



## Guidelines for Completing the Notice of Intent (NOI) to Apply for a New Program/Location

Instructions, forms, handouts and other useful resources are located at <http://www.odccwd.state.or.us/prgapproval/>  
**Department forms change periodically. It is the college's responsibility to use the most current forms.**

This "Guidelines" handout provides directions for the completion of the "Notice of Intent" form. The Notice of Intent (NOI) process serves three important purposes:

- a) Initiates an orderly process to identify and resolve issues pertaining to adverse impact and detrimental duplication (required by law),
- b) Provides official notification from a community college to the Department of Community Colleges and Workforce Development (CCWD) and the ODE Office of Educational Improvement and Innovation (EII) that a new community college Career technical education (CTE) program, or a new location of an existing CTE program, is being proposed, and
- c) Guides the proposing college through initial steps of program planning and development.

**\*Special Note\***- Career Pathway Certificate of Completion programs shall follow specific NOI procedures available at <http://www.odccwd.state.or.us/prgapproval/>

**Completing the Notice of Intent form.** A thorough Notice of Intent provides a "head start" on the ensuing "Application For a New CTE Program." In completing the NOI, please provide clear, complete, and concise responses to the following items.

1. College name: For example, Clackamas Community College or Blue Mountain Community College. PCC may choose to indicate that a program may be offered at one of their contracting colleges, CGCC and/or TBCC. Similarly, Chemeketa CC may indicate if a program may be offered at OCCC. Unless indicated, contracting colleges are not automatically included.
2. City: Name of the city where the community college campus, or main campus, is located. It is not necessary to list the state or zip code. If including a contracting college, list the city of the main campus, as well.
3. If the proposed program may be offered and/or instruction delivered at location beyond the community college district, specify those locations: Ordinarily, only the community college district will be considered as the location of the proposed program. A college may not offer a program in any area beyond its own district unless it has made explicit arrangements with the community college(s) in the additional district(s). An exact description of the location where the program will be taught, if outside the college's district, is critical information concerning adverse intersegmental impact and detrimental duplication issues. Otherwise, if offered only within the proposing college district, indicate "N/A."

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4. Name of proposed program: Provide the specific name of the program, as it will appear in the college catalog, the Application, and on all records.  
Examples:
  - a) Recreational Vehicle Service Technician
  - b) Energy Management Technician: Renewable Energy Technician option
  - c) Early Childhood Education & Family Studies
5. Credential(s) or form(s) of recognition proposed: Specify whether the program leads to an Associate of Applied Science degree and/or a certificate of completion. If a proposal for a new AAS includes one or more option, indicate in this section. Adding an option to an existing AAS degree does not require a NOI.

For certificate of completion programs, designate if it is: A. two-year (90-108 credits), B. greater-than-one-year (60-89 credits), C. one-year (45-59 credits), or D. less-than-one-year (12-44 credits).

Also, indicate if it is a Business and Industry-based (B&I) program (closed enrollment).

6. CIP Code: The selection of the most appropriate CIP code is an important step in gaining approval of a proposed program. The Classification of Instructional Program (CIP) Manual: 2000 Edition must be used for all CIP information (<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165>). Only one CIP code may be listed. Select the CIP code that most closely describes the proposed program and use a six-digit code. Avoid the use of the "catch-all" CIP codes that use 99, 999, or 9999 numbering. These CIP code categories are usually too general to be helpful for the recordkeeping purposes for which CIP codes are used.
7. CIP Title: For the selected CIP code, there is only one matching CIP title. Include it exactly as it appears in the 2000 CIP Manual.
8. CIP Narrative Description: For the selected CIP code and title, there is only one matching CIP narrative description. Include it exactly as it appears in the 2000 CIP Manual.
9. College's description of proposed program: The entry for this section should provide an overview of the proposed program. It should include, at a minimum: (1) learner outcomes (knowledge and skill to be acquired), (2) alignment and articulation of these knowledge and skills with secondary and other postsecondary educational opportunities, (3) how the program "fits" within a career pathway design, and (4) career opportunities for students as a result of this education. The description should include information that is identical to the Program Summary included in the "Application" and reflect the same information included in the college catalog and/or website descriptions.  
**Please limit to approximately 300 words.**

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10. Need and supporting labor market information for proposed program: Please note that the need section should include but may not be limited to: (1) specific, relevant and current labor market information including wages, (2) projected employment rates and advancement opportunities, (3) pertinent trends in economic and workforce development, (4) current offerings and locations of similar programs, (5) data that demonstrate a verifiable demand for this training at the proposed location(s), (6) description of how advisory committees or local workforce investment boards are involved, and (7) any other fact-based information to support the statements concerning the proposed program. The Oregon Labor Market Information System (OLMIS) is a useful resource ([www.qualityinfo.org](http://www.qualityinfo.org)).

This is one of the most important sections of the NOI because it must convincingly describe the need for a proposed program and is essential to meet the State Board of Education approval standards. Additionally, this information will provide the evidence for defending any challenges that may be brought forth through the adverse intersegmental impact or detrimental duplication process. This section must reflect a **summary or synthesis** of the various sources of information. Data statements or other excerpts simply “cut and pasted” from “LMI Worksheet,” does not constitute an acceptable entry. **Please limit the summary to approximately 300 words.**

11. Proposed implementation date: Pay close attention to the time required for the completion of the essential steps/processes: (1) notice of intent, (2) adverse intersegmental impact or detrimental duplication, (3) application process, (4) review by CCWD-EII staff, (5) review by the Commissioner of Community Colleges and Workforce Development, (6) Submission to the State Board of Education in concert with their monthly/annual meeting schedule, and (7) authorization by the Office of Degree Authorization (ODA). These dates and timeframes may also be critical to catalog printing and scheduling at your college. For details concerning required timeframes and due dates, refer to the “Application Timelines” or the “Planning Guide.”
12. Target student population: Identify the prospective students who are preferred and/or will be recruited for the proposed program. Specify if the target population is high school students participating in an associated tech prep or dual credit program, recent high school graduates, mid-career changers, dislocated workers, individuals with particular education or experience, participants and referrals from workforce development, vocational rehabilitation or other programs, and so on.
13. Estimated students per year: New programs often limit the number of students in the first year(s). If the estimated number of students per year will vary during the first five years, please specify. Indicate the number of students expected once the program is fully operating.

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14. College contact person: The *college* contact person must have the college's authorization to apply for a new program, be prepared to answer questions from the field concerning the proposed program, and be able to address issues related to adverse intersegmental impact and detrimental duplication, if they arise. The *college* contact person listed is who will be listed on the notification sent to the field. The *college* contact person is the person readers are instructed to contact if there are questions and typically should be the Chief Academic Officer or PTE Dean. Please include all of the requested information for each *college* contact person listed.
15. Program contact person(s): The *program* contact person is intended primarily to be the person CCWD-EII staff might contact if we have questions specific to details about the program. The *program* contact person(s) listed will be included on the notification sent to the field unless you ask to have that person omitted from the form. Please indicate if you do or do not want to have this person included on the NOI sent to the field. Please include all of the requested information for each *program* contact person listed.

**Signature.** To avoid program proposals from unauthorized college staff, the NOI must be signed by the college CTE Dean, Chief Academic Officer, or President. If your college has electronic signature capability, send the completed NOI form via e-mail and attachment. If your college does not have electronic signature capability, e-mail the completed NOI without a signature and mail the signed original form to:

David P. Moore  
Oregon Department of Community Colleges and Workforce Development  
255 Capitol Street NE  
Salem, OR 97310

**Submitting a Notice of Intent.** The *final and appropriately completed* "Notice of Intent" form (not a version still needing editing or revision) is due to CCWD (David P. Moore at [david.p.moore@state.or.us](mailto:david.p.moore@state.or.us)) via e-mail with attachment no later than the first Friday of a month to be distributed by the second Friday of the month. Submitting a draft prior to the first Friday is recommended. If all requested information is provided, the editing is completed in time, and the "LMI Worksheet" and signed copy of the NOI have been received, the NOI is sent out on the second Friday of the month. NOIs are sent by CCWD-EII to an e-mail distribution list of individuals representing private career schools, independent colleges, community colleges, universities, state agencies, and others. This initiates the fifteen-day period within which claims may be made concerning adverse intersegmental impact and detrimental duplication.

**The NOI must be accompanied by the "LMI Worksheet."**

For additional assistance, contact your CTE Program Approval Point-of-Contact (POC). Your college CTE Program Approval POC may contact CCWD-EII POCs:

David P. Moore	(503) 947-2448	<a href="mailto:david.p.moore@state.or.us">david.p.moore@state.or.us</a>
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