

**24.11 VOCATIONAL EDUCATIONAL TRAINING (VT)/COLLEGE (CL)****A. VOCATIONAL EDUCATIONAL TRAINING**

Vocational Educational Training includes organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations requiring training other than a baccalaureate or advanced degree. This activity is limited to those programs that prepare participants for a specific trade, occupation, or vocation. This training is conducted in a non-work site or classroom setting. Vocational Educational Training programs should be limited to activities that give individuals the knowledge and skills to perform a specific occupation. These programs, while they may last longer than 12 months, and are in an approved Vocational Educational Training program, may not be counted for participation purposes for more than 12 months. Participants in Vocational Educational Training must be supervised daily.

For distance learning, countable participation hours only include classes which allow for monitoring of the participant while logged in and summarize what is achieved during the period engaged.

Although Vocational Educational Training may only be used for 12 months to meet Federal participation requirements, a participant in a program that lasts longer than 12 months who continues to make good progress must be allowed to complete the course of training. Participants meeting these requirements must not be placed in additional activities while they continue to make satisfactory progress in their course of study. Vocational training exceeding 18 months must be approved by the DFA Policy Unit.

Some Vocational Associate Degree Programs may combine coursework with actual work. For these courses the actual work placements may be counted as On-the-Job Training, if paid, or Work Experience if unpaid.

Masters or Doctorate programs must not be counted as VT for any period of time.

Vocational Educational Training must be provided by education or training organizations, which include but are not limited to:

- Vocational-technical schools
- Community Colleges
- Postsecondary institutions
- Proprietary schools

- Non-profit organizations
- Secondary schools that offer vocational education

**NOTE:** Effective October 1, 2008, attendance in all 2-year or 4-year College programs **must be** counted under vocational educational training for a maximum of 12 months lifetime under the VT component. Previously counted months of vocational training for individuals must be considered towards the 12 months allowable.

**NOTE:** Minor parents attending high school in a vocational educational track should be counted as participating under “satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence” to avoid triggering the lifetime 12-month limit on the use of Vocational Educational Training.

Types of vocational educational programs that would be allowed are listed under “Desk Guides and Participation Hours Charts” on the DFA Intranet website. Questions regarding types of training allowable under Vocational Educational Training are to be directed to the DFA Family Support Policy Unit.

1. Placement Criteria

An individual, who has demonstrated the ability to do the course work and who meets the entrance requirements, may participate in Vocational Educational Training when:

- His goal is an occupation that requires completion of a vocational course prior to employment; or
- He has no job skills, or has only obsolete or non-marketable skills and must be retrained to find employment; or
- He does not have a high school diploma/GED, and the skill training has been identified as an alternative which can lead to employment.

2. Standards

The training institution and instructor must meet licensing and certification standards of the appropriate governing agency. Unlicensed or uncertified instructors are not approved for training when licensing or certification standards exist.

A participant’s evaluation for an appropriate skill training situation must include appropriate testing when the individual does not have a high school diploma or a GED.