

March 10, 1999

TO: Presidents

FROM: Elizabeth Lambert Johns, Vice President
Academic and Student Services

SUBJECT: Application for Special Funds for Related and Supplemental
Instruction in Support of Formal Apprenticeship Training

Special funds for related and supplemental instruction to support formal apprenticeship training are included in the 1999-2000 continuation budget. While contingent upon approval by the General Assembly, these funds allow colleges to conduct supplemental instruction in support of formal apprenticeship training. **Classes of supplemental instruction for formal apprenticeship training supported with special funds will not be eligible for budget FTE during 1999-2000.**

If you want to be considered for these monies, please complete the attached application form and submit no later than April 6, 1999. Requests will be presented to the State Board in June for final action. You will be notified by letter concerning the actions taken by the State Board.

Colleges approved will submit a final report by August 16, 2000. If you have questions, please contact Mike Pittman at (919) 733-7051, extension 403.

ELJ/MP/sth

Attachments

CC99-089
PAPER COPY

**North Carolina Community College System
Special Funds to Support Related and Supplemental Instruction
Formal Apprenticeship**

Purpose

These funds allow colleges to conduct classes of related and supplemental instruction in support of formal apprenticeship training that they would be unable to offer otherwise (i.e. low numbers of students).

Eligibility

Colleges that offer supplemental and related instruction classes for formal apprenticeship programs are eligible for the funds. For classes to be eligible, they must be a part of an apprenticeship program that is registered with the North Carolina Department of Labor.

Expenditure Guidelines

Special funds to support related and supplemental instruction for formal apprenticeship are subject to approval on an annual basis by the State Board of Community Colleges. The amount of funds to be allocated to colleges will be based upon requests for funds and the amount of funds available for distribution. The usual registration fee charged for occupational extension courses will be charged for related and supplemental instruction for formal apprenticeship programs. Classes offered with these funds will not earn budget FTE.

Colleges may use allocated funds for the following:

- Instructor salary
- Instructional materials
- Instructional supplies
- Train the trainer expenses
- Program/course development

Records and Reports

An annual report is required from each college that receives funds. The report is due by August 15th of the following year. The report must include the following as a minimum:

- The number of companies served by three digit SIC codes
- The number of apprentices by occupation
- The number of classes by location
- The length of each class in hours
- Degree of client company satisfaction with instruction
- Degree of apprentice satisfaction with instruction

**APPLICATION FOR SPECIAL FUNDS
FOR
RELATED AND SUPPLEMENTAL INSTRUCTION
IN
SUPPORT OF FORMAL APPRENTICESHIP TRAINING**

1. Project the number of classes to be offered with special funds that otherwise could not be offered with regular budgeted funds.

2. Estimate your average cost per class.

3. *Total budget requested.

*Classes of related and supplemental instruction for formal apprenticeship training that are supported with special funds will not be eligible to earn budget FTE.

*Special funds cannot be used for equipment or administrative costs - only for instructor salaries and classroom materials.

College

College Contact Person

President's Signature

Please return by April 6, 1999, to:

**Mike Pittman
Associate Director, Program Services
N.C. Community College System
200 West Jones Street
Raleigh, North Carolina 27603-1379**