

# Gap Tuition Program

Fiscal Year 2016 Report



**COMMUNITY COLLEGES &  
WORKFORCE PREPARATION**

*PROSPERITY THROUGH EDUCATION*

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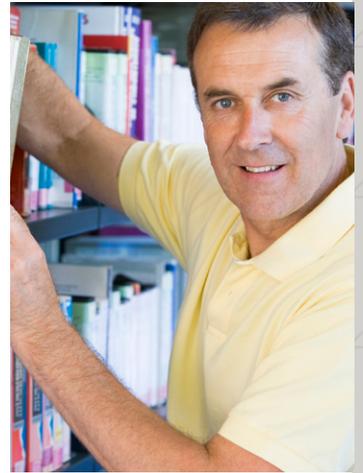
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## About the Report

The Department of Education's Division of Community Colleges and Workforce Preparation is preparing this report per the requirements in Iowa Code, Section 260I, for the statewide Gap Tuition program. This report was coordinated by the Department with the assistance of Iowa's 15 community colleges.

## Acknowledgments

The staff and administration of the Division of Community Colleges and Workforce Preparation wish to acknowledge and thank the 15 community college presidents and staff for their assistance in developing this report. The figures noted in this report were obtained from each college.





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## Introduction

The Gap Tuition program was established to provide funding to community colleges for need-based tuition assistance to applicants for completion of continuing education certificate training programs for in-demand occupations.

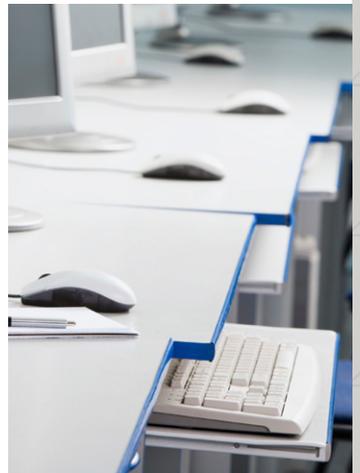
One aspect of eligibility for tuition assistance under this program is financial need. Criteria to be assessed in determining financial need shall include, but is not limited to, the following:

- » the applicant's family income for the twelve months prior to the date of application;
- » the applicant's family size; and
- » the applicant's county of residence.

An applicant must also have a demonstrated capacity to achieve the following outcomes in order to be eligible for tuition assistance:

- » the ability to complete an eligible certificate program;
- » the ability to enter a postsecondary certificate, diploma, or degree program for credit;
- » the ability to gain full-time employment; and
- » the ability to maintain full-time employment over time.

Program applicants can be found eligible for partial or total tuition assistance. Only an applicant eligible to work in the United States shall be approved for tuition assistance under this program. A person will not be approved for tuition assistance for more than one eligible certificate program. Individuals earning incomes at or below 250 percent of the federal poverty level, as defined by the most recently revised poverty income guidelines published by the United States Department of Health and Human Services, shall be eligible to receive assistance under the Gap Tuition Assistance Program (Note: poverty level benchmark increased from 200 percent to 250 percent in fiscal year (FY) 2014).





## Eligible Costs

Costs eligible for coverage under the Gap Tuition program shall include, but are not limited to, the following:

- » Tuition
- » Direct training costs
- » Required books and equipment
- » Fees including, but not limited to, industry testing services and background check testing services
- » Program staffing (allowable expense as of FY14)

Staffing and support costs are capped at 20 percent of allocated funds for the two smallest community colleges, 10 percent for the two largest community colleges, and 15 percent for the remaining community colleges.

## Eligible Programs

Assistance can be provided to persons in eligible programs that meet the following criteria:

1. The program is not offered for credit, but is aligned with a certificate, diploma, or degree for credit, and does any of the following:
  - » offers a state, national, or locally recognized certificate;
  - » offers preparation for a professional examination or licensure;
  - » provides endorsement for an existing credential or license;
  - » represents recognized skill standards defined by an industrial sector; or
  - » offers a similar credential or training.
2. The program offers training or a credential in an in-demand occupation. In-demand occupations include the following industries:
  - » Information technology
  - » Healthcare
  - » Advanced manufacturing
  - » Transportation and logistics
3. The program may offer training in any other industry designated as in-demand by a regional advisory board.

A complete list of approved programs can be found on the Iowa Department of Education website ([www.educateiowa.gov/community-colleges](http://www.educateiowa.gov/community-colleges)).

## Process

An applicant for tuition assistance under the Gap Tuition program is required to complete an initial assessment administered by the community college receiving the application to determine the applicant's readiness to complete an eligible certificate program. As part of this process, all applicants are required to complete a National Career Readiness Certificate (NCRC). An applicant is then required to meet with a staff member from the eligible certificate program offered by the community college. The staff member will discuss the relevant industry, applicable occupational research, and any applicable training related to the eligible certificate program with the applicant. The discussion includes an evaluation of the applicant's capabilities, needs, family situation, work history, educational background, attitude and motivation, employment skills, vocational potential, and employment barriers. The discussion will also include potential start dates, support needs, and other requirements for an eligible certificate program.

A participant in an eligible certificate program who receives tuition assistance will be required to do all of the following:

- » Maintain regular contact with staff members from the certificate program to document the applicant's progress in the program.
- » Sign a release form to provide relevant information to community college faculty or case managers.
- » Discuss with staff members from the certificate program any issues that may impact the participant's ability to complete the certificate program, obtain employment, and maintain employment over time.
- » Attend all required courses regularly.
- » Meet with staff members from the certificate program to develop a job search plan.



## Reallocation of Funds

Please note that while a reallocation of funding occurred during the FY15 reporting year, a midyear review of all GAP programs determined that no reallocation of FY16 funds was necessary.

## Analysis

In FY16, the community colleges received a state appropriation of \$2,000,000 to implement the Gap Tuition program.

Including the \$446,511 of funding appropriated in FY15 that carried forward into FY16, colleges had a total of \$2,446,511 to spend over the past year. Of these total available funds, colleges spent \$2,109,286 on tuition and books, equipment, fees and testing, and program staff. An estimated total of \$414,419 is anticipated to carry forward into FY17, representing a smaller carry-forward total than was noted last year. A portion of these estimated funds may already be apportioned to active students who are currently participating in or waiting to participate in an approved training program.

Table 1 illustrates that, in FY16, \$1,795,371 was spent on tuition and required books for approved participants; \$92,523 was spent on fees, assessments and testing; and \$33,743 on equipment. In addition, \$187,649 was spent on staff support and services.\*

In FY16, 2,792 individuals completed applications to be considered for tuition assistance under the Gap Tuition program. Of these applicants, 1,097 were approved and accepted into a program. At the time of

reporting, 715 individuals had completed the training program in which they enrolled while 183 had failed to complete their training. The remaining individuals were either actively participating or waiting to participate in the Gap Tuition program. The statewide completion rate for FY16 was 79.62 percent.

Colleges are required to collect rudimentary employment statistics on program completers. In FY16, 97 individuals retained employment and 413 individuals found new employment after completing their training. Fifty-three (53) individuals continued their full-time education upon completion of their training program. At the time of reporting, 86 completers were looking for employment. The overall employment rate among completers in FY16 was 85.6 percent. In addition, 82.8 percent of completers reported gaining new employment upon completion of their training program compared to last year's rate of 70.3 percent, representing a substantial increase in new employment for this population.

There are currently 286 approved certificate programs eligible for student enrollment. Certified Nursing Assistant (C.N.A.) programs were the most utilized with 244 participants. Commercial drivers license (CDL)/Transportation were the next most utilized with 241 participants, and welding was third with 93 participants.

\* Note, in FY16 colleges reported spending \$2,109,285. Upon analysis, it was revealed that a few colleges reported expenses exceeding available funds, which necessitated an adjustment. As a result, the actual total expenditure was \$2,032,094, which was then used to accurately calculate "FY 2016 ADJUSTED Carry Forward" of \$414,417 in FY17.

TABLE 1: GAP PROGRAM SUMMARY FOR ALL COMMUNITY COLLEGES: FY 2016

### Fiscal Year Budget

Carry Forward from Prior FY	\$446,511
Current Year Allocation	\$2,000,000
Total Available for this FY	\$2,446,511

Line Item	Expenses per Quarter				YTD Expenditure
	Q1	Q2	Q3	Q4	
Direct Costs					
Tuition and Books	\$549,992	\$516,380	\$363,221	\$365,778	\$1,795,371
Equipment	\$3,571	\$6,126	\$4,934	\$19,112	\$33,743
Fees/Assessment/Testing	\$17,001	\$14,698	\$35,237	\$25,316	\$92,523
<b>SUB TOTAL</b>	<b>\$570,564</b>	<b>\$537,474</b>	<b>\$403,392</b>	<b>\$600,029</b>	<b>\$1,921,636</b>
Other Costs					
Staff Support/Services	\$54,607	\$38,460	\$44,784	\$49,797	\$187,649
<b>TOTAL</b>	<b>\$625,172</b>	<b>\$575,934</b>	<b>\$448,177</b>	<b>\$460,003</b>	<b>\$2,109,285</b>

\*Adjusted Carry Forward to Next FY: \$414,417

Training Status	Q1	Q2	Q3	Q4	YTD Total
Completed Applications	813	632	803	544	2,792
Approved Participants	401	198	310	188	1,097
Status of Participants					YTD Total
Participating or Waiting to Participate**	373	198	332	267	1,170
Completed Training**	184	249	104	178	715
Did Not Complete Training**	43	66	31	43	183
Completion Rate	81.1%	79.0%	77.1%	80.5%	79.7%
3rd Party Credentials Received***	86	107	91	129	413

Employment Status	YTD Total
New Employment	413
Retained Employment	97
Deceased	0
Continue Further Full-Time Education	53
Looking for Work/Unemployed	86
No Response/Unable to Contact	149
Overall Employment Rate of Respondents****	85.6%
Overall New Employment Rate of Respondents****	82.8%

\* Adjusted carry forward is explained under "Analysis" on page 5.

\*\* Not all individuals were approved for participation in the current fiscal year. Individuals who were accepted into or active in the Gap Tuition program from the previous fiscal year may be carried forward into current fiscal year totals.

\*\*\* Not all third party credentials were reported accurately; 52 credentials were reported quarterly but were not tallied in annual count.

\*\*\*\* Employment rate is based on program completers who responded to survey attempts. Actual employment rates may be higher or lower than indicated in the table. (See "Employment Rate Calculations" on page 12).

TABLE 2A: GAP TUITION PROGRAM SUMMARY BY COLLEGE: FY 2016

College	Fiscal Year Allocation	Available Funds	Total Reported Expenditures	Completed Applications	Approved Participants
Northeast Iowa	\$98,811	\$103,103	\$128,333	118	99
North Iowa Area	\$100,083	\$167,454	\$80,692	48	23
Iowa Lakes	\$92,665	\$132,321	\$128,144	81	44
Northwest Iowa	\$45,573	\$65,157	\$57,054	9	9
Iowa Central	\$113,125	\$156,208	\$114,687	58	58
Iowa Valley	\$88,784	\$120,966	\$94,540	108	67
Hawkeye	\$134,841	\$140,113	\$192,056	227	169
Eastern Iowa	\$170,778	\$179,169	\$165,768	443	90
Kirkwood	\$312,691	\$390,458	\$355,485	127	129
Des Moines Area	\$334,769	\$334,769	\$334,787	1,068	179
Western Iowa Tech	\$110,862	\$112,529	\$65,349	57	25
Iowa Western	\$120,473	\$128,477	\$112,569	131	75
Southwestern	\$46,455	\$86,551	\$38,078	152	33
Indian Hills	\$145,818	\$229,712	\$153,813	129	77
Southeastern	\$84,274	\$99,524	\$87,903	36	20
<b>TOTAL</b>	<b>\$2,000,000</b>	<b>\$2,446,511</b>	<b>\$2,109,285</b>	<b>2,792</b>	<b>1,097</b>

TABLE 2B: GAP TUITION PROGRAM SUMMARY, HISTORIC TOTALS

	Fiscal Year Allocation	Available Funds	Total Reported Expenditures	Completed Applications	Approved Participants
FY 2015	\$2,000,000	\$2,884,381	\$2,415,015	3272	1348
FY 2014	\$2,000,000	\$3,021,255	\$2,159,830	3,279	1,631
FY 2013	\$2,000,000	\$2,000,000	\$978,744	--	898

FIGURE 1: EXPENDITURES BREAKDOWN: FY 2016

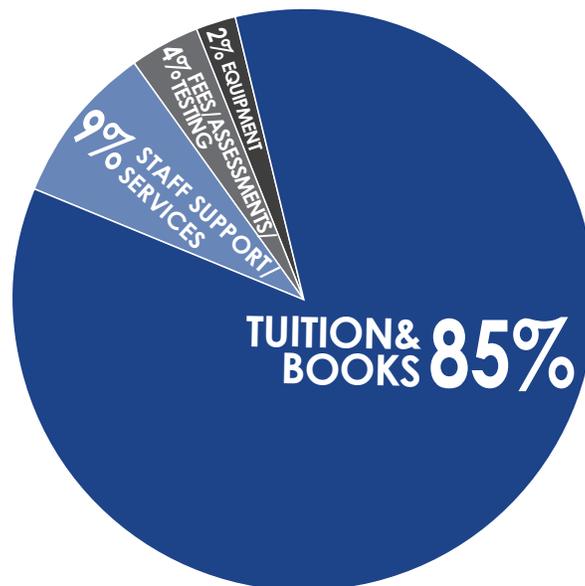


TABLE 3A: GAP TUITION PROGRAM EXPENDITURES BY COLLEGE: FY 2016

College	Tuition and Books	Equipment	Fees, Assessments and Testing	Staff Support/ Services	Total Expenditures
Northeast Iowa	\$128,333	\$0	\$0	\$0	\$128,333
North Iowa Area	\$62,896	\$0	\$1,933	\$15,863	\$80,692
Iowa Lakes	\$111,430	\$0	\$0	\$16,714	\$128,144
Northwest Iowa	\$36,311	\$9,591	\$2,037	\$9,115	\$57,054
Iowa Central	\$114,687	\$0	\$0	\$0	\$114,687
Iowa Valley	\$94,540	\$5,981	\$2,299	\$13,525	\$94,540
Hawkeye	\$192,056	\$6,708	\$13,379	\$0	\$192,056
Eastern Iowa	\$165,768	\$0	\$0	\$30,924	\$165,768
Kirkwood	\$355,485	\$2,162	\$8,377	\$38,660	\$355,485
Des Moines Area	\$334,787	\$1,530	\$17,505	\$0	\$334,787
Western Iowa Tech	\$65,349	\$617	\$3,187	\$13,668	\$65,349
Iowa Western	\$112,596	\$4,896	\$2,650	\$18,071	\$112,596
Southwestern	\$38,078	\$645	\$965	\$8,803	\$38,078
Indian Hills	\$153,813	\$1,612	\$40,191	\$22,058	\$153,813
Southeastern	\$87,903	\$0	\$0	\$248	\$87,903
<b>TOTAL</b>	<b>\$1,795,371</b>	<b>\$33,743</b>	<b>\$92,523</b>	<b>\$184,649</b>	<b>\$2,109,285</b>

FIGURE 2: AVAILABLE FUNDS AND EXPENDITURES: FY 2014 THROUGH FY 2016

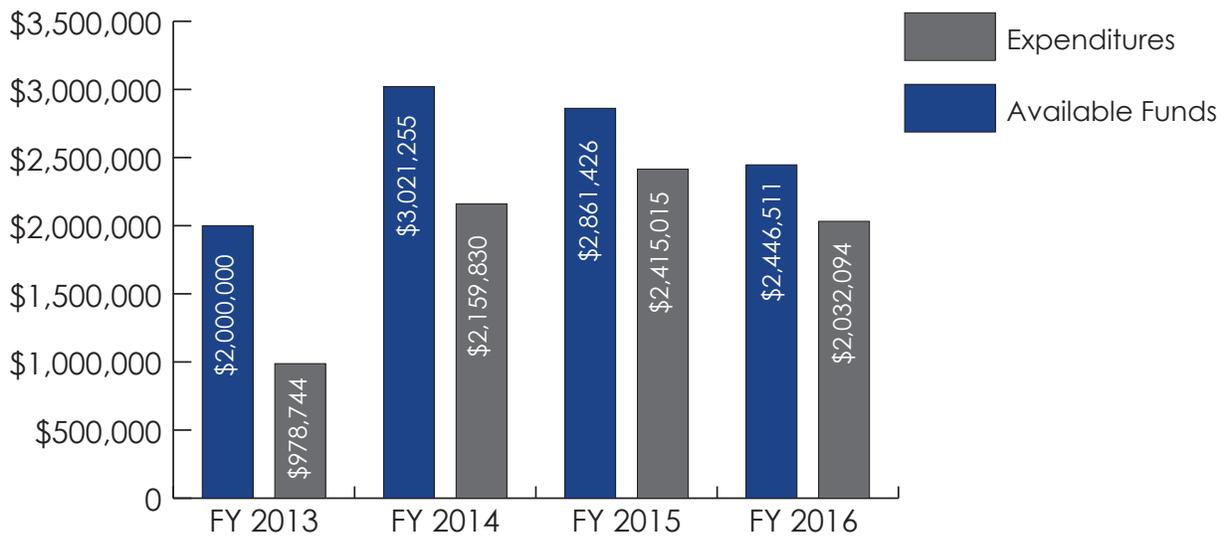


TABLE 4A: GAP TUITION PROGRAM COMPLETER SUMMARY BY COLLEGE: FY 2016

College	Completed Training	Did Not Complete	Completion Rate	Third Party Credentials
Northeast Iowa	62	13	83%	35
North Iowa Area	21	2	91%	13
Iowa Lakes	40	4	91%	0
Northwest Iowa	8	2	80%	6
Iowa Central	31	20	61%	0
Iowa Valley	59	9	87%	24
Hawkeye	66	11	86%	68
Eastern Iowa	47	14	77%	55
Kirkwood	88	19	82%	95
Des Moines Area	123	50	71%	0
Western Iowa Tech	22	1	96%	22
Iowa Western	58	19	75%	39
Southwestern	23	4	85%	17
Indian Hills	42	9	28%	39
Southeastern	25	6	81%	0
<b>TOTAL</b>	<b>715</b>	<b>183</b>	<b>80%</b>	<b>413</b>

TABLE 4B: GAP TUITION PROGRAM COMPLETER SUMMARY, HISTORIC TOTALS

	Completed Training	Did Not Complete	Completion Rate	Third Party Credentials
FY 2015	715	183	82.7%	329
FY 2014	998	167	85.7%	500
FY 2013	411	76	84.4%	--

TABLE 5: COMPLETER PROGRAM ENROLLMENT

Certificate Program	NICC	NIACC	ILCC	NCC	ICC	IVCCD	HCC	EICC
Activity Coordinator	--	--	--	--	--	--	--	--
Business Admin. Support*	3	--	2	--	1	--	--	--
Building Maintenance	--	--	--	--	6	--	--	--
Business Computing*	--	--	--	--	--	--	--	--
CDL/Transportation	5	15	2	--	22	1	47	13
Certified Nursing Aide	6	1	32	--	--	24	--	61
CNC	6	--	--	--	--	--	2	7
Computer Systems*	--	--	--	--	--	--	--	--
Construction	9	2	--	7	--	--	--	--
Culinary	1	--	--	--	--	--	--	--
Electrical	--	--	--	--	--	--	--	--
EMT/Paramedic	2	--	2	--	--	1	--	4
Industrial Maintenance	--	--	--	--	--	--	--	--
Logistics/Supply Chain	--	--	--	--	--	--	--	--
Manufacturing	--	--	--	--	--	--	--	--
Medical*	--	--	--	1	--	3	--	--
Pharmacy Tech	--	--	--	--	--	7	--	3
Phlebotomy	7	--	--	--	--	13	--	10
Private Pilot	--	--	--	--	--	--	--	--
Production Maintenance	1	--	--	--	--	--	--	10
Railcar Tech Mechanical	3	--	--	--	--	--	--	--
Sterile Processing Tech	--	--	--	--	--	--	--	--
Welding*	19	3	6	0	2	10	17	1
<b>TOTAL</b>	<b>62</b>	<b>27</b>	<b>44</b>	<b>8</b>	<b>31</b>	<b>59</b>	<b>66</b>	<b>109</b>

\* Multiple certificate categories included in total.

CONTINUED, TABLE 5: COMPLETER PROGRAM ENROLLMENT

Certificate Program	KCC	DMACC	WITCC	IWCC	SWCC	IHCC	SCC	Total
Activity Coordinator	--	--	--	--	--	--	--	<b>0</b>
Business Admin. Support*	<b>2</b>	<b>7</b>	--	<b>5</b>	<b>3</b>	--	<b>4</b>	<b>27</b>
Building Maintenance	--	<b>27</b>	--	--	--	--	--	<b>33</b>
Business Computing*	<b>3</b>	--	--	--	--	--	--	<b>3</b>
CDL/Transportation	<b>42</b>	<b>44</b>	<b>13</b>	--	<b>10</b>	<b>15</b>	<b>12</b>	<b>241</b>
Certified Nursing Aide	<b>23</b>	<b>44</b>	<b>8</b>	<b>24</b>	<b>4</b>	<b>17</b>	--	<b>244</b>
CNC	--	--	--	--	--	--	--	<b>15</b>
Computer Systems*	--	--	--	<b>2</b>	--	--	--	<b>2</b>
Construction	--	<b>2</b>	--	--	--	<b>3</b>	--	<b>23</b>
Culinary	--	--	--	--	--	--	--	<b>1</b>
Electrical	--	--	--	--	--	--	--	<b>0</b>
EMT/Paramedic	--	--	--	<b>1</b>	<b>3</b>	--	--	<b>13</b>
Industrial Maintenance	--	<b>7</b>	--	--	--	<b>1</b>	--	<b>9</b>
Logistics/Supply Chain	--	<b>6</b>	--	--	--	--	<b>1</b>	<b>6</b>
Manufacturing	--	--	--	--	--	--	--	<b>0</b>
Medical*	--	<b>13</b>	--	<b>16</b>	<b>2</b>	--	--	<b>35</b>
Pharmacy Tech	--	--	<b>1</b>	<b>2</b>	--	--	--	<b>13</b>
Phlebotomy	<b>8</b>	<b>1</b>	--	<b>4</b>	--	<b>1</b>	<b>2</b>	<b>46</b>
Private Pilot	--	--	--	--	--	<b>5</b>	--	<b>5</b>
Production Maintenance	<b>1</b>	--	--	--	--	--	<b>6</b>	<b>18</b>
Railcar Tech Mechanical	--	--	--	--	--	--	--	<b>3</b>
Sterile Processing Tech	--	<b>16</b>	--	--	--	--	--	<b>16</b>
Welding*	<b>9</b>	<b>16</b>	--	<b>9</b>	<b>1</b>	--	--	<b>93</b>
<b>TOTAL</b>	<b>88</b>	<b>183</b>	<b>22</b>	<b>63</b>	<b>23</b>	<b>42</b>	<b>25</b>	<b>843</b>

\* Multiple certificate categories included in total.

TABLE 6: GAP PARTICIPANT EMPLOYMENT SUMMARY BY COLLEGE: FY 2015

College	New Employment	Retained Employment	Continue Education	Unemployed but Looking	Unable to Contact	Overall Employment Rate*	New Employment Rate*
Northeast Iowa	20	14	2	9	17	79.1%	69.0%
North Iowa Area	13	3	1	2	2	88.9%	86.7%
Iowa Lakes	29	6	7	2	0	94.6%	93.6%
Northwest Iowa	1	2	3	0	2	100.0%	100.0%
Iowa Central	30	1	0	0	0	100.0%	100.0%
Iowa Valley	40	7	2	6	4	88.7%	87.0%
Hawkeye	49	11	1	5	0	96.0%	93.0%
Eastern Iowa	13	11	3	1	41	86.2%	56.9%
Kirkwood	59	3	1	23	2	73.0%	72.0%
Des Moines Area	77	12	10	17	57	84.0%	82.0%
Western Iowa Tech	15	0	4	0	3	100.0%	100.0%
Iowa Western	24	14	9	8	8	82.6%	75.0%
Southwestern	6	8	2	5	4	74.0%	55.0%
Indian Hills	23	3	8	5	3	84.0%	82.1%
Southeastern	14	2	0	3	6	84.2%	82.3%
<b>TOTAL</b>	<b>413</b>	<b>97</b>	<b>53</b>	<b>86</b>	<b>149</b>	<b>86.0%</b>	<b>83.0%</b>
<b>FY 2015</b>	594	153	65	98	137	88.9%	70.3%

\* Employment rate based on program completers who responded to survey attempts. Actual employment rates may be higher or lower than indicated in the table.

### Employment Rate Calculations

$$\text{Overall Employment Rate} = \frac{\text{New Employment} + \text{Retained Employment}}{\text{(Total Employment - Continue Education - Unable to Contact)}}$$

$$\text{New Employment Rate} = \frac{\text{New Employment}}{\text{(Total Employment - Continue Education - Unable to Contact)}}$$



## **COMMUNITY COLLEGES & WORKFORCE PREPARATION**

*PROSPERITY THROUGH EDUCATION*

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The Division of Community Colleges and Workforce Preparation within the Iowa Department of Education administers a variety of diverse programs that enhance Iowa's educational system and help to prepare a skilled and knowledgeable workforce. Divided between two bureaus — the Bureau of Community Colleges and the Bureau of Career and Technical Education — the division is committed to providing and supporting opportunities for lifelong learning. In addition to working with Iowa's 15 public community colleges on state accreditation, program approval, equity review, and data reporting, guidance is also provided in the areas of career and technical education, workforce training and economic development, adult education and literacy, military education, the state mandated OWI education program, the GAP Tuition and PACE programs, Senior Year Plus, the National Crosswalk Service Center, and the Statewide Intermediary Network program.