



TO: Chief Executive Officers
Chief Business Officers
Chief Instructional Officers

FROM: Wrenna Finche, Vice Chancellor, Fiscal Health and Accounting
College Finance and Facilities Planning
Office of Institutional Supports and Success

RE: Public Safety Instructional Service Agreement Report

The purpose of this memo is to provide information on the Public Safety Instructional Service Agreement (ISA) Report, including report format, data requested, and important dates.

Pursuant to [AB 1942](#) (2022, Muratsuchi), beginning January 1, 2024, each community college district with an instructional service agreement (ISA) with a public safety agency may annually submit a copy of the most up-to-date instructional service agreement to the California Community Colleges Chancellor's Office (Chancellor's Office) for review. Additionally, Community College Districts (District) may annually submit specified data related to course offerings, enrollment, and course completion, as noted below.

Definition of Public Safety Agency

The legislation provides examples of public safety agencies which include but are not limited to the following:

- Fire Department
- Police Department
- Sherriff's Office
- Public agency employing paramedics or emergency medical technicians
- Department of California Highway Patrol
- Department of Corrections and rehabilitation

ISA Data Reported to the Chancellor's Office

The Public Safety Instructional Service Agreement Report and submission of the instructional agreements themselves may be completed annually by all districts that have an ISA with a public safety agency. In addition to annual data, the 2024 report requests data from 2020-21, 2021-22, and 2022-23.

Public Safety Instructional Service Agreement Report

January 11, 2024

When completing the Public Safety Instructional Service Agreement Report, a separate entry is made for each public safety agency ISA. The following data should be entered for each public safety agency ISA:

- Name of the Public Safety Agency
- Type of Public Safety Agency
- Whether the ISA is offered under a Joint Powers Authority (JPA) with other districts, and if so which districts
- Number of courses offered through the ISA
- Number of students enrolled in ISA courses
- Number of students who completed ISA courses
- Total FTES generated by ISA courses
- Type of courses offered under the ISA (credit and/or noncredit)
- Whether nonresident students are permitted to enroll in the ISA program

Districts will report this information through the Public Safety Instructional Service Agreement Report which is contained in NOVA. If the ISA is renewed or updated, the district may submit the new copy to the Chancellor's Office. The information submitted in this report will be used to inform decisions on appropriate funding models for ISA apportionment.

Reporting Instructions

The Public Safety Instructional Service Agreement Report is contained in NOVA and can be accessed [here](#). Each user will need to create a log in, select the district from the drop-down list, and identify a contact person for the report. Once the log in is created, the credentials may be used going forward. Additionally, this [instructional video](#) provides information on completing the report.

Chancellor's Office Report to the Legislature

AB 1942 requires the Chancellor's Office to submit a report to the Department of Finance and the Legislature by December 31, 2024. The report will be based on the review and analysis of data submitted by districts through the Public Safety Instructional Service Agreement Report and will contain a recommendation on apportionment for FTES generated in ISA programs.

Important Due Dates

Action	Due Date
Public Safety Instructional Service Agreement Report and submission of agreements due in NOVA for districts that have an ISA with a public safety agency.	June 1, 2024 and annually each year thereafter

Public Safety Instructional Service Agreement Report

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Chancellor’s Office report on ISA apportionment due to the legislature and Department of Finance.	December 31, 2024
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Contact

For questions on the Public Safety Instructional Service Agreement Report please contact Natalie Wagner at nwagner@cccoco.edu.

cc: Lorena Romero, Director, Fiscal Standards and Accountability