

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

1102 Q STREET, STE. 4550  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>

AB 288 (Dual Enrollment)  
College and Career Access Pathways (CCAP)  
Partnership Agreement Guidelines for Apportionment Eligibility  
March 2016

Community college districts may claim full-time equivalent stu



58050(a)(6), 58051(a)(1) and 58058 and as discussed under item 14 below. EC § 76004(m)(1)

- h. Specification of which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. EC § 76004(m)(2)

**Required AB 288 CCAP Partnership Agreement Certifications**

- 7. The AB 288 CCAP Partnership Agreement shall include the following certifications:
  - a. That any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in

district, and that the delivery of these remedial courses shall involve a





- c. the terms and conditions relating to cancellation and termination of the AB 288 CCAP Agreement.
14. The college or community college district has documentation that instruction claimed for apportionment under the agreement/contract is under the immediate supervision and control of an employee of the district who has met the minimum qualifications for instruction in the discipline of the course in a California community college. Instructors need to provide the supervision and control necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity. As a general rule, faculty must be physically present in the classroom or lab or within line-of-sight of the students. Cal. Code Regs., tit. 5, §§ 58050, 58051, 58056, 58058
  - a. Where the instructor is not a paid employee of the community college district, the college or community college district has an additional written agreement/contract with each instructor requiring student attendance and FTES to be reported by the instructor as required by the college or community college district and stating that the college or community college district has the primary right to control and direct the instructional activities of the instructor. Cal. Code Regs., tit. 5, § 58058(b)
  - b. The college or community college district must demonstrate control and direction through such actions as providing the instructor an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly on-campus instructors.
15. The college or community college district lists minimum qualifications for instructors teaching agreement/ contract courses and instructor qualifications are consistent with requirements in other similar courses given by the college or community college district. Cal. Code Regs., tit. 5, § 53410
16. Unless as provided under EC § 76004(o) and 8.b. above, the course(s) included in the

- b. The district policy on open enrollment (Cal. Code Regs., tit. 5, § 55005) along with a description of the course and information about whether the course is offered for credit and is transferable must be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes. Cal. Code Regs., tit. 5, § 51006
  - c. Degree and certificate programs must have been approved by the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs, or the college must have received delegated authority to separately approve those courses locally. Cal. Code Regs., tit. 5, § 58050(a)(1)
17. Procedures are put into place by the college to ensure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Cal. Code Regs., tit. 5, § 55002, 58050(a)(5)
  18. Permanent records of student attendance, grades and achievement will be maintained by the school district or college (as determined appropriate by the community college district). Records will be open for review at all times by college officials and submitted on a schedule developed by the community college district. Cal. Code Regs., tit. 5, § 55021; 55040; 58030
  19. It is agreed that both the school district and community college district will insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring).
  20. The community college district must certify that it does not receive full compensation for the direct education costs of the course(s) from any public or private agency, individual, or group. EC § 84752; Cal. Code Regs., tit. 5, § 58051.5
  21. The community college district is responsible for obtaining certification from the school district verifying that the instructional activity to be conducted will not be fully funded by other sources. EC § 84752; Cal. Code Regs., tit. 5, § 58051.5
  22. If the course(s) will be located outside the boundaries of the district, the district must comply with the requirements of Title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.
  23. In all cases, standard FTES computation rules, support documentation, course section tabulations, and record retention requirements continue to apply, including as prescribed by Cal. Code Regs., tit. 5, §§ 58003.1 et seq. , 58020 et seq., 58030 and 59020 et seq..