Enrollment Form

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Training Program Enrollment Application

OREGON CERTIFIED ECONOMIC DEVELOPER TRAINING PROGRAM (OCED)

Program Summary

Created for Oregon economic development professionals, by Oregon economic development professionals, the Oregon Certified Economic Developer (OCED) Training Program is a formal professional development program aimed at ensuring Oregon's economic development professionals receive the most current and relevant training in topics pertaining to the practice of economic development in Oregon.

OCED is a 64-credit certification consisting of eight (8) required training courses. The program is tailored to provide a broad-based knowledge of economic opportunities and trends, core competencies, and tools required to compete in today's global economy with a focus on economic development in Oregon, both urban and rural.

Courses will be offered in OEDA conference settings, as well as in virtual and in-person training modules throughout the year. Each course is instructed by topic experts and reflects the realities of economic development in Oregon.

Applicant Information

Full Name:

Title:

Organization:

Email: **Phone:**

Mailing Address:

Community Demographics

As part of our application process, we seek to better understand the communities served by our applicants to the OCED Training Program and the potential impact of economic development–focused education.

Please provide the following information regarding the population you work with:

Region / Community Served:

Population Range:

What is the approximate size of the population you serve?

- ☐ Under 10,000
- ☐ 10k – 25k
- ☐ 25k – 50k
- ☐ 50k – 75k

- ☐ 75,000 – 100k
- ☐ 100k – 200k
- ☐ 200k–500k
- ☐ Over 500k

Underserved Status:

Would you classify the community you serve as underserved, meaning they experience systemic barriers to resources, opportunities, or equitable access to services?

- ☐ Yes
- ☐ No
- ☐ Unsure

Please provide any additional details or context about the community you serve (optional):

EDUCATIONAL BACKGROUND

HIGHEST LEVEL OF EDUCATION COMPLETED:

- ☐ High School Diploma or Equivalent
- ☐ Associate Degree
- ☐ Other: _____

- ☐ Bachelor's Degree
- ☐ Master's Degree

RELEVANT CERTIFICATIONS (if any):

1:

2:

3:

Program Schedule and Course Selection

Note: The program includes eight (8) required courses, offered quarterly. Each course provides eight (8) credit hours, totaling sixty-four (64) total credit hours necessary to earn the OCED Credential.

REQUIRED COURSES:

Training courses are offered in the following recurring sequence:

1. Economic Development in Oregon: 101
2. Entrepreneurship & Innovation Ecosystems
3. Economic Development Finance
4. Business Recruitment & Lead Generation
5. Business Retention & Expansion
6. Real Estate Development & Reuse
7. Building in Oregon
8. Branding & Marketing for Economic Development

QUARTERLY COURSE SCHEDULE			
Q1	**Q2**	**Q3**	**Q4**
Real Estate Development & Reuse	Building in Oregon	Marketing & Branding for Economic Development	Economic Development 101
Entrepreneurship & Innovation Ecosystems	Economic Development Finance	Business Recruitment & Lead Generation	Business Retention & Expansion

PREFERRED START QUARTER:

☐ Q1 (January - March)
☐ Q2 (April - June)
☐ Q3 (July - September)
☐ Q4 (October - December)

PREFERRED MODE OF LEARNING:

☐ In-person
☐ Virtual / Online

ACKNOWLEDGEMENT OF COURSE SEQUENCE:

☐ I understand that I must complete all eight (8) required courses to fulfill program requirements.

☐ I understand that if I miss a course due to scheduling conflicts or other unavoidable circumstances, I will be required to wait until that course is offered again to complete the program.

☐ I acknowledge that the program does not offer self-paced or self-led training options. To receive credit, I must register, actively participate, and complete each course either in-person or through the interactive virtual platform.

Coursework and Attendance Policy

This section outlines the expectations and requirements for successfully completing each course within the program, including attendance, participation, and submission of coursework. Adherence to these policies is essential for earning credit and progressing toward certification.

Note: The OCED Training Program does not currently offer self-paced or independent study options in lieu of in-person or virtual courses.

COURSEWORK:

All coursework, assignments, activities, and related materials must be completed and submitted to earn full credit.

- Work may be assigned in advance of class, during class as part of lessons or other activities, or as homework outside the class schedule to be completed and submitted within a specified timeframe.
- Detailed instructions on how and when to submit assignments will be provided during the course.
- If an assignment is missed, students may contact the Administration Team for possible make-up options to maintain full course credit.
  - Make-up options may not be available for all situations, such as in-class exercises.

ATTENDANCE:

Attendance is required to receive full credit for completing a course.

- Successful attendance is defined by timely arrival, preparedness, and active participation in all lessons, assignments, and activities.
- Attendance is collected within fifteen (15) minutes of the start of class and again following the lunch hour.

For Virtual Courses:

- Students receive attendance credit by keeping their cameras on, engaging in the group chat, and actively participating in virtual activities such as breakouts, group assignments, or Q&A sessions.

ABSENCES:

Partial absences may be excused if pre-arranged with the Administration Team.

- Students must communicate their request for an attendance exception with OEDA's Admin Team at least twenty-four (24) hours prior to the start of class.
- If a student is absent for greater than 25% of the scheduled lessons, they will not be eligible for an attendance exception.

For Virtual Courses:

- Failure to maintain camera view during instruction or activities for more than 25% of total class time without prior notice is considered an absence.
- Students may request a camera (attendance) exception for some situations by communicating directly with the Administration Team at least twenty-four (24) hours prior to the start of class.

BARRIERS TO EARNING CREDIT HOURS:

Barriers to receiving full credit for a course may include:

- Incomplete attendance or participation
- Failure to complete and submit assignments
- Failure to participate in lesson activities or workgroups
- Failure to complete course registrations or submit payment for attending a course

For Virtual Courses:

- Failure to maintain camera view without an approved exception
- Failure to engage in the course group chat, breakouts, or other virtual activities such as Q&A sessions.

ACKNOWLEDGEMENT COURSEWORK AND ATTENDANCE POLICY:

☐ I have read and understand the coursework and attendance policies as outlined above. I understand that adherence to these policies is mandatory in order to receive full credit for completing a course.

☐ I acknowledge that requests for partial absences or tardiness must be communicated in advance and approved by the Administration Team. Failure to adhere to these requirements may result in partial credit or forfeiture of credit for the course.

☐ I acknowledge that the program does not offer self-paced or self-led training options. To receive credit, I must register, actively participate, and complete each course either in-person or through the interactive virtual platform.

Course Registration & Fees

OCED Training Program fees are paid per individual course in accordance with the chart below.

- OEDA Members and members of OEDA's Investors Circle receive discounted registration.
- Investors Circle members receiving complimentary registration(s) must email info@oeda.biz to arrange their course registrations separately outside of Eventbrite.
- In-person courses include a complimentary light breakfast, snacks and beverages, and catered lunch.
- Students will receive exclusive course-related resources and take-home materials to support their continued success.

OEDA Members / Investors Circle	Non-members
$200 per Course (no processing fees)	$250 per Course + processing fee (varies)

If you are not an OEDA Member and would like to learn more about the benefits of membership including access to program discounts, CLICK HERE.

- OCED Training Course registrations are currently processed through Eventbrite.
- Students must register for each course individually as they are offered.
- It is the student's responsibility to register for each OCED course.
- Information on upcoming courses can be found on the OEDA website Events Calendar, News Feed, social media platforms (LinkedIn / Facebook / Twitter), and e-newsletters.

ACKNOWLEDGEMENT OF REGISTRATION PROCESS:

☐ I understand that I am responsible for registering for each OCED Training Course required to complete the program.

☐ I understand that I am responsible for utilizing the communication methods offered to stay informed of upcoming courses, changes to course offerings or scheduling, and other important details which may impact or benefit my training progress.

Personal Statement

Why are you interested in this training program?

[Please provide a brief statement, 100–300 words]

How do you plan to apply the skills you learn in this program?

[Please provide a brief statement, 100–300 words]

Additional Information

Do you require any special accommodations?

☐ Yes: _____
☐ No

Do you have any food allergies which would require special meal accommodations during in-person trainings?

☐ Yes: _____
☐ No

Application Submission

REQUIRED DOCUMENTS:

Please attach the following when submitting your enrollment application:

- Student Photo (headshot)
- Resume (optional but recommended)

SIGNATURE:

I hereby certify that the information provided in this application is true and complete to the best of my knowledge.

SIGNATURE	DATE

Official Use Only

Application Received On: _____

Reviewed By: _____

Signature: _____

Approval Status: [ ] Approved   [ ] Denied   [ ] Pending