

LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION

GUIDELINE NO. 014.02
September 10, 2020

SUBJECT: COURSE FEES FOR DIVISION OF ADULT AND CAREER EDUCATION
CAREER TECHNICAL EDUCATION CLASSES (CTE)

- I. Background
- II. Course Tuition
- III. Tools and Material Fees
- IV. Support Services

I. BACKGROUND

This Guideline replaces Guideline No. 114, *Course Fees for Career Technical Education Classes offered by the Division of Adult and Career Education, April 25, 2015.*

The Division of Adult and Career Education, an integral part of the Los Angeles workforce development system, offers accredited post-secondary courses which provide adult learners with career pathway opportunities. In order to remove barriers and change lives for adult learners, Division schools offer all Career Technical Education (CTE) programs tuition free.

II. COURSE TUITION

In order to align with other post-secondary institutions, the term for the cost of a course will be “tuition.” All CTE programs at all Division schools are tuition-free. While adult learners are being offered CTE programs tuition-free, there may still be other costs associated with the class such as the cost of specific program materials or equipment.

Students who are being subsidized by a community-based organization (CBO), governmental and/or other non-profit organization are also eligible for free tuition unless the partner agency requires support services beyond the scope of what the Division provides all students. Students that are being subsidized by an agency that requires concierge case-management activities will be required to create a separate agreement with the Division.

I-TRAIN contracts or those training contracts using fees from the Eligible Training Provider’s List (ETPL) require concierge case-management services and are not eligible for tuition-free CTE courses. For information regarding I-Train contracts please refer to Guideline 009.00, *Registering and Enrolling I-Train Students.*

For assistance, please contact Brenda Vela, I-Train Advisor, at biv1999@lausd.net.

III. TOOLS AND MATERIAL FEES

Students are responsible for purchasing or providing the following items as required by the course or the instructor.

- A. Personal safety equipment such as gloves, boots, safety goggles, etc.
- B. Supplies, books and consumables for the lab portion of CTE courses.
- C. Third-party certifications/exams.
- D. Course related prerequisite testing and screening such as a background check, live scan, physical exam, liability insurance, etc.

A student identification card is OPTIONAL and may be purchased for \$15.00. The student ID is valid for one (1) program year (July 1 to June 30.)

Students that are unable to pay for their personal or course-related expenses are encouraged to seek assistance from their school's Navigator to determine eligibility for WIOA, Title I support services or other potential scholarship opportunities.

Students with a verifiable disability, and/or clients of Department of Rehabilitation, should be referred to their DSS Advisor to identify other potential resources that may assist them with covering the cost for tools and materials.

IV. SUPPORT SERVICES

All DACE students receive the following supportive services:

- A. An Individualized Student Plan (ISP) which assists students in identifying their long and short-term goals and program options available in DACE.
- B. Access to monthly progress reports, registration verification, and attendance records.
- C. Referrals to partner agencies for information on items such as childcare, transportation, immigration counsel and free health care, etc.

Individuals with a verifiable disability are eligible to receive additional support services from Disability Support Service (DSS) Advisors.

For assistance with Disability Support Services, please contact Dora Pimentel-Baxter, DACE Administrator at (213) 241-3713 dpimente@lausd.net.

For assistance with program support, please contact Ana Martinez, CTE Specialist at (213) 241-3150 or by email at amarti07@lausd.net.

For assistance with policy implementation, please contact Laura Chardiet, Coordinator at (213) 241-3150 or by email at laura.chardiet@lausd.net.

APPROVED: Joseph Stark, Executive Director

DISTRIBUTION: All Schools and Offices, Division of Adult and Career Education