

TO: Articulation Officers
Academic Senate Presidents
Chief Executive Officers
Chief Instructional Officers
Chief Information Systems Officers
Distance Education
MIS Systems Contacts
Non-Credit Matriculation Coordinators

FROM: John Hetts, Executive Vice Chancellor of Research, Analytics, and Data
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Gary Adams, Dean of Workforce and Economic Development

RE: CAEP Participants and SX05 Exception Discontinuation

Background

The California Adult Education Program (CAEP) requires all Adult Education Program agencies to track adult learner progress in the seven authorized program areas and report achievements from the seven-outcome areas designated by Education Code Section 84913. Institutions receiving Adult Education Program funding from the Chancellor's Office and the California Department of Education (CDE) annually must submit the required student data. This information is aggregated for all community colleges and adult schools. It is then reported annually to the Legislature.

Prior to the pandemic, most colleges reported noncredit attendance hours for the Chancellor's Office Management Information System (MIS) data element [SX05](#) using the positive attendance accounting methodology. However, noncredit courses coded for independent study (noncredit courses with asynchronous components) were not allowed to be submitted via SX05 until Summer 2022. In order to address this issue, the Chancellor's Office issued [Memorandum ESLEI 24-05](#) to colleges, which provided guidance on the three allowable accounting methodologies that may be used to capture student-level attendance hours to report into the MIS SX05 data element. The three allowable methodologies are aligned to the federal Workforce Innovation and Opportunity Act (WIOA). However, as courses are being coded (whether positive attendance vs independent study), colleges need to report attendance hours for students enrolled in noncredit courses in the Chancellor's Office MIS data element [SX05](#).

CAEP Participants and the "COVID Exception"

The Chancellor's Office uses DataVista to report student progress in meeting CAEP outcomes for California Community Colleges and adult schools. Due to the inability of colleges to accurately report the number of hours of instruction students received during the pandemic (prior to the release of guidance Memo ESLEI 24-05), the Chancellor's Office created a temporary contingency

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for the hours requirement for CAEP Participants who attended a California Community College through asynchronous education. A “Participant” is defined as a student who has 12 or more hours of instruction, across all enrollments, in an adult education program. The number of participants serves as the denominator for many of the CAEP student outcome metrics.

The Chancellor’s Office reviewed the impact of the ESLEI 24-05 memo on the student outcomes for the 2024-25 academic year with and without the SX05 exception. Unfortunately, many SX05 records did not include any hours of attendance for students enrolled in noncredit courses. A preliminary analysis, using the available data for the 2025–26 academic year, shows a similar level of incomplete submissions for hours of attendance.

Next Steps

As a result of the incomplete submission, the Chancellor’s Office will extend the SX05 “COVID Exception” through the 2025–26 academic year for data displayed in DataVista. **Please note, the COVID exception will not be extended beyond the 2025–26 academic year.** If colleges do not submit student enrollment hours properly coded in SX05, the number of CAEP participants displayed is likely to decrease dramatically. To demonstrate the possible impact, College Chief Executive Officers and Chief Instructional Officers at affected colleges will receive separate communication to illustrate the impact in the number of CAEP Participants for the 2024–25 academic year if the exception were to end this year.

To prepare for this exception lift, Colleges should:

- Be prepared to submit student noncredit enrollment attendance hours in SX05 using one of the methodologies described in ESLEI 24-05;
- Resubmit the 2024–25 academic year MIS files to update the SX05 records by Dec. 31, 2026, if your college can report the hours of attendance;
- Resubmit the summer and fall 2025 SX files with updated SX05 information with your spring MIS submissions, if your college can report the hours of attendance.

Technical Assistance

The Chancellor’s Office, in collaboration with North Orange Continuing Education (NOCE) through the Statewide CAEP Technical Assistance Provider (TAP) Office, will continue to offer support and technical assistance directly to colleges.

Please refer to the resources listed below to access available trainings and materials:

Upcoming Trainings:

- The NOCE TAP Office will be hosting a webinar on “Capturing Noncredit Asynchronous Distance Education Attendance Hours in SX05” on **Friday, Aug. 28, 2026, from 10–11:15 a.m.** To register, visit the [SX05 webinar registration page](#).

Past Trainings and Resources are available in the [CC TAP | Noncredit](#) section of the California Adult Education website:

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- Noncredit Coding & Compliance: TOP to CIP & Reporting Asynchronous Attendance Hours via SX05 (May 6, 2026, [Slides](#) and [Recording](#))
- Capturing Noncredit Attendance Hours (SX05): Updates and What to Know (Jan. 23, 2026, [Questions and Answers \(Q&A\)](#), [Slides](#) and [Recording](#))
- Reporting Student Attendance Hours for CCC Noncredit Programs (SX05) Part 2 (Aug. 30, 2024, [Slides](#) and [Recording](#))
- Reporting Student Attendance Hours for CCC Noncredit Programs (SX05) (May 24, 2024, [Questions and Answers \(Q&A\)](#), [Slides](#) and [Recording](#))
- [Memorandum: Reporting of Noncredit Attendance Hours for CAEP in MIS through SX05 Enrollment-Attendance Hour](#)

The Chancellor's Office MIS team is also available to support with the submission or resubmission of the data. However, this team is unable to answer questions related to the three accounting methodologies described in ESLEI 24-05. Instead, please reach out to the NOCE State TAP Office for this targeted assistance.

Questions

For additional questions regarding this guidance, please email the Chancellor's Office Adult Education Program helpdesk at CAEP@CCCCO.edu.