

## R403 Short-Term Training <sup>1</sup>

**R403-1 Purpose:** This policy defines the types of short-term training offered by Utah System of Higher Education (“USHE”) institutions and outlines the notification requirements to the Utah Board of Higher Education (“Board”). The policy also addresses the Board’s authority to discontinue duplicative training.

### R403-2 References

- 2.1** Board Policy R312, Institutional Roles and Missions and Approval of Out-of-Role Instructional Programs
- 2.2** Board Policy R401, Approval and Modification of Instructional Programs and Administrative Units within Role, Mission, and Designated Service Region
- 2.3** Board Policy R506, Guidance on Categorizing Budget Related and Self Supporting Courses

### R403-3 Definitions

**3.1 “Microcredential”** means an award that marks the completion of short-term training, including continuing occupational education, continuing professional education, and community education. “Microcredential” may also mean an award used to recognize skills acquired through co-curricular activities or on-campus employment (e.g., teamwork, leadership, customer service), to identify skill sets embedded in courses or clusters of courses (e.g., global competency, undergraduate research), or for-credit academic programs shorter than a certificate.

**3.2 “Short-Term Training”** means a short-term course of study that meets the community’s needs. Such training is not approved by an accrediting body and is designed for skill development that does not lead to a certificate or degree.

**3.2.1 “Continuing Occupational Education”** means training offered by an institution with a technical college role. This training targets employed adults with education and experience in the relevant occupational area and is designed to maintain or upgrade employment to meet workforce needs. Continuing occupational education is transcribed and non-credit-bearing.

**3.2.2 “Continuing Professional Education”** means training offered by degree-granting institutions that targets employed adults with education and experience in the relevant occupational area and is designed to maintain or upgrade employment to meet

---

<sup>1</sup> *Adopted June 6, 2024.*

workforce needs. Continuing professional education is transcripted and may or may not be credit-bearing.

**3.2.3 “Community Education”** means training offered by USHE institutions to enhance enrollees’ personal interests or introduce the community to various training opportunities available at the institution. Community education is not credit-bearing. Such courses may be transcripted and must be financially self-sustaining through student fees as required by Board Policy R506, *Guidance on Categorizing Budget Related and Self Supporting Courses*.

**R403-4 Short-Term Training Guidelines:** Short-term training shall not duplicate instructional programs and must be appropriate to the institution's role and mission.

**R403-5 Credentials for Short-Term Training:** Completion of short-term training can be recognized through a microcredential but cannot be labeled a “certificate.” The term “certificate” is reserved to recognize the completion of instructional programs that have been approved under Board Policy R401, *Approval and Modification of Instructional Programs and Administrative Units within Role, Mission, and Designated Service Region*.

**R403-6 Third-party Vendors:** Short-term training may include training offered by a third-party provider in partnership with the institution. When degree-granting institutions want to make non-credit-bearing training available to their students or employees through a third-party vendor, they should first explore a collaboration with the local technical college partner.

**R403-7 Annual Notification:** In accordance with Utah Code section 53B-1-101.5(8)(a), institutions with a technical college role shall report continuing occupational education offerings and enrollment data to the Office of the Commissioner of Higher Education using a template provided.

**R403-8 Board Discontinuance of Duplicative Training:** The Board may require institutions to discontinue short-term training that is outside the institution’s role or geographic service region.