

Workforce Training Courses

Integrated Education Training (IET) 'At-A-Glance Guide' CA Department of Education

Workforce Preparation Courses (irrespective of where they fall in the pathway and/or IRTC categories)

Industry-recognized Training Credentials (IRTC):

- State licensure administered by the California Department of Consumer Affairs
- Locally approved certificates awarded by an entity on the Employment Development Department's Training Provider List (ETPL)
- Career Development and College Preparation (CDCP) Short-Term Vocational certificates with more than 48 contact hours
- Completion of a short-term vocational credit certificate over six units
- Certificates that meet the minimum threshold for inclusion under the Strengthening Career and Technical Education for the 21st Century Act
- Certificates earned through an existing Career Technical Education (CTE) program at a Local Education Agency that meets California Department of Education (CDE) Standards
- Certificates that meet the threshold for Title IV Federal Student Aid
- Certificates earned through Pre-Apprenticeship or Apprenticeship Programs
- Other: (Note – agencies selecting this category must demonstrate that proposed IET program meets regional labor market needs, courses are sufficient in intensity and that certificates awarded are **state recognized** and meet the other conditions indicated below).

Include but are not limited to:

- Computer Basics or Computers for ESL
- Vocational ESL (Digital Literacy)
- Financial Literacy
- Bridge Courses
- Google Suites
- Microsoft Office
- Keyboarding
- First Aid/CPR
- OSHA 10
- Career Readiness: soft skills, e.g.: Job preparation, Job seeking skills, Interviewing skills

Conditions:

Certificates must be transferable (certificates awarded locally by the district must also demonstrate that student is employable beyond their district and employment opportunities exist beyond their school district). CASAS and the CDE may require supporting documentation, if needed.

Courses within a CTE pathway (Concentrator and Capstone) are acceptable as workforce training except for courses such as those listed above as workforce preparation. CASAS and the CDE may require an agency to provide supporting documentation (e.g.: course outline, program of study/sequence of courses) if needed.
Resource Document: [CTE Framework](#)

Case-by-Case determination: CASAS to flag training courses with less than 35 hours and consult with the CDE. The CDE and CASAS determine whether the proposed training course is sufficient in intensity and duration. May require agency to provide supporting documentation.

Zero enrollment = No training