

# Planning Considerations: Operations, Funding and Reporting

**CESBA:**

**New Administrators October 5, 2016**

# Presenters

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# acronyms

- ❖ **EDU** - Ministry of Education
- ❖ **MCI** - Ministry of Citizenship and Immigration
- ❖ **MTCU** - Ministry of Training, College and Universities
- ❖ **ADE** - Average Daily Enrolment
- ❖ **EFIS** - Education Finance Information System
- ❖ **ERI** – Enrolment Reporting Initiative
- ❖ **GSN** - Grants for Student Needs
- ❖ **ILE** - International Languages, Elementary
- ❖ **OEN** - Ontario Education Number
- ❖ **OFIP** - Ontario Focused Intervention Partnership (OFIP)
- ❖ **OnSIS** - Ontario School Information System
- ❖ **PLAR** - Prior Learning Assessment & Recognition

# Being 'In the know': Planning Considerations.....

1. Have you taken an inventory of all programs for which your department is responsible? Are your programs recorded on the appropriate attendance register?
2. Are you in contact with:
  - Budget/Finance department for both funding and cost side of operations?
  - School Information System (SIS) Department?
  - Ministry of Education:
    - [OnSIS\\_SISOn@ontario.ca](mailto:OnSIS_SISOn@ontario.ca) *OnSIS Helpdesk OR 416 212-6366 or 1 888-275-5934*
    - [enrolment@ontario.ca](mailto:enrolment@ontario.ca) *for questions on registers etc.; you can be on the mailing list*
    - [Accountability.reports@ontario.ca](mailto:Accountability.reports@ontario.ca) *course list submissions....*
    - [ministry finance officer](#) *find your board contact*
3. How would you do in an enrolment and/or financial audit conducted by EDU, your board or other? What systems do you have in place for tracking and monitoring expenses by program? If you collect fees, are procedures documented? Do you access Education Programs-Other grants (EPO)
4. Who determines your bottom line budget and actual figures? Are you acknowledged for all grants you generate? How do you project revenues and expenses on a yearly basis? Do you connect revenue and expense forecasts?
5. Program data- Is your board ready for OnSIS submissions for funding? How will you reconcile your data? Do you have the tools to analyze achievement and enrolment data? Will you 'tell your story' using data?

# Ministry of Education (EDU)- Useful Web Links

- 2016-17 Funding information <http://www.edu.gov.on.ca/eng/policyfunding/funding.html>
  - [Technical Paper 16-17](#) shows **Grants for Student Needs (GSN)** (see handout for con ed pages)
- **Registers and Instructions** <https://efis.fma.csc.gov.on.ca/faab/Enrolment.htm> (see next slide for page view)
  1. Registers (*Non-Credit only*): <http://www.edu.gov.on.ca/eng/policyfunding/forms.html>
  2. [Continuing Education Enrolment Registers: Instructions for Administrators 16-17 School Year](#) (*all con ed registers*)
  3. **Course List Instructions (*Non-Credit only*):**  
[Instructions \(2016-17\)](#) (see handout)
  4. **Course List Excel Forms (*Non-Credit only*):**  
[Forms \(2016-17\)](#)
- [Ontario Schools \(OS\) Kindergarten to Grade 12: Policy and Program Requirements, 2011](#)
- **B and SB Memos**  
<https://efis.fma.csc.gov.on.ca/faab/Memos.htm>
- **Memo Summary**  
<http://www.edu.gov.on.ca/eng/policyfunding/memos/>
- **Policy/Program Memoranda**  
<http://www.edu.gov.on.ca/extra/eng/ppm/ppm.html>



Parents	Teachers	Students	Administrators	About the Ministry	News
<b>Reporting to the Ministry</b> >> <ul style="list-style-type: none"><li>• <a href="#">Estimates</a></li><li>• <a href="#">Revised Estimates</a></li><li>• <a href="#">Financial Statements</a></li><li>• <a href="#">Consolidation Reporting</a></li><li>• <a href="#">EFIS 2.0 Login</a></li><li>• <a href="#">EFIS User Registration</a></li><li>• <a href="#">Section 23</a></li><li>• <a href="#">Training Sessions</a></li></ul>		<b>Pupil Enrolment</b> <p>Information on this site is provided to help boards consolidate their enrolment data for funding purposes. School boards are required to submit their non-credit course lists forms to the ministry and to maintain the completed forms for audit purposes.</p> <ul style="list-style-type: none"><li>• <a href="#">Memorandum 2016:SB23 2016-17 Enrolment Registers and Instructions</a></li><li>• <a href="#">Enrolment Registers and Instructions for 2016-2017</a></li></ul> <b>Course Lists for Grant Purposes Forms and Instructions</b> <ul style="list-style-type: none"><li>• <a href="#">Forms (2016-17)</a></li><li>• <a href="#">Instructions (2016-17)</a></li></ul>		<b>Other Program Areas</b> >> <ul style="list-style-type: none"><li>• <a href="#">School Business Support Branch</a></li><li>• <a href="#">Capital Policy and Programs Branch</a></li><li>• <a href="#">New Teacher Induction Program</a></li></ul> <b>Miscellaneous / Reports</b> >> <ul style="list-style-type: none"><li>• <a href="#">FAQs</a></li><li>• <a href="#">Compliance Audits</a></li></ul> <b>Child Care</b> >> <ul style="list-style-type: none"><li>• <a href="#">ELCC Memos</a></li><li>• <a href="#">Guidelines</a></li><li>• <a href="#">Training</a></li><li>• <a href="#">Estimates</a></li><li>• <a href="#">Revised Estimates</a></li><li>• <a href="#">Financial Statements</a></li></ul> <b>Contact Us</b>	

# MINISTRY OF EDUCATION CONTINUING EDUCATION PROGRAMS

## Notes Pertaining to all Continuing Education Registers

- All programs that employ non-grid teachers must be recorded on Continuing Education registers.
- All teachers/instructors must be directly employed by the board.
- All registers should be generated upon program completion and then saved, e.g., electronic copy or printed copy.
- Principal sign off is required on attendance registers
- By 2017-2018, all funding data submissions will be electronic.

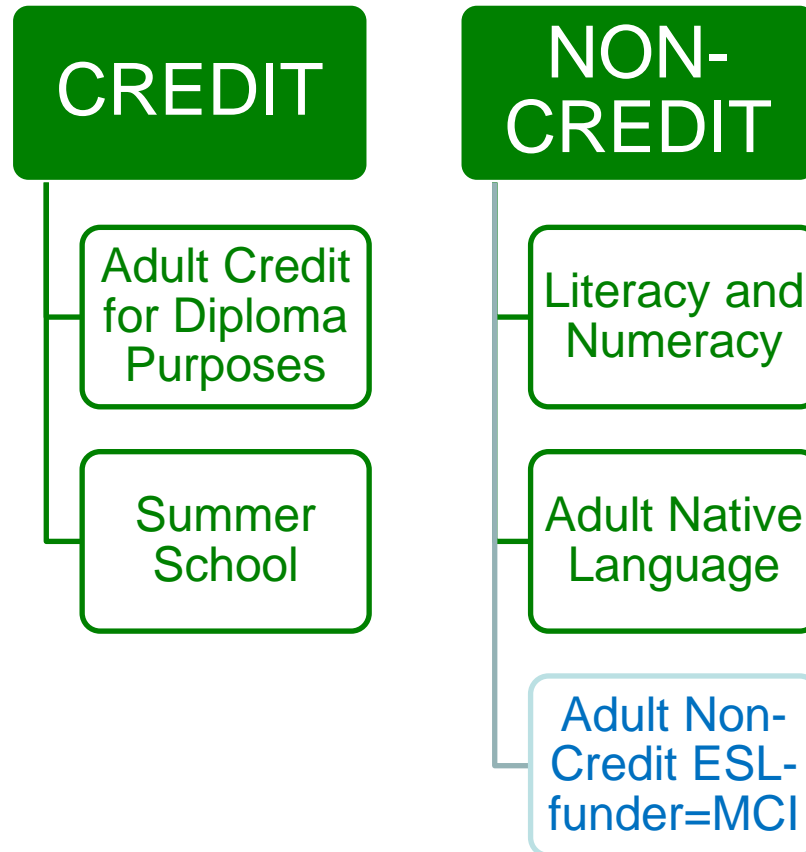
# CONTINUING EDUCATION REGISTERS:

## A) FUNDING BASED ON DAILY ATTENDANCE

***Average Daily Enrolment (ADE) Formula=***

***sum of total # sessions attended by students x hours per session ÷ 950***

***(950 represents full time equivalent hours for a student Sept. to June = 190 days x 5)***





# Continuing Education Registers: Funding Formula- **DAILY ATTENDANCE**

REGISTER	FUNDING FORMULA 'AAA...'	OTHER GRANTS?
<p>Adult Non-Credit Language Training Grey Register (MCI) &amp; Adult Native Language (EDU) (Non-credit)</p> <ul style="list-style-type: none"> <li>School Year and Summer</li> </ul>	<p>Based upon daily pupil attendance - <b>deductions for <u>three or more consecutive absences</u></b> ; <i>small class adjustment applies</i></p> <ul style="list-style-type: none"> <li>➤ 2016-17 <b>Rate per ADE (pupil hours/950) = \$3368</b></li> <li>➤ ADE = Average Daily Enrolment</li> </ul>	<p>NO</p>
<p>Literacy and Numeracy Program (Non-credit)</p> <ul style="list-style-type: none"> <li>School Year and Summer</li> <li>Grades 7 to 10 classes                             <ul style="list-style-type: none"> <li>Students in grades 11 &amp; 12 can attend.</li> </ul> </li> <li>Parents/Guardian programs of students in grades K to 12</li> </ul>	<p>Based upon daily pupil attendance - <b>deductions for <u>three or more consecutive absences</u></b> ; <i>small class adjustment -NO</i></p> <ul style="list-style-type: none"> <li>➤ 2016-17 <b>Rate per ADE (pupil hours/950) = \$6561</b></li> <li>➤ Summer program reported in summer section of course list and EFIS Schedule 12- funding amount shown in EFIS section 13</li> <li>➤ OnSIS reporting for Parent/Guardians requires OEN of student for whom support has been recommended</li> </ul>	<ul style="list-style-type: none"> <li>Parents/Guardians-NO</li> <li>Grades 7-10- School Year- NO</li> <li>Grades 7-10- Summer - YES (<i>Transportation and Accommodation</i>)</li> </ul>
<p>Adult Credit Taken for Diploma Purposes - (Credit)</p> <ul style="list-style-type: none"> <li>School Year and Summer</li> <li>Adult Con Ed Credit- day, night, weekend, after school</li> <li>Additional prep for changing course types</li> <li>Transfer credit on mathematics</li> </ul>	<p>Based upon daily pupil attendance - <b>deductions for <u>three or more consecutive absences</u></b> ; <i>small class adjustment -remote boards only</i></p> <ul style="list-style-type: none"> <li>➤ 2016-17 <b>Rate per ADE (pupil hours/950) = \$3368</b></li> </ul>	<ul style="list-style-type: none"> <li>School year -Day and after school Programs -YES (<i>Accommodation</i>)</li> <li>Summer- YES (<i>Accommodation</i>)</li> </ul>
<p>Summer School - Credit Programs</p> <ul style="list-style-type: none"> <li>All summer credit including credit recovery</li> <li>Transfer credit for math</li> <li>Additional Prep for change in course type</li> <li>Elem. programs for Developmentally Delayed Pupils (non-credit)</li> </ul>	<p>Based upon daily pupil attendance - <b>deductions for <u>three or more consecutive absences</u></b> ; <i>small class adjustment -NO</i></p> <ul style="list-style-type: none"> <li>➤ 2016-17 <b>Rate per ADE (pupil hours/950) = \$3368</b></li> <li>➤ Includes programs with start and end dates in summer only! Use school year register for programs that include both summer and school year dates - ensure BSID is correct school type</li> </ul>	<p>YES (<i>Accommodation</i>)</p>

# CONTINUING EDUCATION REGISTERS:

## B) FUNDING NOT BASED ON DAILY ATTENDANCE

### *Other ADE formulas\**

**CREDIT**

Correspondence  
/Self Study/ e-  
Learning

*\*Formula based on  
# lessons marked*

**NON-  
CREDIT**

International  
Languages

*\*Formula based on  
number of  
instructional hours*

# Continuing Education Registers: Funding Formula- **Other-not daily attendance**

REGISTER	FUNDING FORMULA-OTHER	OTHER GRANTS?
<p>International Language Elementary (Non-credit)</p> <ul style="list-style-type: none"> <li>School Year and Summer</li> </ul>	<p><b>Based upon number of classroom instructional hours AND Board Class average</b> (course enrolment/# classes)- <b>deductions</b> to hourly rate for <u>class average</u> (to one decimal place) less than <b>23</b>; <i>small class adjustment - NO</i></p> <ul style="list-style-type: none"> <li>➤ 2016-17 maximum <b>rate per classroom instructional hour = \$54.91</b>; less than maximum rate- e.g., board class average of 21.5 reduces hourly rate to \$53.41[\$54.31-(23-21.5)]</li> <li>➤ Maximum 2.5 hrs/week school year; 2.5 hrs/day summer</li> </ul>	NO
<p>Correspondence/Self-Study/e-learning (credit)</p> <ul style="list-style-type: none"> <li>School Year and Summer</li> </ul>	<p><b>Based upon number of lessons marked-</b> deductions from lessons marked for <u>full time day school students</u> for programs offered during the school year; all lessons funded during the summer <i>small class adjustment -NO</i></p> <ul style="list-style-type: none"> <li>➤ 2016-17 Rate per ADE (# lessons marked x .00579) = <b>\$3368</b>; number of lessons marked capped at 20 per credit; for courses with less than 20 lessons, funding formula prorates number eligible lessons to maximum</li> </ul>	NO
<p>Day School Register for <u>High Credit ADE</u> (Credit)</p> <ul style="list-style-type: none"> <li>School Year</li> <li>Summer recorded on Summer Register and not part of high credit ADE</li> </ul>	<p><b>The <u>portion</u> of a pupil's enrolment over 34 credits is funded at the continuing education rate.</b></p> <ul style="list-style-type: none"> <li>➤ 2016-17 Rate per ADE = <b>\$3368</b></li> <li>➤ ADE full time= Oct. 31 enrolment x 0.5 plus March 31 x 0.5</li> <li>➤ ADE part time (less than 210 minutes/day) = minutes of instruction/300 on Oct. 31 x 0.5 plus minutes of instruction/300 on March 31 x 0.5</li> </ul>	<p>YES</p> <ul style="list-style-type: none"> <li>-accommodation grants</li> <li>-top up grants for portion under 34 credits</li> </ul>
<p>Prior Learning Assessment and Recognition (PLAR) for Mature Students- not register based</p>	<p><b>Based upon number of individual student assessments for grade 9 or 10; student equivalency assessments for grade 11 or 12 and number of completed challenges for grade 11 and 12 credits.</b></p> <ul style="list-style-type: none"> <li>➤ 2016-17 Rate per assessment = <b>\$121</b></li> <li>➤ 2016-17 Rate per challenge = <b>\$364</b></li> <li>➤ Mature student flag must show</li> </ul>	NO

## TWO PHASED APPROACH

PHASE	Year 1: Development	Year 2: Parallel Reporting (OnSIS & course list summary)	Year 3: Full Implementation (OnSIS only!)
1	2014-15	2015-16	2016-17
2	2015-16	2016-17	2017-18

PHASE 1: *16-17 all OnSIS reporting – must provide OnSIS ADE figures to those responsible in your board to populate EFIS- will not upload automatically*

- Summer School
- Adult Credit Courses taken for Diploma Purposes i.e. Night school
- Correspondence/Self-Study/e-Learning
- Independent Study (Day School)
- Summer Elementary Developmentally Delayed (non-credit)

PHASE 2: *16-17 must submit excel course list summaries showing ADEs to EDU to populate EFIS-*

- Literacy and Numeracy
  - International Languages Elementary (ILE)
  - Adult Native Instruction
- **School boards are strongly encouraged to submit enrolment data to OnSIS in the development year to allow for additional testing/validation.**

## PHASE 2 APPROACH

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- Collect **student level data** for Literacy and Numeracy and Adult Native Language Instruction.
  - Parents and guardians enrolled in Literacy and Numeracy will be flagged in their child's record and their corresponding ADE reported. Their ADE will be reported using their child's OEN.
- Collect **board level data** for ILE through the continuing education similar to the board's current October aggregate report.
  - Collection to include Number of Classes, Number of Instructors, Number of Students and Total Number of Hours by international language (similar to existing Board Aggregate collection).

# Enrolment Reporting Initiative (ERI)

*-Excerpts from EDU memo 2016: SB23 to Directors Aug. 24, 2016-see handout for full text-*

...The Ministry has been working with our education stakeholders to improve enrolment policy and reporting. Based on stakeholder feedback, the Ministry has re-written the Enrolment Register Instructions to clarify attendance and enrolment reporting policies with the intention of helping boards improve reporting accuracy.

## **Continuing Education Program Enrolment Registers and Instructions**

The Continuing Education Register Instructions have been updated to provide greater clarity in all areas. The updates reflect small policy and procedural changes related to reporting. In addition, a new generic sample register has been developed for use with the three non-credit continuing education registers. As noted in Memorandum No. 2015:SB35 “Enrolment Reporting Initiative (ERI) Implementation Extension”, the Ministry has extended the implementation of ERI for one additional year for each phase of the initiative. Phase One of ERI is now fully implemented. This means Ministry publication of the three credit-based Continuing Education Program registers has been discontinued. School boards must submit data for these registers through OnSIS and EFIS.

Phase Two of ERI will be in the parallel reporting year and will be fully implemented in the 2017-18 school year. The Ministry will, however, publish the three non-credit Continuing Education Program registers in paper format for the 2016-17 school year. The Ministry will provide further information on audit requirements and records retention for the continuing education programs in the 2016-17 school year.

## **Continuing Education Course Lists**

As announced in 2015-16, boards are no longer required to report credit-based courses through the continuing education course lists. However, as 2016-17 is still a transition year for ERI Phase Two, boards are required to report data for non-credit courses in parallel through OnSIS and the Education Finance Information System (EFIS), including the completion and submission of course lists for non-credit courses. School boards are required to submit student level data for non-credit courses to OnSIS, including Literacy and Numeracy and Adult Native Language Instruction. Boards are required to submit enrolment data for the International Languages Elementary (ILE) program to OnSIS. Boards are expected to reconcile their OnSIS data with the data entered manually in EFIS, as boards will be asked to address any differences in the data.

[Continuing Education Enrolment Registers: Instructions for Administrators 16-17 School Year](#)

# Flow of Information

1. Attendance Register *-all programs*

## Reporting to Ministry for Funding purposes

2. Course List by program - 16-17 parallel year- required to populate *Course List Summary* for non-credit: litnum, ILE, Adult Native Lang [Forms \(2016-17\)](#)

3. Course List Enrolment Summary<sup>\*\*\*</sup> 16-17- required to populate *EFIS* non-credit: litnum, ILE, Adult Native Lang [Forms \(2016-17\)](#)

4. OnSIS<sup>\*\*\*</sup> reports - 16-17- data required to populate *EFIS* for all credit and summer Dev. Delayed programs

5. Education Finance Information System (EFIS) Forms

a) Schedule 12, Section 6 <sup>\*\*\*</sup>- base Con Ed grants

b) Section 13-Learning Opportunities Grant (LOG)

-Base AND transportation grant calculations for summer gr 7-10 literacy and numeracy

c) Section 11-Accommodation (Operations and Renewal)

-summer litnum gr. 7-10, summer credit, adult Con Ed credit school year (daytime and after school).

**\*\*\* DATA IN THESE FORMS MUST MATCH!**





# COURSE LIST ENROLMENT SUMMARY #3

**Ministry of Education**  
**2016-2017 Course Lists for Grant Purposes**

*FLOW OF INFORMATION #3*  
*Data comes from Course List Summaries*  
*#2...required in 16-17 for non-credit programs*  
*litnum, IL E, Adult Native Lang*

**Enrolment Summary**

**DSB Name:** ABC Board

Note: Do not report enrolment on this form for pupils who are not eligible for grant funding (Course List instructions)

	Sept. to June ADE	+	July and Aug. ADE	=	Equivalent ADE
<b>1. Native Language Instruction for Adults</b>					
1.1 Native Language Instruction for Adults	<input type="text" value="0"/>	+	<input type="text" value="0"/>	=	<input type="text" value="0.00"/>
<b>2. Literacy and Numeracy Programs</b>					
2.1 Adult Literacy and Numeracy for Parents and Guardians	<input type="text" value="0"/>	+	<input type="text" value="0"/>	=	<input type="text" value="0.00"/>
2.2 Grade 7 or 8 Remedial Literacy and Numeracy	<input type="text" value="0.25"/>				<input type="text" value="0.25"/>
2.3 Non-credit Grade 9 or 10 Remedial Literacy and Numeracy	<input type="text" value="0"/>				<input type="text" value="0.00"/>
2.4 Enrolment for Grade 7 or 8 Remedial Literacy and Numeracy Program - Summer					<input type="text" value="0.00"/>
2.5 Enrolment for Grade 9 or 10 Non-Credit Remedial Literacy and Numeracy Program - Summer					<input type="text" value="0.00"/>
<b>3. International Languages Elementary (ILE) Program</b>					
3.1 Course Enrolment					<input type="text" value="0"/>
3.2 Number of Classes Operated During the Year					<input type="text" value="0"/>
3.3 Hours of Classroom Instruction					<input type="text" value="0"/>

**FLOW OF INFORMATION #4**

Data comes from summary page of attendance registers #1...in 16-17 parallel year for non-credit, course list enrolment summary, #3, must be submitted for non-credit program funding litnum, ILE, Adult Native Lang.

# Sample OnSIS summary –

Continuing Education Average Daily Enrolment (ADE)	ADE			
	September to June		Summer	
	Pupils of the Board	Other Pupils	Pupils of the Board	Other Pupils
Adult Credit - Offered during Day School <i>EFIS Sched 12 line 1.2</i>	0.8653			
Adult Credit - Offered after end of Day School				
Adult Credit - Offered at Night or on Weekend				
Cont Ed: Transfer credit on math				
Cont Ed: Additional prep for changing course types				
Self Study				
Correspondence				
E-Learning <i>EFIS Sched 12 line 1.4</i>	0.4169			
Summer credit course <i>EFIS Sched 12 line 2.2</i>			1.8989	
Summer: Transfer credit on math				
Summer: Additional preparation for changing course types				
Elem. program for developmentally delayed pupils				
<i>7/8 Remedial Literacy &amp; Numeracy EFIS Sched 12 line 1.9</i>	<i>0.2517</i>			
Non-credit 9/10 Remedial Literacy & Numeracy				
Literacy & Numeracy - Parents / Guardians				
Adult Native Language				
<b>Total Continuing Education ADE</b>	<b>1.5339</b>		<b>1.8989</b>	

Campus: #					
International Languages	Other Language Description	Total Number of Classes	Total Number of Instructors	Total Number of Students	Total Number of Hours
Gujarati		1	1	6	25.00
Tamil		1	1	8	25.00
<b>Total</b>		<b>2</b>	<b>2</b>	<b>14</b>	<b>50.00</b>

Of the Total number of classes reported, how many are offered:	
After School	
Before School or Lunch Time	
Integrated Extended-Day Program	
Late-Afternoon and Evening Program	2
Summer	
Weekends	
<b>Total</b>	<b>2</b>

**FLOW OF INFORMATION #4**  
Data comes from summary page of attendance registers #1...in 16-17 parallel year for non-credit, course list enrolment summary, #3, must be submitted for non-credit program funding litnum, ILE, Adult Native Lang.

Campus: All					
International Languages	Other Language Description	Total Number of Classes	Total Number of Instructors	Total Number of Students	Total Number of Hours
Gujarati		1	1	6	25.00
Tamil		1	1	8	25.00
<b>Grand Total</b>		<b>2</b>	<b>2</b>	<b>14</b>	<b>50.00</b>

Of the Total number of classes reported, how many are offered:	
After School	
Before School or Lunch Time	
Integrated Extended-Day Program	
Late-Afternoon and Evening Program	5
Summer	
Weekends	
<b>Grand Total</b>	<b>5</b>

## Schedule 12 - Continuing Ed and Summer School Enrolment and PLAR

NB: Do not report on this form enrolment in respect of pupils to whom the board is entitled to charge fees per Section 8 of Ontario Calculation of Fees Regulation

1	Continuing Education Average Daily Enrolment	Sept to June ADE	Sept to June ADE Small Class Adjustment	July and August ADE	July and August ADE Small Class Adjustment	Equivalent ADE	Number of Assignments
1.1	Native Language Instruction for Adults	-	-	-	-	-	-
1.2	Adult Credit for Diploma Offered during Day School	0.87	-	-	-	0.87	-
1.2.1	Adult Credit for Diploma Offered after end of Day School	-	-	-	-	-	-
1.3	Adult Credit for Diploma Offered at Night or on Weekend	-	-	-	-	-	-
1.4	Correspondence, Self-Study, E-Learning	0.42	-	-	-	0.42	-
1.5	Cont Ed - Transfer Credit Courses on Mathematics (see Note 1 below)	-	-	-	-	-	-
1.6	Cont Ed - Additional Preparation for Changing Course Types (see Note 1 below)	-	-	-	-	-	-
1.7	<b>Total Continuing Education ADE</b> .....(Sum of Items 1.1 to 1.6)	-	-	-	-	<b>1.29</b>	-
1.8	Adult Literacy & Numeracy for Parents, s3(2) of 2014-15 ADE Reg.	-	-	-	-	-	-
1.9	Grade 7 & 8 Literacy & Numeracy Remedial	0.25	-	-	-	0.25	-
1.10	Grade 9 & 10 Non-Credit Literacy & Numeracy Remedial	-	-	-	-	-	-
1.11	<b>Total Continuing Education ADE including Literacy and Numeracy</b> .....(Sum of Items 1.7 to 1.10)	-	-	-	-	<b>1.54</b>	-
2	<b>Summer School Average Daily Enrolment</b>						
2.1	Elementary for Developmentally Delayed						
2.2	Secondary: For Credit Course						
2.3	Summer School - Transfer Credit Courses on Mathematics (see Note 1 below)						
2.4	Summer School - Additional Preparation for Changing Course Types (see Note 1 below)						
2.5	Subtotal .....(Sum of Items 2.1 to 2.4)						
2.6	Summer School - Grade 7 and 8 Literacy and Numeracy Remedial						
2.7	Summer School - Grade 9 and 10 Non-Credit Literacy and Numeracy Remedial						
2.8	<b>Total Summer School ADE</b> .....(Sum of Items 2.5 to 2.7)					<b>1.90</b>	



*Accommodation grant*



*Accommodation + Transportation*

## Section 6 - Continuing Education Allocation and Other Programs

Adult Education, Continuing Education and Summer School		Benchmark	ADE	Allocation
6.1	Total Adult Day School Allocation	3,368.00	0.00	
6.2	Total High Credit Allocation	3,368.00	0.00	
6.3	Total Continuing Education Allocation	3,368.00	1.29	4,345
6.4	Total Summer School Allocation	3,368.00	1.90	6,399
<b>6.5</b>	<b>Adult Education, High Credit, Continuing Education and Summer School Allocation</b>			<b>10,744</b>
.....((Item 6.1 Benchmark x ADE) + (Item 6.2 Benchmark x ADE) + (Item 6.3 Benchmark x ADE) + (Item 6.4 Benchmark x ADE))				
<b>International Languages - Elementary</b>				
6.6	International Language Course enrolment			14
6.7	International Language Number of classes			2
6.8	International Language Average class size			7.0
.....(Item 6.6/Item 6.7)				
6.9	International Language Number of hours			50.0
Hourly Rate				
6.10	International Allocation before small class size adjustment	54.91		2,746
.....(Item 6.9 x Hourly Rate)				
		Class Size Threshold	Reduction per Hour	
6.11	Adjustment for Small Class Size	23	16	800
.....If Class Size Threshold is greater than item 6.8, then the adjustment is equal to (Class Size Threshold - Item 6.8) x Reduction per Hour x Item 6.9, otherwise the adjustment is zero.				
<b>6.12</b>	<b>International languages allocation</b>			<b>1946</b>
.....(Item 6.10 - Item 6.11)				
		PLAR Equivalency Assessment Amount Benchmark	PLAR Completed Challenges Grade 11-12 Benchmark	
6.13	PLAR Allocation	121	364	0
.....(Schedule 12, Item 3.1 + Item 3.2) X PPLAR Equivalency Assessment Amount Benchmark)) + (Schedule 12, Item 3.3 X PLAR Completed Challenges Grade 11-12 Benchmark)				
<b>6.14</b>	<b>Continuing Education Allocation and Other Program</b>			<b>\$12690</b>
.....(Item 6.5 + Item 6.12 + Item 6.13)				

## Ministry Continuing Education Funding Rates

Program	2014-15	2015-16	% change	2016-17	% change
MCI Adult Non-Credit Language Training	\$3,341	\$3,336	-0.1%	\$3,368	1.0%
Adult Native Language Instruction	\$3,341	\$3,336	-0.1%	\$3,368	1.0%
Literacy and Math Outside School Day (LOG)	\$6,512	\$6,503	-0.1%	\$6,561	0.9%
OFIP Tutoring (LOG) -per Elem&Sec pupil ADE	\$4.19	\$4.19	0%	\$4.19	0%
Int'l Languages Program-Elementary -per instructional hour- rate applies where board class average is 23 or more	\$54.39	\$54.31	-0.1%	\$54.91	1.1%
Con Ed Night, After School and Adult Day Credit	\$3,341	\$3,336	-0.1%	\$3,368	1.0%
Summer Credit Programs	\$3,341	\$3,336	-0.1%	\$3,368	1.0%
Day School 21 & over	\$3,341	\$3,336	-0.1%	\$3,368	1.0%
High Credits Secondary (regular day school under 21 over 34 credits)	\$3,341	\$3,336	-0.1%	\$3,368	1.0%
Correspondence/Self Study	\$3,341	\$3,336	-0.1%	\$3,368	1.0%
PLAR for Mature Students Individual Student Assessments for Grade 9/10 credits and Equivalency Assessments for grade 11/12 credits	\$120	\$120	0.0%	\$121	0.8%
PLAR for Mature Students Completed challenges for Grades 11 and 12 credits	\$362	\$361	-0.3%	\$364	0.8%
Accommodation Grant : School Operations Allocation - Applies to Adult Day & After school Credit (full year), Summer (Litnum and Credit)	\$80.03/m <sup>2</sup>	\$82.23/m <sup>2</sup>	2.7%	\$84.68/m <sup>2</sup>	2.7%
School Renewal Allocation: Applies to Adult Day & After school Credit (full year), Summer (Litnum and Credit)	\$7.59 - \$11.38/m <sup>2</sup>	\$7.69 - \$11.53/m <sup>2</sup>	1.3%	\$7.79 - \$11.68/m <sup>2</sup>	1.3%

# Fees – Continuing Education

Program	Administration or Registration Fees	Nominal Refundable Textbook Deposits	Optional Material Upgrade Fees*	Reasonable Fees for Consumable Items
Summer School	No	Yes	Yes	No
Literacy and Numeracy Program	No	Yes	No	Yes
Adult Credit Courses Taken for Diploma Purposes	No	Yes	Yes	No
International Language Program	No	Yes	No	Yes
Correspondence/Self-Study/e-Learning	No	Yes	Yes	No
Adult Native Language Instruction	No	Yes	No	Yes

- Guidance on fees for grant generating continuing education programs is provided in enrolment register instructions for administrators.
- Where inappropriate fees are charged, the ministry may adjust the amount of funding the school board receives for the course.
- \*Optional fee for materials which are more expensive than the ones provided by the school (e.g. maple wood rather than spruce in a woodworking class)

*(Slide Prepared by Ministry of Education)*

# Future Learning

- Two sessions at the CESBA Conference  
December 1st
- Enrolment Reporting Initiative Workshop –  
January 24th 2016