North Dakota State Board for Career and Technical Education

TrainND Workforce Training Funding Policy

Approved Date: December 16, 2024
Effective Date: July 1, 2025

This policy and available funding are contingent on Legislative Appropriations.

[ND State Board for CTE Board Members](#)

[ND Department of Career and Technical Education](#)

It is the policy of the North Dakota State Board for Career and Technical Education not to discriminate in its educational programs, activities, or employment policies as required by Final Regulation implementing Title IX of the 1972 Education Amendments, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973.

The Board policy does not advocate, permit, nor practice discrimination on the basis of sex, race, color, national origin, religion, age, or disability as required by various state and federal laws. Equal education opportunity is a priority of the North Dakota State Board for Career and Technical Education.

Of the total amount appropriated for the biennium for workforce training, North Dakota Career and Technical Education, State Director & Executive Officer, shall distribute sixty percent evenly among the four TrainND regions; twenty percent distributed proportionally among the regions based on training hours provided by each region during a lookback period of three consecutive fiscal years starting four fiscal years prior to the year of distribution, and twenty percent distributed proportionally among the regions, based on the number of unduplicated participants trained by each region during a lookback period of three consecutive fiscal years starting four fiscal years prior to the year of distribution.

Proposed Formula

(Total Annual State Appropriation X 60%)/4 + (Total Annual State Appropriation X 20%) X [(Region's Total Training Hours)/(Sum of Contact Hours of All Regions)] + (Total Annual State Appropriation X 20%) X [(Region's Total Unduplicated Participants)/(Sum of Unduplicated Participants of All Regions)] = Region's Current Fiscal Year Distribution

Region's Total Training Hours = Sum of the region's reported training hours from the 2nd, 3rd, and 4th prior fiscal years from the current fiscal year distribution.

Sum of Training Hours of All Regions = Sum of contact hours reported by all regions for the 2nd, 3rd, and 4th prior fiscal years from the current fiscal year distribution.

Region's Total Unduplicated Participants = Sum of the region's reported unduplicated participants from the 2nd, 3rd, and 4th prior fiscal years from the current fiscal year distribution.

Sum of Unduplicated Participants of All Regions = Sum of unduplicated participants reported by all regions for the 2nd, 3rd, and 4th prior fiscal years from the current fiscal year distribution.

Below are the criteria for counting total contact hours of training and number of unduplicated participants trained, to be used to calculate performance-based funding for TrainND.

Qualified Training Event
- Content must correspond to one of the training categories computers, technical, organizational, or employee development.
- In-person training events must have a minimum of one participant with an instructor.
- Must be definable by a period, with specific start and end dates and times.
- An online course (including asynchronous online) must involve TrainND staff or instructional time to facilitate. Online courses such as Ed2Go are eligible, so long as they are career training or fundamental courses that are business-related.
- Conferences, workshops, summits, and institutes are eligible if the TrainND region is both financially and educationally responsible for the event.
- Dual-credit and apprenticeship programming are not qualified training events when college credits are issued. TrainND may be hired by institutions to deliver courses for-credit and/or non-credit, only non-credit courses are qualified training events.
- Rental of TrainND or college facilities not associated with TrainND training may not be counted. TrainND must be responsible for the training event and educational content to be counted.

Qualified Attendance
- Participants may register for a qualified training event themselves, or be registered by an employer, sponsor, or other third party.
- Participants must be registered for a qualified training event to be eligible to be counted.
- A participant's registration for a training event must include at minimum the participant's first and last name.
- Participants must have both been registered for and attended the qualified training event to be eligible to be counted.
- TrainND regions must have a mechanism for checking-in event participants and for cancelling no-show participants for conferences, workshops, summits, and institutes.

Period and Place of Performance
- TrainND's annual period of performance begins on July 1st of each year and ends on June 30th the following year, the period is the North Dakota University System's fiscal year.
- TrainND regions shall record performance-based data based on training event end dates. E.g. If a training event begins on June 1, 2023, and ends July 15, 2023; the reporting for the event will be recorded in FY2024 because the training ended during FY2024.
- Out of state and out of country training events shall be eligible for performance-based funding so long as they meet the eligibility requirements cited in this document.

Number of Participants Trained (Unduplicated)
- Participants must be entered into a database.
- Participants are counted once during the fiscal year (period of performance). i.e. Sally Johnson attended a CNA class, QSP training, and CNA testing within the fiscal year, the number of unduplicated participants = 1
- Participants must have attended a qualified training event and met the requirements of qualified attendance.
- Period of Performance rules must be followed so performance measures are accounted for in the correct fiscal year.
- Eligible participants must attend a training event, online course, workshop, conference, summit, institute, or testing event that the TrainND region has a vested financial and educational interest in to be counted.

Total Contact Hours of Training Provided

- A best effort shall be made to establish and record an accurate number of contact training hours for every training event and participant.
- Participants must have attended a qualified training event and met the requirements of qualified attendance.
- Contact hours that may be counted for a conference, workshop, summit, institute attendee are those spent in a keynote speaker session or breakout sessions meeting the criteria in the qualified training event section of this document.