



MEMORANDUM

May 1, 2025

ESS 25-22 | Via Email

TO: Chief Instructional Officers

FROM: Raul Arambula, Dean of Educational Services and Support

RE: Apprenticeship Program Submittals into the Chancellor's Office Curriculum Inventory System

The purpose of this memorandum is to provide guidance for apprenticeship program submittals into the Chancellor's Office Curriculum Inventory system (COCI). Currently, COCI requires any program assigned a Career Technical Education (CTE) TOP code to upload regional consortium minutes. Per the Program and Course Approval Handbook (PCAH) page 89:

Apprenticeship Programs

Apprenticeship programs **do not require advisory committee and regional consortia minutes**, but do require labor market information and analysis, and an approval letter from the California Division of Apprenticeship Standards (DAS).

As a result, until COCI is updated to not require the regional consortium minutes for apprenticeship programs the **[CTE Apprenticeship Document Waiver](#)** has been created and should be used in place of the **regional consortium minutes**. This will allow colleges to bypass the requirement in COCI.

For questions regarding this memorandum, please contact Dean Raul Arambula at **RArambula@CCCCO.edu**.

cc: Sonya Christian, Chancellor
Rowena Tomaneng, Deputy Chancellor
Anthony Cordova, Vice Chancellor of Workforce and Economic Development