

EMPOWERING THE WORKFORCE



**Connecticut Credit Assessment Program
for Training Providers**



Advancing the nation's workforce one graduate at a time



Empowering the Workforce

Did you know your training program might qualify your trainees for college credit?

We recognize that not all college-level learning happens in traditional classrooms. Adults learn in many different ways and venues. Many employers and organizations offer formal training programs which can include classroom courses, online courses, computer-assisted instruction, interactive video, programmed instruction, and exams for professional certification. Some training programs meet very high standards and are equivalent to credit-level learning acquired at regionally accredited colleges. These types of officially sponsored training programs are eligible for evaluation by the Connecticut Credit Assessment Program (CCAP). Reviews of your training program(s), conducted by subject matter experts from Charter Oak State College faculty, can be done to approve your training program for college credit.

Is Your Training Eligible for a CCAP Review?

In general, we evaluate what you teach, how you teach it, who teaches it, who you are teaching, and most importantly, how you assess the learning outcomes.

Eligible training program content should be comparable in level and nature to the content of similar courses offered by regionally accredited colleges and should include a minimum of 15 contact hours. A quick check of an accredited online college course catalog can help you determine if your program is adequate.

The program should include an outline of instruction with specific learning outcomes, assignments, and a defined assessment of learning. Defined means of assessing trainees' mastery of the content can include exams, graded assignments, presentations, skill demonstration, etc.

You should be able to articulate any resources, textbooks, and materials used in the program and show they are college-level. Reviewers will also be looking for good record keeping of trainee attendance, assessment, and program completion.

The review team will spend time evaluating the learning outcomes and competencies and determining if they are consistent over time, location, and instruction. Approved programs must have been taught in their entirety within the last two years.

CCAP Review Fees

Fees to review a training program include both faculty accessor fees and administrative fees to maintain the credit recommendations for a period of five years. Review teams typically include three subject matter experts and a facilitator. Individual fee proposals are provided based upon the volume and extent of the program and subject matter to be reviewed. Curriculum consultation is not available; programs should be finalized and taught prior to being submitted for review.

For current fees please refer to www.CharterOak.edu/Catalog/Current/Fees





The Review Process – What’s Involved

Training providers applying for credit assessment review need to submit an application and provide documentation specific to each program or course to be reviewed.

The following briefly outlines the review process:

Pre-Assessment Consultation

The review team, comprised of subject matter experts, evaluates the application package to determine whether the training is clearly defined and measurable, appropriate to the stated learning outcomes and competencies, and delivered and measured in a manner consistent with college-level learning.

On-site Assessment Visit

The review team will visit your on-ground or virtual training site to learn from you directly, evaluate the facility, and examine your curriculum and other resources. The review team will assess the learning experience, conduct their deliberations, and provide a preliminary report at the end of the visit. They recognize that ‘training sites’ differ and may include multiple locations or may reside online rather than a physical location.

Assessment Report / Credit Recommendation

The review team, in conjunction with the CCAP Office, will develop a written report that is then authorized by Charter Oak’s Provost.

Actual credit recommendations will include the number of semester hours of credit and the level in a degree program for which your training qualifies. This information will be posted online with our review results and made available in response to inquiries from prospective students and users of Charter Oak’s Credit Registry Service. Remember to share and promote this perk to your employees and members!

Is Your Training Program a Good Candidate for a College Credit Review?

The following checklist can help you decide.

- ✦ The program is equivalent in level and nature to the content of a similar credit course offered by a regionally accredited college.
- ✦ The intended learning outcomes are clear and a training outline of learning objectives is in place.
- ✦ The program includes a minimum of 15 contact hours.
- ✦ Resources and materials are equivalent to those used in a college credit course.
- ✦ The program incorporates a definitive means of assessment in the form of graded assignments, exams, papers, presentations, skill demonstration, etc.
- ✦ The program is taught by individuals with qualifications appropriate for college-level instruction in the subject matter.
- ✦ Periodic evaluations of instructor performance is conducted.
- ✦ Records of student attendance and program completion are kept and official transcripts for successful completers can be provided.
- ✦ Periodic reviews of the program curriculum and assessments are made.
- ✦ The program is administered by your organization, not a third party.

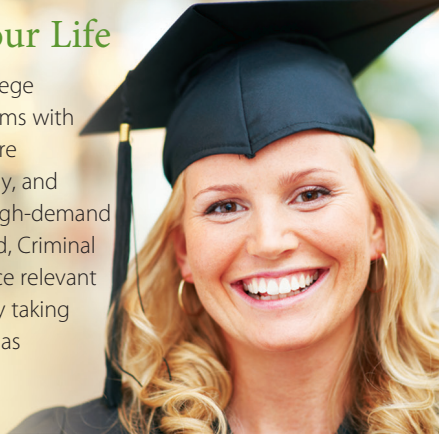


Keeping track of college-level credits

Charter Oak State College offers a Credit Registry service to record all earned credits in one place. The Registrar's office will maintain various credits from all sources, such as employee training, prior college credits, prior learning credits, etc. Trainees successfully completing your training program can opt to use this service.

Advance your Career ... Change your Life

Charter Oak State College is Connecticut's public online college offering associate and bachelor's degree completion programs with majors in Business Administration, Cyber Security, Health Care Administration, Health Information Management, Psychology, and General Studies which has concentrations in a number of high-demand fields including Public Safety Administration, Early Childhood, Criminal Justice, Organizational Leadership, and many other workforce relevant programs of study. Our adult students complete degrees by taking online courses and combining other sources of credit (such as workforce training). Our institution is accredited by the New England Association of Schools and Colleges.

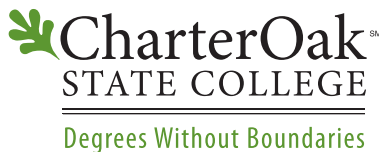


The Connecticut Credit Assessment Program is part of a larger movement in higher education that recognizes that not all college-level learning happens in the classroom. If a student has prior college-level learning, they deserve to receive credit no matter how that learning was achieved. Using a variety of evaluative tools, Charter Oak State College has been a pioneer in the field of credit reviews and prior learning assessment since its founding in 1973.

Contact Us

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A Connecticut State College accredited by the New England Association of Schools and Colleges

Charter Oak State College complies with all applicable federal and state laws regarding nondiscrimination and affirmative action