



Community Colleges

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Labor Market Information Worksheet To Accompany the New Program Notice of Intent Form (First Phase of the New Program Proposal Approval Process)

The "Program Approval Guidelines" is available at the Iowa Department of Education website: https://www.educateiowa.gov/sites/files/ed/documents/ProgramApprovalGuidelinesMay2014Version\_0.pdf Also, paper versions of program proposal documents are available on the IDOE website (Community Colleges > Program Approval) for reference, but not for submission. All proposals must be submitted electronically via CurricUNET; However, this worksheet will not be subject to a 14-day Peer Review.

This Labor Market Information Worksheet is intended to serve as a guide for a college to analyze LMI related to a proposed new Career and Technical Education program. It is designed to determine and demonstrate program need and must accompany the Notice of Intent Form submitted to the Iowa Department of Education to initiate the New Program Approval process. Please contact IDOE Program Consultant, Barbara Burrows (barbara.burrows@iowa.gov), for assistance with this worksheet or any phase of the CTE Program Approval Process. Also, feel free to contact IDOE Program Consultant, Paula Nissen (paula.nissen2@iowa.gov), for assistance with specific LMI questions or for additional resources.

Institution: [ ] Contact Person: [ ] Email Address: [ ] Phone: [ ] Proposed local program Title/Name: [ ] Type of Award(s) Proposed: [ ] AAA [ ] AAS [ ] APS [ ] Diploma [ ] Certificate CIP Code: [ ] ITSO Code: [ ]

The resources below are provided for use while completing the questions that follow:

LABOR MARKET INFORMATION RESOURCES

- Economic Development and Employer Planning System (EDEPS): www.edeps.org
Iowa Occupational Projections: http://iwin.iwd.state.ia.us/iowa/ArticleReader?itemid=00003928
NOTE: The Excel version is more useful than the PDF and the "Statewide" information is more comprehensive.
Iowa Hot Jobs: http://iwin.iwd.state.ia.us/iowa/ArticleReader?itemid=00003929
Iowa Workforce Needs Assessment: http://www.iowaworkforce.org/lmi/labsur/vacancy.htm
O\*Net OnLine (partner of americanjobcenter network): http://www.onetonline.org/find/career
mySkillsmyFuture (partner of americanjobcenter network): http://www.myskillsmyfuture.org/
NOTE: This is a comprehensive website for needs assessment and student career planning.
Iowa Community College Program Outcomes: https://www.educateiowa.gov/iowa-community-college-program-outcomes

Please use the LMI resources above, college data, local/regional economic studies or needs assessments, or IDOE data reports to answer the following questions designed to determine and demonstrate program need. You may also incorporate student, local industry, or other institutional documentation in the form of surveys or letters of support for the proposed program.

**For resources, other than those above, please provide website links or attach documentation.**

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**1. What are the employment opportunities for program completers?**

*In the chart below, "Regional" means your college service region/counties and "State" is Iowa; however, you may report bordering states' data, if applicable. "National" data is only necessary if career mobility is common in the proposed program's related occupations.*

Occupation's Related Job Title(s)	Annual Openings (Number)			Iowa's Annual Supply * (Number of awards)			Average Entry-Level Salary
	Regional	State	National	Bachelor	Associate	Dipl/Cert	

\* *Annual Supply* is the number of completers of all postsecondary programs as reported through the National Center for Education Statistics or on the [EDEPS](#) and/or [O\\*Net Online](#) links above.

*Additional Resource(s):*

**2. What is the short-term (2-5 years) and long-term (10 yr.) growth rates for the job title(s) in item #1?**

Job Title	Short-term Growth Rate (Percentage)			Long-term Growth Rate (Percentage)		
	Regional	State	National	Regional	State	National

*Primary LMI Resource:* [Iowa Occupational Projections \(Long-term and Short-term link\)](#) & [Iowa Hot Jobs](#)

*Additional Resource(s):*

**3. For the job title(s) in item #1, what are the minimum educational requirements (postsecondary education – certificate, diploma, associate or bachelor's degree; work experience; training in the form of clinical, internship, apprenticeship, OTJ training)?**

Job Title	Minimum Requirements		
	Educational	Work	Training

*Primary LMI Resource:* [Iowa Occupational Projections \(see the Legend on bottom of the tables provided\)](#)

*Additional Resource(s):*

**4. List any professional credential(s) required by the state of Iowa (or bordering state) for employment in this occupation?**

*Primary Resources:* [http://iowa.gov/Business and Economic Development#/services](http://iowa.gov/Business_and_Economic_Development#/services) (Links to other sites)

*Additional Resource(s):*

**5. Any occupation with less than 25% of one gender in the workforce is identified as "Nontraditional by Gender." Are any of the job titles in item #1 identified 'nontraditional by gender'?**

Yes  No

*Primary LMI Resource:* [EDEPS \(Nontraditional Occupations link\)](#)

*Additional Resource(s):*

6. How many individuals completed the proposed CIP program in Iowa over the last two (2) years?  
 (List each community college and the number of degree/award recipients for each.)

Year (2 years)	Community College	Type of Award(s) Granted (Check all that apply)	Total Number of Completers
		<input type="checkbox"/> AAA <input type="checkbox"/> AAS <input type="checkbox"/> APS <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate	
		<input type="checkbox"/> AAA <input type="checkbox"/> AAS <input type="checkbox"/> APS <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate	
		<input type="checkbox"/> AAA <input type="checkbox"/> AAS <input type="checkbox"/> APS <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate	
		<input type="checkbox"/> AAA <input type="checkbox"/> AAS <input type="checkbox"/> APS <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate	

**Primary LMI Resource:** IDOE > Community College SharePoint site ([request from IDOE Consultant](#))

**Additional Resource(s):**

7. Answer the following questions regarding Career Pathways, Academies, and Articulation Agreements that may apply to the proposed program:

a. What are the existing or potential secondary pathways or articulation agreements?

b. What are the existing or potential postsecondary articulation agreements that permit program completers to advance their education in this or related programs of study?

c. What are the potential collaborative/shared program with peer institutions that could limit duplication or the proliferation of funds/resources?

8. If this is a program that requires clinical, internship, apprenticeship, or other supervised work experience for completion:

a. Do you anticipate there may be a need for sites outside of your service region?

b. If yes, what collaborative efforts have or will you discuss with peer institutions?

9. Please provide additional LMI that may be relevant to the establishment of this program.

*(e.g., It is a heavily self-employed occupation; it is a high turn-over occupation that will have many vacancies in the future (list where, when, and how many expected annual vacancies); there is a severe shortage of workers in this occupation in our service region; there is a new company/business moving into our service region that needs trained employees in this occupation.)*

**Possible LMI Resource:** Iowa Workforce Needs Assessment or a college/local Needs Assessment

10. Please provide additional information you would like the IDOE to consider regarding the need for this program to be offered at your college and your ability to deliver a quality program that will prepare students for gainful employment.