

# Policy and Procedure

**Policy Number:** 215 R

**Date:** 1/9/01

**Revision Date:** 9/9/10

**Division/Department:** Academic Affairs

**Author(s):** Corporate Credit Committee

**Subject:** Corporate Credit Programs

**Authorities:** Jason Spaeth

## **Purpose:**

At times, some employers request credit-based training for their employees. These employers often expect training to progress in career ladder increments for certificate, diploma, and degree awards. Employers also have significantly different customer service demands than that of a traditional student. Often PTC members must act as liaisons between a company contact and the college for corporate based students.

## **Policy:**

Pine Technical College will provide credit-based programs to employees of organizations/corporations that contract with Pine Technical College for these services. Programs and services are typically delivered at a site other than Pine Technical College as requested by the client.

## **Procedure:**

1. A Customized Training Representative (CTR) or designee makes the initial contact with corporations for the purpose of conducting a general needs assessment including distribution of general corporate credit information.
2. If credit delivery is an option of the client, the CTR or designee informs the Dean of CE/CT and the Dean of Academic Affairs.
3. If the client wishes to contract for the delivery of credit courses, The CTR or designee notifies the Dean of Academic Affairs and the Dean of Student Affairs. . The Dean of Student Affairs will determine if student services are necessary for the proposed delivery. The Dean of Academic Affairs will determine if existing courses will be utilized or if new courses will need to be developed and approved.



800.521.7463/  
320.629.5100



[www.pinetech.edu](http://www.pinetech.edu)



900 Fourth Street SE  
Pine City, MN 55063



A MEMBER OF THE  
MINNESOTA STATE COLLEGES  
AND UNIVERSITIES SYSTEM

4. If student services are necessary, the CTR or designee will arrange with the Dean of Student Affairs to process all application documents, facilitate assessment testing and conduct a streamlined student orientation.
5. If new courses are created, CTR or designee will meet with the Assessment and Curriculum Coordinator and follow the AASC process.

**Responsibilities:**

Dean of Customized Training/Continuing Education

**Dissemination:**

Policy will be disseminated according to established process.

**Initial Policy**

**Reviewed by Executive Cabinet: Date: 3/5/01**

**Reviewed by Faculty Senate: Date: 3/14/01**

**Reviewed by: Date:**

**Approved: Robert L. Musgrove Date: 3/14/01**

**Revision reviewed by Leadership Team: 10/11/04**

**Revised Policy**

**Reviewed by Campus Roundtable: 12/06/10**

**Reviewed by Faculty Shared Governance: 01/12/11**

**Reviewed by Managers Meeting: Jason Spaeth & Joan Bloemendaal-Gruett, 11/29/10**

**Approved: 1/12/11**

---

**Robert L. Musgrove, Ph.D.**

**Date**