

## **Tips for working with Contract Education to serve our local businesses**

1. Contract Education, while housed at Community Colleges, they are separate. Contract education services represent an entrepreneurial response at the local level, and collectively statewide, that can significantly impact business retention and expansion in California and build a strong economy that is competitive domestically and internationally. "Contract education means those situations in which a community college district contracts with a public or private entity for the purposes of providing instruction or services or both by the community college." (California Education Code Section 78020)
2. Contract Education must be self-sustaining. Education Code Section 78021. (b) The contracting community college district or districts shall recover, from all revenue sources, including, but not necessarily limited to, public and private sources, or any combination thereof, an amount equal to, but not less than, the actual costs, including administrative costs, incurred in providing these programs or training.
3. Know your region. Each Contract Education unit has a specific region in which they work. E.g. Community College Finder on [www.CCCCO.edu](http://www.CCCCO.edu)
4. Not every college has a Contract Education unit. Get to know your CE practitioners in your region. \*<sup>1</sup>
5. Contract Education practitioners do a thorough Needs Assessment to analyze what the business might need to help them solve their issue. And, the answer is not always training. But, when it is, the Contract Training practitioner will either use standard training curriculum or create a custom training for the client.
6. Be aware that Contract Education training can be a 3-hour course taught at the client's business or at a community college training center. It can also be a multi-week course with the goal of earning a certificate. Trainers can be faculty, but more often they are subject matter experts from industry.
7. Contract Education can offer local, regional and statewide training to meet client's needs.

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<sup>1</sup> See list of Contract Education practitioners

8. Example of Contract Education programs include:

- Hi-Touch Soft Skills.
- Continuing education hours for license renewal
- Leadership training utilizing Development Dimensions International (DDI) products in collaboration with health industry and/or regional college(s).
- Industry on-site CNA training, certification
- Earn to Learn work-based learning (WBL)
- Customized training
- others as requested by industry

9. Contract Education has access to Employment Training Panel funding through their Multiple Employer Contracts