

# GAP TUITION ASSISTANCE PROGRAM

*Fiscal Year 2021*



COMMUNITY COLLEGES &  
WORKFORCE PREPARATION



## Iowa Department of Education

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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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# Table of Contents

Introduction..... 1

Analysis.....2

Reallocation of Funds.....3

Table 1. Gap Program Summary for All Community Colleges, FY2021 .....4

Figure 1. Gap Expenditures Summary for All Community Colleges, FY 2021 .... 5

Table 2A. Gap Tuition Program Summary by College, FY 2021.....6

Table 2B. Gap Program Summary FY 2013 Through FY 2021.....6

Table 2C. Reallocation of Gap Funds .....7

Table 3. Gap Program Expenditures by College, FY 2021 .....7

Figure 2. TOTAL Gap Program Funds & Expenditures, 2015-2021.....8

Approved Enrollment Programs .....9

Table 4. TOP 25 Gap Program Enrollment, FY 2021.....9

Gap Completers .....10

Table 5. TOP 25 Gap Program Completions, FY 2021..... 10

Approved Programs .....11

Table 6. Gap Program Completion & Third-Party Credential Summary .....11

Table 7. Gap Participant Employment Status Summary by  
College, AY 2019 Cohort ..... 12

Table 8. Gap Program Industry/Education Summary by  
College, AY 2019 Cohort ..... 13



## 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](http://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.

## Analysis

In FY 2021, 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 \$467,376 of funding carried forward from FY 2020 into FY 2021, totaling \$2,467,376. Of the total available funds, colleges spent \$1,739,799 on tuition and books, equipment, fees and testing, and program staff. Colleges will carry forward an estimated total of \$497,587 into FY22. 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 FY 2021, \$1,596,707 was spent on tuition and required books for approved participants; \$62,915 was spent on equipment; and \$80,177 was spent on fees, assessments and testing. In addition, \$229,989 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 1,843 individuals who completed an application to be considered for tuition assistance under the Gap Tuition Program, up slightly from last year. Of these applicants, 977 were approved and accepted into a program. At the time of reporting, 638 individuals had completed the training program in which they enrolled. The remaining individuals were either actively participating or waiting to participate in a Gap-approved program (see Tables 1 and 2a for details).

## Reallocation of Funds

Please note that in April of the FY 2021 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, Iowa Valley Community College District, Iowa Western Community College, Southwestern Iowa Community College and Southeastern Iowa Community College sent back a total of \$120,000, which was allocated to Iowa Lakes Community College, Iowa Central Community College, Hawkeye Community College and Eastern Iowa Community College (\$51,927, \$40,388, \$34,617 and \$11,539, respectively).\* Additionally, interest accrued to date (\$18,472) was distributed to colleges that received the reallocation in FY 2021. See Table 2c for additional details.

**TABLE 1. GAP PROGRAM SUMMARY FOR ALL COMMUNITY COLLEGES,  
FY2021**

<b>Fiscal Year Budget</b>	
Carry Forward from Prior FY	\$467,376
Current Year Allocation	\$2,000,000
<b>Total Available for this FY</b>	<b>\$2,467,376</b>

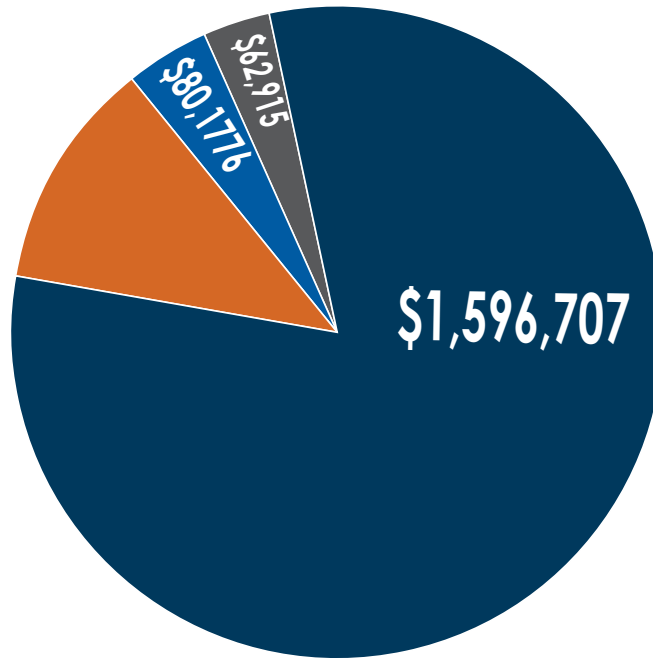
<b>Line Item</b>	<b>Expenses per Quarter</b>				<b>YTD</b>
	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Expenditures</b>
<i>Direct Costs</i>					
Tuition & Books	\$412,724	\$193,213	\$509,470	\$481,301	\$1,596,708
Equipment	\$5,709	\$4,357	\$16,021	\$36,828	\$62,915
Fees/Assessment/Testing	\$26,225	\$13,772	\$20,753	\$19,426	\$80,177
<b>Subtotal</b>	<b>\$444,658</b>	<b>\$211,342</b>	<b>\$546,244</b>	<b>\$537,555</b>	<b>\$1,739,799</b>
<i>Other Costs</i>					
Staff Support/Services	\$72,731	\$56,723	\$50,288	\$50,247	\$229,989
<b>Total</b>	<b>\$517,389</b>	<b>\$419,610</b>	<b>\$588,738</b>	<b>\$239,157</b>	<b>\$1,969,788</b>

Carry Forward to Next FY: \$497,588

<b>Training Status</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>YTD</b>
Number of Completed Applications	486	389	547	421	1,843
Number of Approved Participants	264	156	305	252	977
Status of Approved Participants					
Participating or Waiting to Participate**	239	120	235	150	744
Number of Third-Party Credentials Received	135	120	104	117	476



**FIGURE 1. GAP EXPENDITURES SUMMARY FOR ALL COMMUNITY COLLEGES,  
FY 2021**



■ Tuition & Books   ■ Staff Support/Services   ■ Fees/Assessment/Testing   ■ Equipment

\*\*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.

**TABLE 2A. GAP TUITION PROGRAM SUMMARY BY COLLEGE, FY 2021**

College	Fiscal Year Allocations	Available Funds	Total Reported Expenditures	Completed Applications	Approved Participants
Northeast Iowa	\$98,603	\$98,603	\$98,603	123	59
North Iowa Area	\$99,792	\$127,638	\$41,990	58	00
Iowa Lakes	\$92,267	\$92,267	\$127,638	57	57
Northwest Iowa	\$45,503	\$73,095	\$61,173	12	12
Iowa Central	\$113,337	\$118,115	\$156,965	59	66
Iowa Valley	\$88,573	\$108,518	\$70,830	37	26
Hawkeye	\$134,784	\$195,783	\$170,023	129	111
Eastern Iowa	\$170,819	\$199,219	\$183,775	124	100
Kirkwood	\$312,717	\$465,081	\$207,904	84	80
Des Moines Area	\$336,022	\$420,420	\$367,934	750	188
Western Iowa Tech	\$110,985	\$141,541	\$119,304	62	58
Iowa Western	\$120,711	\$134,331	\$90,167	71	67
Southwestern	\$46,386	\$57,568	\$34,904	56	19
Indian Hills	\$145,439	\$154,877	\$152,549	146	59
Southeastern	\$84,062	\$86,035	\$86,030	75	55
<b>Total</b>	<b>\$2,000,000</b>	<b>\$2,467,376</b>	<b>\$1,969,789</b>	<b>1,843</b>	<b>977</b>

**TABLE 2B. GAP PROGRAM SUMMARY FY 2013 THROUGH FY 2021**

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
<b>FY 2021</b>	<b>\$2,000,000</b>	<b>\$2,497,587</b>	<b>\$1,969,789</b>	<b>1,843</b>	<b>977</b>

**TABLE 2C. REALLOCATION OF GAP FUNDS**

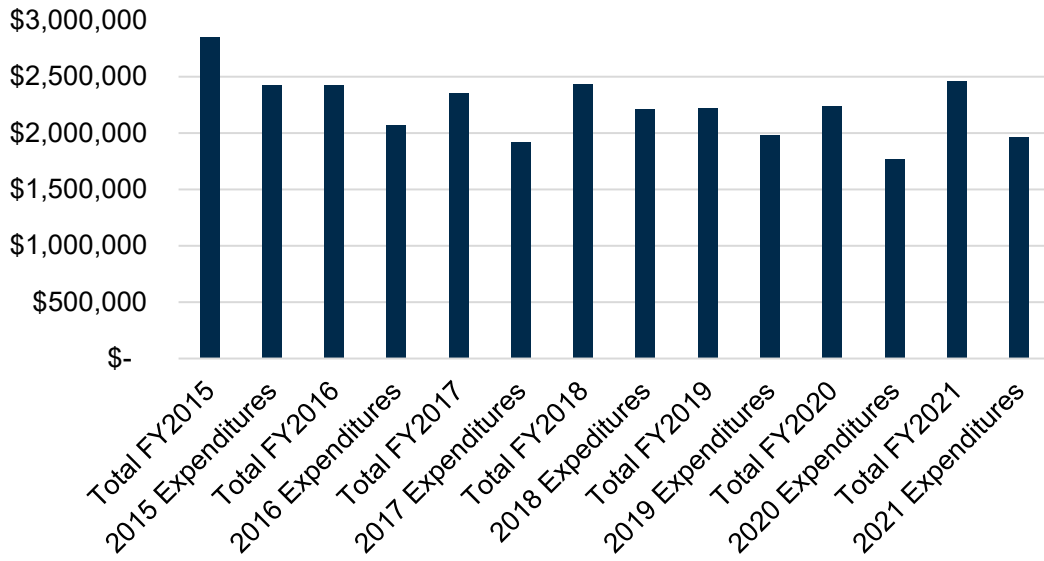
College	FY21 Allocation	FY21 Available Funds	Reverted Amount	Amount Received	FY22 Revised Available Funds
North Iowa Area	\$99,792	\$127,863	\$50,000		\$35,873
Iowa Western	\$120,711	\$134,331	\$25,000		\$19,164
Iowa Valley	\$88,573	\$108,518	\$30,000		\$7,688
Southwestern	\$46,000	\$57,568	\$15,000		\$7,664
Iowa Lakes	\$92,267	\$92,267		\$51,927*	\$16,556
Iowa Central	\$113,337	\$118,115		\$40,388*	\$1,538
Hawkeye	\$134,784	\$195,783		\$34,618*	\$60,378
Eastern Iowa	\$170,819	\$199,219		\$11,539*	\$26,983
<b>Total</b>	—	—	<b>\$120,000</b>	<b>\$138,472</b>	—

\*Includes distribution + interest totaling \$18,472)

**TABLE 3. GAP PROGRAM EXPENDITURES BY COLLEGE, FY 2021**

College	Tuition & Books	Equipment	Fees, Assessment & Testing	Staff Support/ Services	Total Expenditures
Northeast Iowa	\$98,428	\$0	\$175	\$0	\$98,603
North Iowa Area	\$27,481	\$550	\$1,710	\$13,959	\$41,990
Iowa Lakes	\$95,121	\$16,539	\$1,260	\$14,268	\$127,638
Northwest Iowa	\$46,404	\$5,639	\$100	\$9,030	\$61,173
Iowa Central	\$126,294	\$0	\$13,670	\$17,001	\$156,965
Iowa Valley	\$40,452	\$15,354	\$1,554	\$13,470	\$70,830
Hawkeye	\$139,223	\$3,055	\$2,727	\$25,018	\$170,023
Eastern Iowa	\$154,407	\$0	\$0	\$29,368	\$183,775
Kirkwood	\$162,985	\$1,497	\$7,530	\$35,892	\$207,904
Des Moines Area	\$361,489	\$990	\$5,455	\$0	\$367,934
Western Iowa Tech	\$96,881	\$11,239	\$2,575	\$8,610	\$119,304
Iowa Western	\$59,843	\$5,490	\$6,729	\$18,106	\$90,167
Southwestern	\$22,470	\$105	\$1,299	\$11,030	\$34,904
Indian Hills	\$93,299	\$2,457	\$36,653	\$20,140	\$152,549
Southeastern	\$71,932	\$0	\$0	\$14,099	\$82,882
<b>Total</b>	<b>\$1,596,707</b>	<b>\$62,915</b>	<b>\$80,177</b>	<b>\$229,989</b>	<b>\$1,969,866</b>

**FIGURE 2. TOTAL GAP PROGRAM FUNDS & EXPENDITURES, 2015-2021**



## Approved Enrollment Programs

There are currently 534 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 518 participants and truck and bus driver/commercial vehicle operator and instructor with 297 participants; making up 56.8 percent of the total overall enrollment. Additionally, there were 120 students enrolled in welding technology and 75 in business administration and management.

**TABLE 4. TOP 25 GAP PROGRAM ENROLLMENT, FY 2021**

CIP Code	CIP Title	Number Enrolled
51.3902	Nursing Assistant/Aide and Patient Care Assistant/Aide	518
49.0205	Truck and Bus Driver/Commercial Vehicle Operator and Instructor	297
48.0508	Welding Technology/Welder	120
52.0201	Business Administration and Management, General	75
51.1009	Phlebotomy Technician/Phlebotomist	71
52.0407	Business/Office Automation/Technology/Data Entry	63
51.0904	Emergency Medical Technology/Technician (EMT Paramedic)	56
51.2603	Medication Aide	42
51.0805	Pharmacy Technician/Assistant	16
47.0103	Communications Systems Installation and Repair Technology	16
52.0401	Administrative Assistant and Secretarial Science, General	15
51.0899	Allied Health and Medical Assisting Services, Other	14
51.0999	Allied Health Diagnostic, Intervention and Treatment Professions, Other	13
46.9999	Construction Trades, Other	12
51.0713	Medical Insurance Coding Specialist/Coder	10
51.0712	Medical Reception/Receptionist	9
47.0303	Industrial Mechanics and Maintenance Technology	9
13.0101	Education, General	9
52.0302	Accounting Technology/Technician and Bookkeeping	7
11.0103	Information Technology	7
49.0202	Construction/Heavy Equipment/Earthmoving Equipment Technology	5
47.0101	Electrical/Electronic Equipment Installation and Repair, General	5
15.0701	Occupational Safety and Health Technology/Technician	4
10.0303	Prepress/Desktop Publishing and Digital Imaging Design	4
52.0203	Logistics, Materials and Supply Chain Management	3

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

## Gap Completers

There were 638 Gap program completers reported in FY 2021. 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 194, followed by commercial driver's license (CDL)/Transportation programs with 126 completers and welding technology had the third highest number of completers with 50 participants.

**TABLE 5. TOP 25 GAP PROGRAM COMPLETIONS, FY 2021**

CIP Code	CIP Title	Number of Completions
51.3902	Nursing Assistant/Aide and Patient Care Assistant/Aide	194
49.0205	Truck and Bus Driver/Commercial Vehicle Operator and Instructor	126
48.0508	Welding Technology/Welder	50
51.1009	Phlebotomy Technician/Phlebotomist	41
47.0303	Industrial Mechanics and Maintenance Technology	28
51.0904	Emergency Medical Technology/Technician (EMT Paramedic)	26
51.2603	Medication Aide	22
51.0714	Medical Insurance Specialist/Medical Biller	18
51.0805	Pharmacy Technician/Assistant	16
46.9999	Construction Trades, Other	12
15.0701	Occupational Safety and Health Technology/Technician	11
51.0713	Medical Insurance Coding Specialist/Coder	10
51.0712	Medical Reception/Receptionist	9
51.2699	Health Aides/Attendants/Orderlies, Other	9
52.0201	Business Administration and Management, General	9
13.0101	Education, General	8
46.0201	Carpentry/Carpenter	8
11.0103	Information Technology	7
51.0899	Allied Health and Medical Assisting Services, Other	7
52.0302	Accounting Technology/Technician and Bookkeeping	6
48.0510	Computer Numerically Controlled (CNC) Machinist Technology/CNC Machinist	5
51.0999	Allied Health Diagnostic, Intervention, and Treatment Professions, Other	5
52.0401	Administrative Assistant and Secretarial Science, General	5
10.0105	Communications Technology/Technician	4
11.0901	Computer Systems Networking and Telecommunications	4



## Approved Programs

The Gap Tuition Assistance 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 possesses 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

*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.*

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, AY 2019 COHORT**

College	Retained Employment	New Employment	Continued Education	Unemployed Following Training	Total All	New Employment Percentage	Overall Employment (less continued education)
Northeast	19	8	3	14	44	18.2%	61.4%
North Iowa Area	5	4	0	3	12	33.3%	75.0%
Iowa Lakes	13	4	7	3	27	14.8%	63.0%
Northwest	2	1	3	3	9	11.1%	33.3%
Iowa Central	18	3	7	10	38	7.9%	55.3%
Iowa Valley	23	8	10	9	50	16.0%	62.0%
Hawkeye	34	11	9	11	65	16.9%	69.2%
Eastern Iowa	10	3	6	1	20	15.0%	65.0%
Kirkwood	63	25	36	22	146	17.1%	60.3%
Des Moines Area	156	33	48	35	272	12.1%	69.5%
Western Iowa Tech	14	4	4	9	31	12.9%	58.1%
Iowa Western	25	6	25	15	71	8.5%	43.7%
Southwestern	6	1	2	2	11	9.1%	63.6%
Indian Hills	33	6	22	13	74	8.1%	52.7%
Southeastern	18	6	6	6	36	16.7%	66.7%
<b>Total</b>	<b>567</b>	<b>149</b>	<b>188</b>	<b>120</b>	<b>906</b>	<b>16.4%</b>	<b>79.0%</b>

\* 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.

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

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

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. Nearly one-third (29.5 percent) of the students became employed in a different industry following their completion and an additional 149 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](#).

Additionally, there were 69 student that continued their education in credit-bearing programs after fulfilling the requirements of their Gap approved program.

**TABLE 8. GAP PROGRAM INDUSTRY/EDUCATION SUMMARY  
BY COLLEGE, AY 2019 COHORT**

College	Employed in Same Industry	Employed in Different Industry	Previously Unemployed New Employment	Unemployed Prior and/or Post-Training	Continued Education Not Employed	Continued Education Employed	Total All
Northeast Iowa	6	14	9	15	1	2	44
North Iowa Area	3	2	4	3	0	0	12
Iowa Lakes	10	8	6	3	0	7	27
Northwest Iowa	2	2	1	4	1	2	9
Iowa Central	8	13	5	12	2	5	38
Iowa Valley	18	13	9	10	1	9	50
Hawkeye	21	21	11	12	1	8	65
Eastern Iowa	8	6	3	3	0	6	20
Kirkwood	47	43	31	25	2	34	146
Des Moines Area	103	89	35	45	6	42	272
Western Iowa Tech	8	10	4	9	0	4	31
Iowa Western	26	13	12	20	2	23	71
Southwestern	7	1	1	2	0	2	11
Indian Hills	23	19	12	20	6	16	74
Southeastern	10	13	6	7	1	5	36
<b>Total</b>	<b>300</b>	<b>267</b>	<b>149</b>	<b>190</b>	<b>23</b>	<b>46</b>	<b>906</b>



## 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, Senior Year Plus and the Statewide Intermediary Network program.