

Academic Affairs

1 AP 4610 INSTRUCTIONAL SERVICE AGREEMENTS

2 References:

3 Education Code, Section 78015 and 84752;
4 Title 5, Sections 51006, 53410, 55002, 55003, 55005, 55300-55302, 55600 et
5 seq., 55805.5, 58051(c) – (g), 58051.5, 58055, 58056, 58058(b), and 58100-
6 58110

7 The District may delegate responsibility for instruction to other agencies through a written
8 agreement or contract. In such cases, the District shall ensure that all relevant Board
9 policies and procedures and all relevant regulations and laws are followed in the delivery
10 of instruction.

11 The agreement/contract shall contain terms and conditions relating to cancellation and
12 termination of the arrangement.

13 Instruction claimed for apportionment under the agreement/contract, shall be under the
14 immediate supervision and control of an employee of the Cerritos Community College
15 District who has met the minimum qualifications for instruction.

16 Where the instructor is not a paid employee, the Cerritos Community College District shall
17 have a written agreement or contract with each instructor conducting instruction. The
18 contract shall also state that the Cerritos Community College District has the primary right
19 to control and direct the instructional activities of the instructor.

20 The Cerritos Community College District shall list the minimum qualifications for
21 instructors teaching these courses and ensure that the qualifications are consistent with
22 requirements in similar Cerritos Community College District courses.

23 Each course offered under this arrangement must be held at facilities which are clearly
24 identified as being open to the general public. Enrollment in the course must be open to
25 any person who has been admitted to the Cerritos Community College District and has
26 met any applicable prerequisites.

27 Course outlines of record for advanced public safety courses will not list as a prerequisite
28 public safety employment or possession of a basic course diploma. Appropriate health
29 and safety prerequisites or enrollment limitations can include the requirement to pass a
30 California Department of Justice Live Scan, or other additional requirements that comply
31 with the law.

32 Course outlines of record for advanced public safety courses should include a sufficiently
33 detailed list of prerequisites that are directly related to the content of the advanced course
34 so that all prospective students can be assessed for enrollment eligibility. Prerequisites
35 may not be established or construed to prevent academically qualified persons not
36 employed in public safety agencies from enrolling in and attending courses.

37 A student may request an evaluation of his/her/their previous experience and coursework
38 to determine if it is equivalent to the listed requirements. A student found not to meet the
39 prerequisite requirements may challenge the prerequisites through the district's
40 prerequisite challenge process. The [district] must maintain documentation that
41 demonstrates its processes for assessing student eligibility for enrollment were followed.

42 College publications shall inform students regarding the method by which they may seek
43 an evaluation for equivalent enrollment eligibility for advanced public safety courses.
44 College publications, including the course outline and syllabi, shall include a notification
45 that approval of equivalent enrollment eligibility is not a guarantee that state regulatory or
46 licensing agencies will also grant equivalency for licensure or employment purposes.

47 Degree and certificate programs offered under this arrangement must have been
48 approved by the California Community College's System Office and courses that make
49 up the programs must be part of the approved programs or have received local District
50 approval as stand-alone courses.

51 All courses of instruction shall be specified in the agreement, shall meet Title 5 course
52 standards, and shall have been approved by the Board of Trustees.

53 Procedures used by the Cerritos Community College District to ensure that faculty
54 teaching different sections of the same course, teach in a manner consistent with the
55 approved outline of record for that course shall be applied to courses and faculty covered
56 under the agreement. Students shall be held to a comparable level of rigor.

57 Records of student attendance and achievement shall be maintained by the Cerritos
58 Community College District. Records will be open for review at all times by officials of the
59 Cerritos Community College District and submitted on a schedule developed by the
60 Cerritos Community College District.

61 Both contractor and the Cerritos Community College District shall insure that ancillary and
62 support services are provided for the students.

63 In order to claim state apportionment funds, the Cerritos Community College District must
64 certify that it does not receive full compensation for the direct education costs of the
65 course from any public or private agency, individual, or group.

66 The Cerritos Community College District is responsible for obtaining certification verifying
67 that the instructional activity to be conducted will not be fully funded by other sources.

68 The Cerritos Community College District shall comply with the requirements of Title 5,
69 Sections 55300-55302 concerning approval by adjoining high school or community
70 college districts and use of non-district facilities, if classes are to be located outside the
71 boundaries of the Cerritos Community College District.

72 Office of Primary Responsibility: Vice President, Academic Affairs

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