

GAP TUITION ASSISTANCE PROGRAM

Fiscal Year 2022



COMMUNITY COLLEGES &
WORKFORCE PREPARATION



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About the Report

The Department of Education's Division of Community Colleges and Workforce Preparation has prepared this report per the requirements in Iowa Code section 260I for the statewide Gap Tuition Program. This report was coordinated by the Department with the assistance of Iowa's 15 community colleges.

Acknowledgements

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Introduction

The Gap Tuition Program was established to provide funding to community colleges for need-based tuition assistance to applicants for the completion of continuing education certificate training programs for in-demand occupations.

One component of eligibility for Gap tuition assistance is based on financial need. Criteria to be assessed in determining financial need shall include, but is not limited to, the applicant's:

- family income for the 12 months prior to the date of application;
- family size; and
- county of residence.

An applicant must also have a demonstrated capacity to achieve the following outcomes in order to be eligible for Gap tuition assistance:

- Complete an eligible certificate program.
- Enter a postsecondary certificate, diploma or degree program for credit.
- Gain full-time employment.
- Maintain full-time employment over time.

Only an applicant eligible to work in the United States shall be approved for tuition assistance under this program. A person will not be approved for tuition assistance under this program for more than one eligible certificate program. Individuals earning incomes at or below 250 percent of the federal poverty level, as defined by the most recently revised poverty income guidelines published by the United States Department of Health and Human Services, shall be eligible to receive assistance under this program. (Note: Poverty level benchmark increased from 200 percent to 250 percent in fiscal year 2014 [FY14]). Applicants for the program can be found eligible for partial or total tuition assistance.

Eligible Costs

Costs eligible for coverage under the Gap Tuition Program shall include, but are not limited to:

- tuition;
- direct training costs;
- required books and equipment;
- fees including, but not limited to, industry testing services and background check testing services; and
- program support services.

Staffing and support costs are capped at 20 percent of allocated funds for Iowa's two smallest community colleges, 10 percent for the two largest community colleges and 15 percent for the remaining community colleges in Iowa.

Eligible Programs

Assistance can be provided to persons in eligible programs that meet the following criteria:

1. The program is not offered for credit, but is aligned with a certificate, diploma or degree for credit and does any of the following:
 - Offers a state, national or locally recognized certificate.
 - Offers preparation for a professional examination or licensure.
 - Provides endorsement for an existing credential or license.
 - Represents recognized skill standards defined by an industrial sector.
 - Offers a similar credential or training.

2. The program offers training or a credential in an in-demand occupation. In-demand occupation includes the following industries:
 - Information technology
 - Health care
 - Advanced manufacturing
 - Transportation and logistics
3. The program may offer training in any other industry designated as in-demand by a regional advisory board.

A complete list of approved programs can be found on the Iowa Department of Education website: www.educateiowa.gov/community-colleges.

Process

An applicant for tuition assistance under the Gap Tuition Program is required to complete an initial assessment*, administered by the community college receiving the application, to determine the applicant's readiness to complete an eligible certificate program. As part of this process, all applicants are required to complete a National Career Readiness Certificate (NCRC). An applicant is then required to meet with a member of the college staff to discuss the related industry, any applicable occupational research and any applicable training related to the eligible certificate program. The discussion includes an evaluation of the applicant's capabilities, needs, family situation, work history, educational background, attitude and motivation, employment skills, vocational potential and employment barriers. The discussion also includes potential start dates, support needs and other requirements for an eligible certificate program.

A participant in an eligible certificate program who receives Gap tuition assistance will be required to do all of the following:

- Maintain regular contact with staff members from the certificate program to document the applicant's progress in the program.
- Sign a release form to provide relevant information to community college faculty or case managers.
- Discuss with staff members from the certificate program any issues that may impact the participant's ability to complete the certificate program, obtain employment or maintain employment over time.
- Meet with staff members from the certificate program to develop a job search plan.
- Attend all required courses regularly.
- *A rule change was initiated for the Gap program effective this year to include current assessments and adding the following: or an established process utilizing valid measures for determining preparedness for the eligible certificate program, which may include processes for measuring academic preparedness used by the community college for placement of students into credit coursework.

Analysis

In fiscal year 2021-2022 (FY22), the community colleges received a state appropriation of \$2,000,000 to implement the Gap Tuition Program. Colleges continued to make significant progress in the implementation of their Gap tuition assistance funds.

In addition to the annual appropriation, there was \$497,587 of funding carried forward from FY21 into FY22, totaling \$2,497,587. Of the total available funds, colleges spent \$1,894,481 on tuition and books, equipment, fees and testing and program staff. Colleges will carry forward an estimated total of \$387,959 into FY23. It should be noted that a portion of the funds carried forward may already be apportioned to active students who are currently participating in or waiting to participate in an approved training program (see Table 1 for additional detail).

Breaking down the expenditures from FY22, \$1,750,851 was spent on tuition and required books for approved participants; \$52,789 was spent on equipment; and \$90,840 was spent on fees, assessments and testing. In addition, \$215,148 was spent on staff support and services. Table 3 contains expenditure details by college.

An initial internal and external audit was performed in November 2017 with business offices of each community college to confirm all annual allocations, expenses and carry forwards. The business offices of each community college continued to verify the quarterly numbers for this reporting year.

There were 2,646 individuals who completed an application to be considered for tuition assistance under the Gap Tuition Program, up slightly from last year. Of these applicants, 1,163 were approved and accepted into a program. Additionally, there were 1,612 individuals who completed the training program during FY22. These students may have enrolled in the current year or in previous years. Based on the length of the program, programs often overlap fiscal years for reporting.

GEER II Gap Tuition Assistance Expansion

In addition to the historical version of the Gap Tuition Assistance Program, the GEER II Gap Tuition Assistance Program expansion funding was awarded to the community colleges in FY21-22. This funding is part of the Governor's Emergency Education Relief (GEER) Fund, authorized under the federal Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA). A total of \$2.9 million is earmarked for community colleges to expand access to short-term training programs aligned to in-demand careers beginning July 1, 2021 through September of 2023.

The GEER funds allowed for a pilot expansion of the existing program to serve students who would not otherwise have access, which includes addressing excess demand for existing Gap-eligible programs. Importantly, the expansion funds may be used on short-term credit programs, addressing a funding void that exists between noncredit programs and for-credit technical programs eligible for the federal Pell grant and/or the Future Ready Iowa Last Dollar Scholarship program. The expansion also further aligned the Gap program with the Last Dollar Scholarship program by removing income eligibility requirements.

For FY 21-22, 1,677 students were supported using this fund, which included 128 noncredit programs and 16 short-term credit programs. Reporting for this fund is submitted to the Governor's office on a quarterly basis, highlighting the successes and use of grant dollars.

Reallocation of Funds

In April of the FY22 reporting year, the decision was made to reallocate a portion of funds from colleges with a surplus to those who indicated the need for additional funding. This reallocation was approved by the Iowa Association of Community College Presidents. Ultimately, North Iowa Area Community College and Southwestern Iowa Community College sent back a total of \$55,000. This sum, along with accrued interest (\$489.86), was provided to Iowa Lakes Community College, Iowa Central Community College, Hawkeye Community College, Eastern Iowa Community College, Des Moines Area Community College, Western Iowa Tech Community College and Southeastern Community College for a total of reallocation of \$50,489.86 (\$7,927.12 was received equally). See Table 2c for additional details.

TABLE 1. GAP PROGRAM SUMMARY FOR ALL COMMUNITY COLLEGES, FY22

Fiscal Year Budget	
Carry Forward from Prior FY	\$497,587
Current Year Allocation	\$2,000,000
Total Available for this FY	\$2,497,587

Line Item	Expenses per Quarter				YTD
<i>Direct Costs</i>	Q1	Q2	Q3	Q4	Expenditures
Tuition & Books	\$497,929	\$434,147	\$520,908	\$297,866	\$1,750,851
Equipment	\$11,644	\$11,285	\$7,285	\$22,575	\$52,789
Fees/Assessment/Testing	\$19,301	\$19,273	\$25,407	\$26,859	\$90,840
Subtotal	\$528,874	\$464,705	\$553,600	\$347,301	\$1,894,481
<i>Other Costs</i>					
Staff Support/Services	\$70,510	\$56,599	\$50,875	\$37,163	\$215,148
Total	\$599,384	\$521,305	\$604,475	\$384,465	\$2,109,629

Carry Forward to Next FY: \$387,959

Training Status	Q1	Q2	Q3	Q4	YTD
Number of Completed Applications	724	531	766	625	2,646
Number of Approved Participants	311	258	337	257	1,163
Status of Approved Participants					
Participating or Waiting to Participate**	256	189	279	150	495
Number of Third-Party Credentials Received	117	184	121	126	548

**Not all individuals were approved for participation in the current fiscal year. Individuals who were accepted into or active in the Gap tuition program from the previous fiscal year may be carried forward into current fiscal year totals.

FIGURE 1. GAP EXPENDITURES SUMMARY FOR ALL COMMUNITY COLLEGES, FY22

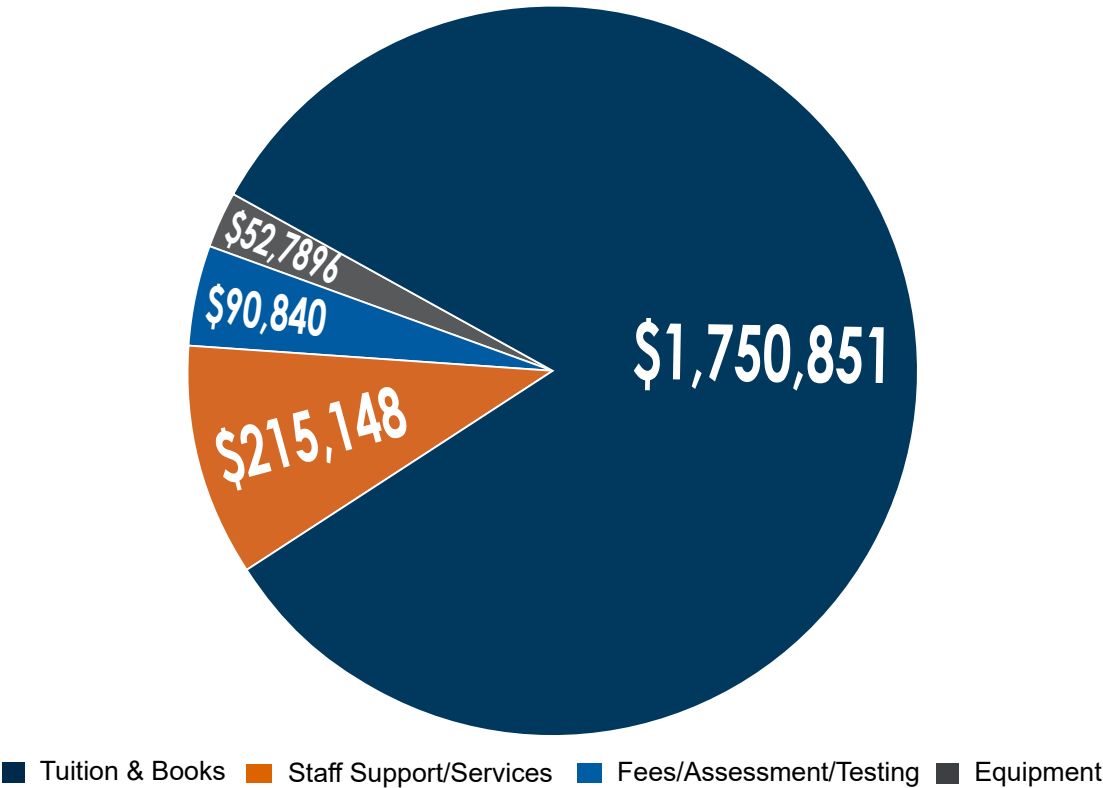


TABLE 2A. GAP TUITION PROGRAM SUMMARY BY COLLEGE, FY22

College	Fiscal Year Allocations	Available Funds	Total Reported Expenditures	Completed Applications	Approved Participants
Northeast Iowa	\$98,603	\$98,603	\$87,566	125	42
North Iowa Area	\$99,792	\$135,665	\$69,973	82	33
Iowa Lakes	\$92,267	\$108,823	\$100,164	98	64
Northwest Iowa	\$45,503	\$57,424	\$6,099	2	2
Iowa Central	\$113,337	\$114,875	\$121,265	99	114
Iowa Valley	\$88,573	\$96,261	\$90,534	64	34
Hawkeye	\$134,784	\$195,163	\$192,433	270	73
Eastern Iowa	\$170,819	\$197,802	\$199,927	106	87
Kirkwood	\$312,717	\$569,894	\$312,995	248	183
Des Moines Area	\$336,022	\$388,507	\$396,434	1,044	263
Western Iowa Tech	\$110,985	\$133,222	\$135,446	58	46
Iowa Western	\$120,711	\$139,874	\$139,874	82	78
Southwestern	\$46,386	\$54,050	\$29,150	88	36
Indian Hills	\$145,439	\$147,767	\$144,297	115	56
Southeastern	\$84,062	\$84,067	\$83,472	165	52
Total	\$2,000,000	\$2,521,997	\$2,109,629	2,646	1,163

TABLE 2B. GAP PROGRAM SUMMARY FY13 THROUGH FY22

Fiscal Year	Fiscal Year Allocations	Available Funds	Total Expenditures	Completed Applications	Approved Participants
FY 2013	\$2,000,000	\$2,000,000	\$979,197	N/A	898
FY 2014	\$2,000,000	\$3,020,803	\$2,172,375	3,279	1,631
FY 2015	\$2,000,000	\$2,848,429	\$2,424,061	3,272	1,348
FY 2016	\$2,000,000	\$2,424,368	\$2,066,698	2,792	1,097
FY 2017	\$2,000,000	\$2,357,670	\$1,924,285	2,331	965
FY 2018	\$2,000,000	\$2,219,973	\$2,213,412	2,407	1,077
FY 2019	\$2,000,000	\$2,239,792	\$1,980,181	2,510	1,179
FY 2020	\$2,000,000	\$2,467,376	\$1,770,866	2,012	898
FY 2021	\$2,000,000	\$2,497,587	\$1,969,789	1,843	977
FY 2022	\$2,000,000	\$2,387,959	\$2,109,628	2,646	1,163

TABLE 2C. REALLOCATION OF GAP FUNDS

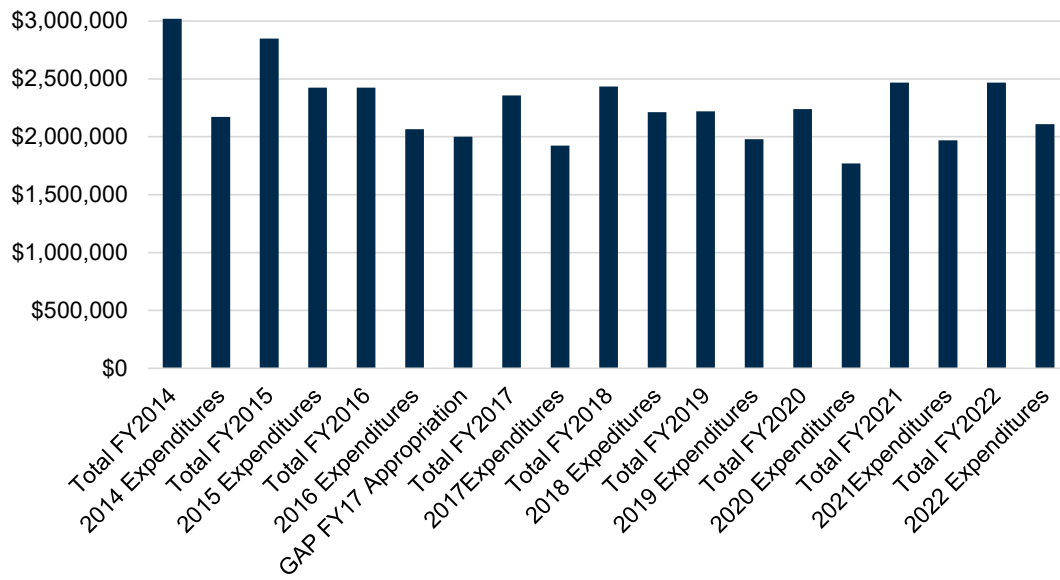
College	FY22 Allocation	FY22 Available Funds	Reverted Amount	Amount Received	FY23 Revised Available Funds
North Iowa Area	\$99,792	\$135,665	(\$40,000)		\$25,692
Southwestern	\$46,386	\$54,050	(\$15,000)		\$9,900
Iowa Lakes	\$92,267	\$92,267		\$7,927.12	\$16,556
Iowa Central	\$113,337	\$118,115		\$7,927.12	\$1,538
Hawkeye	\$134,784	\$195,783		\$7,927.12	\$60,378
Eastern Iowa	\$170,819	\$199,219		\$7,927.12	\$26,983
Des Moines Area	\$336,022	\$388,507		\$7,927.12	\$0
Western Iowa	\$110,985	\$133,222		\$7,927.12	\$5,703
Southeastern	\$84,062	\$84,067		\$7,927.12	
Total	—	—	(\$55,000)	\$55,489.84*	—

*Includes distribution + interest totaling \$489.86

TABLE 3. GAP PROGRAM EXPENDITURES BY COLLEGE, FY22

College	Tuition & Books	Equipment	Fees, Assessment & Testing	Staff Support/ Services	Total Expenditures
Northeast Iowa	\$87,566	\$0	\$0	\$0	\$87,566
North Iowa Area	\$48,541	\$5,418	\$626	\$15,388	\$69,973
Iowa Lakes	\$85,185	\$0	\$2,280	\$12,699	\$100,164
Northwest Iowa	\$550	\$0	\$100	\$5,449	\$6,099
Iowa Central	\$93,571	\$93	\$10,600	\$17,001	\$121,265
Iowa Valley	\$61,279	\$14,103	\$1,189	\$13,962	\$90,533
Hawkeye	\$157,154	\$5,024	\$5,044	\$25,212	\$192,434
Eastern Iowa	\$162,474	\$0	\$4,531	\$32,923	\$199,928
Kirkwood	\$261,576	\$5,226	\$15,471	\$30,721	\$312,994
Des Moines Area	\$389,561	\$0	\$6,875	\$0	\$396,436
Western Iowa Tech	\$121,365	\$10,819	\$2,802	\$459	\$135,445
Iowa Western	\$105,747	\$8,536	\$8,071	\$17,519	\$139,873
Southwestern	\$16,603	\$465	\$845	\$11,237	\$29,150
Indian Hills	\$89,964	\$3,105	\$32,406	\$18,821	\$144,296
Southeastern	\$69,715	\$0	\$0	\$13,757	\$83,472
Total	\$1,750,851	\$52,789	\$90,840	\$215,148	\$2,109,629

FIGURE 2. TOTAL GAP PROGRAM FUNDS & EXPENDITURES, 2014-2022



Approved Programs & Enrollment

There are currently 505 approved noncredit programs in which participants of the Gap Tuition Assistance Program may enroll. The programs with the highest enrollment include certified nursing assistant (CNA) with 541 participants and truck and bus driver/commercial vehicle operator and instructor with 383 participants; those two programs collectively make up 50.3 percent of the overall enrollment.

TABLE 4. TOP 25 GAP PROGRAM ENROLLMENT, FY22

CIP Code	CIP Title	Number Enrolled
51.3902	Nursing Assistant/Aide and Patient Care Assistant/Aide	541
49.0205	Truck and Bus Driver/Commercial Vehicle Operator and Instructor	383
48.0508	Welding Technology/Welder	128
52.0201	Business Administration and Management, General	124
01.0504	Dog/Pet/Animal Grooming	62
51.0904	Emergency Medical Technology/Technician (EMT Paramedic)	56
51.1009	Phlebotomy Technician/Phlebotomist	53
52.0407	Business/Office Automation/Technology/Data Entry	52
51.0899	Allied Health and Medical Assisting Services, Other	45
52.0401	Administrative Assistant and Secretarial Science, General	32
51.2603	Medication Aide	28
15.0612	Industrial Technology Technician	25
52.0203	Logistics, Materials and Supply Chain Management	18
51.2602	Home Health Aide/Home Attendance	16
51.0805	Pharmacy Technician/Assistant	16
46.9999	Construction Trades, Other	15
51.0999	Health Diagnostic, Intervention and Treatment Professionals	14
48.0501	Machine Tool Technology	11
13.1501	Teacher Assistant/Aide	11
51.1503	Clinical/Medical Social Work	10
48.0510	Computer Numerically Controlled Machine Technology	9
47.0101	Electrical Equipment Installation and Repair	9
47.0303	Industrial Maintenance Technology	9
10.0303	Prepress/Desktop Publishing	9
51.0713	Medical Insurance Coding Specialist/Coder	7

Enrollment numbers can include duplicates depending upon program requirement for coursework.

Gap Completions

There were 1,612 Gap program completers reported in FY22. Table 5 shows the top 25 Gap program completions (completions include participants who did not fully complete in the prior year). Certified nursing assistant (CNA) had the highest number of completers with 347, followed by commercial driver's license (CDL)/Transportation programs with 269 completers and occupational safety and health technology had the third highest number of completers with 261 participants.

TABLE 5. TOP 25 GAP PROGRAM COMPLETIONS, FY22

CIP Code	CIP Title	Number of Completions
51.3902	Nursing Assistant/Aide and Patient Care Assistant/Aide	347
49.0205	Truck and Bus Driver/Commercial Vehicle Operator and Instructor	269
15.0701	Occupational Safety and Health Technology	261
46.0302	Electrician	115
01.0504	Dog/Pet/Animal Grooming	89
49.0202	Construction/Heavy Equipment Operation	70
47.9999	Mechanic and Repair Technologies	52
48.0508	Welding Technology	52
43.0203	Fire Science/Fire-Fighting	51
51.1009	Phlebotomy Technician	40
51.0904	Emergency Medical Technology/Paramedic	35
52.0401	Administrative Assistant/Secretarial Science	21
51.2603	Medication Aide	18
46.9999	Construction Trades	16
51.0713	Medical Insurance Coding Specialist/Coder	16
15.0000	Engineering Technology	12
51.0805	Pharmacy Technician/Assistant	12
51.0899	Allied Health and Medical Assisting	9
13.1501	Teacher Assistant/Aide	8
51.0999	Health Diagnostic, Intervention and Treatment Professional	8
51.0712	Medical Receptionist	7
51.0714	Medical Insurance Specialist/Biller	7
47.0303	Industrial Maintenance Technology	6
51.0801	Medical/Clinical Assistant	6
13.0101	Education, General	5

Gap Student Outcomes

The Gap Tuition Assistance Program is used to help students afford training toward a high demand, noncredit program that will lead to a job that employers in a region need to fill. Additionally, many of Iowa's regional employers desire industry certifications to assess whether individuals possess the skills and knowledge required for successful performance in particular job roles. Employers want to hire the best qualified individual who will make a positive contribution to their company. Gap-approved programs assist by providing specific certifications in various fields of expertise, which demonstrates that the candidates:

- have met standards that have been established and verified by a third-party organization; and
- are dedicated to maintaining quality and competency in your work on a regular basis.

Certification demonstrates to the employer and to the public that there is a commitment to the profession and fosters a collaborative environment between employer and employee.

Table 6 below shows the number of students who completed training and third-party credentials during a fiscal year but it is noteworthy to state that not all programs begin and end in the same year so some students will complete the year following enrollment while others will complete in the same fiscal year.

TABLE 6. GAP PROGRAM COMPLETION & THIRD-PARTY CREDENTIAL SUMMARY

College Year	Completed Training	Did Not Complete	Completion Rate	Third-Party Credentials
FY 2013	411	76	84.4%	—
FY 2014	998	167	85.7%	500
FY 2015	715	183	82.7%	329
FY 2016	1050	180	85.4%	658
FY 2017	694	185	79.9%	516
FY 2018	880	363	70.7%	613
FY 2019	943	236	74.9%	413
FY 2020	610	288	67.9%	415
FY 2021	638*	320*	66.6%*	476
FY 2022	1,612*	226*	87.7%*	611*

Third-party credentialing is endorsed by a third party or a state or federal regulatory agency leading to employment. (Examples include, but are not limited to: AWS, DOT, DIA, NIMS and Microsoft). These are for initial certification only, not classes for recertification or re-licensure. Third party credentials would not include any locally awarded credential, as this is already being counted as a Gap completion of an approved Gap noncredit training program. Third-party credentialing is for established industry standards. The NCRC credential should not be included in this count.

**Of completers and non-completers reported in MIS.GEER II Gap expansion grant recipients are included for FY 2022.*

Community colleges are no longer required to collect basic employment statistics on program completers because data are now matched to the unemployment insurance (UI) wage record database following completion, and reported annually. Student records are matched to employer wage records and enrollment records for the year following completion (on a quarterly basis) to identify if they became newly employed, retained employment, or continued their education in a credit-bearing program (Table 7). These data, though for the previous year, are reliable and can be longitudinally analyzed for employment outcomes.

TABLE 7. GAP PARTICIPANT EMPLOYMENT STATUS SUMMARY BY COLLEGE, AY20 COHORT

College	Retained Employment	New Employment	Continued Education	Unemployed Following Training	Total All	New Employment Percentage	Overall Employment (less continued education)
Northeast	34	14	9	4	52	26.9%	75.0%
North Iowa Area	5	4	0	1	10	40.0%	90.0%
Iowa Lakes	18	2	13	2	22	9.1%	45.5%
Northwest	4	0	3	0	4	0.0%	25.0%
Iowa Central	11	6	2	3	20	30.0%	75.0%
Iowa Valley	50	8	19	4	62	12.9%	67.7%
Hawkeye	44	24	10	8	76	31.6%	78.9%
Eastern Iowa	33	13	12	11	57	22.8%	70.2%
Kirkwood	122	30	44	13	165	18.2%	72.1%
Des Moines Area	166	34	48	18	218	15.6%	78.8%
Western Iowa Tech	23	7	6	6	36	19.4%	75.0%
Iowa Western	38	10	18	8	56	17.9%	58.9%
Southwestern	20	3	3	2	25	12.0%	80.0%
Indian Hills	73	21	31	10	104	20.2%	65.4%
Southeastern	17	5	5	5	27	18.5%	70.4%
Total	658	181	223	95	934	19.7%	71.2%

* Employment rate based on program completers who responded to survey attempts. Actual employment rates may vary slightly. Employment and New Employment rate methodology changed this year due to new MIS reporting data inputs.

$$\text{Overall Employment Rate} = \frac{\text{New Employment} + \text{Retained Employment}}{(\text{Total Employment} - \text{Continue Education})}$$

$$\text{New Employment Rate} = \frac{\text{New Employment}}{(\text{Total Employment} - \text{Continue Education})}$$

Table 8 illustrates what direction students took after completion of their Gap approved program. By matching student records to the Unemployment Insurance (UI) wage records, the industry a student worked in prior to and following their training can be identified by North American Industry Classification System (NAICS) code. Two-fifths (40.0 percent) of the students became employed in a different industry following their completion and an additional 95 students, who were previously unemployed, became employed. Occupational data is not included in the UI wage records, so there is no way to determine if the student actually acquired or transferred to a job which matched his or her training, but assumptions can be made by industry staffing patterns and wages contained in the annual Gap Tuition Assistance Program Outcomes Report, which can be [accessed here](#).

**TABLE 8. GAP PROGRAM INDUSTRY/EDUCATION SUMMARY
BY COLLEGE, AY20 COHORT**

College	Employed in Same Industry	Employed in Different Industry	Previously Unemployed New Employment	Unemployed Prior and/ or Post- Training	Total All
Northeast Iowa	14	20	14	4	52
North Iowa Area	2	3	4	1	10
Iowa Lakes	9	9	2	2	22
Northwest Iowa	3	1	0	0	4
Iowa Central	1	10	6	3	20
Iowa Valley	30	20	8	4	62
Hawkeye	16	28	24	8	76
Eastern Iowa	19	14	13	11	57
Kirkwood	67	55	30	13	165
Des Moines Area	81	85	34	18	218
Western Iowa Tech	9	14	7	6	36
Iowa Western	23	15	10	8	56
Southwestern	12	8	3	2	25
Indian Hills	30	43	21	10	104
Southeastern	6	11	5	5	27
Total	322	336	181	95	934



COMMUNITY COLLEGES & WORKFORCE PREPARATION

PROSPERITY THROUGH EDUCATION

The Division of Community Colleges and Workforce Preparation within the Iowa Department of Education administers a variety of diverse programs that enhance Iowa's educational system and help to prepare a skilled and knowledgeable workforce. Divided between two bureaus — the Bureau of Community Colleges and the Bureau of Career and Technical Education — the Division is committed to providing and supporting opportunities for lifelong learning. In addition to working with Iowa's 15 public community colleges on state accreditation, program approval, equity review, and data reporting, guidance is also provided in the areas of career and technical education, workforce training and economic development, adult education and literacy, military education, the state mandated OWI education program, the GAP Tuition and PACE programs, and Senior Year Plus.