

Pennsylvania Targeted Industry Program (PA-TIP) Classification of Instruction Programs (CIP) Code Appeals Process

Instructions & Appeals Form



Overview

From the inception of the Pennsylvania Targeted Industry Program (PA-TIP) in 2012-13 through 2018-19, the Pennsylvania Higher Education Assistance Agency (PHEAA) awarded need-based grants to students enrolled in short-term programs of study in the energy, advanced materials and diversified manufacturing, and agriculture and food production industries. In September 2019, the PHEAA Board of Directors expanded the program to include health as a fourth targeted industry beginning with 2019-20.

PHEAA also has taken a more expansive look at the programs of study, identified through CIP codes, currently eligible for PA-TIP to ensure that they still align with the program's goal of developing the skills in high demand by today's employers, as directed by Act 82 of 2012. To conduct the analysis, PHEAA worked in cooperation with the Pennsylvania Departments of Education and Labor & Industry (L&I).

At L&I's recommendation, PHEAA reviewed the 2019 Pennsylvania In-Demand Occupations List (PA IDOL), which is L&I's annual list of jobs that have a large number of openings or higher-than-average growth rate – without an oversupply of existing workers. L&I suggested that PHEAA use the PA IDOL to look at in-demand occupations that require a less-than-2-year degree in order to gain entry level into those occupations.

Using federal data from the U.S. Department of Education, those in-demand occupations identified by using the PA IDOL were then mapped to the less-than-2-year degree programs that lead to the occupations. This approach, as suggested by L&I, revealed that many currently eligible PA-TIP programs of study do not map to the most recent PA IDOL. As a result, the PHEAA Board voted in March 2020 to update the list of eligible programs of study by removing those that do not map to an in-demand occupation based on the PA IDOL beginning with the 2020-21 program year. While L&I develops a PA IDOL annually, PHEAA's Board will review the eligible CIP code list every three years based on the most recent PA IDOL.

PHEAA has developed a process to determine if a program of study that is not currently approved for PA-TIP and leads to an occupation in the energy, health, advanced materials and diversified manufacturing, and agriculture and food production industries may be considered for inclusion in the annual list of eligible PA-TIP CIP codes. This process was created so participating PA-TIP institutions can demonstrate that a particular program of study, which does not map to an occupation requiring a less-than-2-year degree as listed on the PA IDOL in the review year, still addresses an area of immediate workforce need. Specifically, schools can provide evidence that a program of study is meeting local or regional employment demands by leading to an occupation in one of the four targeted industries.

CIP Code Appeals Process

If your institution has a program of study that you believe should be included in the PA-TIP list of approved CIP codes, please complete and return the PA-TIP CIP Code Appeals Form. Please also attach a complete program description with required courses indicated and credentials earned, as well as your institution's current Eligibility and Certification Approval Report (ECAR) from the U.S. Department of Education signifying approval to offer the exact corresponding CIP code. Please note, any CIP codes approved through the appeals process, will only be eligible to the school submitting the application. All CIP codes that are approved through the CIP code appeals process will be considered approved through the academic year of the next PHEAA Board review based on the PA-IDOL (expected to be the 2023-24 program year).

As mentioned, PHEAA will require additional information to determine if a program of study is meeting local or regional employment demands. Please include **ONE** of the following pieces of documentation along with your application that shows how the program of study is addressing:

- 1. Unmet Employer Demand:** Hiring activity by local employers is not always captured in traditional data sets. Justification must include letters from at least three businesses describing how the program of study (specific to the petitioned CIP code) is helping to fill job openings at their organizations that could not otherwise be filled. Additional data regarding the number of jobs that could be filled via the CIP code's inclusion and whether the wages for these jobs exceed local thresholds should be included.
- 2. Need for Specialized Training:** The program of study (specific to the petitioned CIP code) enables students to gain employment based on employers requiring the specific level of education and training that can be achieved through this program of study. Justification must include letters from at least three businesses that the program of study is helping to fill job openings at their organizations that could not otherwise be filled. Additional data regarding the number of jobs that could be filled via the CIP code's inclusion and whether the wages for these jobs exceed local thresholds should be included.
- 3. Local Workforce Initiatives/Sector Partnerships:** Local or regional efforts by a group of workforce development partners have approached the institution regarding the need for the program of study (specific to the petitioned CIP code). Documentation should include how the program of study is assisting or will assist with local workforce development or is helping to fill hard-to-fill positions. Additional data regarding the number of jobs that could be filled via the CIP code inclusion and whether the wages for these jobs exceed local thresholds should be included.

When the review is completed, PHEAA will contact the institution and provide its determination on including the CIP code for that institution only. All programs submitted for inclusion should meet the minimal program eligibility criteria, as outlined in the Program Guidelines and on the PA-TIP School Application, in order to be considered.

Note: Any schools with CIP codes that were approved for inclusion in PA-TIP through the CIP code appeals process, prior to the 2020-21 Academic Year, will need to reapply for those programs using the appeals form and the process outlined above. All CIP codes that are approved through the CIP code appeals process will be considered approved through the academic year of the next PHEAA Board review based on the PA-IDOL (generally every 3 years). PHEAA will be grandfathering students in programs previously approved through this process. Students who are enrolled in these programs of study and were eligible to receive PA-TIP funds in 2019-20 will remain eligible in future academic years until program completion, as long as they remain enrolled.

Pennsylvania Targeted Industry Program (PA-TIP)

Classification of Instructional Program (CIP) Code Appeals Form



If your institution has a program of study that you believe should be included in the PA-TIP list of approved CIP codes, please complete this form and include the requested information below for review by the Pennsylvania Higher Education Assistance Agency (PHEAA). Please also attach a complete program description with required courses indicated and credentials earned, as well as your institution's current Eligibility and Certification Approval Report (ECAR) from the U.S. Department of Education signifying approval to offer the exact corresponding CIP codes. Additional documentation related to one of the following justifications for inclusion as detailed in the CIP Code Appeals guidelines should also be included in your request: Unmet Employer Demand, Need for Specialized Training, or Local Workforce Development. After this request is complete, please send either by mail to PA State Grant and Special Programs, P.O. Box 8157, Harrisburg, PA 17105-8157, by fax to 717-720-3786, or via email to patip@pheaa.org. PHEAA will contact the institution upon completion of review. All programs submitted for inclusion should meet the minimal program eligibility criteria as listed on the PA-TIP application in order to be considered.

The deadline to submit this form is October 31 of the academic year you wish the program to be considered.

Name of Institution:	Institution OE Code:	EIN Number:	
Address:	City:	State:	Zip:

CIP Code	Program Name	Certificate or Diploma	Tuition	Fees	Books	Supplies	Program Clock Hours	Semester, Quarter or Clock Hour	Start Date	Length in Weeks	Is the program 100% Distance ED?	Specific Avenue of Appeal
											YES NO	Unmet Demand Career Pathway Workforce Dev.
											YES NO	Unmet Demand Career Pathway Workforce Dev.
											YES NO	Unmet Demand Career Pathway Workforce Dev.

PA-TIP Contact Name:	Title:
Telephone Number:	Fax:
	Email Address:

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