** 510701 - Health/Health Care Administration/Management.

Related and Selected Occupations

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select ☐
11911100	Medical and Health Services Managers ◆ ✦		✓	☑

☀ BRIGHT OUTLOOK NATIONALLY | **✦ BRIGHT OUTLOOK LOCALLY** | **🍃 GREEN OCCUPATIONS**

[Select Occupation From ONET Table]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

Exit Wizard

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Duration   Locations   External   Cost   Performance   Confirmation   Review
                          Approvals   Details
General   Additional   Occupational   Completion
Information   Apprenticeship   Details   Occupations   Skills   Expectations   Scheduling
        Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Healthcare Management Certificate**

Program ID: 1008259   **CIP Code: 510701 - Health/Health Care Administration/Management.**

Completion Expectations

Completion Expectations

Number of Credits: 18.00 Credits

***Credit Earned Duration:**   ⦿ Semester   ◯ Quarter

**Projected Hourly Wage
After Program
Completion:**

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Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Healthcare Management Certificate**

Program ID: 1008259   **CIP Code: 510701 - Health/Health Care Administration/Management.**

Scheduling

Scheduling

Course Times

Course Times

*Class Time: [4] Hours

Lab Time: [   ] Hours

Other Time: [   ] Hours

Class Frequency: [Weekly ▾]

Reporting Information

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study.

*Reporting Program Length - Clock/Contact Hours: [120] Hours

*Reporting Program Length - Full-time Weeks: [30] Weeks

*Reporting Program Format: [Online, E-learning, or Distance Learning ▾]

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Quick Search Quick Search How to

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Sign In

Forgot your Username or Not Registered?

General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling

Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Healthcare Management Certificate

Program ID: 1008259   **CIP Code:** 510701 - Health/Health Care Administration/Management.

Duration

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
18 credit hours	Yes	30 Weeks	Full-Time	Class 1 night per week	Night	Edit | Delete

[Add Duration]

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Forgot your Username or Not Registered?

General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Healthcare Management Certificate

Program ID: 1008259   **CIP Code:** 510701 - Health/Health Care Administration/Management.

Cost Details

Cost Details

Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	**$6,714.00**	Edit | Delete
Tuition/Fee	$6,714.00	
Books	$0.00	
Tools	$0.00	
Other Costs	$0.00	
Comments		
Total Amount of Cost Structures	**$6,714.00**	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

[Add Line Item]

Total Amount : $6,714.00

Additional Cost Details

Additional Cost Details

💬 **Help**

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General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling

Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Healthcare Management Certificate

Program ID: 1008259   **CIP Code:** 510701 - Health/Health Care Administration/Management.

Locations

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select ☐
BETHEL UNIVERSITY	325 Cherry St. McKenzie, TN 38201	325 Cherry St. McKenzie, TN 38201	☑
BETHEL UNIVERSITY - CLARKSVILLE	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	☑
BETHEL UNIVERSITY - JACKSON	3031 US-45 BYP Jackson, TN 38305	3031 US-45 BYP Jackson, TN 38305	☑
BETHEL UNIVERSITY - MEMPHIS	168 E PARKWAY S Memphis, TN 38104-4340	168 E PARKWAY S Memphis, TN 38104-4340	☑
BETHEL UNIVERSITY - PARIS	302B TYSON AVENUE Paris, TN 38242-4576	302B TYSON AVENUE Paris, TN 38242-4576	☑

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General
Information   Apprenticeship   Additional
Details   Occupations   Occupational
Skills   Completion
Expectations   Scheduling

Duration   Locations   External
Approvals   Cost
Details   Performance   Confirmation   Review

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Healthcare Management Certificate**

Program ID: 1008259   **CIP Code: 510701 - Health/Health Care Administration/Management.**

Edu. Program Application Confirmation

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

◉ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.

◯ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

Exit Wizard

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| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |
| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY　　　　**Program: Information Technology Certificate**

Program ID: 1008255　　　　**CIP Code: 521206 - Information Resources Management/CIO Training.**

General Information

General Information

*Status:　　　　　　　　　　● Active　○ Inactive

Purpose for adding program:　　　　◉ Submit for ETPL Approval and accept participants
　　　　　　　　　　　　　　　　○ Accept participants without submitting for ETPL Approval
　　　　　　　　　　　　　　　　○ To be determined or display to the public only

*Education Program Type:　　　　PS - Approved Provider Training - ITA

Associated Service Code(s) for the Education Program Type (Informational):

| 300 - Occupational Skills Training - Approved Provider List (ITA) |
| 303 - Distance Learning |
| 314 - Enrolled In Apprenticeship Training |
| 324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA) |

*This program is an Apprenticeship:　　　　○ Yes ● No

*CIP Code:　　　　521206 - Information Resources Management/CIO Training.
　　　　　　　　　[Search for CIP Code]

*Education Program Name:

| Information Technology Certificate |

Education Program Description:

A program that prepares individuals to apply principles of information technology computer systems management and business operations to the planning management and evaluation of information services in organizations. Includes instruction

* **This program of study or training services has the following potential outcome(s) (please select all that apply):**

☑ An industry-recognized certificate or certification   ☑ A community college certificate of completion
☐ A certificate of completion of an apprenticeship   ☐ A secondary school diploma or its equivalent
☐ A license recognized by the State involved or the Federal Government ☐ Employment
☐ An associate degree   ☑ A measurable skills gain leading to a credential
☐ A baccalaureate degree   ☐ A measurable skills gain leading to employment

* **This program leads to a credential or degree**   ◉ Yes ○ No

* **Name of Associated Credential:**

Information Technology Certificate

Completion Level: Certificate < 1 year ⌄

* **Attain Credential:**   Other ⌄

* **Other, Specify:**   Certificate

* **Certification / License Title:**

Information Technology Certificate

Certification / License Type: None Selected ⌄

Green Job Training: ○ Yes ◉ No

What is a green job?

Is this education program in a partnership with business?   ○ Yes ◉ No

Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):

LWDB Submitted: None Selected ⌄

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Education Program Information						

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Information Technology Certificate**

Program ID: 1008255   **CIP Code: 521206 - Information Resources Management/CIO Training.**

Additional Details

Additional Details

Financial Aid Available: ☑Pell Grant   ☐Institutional Scholarship
☑Federal Loan ☐Other

URL of Training Program
(Example: http://site.com): [   ]

* Program Prerequisites: High School Diploma or Equivalent ⌄

Describe the minimum entry level requirements or prerequisites in 800 characters or less:

[   ]

* Date Edu. Program First Offered: 10/27/2020   📅 Today

* Please provide a reasonable explanation regarding why this is a new program: New certificate program offered beginning 2020

Minimum Class Size: [   ]

Maximum Class Size: [ ]

Number Of Instructors: [ ]

Describe the qualifications of all instructors in 800 characters or less: [ ]

Drug/Alcohol Screening Required: ◯ Yes ⦿ No

Accessibility: ☐ On-Site Parking ☐ Sign Language
☐ Public Transportation ☐ Other Languages
☐ Disabled Student Access ☐ Other

Describe any equipment used in this program and its adequacy and availability in 800 characters or less: [ ]

Grievance Procedure
(2000 characters max.): [ ]

Grievance Procedure URL [ ]
(Example: http://site.com):

Refund Policy
(2000 characters max.): [ ]

Refund Policy URL [ ]
(Example: http://site.com):

This education or training program is a Quality Pre-Apprenticeship: ◯ Yes ⦿ No

State Use 1: [ ]

State Use 2: [ ]

State Use 3: [ ]

State Use 4: [ ]

State Use 5: [ ]

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Information Technology Certificate

Program ID: 1008255   **CIP Code:** 521206 - Information Resources Management/CIO Training.

Related and Selected Occupations

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select ☐
11302100	Computer and Information Systems Managers ✿ ❋		⬤	☑

✿ BRIGHT OUTLOOK NATIONALLY | ❋ BRIGHT OUTLOOK LOCALLY | ⚘ GREEN OCCUPATIONS

[Select Occupation From ONET Table]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider:　BETHEL UNIVERSITY　　　**Program:　Information Technology Certificate**

Program ID:　1008255　　　　　　　**CIP Code:　521206 - Information Resources Management/CIO Training.**

Completion Expectations

Completion Expectations

Number of Credits:　　　　[　18.00] Credits

*Credit Earned Duration:　　● Semester　○ Quarter

Projected Hourly Wage After Program Completion:　　[$　0.00]

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program:** Information Technology Certificate

Program ID: 1008255   **CIP Code:** 521206 - Information Resources Management/CIO Training.

Scheduling

Scheduling

Course Times

Course Times

*Class Time: [4] Hours

Lab Time: [ ] Hours

Other Time: [ ] Hours

Class Frequency: [Weekly ▾]

Reporting Information

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study.

*Reporting Program Length - Clock/Contact Hours: [120] Hours

*Reporting Program Length - Full-time Weeks: [30] Weeks

*Reporting Program Format: [Online, E-learning, or Distance Learning ▾]

○ Help

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Forgot your Username or Not Registered?

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Information Technology Certificate**

Program ID: 1008255   **CIP Code: 521206 - Information Resources Management/CIO Training.**

Duration

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
18 credit hours	Yes	30 Weeks	Full-Time	Class 1 night per week	Night	Edit | Delete

[Add Duration]

Exit Wizard

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| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Information Technology Certificate**

Program ID: 1008255   **CIP Code: 521206 - Information Resources Management/CIO Training.**

Locations

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select ☐
BETHEL UNIVERSITY	325 Cherry St. McKenzie, TN 38201	325 Cherry St. McKenzie, TN 38201	☑
BETHEL UNIVERSITY - CLARKSVILLE	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	2200 WILMA RUDOLPH BLVD Clarksville, TN 37040-5820	☑
BETHEL UNIVERSITY - JACKSON	3031 US-45 BYP Jackson, TN 38305	3031 US-45 BYP Jackson, TN 38305	☑
BETHEL UNIVERSITY - MEMPHIS	168 E PARKWAY S Memphis, TN 38104-4340	168 E PARKWAY S Memphis, TN 38104-4340	☑
BETHEL UNIVERSITY - PARIS	302B TYSON AVENUE Paris, TN 38242-4576	302B TYSON AVENUE Paris, TN 38242-4576	☑

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General
Information   Apprenticeship   Additional
                                        Details   Occupations   Occupational
                                                                            Skills   Completion
                                                                                                Expectations   Scheduling
Duration   Locations   External
                                        Approvals   Cost
                                                         Details   Performance   Confirmation   Review
Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Information Technology Certificate**

Program ID: 1008255   **CIP Code: 521206 - Information Resources Management/CIO Training.**

Cost Details

Cost Details

Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	**$6,714.00**	Edit | Delete
Tuition/Fee	$6,714.00	
Books	$0.00	
Tools	$0.00	
Other Costs	$0.00	
Comments		
Total Amount of Cost Structures	**$6,714.00**	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

[Add Line Item]

Total Amount : $6,714.00

Additional Cost Details

Additional Cost Details

◯ Help

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| Username |

| Password |

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Forgot your Username or Not Registered?

| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider: BETHEL UNIVERSITY   **Program: Information Technology Certificate**

Program ID: 1008255   **CIP Code: 521206 - Information Resources Management/CIO Training.**

Edu. Program Application Confirmation

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

⦿ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.
◯ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

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Duration   Locations   External   Cost   Performance   Confirmation   Review
                         Approvals   Details
General   Apprenticeship   Additional   Occupations   Occupational   Completion   Scheduling
Information   Details   Skills   Expectations
        Education Program Information

Education Program Information

Provider:
BETHEL UNIVERSITY

Program: Human Resource Management Certificate

Program ID: 1008266

CIP Code:
521001 - Human Resources Management/Personnel Administration, General

General Information

General Information

*Status:	⦿ Active ◯ Inactive
Purpose for adding program:	◉ Submit for ETPL Approval and accept participants
	◯ Accept participants without submitting for ETPL Approval
	◯ To be determined or display to the public only
*Education Program Type:	PS - Approved Provider Training - ITA

**Associated Service Code(s) for the
Education Program Type (Informational):**

300 - Occupational Skills Training - Approved Provider List (ITA)
303 - Distance Learning
314 - Enrolled In Apprenticeship Training
324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)

*This program is an Apprenticeship:	◯ Yes ⦿ No
*CIP Code:	521001 - Human Resources Management/Personnel Administration, General
[Search for CIP Code]
*Education Program Name:	Human Resource Management Certificate

Education Program Description:

A program that generally prepares
individuals to manage the development
of human capital in organizations   and
to provide related services to
individuals and groups. Includes
instruction in personnel and
organization policy human resource

***This program of study or training services
has the following potential outcome(s)
(please select all that apply):**

☑ An industry-recognized certificate or certification   ☑ A community college certificate of completion

☐ A certificate of completion of an apprenticeship   ☐ A secondary school diploma or its equivalent

☐ A license recognized by the State involved or the Federal Government ☐ Employment

☐ An associate degree   ☑ A measurable skills gain leading to a credential

☐ A baccalaureate degree   ☐ A measurable skills gain leading to employment

***This program leads to a credential or
degree**   ◉ Yes ○ No

*Name of Associated Credential:

Human Resource Management Certificate

Completion Level: None Selected ▾

*Attain Credential: Other ▾

*Other, Specify: Certificate

*Certification / License Title:

Human Resource Management Certificate

Certification / License Type: None Selected ▾

Green Job Training: ○ Yes ◉ No

What is a green job?

**Is this education program in a
partnership with business?**   ○ Yes ◉ No

**Please describe the partnership or plans
to develop partnership in 800 characters
or less (supporting documentation may be
required):**

LWDB Submitted: None Selected ▾

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Duration   Locations   External Approvals   Cost Details   Performance   Confirmation   Review

General Information   Apprenticeship   Additional Details   Occupations   Occupational Skills   Completion Expectations   Scheduling

Education Program Information

Education Program Information

Provider:
BETHEL UNIVERSITY

Program: Human Resource Management Certificate

Program ID: 1008266

CIP Code:
521001 - Human Resources Management/Personnel Administration, General

Additional Details

Additional Details

Financial Aid Available: ☐ Pell Grant   ☐ Institutional Scholarship
☑ Federal Loan ☐ Other

URL of Training Program
(Example: http://site.com): [   ]

* Program Prerequisites: [Bachelor's Degree   ▾]

Describe the minimum entry level requirements or prerequisites in 800 characters or less:

[   ]

* Date Edu. Program First Offered: [10/27/2020] 🖩 Today

* Please provide a reasonable explanation regarding why this is a new program: New program offered 2020

Minimum Class Size:

Maximum Class Size:

Number Of Instructors:

Describe the qualifications of all instructors in 800 characters or less:

Drug/Alcohol Screening Required: ○ Yes ○ No

Accessibility: ☐ On-Site Parking   ☐ Sign Language
                ☐ Public Transportation ☐ Other Languages
                ☐ Disabled Student Access ☐ Other

Describe any equipment used in this program and its adequacy and availability in 800 characters or less:

Grievance Procedure
(2000 characters max.):

Grievance Procedure URL
(Example: http://site.com):

Refund Policy
(2000 characters max.):

Refund Policy URL
(Example: http://site.com):

This education or training program is a Quality Pre-Apprenticeship: ○ Yes ● No

State Use 1:

State Use 2:

State Use 3:

State Use 4:

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		External Approvals	Cost Details	Performance		Confirmation		Review

Duration   Locations   Additional   Occupations   Occupational   Completion   Scheduling
General   Details   Skills   Expectations
Information   Apprenticeship
Education Program Information

Education Program Information

Provider:
BETHEL UNIVERSITY

Program: **Human Resource Management Certificate**

Program ID: 1008266

CIP Code:
521001 - Human Resources Management/Personnel Administration, General

Related and Selected Occupations

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select ☐
11311100	Compensation and Benefits Managers ✦		✔	☑
11312100	Human Resources Managers ✦ ✦		✔	☑
11313100	Training and Development Managers ✦ ✦		✔	☑
13107100	Human Resources Specialists ✦		✔	☑
13107500	Labor Relations Specialists ✦		✔	☑
13114100	Compensation, Benefits, and Job Analysis Specialists ✦		✔	☑
13115100	Training and Development Specialists ✦ ✦ 🍃		✔	☐
25101100	Business Teachers, Postsecondary ✦ ✦		✔	☐

✦ **BRIGHT OUTLOOK** NATIONALLY | ✦ **BRIGHT OUTLOOK** LOCALLY | 🍃 **GREEN OCCUPATIONS**

[Select Occupation From ONET Table]

💬 **Help**

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider:
BETHEL UNIVERSITY

Program: **Human Resource Management Certificate**

Program ID: 1008266

CIP Code:
521001 - Human Resources Management/Personnel Administration, General

Completion Expectations

Completion Expectations

Number of Credits:	18.00	Credits
* **Credit Earned Duration:**	◉ Semester ○ Quarter	
Projected Hourly Wage After Program Completion:		

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Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling

Education Program Information

Education Program Information

Provider:
BETHEL UNIVERSITY

Program: Human Resource Management Certificate

Program ID: 1008266

CIP Code:
521001 - Human Resources Management/Personnel Administration, General

Scheduling

Scheduling

Course Times

Course Times

* Class Time: [4] Hours

Lab Time: [   ] Hours

Other Time: [   ] Hours

Class Frequency: [Weekly ▾]

Reporting Information

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study.

* Reporting Program Length - Clock/Contact Hours: [192] Hours

* Reporting Program Length - Full-time Weeks: 48 Weeks

* Reporting Program Format: Online, E-learning, or Distance Learning ⌄

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General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review

Education Program Information

Education Program Information

Provider:
BETHEL UNIVERSITY

Program: **Human Resource Management Certificate**

Program ID: **1008266**

CIP Code:
521001 - Human Resources Management/Personnel Administration, General

Duration

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
18 credit hours	Yes	48 Weeks	Full-Time	Class 1 night per week	Night	Edit | Delete

[Add Duration]

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| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider:
BETHEL UNIVERSITY

Program ID: **1008266**

Program: **Human Resource Management Certificate**

CIP Code:
521001 - Human Resources Management/Personnel Administration, General

Locations

Locations

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Location Name	Address	Billing Address	Select ☐
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BETHEL UNIVERSITY - JACKSON	3031 US-45 BYP Jackson, TN 38305	3031 US-45 BYP Jackson, TN 38305	☑
BETHEL UNIVERSITY - MEMPHIS	168 E PARKWAY S Memphis, TN 38104-4340	168 E PARKWAY S Memphis, TN 38104-4340	☑
BETHEL UNIVERSITY - PARIS	302B TYSON AVENUE Paris, TN 38242-4576	302B TYSON AVENUE Paris, TN 38242-4576	☑

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| General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills | Completion Expectations | Scheduling |
| Duration | Locations | External Approvals | Cost Details | Performance | Confirmation | Review |

Education Program Information

Education Program Information

Provider:
BETHEL UNIVERSITY

Program: **Human Resource Management Certificate**

Program ID: **1008266**

CIP Code:
521001 - Human Resources Management/Personnel Administration, General

Cost Details

Cost Details

Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	**$11,034.00**	Edit | Delete
Tuition/Fee	$11,034.00	
Books	$0.00	
Tools	$0.00	
Other Costs	$0.00	
Comments		
Total Amount of Cost Structures	**$11,034.00**	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

[Add Line Item]

Total Amount : $11,034.00

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General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills	Completion Expectations	Scheduling
Duration	Locations	External Approvals	Cost Details	Performance	Confirmation	Review
Education Program Information						

Education Program Information

Provider: BETHEL UNIVERSITY   Program: Human Resource Management Certificate

Program ID: 1008266   CIP Code: 521001 - Human Resources Management/Personnel Administration, General

Edu. Program Application Confirmation

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

○ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.

○ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

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Services Provided Individuals - All Services

- Program: Title III - Wagner-Peyser (WP)
- Region/Lwia: Northwest Tennessee
- RESEA Service Codes:
Schedule Date, 7/1/20 - 12/31/20

Activity/Description	Distinct Users	Total Services	% of Total
190 - First Scheduled RESEA	135	136	16.00%
191 - RESEA Reschedule	9	12	1.41%
192 - RESEA Failed to Report	15	15	1.76%
193 - RESEA Placement	17	17	2.00%
194 - RESEA Exempt	10	10	1.18%
195 - RESEA UI Eligibility	145	268	31.53%
196 - RESEA Subsequent Schedule	97	97	11.41%
197 - RESEA Subsequent Completed	94	101	11.88%
198 - RESEA Program Completed	85	85	10.00%
592 - RESEA Referred to Reemployment	94	94	11.06%
593 - RESEA Referred to Training	9	9	1.06%
19A - RESEA Compliant	3	3	0.35%
19B - RESEA Refused Service	1	1	0.12%
19R - RESEA Referred to Title I	2	2	0.24%
Activity/Description	Distinct Users	Total Services	% of Total
	716	850	100%

National Dislocated Worker Grant for COVID-19 Relief Report, December 2020

County	Disaster Relief Participants Served (actual)	Career & Training Services Participants Served (actual)	Participants Served (actual)	Cummulative Quarterly Expenditures	Funding Balance	Participants to be Served
Benton	2	1	3	$ 9,490.69	$ 33,664.73	2
Carroll	1	0	1	$ 2,927.78	$ 49,068.30	6
Crockett	0	0	0	$ -	$ 39,787.55	4
Dyer	0	4	4	$ 4,000.00	$ 190,709.60	30
Gibson	0	3	3	$ 7,408.00	$ 104,788.78	15
Henry	0	2	2	$ -	$ 134,087.93	20
Lake	0	0	0	$ -	$ 38,103.61	4
Obion	0	1	1	$ -	$ 115,143.66	18
Weakley	1	1	2	$ 7,549.11	$ 62,970.26	8
Total Program	4	12	16	$ 31,375.58	$ 768,324.42	107

*Actual funding received to date = $719,730, not the $799,700 requested; actual balance after participant expenses = $688,354.42. Balance after staffing and administrative expenses = $653,994.02.

Quarterly Report – Narrative Questions

Please answer the following questions. Include this document as an attachment to your quarterly report.

Submission Date: _January 15, 2021_____

Grant Recipient: Northwest Tennessee Workforce Board

Project Name: EARN$TN - Expanding Apprenticeships in Rural Northwest Tennessee

City: _Dyersburg_____ **County/Parish:** _Dyer_____ **State: TN**

Point of Contact: _Jennifer Bane_____

Email: _jbane@nwtnworks.org_____ **Phone:** _731-286-3585_____

	Proposed Outcomes	Actual Outcomes
Individuals Trained (pre-apprenticeship or apprenticeship)	24	56
Industry Certificates Awarded	20	22
Job Created	8	7
Jobs Retained	8	49
Employer Outreach Events	18	9
Registered Apprenticeship Occupations	6	4
Secure Support	6	2
Pre-Apprenticeships	2	2
Jobseeker Recruitment Events	12	10
Funding Support	$45,000	$58,984.61

Page Break

1. **During the period of performance, what project activities occurred and what was accomplished? Describe all major tasks and deliverables.**
The overarching goal of the EARN$TN grant proposal is to grow apprenticeships in rural northwest Tennessee. All outcomes are listed below in the response to question 3. Below is a chronological account (during this period of performance October 2020 – December 2020) of project activities to push northwest Tennessee toward our ultimate goal:

October 2020 –
- NW TN Workforce Board staff met with employers to discuss the benefits of beginning a Registered Apprenticeship program:
  - 10/6/2020 BAM2 Inc (Weakley Co) discussed Water/Wastewater Treatment Specialist Apprenticeship
  - 10/29/2020 CableSouth Construction (Gibson Co) discussed RTI and application submission
  - 10/29/2020 Alliance Staffing (Gibson Co) - discussed creating a Manufacturing Technician Apprenticeship for justice-involved men transitioning from the Gibson County Jail to The Orchard House, a faith-based, 12-month men's transition facility.
- Social Media:
  - 10/7/2020 – posted a photo of the Crown Winery Apprentice Signing Day event – the First Grape and Wine Industry Apprenticeships in Tennessee
  - 10/14/2020 – created an Event for the upcoming Discover ApprenticeshipTN Conference 2020 (virtual), shared the Save the Date notification for employers
  - 10/14/2020- posted a job opening for Love's Travel Shop and Country Store for a Diesel Mechanic Apprentice

November 2020 –
- NW TN Workforce Board staff met with employers to discuss the benefits of beginning a Registered Apprenticeship program:
  - 11/2/2020 Ellis Heating Company (Henry Co) discussed developing a Plumber Apprenticeship and HVAC Technician
- Speaking Engagements & Events:
  - 11/10/2020 Discover ApprenticeshipTN Conference (statewide) – hosted by the Tennessee Office of Apprenticeship target to employers considering the apprenticeship model. We identified a NW TN apprenticeship employer partner and pre-recorded his presentation for the conference as well as contacted our employer community to participate in the conference.
- Social Media:
  - 11/9/2020 - Shared "It's Apprenticeship Week in Tennessee and across the nation. Gov. Bill Lee signed a proclamation and there is a virtual ApprenticeshipTN conference Tuesday." The registration link was shared. #ApprenticeshipTN #ApprenticeshipWeek
  - 11/10/2020 - Shared "Apprenticeship in the Age of Covid-19 podcast. Eric Seleznow, Senior Advisor for the US Department of Labor, joined the program to discuss trends in apprenticeships, as well as the impact of the covid-19 pandemic on apprenticeship programs." An official podcast of the National Association of Workforce Boards.
  - 11/11/2020 – In celebration of Apprenticeship Week and Apprenticeship Graphic was shared which included facts about apprenticeship and apprentices
  - 11/13/2020 – Shared several employer-directed videos on Registered Apprenticeships:
    - Structure and Value of Apprenticeship
    - Registered Apprenticeship Infrastructure: National and State Agencies
    - Registered Apprenticeship Partners and Roles
    - Registered Apprenticeship Program Standards, Designs, and Occupational Frameworks
  - 11/23/2020 – Shared a job opening for a Diesel Mechanic Apprentice with Love's Truck Stop in Holladay, TN

December 2020 –
- Speaking Engagements & Events:
  - Amteck (Dyer Co.) held Planning Meeting for 2021 Spring Apprenticeship Showcase visits with the high school seniors for recruitment into their Electrical Pre-Apprenticeship and Registered Apprenticeship programs
- Submitted Apprenticeship Applications:
  - 12/1/2020 Alliance Staffing submitted Production Technician for approval through USDOL. The Apprenticeship will be offered to justice-involved individuals transitioning out of incarceration
- New Apprentices: Auston Mealer Restaurant Equipment Repair (Dyer Co.) enrolled thirteen (13) new HVAC Apprentices into RAPIDS to begin RTI in 2021
- Social Media:
  - 12/3/2020 - Shared a job opening for a Journeyman Electrician with Amteck (an apprenticeship partner employer) in Dyersburg, TN

2. During the period of performance, were all approved project activities completed? Explain why or why not.

The Northwest Tennessee Workforce Board is on track to complete all proposed deliverables and reach all outcomes projected. With the remaining time period for the grant, we expect to accomplish all tasks. We have exceeded proposed apprentices and job retention and are over 66% of the way to our new registered apprenticeship goal. We submitted a Production Technician Apprenticeship to USDOL for approval in December and are eagerly awaiting approval with apprentices identified for enrollment and training. We have held our pre-planning meeting with Amteck and have dates set on the calendar for Spring recruitment events for the Electrical Apprenticeship with will increase our job seeker recruitment events. Additionally, we have partnered with Tennessee Association of Utility Districts to assist with a new Wastewater Operator Specialist Apprenticeship throughout northwest TN. The Northwest Tennessee Business Services Representatives are continuing to meet virtually with employers introducing the apprenticeship model. The Tennessee Office of Apprenticeship's West Tennessee Director is assisting us in our efforts to continue to grow apprenticeship in our rural region.

3. What outcomes have been realized so far? Describe the specific tools used to measure outcome achievement. Are the proposed outcomes still achievable during the period of performance? Explain why or why not?
- 56 first-year apprentices enrolled in registered apprenticeships
  - Coordination of funds for apprentices
- 4 newly developed apprenticeships registered through USDOL (1 currently pending approval)
- 2 new Pre-Apprenticeship Work Experiences developed
- 19 Speaking Engagements & Events held
- 24 posts to our American Job Centers of Northwest TN Facebook page promoting Apprenticeships

All proposed outcomes are still achievable during the period of performance. We are progressing and on-track to achieve all goals.

4. Do you have specific needs for technical assistance that DRA can help provide during or after the life of the grant? Explain.
Not at this time.