

Fiscal Year 2013 Revised

Management Information System
(MIS)
Reporting
Manual



Iowa Community Colleges

State of Iowa
Department of Education
Division of Community Colleges
Bureau of Adult, Career and Community College Education
Grimes State Office Building
Des Moines, IA 50319-0146

March, 2013

State of Iowa
Department of Education
Grimes State Office Building
400 E. 14th Street
Des Moines, IA 50319-0146

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Reporting Schedule

| Report | Due Date |
|--|-----------|
| I. Fall Reporting | |
| A. Transmittal Form – Data Records..... | October 1 |
| B. Fall Term/Credit Student Information File..... | October 1 |
| C. Fall Term/Credit Student Course File | October 1 |
| II. Year End Reporting | |
| A. Transmittal Form – Data Records..... | August 4 |
| B. Year-End Credit Student Information File..... | August 4 |
| C. Year-End Credit Student Course File | August 4 |
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| I. Transmittal Form - Credit Student Award File..... | August 4 |
| J. Credit Student Award File..... | August 4 |
| K. Non-Credit Student Award File | August 4 |

The data files/reports listed above are required to be submitted to the Department of Education. Each section includes the dates that the files/reports are due to the Department of Education. The community college should keep a point-in-time file as of the date submitted. Please ensure that edit checks are performed on all data before submitting it to the Department. Invalid data will require the Department to return the files/reports to be corrected by the college before "clean" data is accepted.

Detailed description of Financial Reporting requirements and formats can be found in the State Accounting Manual.

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

MIS Technical Assistance Contact Information

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MIS SWAT TEAM

The MIS SWAT Team has been established as an advisory committee to analyze, modify, and review the content of the MIS Reporting Manual and MIS Data Dictionary. The Team is being convened on semi-annual basis for the discussion of upcoming modifications of the MIS Reporting Manual and Data Dictionary. The members of the Team represent a variety of positions and professional specialties both from the Iowa Department of Education and from the field.

Amy Vybiral, Department of Education

Connie Buhr, Hawkeye Community College

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Dr. Jim Lindenmayer, Indian Hills Community College

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Dena Dennis, Kirkwood Community College

Rumy Kabir, Southwestern Community College

Lor Miller, Northeast Iowa Community College

Monte Burroughs, Department of Education

Tom Cooley, Department of Education

Revisions in MIS Reporting Manual for FY 2013

1. Non-Credit.
 - a. Removed CIP number 32.010500 “Job Seeking/Changing” listed under Non-Credit Categories, section A (Adult Literacy Program), sub-section 1 (Adult Basic Education), page C-7 of the MIS Reporting Manual 2013, from the Adult Literacy category as non-applicable and add it to the pool of CIP numbers allowable under Enhanced Employability/Academic Success (Section C, page C-11, subsection D), with the codeset of 04 04 11 04.
2. Non-Credit Awards.

Substitute item #2 “Alternative high school diploma” (Section G, Fiscal Year Non-Credit Awards Reporting, page G-1, General Instructions) with “High school equivalency diploma (General Educational Development (GED))”. Substitute reporting item under code 2 “Alternative high school diploma” within reporting data element D (Section G, Fiscal Year Non-Credit Awards Reporting, page G-2) with “High school equivalency diploma (General Educational Development (GED))”, correspondingly, with clarification regarding reporting non-secondary only diplomas.
3. Credit Awards:

Add data reporting element K “Identification of the reverse credit transfer” to Section F: Credit Student Awards File, page F-3 of the MIS Reporting Manual, with the codes 0 = Not reverse credit; 1=Reverse credit transfer from Iowa State University; 2=Reverse credit transfer from the University of Iowa; 3=Reverse credit transfer from the University of Northern Iowa; 4= Reverse credit transfer from other institutions.
4. Credit Student File, Fall and Fiscal Year:

Clarified the description of the data element P (Date Student Exited Course) in Section A: Fall Credit Student Enrollment Reporting, sub-section D: Fall Credit Student Course File, page A-14 to read “Date Student Exited Course – If the student exits the course early, the year, month, and day the student exited the course, otherwise list the year, month, and day the course ended”. Applied identical changes to the description of the corresponding data element in section B: Fiscal Year Credit Student Enrollment Reporting, sub-section D of the Fiscal Year Credit File layouts: Fiscal Year Credit Student Course File, data element P, page B-14
5. Data Dictionary: updated based on new/changed data elements.

Fall Credit Student Enrollment Reporting

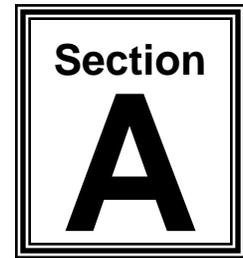


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I. Fall Credit Program CIP Numbers and Code Sets Summary

| Educational Program | Classification of Instructional Programs (CIP) | Identification Code Set (Level, Type, SpEmp, Obj/Pur) |
|--|--|---|
| Arts & Sciences | | |
| Liberal/General Studies | 24.010100 | 03 08 11 03 |
| College Parallel /Career Option | | |
| No Special Emphasis | Occupational Specific | 03 06 11 03 |
| Shared A&S College Parallel/Career Option-No Special Emphasis | Occupational Specific | 03 36 11 03 |
| Career & Technical Education | | |
| Preparatory | | |
| Full-Time Preparatory | | |
| No Special Emphasis | Occupational Specific | 03 02 11 03 |
| Reciprocal Agreement | Occupational Specific | 03 02 35 03 |
| Apprenticeship (Non-IDED Funded) | Occupational Specific | 03 02 04 03 |
| Advanced Standing Career/Vocational Education Programs | | |
| No Special Emphasis | Occupational Specific | 03 12 11 03 |
| Reciprocal Agreement | Occupational Specific | 03 12 35 03 |
| Short-Term Preparatory | | |
| Special Populations | Occupational Specific | 03 03 09 03 |
| No Special Emphasis | Occupational Specific | 03 03 11 03 |
| Part-Time Preparatory | | |
| No Special Emphasis | Occupational Specific | 03 07 11 03 |
| Corrections | | |
| Juvenile –State/County/Homes/Other | Occupational/Subject | 02 03 30 03 |
| Adult – State/County Jails/Halfway Houses/Rehab. Centers/Other | Occupational/Subject | 04 03 30 03 |
| Contract/Customized Business/Industry Training | Occupational/Subject | 04 03 47 03 |
| Recertification/Relicensure | Occupational/Subject | 04 46 11 03 |

II. Fall Credit Hour Reporting Requirements/Procedures

Procedures are to be followed when identifying credit hours of enrollment. Guidelines for determining credit hours are found in 281 Iowa Administrative Code 21.2(13).

Credit enrollments consist of instructional offerings, courses, programs, and activities in the Arts and Science and Career and Technical Education areas/Cost Centers. This includes credit offerings in:

1. Liberal/General Studies
2. College Parallel/Career Options
3. Developmental Education
4. Full-Time, Advanced Standing, Shared, Part-Time, and Short-Term Career/Technical Preparatory
5. Apprenticeship
6. Reciprocal Agreement
7. Tech Prep
8. Secondary-Postsecondary Enrollment Options (PSEO)
9. Corrections
10. Contract/Customized Business/Industry Training
11. Recertification/Relicensure

Department of Education (DE) approval must be received for most of credit offerings. DE approval is not required for concentration areas in Liberal/General Studies, Developmental Education, Postsecondary Enrollment Options, Economic Development, Corrections, Contract/Customized Business/Industry Training, and Recertification/Relicensure. A Credit Program Master, specific to each community college, is maintained by the Department of Education. Contact the Department if there is any change from the Credit Program Master Listing of Classification of Instructional Program (CIP) Number and/or Instructional Code Set.

All students that receive credit for completed offerings must be reported on the Management Information System (MIS). Credit Student Enrollment File formats are available at the end of this section. Files must be as complete as possible for each student and for each course in which the student enrolls. Data files are to be transmitted to the designated web server at the Department of Education and must be ASCII fixed length files.

Fall Term Credit Student Enrollment Files are due on October 1 of the reporting fiscal year.

State Students Identification Numbers for the new students who received them prior to college enrollment are provided to colleges by the Department of Education within two weeks after Fall enrollment data confirmations. Colleges are responsible for the maintenance of the provided ID numbers for the complete period of students' education with a college.

III. General Credit Instructions – Fall

A. Credit Instructional Program /Course Criteria

Credit instructional programs/courses must meet all of the criteria listed below:

1. Each course must be an organized subject matter in which instruction is offered.
2. Each course must have a minimum length of 1 credit hour. A credit hour is established at 16 contact hours, where 1 contact hour = 50 minutes. Only the following multipliers are allowed in calculating the credit hour:
 - A. 50 minutes = 1 contact hour
 - B. 55 minutes = 1.1 contact hours
 - C. 60 minutes = 1.2 contact hours
 - D. Less than 50 minutes, do not report.
3. Minimum Standards
 - A. Classroom work.
 - i) The minimal requirements for one semester hour of credit shall be 800 minutes of scheduled instruction plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirements for one-quarter hour of credit shall be 533 minutes of scheduled instruction plus (when applicable) a scheduled culminating activity.
 - B. Laboratory work.
 - i) The minimal requirement for one semester hour of credit shall be 1,600 minutes of scheduled laboratory work plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirement for one-quarter hour of credit shall be 1,066 minutes of scheduled laboratory work plus (when applicable) a scheduled culminating activity.
 - C. Clinical practice.
 - i) The minimal requirements for one semester hour of credit shall be 2,400 minutes of scheduled clinical practice plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirement for one-quarter hour of credit shall be 1,599 minutes of scheduled clinical practice plus (when applicable) a scheduled culminating activity.
 - D. Work experience.
 - i) The minimal requirement for one semester hour of credit shall be 3,200 minutes of scheduled work experience plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirement for one-quarter hour of credit shall be 2,132 minutes of scheduled work experience plus (when applicable) a scheduled culminating activity.
4. Each course must have a syllabus, course description, and condensed outline or statement of the main points on file at the community college.
5. Each course must be approved in accordance with the appropriate procedure as defined by local board policy.
6. The community college must have a written agreement with the instructor of record, identifying the conditions of the services to be provided (e.g., contractual or subscribed services agreement). When courses are transmitted to remote sites, the instructor at the origination site is the instructor of record.
7. Students must be registered according to the official registration procedures of the community college.
8. Student enrollment records appropriate for audit must be maintained for each course.
9. The instructional program is the first 2 years of college only (lower division courses) as opposed to upper division (undergraduate level) or graduate (master's and doctorate) level courses. [Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy."]

B. Fall Credit Enrollment/Reporting Policies/Procedures

1. An **official school calendar**, which clearly indicates the periods students are enrolled and days when courses are not in session (holidays and professional meetings).
2. Community colleges shall not count more than 10 official days of **registration and orientation** immediately preceding a term as a part of the total enrollment for purposes of computing contact hours for credit students, provided the institution's registration and orientation program was included as a part of the official school calendar. Registration and orientation days shall be counted only for students who register prior to or during the official late registration period of the community college and no later than 2 weeks (14 calendar days) after the beginning of the courses or programs.
3. Days on which **tests** are administered may be counted for purposes of computing credit hours if they are a part of the scheduled term as indicated by the official school calendar.
4. Reporting enrollments related to **course length** must be determined as follows:
 - a. Courses over 2 weeks in length (14 calendar days). The total registration, less the withdrawals through the first 2 weeks, shall be counted as the enrollment. All credit hours shall be recorded for these students.
 - b. Courses less than 2 weeks in length (14 calendar days). The total registration less the withdrawals through the first 2 course meetings shall be counted as the total enrollment. All credit hours shall be recorded for these students.
 - c. Open Entry/Open Exit, Individualized and Self-Paced Courses. Courses that allow the student to enter at variable times and/or progress at individual rates will compute credit hours based upon the individual student's entry date. Students who withdraw in the first 2 weeks (14 calendar days) from the student's entry date will not be counted. All credit hours for the course will be counted if no withdrawal occurs through the first 14 calendar days. Individualized courses should be counted as exact credit hours.
5. Enrollment must be determined on a point-in-time reporting basis for the following situations:

The withdrawal date for any student is the day on which the student is officially withdrawn from a course or program in a community college in accordance with institutional policy. Courses, which students are withdrawn from through the 14th calendar day from the beginning date of the program or course will not be used for computation of credit hours. Courses which students are not withdrawn from through the 14th calendar day will have all credit hours for the course computed. Institutions must record the exact withdrawal.
6. Community colleges must not report more than 1 credit hour for an individual student for the same period of time. There is no circumstance that can be construed as authorization for reporting 2 or more credit hours for the same period of time.
7. Credit hours counted for: (a) on-the-job training, (b) clinical programs, and (c) work experience programs shall be computed on the basis of the actual number of credit hours a student is enrolled and participates in the program. The maximum number of hours counted for a full-time or part-time program may not exceed 40 hours per week for the combined total hours including classroom work orientation.
8. Credit hours shall not be counted for the time students spend taking tests that are not a part of a course or program. (i.e. GED tests, independent testing for licensure boards, independent screening and testing for business and industry, governmental agencies, other independent standardized testing programs).
9. Each course and program offered by a community college shall clearly identify the total number of credit hours, which are classified as classroom work, laboratory, clinical practice, and work experience. Credit hour identification shall be continually revised to reflect changes.

B. Fall Credit Enrollment/Reporting Policies/Procedures, Continued

10. Policies for such purposes as late registration and official withdrawal shall be followed when computing credit hours.
11. Courses or programs that have minor variations in the number of credit hours of classroom work and laboratory from 1 week to another may have an arbitrary assignment of hours determined for each term to facilitate clerical procedures.
12. Credit hours shall not be counted for staff development/in-service training sessions for employees of community colleges. This includes full-time or part-time employees and volunteers who are serving in the capacity of instructors, tutors, teacher aides, or recruiters for the college.
13. Holidays when students are not scheduled for classes shall not be counted when computing credit hours.
14. Days when professional meetings are held and classes are not scheduled shall not be counted when computing credit hours.
15. The day when commencement occurs may be included when computing credit hours, if this day occurs during the period in which the student was registered for a course or program.
16. Extended field trips offered as eligible credit courses/hours in which students are officially registered shall have hours computed by counting no more than the number of classroom work and laboratory contact hours that are equivalent to the number of credit hours assigned to the experience.
17. Independent Study, "To Be Arranged," courses must record all arrangements between the instructor and students indicating when the course actually met and documentation that all Credit Instructional Program/Course Criteria are satisfied.
18. Courses offered as Distance Education must be taught by instructors who have a written agreement with the community college that is granting the credit and transmitted to students at remote sites via audio and/or video telecommunications technology (i.e., web based-internet, satellite, and/or Iowa Communications Network-ICN).
 - a. Enrollments can be eligible for the general state aid (state general aid funding distribution formula) if they qualify under specific instructions contained in the credit hour enrollment reporting procedures and the Instructional Program/Course Criteria.
 - b. Offerings by a consortium of community colleges shall be reported in a uniform manner. Students must be enrolled by only one community college.
 - c. Report credit hour enrollments of students in programs offered via distance education in conjunction with other institutions of higher education. (Regents Institutions, community colleges, private colleges, universities, and subscribed services).
19. Home Schooled Students must be reported on the MIS Credit Student Information File using the local high school code. Either the Iowa High School Code or the ACT code is accepted.

C. Specific Program/Student Reporting Procedures

| | | |
|---|--|---|
| 1. Developmental Education | <u>CIP</u> Occupational Specific | <u>Code Set</u> Program specific |
| <p>Enrollments in developmental education must be identified with the code sets for the program of enrollment in the MIS Credit Student Course File. Colleges must provide the course name and course number of all developmental education courses to the Department of Education. Colleges will use course numbers under 100 for developmental education.</p> | | |
| 2. Apprenticeship | <u>CIP</u> Occupational Specific | <u>Code Set</u> 03 02 04 03 |
| <p>Apprenticeship credit programs that are <u>not</u> funded by Iowa Economic Development Authority Programs (260E/260F/260G) must utilize the code set of 03 02 04 03. All apprenticeship programs must be <u>registered</u> with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Students must be registered apprentices with the Bureau of Apprenticeship and Training.</p> | | |
| 3. Advanced Standing Career/Vocational Education Programs | <u>CIP</u> Occupational/Subject | <u>Code Set</u> Type 12 |
| <p>Advanced Standing Programs are those programs that require completion of another program before a student is eligible to enter. These programs are to be identified by an Identification Code Set Type-Program, Course, Service, and/or Activity of 12 rather than by a CIP number.</p> | | |
| 4. Corrections | <u>CIP</u> Occupational Specific | <u>Code Set</u> 02 03 30 03 |
| | <p style="text-align: center;">Juvenile</p> <p style="text-align: center;">Adult</p> | <p style="text-align: center;">Occupational Specific</p> <p style="text-align: center;">Occupational Specific</p> |
| <p>Credit programs developed to enhance life skills, and academic and/or employability success for individuals who are residents of a county, state, private, confinement, rehabilitation, and/or correctional facility should be included in the credit hour reporting. All credit hours generated by corrections individuals are to be reported in these codes sets.</p> | | |
| 5. Contract/Customized Business/Industry Training | <u>CIP</u> Occupational Specific | <u>Code Set</u> 04 03 47 03 |
| <p>Program enrollments, other than 260E/260F/260G economic development training, provided by the college for business/industry are eligible for the state general aid (state general aid funding distribution formula) and should be included in Credit Student Enrollment Files. Courses previously reported under One Source Training should be included here. NOTE: Credit student enrollments must be included under the "Registration Type 1= contract training/services."</p> | | |
| 6. Postsecondary Enrollment Options (PSEO) | | |
| <p>Students enrolled and receiving secondary credit in a secondary educational institution as well as enrolled for college credit are included in the Credit Student Course Field. Enrollments are eligible for state general aid and must meet the Instructional Program/Course Criteria. <u>Enrollments must be reported along with the postsecondary enrollments in the same courses.</u></p> | | |
| 7. Recertification/Relicensure | <u>CIP</u> Occupational/Subject | <u>Code Set</u> 04 46 11 03 |
| <p>A. Designed for individuals employed in occupations that require less than a four-year degree and who are required to be recertified or relicensed (e.g., chemical application, insurance), or employed in occupations that require a four-year college degree or above and are required to be recertified or relicensed, which does not lead to an additional degree (e.g. education, health care providers, lawyers, etc.). Note: Utilize this category for reporting nursing and health care providers regardless of their level of education.</p> | | |

C. Specific Program/Student Reporting Procedures, Continued

B. Renewal – Education Certificates

Community colleges may offer renewal college credit courses for those educators desiring to renew an educational, professional teacher, professional administrator, and area education agency administrator license. (282 Iowa Administrative Code 17.5,6, and 7).

Community colleges may offer renewal college credit courses for educational, professional teachers, and professional administrators, which does not lead to a degree but which:

- a. Adds greater depth/breadth to present endorsements held, or
- b. Leads to completion of requirements for an endorsement not currently held.

Credit hours generated from course offerings in renewal licensure are eligible for inclusion in the general state aid provided the Credit Instructional Program/Course Criteria are met and the following criteria:

- a. Course offerings were developed by the community college as opposed to being developed by a four-year institution or area education agency.
- b. Course offerings that do not lead to graduate credit (masters and doctorate level courses).

[Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy."]

IV. Fall Credit File Layouts

A. Data Submission Deadlines

| Files / Reports | Due Dates |
|--|------------------------------|
| Transmittal Form – Data Records File | On or before October 1, 2012 |
| Credit Student Information Files | On or before October 1, 2012 |
| Credit Student Course Files | On or before October 1, 2012 |
| Electronic Credit Course Catalog Files | On or before October 1, 2012 |

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

To ensure the Department of Education has received the file in its entirety, reporting officers must send in the summative information below, in addition to the unit record file. This information will act as a pseudo checksum.

Credit Student Information File

| | |
|--|--|
| Total number of Credit Student Information records transmitted | |
| Point-in-time date | |

Credit Student Course File

| | |
|---|--|
| Total number of Credit Student Course records transmitted | |
| Total Credit Student Course credit hours transmitted | |
| Point-in-time date | |

Electronic Credit Course Catalog Files

| | |
|---|--|
| Total number of Electronic Course Catalog records transmitted | |
| Point-in-time date | |

| C. Fall Credit Student Information File | | | | |
|---|---|---------|------|---|
| Field | Data Element | Pos. | Len. | Field Description |
| A | College Number | 1-2 | 2 | Two character District Number (01 through 16) |
| B | Social Security Number/ Unique Student Identifier | 3-11 | 9 | Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number. |
| C | Unique Student Identifier/ Locally Assigned | 12 | 1 | 1 = Yes, Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college. |
| D | Student Last Name | 13-62 | 50 | Legal last name of the student |
| E | Student First Name | 63-112 | 50 | Legal first name of the student |
| F | Student Middle Name or Middle Initial | 113-162 | 50 | Legal middle name or middle initial of the student |
| G | Birth Date | 163-170 | 8 | Date of birth in format CCYYMMDD (Ex: Sept 14, 1968 would be 19680914) Blank = No Response |
| H | Gender | 171 | 1 | 0 = Unknown 1 = Male 2 = Female |
| I | Ethnicity | 172 | 1 | 0 = Not reported 1= Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race 2 = Non-Hispanic |
| J | Race: American Indian or Alaskan Native | 173 | 1 | A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition. 1 = Yes 0 = No |
| K | Race: Asian | 174 | 1 | A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent 1 = Yes 0 = No |
| L | Race: Black or African American | 175 | 1 | A person having origins in any of the black racial groups of Africa 1 = Yes 0 = No |
| M | Race: Native Hawaiian or Other Pacific Islander | 176 | 1 | This includes, for example, Philippine Islands and Samoa 1 = Yes 0 = No |
| N | Race: White | 177 | 1 | A person having origins in any of the original peoples of Europe, North Africa, or the Middle East 1 = Yes 0 = No |
| O | Race: Not reported | 178 | 1 | 1 = Yes: fields J-N = 0 0 = No: at least one field J-N = 1 |
| P | Previously Attended Another Postsecondary Institution | 179 | 1 | 1 = Yes 0 = No |
| Q | Highest Degree Earned at Another Postsecondary Institution | 180 | 1 | 0 = Unknown 3 = 4-year degree 1 = less than 2 year 4 = Graduate degree 2 = 2-year degree 5 = None |
| R | Transfer Credit Hours Granted | 181-185 | 5 | Number of transfer credit hours posted to student transcript at time of report. Must include decimal point. (Examples: 01.25 or 10.50 or 01.00) |

C. Fall Credit Student Information File

| Field | Data Element | Pos. | Len. | Field Description |
|-------|---|---------|------|--|
| S | First Enrollment Date, This College | 186-191 | 6 | First enrollment date in format CCYYMM (Example: May 1998 would be 199805) |
| T | Earned Credit Hours | 192-197 | 6 | The total credit hours posted to student transcript at time of report. (Examples: 001.25 or 100.50 or 001.00) |
| U | High School Award Type | 198 | 1 | 0 = Unknown 3 = Non-graduate 1 = High school diploma 4 = Still in high school (9-12) 2 = GED 5 = Adult High School Diploma |
| V | Year of High School Award | 199-202 | 4 | CCYY (will be blank if 0, 3 or 4 is used for high school award type) |
| W | Limited English Proficient | 203 | 1 | 1 = Yes 0 = No Individuals: A) Who were not born in the United States or whose native language is a language other than English. 1) Who come from environments where a language other than English is dominant or 2) Who are American Indian or Alaskan Native students who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and B) Who by reason thereof have sufficient difficulty speaking, reading, writing, or understanding the English language impeding their opportunity to learn successfully in classrooms where the language of instruction is English. |
| X | Economically Disadvantaged | 204 | 1 | 1 = Yes 0 = No Individuals (other than handicapped and Limited English Proficiency) having economic disadvantages and need special economic assistance to participate and succeed in State Board approved programs or who desire specially designed programs. |
| Y | Disabled | 205 | 1 | 1 = Yes 0 = No Individuals who are mentally retarded, hard of hearing/ deaf, speech or language impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, multi-handicapped, or persons with specific learning disabilities who, because of their handicapping conditions, cannot succeed in the regular State Board approved programs without special educational assistance or who require a modified education program. |
| Z | Single Parent | 206 | 1 | 1 = Yes 0 = No An individual who is: A) Unmarried or legally separated from a spouse; and B) Has a minor child(ren) for which the parent has either custody of joint custody, or is pregnant. |
| AA | Displaced Homemaker | 207 | 1 | 1 = Yes 0 = No A person, who has been a homemaker exclusively but whom now because of dissolution of marriage, death or disability of spouse, must prepare for paid employment. |
| AB | Served With Support Services | 208 | 1 | 1 = Yes 0 = No Individuals who are members of one or more special populations who received supplemental assistance beyond what is provided other students in order to succeed in their program. |
| AC | Student Intent/Goal (Data Element NOT Related to Funding-Intent/Goal of Student at Registration) | 209 | 1 | 1 = Transfer to another college/university 2 = Prepare to enter job market 3 = Explore courses to decide on career 4 = Self-improvement/Improve basic skills 5 = Take courses for personal interest 6 = Improve skills for present job 7 = Prepare to change careers 8 = Meet certification/Licensure requirements 9 = Undecided/Unknown/Other |

C. Fall Credit Student Information File

| Field | Data Element | Pos. | Len. | Field Description |
|-------|--|---------|------|--|
| AD | High School Identification Code Set and Community College Adult High School Diploma Identification | 210-217 | 8 | The MIS System will accept either the Iowa High School Code or ACT codes. Iowa High School Code Sets include the combination of the District Code and School Code. Use for currently enrolled students or graduates of an Iowa High School, See Appendix B. For Community College Adult High School Diploma Code Sets refer to Appendix C. |
| AE | Student CIP Major or program CIP Number | 218-225 | 8 | First 8 digits including leading zeros - Student Major at end of Fall (for Fall report) or at the end of the Fiscal Year (for Fiscal Year report). |
| AF | Student Second CIP Major or second program CIP Number | 226-233 | 8 | First 8 digits including leading zeros - Student Major at end of Fall (for Fall report, if registered for dual majors) or at the end of the Fiscal Year (if registered for dual majors for Fiscal Year report). |
| AG | State Student Identification Number | 234-243 | 10 | Unique Student Identifier assigned to all secondary students and passed to the MIS from a data match of K-12 data systems. Use 9999999999 if unknown. |
| AH | Student's Permanent Address Zip Code | 244-248 | 5 | Use five characters for the student's permanent address zip code. Use 99999 if unknown. |

D. Fall Credit Student Course File

| Field | Data Element | Pos. | Len. | Field Description |
|---|--|---|------|--|
| A | College Number | 1-2 | 2 | The two character District Number (01 through 16) |
| B | Social Security Number/ Unique Student Identifier | 3-11 | 9 | Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number. |
| C | Unique Student Identifier/ Locally Assigned | 12 | 1 | 1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college. |
| D | Registration Type | 13 | 1 | 0 = Regular student 1 = Contracted training/services (non-High School students) Example: private corporations contracting for-credit courses. 2 = High School Student (should equal total under codes 1, 2, and 3 in field E.) |
| E | High School Enrollment Type | 14 | 1 | 0 = Not Applicable 1 = Postsecondary Enrollment Option Act (PSEO) 2 = Contract Agreement (28E Agreement) 3 = Tuition Student |
| F | Residency | 15 | 1 | Residence status at date of registration 0 = Unknown 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student (I-20) |
| Program Identifier-Student Major at Registration | | Report each component as a separate field. Note: For post-secondary students , report the declared major for credit students as of the date of registration. If a student has not declared a major, he/she will be assigned to a vocational major based on the program in which the student has enrolled. If the student is not enrolled into any program, he/she will be assigned the program based on most vocational courses. If he/she has not enrolled and/or completed mostly vocational courses, the student will be assigned to an Arts and Science major. Secondary students will be assigned the program based on a college official policy for secondary student enrollment. | | |
| G | CIP Number | 16-23 | 8 | First 8 digits including leading zeros-Identifying Student Major Only |
| H | Identification Code Set - Instructional Level | 24-25 | 2 | 02 = Secondary 03 = Postsecondary 04 = Adult 05 = Combination (any two or more of the above) |
| I | Identification Code Set-Type - Program, Course, Service, and/or Activity | 26-27 | 2 | 02 = Full-Time Preparatory 03 = Short-Term Preparatory 05 = Related Service or Activity 06 = Arts and Science College Parallel/Career Option 07 = Part-Time Preparatory 08 = Arts and Science Liberal/General Studies 12 = Preparatory Advanced Standing 29 = Secondary Jointly Admin. – General Education (Not PSEO) 32 = Shared Full- Time Preparatory 33 = Shared Short-Term Preparatory 36 = Shared A&S College Parallel/Career Option 37 = Shared Part-Time Preparatory 38 = Shared A&S Liberal/General Studies 46 = Recertification/Relicensure |
| J | Identification Code Set-Special Emphasis | 28-29 | 2 | 04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 47 = Contract/Customized Bus/Ind Training |

D. Fall Credit Student Course File

| Field | Data Element | Pos. | Len. | Field Description |
|-------|--|---------|------|---|
| K | Identification Code Set-Object and Purpose | 30-31 | 2 | 02 = Secondary- Career/Tech 03 = Credit 22 = Not-Eligible |
| L | Course Number | 32-56 | 25 | Combination of alpha/numeric characters assigned by a college to a course. First six positions must match alphanumeric common course number: three for course prefix and three for the course number. The remainder of the number (e.g., assigned locally for the section) should also be reported. |
| M | Course Start Date | 57-64 | 8 | CCYYMMDD- (Example: August 1, 2006 would be 20060801) |
| N | Course End Date | 65-72 | 8 | CCYYMMDD- (Example: December 1, 2006 would be 20061201) |
| O | Date Student Entered Course | 73-80 | 8 | CCYYMMDD- (Example: August 1, 2006 would be 20060801) |
| P | Date Student Exited Course | 81-88 | 8 | CCYYMMDD- (Example: December 1, 2006 would be 20061201). If the student exits the course early, the year, month, and day the student exited the course, otherwise list the year, month, and day the course ended. |
| Q | Course Credit Hours | 89-93 | 5 | Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00) |
| R | Distance Learning | 94 | 1 | 1 = the content of this course delivered entirely online (web-based, internet). 2 = the content of this course delivered through distance learning method over 50% of the course time but not entirely online ; e.g., 40% online, 20% DVD, 30% in class = 60% (40+20) distance learning. 0 = not a distance learning course |
| S | Developmental course | 95 | 1 | A course designed to provide assistance (remedial instruction) to individuals so they can successfully complete the regular courses in their program of study. They are not designed to be college transferable and do not count toward graduation requirements. 1 = Yes, 0 = No |
| T | Course Contact Hours | 96-101 | 6 | Use up to two decimal places as appropriate (Examples: 001.25 or 010.50 or 001.00) |
| U | First Instructor's SSN | 102-110 | 9 | Instructor's Social Security Number including leading zeros. Enter 999999999 if unknown. Example of "unknown": online courses taught by other colleges |
| V | Percent of the course taught | 111-113 | 3 | Percent of the course taught by instructor in field V including leading zeros. Example: 009 or 060, or 100. |
| W | Second Instructor's SSN | 114-122 | 9 | Instructor's Social Security Number including leading zeros. Enter 999999999 if unknown. If there is no second instructor, enter 000000000. |
| X | Percent of the course taught* | 123-125 | 3 | Percent of the course taught by instructor in field X including leading zeros. Example: 009 or 060, or 100. |

*If more than two instructors teach the course, enter the first two with the largest percent of the course taught. In this case, the total percent of the course taught might be less than 100%.

E. Electronic Course Catalog File - Credit

| Field | Data Element | Pos. | Len. | Field Description |
|-------|-------------------|---------|------|--|
| A | College Number | 1-2 | 2 | Two character District Number (01 through 16) |
| B | Course Number | 3-27 | 25 | Combination of alpha/numeric characters assigned by a college to a course. First six positions must match common course number: three for course prefix and three for the course number. |
| C | Course Name/Title | 28-102 | 75 | Combination of alpha/numeric characters assigned by a college to the course name/title. |
| D | Credit Hours | 103-107 | 5 | Use up to two decimal places as appropriate (if variable use maximum value), (Examples: 01.25 or 10.50 or 01.00) |

Fiscal Year Credit Student Enrollment Reporting

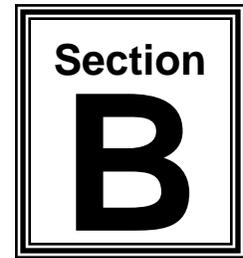


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I. Fiscal Year Credit Program CIP Numbers and Code Sets Summary

| Educational Program | Classification of Instructional Programs (CIP) | Identification Code Set (Level, Type, SpEmp, Obj/Pur) |
|--|---|--|
| Arts & Sciences | | |
| Liberal/General Studies | 24.010100 | 03 08 11 03 |
| College Parallel /Career Option | | |
| No Special Emphasis | Occupational Specific | 03 06 11 03 |
| Shared A&S College Parallel/Career Option-No Special Emphasis | Occupational Specific | 03 36 11 03 |
| Career & Technical Education | | |
| Preparatory | | |
| Full-Time Preparatory | | |
| No Special Emphasis | Occupational Specific | 03 02 11 03 |
| Reciprocal Agreement | Occupational Specific | 03 02 35 03 |
| Apprenticeship (Non-IDED Funded) | Occupational Specific | 03 02 04 03 |
| Advanced Standing Career/Vocational Education Programs | | |
| No Special Emphasis | Occupational Specific | 03 12 11 03 |
| Reciprocal Agreement | Occupational Specific | 03 12 35 03 |
| Short-Term Preparatory | | |
| Special Populations | Occupational Specific | 03 03 09 03 |
| No Special Emphasis | Occupational Specific | 03 03 11 03 |
| Part-Time Preparatory | | |
| No Special Emphasis | Occupational Specific | 03 07 11 03 |
| Corrections | | |
| Juvenile –State/County/Homes/Other | Occupational/Subject | 02 03 30 03 |
| Adult – State/County Jails/Halfway Houses/Rehab. Centers/Other | Occupational/Subject | 04 03 30 03 |
| Contract/Customized Business/Industry Training | Occupational/Subject | 04 03 47 03 |
| Recertification/Relicensure | Occupational/Subject | 04 46 11 03 |

II. Fiscal Year Credit Hour Reporting Requirements/Procedures

Procedures are to be followed when identifying credit hours of enrollment. Guidelines for determining credit hours are found in 281 Iowa Administrative Code 21.2(13).

Credit enrollments consist of instructional offerings, courses, programs, and activities in the Arts and Science and Career and Technical Education areas/Cost Centers. This includes credit offerings in:

1. Liberal/General Studies
2. College Parallel/Career Options
3. Developmental Education
4. Full-Time, Advanced Standing, Shared, Part-Time, and Short-Term Career/Technical Preparatory
5. Apprenticeship
6. Reciprocal Agreement
7. Tech Prep
8. Secondary-Postsecondary Enrollment Options (PSEO)
9. Corrections
10. Contract/Customized Business/Industry Training
11. Recertification/Relicensure

Department of Education (DE) approval must be received for most of credit offerings. DE approval is not required for concentration areas in Liberal/General Studies, Developmental Education, Postsecondary Enrollment Options, Economic Development, Corrections, Contract/Customized Business/Industry Training, and Recertification/Relicensure. A Credit Program Master, specific to each community college, is maintained by the Department of Education. Contact the Department if there is any change from the Credit Program Master Listing of Classification of Instructional Program (CIP) Number and/or Instructional Code Set.

All students that receive credit for completed offerings must be reported on the Management Information System (MIS). Credit Student Enrollment File formats are available at the end of this section. Files must be as complete as possible for each student and for each course in which the student enrolls. Data files are to be transmitted to the designated web server at the Department of Education and must be ASCII fixed length files.

Fiscal Year Credit Student Enrollment Files are due on August 4 of the year following the reporting fiscal year. For the Fiscal Year Credit Student Enrollment Files, only students enrolled in a course in which the 14th calendar day occurred on or after July 1, of this fiscal reporting year or on or before June 30, of this fiscal reporting year will be included.

State Students Identification Numbers for the new students who received them prior to college enrollment are provided to colleges by the Department of Education within two weeks after Fiscal Year data confirmations. Colleges are responsible for the maintenance of the provided ID numbers for the complete period of students' education with a college.

III. General Credit Instructions

A. Credit Instructional Program /Course Criteria

Credit instructional programs/courses must meet all of the criteria listed below:

1. Each course must be an organized subject matter in which instruction is offered.
2. Each course must have a minimum length of 1 credit hour. A credit hour is established at 16 contact hours, where 1 contact hour = 50 minutes. Only the following multipliers are allowed in calculating the credit hour:
 - A. 50 minutes = 1 contact hour
 - B. 55 minutes = 1.1 contact hours
 - C. 60 minutes = 1.2 contact hours
 - D. Less than 50 minutes, do not report.
3. Minimum Standards
 - A. Classroom work.
 - i) The minimal requirements for one semester hour of credit shall be 800 minutes of scheduled instruction plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirements for one-quarter hour of credit shall be 533 minutes of scheduled instruction plus (when applicable) a scheduled culminating activity.
 - B. Laboratory work.
 - i) The minimal requirement for one semester hour of credit shall be 1,600 minutes of scheduled laboratory work plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirement for one-quarter hour of credit shall be 1,066 minutes of scheduled laboratory work plus (when applicable) a scheduled culminating activity.
 - C. Clinical practice.
 - i) The minimal requirements for one semester hour of credit shall be 2,400 minutes of scheduled clinical practice plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirement for one-quarter hour of credit shall be 1,599 minutes of scheduled clinical practice plus (when applicable) a scheduled culminating activity.
 - D. Work experience.
 - i) The minimal requirement for one semester hour of credit shall be 3,200 minutes of scheduled work experience plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirement for one-quarter hour of credit shall be 2,132 minutes of scheduled work experience plus (when applicable) a scheduled culminating activity.
4. Each course must have a syllabus, course description, and condensed outline or statement of the main points on file at the community college.
5. Each course must be approved in accordance with the appropriate procedure as defined by local board policy.
6. The community college must have a written agreement with the instructor of record, identifying the conditions of the services to be provided (e.g., contractual or subscribed services agreement). When courses are transmitted to remote sites, the instructor at the origination site is the instructor of record.
7. Students must be registered according to the official registration procedures of the community college.
8. Student enrollment records appropriate for audit must be maintained for each course.
9. The instructional program is the first 2 years of college only (lower division courses) as opposed to upper division (undergraduate level) or graduate (master's and doctorate) level courses. [Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy."]

B. Fiscal Year Credit Enrollment/Reporting Policies/Procedures

1. An **official school calendar**, which clearly indicates the periods students are enrolled and days when courses are not in session (holidays and professional meetings).
2. Community colleges shall not count more than 10 official days of **registration and orientation** immediately preceding a term as a part of the total enrollment for purposes of computing contact hours for credit students, provided the institution's registration and orientation program was included as a part of the official school calendar. Registration and orientation days shall be counted only for students who register prior to or during the official late registration period of the community college and no later than 2 weeks (14 calendar days) after the beginning of the courses or programs.
3. Days on which **tests** are administered may be counted for purposes of computing credit hours if they are a part of the scheduled term as indicated by the official school calendar.
4. Reporting enrollments related to **course length** must be determined as follows:
 - a. Courses over 2 weeks in length (14 calendar days). The total registration, less the withdrawals through the first 2 weeks, shall be counted as the enrollment. All credit hours shall be recorded for these students.
 - b. Courses less than 2 weeks in length (14 calendar days). The total registration less the withdrawals through the first 2 course meetings shall be counted as the total enrollment. All credit hours shall be recorded for these students.
 - c. Open Entry/Open Exit, Individualized and Self-Paced Courses. Courses that allow the student to enter at variable times and/or progress at individual rates will compute credit hours based upon the individual student's entry date. Students who withdraw in the first 2 weeks (14 calendar days) from the student's entry date will not be counted. All credit hours for the course will be counted if no withdrawal occurs through the first 14 calendar days. Individualized courses should be counted as exact credit hours.
5. Enrollment must be determined on a point-in-time reporting basis for the following situations:
 - a. Courses, which begin more than 2 weeks (14 calendar days) prior to July 1, will be reported in this Fiscal Year.
 - b. Courses, which begin less than 2 weeks (14 calendar days) prior to July 1 will be reported in the next Fiscal Year Credit Student Course file.
 - c. The withdrawal date for any student is the day on which the student is officially withdrawn from a course or program in a community college in accordance with institutional policy. Courses, which students are withdrawn from through the 14th calendar day from the beginning date of the program or course will **not** be used for computation of credit hours. Courses which students are not withdrawn from through the 14th calendar day will have all credit hours for the course computed. Institutions must record the exact withdrawal.
6. Community colleges must not report more than 1 credit hour for an individual student for the same period of time. There is no circumstance that can be construed as authorization for reporting 2 or more credit hours for the same period of time.
7. Credit hours counted for: (a) on-the-job training, (b) clinical programs, and (c) work experience programs shall be computed on the basis of the actual number of credit hours a student is enrolled and participates in the program. The maximum number of hours counted for a full-time or part-time program may not exceed 40 hours per week for the combined total hours including classroom work orientation.
8. Credit hours shall not be counted for the time students spend taking tests that are not a part of a course or program. (i.e. GED tests, independent testing for licensure boards, independent screening and testing for business and industry, governmental agencies, other independent standardized testing programs).

B. Fiscal Year Credit Enrollment/Reporting Policies/Procedures, Continued

9. Each course and program offered by a community college shall clearly identify the total number of credit hours, which are classified as classroom work, laboratory, clinical practice, and work experience. Credit hour identification shall be continually revised to reflect changes.
10. Policies for such purposes as late registration and official withdrawal shall be followed when computing credit hours.
11. Courses or programs that have minor variations in the number of credit hours of classroom work and laboratory from 1 week to another may have an arbitrary assignment of hours determined for each term to facilitate clerical procedures.
12. Credit hours shall not be counted for staff development/in-service training sessions for employees of community colleges. This includes full-time or part-time employees and volunteers who are serving in the capacity of instructors, tutors, teacher aides, or recruiters for the college.
13. Holidays when students are not scheduled for classes shall not be counted when computing credit hours.
14. Days when professional meetings are held and classes are not scheduled shall not be counted when computing credit hours.
15. The day when commencement occurs may be included when computing credit hours, if this day occurs during the period in which the student was registered for a course or program.
16. Extended field trips offered as eligible credit courses/hours in which students are officially registered shall have hours computed by counting no more than the number of classroom work and laboratory contact hours that are equivalent to the number of credit hours assigned to the experience.
17. Independent Study, "To Be Arranged," courses must record all arrangements between the instructor and students indicating when the course actually met and documentation that all Credit Instructional Program/Course Criteria are satisfied.
18. Courses offered as Distance Education must be taught by instructors who have a written agreement with the community college that is granting the credit and transmitted to students at remote sites via audio and/or video telecommunications technology (i.e., web based-internet, satellite, and/or Iowa Communications Network-ICN).
 - a. Enrollments can be eligible for the general state aid (state general aid funding distribution formula) if they qualify under specific instructions contained in the credit hour enrollment reporting procedures and the Instructional Program/Course Criteria.
 - b. Offerings by a consortium of community colleges shall be reported in a uniform manner. Students must be enrolled by only one community college.
 - c. Report credit hour enrollments of students in programs offered via distance education in conjunction with other institutions of higher education. (Regents Institutions, community colleges, private colleges, universities, and subscribed services).
19. Home Schooled Students must be reported on the MIS Credit Student Information File using the local high school code. Either the Iowa High School Code or the ACT code is accepted.

C. Specific Program/Student Reporting Procedures

| | | |
|---|-------------------------------------|-------------------------------------|
| 1. Developmental Education | <u>CIP</u> Occupational Specific | <u>Code Set</u> Program specific |
| Enrollments in developmental education must be identified with the code sets for the program of enrollment in the MIS Credit Student Course File. Colleges must provide the course name and course number of all developmental education courses to the Department of Education. Colleges will use course numbers under 100 for developmental education. | | |
| 2. Apprenticeship | <u>CIP</u> Occupational Specific | <u>Code Set</u> 03 02 04 03 |
| Apprenticeship credit programs that are <u>not</u> funded by Iowa Economic Development Authority Programs (260E/260F/260G) must utilize the code set of 03 02 04 03. All apprenticeship programs must be <u>registered</u> with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Students must be registered apprentices with the Bureau of Apprenticeship and Training. | | |
| 3. Advanced Standing Career/Vocational Education Programs | <u>CIP</u> Occupational/Subject | <u>Code Set</u> Type 12 |
| Advanced Standing Programs are those programs that require completion of another program before a student is eligible to enter. These programs are to be identified by an Identification Code Set Type-Program, Course, Service, and/or Activity of 12 rather than by a CIP number. | | |
| 4. Corrections | <u>CIP</u> Occupational Specific | <u>Code Set</u> 02 03 30 03 |
| | Juvenile Occupational Specific | 04 03 30 03 |
| Credit programs developed to enhance life skills, and academic and/or employability success for individuals who are residents of a county, state, private, confinement, rehabilitation, and/or correctional facility should be included in the credit hour reporting. All credit hours generated by corrections individuals are to be reported in these codes sets. | | |
| 5. Contract/Customized Business/Industry Training | <u>CIP</u> Occupational Specific | <u>Code Set</u> 04 03 47 03 |
| Program enrollments, other than 260E/260F/260G economic development training, provided by the college for business/industry are eligible for the state general aid (state general aid funding distribution formula) and should be included in Credit Student Enrollment Files. Courses previously reported under One Source Training should be included here. NOTE: Credit student enrollments must be included under the "Registration Type 1= contract training/services." | | |
| 6. Postsecondary Enrollment Options (PSEO) | | |
| Students enrolled and receiving secondary credit in a secondary educational institution as well as enrolled for college credit are included in the Credit Student Course Field. Enrollments are eligible for state general aid and must meet the Instructional Program/Course Criteria. <u>Enrollments must be reported along with the postsecondary enrollments in the same courses.</u> | | |
| 7. Recertification/Relicensure | <u>CIP</u> Occupational/Subject | <u>Code Set</u> 04 46 11 03 |
| A. Designed for individuals employed in occupations that require less than a four-year degree and who are required to be recertified or relicensed (e.g., chemical application, insurance), or employed in occupations that require a four-year college degree or above and are required to be recertified or relicensed, which does not lead to an additional degree (e.g. education, health care providers, lawyers, etc.). | | |
| Note: Utilize this category for reporting nursing and health care providers regardless of their level of education. | | |

C. Specific Program/Student Reporting Procedures, Continued

B. Renewal – Education Certificates

Community colleges may offer renewal college credit courses for those educators desiring to renew an educational, professional teacher, professional administrator, and area education agency administrator license. (282 Iowa Administrative Code 17.5,6, and 7).

Community colleges may offer renewal college credit courses for educational, professional teachers, and professional administrators, which does not lead to a degree but which:

- a. Adds greater depth/breadth to present endorsements held, or
- b. Leads to completion of requirements for an endorsement not currently held.

Credit hours generated from course offerings in renewal licensure are eligible for inclusion in the general state aid provided the Credit Instructional Program/Course Criteria are met and the following criteria:

- a. Course offerings were developed by the community college as opposed to being developed by a four-year institution or area education agency.
- b. Course offerings that do not lead to graduate credit (masters and doctorate level courses).

[Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy."]

8. Technical Skill Assessment

| <u>CIP</u> | <u>Code Set</u> |
|----------------------|------------------|
| Occupational/Subject | Program Specific |

Perkins grant accountability requires performance measuring for CTE courses/programs. Technical Skill Assessment is conducted by each community college in the course of the program year and recorded by Perkins program coordinators. The data then is imported into Student Information file. A student is considered assessed for the program under declared major(s) if he/she was assessed in at least one CTE course of such program(s) within the reporting year. The student is considered proficient if he/she has successfully passed at least one technical skill assessment within the program under declared major(s).

IV. Fiscal Year Credit File Layouts

A. Data Submission Deadlines

| Files / Reports | Fiscal Year Due Dates |
|--|-----------------------------|
| Transmittal Form – Data Records File | On or before August 4, 2013 |
| Credit Student Information Files | On or before August 4, 2013 |
| Credit Student Course Files | On or before August 4, 2013 |
| Electronic Credit Course Catalog Files | On or before August 4, 2013 |

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

To ensure the Department of Education has received the file in its entirety, reporting officers must send in the summative information below, in addition to the unit record file. This information will act as a pseudo checksum.

Credit Student Information File

| | |
|--|--|
| Total number of Credit Student Information records transmitted | |
| Point-in-time date | |

Credit Student Course File

| | |
|---|--|
| Total number of Credit Student Course records transmitted | |
| Total Credit Student Course credit hours transmitted | |
| Point-in-time date | |

Electronic Credit Course Catalog Files

| | |
|---|--|
| Total number of Electronic Course Catalog records transmitted | |
| Point-in-time date | |

C. Fiscal Year Credit Student Information File

| Field | Data Element | Pos. | Len. | Field Description |
|-------|--|---------|------|---|
| A | College Number | 1-2 | 2 | Two character District Number (01 through 16) |
| B | Social Security Number/ Unique Student Identifier | 3-11 | 9 | Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number. |
| C | Unique Student Identifier/ Locally Assigned | 12 | 1 | 1 = Yes, Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college. |
| D | Student Last Name | 13-62 | 50 | Legal last name of the student |
| E | Student First Name | 63-112 | 50 | Legal first name of the student |
| F | Student Middle Name or Middle Initial | 113-162 | 50 | Legal middle name or middle initial of the student |
| G | Birth Date | 163-170 | 8 | Date of birth in format CCYYMMDD (Ex: Sept 14, 1968 would be 19680914) Blank = No Response |
| H | Gender | 171 | 1 | 0 = Unknown 1 = Male 2 = Female |
| I | Ethnicity | 172 | 1 | 0 = Not reported 1= Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race 2 = Non-Hispanic |
| J | Race: American Indian or Alaskan Native | 173 | 1 | A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition. 1 = Yes 0 = No |
| K | Race: Asian | 174 | 1 | A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent 1 = Yes 0 = No |
| L | Race: Black or African American | 175 | 1 | A person having origins in any of the black racial groups of Africa 1 = Yes 0 = No |
| M | Race: Native Hawaiian or Other Pacific Islander | 176 | 1 | This includes, for example, Philippine Islands and Samoa 1 = Yes 0 = No |
| N | Race: White | 177 | 1 | A person having origins in any of the original peoples of Europe, North Africa, or the Middle East 1 = Yes 0 = No |
| O | Race: Not reported | 178 | 1 | 1 = Yes: fields J-N = 0 0 = No: at least one field J-N = 1 |
| P | Previously Attended Another Postsecondary Institution | 179 | 1 | 1 = Yes 0 = No |
| Q | Highest Degree Earned at Another Postsecondary Institution | 180 | 1 | 0 = Unknown 3 = 4-year degree 1 = less than 2 year 4 = Graduate degree 2 = 2-year degree 5 = None |
| R | Transfer Credit Hours Granted | 181-185 | 5 | Number of transfer credit hours posted to student transcript at time of report. Must include decimal point. (Examples: 01.25 or 10.50 or 01.00) |

| C. Fiscal Year Credit Student Information File | | | | |
|--|-------------------------------------|---------|------|--|
| Field | Data Element | Pos. | Len. | Field Description |
| S | First Enrollment Date, This College | 186-191 | 6 | First enrollment date in format CCYYMM (Example: May 1998 would be 199805) |
| T | Earned Credit Hours | 192-197 | 6 | The total credit hours posted to student transcript at time of report. (Examples: 001.25 or 100.50 or 001.00) |
| U | High School Award Type | 198 | 1 | 0 = Unknown 3 = Non-graduate 1 = High school diploma 4 = Still in high school (9-12) 2 = GED 5 = Adult High School Diploma |
| V | Year of High School Award | 199-202 | 4 | CCYY (will be blank if 0, 3 or 4 is used for high school award type) |
| W | Limited English Proficient | 203 | 1 | 1 = Yes 0 = No Individuals: A) Who were not born in the United States or whose native language is a language other than English. 1) Who come from environments where a language other than English is dominant or 2) Who are American Indian or Alaskan Native students who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and B) Who by reason thereof have sufficient difficulty speaking, reading, writing, or understanding the English language impeding their opportunity to learn successfully in classrooms where the language of instruction is English. |
| X | Economically Disadvantaged | 204 | 1 | 1 = Yes 0 = No Individuals (other than handicapped and Limited English Proficiency) having economic disadvantages and need special economic assistance to participate and succeed in State Board approved programs or who desire specially designed programs. |
| Y | Disabled | 205 | 1 | 1 = Yes 0 = No Individuals who are mentally retarded, hard of hearing/ deaf, speech or language impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, multi-handicapped, or persons with specific learning disabilities who, because of their handicapping conditions, cannot succeed in the regular State Board approved programs without special educational assistance or who require a modified education program. |
| Z | Single Parent | 206 | 1 | 1 = Yes 0 = No An individual who is: A) Unmarried or legally separated from a spouse; and B) Has a minor child(ren) for which the parent has either custody of joint custody, or is pregnant. |
| AA | Displaced Homemaker | 207 | 1 | 1 = Yes 0 = No A person, who has been a homemaker exclusively but whom now because of dissolution of marriage, death or disability of spouse, must prepare for paid employment. |
| AB | Technical Skill Assessment | 208 | 1 | 1 = Assessed, not proficient 0 = Not assessed 2 = Assessed, proficient A CTE student who has been assessed for technical skills proficiency as required by Perkins grant authorities. |
| AC | Served With Support Services | 209 | 1 | 1 = Yes 0 = No Individuals who are members of one or more special populations who received supplemental assistance beyond what is provided other students in order to succeed in their program. |

C. Fiscal Year Credit Student Information File

| Field | Data Element | Pos. | Len. | Field Description |
|-------|---|---------|------|--|
| AD | Student Intent/Goal (Data Element NOT Related to Funding-Intent/Goal of Student at Registration) | 210 | 1 | 1 = Transfer to another college/university 2 = Prepare to enter job market 3 = Explore courses to decide on career 4 = Self-improvement/Improve basic skills 5 = Take courses for personal interest 6 = Improve skills for present job 7 = Prepare to change careers 8 = Meet certification/Licensure requirements 9 = Undecided/Unknown/Other |
| AE | High School Identification Code Set and Community College Adult High School Diploma Identification | 211-218 | 8 | The MIS System will accept either the Iowa High School Code or ACT codes. Iowa High School Code Sets include the combination of the District Code and School Code. Use for currently enrolled students or graduates of an Iowa High School, See Appendix B. For Community College Adult High School Diploma Code Sets refer to Appendix C. |
| AF | Student CIP Major or program CIP Number | 219-226 | 8 | First 8 digits including leading zeros - Student Major at end of Fall (for Fall report) or at the end of the Fiscal Year (for Fiscal Year report). |
| AG | Student Second CIP Major or second program CIP Number | 227-234 | 8 | First 8 digits including leading zeros - Student Major at end of Fall (for Fall report, if registered for dual majors) or at the end of the Fiscal Year (if registered for dual majors for Fiscal Year report). |
| AH | State Student Identification Number | 235-244 | 10 | Unique Student Identifier assigned to all secondary students and passed to the MIS from a data match of K-12 data systems. Use 9999999999 if unknown. |
| AI | Student's Permanent Address Zip Code | 245-249 | 5 | Use five characters for the student's permanent address zip code. Use 99999 if unknown. |

| D. Fiscal Year Credit Student Course File | | | | |
|---|--|---|------|--|
| Field | Data Element | Pos. | Len. | Field Description |
| A | College Number | 1-2 | 2 | The two character District Number (01 through 16) |
| B | Social Security Number/ Unique Student Identifier | 3-11 | 9 | Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number. |
| C | Unique Student Identifier/ Locally Assigned | 12 | 1 | 1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college. |
| D | Registration Type | 13 | 1 | 0 = Regular student 1 = Contracted training/services (non-High School students) Example: private corporations contracting for-credit courses. 2 = High School Student (should equal total under codes 1, 2, and 3 in field E) |
| E | High School Enrollment Type | 14 | 1 | 0 = Not Applicable 1 = Postsecondary Enrollment Option Act (PSEO) 2 = Contract Agreement (28E Agreement) 3 = Tuition Student |
| F | Residency | 15 | 1 | Residence status at date of registration 0 = Unknown 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student (I-20) |
| Program Identifier-Student Major at Registration | | Report each component as a separate field. Note: For post-secondary students , report the declared major for credit students as of the date of registration. If a student has not declared a major, he/she will be assigned to a vocational major based on the program in which the student has enrolled. If the student is not enrolled into any program, he/she will be assigned the program based on most vocational courses. If he/she has not enrolled and/or completed mostly vocational courses, the student will be assigned to an Arts and Science major. Secondary students will be assigned the program based on a college official policy for secondary student enrollment. | | |
| G | CIP Number | 16-23 | 8 | First 8 digits including leading zeros-Identifying Student Major Only |
| H | Identification Code Set - Instructional Level | 24-25 | 2 | 02 = Secondary 03 = Postsecondary 04 = Adult 05 = Combination (any two or more of the above) |
| I | Identification Code Set-Type - Program, Course, Service, and/or Activity | 26-27 | 2 | 02 = Full-Time Preparatory 03 = Short-Term Preparatory 05 = Related Service or Activity 06 = Arts and Science College Parallel/Career Option 07 = Part-Time Preparatory 08 = Arts and Science Liberal/General Studies 12 = Preparatory Advanced Standing 29 = Secondary Jointly Admin. – General Education (Not PSEO) 32 = Shared Full- Time Preparatory 33 = Shared Short-Term Preparatory 36 = Shared A&S College Parallel/Career Option 37 = Shared Part-Time Preparatory 38 = Shared A&S Liberal/General Studies 46 = Recertification/Relicensure |
| J | Identification Code Set-Special Emphasis | 28-29 | 2 | 04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 47 = Contract/Customized Bus/Ind Training |

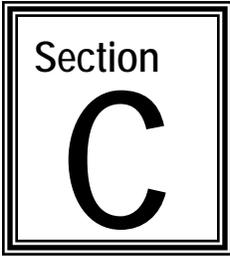
D. Fiscal Year Credit Student Course File

| Field | Data Element | Pos. | Len. | Field Description |
|-------|--|---------|------|---|
| K | Identification Code Set-Object and Purpose | 30-31 | 2 | 02 = Secondary- Career/Tech 03 = Credit 22 = Not-Eligible |
| L | Course Number | 32-56 | 25 | Combination of alpha/numeric characters assigned by a college to a course. First six positions must match alphanumeric common course number: three for course prefix and three for the course number. The remainder of the number (e.g., assigned locally for the section) should also be reported. |
| M | Course Start Date | 57-64 | 8 | CCYYMMDD- (Example: August 1, 2006 would be 20060801) |
| N | Course End Date | 65-72 | 8 | CCYYMMDD- (Example: December 1, 2006 would be 20061201) |
| O | Date Student Entered Course | 73-80 | 8 | CCYYMMDD- (Example: August 1, 2006 would be 20060801) |
| P | Date Student Exited Course | 81-88 | 8 | CCYYMMDD- (Example: December 1, 2006 would be 20061201). If the student exits the course early, the year, month, and day the student exited the course, otherwise list the year, month, and day the course ended. |
| Q | Course Credit Hours | 89-93 | 5 | Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00) |
| R | Distance Learning | 94 | 1 | 1 = the content of this course delivered entirely online (web-based, internet). 2 = the content of this course delivered through distance learning method over 50% of the course time but not entirely online ; e.g., 40% online, 20% DVD, 30% in class = 60% (40+20) distance learning. 0 = not a distance learning course |
| S | Developmental course | 95 | 1 | A course designed to provide assistance (remedial instruction) to individuals so they can successfully complete the regular courses in their program of study. They are not designed to be college transferable and do not count toward graduation requirements. 1 = Yes, 0 = No |
| T | Course Contact Hours | 96-101 | 6 | Use up to two decimal places as appropriate (Examples: 001.25 or 010.50 or 001.00) |
| U | First Instructor's SSN | 102-110 | 9 | Instructor's Social Security Number including leading zeros. Enter 999999999 if unknown. Example of "unknown": online courses taught by other colleges |
| V | Percent of the course taught | 111-113 | 3 | Percent of the course taught by instructor in field V including leading zeros. Example: 009 or 060, or 100. |
| W | Second Instructor's SSN | 114-122 | 9 | Instructor's Social Security Number including leading zeros. Enter 999999999 if unknown. If there is no second instructor, enter 000000000. |
| X | Percent of the course taught* | 123-125 | 3 | Percent of the course taught by instructor in field X including leading zeros. Example: 009 or 060, or 100. |

*If more than two instructors teach the course, enter the first two with the largest percent of the course taught. In this case, the total percent of the course taught might be less than 100%.

E. Electronic Course Catalog File - Credit

| Field | Data Element | Pos. | Len. | Field Description |
|-------|-------------------|---------|------|--|
| A | College Number | 1-2 | 2 | Two character District Number (01 through 16) |
| B | Course Number | 3-27 | 25 | Combination of alpha/numeric characters assigned by a college to a course. First six positions must match common course number: three for course prefix and three for the course number. |
| C | Course Name/Title | 28-102 | 75 | Combination of alpha/numeric characters assigned by a college to the course name/title. |
| D | Credit Hours | 103-107 | 5 | Use up to two decimal places as appropriate (if variable use maximum value), (Examples: 01.25 or 10.50 or 01.00) |



Fiscal Year Non-Credit Student Enrollment Reporting

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| I. Non-Credit Course/Program/Activity CIP Numbers and Code Sets | | |
|--|---|--|
| Educational Programs | Classification of Instructional Programs (CIP) | Identification Code Set (Level, Type, SpEmp, Obj/Pur) |
| Adult Literacy Program | | |
| Adult Basic Skills (ABE) | 32.010100 | 04 40 11 04 |
| Corrections – Juvenile | 32.010100 | 02 40 30 22 |
| Corrections – Adult | 32.010100 | 04 40 30 22 |
| English Literacy (ELL/ESL) | 32.010900 | 04 40 11 04 |
| English Literacy (ELL/ESL)-Citizenship | 32.010910 | 04 40 11 04 |
| General Educational Development (GED) | | |
| Corrections – Juvenile | 53.020100 | 02 40 30 22 |
| Corrections – Adult | 53.020100 | 04 40 30 22 |
| Community Rehabilitation Program | 32.019900 | 04 40 11 04 |
| Secondary Education (Including Adult High School Diploma) | | |
| Adult High School Diploma Course | 53.010500 | 04 41 11 04 |
| Secondary High School Diploma Course (Non-Eligible) | 53.010100 | 02 41 11 22 |
| Alternative High School (Non-Eligible) | 53.019900 | 02 41 11 22 |
| State or Federal Mandated, Recognized, Court Ordered/Referred | | |
| State/Federal Mandated | | |
| Child/Dependent Adult Abuse Mandatory Reporting | 61.200000 | 04 43 11 04 |
| Environmental Auditor | 61.100000 | 04 43 11 04 |
| Iowa Course for Drinking Drivers (DUI) | 61.090000 | 04 43 11 04 |
| Parenting Skills/Human Growth & Development | 61.160000 | 04 43 11 04 |
| Reserved Peace Officer Training | 61.170000 | 04 43 11 04 |
| Professional Permit to Carry Weapons Training | 61.240000 | 04 43 11 04 |
| Non-Professional Permit to Carry Weapons Training | 61.240100 | 04 43 11 04 |
| State Recognized | | |
| Driver Safety | 61.080000 | 04 44 11 04 |
| Coaching Authorization | 61.040000 | 04 44 11 04 |
| Drivers Education | | |
| Secondary Districts Not Reporting | 61.070000 | 04 44 11 04 |
| Secondary Districts Reporting (Non-Eligible) | 61.070000 | 04 44 11 22 |
| Hazardous Material | 61.110000 | 04 44 11 04 |
| Hunter Safety & Ethics | 61.120000 | 04 44 11 04 |
| Iowa Course for Driver Improvement (DIP) | 61.060000 | 04 44 11 04 |
| Mine Safety and Health Administration (MSHA) | 61.130000 | 04 44 11 04 |
| Motorcycle Rider | 61.140000 | 04 44 11 04 |
| Motorized Bicycle (Moped) | 61.150000 | 04 44 11 04 |
| School Bus Driver | 61.180000 | 04 44 11 04 |
| Snowmobile Safety | 61.190000 | 04 44 11 04 |
| All-Terrain Vehicles | 61.210000 | 04 44 11 04 |
| Watercraft/Water Skis | 61.220000 | 04 44 11 04 |
| Used Auto Dealer Training | 61.230000 | 04 43 11 04 |
| Court Ordered/Referred | 61.050000 | 04 45 11 04 |

| I. Non-Credit Course/Program/Activity CIP Numbers and Code Sets | | |
|---|---|--|
| Educational Programs | Classification of Instructional Programs (CIP) | Identification Code Set (Level, Type, SpEmp, Obj/Pur) |
| Enhance Employability/Academic Success | | |
| Career/Vocational Training and Upgrading (Note: Use CIP Numbers on the Non-Credit Course Master) | Occupational/Subject | 04 04 11 04 |
| Apprenticeship | | |
| Apprenticeship (Not 260E, 260F or 260G Funded) (Note: BAT approved-CIP identified by DE) | Occupational/Subject | 04 04 04 04 |
| Corrections | | |
| Juvenile - State/County/Homes/Other (Non-Eligible) | Occupational/Subject | 02 04 30 22 |
| Adult - State/County/Homes/Other (Non-Eligible) | Occupational/Subject | 04 04 30 22 |
| Economic Development | | |
| Iowa Industrial New Jobs Training Program (260E) | | |
| 260E (Non-Eligible) | Occupational/Subject | 04 42 41 22 |
| 260E Apprenticeship (Non-Eligible) | Occupational/Subject | 04 42 42 22 |
| Iowa Job Training Program (260F) | | |
| 260F (Eligible) | Occupational/Subject | 04 42 43 04 |
| 260F (Non-Eligible) | Occupational/Subject | 04 42 43 22 |
| 260F Apprenticeship (Eligible) | Occupational/Subject | 04 42 44 04 |
| 260F Apprenticeship (Non-Eligible) | Occupational/Subject | 04 42 44 22 |
| Accelerated Career Education-ACE (260G) | | |
| 260G (Eligible) | Occupational/Subject | 04 42 45 04 |
| 260G (Non-Eligible) | Occupational/Subject | 04 42 45 22 |
| 260G Apprenticeship (Eligible) | Occupational/Subject | 04 42 46 04 |
| 260G Apprenticeship (Non-Eligible) | Occupational/Subject | 04 42 46 22 |
| Grow Iowa Values Fund | | |
| 260G (ACE, Accelerated Career Education) | Occupational/Subject | 04 42 49 04 |
| 260F (Jobs Training Act) | Occupational/Subject | 04 42 50 04 |
| 260C.1, § 2& 3 (Vocational and Technical Training) | Occupational/Subject | 04 42 52 04 |
| 260F.9 (Job Retention Projects) | Occupational/Subject | 04 42 53 04 |
| Apprenticeship | Occupational/Subject | 04 42 54 04 |
| 260E Iowa Industrial New Jobs Apprenticeship | Occupational/Subject | 04 42 55 04 |
| 260F Iowa Jobs Training Apprenticeship | Occupational/Subject | 04 42 56 04 |
| 260G Accelerated Career Education – ACE Apprenticeship | Occupational/Subject | 04 42 57 04 |
| Recertification/Relicensure | Occupational/Subject | 04 46 11 04 |
| Community and Public Policy | 44.050100 | 04 48 11 04 |
| Family/Individual Development and Health | | |
| Family/Individual Development to Enhance Family Development | 19.010100 | 04 49 11 04 |
| Family/Individual Development to Enhance Functioning in Society | 19.010100 | 04 49 11 22 |
| Adult Learning (Non-Eligible) | Subject Specific | 04 51 11 22 |
| Leisure/Recreational (Non-Eligible) | 36.010100 | 04 50 11 22 |
| Related Non-Credit College Activities (NOT included in State Reports) | | |
| Community Service | 62.300000 | 04 71 70 22 |
| Conferences/Special Events/Meetings | 62.310000 | 04 72 70 22 |
| Staff Development/In-Service | Subject Specific | 04 73 70 22 |
| Tests | Subject Specific | 04 74 70 22 |

Contact Hour Reporting Requirements/Procedures

The Adult Education Deans and Directors, along with the Department of Education, reviewed changes to the Non-Credit reporting requirements reflected in this manual.

The Classification of Instructional Program (CIP) Manual is a document published by the United States Department of Education and mandated for use by the Iowa Department of Education. Its purpose is to provide a vehicle for accurate and consistent reporting of activities in community colleges. Inclusion in the federal CIP manual does not imply that a course is eligible for state general aid. This document is based on the Classification of Instructional Programs: 2010 Edition CIP Manual (<http://nces.ed.gov/ipeds/cipcode>). See the Non-Credit Course Master.

The Iowa Department of Education assigns all CIP numbers based on federal and Iowa reporting requirements. Instructional Code Sets are also state assigned and utilized to classify courses by the following categories: a) Level of Instruction; b) Type of Activity; c) Special Emphasis; and d) Object and Purpose.

NOTE: Contact the Department of Education before using any CIP number that is not listed on the Non-Credit Course Master and/or to determine eligible code sets not previously reported by your college.

All contact hour (non-credit) Adult/Continuing Education student enrollments must be reported via the Management Information System (MIS). Non-Credit Student Enrollment File layouts are available at the end of this section. Send your data files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

II. General Non-Credit Instructions

A. Non-Credit Instructional Course Criteria

Non-Credit instructional courses must meet all of the criteria listed below:

1. Each course must be organized by subject matter in which instruction is offered.
2. Each course must have a minimum length of one (1) contact hour to be eligible for state general aid. One contact hour is equal to 50 minutes of instruction. Following are illustrations of how minutes of instruction are converted to contact hours for reporting purposes:
 - a. 50 minutes = 1 contact hour
 - b. 55 minutes = 1.1 contact hours
 - c. 60 minutes = 1.2 contact hours
 - d. Less than 50 minutes = not eligible.
3. Each course must have a syllabus, course outline, course objectives or detailed course description on file at the community college.
4. The community college must have a written agreement with the instructor of record, for eligible courses only, identifying the conditions of the services to be provided (e.g., contractual or subscribed services agreement). When courses are transmitted to remote sites, the instructor at the origination site is the instructor of record.
5. Each course must be approved in accordance with the appropriate procedure as defined by local board policy.
6. Students must be registered according to the official registration procedures of the community college.
7. Student enrollment records appropriate for audit must be maintained for each course.
8. Courses intended for students under 16 years of age will not be eligible for state general aid, unless state mandated/state recognized/state approved or court ordered.

B. Non-Credit Reporting Procedures

1. Non-Credit student data is collected on a fiscal year basis. For courses which bridge two fiscal years, use the following procedure to determine in which year the data is to be reported.
 - a. If the course starts on or before the 16th of June, report it in the current fiscal year.
 - b. If the course starts on or after the 17th of June, report it in the next fiscal year.
2. Community colleges must not report more than one (1) contact hour for an individual student for the same period of time.
3. Determination of eligible/non-eligible status for all courses and student enrollments is to be based on the intent and content of the course (see flowchart-decision tree).
4. Contact hours counted for clinical programs and work experience programs, under the direction and supervision of an instructor, must be computed on the basis of the actual number of contact hours a student is enrolled and participates in the program. The maximum number of contact hours counted may not exceed 40 contact hours per week.
5. The following course/activity/program categories are not eligible for state general aid.
 - a. Secondary High School Diplomas Courses and Secondary Alternative High School
 - b. Drivers Education (agreements with the secondary district to report enrollments)
 - c. Corrections
 - d. Adult Learning (gaining knowledge/skills to enhance function in society)
 - e. Leisure/Recreational (wellness, self enjoyment, hobby, etc.)
 - f. Nursing Home residents
 - g. Non-Occupational Food and Nutrition Classes (homemaker)
 - h. On-The-Job Training Hours (non-supervised work experience)
 - i. 260E Activities
6. Independent study, "To Be Arranged," courses must record all arrangements between the instructor and students indicating when the course actually met and documentation that all Non-Credit Instructional Course Criteria are satisfied.
7. Open entry/open exit, individualized, and self-paced courses will report the total number of contact hours that students would have received had the course been offered in a traditional manner. Examples include: self-paced programs operated by auto tutorial, online course delivery, and other non-traditional methods.
8. Total registrations less formal withdrawals through the first two (2) meetings are reported as total enrollment in courses with multiple sessions.
9. Contact hours reported under Adult Basic Education (ABE), English Literacy (ELL/ESL), English Literacy (ELL/ESL)-Citizenship, General Educational Development (GED), and Community Rehabilitation Programs are considered eligible and reported up to 60 contact hours per quarter attended, with a maximum of 240 contact hours per student per year.
10. All contact hour (non-credit) student enrollments must be reported via the Management Information System (MIS).
11. High School Diploma course enrollment will be reported at 60 contact hours, which is recorded at the time of enrolling, with a maximum of 5 courses per semester-300 hours.
12. Alternative High School hours will be reported up to a maximum of 60 contact hours per course with a maximum of 5 courses per semester-300 hours.

C. Determining Eligible vs. Non-Eligible

All non-credit student enrollments are required to be included in the year-end report, unless otherwise noted by the Department of Education. However, not all courses are eligible for state general aid.

This flowchart-decision tree is to be used to determine eligibility for courses that are not currently identified in this section of the manual. Consult the General Instructions section of this manual and then apply the flowchart-decision tree to the left, considering the intent and content of the course.

If a college requires a CIP number to identify a program/course/activity not listed on the Non-Credit Course Master, consult the Adult Deans & Directors and contact the Department of Education to obtain a CIP Number and Identification Code Set.

If the course curriculum is consistent with learning associated with professional, academic, or employment pursuits, use an eligible code set.

Intent and Content of Courses

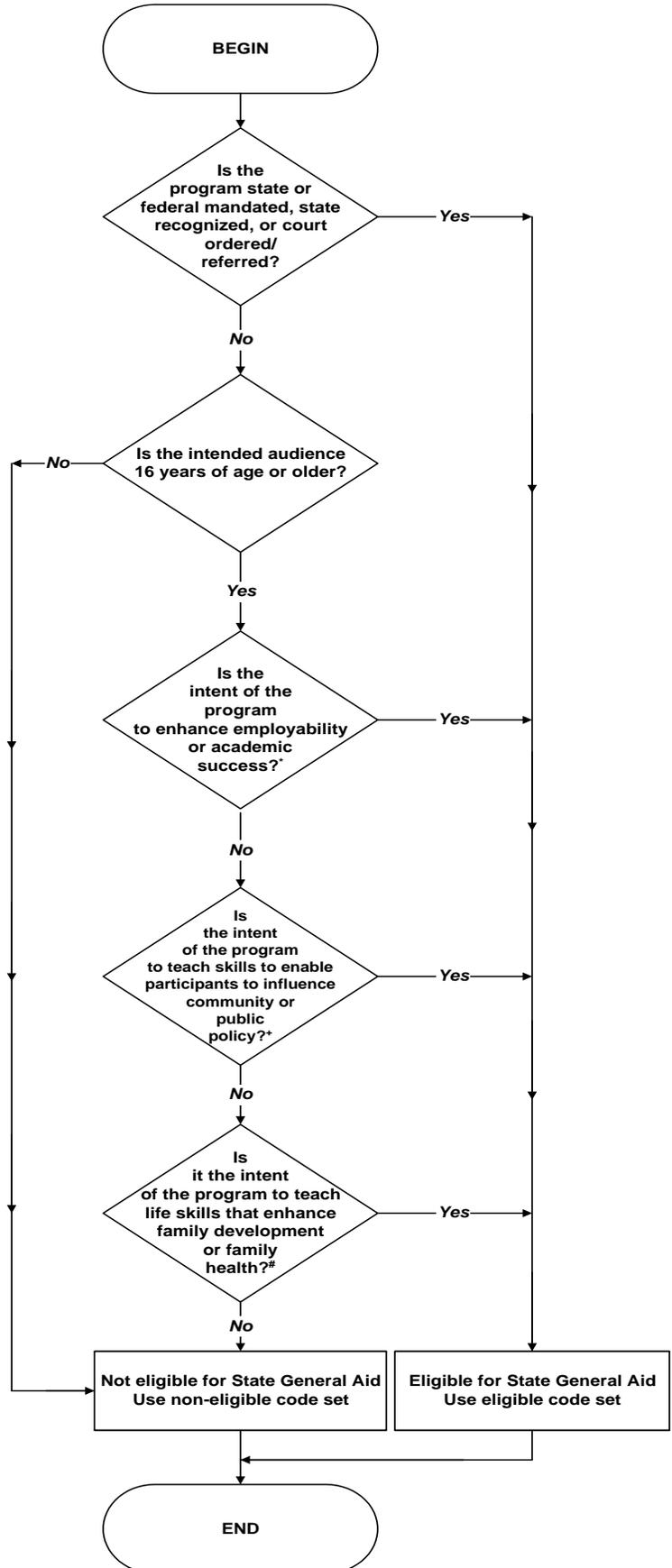
Enhance Employability (*) courses are designed for the specific purpose of upgrading the skills of persons employed and retraining persons for new employment.

Academic Success (*) is defined as the advancement of a person's knowledge in traditional educational studies (e.g., math, science, literature, and history) for the purpose of preparing for college or career.

Community or Public Policy (+) focuses on the systematic analysis of public policy issues and decision processes. Includes instruction in the role of economic and political factors in public decision-making and policy formation, microeconomic analysis of policy issues, and related other topics.

Family/Individual Development and Health (#) is defined as how individuals function in family, work, and community settings and how they relate to their physical, social, emotional, and intellectual environments.

- Examples of Individual Development include: Interpersonal relationships, parenthood education, child growth and development, and family resource management.
- Examples of Health include: Childbirth education, substance abuse prevention, disease management and prevention, and adjustment to disability and hearing impairments.
- Examples of NON-ELIGIBLE include, but are not limited to: cooking, sewing, interior design, gardening, and nutrition.



III. Non-Credit Categories

A. Adult Literacy Program

Includes Adult Basic Skills (ABE), English Literacy (ELL/ESL), English Literacy (ELL/ESL)-Citizenship, General Educational Development (GED), and Community Rehabilitation Programs (Sheltered Workshops). Student enrollments in any of these categories are considered eligible a maximum of 60 contact hours per quarter attended, not to exceed 240 contact hours per student per year. The first quarter is July-September, second quarter is October-December, third quarter is January-March, and fourth quarter is April-June. ABE program administrators must complete the "Annual Performance Report for the Adult Education State Administered Programs."

Developmental Education Courses

Non-Credit developmental education includes courses/programs/activities in one of the five-identifiers/subject areas (math, science, English, communications, other). Colleges must provide the course name and course number of all developmental education courses to the Department of Education.

Corrections - Adult Basic Education (ABE) courses/programs/activities delivered to enhance life skills, and academic and/or employability success for individuals, who are residents of a county, state, private; confinement, rehabilitation, and/or correctional facility are not eligible for state general aid. See the Corrections heading in this section of the manual.

| 1. Adult Basic Education (ABE) | <u>CIP</u> | <u>Code Set</u> |
|--------------------------------|------------|-----------------|
| General | 32.010100 | 04 40 11 04 |
| Corrections - Juvenile | 32.010100 | 02 40 30 22 |
| Corrections - Adult | 32.010100 | 04 40 30 22 |

Adult Basic Education: A program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job or in a family.

| 2. English Literacy (ELL/ESL) | <u>CIP</u> | <u>Code Set</u> |
|-------------------------------|------------|-----------------|
| | 32.010900 | 04 40 11 04 |

English literacy programs of instruction designed to help adults who are limited English proficient achieve competence in the English language (excludes Citizenship courses).

| 3. English Literacy (ELL/ESL) - Citizenship | <u>CIP</u> | <u>Code Set</u> |
|---|------------|-----------------|
| | 32.010910 | 04 40 11 04 |

A program of instruction designed to help adults whom are limited English proficient achieve competence in the English language with a focus on obtaining citizenship.

| 4. General Educational Development (GED) | <u>CIP</u> | <u>Code Set</u> |
|--|------------|-----------------|
| General | 53.020100 | 04 40 11 04 |
| Corrections - Juvenile | 53.020100 | 02 40 30 22 |
| Corrections - Adult | 53.020100 | 04 40 30 22 |

A program of instruction designed to assist adults prepare for the GED Test Battery.

| 5. Community Rehabilitation Programs | <u>CIP</u> | <u>Code Set</u> |
|--------------------------------------|------------|-----------------|
| | 32.019900 | 04 40 11 04 |

These courses and programs serve individuals in Community Rehabilitation Programs (Sheltered Workshop) with individualized education plans demonstrating identified educational goals and objectives.

B. Secondary Education

| | | |
|---|------------|-----------------|
| 1. Adult High School Diploma Course (Eligible) | <u>CIP</u> | <u>Code Set</u> |
| | 53.010500 | 04 41 11 04 |

This category refers to programs designed for persons enrolled in a course or program, which culminates in a community college adult high school diploma. The established length is 60 contact hours per course, which is recorded at the time of enrollment, with a maximum of 5 courses per semester for a maximum of 300 contact hours per student per fiscal year. However, the adult high school diploma cannot be granted until the candidate has reached his or her 18th birthday.

| | | |
|---|------------|-----------------|
| 2. High School Diploma Course (Non-Eligible) | <u>CIP</u> | <u>Code Set</u> |
| | 53.010100 | 02 41 11 22 |

This category refers to programs/courses, which meet the requirements of a secondary school high school diploma, which is awarded by a secondary institution. The established length is 60 contact hours per course, which is recorded at the time of enrolling, with a maximum of 5 courses per semester-300 contact hours.

| | | |
|--|------------|-----------------|
| 3. Alternative High School (Non-Eligible) | <u>CIP</u> | <u>Code Set</u> |
| | 53.019900 | 02 41 11 22 |

A formalized agreement/contractual arrangement between a community college and secondary school district(s) under Iowa Code, § 256.9(43). Should be reported up to a maximum of 60 hours per course, with a maximum of 5 courses per semester-300 contact hours.

C. State or Federal Mandated/State Recognized/Court Ordered/Referred

This category includes courses and programs that are State or Federal Mandated/State Recognized/Court Ordered or are an organized educational instruction designed to meet legislated or licensing requirements as defined in the Code of Iowa.

1. State or Federal Mandated

| | | |
|--|------------|-----------------|
| Child/Dependent Adult Abuse Mandatory Reporting | <u>CIP</u> | <u>Code Set</u> |
| | 61.200000 | 04 43 11 04 |

Iowa Code section 135.11(27) states that a person who works in a position classification that under law makes the person a mandatory reporter of child or dependent adult abuse must receive instruction approved by the Department of Human Services.

| | | |
|---|------------|-----------------|
| Environmental Auditor Training Program | <u>CIP</u> | <u>Code Set</u> |
| | 61.100000 | 04 43 11 04 |

Iowa Code chapter 455K, specifically, § 455K.10 mandates that the program is "made available to small and large business owners and operators, consulting engineers, regulatory personnel, and citizens through the community college system."

| | | |
|---|------------|-----------------|
| Iowa Course for Drinking Drivers (DUI) | <u>CIP</u> | <u>Code Set</u> |
| | 61.090000 | 04 43 11 04 |

Iowa Code § 321J.22 states that this course "shall be offered on a regular basis at each community college" unless a substance abuse treatment program, licensed under chapter 125, within the college's merged area offers the course. Designed for persons who have been convicted of driving while under the influence of drugs and/or alcohol. Quarterly reporting of DUI enrollment and submission of administrative fees is required.

C. State or Federal Mandated/State Recognized/Court Ordered/Referred (cont.)

| Parenting Skills/ Human Growth and Development | CIP | Code Set |
|---|------------|-----------------|
| | 61.160000 | 04 43 11 04 |

Iowa Code § 279.50 requires each community college “which offers general adult education classes or courses” to “periodically offer an instructional program in parenting skills and in human growth and development for parents, guardians, prospective biological and adoptive parents, and foster parents.” NOTE: Licensed Child Care Provider report as CIP Number 19.07090000 and Code Set 04 04 11 04.

| Reserve Peace Officer Training | CIP | Code Set |
|---------------------------------------|------------|-----------------|
| | 61.170000 | 04 43 11 04 |

Iowa Code § 80D.4 states: “Training for individuals appointed as reserve peace officers shall be provided by that law enforcement agency, but may be obtained in a community college or other facility selected by the individual and approved by the law enforcement agency.”

2. State Recognized

| Driver Safety | CIP | Code Set |
|----------------------|------------|-----------------|
| | 61.080000 | 04 44 11 04 |

AARP Driver Safety Program (55 Alive)

American Association of Retired Persons (AARP) 55 Alive course designed to refine existing driving skills and improve defensive driving techniques for the mature driver.

Recreational Vehicle Safety (RV Safety)

Course is designed for one or two drivers in the same RV unit. With the training received in this course the driver will need more experience to become more proficient in all areas of RV driving, however, this course will prepare the trainees to better understand the hazards and to learn from the experiences of others.

| Coaching Authorization | CIP | Code Set |
|-------------------------------|------------|-----------------|
| | 61.040000 | 04 44 11 04 |

Iowa Code § 272.31 states that a person applying for a coaching authorization shall complete Board of Educational Examiners approved courses of instruction. This category includes courses relating to knowledge and understanding of the structure and function of the human body. It includes courses relating to physical activity, human growth, and development of children and youth in relation to physical activity, prevention, and care of athletic injuries, medical and safety problems relating to physical activity. Category also includes techniques and theory of coaching interscholastic athletics.

| Drivers Education | CIP | Code Set |
|--|------------|-----------------|
| Secondary Districts Not Reporting | 61.070000 | 04 44 11 04 |
| Secondary Districts Reporting (Non-Eligible) | 61.070000 | 04 44 11 22 |

Iowa Code § 321.178 states, “An approved driver education course as programmed by the department shall consist of at least thirty clock hours of classroom instruction, of which no more than one hundred eighty minutes shall be provided to a student in a single day, and six or more clock hours of laboratory instruction of which at least three clock hours shall consist of street or highway driving.” Courses delivered through a formal agreement with a community school district are reported with a non-eligible code set. If the course is offered independently from the secondary school, the course is eligible for reimbursement as a state recognized offering and should be reported under an eligible code set.

C. State or Federal Mandated/State Recognized/Court Ordered/Referred (cont.)**2. State Recognized, Continued**

| Hazardous Material Education (Removal, etc.) | <u>CIP</u> | <u>Code Set</u> |
|--|------------|-----------------|
| | 61.110000 | 04 44 11 04 |
| Department of Natural Resources (DNR) is to provide for such education and may cooperate with the community college for course delivery. (e.g., Iowa Code section 455B. 484) | | |
| Hunter Safety and Ethics Education Program | <u>CIP</u> | <u>Code Set</u> |
| | 61.120000 | 04 44 11 04 |
| Both statute (Iowa Code § 483A.27) and rule (571—IAC 15.1) address this program. The Natural Resource Commission is required to approve the program, which may be provided pursuant to § 483A.27(6): "A public or private school or organization approved by the department [DNR] may co-operate with the department [DNR] in providing a course in hunter safety and ethics education as provided in this section." | | |
| Iowa Course for Driver Improvement (DIP) | <u>CIP</u> | <u>Code Set</u> |
| | 61.060000 | 04 44 11 04 |
| Department of Transportation (DOT) course of instruction <u>must</u> cover defensive driving techniques and the modification of driving behavior and attitudes. Designed for persons who have committed a serious violation of the motor vehicle laws of Iowa. | | |
| Mine Safety and Health Administration (MSHA) | <u>CIP</u> | <u>Code Set</u> |
| | 61.130000 | 04 44 11 04 |
| The United States Department of Labor, Mine Safety and Health Administration (MSHA) State Grants Program distributes federal grants to 44 States and the Navajo Nation. Courses include New Miner, Refresher, HAZ COM, and DE approved occupational specific training. | | |
| Motorcycle Rider Education | <u>CIP</u> | <u>Code Set</u> |
| | 61.140000 | 04 44 11 04 |
| This course is to be either approved and/or established by "the department of transportation" or "a private or commercial driver education school licensed by the Department of Transportation," Iowa Code § 321.180B(5). The DOT 761-IAC635.2-agency rule states that "any entity" may seek approval of the DOT to teach the course. | | |
| Motorized Bicycle (Moped) | <u>CIP</u> | <u>Code Set</u> |
| | 61.150000 | 04 44 11 04 |
| Iowa Code § 321.189(7) states "A person under the age of sixteen applying for a driver's license valid only for operation of a motorized bicycle shall also be required to successfully complete a motorized bicycle education course approved and established by the department or successfully complete an approved motorized bicycle education course at a private or commercial driver education school licensed by the department." | | |
| School Bus Driver | <u>CIP</u> | <u>Code Set</u> |
| | 61.180000 | 04 44 11 04 |
| Iowa Code § 321.376(2) states that a person applying for employment or employed as a school bus driver shall successfully complete a Department of Education approved course of instruction. NOTE: Includes the yearly 3-hour in-service course. | | |
| Snowmobile Safety | <u>CIP</u> | <u>Code Set</u> |
| | 61.190000 | 04 44 11 04 |
| Various sections in chapter 321G of the Iowa Code states that persons desiring to operate a snowmobile must receive instruction approved by DNR in snowmobile operation, safety, and state driving laws as they apply to snowmobiling. | | |

C. State or Federal Mandated/State Recognized/Court Ordered/Referred, Continued**2. State Recognized, Continued**

| All-Terrain Vehicle | <u>CIP</u> | <u>Code Set</u> |
|---|------------------------|---|
| | 61.210000 | 04 44 11 04 |
| Iowa Code § 321G.23 states that persons desiring to operate an all-terrain vehicle are required to successfully complete a DNR certified course of instruction in the lawful and safe use, operation, and equipping. | | |
| Watercraft/Jet Ski | <u>CIP</u> | <u>Code Set</u> |
| | 61.220000 | 04 44 11 04 |
| Iowa Code § 462A.12(6) states that persons who are twelve years of age and older, but less than eighteen years of age, who wish to operate a personal watercraft shall successfully complete a DNR approved watercraft safety course. | | |
| Used Motor Vehicle Dealer Education | <u>CIP</u> | <u>Code Set</u> |
| | 61.230000 | 04 43 11 04 |
| Senate File 358: Section 322.4, Code 2007. Section 322.7A Used Motor Vehicle Dealer Education An Act establishing pre-licensing and continuing education requirements for used motor vehicle dealers. | | |
| Professional Permit to Carry Weapon | <u>CIP</u> | <u>Code Set</u> |
| | 61.240000 | 04 43 11 04 |
| Non-Professional Permit to Carry Weapon | <u>CIP</u> | <u>Code Set</u> |
| | 61.240100 | 04 43 11 04 |
| Iowa Code, Chapter 724.6 Professional permit to carry weapons. Iowa Code, Chapter 724.7 Nonprofessional permit to carry weapons. | | |
| Court Ordered/Referred | <u>CIP</u> | <u>Code Set</u> |
| | 61.050000 | 04 45 11 04 |
| These programs/courses are ordered by the court for individuals to complete, and may be offered by the community college. Examples: | | |
| – Anger Management | – Misdemeanors | – SAVE (Stop Abuse of the Vulnerable Elderly) |
| – Batterers Education | – Shoplifting | – POULA (Public Offenders Under Legal Age) |
| – Defensive Driving Course (DDC) | – Sand Castles | – CASA (Court Appointed Special Advocate) |
| – Debtor Training | – Bankruptcy Education | – City and County Mandated |

D. Enhance Employability/Academic Success

Enhance Employability intent and content of courses are designed for the specific purposes of upgrading the skills of persons presently employed and retraining persons for new employment.

Academic Success is defined as the advancement of a person's knowledge in traditional educational studies (e.g., math, science, literature, and history) for the purpose of preparing for college or career.

| 1. Career & Technical Training and Upgrading | <u>CIP</u> | <u>Code Set</u> |
|---|----------------------|-----------------|
| | Occupational/Subject | 04 04 11 04 |

Individual non-credit courses and short term programs designed for the specific purpose of training persons for employment, upgrading the skills of persons presently employed, and retraining persons for new employment. Courses/programs that are/were classified as non-credit short-term preparatory are also reported in this category, examples: truck driver, homemaker home health aide, etc.

NOTE: Economic Development (260E, 260F, 260G and Grow Iowa Values Fund) see Economic Development Section.

Use only state approved occupational specific CIP numbers listed in the Non-Credit Course Master for Year-End Reporting on the MIS and CE-4b.

NOTE: If training is requested for occupations, other than those listed on the state approved list, contact the Department of Education for approval.

| 2. Apprenticeship (Not 260E/260F/260G Funded) | <u>CIP</u> | <u>Code Set</u> |
|--|----------------------|-----------------|
| | Occupational/Subject | 04 04 04 04 |

Apprenticeship programs that are not funded by Iowa Economic Development Authority Programs (260E/260F/260G) must utilize the code set of 04 04 04 04. (See Economic Development for reporting apprenticeship programs funded through 260E/260F/260G) All apprenticeship programs must be registered with the United States Department of Labor, Office of Apprenticeship in accordance with the National Apprenticeship Act. Apprentices must be registered with the Office of Apprenticeship.

| 3. Corrections (State/County, Private, Etc.) | <u>CIP</u> | <u>Code Set</u> |
|---|-------------------------------|-----------------|
| | Juvenile Occupational/Subject | 02 04 30 22 |
| | Adult Occupational/Subject | 04 04 30 22 |

Programs to enhance life skills, and academic and/or employability of residents of a county, state, private, etc. confinement, rehabilitation, and/or correctional facility. Non-Credit correctional activities are not eligible for state general aid. NOTE: Correctional activities relating to Adult Basic Education are reported in the ABE section (Adult Basic Skills or GED).

4. Economic Development

Courses delivered by community colleges through economic development (Iowa Economic Development Authority-IEDA) initiatives include Iowa Industrial New Jobs Training Programs (260E), Iowa Jobs Training Programs (260F), Accelerated Career Education – ACE (260G), and Apprenticeship Programs. All community college delivered economic development programs must be included in year-end reporting. NOTE: 260E, 260F, & 260G funded classes take priority so if a class is also offered for recertification and is using 260 dollars, it is coded with the proper 260 code set.

Apprenticeship Programs-Funded by IDED

Apprenticeship programs, funded through programs identified as 260E/260F/260G, must utilize the code sets noted in the Economic Development Program Table below. All apprenticeship programs must be registered with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Students must be registered with the Bureau of Apprenticeship and Training.

| Iowa Industrial New Jobs Training Programs (260E) | <u>CIP</u> | <u>Code Set</u> |
|--|----------------------|-----------------|
| 260E (Non-Eligible) | Occupational/Subject | 04 42 41 22 |
| 260E Apprenticeship (Non-Eligible) | Occupational/Subject | 04 42 42 22 |

Assists businesses that are creating new positions or new jobs in the State of Iowa. The community college district in which the new or expanding business is located issues training certificates (bonds) to pay for the training costs.

| Iowa Jobs Training Programs (260F) | <u>CIP</u> | <u>Code Set</u> |
|---|----------------------|-----------------|
| 260F (Eligible) | Occupational/Subject | 04 42 43 04 |
| 260F (Non-Eligible) | Occupational/Subject | 04 42 43 22 |
| 260F Apprenticeship (Eligible) | Occupational/Subject | 04 42 44 04 |
| 260F Apprenticeship (Non-Eligible) | Occupational/Subject | 04 42 44 22 |

Fosters growth and competitiveness of Iowa's business and industry by building workforce skills and expertise. Customized training programs are developed for new or current employees.

| Accelerated Career Education – ACE (260G) | <u>CIP</u> | <u>Code Set</u> |
|--|----------------------|-----------------|
| 260G (Eligible) | Occupational/Subject | 04 42 45 04 |
| 260G (Non-Eligible) | Occupational/Subject | 04 42 45 22 |

| | | |
|------------------------------------|----------------------|-------------|
| 260G Apprenticeship (Eligible) | Occupational/Subject | 04 42 46 04 |
| 260G Apprenticeship (Non-Eligible) | Occupational/Subject | 04 42 46 22 |

Supports the development or expansion of educational programs that address critical workforce skills and expertise for Targeted Industries. Note: Iowa Code Chapter 260G.4(1)b states: "A credit equivalent career, vocational, or technical educational program consisting of not less than five hundred forty contact hours of classroom and laboratory instruction and resulting in the conferring of a certificate or other recognized, competency-based credential, which increases program capacity to enroll added participants."

4. Economic Development, Continued

| Grow Iowa Values Fund | <u>CIP</u> | <u>Code Set</u> |
|--|----------------------|-----------------|
| 260G (ACE, Accelerated Career Education) | Occupational/Subject | 04 42 49 04 |
| 260F (Jobs Training Act) | Occupational/Subject | 04 42 50 04 |
| 260C.1, § 2 & 3 (Vocational and Technical Training) | Occupational/Subject | 04 42 52 04 |
| 260F.9 (Job Retention Projects) | Occupational/Subject | 04 42 53 04 |
| Apprenticeship | Occupational/Subject | 04 42 54 04 |
| 260E Iowa Industrial New Jobs Apprenticeship | Occupational/Subject | 04 42 55 04 |
| 260F Iowa Jobs Training Apprenticeship | Occupational/Subject | 04 42 56 04 |
| 260G Accelerated Career Education – ACE Apprenticeship | Occupational/Subject | 04 42 57 04 |

A workforce training and economic development fund is created for each community college. For more information and clarification of eligible use of funds refer to 260C.18A. Funds shall be expended for the following purposes, with at least 70% in the areas of advanced manufacturing, information technology and insurance, and life sciences, which include, but not limited to: the areas of biotechnology, health care technology, and nursing care technology:

- a. Accelerated Career Education (ACE) - Chapter 260G
- b. Jobs Training Act-Chapter 260F
- c. Vocational and Technical Training (260C.1, § 2 and 3)
- d. Job Retention Projects (Iowa Code 260F.9)

| 5. Recertification/Relicensure | <u>CIP</u> | <u>Code Set</u> |
|---------------------------------------|----------------------|-----------------|
| | Occupational/Subject | 04 46 11 04 |

Designed for individuals employed in occupations that require less than a four-year degree and whose positions require them to be recertified or relicensed (e.g., chemical application, Insurance) or for individuals employed in occupations that require a four-year college degree or above and are required to be recertified or relicensed, which doesn't lead to an additional degree (e.g. Education, Health Care Providers, Lawyers, etc.).

Note: Utilize this category for reporting Nursing and Health Care Providers regardless of their level of education.

| E. Community and Public Policy | <u>CIP</u> | <u>Code Set</u> |
|---------------------------------------|------------|-----------------|
| | 44.050100 | 04 48 11 04 |

Community or Public Policy program that focuses on the systematic analysis of public policy issues and decision processes. Examples include: instruction in the role of economic and political factors in public decision-making and policy formation, and microeconomic analysis of policy issues.

| F. Family/Individual Development and Health | CIP | Code Set |
|---|-----------|-------------|
| Eligible | 19.010100 | 04 49 11 04 |
| Non-Eligible | 19.010100 | 04 49 11 22 |
| Non-Eligible | 19.010100 | 05 49 11 22 |

Family/Individual Development and Health (Eligible) is defined as how individuals function in family, work and community settings and how they relate to their physical, social, emotional, and intellectual environments.

NOTE: Food and Nutrition courses/classes are eligible only if they are a part of an occupational offering.

- a. Examples of Family/Individual Development include: interpersonal relationships, parenthood education, child growth and development, and family resource management.
- b. Examples of Health include: childbirth education, substance abuse prevention, disease management and prevention, and adjustment to disability and hearing impairments. NOTE: CPR and First Aid training will be reported in Career/Technical Training and Upgrading.

Family/Individual Development and Health (Non-Eligible) Those courses, classes, and workshops-offered in a family and consumer sciences curriculum may be reported under this CIP number with a non-eligible code set. Examples include, but are not limited to: cooking, sewing, interior design, gardening, and nutrition.

| G. Adult Learning (Non-Eligible) | CIP | Code Set |
|----------------------------------|------------------|-------------|
| | Subject Specific | 04 51 11 22 |

These courses offered for gaining knowledge and/or understanding valuable skills used throughout life to enhance functioning in society and are not employability related.

| H. Leisure/Recreational (Non-Eligible) | CIP | Code Set |
|--|-----------|-------------|
| | 36.010100 | 04 50 11 22 |

Courses offered as leisure/recreational, casual culture, wellness, or self-enjoyment. It should be noted that just because a class is not on the list, does not imply eligibility. Use the flowchart-decision tree and review the general instructions/reporting procedures to make that determination.

Leisure/Recreational Non-Eligible Categories/Examples

| Recreation | Wellness | Self-Enjoyment | Hobby | Tours |
|------------------|-------------------|--------------------|-----------------|-------|
| Volleyball | Tai Chi | Scrap booking | Quilting | |
| Dance | Raeki | Landscaping | Rug Hooking | |
| Shopping | Swimming | Home Decorating | Master Gardener | |
| Horseback Riding | Therapeutic Touch | Aircraft (Private) | Home Repair | |
| Bowling | Yoga | Pet Care/Training | Clothing | |

| I. Related Non-Credit College Activities (NOT included in state reports) | CIP | CodeSet |
|--|-----|---------|
|--|-----|---------|

| | | |
|-----------------------------|-----------|-------------|
| 1. Community Service | 62.300000 | 04 71 70 22 |
|-----------------------------|-----------|-------------|

This category may be used as a vehicle to track activities the college is involved in that do not meet the criteria for a course for local use only, NOT included in state reports.

| | | |
|---|-----------|-------------|
| 2. Conferences/Special Events/Meetings | 62.310000 | 04 72 70 22 |
|---|-----------|-------------|

Contact hours generated from conferences/special events/meetings that do not meet the course criteria for local use only, NOT included in state reports.

| | | |
|--|------------------|-------------|
| 3. Staff Development / In-Service | Subject Specific | 04 73 70 22 |
|--|------------------|-------------|

Contact hours for staff development/in-service training sessions for community college employees for local use only, NOT included in state reports.

| | | |
|-----------------|------------------|-------------|
| 4. Tests | Subject Specific | 04 74 70 22 |
|-----------------|------------------|-------------|

Contact hours for the time students spend taking tests that are not a part of a course or program for local use only, NOT included in state reports. Examples include GED tests, independent testing for licensure boards, independent

screening, testing for business and industry, governmental agencies, and other independent standardized testing programs.

| J. GAP Tuition Assistance Program | <u>CIP</u> Subject Specific | <u>Code Set</u> Program Specific |
|--|--------------------------------|-------------------------------------|
| <p>GAP Tuition Assistance Program provides tuition funding to community colleges for need-based tuition assistance to applicants to enable completion of continuing education certificate training programs for in-demand occupations. (Iowa Code Chapter 260I)</p> <p>Report all students who participated in the program during the reporting year under their academic program CIP and CodeSet.</p> | | |

Examples of Specific Courses from the Non-Credit Course Master

| CIP Number | State Title | Example Course |
|------------|--|--|
| 01.060500 | Landscaping and Grounds keeping | Turf |
| 03.020100 | Natural Resources | Ethanol DNR Regulatory Issues Biodiesel Production |
| 09.010100 | Communication Studies | English Language Grant Writing Literature Poetry Writing |
| 11.090100 | Computer Systems Networking and Telecommunications | CISCO Computer Networking Computer Repair |
| 12.050000 | Cooking and Related Culinary Arts | Bartending |
| 13.010100 | Education | Evaluator, Education Teacher Education Train-The-Trainer |
| 15.050800 | Hazardous Materials and Waste | Asbestos Removal Hazardous Material |
| 15.070100 | Occupational Safety and Health Technology | Arc Flash Blood Born Pathogen Grain Fumigation |
| 15.070200 | Quality Control and Safety Technologies | Quality Control ISO Six Sigma |
| 15.130600 | Mechanical Drafting CAD/CADD | Blue Print Reading CAD |
| 16.010100 | Foreign Language – Eligible (code 04 04 11 04) | Spanish – Occupational, Conversational |
| 16.010100 | Foreign Language – Not Eligible (code 04 51 11 22) | Spanish – Rec./Leisure/Travel |
| 19.010100 | Family and Human Development | Balancing Work and Family Driver Safety (Not AARP–cont. similar) Child Birth |
| 19.010100 | Family and Human Development (Code 04 49 11 22) | Family Finance |
| 19.050500 | Food Service Systems | Certified Dietary Manager Food and Nutrition for Occupations Institutional Food Service |
| 24.010200 | General Studies | Academic Success, Tutoring GRE, ACT, SAT, etc. Preparation Math/Science/Literature/History |
| 32.010500 | Job Seeking/Changing | Job Seeking Skills (Not ABE) Resume Writing (Not ABE) |
| 41.010100 | Biologist Support | Biotechnology |
| 43.999900 | Security and Protective Services | Firearm Safety Security Certificate Electronic Crimes |

Examples of Specific Courses from the Non-Credit Course Master

| CIP Number | State Title | Example Course |
|------------|---|---|
| 44.050100 | Public and Community Policy | Leadership Develop. Program |
| 44.999900 | Public Administration and Social Service Professions | Social Work |
| 47.020100 | Heating, Air Conditioning, Ventilation, and Refrigeration | Boiler Operator Heat, Air, Vent, Refrigeration Operations |
| 47.060300 | Automotive Collision | Auto Restoration |
| 47.060500 | Diesel Mechanics | Biodiesel for Diesel Mechanics |
| 48.050100 | Machinist | CNC |
| 48.059900 | Precision Machining | Manufacturing Technologies Metal Door Manufacturing |
| 48.070100 | Woodworking | Wood Door Manufacturing |
| 49.010200 | Aviation Pilot | Commercial Pilot |
| 49.020500 | Truck and Commercial Vehicle | Cargo Securing - Rigging Trucking Regulations |
| 49.999900 | Transportation and Materials Moving Related | Forklift Training |
| 50.010100 | Visual and Performing Arts | Performance Industry |
| 51.079900 | Health and Medical Administrative Services | Medical Records/Terminology |
| 51.080500 | Pharmacy Technology | Pharmacy |
| 51.089900 | CPR and First Aid | ACLS / AED / BLS / NRP / PALS |
| 51.090400 | Emergency Medical Services Continuing Education | PHTLS Jaws of Life Life Guard Water Rescue |
| 51.099900 | Allied Health, Diagnostic, Intervention and Treatment | Limited Practice Radiography |
| 51.159900 | Mental, Social, and Allied Health Services | Activity Coordinator/Director Health Community Health Service Health Center Activity Dir. |
| 51.161400 | Nursing Assistant | Feeder Aide |
| 51.169900 | Nursing and Health Care Provider | CCID (Dementia Related) Health/Nursing Care Recert./Relic. All |
| 51.239900 | Rehabilitation and Therapy | Massage Therapy Rehabilitation Aide |
| 51.350100 | Massage Therapy | Massage Therapy |
| 51.380101 | Supervising Healthcare Facilities | |
| 51.390101 | Licensed Practical/Vocational Nurse Training | |
| 51.390200 | CNA | |
| 51.999900 | Health Professions and Related Clinical Sciences | |
| 52.020300 | Logistics and Materials Operations | LEAN Manufacturing |
| 52.020400 | Office Supervision | Office Lean |
| 52.040700 | Business/Office Automation/Data Entry | Computer Programmer Computer Software Training |
| 52.080100 | Finance | Banking |
| 52.080100 | Finance (04 51 11 22) | Investment Class/Personal |

Examples of Specific Courses from the Non-Credit Course Master

| CIP Number | State Title | Example Course |
|------------|--|--|
| 52.100100 | Human Resources Management/Personnel Admin. | SHRM (Codes 04041104) |
| 52.150100 | Reg code set 04 04 11 04 or Relicen code set 04 46 11 04 | Real Estate |
| 52.170100 | Reg code set 04 04 11 04 or Relicen code set 04 46 11 04 | Insurance |
| 61.040000 | Coaching Authorization (Use code set 04 44 11 04) | Coaching |
| 61.050000 | Court Ordered/Referred | CASA – Court Appointed Spec. Advocate. POULA (Public Offenders Under Legal Age) |
| 61.080000 | AARP Drivers Safety / Rec. Vehicle Safety | Driver Safety Program (AARP) |
| 61.160000 | Parenting Skills/Human Growth and Development | Foster Parent Skills |
| 61.240000 | Professional Permit to Carry Weapons Training | Weapons Carry Safety Rules |
| 61.240100 | Non-Professional Permit to Carry Weapons Training | Weapons Carry Safety Rules |

IV. Fiscal Year Non-Credit File Layouts

A. Data Submission Deadlines

| Files / Reports | Due Dates |
|--------------------------------------|-----------------------------|
| Non-Credit Student Information Files | On or before August 4, 2013 |
| Electronic Course Catalog Files | On or before August 4, 2013 |

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

To ensure the Department of Education has received the file in its entirety, reporting officers must send in the summative information below, in addition to the unit record file. This information will act as a pseudo checksum.

Non-Credit Student Information File

| | |
|--|--|
| Total number of Non-Credit Student Information records transmitted | |
| Total Non-Credit contact hours transmitted | |
| Point-in-time date | |

Non-Credit Course Catalog File

| | |
|--|--|
| Total Non-Credit Catalog Records transmitted | |
| Point-in-time date | |

C. Non-Credit Student Information File

| Field | Data Element | Pos. | Len. | Field Description |
|-------|--|---------|------|---|
| A | College Number | 1-2 | 2 | Two character District Number (01 through 16) |
| B | Social Security Number/ Unique Student Identifier | 3-11 | 9 | Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not give their social security number. |
| C | Unique Student Identifier/ Locally Assigned | 12 | 1 | 1 = Yes, Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college. |
| D | Student Last Name | 13-62 | 50 | Legal last name of the student |
| E | Student First Name | 63-112 | 50 | Legal first name of the student |
| F | Student Middle Name or Middle Initial | 113-162 | 50 | Legal middle name or middle initial of the student |
| G | Birth Date | 163-170 | 8 | Date of birth in format CCYYMMDD (Ex: Sept 14, 1968 would be 19680914) Blank = No Response |
| H | Gender | 171 | 1 | 0 = Unknown 1 = Male 2 = Female |

C. Non-Credit Student Information File

| Field | Data Element | Pos. | Len. | Field Description |
|-------|--|---------|------|---|
| I | Ethnicity | 172 | 1 | 0 = Not reported 1= Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race 2 = Non-Hispanic |
| J | Race: American Indian or Alaskan Native | 173 | 1 | A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition 1 = Yes 0 = No |
| K | Race: Asian | 174 | 1 | A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent 1 = Yes 0 = No |
| L | Race: Black or African American, | 175 | 1 | A person having origins in any of the black racial groups of Africa 1 = Yes 0 = No |
| M | Race: Native Hawaiian or Other Pacific Islander | 176 | 1 | This includes, for example, Philippine Islands and Samoa 1 = Yes 0 = No |
| N | Race: White | 177 | 1 | A person having origins in any of the original peoples of Europe, North Africa, or the Middle East 1 = Yes 0 = No |
| O | Race: Not reported | 178 | 1 | 1 = Yes: fields J-N = 0 0 = No: at least one field J-N = 1 |
| P | Residency | 179 | 1 | Residence status at date of registration 0 = Unknown 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student |
| Q | CIP Number | 180-187 | 8 | First 8 digits including leading zeroes |
| R | Identification Code Set-Instructional Level | 188-189 | 2 | 02 = Secondary 04 = Adult 05 = Combination of any above |
| S | Identification Code Set-Type - Program, course, Service, and/or Activity | 190-191 | 2 | 04 = Career/ Vocational Training and Upgrading 40 = Adult Literacy Program 41 = Secondary Education (Non-Credit) 42 = Economic Development 43 = State or Federal Mandated 44 = State Recognized 45 = Court Ordered/Referred 46 = Recertification/Relicensure 48 = Community and Public Policy 49 = Family Development/and or Family Health 50 = Leisure/Recreational 51 = Adult Learning |

C. Non-Credit Student Information File

| Field | Data Element | Pos. | Len. | Field Description |
|-------|--|---------|------|--|
| T | Identification Code Set-Special Emphasis | 192-193 | 2 | 04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 41 = 260E 42 = 260E Apprentice 43 = 260F 44 = 260F Apprentice 45 = 260G 46 = 260G Apprentice 49 = Grow Iowa Values 260G (ACE) 50 = Grow Iowa Values 260F (Jobs Training Act) 52 = Grow Iowa Values 260C.1 (Voc/Tech Training) 53 = Grow Iowa Values 260F.9 (Job Retention) 54 = Grow Iowa Values (non-IDED apprenticeship) 55 = Grow Iowa Values (260E apprenticeship) 56 = Grow Iowa Values (260F apprenticeship) 57 = Grow Iowa Values (260G apprenticeship) |
| U | Identification Code Set-Object and Purpose | 194-195 | 2 | 02 = Secondary – Career/Tech 04 = Non-Credit 22 = Not-Eligible |
| V | Course Number | 196-220 | 25 | Combination of alpha/numeric characters assigned by a college to a course. |
| W | Developmental Course | 221 | 1 | A course (credit and non-credit) designed to provide assistance (remedial instruction) to an individual so they can successfully complete the regular courses in their program of study. 1 = Yes 0 = No |
| X | Course Contact Hours | 222-227 | 6 | Use up to two decimal places as appropriate. (Examples: 001.25 or 100.50 or 001.00-include decimal point) |
| Y | Course Start Date | 228-235 | 8 | Date course started in format CCYYMMDD (Example: August 1, 2004 would be 20040801) |
| Z | Course End Date | 236-243 | 8 | Date course ended in format CCYYMMDD (Example: December 15, 2004 would be 20041215) |
| AA | Project / Program Code | 244-253 | 10 | Combination of alpha/numeric characters (260E code assigned by the college, 260F, 260G, and Grow Iowa Values Fund code IDED Contract Number) Economic Development, 260E/ 260F Project Code, 260G Program Code, Grow Iowa Values Fund |
| AB | Distance Learning | 254 | 1 | 1 = the content of this course delivered entirely online (web-based, internet). 2 = the content of this course delivered through distance learning method over 50% of the course time but not entirely online ; e.g., 40% online, 20% DVD, 30% in class = 60% (40+20) distance learning. 0 = not a distance learning course |
| AC | Student's Permanent Address Zip Code | 255-260 | 5 | Use five characters for the student's permanent address zip code. Use 99999 if unknown. |
| AD | GAP Tuition Program Participant | 261 | 1 | 0 = Not applicable 1 = GAP Tuition program participant |

D. Electronic Course Catalog File – Non-Credit

| Field | Data Element | Pos. | Len. | Field Description |
|-------|--------------------|---------|------|---|
| A | College Number | 1-2 | 2 | Two character District Number (01 through 16) |
| B | Course Number | 3-27 | 25 | Combination of alpha/numeric characters assigned by a college to a course. Course number must be at least seven positions in length. If less than seven add zero to the end to total seven positions. |
| C | Course Name /Title | 28-102 | 75 | Combination of alpha/numeric characters assigned by a college to the course name/title. |
| D | Contact Hours | 103-108 | 6 | Use up to two decimal places as appropriate. (if variable use maximum value) (Examples: 001.25 or 100.50 or 001.00-include decimal point) |

V. Fiscal Year 2011 Non-Credit Course Master
(Non-Credit Reporting Only)

| CIP NUMBER | STATE TITLES | THIS CIP & CODE SET COMB. ONLY |
|------------|---|-----------------------------------|
| 01 | AGRICULTURE | |
| 01.010100 | Agricultural Business | |
| 01.020100 | Agricultural Mechanization | |
| 01.030200 | Animal Production | |
| 01.030400 | Crop Production | |
| 01.040100 | Agricultural and Food Products Processing | |
| 01.060100 | Horticulture | |
| 01.060500 | Landscaping and Groundskeeping | |
| 03 | NATURAL RESOURCES AND CONSERVATION | |
| 03.020100 | Natural Resources | |
| 04 | ARCHITECTURE AND RELATED SERVICES | |
| 04.0902000 | Architectural and Building Science/Technology | |
| 09 | COMMUNICATION STUDIES AND JOURNALISM | |
| 09.010100 | Communication Studies | |
| 09.090200 | Public Relations/Image Management | |
| 10 | COMMUNICATIONS/PUBLICATIONS | |
| 10.010500 | Communications | |
| 10.030300 | Prepress/Desktop Publishing/Digital | |
| 10.030500 | Graphic and Printing Equipment Operation | |
| 10.030700 | Printing Press Operation | |
| 11 | COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES | |
| 11.050100 | Computer Systems Analysis | |
| 11.090100 | Computer Systems Networking and Telecommunications | |
| 12 | PERSONAL AND CULINARY SERVICES | |
| 12.030100 | Funeral / Mortuary Science | |
| 12.040100 | Cosmetology | |
| 12.050000 | Cooking and Related Culinary Arts | |
| 12.050600 | Meat Cutting | |
| 12.999900 | Gaming and Sports Officiating | |
| 13 | EDUCATION | |
| 13.010100 | Education | |
| 15 | ENGINEERING | |
| 15.010100 | Architectural Engineering | |
| 15.020100 | Civil Engineering | |
| 15.030300 | Electrical, Electronic and Communications Engineering | |
| 15.040400 | Instrumentation | |
| 15.050300 | Energy Systems Engineering | |
| 15.050500 | Solar Energy Engineering | |
| 15.050600 | Water Quality, Wastewater, and Recycling | |
| 15.050700 | Environmental Engineering | |
| 15.050800 | Hazardous Materials and Waste (Not State Course) | |
| 15.061200 | Industrial Services and Support | |
| 15.070000 | Quality Control (Deleted FY'05) | |

| | | |
|-----------|--|-------------|
| 15.070100 | Occupational Safety and Health | |
| 15.070200 | Quality Control | |
| 15.110300 | Hydraulics and Fluid Power | |
| 15.130600 | Mechanical Drafting/CAD/CADD | |
| 15.150100 | Engineering Related | |
| 16 | FOREIGN LANGUAGES/LITERATURES/LINGUISTICS | |
| 16.010100 | Foreign Language | |
| 16.160300 | Sign Language Interpretation/Translation | |
| 19 | FAMILY AND CONSUMER SCIENCES/HUMAN SCIENCES | |
| 19.000000 | Family and Consumer Sciences | |
| 19.010100 | Family and Human Development | |
| 19.029900 | Family and Consumer Sciences/Human Sciences Related | |
| 19.050500 | Food Service Systems | |
| 19.060500 | Home Furnishings and Equipment | |
| 19.070600 | Child Development | |
| 19.070900 | Child Care Provider / Assistant | |
| 19.090100 | Apparel and Textiles | |
| 22 | LEGAL | |
| 22.030100 | Legal Assistant/Secretary | |
| 22.999900 | Legal Professions and Studies Related | |
| 24 | LIBERAL ARTS AND SCIENCE/GENERAL STUDIES/HUMANITIES | |
| 24.010100 | Liberal Arts and Sciences/Liberal Studies | |
| 24.010200 | General Studies | |
| 30 | MULTI/INTERDISCIPLINARY STUDIES | |
| 30.230100 | Intercultural/Multicultural and Diversity Studies | |
| 32 | ADULT LITERACY PROGRAM | |
| 32.010100 | ABE | 04 40 11 04 |
| | Corrections – Juvenile | 02 40 30 22 |
| | Corrections – Adult | 04 40 30 22 |
| 32 | ENHANCED EMPLOYABILITY | |
| 32.010500 | Job Seeking/Changing | 04 04 11 04 |
| 32 | ADULT LITERACY PROGRAM | |
| 32.010900 | English Literacy (ELL/ESL) | 04 40 11 04 |
| 32.010910 | English Literacy (ELL/ESL) – Citizenship | 04 40 11 04 |
| 32.019900 | Community Rehabilitation Program (Sheltered Workshops) | 04 40 11 04 |
| 34 | HEALTH-RELATED KNOWLEDGE AND SKILLS | |
| 34.010300 | Personal Health Improvement and Maintenance | 04 50 11 22 |
| 36 | LEISURE AND RECREATIONAL ACTIVITIES | |
| 36.010100 | Leisure and Recreational | 04 50 11 22 |
| 36.010800 | Sports Officiating / Refereeing | |
| 41 | SCIENTIFIC | |
| 41.010100 | Biologist Support | |
| 41.030100 | Chemical And Biochemical Support | |
| 43 | SECURITY AND PROTECTIVE SERVICES | |
| 43.010700 | Criminal Justice/Police Science | |
| 43.011200 | Security Services – Homeland/Terrorism | |
| 43.020100 | Fire Protection and Safety | |

| | | |
|-----------|---|-------------|
| 43.020300 | Fire Science/Firefighting | |
| 43.999900 | Security and Protective Services Related | |
| 44 | PUBLIC ADMINISTRATION AND SOCIAL SERVICE | |
| 44.050100 | Public and Community Policy | 04 48 11 04 |
| 44.070102 | Social Work Management | |
| 44.999900 | Public Administration and Social Services Related | |
| 46 | CONSTRUCTION TRADES | |
| 46.010100 | Masonry | |
| 46.020100 | Carpentry | |
| 46.030100 | Electrical and Power Transmission | |
| 46.030200 | Electrical | |
| 46.040100 | Property/Building Maintenance | |
| 46.040300 | Building/Construction Inspection | |
| 46.040400 | Insulation and Drywall Installation | |
| 46.040600 | Glazier | |
| 46.040800 | Painting and Decorating | |
| 46.041000 | Roofer | |
| 46.041100 | Metal Building Assembly | |
| 46.049900 | Building/Construction Finishing, Management, and Inspection | |
| 46.050200 | Pipe and Sprinkler Fitter | |
| 46.050300 | Plumbing Technician/Plumber | |
| 46.999900 | Construction Related | |
| 47 | MECHANICS, INSTALLIZATION, AND REPAIR/SERVICE | |
| 47.010100 | Electrical/Electronics Equipment | |
| 47.010300 | Communications Systems | |
| 47.010500 | Industrial Electronics | |
| 47.020100 | Heating, Air Conditioning, Ventilation, and Refrigeration | |
| 47.030200 | Heavy Equipment | |
| 47.030300 | Industrial Equipment | |
| 47.060300 | Automotive Collision | |
| 47.060400 | Automotive Mechanics | |
| 47.060500 | Diesel Mechanics | |
| 47.060600 | Small Engine Mechanics | |
| 47.999900 | Mechanics Related | |
| 48 | PRECISION PRODUCTION | |
| 48.030300 | Upholstery | |
| 48.050100 | Machinist | |
| 48.050600 | Sheet Metal | |
| 48.050700 | Tool and Die | |
| 48.050800 | Welding | |
| 48.059900 | Precision Machining | |
| 48.070100 | Woodworking | |
| 48.070400 | Plastic Mold Design (Deleted FY'06) | |
| 48.990000 | Plastic Mold Design | |
| 49 | TRANSPORTATION AND MATERIALS MOVING | |
| 49.010200 | Aviation Pilot | |
| 49.010400 | Aviation Operations | |

| | | |
|-----------|---|--|
| 49.020200 | Construction/Heavy Equipment/Earthmoving Equipment | |
| 49.020500 | Truck, Bus, and Commercial Vehicle | |
| 49.029900 | Ground Transportation | |
| 49.999900 | Transportation and Materials Moving Related | |
| 50 | VISUAL AND PERFORMING ARTS | |
| 50.010100 | Visual and Performing Arts | |
| 50.040600 | Commercial Photography | |
| 51 | HEALTH PROFESSIONS AND RELATED CLINICAL SCIENCES | |
| 51.069900 | Dental Services and Allied Professions | |
| 51.070200 | Hospital and Health Facilities Administration | |
| 51.079900 | Health and Medical Administrative Services | |
| 51.080100 | Medical/Clinical Assistant | |
| 51.080800 | Animal Health | |
| 51.089900 | CPR and First Aid | |
| 51.090400 | Emergency Medical Services Continuing Education | |
| 51.090410 | First Responder | |
| 51.090420 | Emergency Medical Technician – Basic | |
| 51.090430 | Emergency Medical Technician – Intermediate | |
| 51.090441 | Emergency Medical Technician – Paramedic | |
| 51.090462 | Paramedic Specialist | |
| 51.099900 | Allied Health Diagnostic, Intervention, and Treatment (Occup. Ther., Phar. Asst., Rad. Ther., Phleb., Clin/Med. Lab. Tech., Limited Pract. Radio.) | |
| 51.120100 | Medicine (MD) | |
| 51.150100 | Substance Abuse/Addiction | |
| 51.150300 | Medical Social Work | |
| 51.159900 | Mental, Social, and Allied Health Services | |
| 51.230800 | Physical Therapy | |
| 51.239900 | Rehabilitation and Therapy (Therapeutic Professional, Massage Therapy) | |
| 51.240100 | Veterinary Medicine (DVM) | |
| 51.260200 | Home Health Aide (includes 75 Hr. Health Aid) | |
| 51.260300 | Medication Aide | |
| 51.269900 | Medication Manager | |
| 51.310100 | Parental Nutrition | |
| 51.330600 | Holistic Health | |
| 51.389900 | Registered Nursing, Nursing Administration, Nursing Research and Clinical Nursing, Other | |
| 51.390200 | Nursing Assistant/Aide and Patient Care Assistant/Aide | |
| 51.399900 | Practical Nursing, Vocational Nursing and Nursing Assistant, Other | |
| 52 | BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES | |
| 52.020100 | Business Administration | |
| 52.020300 | Logistics and Materials Operations | |
| 52.020400 | Office Supervision | |
| 52.020500 | Operations Supervision | |
| 52.020600 | Non-Profit/Public/Organizational | |
| 52.030100 | Accounting | |
| 52.040100 | Administrative Assistant/Secretarial | |
| 52.040700 | Business/Office Automation/Data Entry | |
| 52.070100 | Entrepreneurship | |
| 52.080100 | Finance | |

| 52 | BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES (Software), Continued | |
|-------------|--|---|
| 52.090300 | Tourism and Travel Services | |
| 52.100100 | Human Resources Management/Personnel Administration | |
| 52.120100 | Management Information Systems | |
| 52.140100 | Marketing | |
| 52.150100 | Real Estate | |
| 52.160100 | Taxation | |
| 52.170100 | Insurance | |
| 52.180100 | Sales, Distribution, and Marketing | |
| 52.190800 | Personal Financial Services | |
| 53 | HIGH SCHOOL/SECONDARY PROGRAMS, DIPLOMAS AND CERTIFICATES | |
| 53.010100 | Secondary High School's Diploma Courses | |
| 53.010500 | Adult High School Diploma | 02 41 11 22 |
| 53.019900 | Alternative High School | 04 41 11 04 |
| 53.020100 | General Educational Development (GED) Corrections – Juvenile Corrections – Adult | 02 41 11 22 |
| 61 | STATE OR FEDERAL MANDATED, STATE RECOGNIZED, & COURT ORDERED/REFERRED | 04 40 11 04 02 40 30 22 04 40 30 22 |
| 61.040000 | Coaching Authorization | 04 44 11 04 |
| 61.050000 | Court Ordered/Referred | 04 45 11 04 |
| 61.060000 | Iowa Course for Drivers Improvement (DIP) | 04 44 11 04 |
| 61.070000 | Drivers Education Sec. Districts Not Reporting | 04 44 11 04 |
| 61.070000 | Drivers Education Sec. Districts Reporting | 02 44 11 22 |
| 61.080000 | AARP Driver Safety Program (55 Alive) & Recreational Vehicle Safety (RV) | 04 44 11 04 |
| 61.090000 | Iowa Course for Drinking Drivers (DUI) | 04 43 11 04 |
| 61.100000 | Environmental Auditor | 04 43 11 04 |
| 61.110000 | Hazardous Material – State Recognized Course | 04 44 11 04 |
| 61.120000 | Hunter Safety and Ethics | 04 44 11 04 |
| 61.130000 | Mine Safety and Health Administration (MSHA) | 04 44 11 04 |
| 61.140000 | Motorcycle Rider | 04 44 11 04 |
| 61.150000 | Motorized Bicycle (Moped) | 04 44 11 04 |
| 61.160000 | Parenting Skills/Human Growth And Development | 04 43 11 04 |
| 61.170000 | Reserve Peace Officer Training | 04 43 11 04 |
| 61.180000 | School Bus Driver, (Include 3 hr. in-service) | 04 44 11 04 |
| 61.190000 | Snowmobile Safety | 04 44 11 04 |
| 61.200000 | Child/Dependent Adult Abuse Mandatory Reporting | 04 43 11 04 |
| 61.210000 | All-Terrain Vehicle | 04 44 11 04 |
| 61.220000 | Water Craft/Jet Ski | 04 44 11 04 |
| 61.230000 | Used Motor Vehicle Dealer Education | 04 43 11 04 |
| 61.240000 | Iowa Professional Permit to Carry Weapons Training | 04 43 11 04 |
| 61.240100 | Iowa Non-Professional Permit to Carry Weapons Training | 04 43 11 04 |
| – | RELATED COLLEGE ACTIVITIES (Do NOT report) | |
| 62.300000 | Community Service | |
| 62.310000 | Conferences/Special Events/Meetings | 04 71 70 22 |
| Subj. Spec. | College Staff Development/In-Service | 04 72 70 22 |
| Subj. Spec. | Testing | 04 73 70 22 |

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****NOTE: CONTACT THE DEPARTMENT OF EDUCATION BEFORE USING CIP NUMBER(S) OR IDENTIFICATION CODE SETS THAT ARE NOT LISTED ON THE NON-CREDIT COURSE MASTER**

VI. Fiscal Year Non-Credit CIP Table

ONLY PROGRAMS /CODESET COMBINATIONS USED DURING FISCAL YEAR 2009 AND 2010 CAN BE FOUND IN THIS TABLE

| CIP NUMBER | STATE TITLES | ITSO 1 | ITSO 2 | ITSO 3 | ITSO 4 | ITSO 5 | ITSO 6 | ITSO 7 | ITSO 8 | ITSO 9 |
|------------|---|-------------|-------------|-------------|-------------|-------------|--------|--------|--------|--------|
| 01 | AGRICULTURE | | | | | | | | | |
| 01010100 | Agricultural Business | 04 04 11 04 | 04 42 43 04 | 04 42 41 22 | 04 42 50 04 | | | | | |
| 01020100 | Agricultural Mechanization | 04 04 11 04 | 04 42 43 04 | | | | | | | |
| 01030200 | Animal Production | 04 04 11 04 | 04 42 41 22 | 04 42 43 04 | | | | | | |
| 01030400 | Crop Production | 04 04 11 04 | 04 42 43 04 | 04 42 41 22 | 04 42 50 04 | 04 46 11 04 | | | | |
| 01040100 | Agricultural And Food Products Processing | 04 04 11 04 | | | | | | | | |
| 01060100 | Horticultural | 04 04 11 04 | | | | | | | | |
| 01060500 | Landscaping And Grounds Keeping | 04 04 11 04 | | | | | | | | |
| 03 | NATURAL RESOURCES AND CONSERVATION | | | | | | | | | |
| 03020100 | Natural Resources | 04 04 11 04 | 04 51 11 22 | | | | | | | |
| 04 | ARCHITECTURE AND RELATED SERVICES | | | | | | | | | |
| 04090200 | Architectural and Building Sciences/Technology | 04 04 11 04 | | | | | | | | |
| 09 | COMMUNICATION STUDIES AND JOURNALISM | | | | | | | | | |
| 09010100 | Communications Studies | 04 04 11 04 | 04 51 11 22 | 04 42 41 22 | 04 42 43 04 | 04 42 44 04 | | | | |
| 09090200 | Public Relations/Image Management | 04 04 11 04 | 04 42 43 04 | | | | | | | |
| 10 | COMMUNICATION STUDIES AND JOURNALISM | | | | | | | | | |
| 10010500 | Communications | 04 04 11 04 | 04 51 11 22 | | | | | | | |
| 10030300 | Prepress/Desktop Publishing/Digital | 04 04 11 04 | 04 42 43 04 | | | | | | | |
| 11 | COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES | | | | | | | | | |
| 11050100 | Computer Systems Analysis | 04 04 11 04 | | | | | | | | |
| 11090100 | Computer Systems Networking & Telecommunication | 04 04 11 04 | 04 42 41 22 | | | | | | | |
| 12 | PERSONAL AND CULINARY SERVICES | | | | | | | | | |
| 12030100 | Funeral/Mortuary Sciences | 04 04 11 04 | | | | | | | | |
| 12040100 | Cosmetology | 04 46 11 04 | 04 04 11 04 | 04 43 11 04 | | | | | | |

| | | | | | | | | | | |
|-----------|--|-------------|-------------|-------------|-------------|-------------|-------------|--|--|--|
| 12050000 | Cooking And Related Culinary Arts | 04 04 11 04 | 04 51 11 22 | | | | | | | |
| 12050600 | Meat Cutting | 04 04 11 04 | | | | | | | | |
| 13 | EDUCATION | | | | | | | | | |
| 13010100 | Education | 04 04 11 04 | 04 42 41 22 | 04 49 11 22 | 04 46 11 04 | 04 42 43 04 | 04 42 50 04 | | | |
| 15 | ENGINEERING | | | | | | | | | |
| 15020100 | Civil Engineering | 04 04 11 04 | 04 46 11 04 | 04 42 50 04 | | | | | | |
| 15030300 | Electrical, Electronics And Comm. Engineering | 04 42 41 22 | 04 42 43 04 | 04 04 11 04 | 04 42 50 04 | | | | | |
| 15040400 | Instrumentation | 04 04 11 04 | | | | | | | | |
| 15050300 | Energy Systems Engineering | 04 04 11 04 | 04 42 43 04 | | | | | | | |
| 15050600 | Water Quality, Wastewater Treatment, And Recycling | 04 46 11 04 | 04 04 11 04 | 04 51 11 22 | 04 44 11 04 | | | | | |
| 15050700 | Environmental Engineering | 04 04 11 04 | 04 44 11 04 | 04 51 11 22 | | | | | | |
| 15050800 | Hazardous Materials And Waste (Not State Course) | 04 04 11 04 | 04 42 41 22 | 04 46 11 04 | 04 42 50 04 | | | | | |
| 15061200 | Industrial Services And Support | 04 42 41 22 | 04 42 43 04 | 04 04 11 04 | 04 42 50 04 | | | | | |
| 15070100 | Occupational Safety And Health | 04 04 11 04 | 04 46 11 04 | 04 42 41 22 | 04 42 43 04 | 04 42 50 04 | 04 04 11 22 | | | |
| 15070200 | Quality Control | 04 04 11 04 | 04 42 41 22 | 04 42 43 04 | 04 42 50 04 | | | | | |
| 15110300 | Hydraulics And Fluid Power | 04 42 41 22 | 04 42 43 04 | 04 42 44 04 | 04 04 11 04 | 04 42 45 04 | | | | |
| 15130600 | Mechanical Drafting/Cad/Cadd | 04 42 41 22 | 04 04 11 04 | 04 42 43 04 | 04 42 50 04 | 04 42 45 04 | | | | |
| 15150100 | Engineering Related | 04 04 11 04 | 04 42 43 04 | 04 42 44 04 | 04 42 41 22 | | | | | |
| 16 | FOREIGN LANGUAGES/LITERATURES/LINGUISTICS | | | | | | | | | |
| 16010100 | Foreign Language And Literature | 04 04 11 04 | 04 51 11 22 | 04 04 11 22 | 04 42 43 04 | | | | | |
| 16160300 | Sign Language Interpretation/Translation | 04 04 11 04 | | | | | | | | |
| 19 | FAMILY AND CONSUMER SCIENCES/HUMAN SCIENCES | | | | | | | | | |
| 19010100 | Family And Human Development | 04 49 11 04 | 04 04 11 04 | 04 49 11 22 | 05 49 11 22 | 04 51 11 22 | | | | |
| 19029900 | Family & Consumer Sciences/ Human Sciences, Other | 04 04 11 04 | | | | | | | | |
| 19050500 | Food Service Systems | 04 04 11 04 | 04 42 41 22 | | | | | | | |
| 19060100 | Housing & Human Environment | 04 49 11 04 | | | | | | | | |
| 19070600 | Child Development | 01 49 11 22 | 04 04 11 04 | 04 49 11 04 | 04 51 11 22 | | | | | |

| | | | | | | | | | | |
|-----------|--|-------------|-------------|-------------|-------------|--|--|--|--|--|
| 19070900 | Child Care Provider | 04 04 11 04 | 04 43 11 04 | 04 51 11 22 | 04 46 11 04 | | | | | |
| 22 | LEGAL | | | | | | | | | |
| 22030100 | Legal Assistant/Secretary | 04 04 11 04 | 04 43 11 04 | 04 51 11 22 | | | | | | |
| 22999900 | Legal Professions And Studies | 04 04 11 04 | | | | | | | | |
| 24 | LIBERAL ARTS AND SCIENCE/GENERAL STUDIES/HUMANITIES | | | | | | | | | |
| 24010100 | Arts And Sciences/Liberal Studies | 04 04 11 04 | 04 51 11 22 | | | | | | | |
| 24010200 | General Studies | 04 04 11 04 | 04 51 11 22 | 04 42 45 04 | | | | | | |
| 30 | INTERCULTURAL/MULTICULTURAL AND DIVERSITY STUDIES | | | | | | | | | |
| 30230100 | Intercultural/Multicultural Studies | 04 04 11 04 | 04 61 11 22 | | | | | | | |
| 32 | ADULT LITERACY PROGRAM | | | | | | | | | |
| 32010100 | Abe Basic Skills | 04 04 11 04 | 04 51 11 22 | 04 42 44 04 | | | | | | |
| 32010500 | Job Seeking/Changing (NOT ABE) | 04 04 11 04 | 04 04 30 22 | 02 04 11 22 | 02 04 30 22 | | | | | |
| 32010900 | Abe-Eel/Esl | 04 04 11 04 | 04 40 11 04 | | | | | | | |
| 32010910 | Abe-Ell/Esl Citizenship | 04 40 11 04 | 02 40 30 22 | 04 40 30 22 | | | | | | |
| 32019900 | Comm. Rehab. Pgm. Shelt. Wrk | 04 40 11 04 | | | | | | | | |
| 34 | PERSONAL HEALTH IMPROVEMENT AND MAINTENANCE | | | | | | | | | |
| 34010300 | Personal Health Improvement and Maintenance | 04 51 11 22 | | | | | | | | |
| 36 | LEISURE AND RECREATIONAL ACTIVITIES | | | | | | | | | |
| 36010100 | Leisure And Recreational | 04 40 11 04 | 04 42 41 22 | | | | | | | |
| 41 | SCIENTIFIC | | | | | | | | | |
| 41010100 | Biologist Support | 04 50 11 22 | 04 42 43 04 | | | | | | | |
| 41030100 | Chemical And Biochemical Support | 04 04 11 04 | 04 42 41 22 | | | | | | | |
| 43 | SECURITY AND PROTECTIVE SERVICES | | | | | | | | | |
| 43010700 | Criminal Justice/Police Science | 04 42 41 22 | | | | | | | | |
| 43011200 | Security Services, Homeland, Terrorism | 04 04 11 04 | | | | | | | | |
| 43011500 | Homeland Security And Terrorism | 04 04 11 04 | 04 04 30 22 | | | | | | | |
| 43020100 | Fire Protection And Safety | 04 04 11 04 | | | | | | | | |
| 43020300 | Fire Science/Firefighting | 04 04 11 04 | 04 42 43 04 | | | | | | | |
| 43999900 | Security And Protective Services | 04 04 11 04 | 04 46 11 04 | | | | | | | |

| 44 | | PUBLIC ADMINISTRATION AND SOCIAL SERVICE | | | | | | | | |
|-----------|---|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------------------|
| 44050100 | Public And Community Policy | 04 48 11 04 | | | | | | | | |
| 44070102 | Social Work Management | 04 04 11 04 | | | | | | | | |
| 44999900 | Public Administration And Social Services Related | 04 04 11 04 | | | | | | | | |
| 46 | | CONSTRUCTION TRADES | | | | | | | | |
| 46010100 | Masonry | 04 04 11 04 | 04 42 44 04 | 04 42 45 04 | | | | | | |
| 46020100 | Carpentry | 04 42 54 04 | 04 42 44 04 | 04 04 11 04 | | | | | | |
| 46030100 | Electrical And Power Transmission | 04 42 44 04 | 04 04 11 04 | | | | | | | |
| 46030200 | Electrical | 04 04 11 04 | 04 42 41 22 | 04 46 11 04 | 04 04 11 22 | 04 42 43 04 | 04 04 04 04 | 04 42 50 04 | 04 42 44 04 | 04 42 56 04 04 42 45 04 |
| 46040100 | Property/Building Maintenance | 04 04 11 04 | | | | | | | | |
| 46040300 | Building/Construction Inspection | 04 04 11 04 | | | | | | | | |
| 46040400 | Insulation/Drywall Installation | 04 42 43 04 | 04 42 44 04 | 04 42 45 04 | | | | | | |
| 46040600 | Glazier | 04 42 44 04 | | | | | | | | |
| 46040800 | Painting And Decorating | 04 42 44 04 | 04 42 56 04 | 04 42 41 22 | | | | | | |
| 46041000 | Roofer | 04 42 43 04 | 04 04 11 04 | | | | | | | |
| 46041100 | Metal Building Assembly | 04 04 11 04 | 04 42 44 04 | | | | | | | |
| 46049900 | Building/Constru. Finishing, Mgt., And Inspection | 04 04 11 04 | 04 42 43 04 | | | | | | | |
| 46050200 | Pipe And Sprinkler Fitter | 04 04 11 04 | 04 42 44 04 | 04 46 11 04 | 04 42 56 04 | | | | | |
| 46050300 | Plumbing Technician/Plumber | 04 04 11 04 | 04 42 41 22 | 04 46 11 04 | | | | | | |
| 46999900 | Construction Related | 04 04 11 04 | 04 51 11 22 | 04 42 43 04 | 04 42 50 04 | 04 42 44 04 | 04 04 04 04 | | | |
| 47 | | MECHANICS, INSTALLIZATION, AND REPAIR/SERVICE | | | | | | | | |
| 47010100 | Electrical/Electronics Equipment | 04 04 11 04 | 04 42 43 04 | 04 42 41 22 | 04 42 50 04 | 04 42 44 04 | 04 42 45 04 | | | |
| 47010300 | Communications Systems | 04 04 11 04 | | | | | | | | |
| 47010500 | Industrial Electronics | 04 04 11 04 | 04 42 41 22 | 04 42 43 04 | | | | | | |
| 47020100 | Heating/Ac/Ventilation/Refrig. Maintenance | 04 04 11 04 | 04 42 54 04 | 04 42 43 04 | 04 42 50 04 | 04 42 53 04 | 04 42 41 22 | 04 42 44 04 | 04 46 11 04 | 04 42 56 04 |
| 47030200 | Heavy Equipment Maintenance | 04 04 11 04 | | | | | | | | |
| 47030300 | Industrial Equipment Maintenance | 04 42 41 22 | 04 42 43 04 | 04 42 50 04 | 04 04 11 04 | 04 42 44 04 | | | | |
| 47060300 | Automotive Collision | 04 42 41 22 | 04 04 11 04 | | | | | | | |
| 47060400 | Automotive Mechanics | 04 42 43 04 | 04 04 11 04 | 04 44 11 04 | 04 46 11 04 | 04 42 41 22 | | | | |

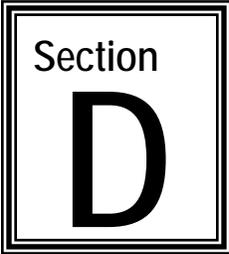
| | | | | | | | | | | |
|-----------|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--|--|
| 47060500 | Diesel Mechanics | 04 04 11 04 | | | | | | | | |
| 47060600 | Small Engine Mechanic | 04 04 11 04 | | | | | | | | |
| 47999900 | Mechanics Related | 04 42 41 22 | 04 42 43 04 | 04 42 50 04 | 04 04 11 04 | 04 42 44 04 | 04 42 45 04 | | | |
| 48 | PRECISION PRODUCTION | | | | | | | | | |
| 48030300 | Upholstery | 04 04 11 22 | | | | | | | | |
| 48050100 | Machinist | 04 42 43 04 | 04 42 41 22 | 04 42 52 04 | 04 42 56 04 | 04 42 50 04 | 04 04 11 04 | 04 42 44 04 | | |
| 48050600 | Sheet Metal | 04 42 43 04 | 04 42 44 04 | 04 42 56 04 | | | | | | |
| 48050700 | Tool And Die | 04 04 11 04 | 04 42 41 22 | 04 42 50 04 | 04 42 43 04 | 04 42 44 04 | | | | |
| 48050800 | Welding | 04 04 11 04 | 04 42 43 04 | 04 42 41 22 | 04 42 50 04 | 04 42 44 04 | 04 51 11 22 | 04 42 45 04 | | |
| 48059900 | Precision Machining | 04 42 43 04 | 04 04 11 04 | 04 42 41 22 | | | | | | |
| 48990000 | Plastic Mold Design | 04 42 50 04 | | | | | | | | |
| 49 | TRANSPORTATION AND MATERIALS MOVING | | | | | | | | | |
| 49010200 | Aviation/Pilot | 04 04 11 04 | | | | | | | | |
| 49020200 | Construction/Earthmoving/Heavy Equipment | 04 04 11 04 | 04 42 44 04 | | | | | | | |
| 49020500 | Truck, Bus, And Commercial Vehicle Operation | 04 04 11 04 | 04 42 41 22 | 04 42 43 04 | 04 42 50 04 | 04 42 45 04 | | | | |
| 49029900 | Grounds Transportation | 04 04 11 04 | 04 42 43 04 | 04 42 50 04 | | | | | | |
| 49999900 | Transportation And Materials Moving Related | 04 04 11 04 | 04 42 41 22 | 04 42 43 04 | 04 42 50 04 | | | | | |
| 50 | VISUAL AND PERFORMING ARTS | | | | | | | | | |
| 50010100 | Visual And Performing Arts | 04 04 11 04 | 04 51 11 22 | | | | | | | |
| 50040600 | Commercial Photography | 04 04 11 04 | 04 51 11 22 | | | | | | | |
| 51 | HEALTH PROFESSIONS AND RELATED CLINICAL SCIENCES | | | | | | | | | |
| 51069900 | Dental Services And Allied Professions | 04 46 11 04 | 04 04 11 04 | 04 44 11 04 | | | | | | |
| 51070200 | Hospital And Health Facilities Administration | 04 04 11 04 | 04 42 50 04 | | | | | | | |
| 51079900 | Health And Medical Administrative Services | 04 04 11 04 | 04 51 11 22 | 04 46 11 04 | | | | | | |
| 51080100 | Medical/Clinical Assistant | 04 04 11 04 | | | | | | | | |
| 51080800 | Veterinary/Animal Health Assistant | 04 04 11 04 | 04 42 43 04 | | | | | | | |
| 51089900 | CPR And First Aid | 04 04 11 04 | 04 04 11 22 | 04 42 41 22 | 04 42 43 04 | 04 51 11 22 | 04 42 50 04 | 04 46 11 04 | | |

| | | | | | | | | | | |
|----------|--|-------------|-------------|-------------|-------------|-------------|-------------|--|--|--|
| 51090400 | Emergency Medical Services Continuing Education | 04 04 11 04 | 04 46 11 04 | | | | | | | |
| 51090410 | First Responder | 04 04 11 04 | 04 46 11 04 | | | | | | | |
| 51090420 | Emergency Medical Technician - Basic | 04 04 11 04 | | | | | | | | |
| 51090430 | Emergency Medical Technician - Inter – Certificate | 04 04 11 04 | | | | | | | | |
| 51090441 | Emergency Medical Technician Paramedic – Diploma | 04 04 11 04 | | | | | | | | |
| 51090462 | Paramedic Specialist | 04 04 11 04 | | | | | | | | |
| 51099900 | Allied Health Diagnostic, Intervention & Treatment | 04 04 11 04 | 04 51 11 22 | 04 46 11 04 | | | | | | |
| 51120100 | Medicine (MD) | 04 04 11 04 | 04 04 11 22 | | | | | | | |
| 51150100 | Substance Abuse/Addiction | 04 04 11 04 | 04 42 41 22 | | | | | | | |
| 51150300 | Medical Social Work | 04 04 11 04 | | | | | | | | |
| 51159900 | Mental, Social, And Allied Health Services | 04 49 11 04 | 04 04 11 04 | 04 42 50 04 | 04 49 11 22 | | | | | |
| 51161400 | Nursing Assistant (Cert, Health Aid, Ord, Feeder) | 04 04 11 04 | 04 51 11 22 | | | | | | | |
| 51169900 | Nursing & Health Care Provider (Adn,Lpn,Adm.Publ.) | 04 04 11 04 | 04 04 11 22 | 04 46 11 04 | 04 43 11 04 | 04 51 11 22 | 04 42 50 04 | | | |
| 51230800 | Physical Therapy | 04 04 11 04 | | | | | | | | |
| 51239900 | Rehabilitation And Therapy (Phy.Ther.,Ther.Pro) | 04 04 11 04 | 04 46 11 04 | | | | | | | |
| 51240100 | Veterinary Medicine (Dvm) | 04 04 11 04 | | | | | | | | |
| 51260200 | Home Health Attendant | 04 04 11 04 | | | | | | | | |
| 51260300 | Medication Aide | 04 04 11 04 | | | | | | | | |
| 51269900 | Medication Manager | 04 04 11 04 | | | | | | | | |
| 51310100 | Parental Nutrition | 04 04 11 04 | | | | | | | | |
| 51330600 | Holistic Health | 04 04 11 04 | 04 51 11 22 | | | | | | | |
| 51350101 | Massage Therapy Technician | 04 04 11 04 | | | | | | | | |

| 52 | BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES | | | | | | | | | |
|-----------|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--|
| 52020100 | Business Administration | 04 04 11 04 | 04 04 11 22 | 04 42 41 22 | 04 42 43 04 | 04 42 50 04 | 04 51 11 22 | 04 42 45 04 | 04 46 11 04 | |
| 52020300 | Logistics And Materials Operations | 04 04 11 04 | 04 42 41 22 | 04 42 43 04 | 04 42 50 04 | 04 42 45 04 | | | | |
| 52020400 | Office Supervision | 04 42 41 22 | 04 42 43 04 | 04 04 11 04 | 04 42 50 04 | | | | | |
| 52020500 | Operations Supervision | 04 42 41 22 | 04 42 43 04 | 04 04 11 04 | 04 42 50 04 | | | | | |
| 52020600 | Non Profit/Public/Organizational | 04 04 11 04 | 04 42 52 04 | | | | | | | |
| 52020700 | Customer Service Management | 04 04 11 04 | | | | | | | | |
| 52030100 | Accounting | 04 04 11 04 | 04 42 41 22 | 04 42 43 04 | 04 42 43 04 | | | | | |
| 52040100 | Administrative Assistant/Secretarial | 04 04 11 04 | | | | | | | | |
| 52040700 | Business/Office Automation/Data Entry | 04 04 11 04 | 04 04 11 22 | 04 42 41 22 | 04 42 43 04 | 04 51 11 22 | 04 42 50 04 | | | |
| 52070100 | Entrepreneurship | 04 04 11 04 | 04 42 43 04 | 04 44 11 04 | | | | | | |
| 52080100 | Finance | 04 04 11 04 | 04 51 11 22 | 04 42 43 04 | | | | | | |
| 52090300 | Tourism And Travel Services | 04 04 11 04 | | | | | | | | |
| 52100100 | Human Resources Management/Personnel Admin. | 04 04 11 04 | 04 42 41 22 | 04 42 43 04 | 04 42 50 04 | 04 51 11 22 | | | | |
| 52120100 | Management Information Systems | 04 04 11 04 | | | | | | | | |
| 52140100 | Marketing | 04 04 11 04 | 04 42 41 22 | | | | | | | |
| 52150100 | Real Estate | 04 04 11 04 | 04 46 11 04 | 04 51 11 22 | | | | | | |
| 52160100 | Taxation | 04 04 11 04 | | | | | | | | |
| 52170100 | Insurance | 04 46 11 04 | 04 04 11 04 | | | | | | | |
| 52180100 | Sales, Distribution, And Marketing | 04 42 41 22 | 04 42 50 04 | 04 04 11 04 | 04 51 11 22 | 04 42 43 04 | | | | |
| 52190800 | Personal Financial Services | 04 04 11 04 | 04 42 43 04 | | | | | | | |
| 53 | HIGH SCHOOL/SECONDARY PROGRAMS, DIPLOMAS AND CERTIFICATES | | | | | | | | | |
| 53010100 | Secondary High School Diploma | 02 41 11 22 | | | | | | | | |
| 53010500 | Adult High School Diploma | 04 41 11 04 | | | | | | | | |
| 53019900 | Alternative High School | 02 41 11 22 | | | | | | | | |
| 53020100 | General Education Development | 04 40 11 04 | 04 40 30 22 | 02 40 30 22 | | | | | | |

| | | | | | | | | | | |
|-----------|--|-------------|-------------|-------------|--|--|--|--|--|--|
| 59 | Secondary Jointly Administered | | | | | | | | | |
| 59000000 | Secondary Jointly Administered Preparatory Sum. | 02 22 11 22 | | | | | | | | |
| 61 | STATE OR FEDERAL MANDATED, STATE RECOGNIZED, & COURT ORDERED/REFERRED | | | | | | | | | |
| 61040000 | Coaching Authorization | 04 44 11 04 | 04 46 11 04 | | | | | | | |
| 61050000 | Court Ordered/Referred | 04 45 11 04 | | | | | | | | |
| 61060000 | Iowa Course For Drivers Improvement (DIP) | 04 44 11 04 | | | | | | | | |
| 61070000 | Drivers Education | 02 44 11 22 | 04 44 11 04 | 04 44 11 22 | | | | | | |
| 61080000 | Aarp Driver (55 Alive) And Recreation Veh Safety | 04 44 11 04 | | | | | | | | |
| 61090000 | Iowa Course For Drinking Drivers (Dui) | 04 43 11 04 | | | | | | | | |
| 61110000 | Hazardous Material - State Recognized Course | 04 44 11 04 | 04 42 50 04 | | | | | | | |
| 61120000 | Hunter Safety And Ethics | 04 44 11 04 | | | | | | | | |
| 61130000 | Mine Safety And Health Admin. (MSHA) | 04 44 11 04 | 04 42 41 22 | | | | | | | |
| 61140000 | Motorcycle Rider | 04 44 11 04 | | | | | | | | |
| 61150000 | Motorized Bicycle (Moped) | 04 44 11 04 | | | | | | | | |
| 61160000 | Parenting Skills/Human Growth And Dev. | 04 43 11 04 | | | | | | | | |
| 61170000 | Reserved Peace Officer Training | 04 43 11 04 | | | | | | | | |
| 61180000 | School Bus Driver | 04 44 11 04 | | | | | | | | |
| 61190000 | Snowmobile Safety | 04 44 11 04 | | | | | | | | |
| 61200000 | Child/Dependent Adult Abuse Mandatory Report | 04 43 11 04 | | | | | | | | |
| 61220000 | Water Craft/Jet Ski | 04 44 11 04 | | | | | | | | |
| 61230000 | Used Motor Vehicle Dealers | 04 43 11 04 | | | | | | | | |
| 61240000 | Professional Permit to Carry Weapons Training | 04 43 11 04 | 04 46 11 04 | | | | | | | |
| 61240100 | Non-Professional Permit to Carry Weapons Training | 04 43 11 04 | 04 46 11 04 | | | | | | | |

Secondary Jointly Administered Reporting



Secondary Jointly Administered Courses/Programs CIP Numbers and Code Sets - Summary

Courses offered to high school students for postsecondary credit must be reported in the credit section of this manual. This section will outline a summary report to identify those classes the Community Colleges and School Districts administer jointly but are only available to be awarded credit through the secondary institution. These are not Postsecondary Option Enrollment (PSEO) students.

Summary File

| <u>Secondary Jointly Administered</u> | <u>CIP</u> | <u>Code Set</u> |
|---------------------------------------|-----------------------|-----------------|
| Arts and Science | 24.01010000 | 02 29 11 22 |
| Career and Technical Education | Occupational Specific | 02 22 11 22 |

An Excel file is to be reported separate from the MIS submission. The file should contain five columns: *College Number* (e.g., 01), *Course Title*, *Number of Teachers*, *Number of Students*, *High School Number*. For the *High School Number*, use either the Iowa High School Code or ACT codes. Iowa High School Code Sets include the combination of the District Code and School Code. See Appendix B for the list of current codes.

Send files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

Fiscal Year Human Resources Reporting

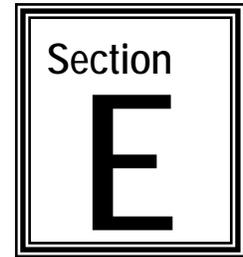


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I. General Instructions and statements

The Department of Education has the responsibility to ensure community college instructors meet the minimum standards outlined by code. The Human Resources data collection provides a base of data to meet that responsibility.

The Department of Education MIS team has met with community college human resources staff to update and refine human resources data collection. Human Resources should be based on a fiscal year, July 1st to June 30th.

Report all data requested for employees: Administrative (510), Credit Instructional (520), Full-Time Non-Credit Instructional (525), Professional (530), Secretarial and Clerical (540), and Service Staff (550) in the Human Resource Files (Employee File and Employee Position File). The Employee Position Codes and Employee Assignment Codes are included in this section of the manual. Student employees are to be reported under the position code, which reflects the type of work. Do not report federal or state work-study students.

Whenever required, the Department of Education will report the number of Half-Time Instructional employees based on the number of credit hours taught during the fiscal year. Please refer to the definition of Half-Time Instructional in the Data Dictionary.

A. Employee Position Codes

Administrative (510)

Chief executive officer and the cabinet and/or administrative team.

Examples:

| | | |
|------------|-------------------|----------|
| Chancellor | Vice President | Director |
| President | Executive officer | Dean |

Instructional, Credit (520)

Personnel involved in direct instructional (for credit course) contact with students, including counselors, librarians, and tutors, if the principal activity (50% or more their time) is instructional. NOTE: Do not include non-credit instructors who only teach non-credit courses, but include credit instructors who teach non-credit courses.

Examples:

| | | |
|---------------------|--------------------|-------------------|
| Assistant Professor | Assistant Dean | Lecturer |
| Associate Professor | Assistant Director | Professor |
| Counselor | Associate Dean | Department Head |
| Instructor | Associate Director | Executive Officer |

Instructional, Full-Time Non Credit (525)

Personnel involved in full-time direct instructional (for non-credit course) contact with students. NOTE: Do not include non-credit instructors who teach non-credit courses less than full-time.

Professional Staff (530)

Persons employed for the primary purpose of performing academic support, student services, and institutional support activities. Includes all data processing staff (non-data entry), media support staff, and business office personnel. NOTE: This category includes all professional staff not elsewhere classified.

Examples:

| | | |
|--------------------------------|-------------------------------------|--------------------------|
| Accountant | Dietitian | Psychologist |
| Assistant Dean/Director | Drafters | Purchasing Agent |
| Associate Dean/Director | Engineering Aide | Radio Operator |
| Coaches | Institutional Research and Planning | Scientific Lab Assistant |
| Computer Programmers/Operators | Junior Engineer | Social Worker |
| Controller | Mathematical Aide | Systems Analyst |
| Coordinator | Nurse | Technical Illustrator |
| Department Head/Chairperson | Photographer | Technician |
| Development Officers | Project Managers | |

Secretarial and Clerical (540)

Persons whose assignments are typically associated with clerical activities and/or specifically secretarial in nature. Include personnel who are responsible for internal and external communications, recording and retrieving data (other than computer programmers), and/or information and other paperwork required in an office.

Examples:

| | | |
|--------------------------|-------------------------|-------------------|
| Administrative Assistant | Library Clerk | Sales Clerk |
| Bookkeeper | Office Machine Operator | Statistical Clerk |
| Clerk-typist | Payroll Clerk | Stenographer |

Service Staff (550)

Include maintenance and repair staff, machine operators, vehicle drivers, and security.

Examples:

| | | |
|-----------------------------|--------------------------------|---------------------|
| Bus Driver | Electrician | Refuse Collector |
| Cafeteria/Restaurant Worker | Garage Laborer | Repairer |
| Carpenter | Gardener | Security Officer |
| Chauffeur | Groundskeeper | Stationary Engineer |
| Compositor | Laundry/Dry Cleaning Operative | Truck Driver |
| Construction Laborer | Machinist | |
| Custodian | Mechanic | |

II. Fiscal Year Human Resources File Layouts

A. Data Submission Deadlines

| Files / Reports | Due Dates |
|--------------------------------|-----------------------------|
| Human Resources Employee Files | On or before August 4, 2013 |
| Human Resources Position Files | On or before August 4, 2013 |

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

To ensure the Department of Education has received the file in its entirety, reporting officers must send in the summative information below, in addition to the unit record file. This information will act as a pseudo checksum.

Fiscal Year Human Resource Employee File

| | |
|--|--|
| Total number of Human Resources Employee records transmitted | |
| Total Arts and Sciences credit hours | |
| Total Career & Technical credit hours | |
| Point-in-time date | |

Fiscal Year Human Resource Position File

| | |
|--|--|
| Total number of Human Resources Position records transmitted | |
| Total Base Salary amount transmitted | |
| Total Compensation amount transmitted | |
| Point-in-time date | |

Report data elements for staff: Administrative (510), Instructional (520), Full-Time Non-Credit Instructional (525), Professional (530), Secretarial and Clerical (540), and Service Staff (550). NOTE: Instructional (520) does not include instructors who only teach non-credit courses, and Instructional 525 includes only full-time non-credit instructors.

C. Fiscal Year Human Resources Employee File

| Field | Data Element | Pos. | Len. | Field Description |
|--|---|-------|------|---|
| A | College Number | 1-2 | 2 | Two character District Number (01 through 16) |
| B | Social Security Number | 3-11 | 9 | Employee social security number include leading zeros |
| C | Last Name | 12-36 | 25 | Employee Last Name |
| D | First Name | 37-51 | 15 | Employee First Name |
| E | Middle Initial | 52 | 1 | Employee Middle Initial |
| F | Birth Date | 53-60 | 8 | Date of birth in format CCYYMMDD (Example: May 1, 1950 would be 19500501) |
| G | Ethnicity | 61 | 1 | 0 = Not reported 1= Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race 2 = Non-Hispanic |
| H | Race: American Indian or Alaskan Native, a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition. | 62 | 1 | 1 = Yes 0 = No |
| I | Race: Asian, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent | 63 | 1 | 1 = Yes 0 = No |
| J | Race: Black or African American, a person having origins in any of the black racial groups of Africa | 64 | 1 | 1 = Yes 0 = No |
| K | Race: Native Hawaiian or Other Pacific Islander. This includes, for example, Philippine Islands and Samoa. | 65 | 1 | 1 = Yes 0 = No |
| L | Race: White, a person having origins in any of the original peoples of Europe, North Africa, or the Middle East | 66 | 1 | 1 = Yes 0 = No |
| M | Race: Not reported | 67 | 1 | 1 = Yes: fields H-L = 0 0 = No: at least one field H-L = 1 |
| N | Gender | 68 | 1 | 0 = Unknown 1 = Male 2 = Female |
| Complete the following fields for Administrative Positions (510) and All Instructional Positions (520). | | | | |

C. Fiscal Year Human Resources Employee File

| Field | Data Element | Pos. | Len. | Field Description |
|-------|---------------------------------------|-------|---------|--|
| O | Highest Educational Achievement/Award | 69 | 1 | 1 = Doctorate 2 = Education Specialist 3 = Master's Degree 4 = Bachelor's Degree 5 = Associate Degree 6 = Diploma 7 = Certificate 8 = High School Diploma/GED 9 = Less than High School Diploma/GED |
| P | Experience in Technical Field | 70 | 1 | Career and Technical Instructor who meets the 6,000 hours of recent, relevant work experience minimum standard for Instruction in lieu of a Bachelor's degree: 0 = Not Applicable 1 = Meets Minimum Standard 2 = Working Towards Minimum Standard 3 = Does Not Meet Minimum Standard |
| Q | Registered, Certified or Licensed | 71 | 1 | Does the instructor hold state certification or license for the occupational area in which the instructor is teaching? (Example: Nursing Instructor is certified to be a Nurse) 0 = No 1 = Yes 2 = Not Applicable |
| R | Arts & Science Credit Hours | 72-76 | 5(2dec) | Total workload credit hours taught during the year. (Example: 05.00 or 35.25 or 84.75-include decimal point) |
| S | Career & Technical Credit Hours | 77-81 | 5(2dec) | Total workload credit hours taught during the year. (Example: 05.00 or 35.25 or 84.75-include decimal point) |

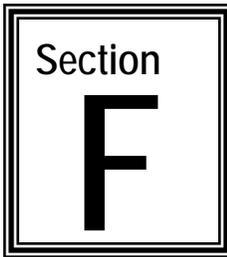
Report data elements for staff: Administrative (510), Instructional (520), Professional (530), Secretarial and Clerical (540), and Service Staff (550). NOTE: Instructional (520) does not include instructors who only teach non-credit courses, and Instructional (525) only include Full-Time Non-Credit instructors. Note: Data elements with asterisk (*) are required for all instructional (520 and 525) positions.

D. Fiscal Year Human Resources Position File

| Field | Data Element | Pos. | Len. | Field Description |
|-------|---|-------|------|--|
| A | College Number | 1-2 | 2 | The two character District Number (01 through 16) |
| B | Social Security Number | 3-11 | 9 | Employee social security number include leading zeros |
| C | Position Code | 12-14 | 3 | 510=Administrative 520=Instructional 525=Full-Time Non-Credit Instructional 530=Professional Staff 540=Secretarial and Clerical 550=Service Staff |
| D | **Employment Type | 15 | 1 | 1 = Full-Time (Regular/Permanent) 2 = Part-Time (Regular/Permanent) 3 = Temporary/Seasonal 4 = Adjunct Faculty Instructor |
| E | Position Total Compensation | 16-21 | 6 | Indicate total amount earned by this individual in this position for the Fiscal Year, excluding benefits. Round to nearest whole dollar. |
| F | *Base Position Salary | 22-27 | 6 | Indicate total amount of salary, 9 months teaching/instructional only. Round to nearest whole dollar and adjust to 9 months. |
| G | *Days in 2 Semester Teaching/Instructional Contract | 28-30 | 3 | Total number of days in a 9-month teaching/instructional contract. (Example: 173 service days/160 instructional days) |

**Classifies the staff according to the type of employment, relating to amount of time and/or when employed, as defined by the institution. The classifications and MIS codes are:

- 1 - Full-time – individuals that according to the college's definition are classified as a full-time employee and Full-Time Faculty = non-administrative instructors who are classified as full-time employees as defined in the college's collective bargaining agreement or written policy;
- 2 - Part-time – individuals that according to the college's definition are employed less than full-time and Part-Time Faculty = non-administrative instructors who are classified as less than full-time as defined in the college's bargaining agreement or written policy;
- 3 - Temporary/Seasonal - individuals who are employed, full or part-time, by the college for short-time periods for specific purposes and Temporary/Seasonal Faculty = non-administrative instructors who are employed, full-time or part-time, by the college for short periods of time for specific purposes; and
- Adjunct Faculty – Non-administrative instructors who are employed without a continuing contract and whose teaching load does not exceed one-half time for two full semesters or three full quarters per calendar year as defined in the college's written policy.



Fiscal Year Credit Awards Reporting

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I. General Instructions

The Credit Student Awards File is due on August 4. Report all graduates who received their awards between July 1 of the reported fiscal year and June 30 of the reported fiscal year. Community College Credit Awards are reported to the Iowa Department of Education in the following categories:

1. AA (Associate of Arts)
2. AS (Associate of Science)
3. AGS (Associate of General Studies)
4. AAA (Associate of Applied Arts)
5. AAS (Associate of Applied Science)
6. Diploma
7. Certificate
8. Other
9. Z = Non-graduate program completer

II. Fiscal Year Awards File Layouts

A. Data Submission Deadlines

The following data files/reports are required by the Department of Education and are listed in order by due date. Keep a copy of all submitted data as a point-in-time file.

| Files / Reports | Due Dates |
|---------------------------------------|-----------------------------|
| Transmittal Form – Data Records Files | On or before August 4, 2013 |
| Credit Student Awards File | On or before August 4, 2013 |

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

Credit Student Awards File

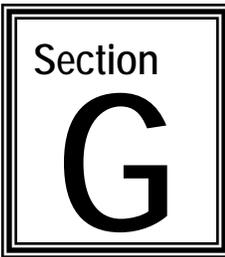
| | |
|--|--|
| Total number of Awards records transmitted | |
| Point-in-time date | |

C. Credit Student Awards File

| Field | Data Element | Pos. | Len. | Field Description |
|---|--|-------|------|---|
| A | College Number | 1-2 | 2 | Two character District Number (01 through 16) |
| B | Social Security Number/ Unique Student Identifier | 3-11 | 9 | Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number. |
| C | Unique Student Identifier/ Locally Assigned | 12 | 1 | 1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college. |
| D | Award Code | 13 | 1 | 1 = AA (Associate of Arts) 2 = AS (Associate of Science) 3 = AGS (Associate of General Studies) 4 = AAA (Associate of Applied Arts) 5 = AAS (Associate of Applied Science) 6 = Diploma 7 = Certificate 8 = Other Z = Non-graduate program completer (Tech-Prep/Perkins) |
| E | Award Date | 14-21 | 8 | CCYYMMDD- (Example: May 1, 2004 would be 20040501) |
| Note: Credit Student Awards should be listed under the CIP Number and Identification Code Set for which it is granted. | | | | |
| F | CIP Number | 22-29 | 8 | First 8 digits including leading zeros |
| G | Identification Code Set- Instructional Level | 30-31 | 2 | 03 = Postsecondary |

C. Credit Student Awards File

| Field | Data Element | Pos. | Len. | Field Description |
|-------|---|-------|------|---|
| H | Identification Code Set- Type – Program, Course, Service, and/or Activity | 32-33 | 2 | 02 = Full-time preparatory 03 = Short-term preparatory 06 = College parallel/career option 07 = Part-time preparatory 08 = College liberal/general studies 12 = Advanced Standing Preparatory 29 = JA-secondary general education 32 = Shared full- time preparatory 33 = Shared short-term preparatory 36 = Shared college parallel/career option 37 = Shared part-time preparatory 38 = Shared liberal/general studies 46 = Recertification/Relicensure |
| I | Identification Code Set- Special Emphasis | 34-35 | 2 | 04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 35 = Reciprocal Agreement 47 = Contract/Customized Bus/Ind Training |
| J | Identification Code Set- Object and Purpose | 36-37 | 2 | 03 = Credit |
| K | Identification of the reverse credit transfer | 38 | 1 | 0 = Not reverse credit 1 = Reverse Credit Transfer from Iowa State University 2 = Reverse Credit Transfer from the University of Iowa 3 = Reverse Credit Transfer from the University of Northern Iowa 4 = Reverse Credit Transfer from other institutions |



Fiscal Year Non-Credit Awards Reporting

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I. General Instructions

The Non-Credit Student Awards File is due on August 4. Report all graduates who received their awards between July 1 of the reported fiscal year and June 30 of the reported fiscal year. Community College Non-Credit Awards are reported to the Iowa Department of Education in the following categories:

1. Adult high school diploma
2. High School Equivalency Diploma (General Educational Development (GED))
3. GAP Tuition Assistance program completer
4. Industry credential recipient
5. Locally Recognized Industry Credential Recipient

II. Fiscal Year Non-Credit Awards File Layouts

A. Data Submission Deadlines

The following data files/reports are required by the Department of Education and are listed in order by due date. Keep a copy of all submitted data as a point-in-time file.

| Files / Reports | Due Dates |
|---------------------------------------|-----------------------------|
| Transmittal Form – Data Records Files | On or before August 4, 2013 |
| Non-Credit Student Awards File | On or before August 4, 2013 |

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

Non-Credit Student Awards File

| | |
|--|--|
| Total number of Awards records transmitted | |
| Point-in-time date | |

C. Non-Credit Student Awards File

| Field | Data Element | Pos. | Len. | Field Description |
|---|--|-------|------|---|
| A | College Number | 1-2 | 2 | Two character District Number (01 through 16) |
| B | Social Security Number/ Unique Student Identifier | 3-11 | 9 | Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number. |
| C | Unique Student Identifier/ Locally Assigned | 12 | 1 | 1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college. |
| D | Award Code | 13 | 1 | 1 = Adult high school diploma 2 = High School Equivalency Diploma (General Educational Development (GED)): report only NON-SECONDARY diplomas 3 = GAP Tuition Assistance program completer 4 = Industry credential recipient 5 = Locally Recognized Industry Credential Recipient |
| E | Award Date | 14-21 | 8 | CCYYMMDD- (Example: May 1, 2004 would be 20040501) |
| Note: Non-Credit Student Awards should be listed under the CIP Number and Identification Code Set for which it is granted. | | | | |
| F | CIP Number | 22-29 | 8 | First 8 digits including leading zeros |
| G | Identification Code Set- Instructional Level | 30-31 | 2 | 03 = Postsecondary |

C. Non-Credit Student Awards File

| Field | Data Element | Pos. | Len. | Field Description |
|-------|---|-------|------|---|
| H | Identification Code Set- Type – Program, Course, Service, and/or Activity | 32-33 | 2 | 04 = Career/ Vocational Training and Upgrading 40 = Adult Literacy Program 41 = Secondary Education (Non-Credit) 42 = Economic Development 43 = State or Federal Mandated 44 = State Recognized 45 = Court Ordered/Referred 46 = Recertification/Relicensure 48 = Community and Public Policy 49 = Family Development/and or Family Health 50 = Leisure/Recreational 51 = Adult Learning |
| I | Identification Code Set- Special Emphasis | 34-35 | 2 | 04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 35 = Reciprocal Agreement 47 = Contract/Customized Bus/Ind Training |
| J | Identification Code Set- Object and Purpose | 36-37 | 2 | 04 = Non-Credit 22 = Not Eligible |

APPENDIX A - IDENTIFICATION CODE NUMBERS/SETS

| INSTRUCTIONAL LEVEL | TYPE-PROGRAM, COURSE, SERVICE AND/OR ACTIVITY | SPECIAL EMPHASIS | OBJECT AND PURPOSE |
|---|--|--|---|
| 01 - Elementary | 02 – Full-Time Preparatory | 04 – Apprentice (Non-IDED Funded) | 02 – Secondary-Career/Tech |
| 02 - Secondary | 03 – Short-Term Preparatory | 09 – Special Populations | 03 – Credit |
| 03 - Postsecondary | 04 – Career/Vocational Training and Upgrading | 11 – No Special Emphasis | 04 – Non-Credit |
| 04 - Adult | 06 – College Parallel-Career Option | 29 – Articulated | 22 – Not Eligible |
| 05 - Any Comb.Above | 07 – Part-Time Preparatory | 30 – Corrections | |
| | 08 – Arts and Science(A&S) Liberal/General Studies | 35 – Reciprocal Agreement | |
| | 12 – Preparatory Advanced Standing | 41 – 260E | |
| | 22 – Secondary Jointly Administered–Career Prep. | 42 – 260E Apprentice | |
| | 29 – Secondary Jt. Admin–Gen. Ed. (Not PSEO) | 43 – 260F | |
| | 32 – Shared Full-Time Preparatory | 44 – 260F Apprentice | |
| | 33 – Shared Short-Term Preparatory | 45 – 260G | |
| | 34 – Shared Vocational Supplementary | 46 – 260G Apprentice | |
| | 36 – Shared A and S College Parallel/Career Option | 47 – Contract/Customized Bus./Ind. Training | |
| | 37 – Shared Part-Time Preparatory | 49 – Grow Iowa Values (260G–ACE) | |
| | 38 – Shared A and S Liberal/General Studies | 50 – Grow Iowa Values (260F–Job Training) | |
| | 40 – Adult Literacy Program | 51 – Grow Iowa Values (260C–Career Academies) | |
| | 41 – Secondary Education- (Non-Credit) | 52 – Grow Iowa Values (260C.1–Voc/Tech Training) | |
| | 42 – Economic Development | 53 – Grow Iowa Values (260F.9–Job Retention) | |
| | 43 – State or Federal Mandated | 54 – Grow Iowa Values (Non-IDED Apprenticeship) | |
| | 44 – State Recognized | 55 – Grow Iowa Values (260E Apprenticeship) | |
| | 45 – Court Ordered/Referred | 56 – Grow Iowa Values (260F Apprenticeship) | |
| | 46 – Recertification/Relicensure | 57 – Grow Iowa Values (260G Apprenticeship) | |
| | 48 – Community and Public Policy | | |
| | 49 – Family/Individual Development and Health | | |
| | 50 – Leisure/Recreational | | |
| | 51 – Adult Learning | | |
| DO NOT REPORT TO THE DEPARTMENT OF EDUCATION | | | |
| LOCAL COMMUNITY COLLEGE-USE ONLY | LOCAL COMMUNITY COLLEGE-USE ONLY | LOCAL COMMUNITY COLLEGE-USE ONLY | LOCAL COMMUNITY COLLEGE-USE ONLY |
| 4 – Adult | 71 – Community Service | 70 – Not State Reported | 22 – Not-Eligible |
| 4 – Adult | 72 – Conferences/Special Events | 70 – Not State Reported | 22 – Not-Eligible |
| 4 – Adult | 73 – Staff Development/In-Service | 70 – Not State Reported | 22 – Not-Eligible |
| 4 – Adult | 74 – Tests | 70 – Not State Reported | 22 – Not-Eligible |

APPENDIX B

CLASSIFICATION OF INSTRUCTIONAL PROGRAMS (CIP) NUMBERS, STATE TITLES, AND CAREER CLUSTERS

Most of the CIPs with numbers and zeros in the first six locations were obtained from the Classification of Instructional Programs, 2010 Edition, and usually are used for less than one-year (Certificate or less) programs/courses like non-credit/adult education and secondary programming. Exceptions are when it is necessary to identify an occupational area that was not included or not appropriate to use the identification in the 2010 Edition.

The CIPs that have numbers and zeros in the seventh and eighth locations are used to identify the offerings for more specific programming in the colleges and on the state level. Most certificate credit programs have a one or two in the seventh and a zero in the eighth locations. CIPs that have a one in the eighth location refer to one-year (Diploma) programs and those with a two refer to two-year (Degree) programs.

The colleges that have identified separate programs for their Career Academies, for secondary students receiving postsecondary credit, will find that most of those CIPs have a one in the fifth location and Career Academy in the state title.

The CIPs list is provided in State Title Order and is current as of March 30, 2011. No additional CIP Numbers should be used until contact has been made with and approval received by the Division of Community College and Workforce Preparation (515-281-4700).

| CIP Number | State Title | Federal Career Cluster | State Career Cluster | Non-trad |
|------------|--|------------------------|----------------------|----------|
| 0100000000 | AGRICULTURE | 01 | 01 | F |
| 0100000200 | AGRICULTURAL SCIENCE TECHNOLOGY | 01 | 01 | F |
| 0101000000 | AGRICULTURE | 01 | 01 | F |
| 0101010000 | AGRICULTURAL BUSINESS | 01 | 01 | F |
| 0101020200 | AGRICULTURAL BUSINESS OPERATIONS TECHNOLOGY | 01 | 01 | F |
| 0101030200 | AGRICULTURAL ECONOMICS TECHNOLOGY | 01 | 01 | F |
| 0101050000 | AGRICULTURAL/FARM SUPPLIES RETAILING & WHOLESALING | 01 | 01 | F |
| 0101050200 | AGRICULTURAL/FARM SUPPLIES RETAILING & WHOLESALING | 01 | 01 | F |
| 0101060200 | AGRICULTURAL BUSINESS TECHNOLOGY | 01 | 01 | N |
| 0101100000 | AGRICULTURE - CAREER ACADEMY | 01 | 01 | F |
| 0101110000 | AGRICULTURAL BUSINESS - CAREER ACADEMY | 01 | 01 | F |
| 0102010000 | AGRICULTURAL MECHANIZATION | 01 | 01 | F |
| 0102040100 | AGRICULTURAL POWER TECHNICIAN | 01 | 01 | F |
| 0102040200 | AGRICULTURAL POWER TECHNOLOGY | 01 | 01 | F |
| 0102041200 | AGRICULTURAL POWER TECHNOLOGY (J.D.) | 01 | 01 | F |
| 0103010000 | AGRICULTURAL PRODUCTION OPERATIONS | 01 | 01 | F |
| 0103010100 | AGRICULTURAL PRODUCTION TECHNICIAN | 01 | 01 | F |
| 0103010200 | AGRICULTURAL PRODUCTION TECHNOLOGY | 01 | 01 | F |

| CIP Number | State Title | Federal Career Cluster | State Career Cluster | Non-trad |
|------------|--|------------------------|----------------------|----------|
| 0103011200 | AGRICULTURAL PROD./SUSTAINABLE/VALUE ADDED TECHNO | 01 | 01 | F |
| 0103020000 | ANIMAL PRODUCTION | 01 | 01 | F |
| 0103020200 | ANIMAL PRODUCTION TECHNOLOGY | 01 | 01 | F |
| 0103021100 | SWINE PRODUCTION TECHNICIAN | 01 | 01 | F |
| 0103040000 | CROP PRODUCTION | 01 | 01 | F |
| 0103041000 | VITICULTURE | 01 | 01 | F |
| 0103041100 | VITICULTURE TECHNICIAN | 01 | 01 | F |
| 0103041200 | VITICULTURE TECHNOLOGY | 01 | 01 | F |
| 0103060200 | DAIRY PRODUCTION TECHNOLOGY | 01 | 01 | F |
| 0103070200 | EQUINE SCIENCE TECHNOLOGY | 01 | 01 | F |
| 0103080100 | SWINE PRODUCTION TECHNICIAN (DELETE 05) | 01 | 01 | F |
| 0103090000 | VITICULTURE AND ENOLOGY | 01 | 01 | F |
| 0103090100 | VITICULTURE AND ENOLOGY | 01 | 01 | F |
| 0103090200 | VITICULTURE AND ENOLOGY | 01 | 01 | F |
| 0103091000 | VITICULTURE AND ENOLOGY | 01 | 01 | F |
| 0103120000 | ANIMAL PRODUCTION - CAREER ACADEMY | 01 | 01 | F |
| 0104010000 | AGRICULTURAL AND FOOD PRODUCTS PROCESSING | 01 | 01 | F |
| 0104011000 | ENOLOGY | 01 | 01 | F |
| 0104011200 | ENOLOGY TECHNOLOGY | 01 | 01 | F |
| 0105990200 | AGRICULTURAL & DOMESTIC ANIMAL SVCS, OTHER | 01 | 01 | F |
| 0106000000 | HORTICULTURE (DELETE FY05) | 01 | 01 | F |
| 0106010000 | HORTICULTURAL | 01 | 01 | F |
| 0106010100 | HORTICULTURAL TECHNICIAN | 01 | 01 | F |
| 0106010200 | HORTICULTURAL TECHNOLOGY | 01 | 01 | F |
| 0106011000 | APPLIED HORTICULTURE | 01 | 01 | F |
| 0106020200 | ARBORICULTURE TECHNOLOGY (DELE 05) | 01 | 01 | F |
| 0106050000 | LANDSCAPING AND GROUNDS KEEPING | 01 | 01 | F |
| 0106050100 | LANDSCAPING AND GROUNDS KEEPING TECHNICIAN | 01 | 01 | F |
| 0106050200 | LANDSCAPING AND GROUNDS KEEPING TECHNOLOGY | 01 | 01 | F |
| 0106060200 | LANDSCAPE, NURSERY, AND GARDEN CTR TECHN. -DEL 05 | 01 | 01 | F |
| 0106070200 | TURF MANAGEMENT TECHNOLOGY | 01 | 01 | F |
| 0106080100 | FLORICULTURE TECHNICIAN | 01 | 01 | N |
| 0106110000 | HORTICULTURAL - CAREER ACADEMY | 01 | 01 | F |
| 0106190000 | LANDSCAPE, NURSERY, AND GARDEN CENTER - CAREER ACA | 01 | 01 | F |
| 0106990200 | LANDSCAPE, NURSERY, AND GARDEN CENTER TECHNOLOGY | 01 | 01 | F |
| 0109030100 | ANIMAL HEALTH TECHNICIAN | 01 | 01 | F |
| 0109030200 | ANIMAL HEALTH TECHNOLOGY | 01 | 01 | F |
| 0110010200 | FOOD SCIENCE TECHNOLOGY | 01 | 01 | F |
| 0111030200 | ARBORICULTURE TECHNOLOGY | 01 | 01 | F |
| 0111050000 | AGRICULTURE CHEMICAL APPLICATION | 01 | 01 | F |

| CIP Number | State Title | Federal Career Cluster | State Career Cluster | Non-trad |
|------------|---|------------------------|----------------------|----------|
| 0111050100 | AGRICULTURE CHEMICAL APPLICATION TECHNICIAN | 01 | 01 | F |
| 0111050200 | AGRICULTURE CHEMICAL APPLICATION TECHNOLOGY | 01 | 01 | F |
| 0111070000 | AGRICULTURE CHEMICAL APPLICATION | 01 | 01 | F |
| 0111070100 | do not use (DELE 05) | 01 | 01 | F |
| 0111070200 | AGRICULTURE CHEMICAL APPLICATION TECHNO. (DELE 05) | 01 | 01 | F |
| 0111150000 | AGRICULTURAL CHEMICAL APPLICATION - CAREER ACADEMY | 01 | 01 | F |
| 0301010000 | NATURAL RESOURCES/CONSERVATION (DELETE FY05) | 01 | 99 | F |
| 0301010200 | NATURAL RESOURCES/CONSERVATION TECHNOLOGY | 01 | 01 | F |
| 0301030200 | ENVIRONMENTAL STUDIES TECHNOLOGY | 01 | 01 | F |
| 0302010000 | NATURAL RESOURCES | 01 | 01 | F |
| 0302010200 | NATURAL RESOURCES TECHNOLOGY | 01 | 01 | F |
| 0302110000 | NATURAL RESOURCES - CAREER ACADEMY | 01 | 01 | F |
| 0409020000 | ARCHITECTURAL AND BUILDING SCIENCES/TECHNOLOGY | 02 | 06 | F |
| 0800000000 | MARKETING EDUCATION | 14 | 99 | N |
| 0807050200 | GENERAL MARKETING | 14 | 99 | N |
| 0901010000 | COMMUNICATIONS STUDIES | 03 | 06 | F |
| 0901110000 | COMMUNICATIONS STUDIES - CAREER ACADEMY | 03 | 06 | F |
| 0904010200 | JOURNALISM TECHNOLOGY | 03 | 06 | N |
| 0904020000 | BROADCAST JOURNALISM | 03 | 06 | F |
| 0904020200 | BROADCAST JOURNALISM TECHNOLOGY | 03 | 06 | F |
| 0904040200 | PHOTOJOURNALISM TECHNOLOGY | 03 | 06 | F |
| 0907020200 | DIGITAL COMMUNICATION AND MEDIA/MULTIMEDIA | 03 | 06 | N |
| 0909020000 | PUBLIC RELATIONS/IMAGE MANAGEMENT | 04 | 06 | N |
| 1001010000 | COMMUNICATION SUPPORT SERVS (DELE. 06) | 03 | 99 | N |
| 1001050000 | COMMUNICATIONS | 03 | 06 | F |
| 1002020000 | RADIO AND TELEVISION BROADCASTING | 03 | 06 | F |
| 1002020200 | RADIO AND TELEVISION BROADCASTING TECHNOLOGY | 03 | 06 | F |
| 1002030200 | RECORDING ARTS TECHNOLOGY/TECHNICIAN | 03 | 06 | F |
| 1002120000 | RADIO AND TELEVISION BROADCASTING - CAREER ACADEMY | 03 | 06 | F |
| 1003010000 | GRAPHIC COMMUNICATIONS | 03 | 06 | N |
| 1003010100 | GRAPHIC COMMUNICATIONS TECHNICIAN | 03 | 06 | N |
| 1003010200 | GRAPHIC COMMUNICATIONS TECHNOLOGY | 03 | 06 | N |
| 1003030000 | PREPRESS/DESKTOP PUBLISHING/DIGITAL | 03 | 06 | M |
| 1003030100 | DESKTOP PUBLISHING & DIGITAL IMAGING DESIGN TECHN | 03 | 06 | M |
| 1003030200 | DESKTOP PUBLISHING & DIGITAL IMAGING DESIGN TECHNO | 03 | 06 | M |
| 1003040200 | ANIMATION, INTERACTIVE, AND VIDEO GRAPHICS TECHNOLOGY | 03 | 06 | N |
| 1003050000 | GRAPHICS AND PRINTING EQUIPMENT OPERATION | 03 | 06 | F |
| 1003070000 | PRINTING PRESS OPERATION | 03 | 06 | F |
| 1003110000 | GRAPHIC COMMUNICATIONS - CAREER ACADEMY | 03 | 06 | F |

| CIP Number | State Title | Federal Career Cluster | State Career Cluster | Non-trad |
|------------|--|------------------------|----------------------|----------|
| 1003130000 | DESKTOP PUBLISHING - CAREER ACADEMY | 03 | 06 | F |
| 1101030000 | INFORMATION TECHNOLOGY OPERATIONS | 11 | 02 | F |
| 1101030200 | INFORMATION TECHNOLOGY | 11 | 02 | F |
| 1101130000 | INFORMATION TECHNOLOGY - CAREER ACADEMY | 11 | 02 | F |
| 1102020000 | COMPUTER PROGRAM. SPECIAL APPLICATIONS | 11 | 02 | N |
| 1102020200 | COMPUTER PROGRAM. SPECI. APPLICA. TECHNOLOGY | 11 | 02 | N |
| 1102030200 | COMPUTER PROGRAM., VENDOR PRODUCTION TECHNOLOGY | 11 | 02 | N |
| 1102120000 | COMPUTER PROGRAMMING - CAREER ACADEMY | 11 | 02 | F |
| 1105010000 | COMPUTER SYSTEMS ANALYSIS | 11 | 02 | F |
| 1106010100 | MICROCOMPUTER APPLICATION TECHNICIAN | 04 | 02 | M |
| 1108010000 | WEB PAGE/DIGITAL/MULTIMEDIA INFOR RESOURCES DESIGN | 11 | 02 | N |
| 1108010100 | WEB PAGE/DIG./MULTIMEDIA INFO. RESR. DESIGN TECHNI | 11 | 02 | N |
| 1108010200 | WEB PAGE/DIG./MULTIMEDIA INFO. RESR. DESIGN TECHNO | 11 | 02 | N |
| 1108110000 | WEB PAGE/DIG/MULTIMEDIA INFOR RESO DESIGN-CAR ACAD | 11 | 02 | F |
| 1108190000 | COMPUTER SOFTWARE AND MEDIA APPLS - CAREER ACADEMY | 11 | 02 | F |
| 1108990000 | COMP SOFTWARE AND MEDIA APPLICATIONS | 11 | 02 | N |
| 1108991000 | COMPUTER SOFTWARE & MEDIA APPLICATIONS OPERATION | 11 | 02 | N |
| 1109010000 | COMPUTER SYSTEMS NETWORKING & TELECOMM. | 11 | 02 | F |
| 1109010100 | COMPUTER SYSTEMS NETWORKING & TELECOM. TECHNI. | 11 | 02 | F |
| 1109010200 | COMPUTER SYSTEMS NETWORKING & TELECOM. TECHNO. | 11 | 02 | F |
| 1109110000 | COMPUTER SYSTEMS NETWORKING & TELECOM - CAREER ACA | 11 | 02 | F |
| 1110010000 | SYSTEMS ADMINISTRATION | 11 | 02 | F |
| 1110010200 | SYSTEMS ADMINISTRATION TECHNOLOGY | 11 | 02 | F |
| 1110030200 | COMPUTER AND INFORMATION SYSTEMS SECURITY TECHN | 11 | 02 | F |
| 1110040200 | WEB/MULTIMEDIA MANAGEMENT AND WEBMASTER TECHNOLOGY | 11 | 02 | N |
| 1110050100 | MICRO COMPUTER SUPPORT (DELE 05) | 11 | 02 | N |
| 1110110000 | SYSTEMS ADMINISTRATION - CAREER ACADEMY | 11 | 02 | F |
| 1110190000 | COMPUTER AND INFORMATION SYSTEMS - CAREER ACADEMY | 11 | 02 | F |
| 1110990000 | COMPUTER AND INFORMATION SYSTEMS | 11 | 02 | N |
| 1110990100 | COMPUTER AND INFORMATION SYSTEMS TECHNICIAN | 11 | 02 | N |
| 1110990200 | COMPUTER AND INFORMATION SYSTEMS TECHNOLOGY | 11 | 02 | N |
| 1199190000 | GEOGRAPHIC INFORMATION SYSTEMS - CAREER ACADEMY | 11 | 02 | F |
| 1199990000 | COMPUTER, INFORMATION, SCIENCES AND SUPPORT SER. | 11 | 02 | F |
| 1199990100 | COMPUTER, INFO. SCIENCES, AND SUPPORT SRVS TECHNI | 11 | 02 | F |
| 1199990200 | COMPUTER, INFO. SCIENCES, AND SUPPORT SRVS TECHNO | 11 | 02 | F |
| 1199991200 | GEOGRAPHIC INFORMATION SYSTEMS | 11 | 02 | F |
| 1203010000 | FUNERAL/MORTUARY SCIENCES | 10 | 04 | F |

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|------------|--|------------------------|----------------------|----------|
| 1203010100 | FUNERAL SERVICES AND MORTUARY SCIENCES TECHNICIAN | 10 | 04 | F |
| 1203010200 | FUNERAL SERVICES AND MORTUARY SCIENCES TECHNOLOGY | 10 | 04 | F |
| 1204010000 | COSMETOLOGY | 10 | 04 | M |
| 1204010200 | COSMETOLOGY MANAGEMENT | 10 | 04 | M |
| 1204015200 | COSMETOLOGY/COSMETOLOGIST ENTREPRENEURIAL TECHNOLOGY | 10 | 04 | M |
| 1204101000 | NAIL TECHNICIAN | 10 | 04 | M |
| 1205000000 | COOKING AND RELATED CULINARY ARTS | 09 | 05 | F |
| 1205000200 | COOKING AND RELATED CULINARY ARTS MANAGEMENT | 09 | 05 | F |
| 1205010000 | BAKING | 09 | 05 | N |
| 1205030000 | CHEF TRAINING | 09 | 05 | F |
| 1205030100 | CULINARY ARTS/CHEF TRAINING | 09 | 05 | F |
| 1205030200 | CULINARY ARTS MANAGEMENT | 09 | 05 | F |
| 1205040200 | RESTAURANT, CULINARY, AND CATERING MANAGEMENT | 09 | 05 | N |
| 1205060000 | MEAT CUTTING | 09 | 05 | N |
| 1205070000 | FOOD SERVICE INTRODUCTION/PRO START | 09 | 05 | M |
| 1205070100 | FOOD SERVICE ASSISTANCE/HOSPITALITY | 09 | 05 | M |
| 1205070200 | FOOD SERVICE MANAGEMENT | 09 | 05 | M |
| 1205100000 | COOKING AND RELATED CULINARY ARTS - CAREER ACADEMY | 09 | 05 | F |
| 1205130000 | CHEF TRAINING - CAREER ACADEMY | 09 | 05 | F |
| 1299000200 | CASINO MANAGEMENT | 09 | 05 | F |
| 1299990000 | GAMING AND SPORTS OFFICIATING (DELE 06) | 09 | 99 | F |
| 1301010000 | EDUCATION | 05 | 05 | N |
| 1312100100 | EARLY CHILDHOOD ASSISTANT | 05 | 05 | M |
| 1312101000 | PRE-EARLY CHILDHOOD ASSISTANT | 05 | 05 | M |
| 1313090200 | TECHNOLOGY TEACHER EDUCATION | 05 | 06 | N |
| 1315011000 | PARAEDUCATOR | 05 | 05 | M |
| 1401010000 | ENGINEERING (DELETE FY06) | 15 | 06 | F |
| 1403010200 | BIOPROCESSING ENGINEERING ETHANOL TECHNOLOGY | 15 | 06 | F |
| 1438010200 | SURVEYING TECHNOLOGY | 02 | 06 | F |
| 1438011100 | GLOBAL IMAGING SYSTEMS TECHNICIAN | 02 | 06 | F |
| 1438011200 | GLOBAL IMAGING SYSTEMS TECHNOLOGY | 02 | 06 | F |
| 1500000000 | ENGINEERING | 15 | 06 | N |
| 1500000200 | ENGINEERING TECHNOLOGY | 15 | 06 | N |
| 1500100000 | ENGINEERING - CAREER ACADEMY | 15 | 06 | F |
| 1501010000 | ARCHITECTURAL ENGINEERING | 02 | 06 | F |
| 1501010200 | ARCHITECTURAL ENGINEERING TECHNOLOGY | 02 | 06 | F |
| 1501110000 | ARCHITECTURAL ENGINEERING - CAREER ACADEMY | 02 | 06 | F |
| 1502010000 | CIVIL ENGINEERING | 02 | 06 | F |
| 1502010200 | CIVIL ENGINEERING TECHNOLOGY | 02 | 06 | F |

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|------------|--|------------------------|----------------------|----------|
| 1503020200 | ELECTRICAL TECHNOLOGY (DELE. 05) | 13 | 99 | F |
| 1503030000 | ELECTRICAL, ELECTRONICS AND COMM. ENGINEERING | 13 | 06 | F |
| 1503030100 | ELECTRONICS ENGINEERING TECHNICIAN | 13 | 06 | F |
| 1503030200 | ELECTRONICS ENGINEERING TECHNOLOGY | 13 | 06 | F |
| 1503040200 | LASER AND OPTICAL TECHNOLOGY | 13 | 06 | F |
| 1503050200 | TELECOMMUNICATIONS TECHNOLOGY | 13 | 02 | F |
| 1503130000 | ELECTRICAL, ELECTRONICS, & COMM ENG - CAREER ACAD | 13 | 06 | F |
| 1504010200 | BIOMEDICAL TECHNOLOGY | 13 | 06 | F |
| 1504030200 | ELECTROMECHANICAL TECH/ ELECT. ENGINEERING TECH | 13 | 06 | N |
| 1504040000 | INSTRUMENTATION | 13 | 06 | F |
| 1504050200 | ROBOTICS TECHNOLOGY | 13 | 06 | N |
| 1505000000 | ENVIRONMENTAL CONTROL (DELETE FY 06) | 02 | 99 | F |
| 1505010000 | HEATING, VENTI., AIR CONDITIONING, & REFRIG. ENG | 02 | 06 | F |
| 1505030000 | ENERGY SYSTEMS ENGINEERING | 02 | 06 | F |
| 1505030200 | ENERGY MNGT & SYSTEMS TECHNOLOGY/TECHNICIAN | 02 | 06 | F |
| 1505031200 | SUSTAINABLE ENERGY SYSTEMS TECHNOLOGY | 02 | 06 | F |
| 1505032000 | WIND ENERGY SYSTEMS | 02 | 06 | F |
| 1505032200 | WIND ENERGY SYSTEMS TECHNOLOGY | 02 | 06 | F |
| 1505050000 | SOLAR ENERGY ENGINEERING | 02 | 06 | F |
| 1505060000 | WATER QUALITY, WASTEWATER TREATMENT, AND RECYCLING | 01 | 01 | F |
| 1505060200 | WATER QUALITY, WASTEWATER TREATMENT TECHNOLOGY | 01 | 01 | F |
| 1505070000 | ENVIRONMENTAL ENGINEERING | 01 | 01 | F |
| 1505070200 | ENVIRONMENTAL ENGINEERING TECHNOLOGY | 01 | 01 | F |
| 1505080000 | HAZARDOUS MATERIALS AND WASTE (NOT STATE COURSE) | 01 | 01 | F |
| 1506000000 | INDUSTRIAL TECHNOLOGY | 13 | 06 | F |
| 1506030000 | INDUSTRIAL EDUCATION | 13 | 06 | F |
| 1506100000 | INDUSTRIAL TECHNOLOGY - CAREER ACADEMY | 13 | 06 | F |
| 1506110200 | METALLURGICAL TECHNOLOGY | 13 | 06 | F |
| 1506120000 | INDUSTRIAL SERVICES AND SUPPORT | 13 | 06 | F |
| 1506130000 | MANUFACTURING | 13 | 06 | F |
| 1506130200 | MANUFACTURING TECHNOLOGY | 13 | 06 | F |
| 1506140000 | MANUFACTURING - CAREER ACADEMY | 13 | 06 | F |
| 1506150200 | CHEMICAL ENGINEERING TECHNOLOGY/TECHNICIAN | 15 | 06 | N |
| 1507000000 | QUALITY CONTROL (DELETE FY05) | 13 | 99 | N |
| 1507010000 | OCCUPATIONAL SAFETY AND HEALTH | 13 | 06 | N |
| 1507010200 | OCCUPATIONAL SAFETY AND HEALTH TECHNOLOGY | 13 | 06 | N |
| 1507020000 | QUALITY CONTROL | 13 | 06 | N |
| 1507020200 | QUALITY CONTROL TECHNOLOGY | 13 | 06 | N |
| 1511030000 | HYDRAULICS AND FLUID POWER | 13 | 06 | F |

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|------------|--|------------------------|----------------------|----------|
| 1511030200 | HYDRAULIC AND FLUID POWER TECHNOLOGY | 13 | 06 | F |
| 1513000000 | DRAFTING AND DESIGN | 02 | 06 | F |
| 1513010000 | DRAFTING AND DESIGN PRODUCTION | 02 | 06 | F |
| 1513011000 | DRAFTING AND DESIGN ASSISTANT | 02 | 06 | F |
| 1513020200 | CAD/CADD DRAFTING &/OR DESIGN TECHNOLOGY/TECHNICIA | 02 | 06 | F |
| 1513030100 | ARCHITECTURAL DRAFTING/CAD/CADD TECHNICIAN | 02 | 06 | F |
| 1513030200 | ARCHITECTURAL DRAFTING/CAD/CADD TECHNOLOGY | 02 | 06 | F |
| 1513040100 | CIVIL DRAFTING/CAD/CADD TECHNICIAN | 02 | 06 | F |
| 1513040200 | CIVIL DRAFTING/CAD/CADD TECHNOLOGY | 02 | 06 | F |
| 1513060000 | MECHANICAL DRAFTING/CAD/CADD | 02 | 06 | F |
| 1513060100 | MECHANICAL DRAFTING/CAD/CADD TECHNICIAN | 02 | 06 | F |
| 1513060200 | MECHANICAL DRAFTING/CAD/CADD TECHNOLOGY | 02 | 06 | F |
| 1513100000 | DRAFTING AND DESIGN - CAREER ACADEMY | 02 | 06 | F |
| 1513130000 | ARCHITECTURAL DRAFTING - CAREER ACADEMY | 02 | 06 | F |
| 1513160000 | MECHANICAL DRAFTING CAD/CADD - CAREER ACADEMY | 02 | 06 | F |
| 1515000000 | ENGINEERING RELATED/PLTW | 15 | 06 | F |
| 1515010000 | ENGINEERING RELATED | 15 | 06 | F |
| 1599990000 | PRINCIPLES OF TECHNOLOGY | 15 | 06 | F |
| 1601010000 | FOREIGN LANGUAGE AND LITERATURE | 05 | 05 | M |
| 1601030200 | LANGUAGE INTREPRETATION AND TRANSLATION TECHNOLOGY | 05 | 05 | M |
| 1616030000 | SIGN LANGUAGE INTERPRETATION/TRANSLATION | 05 | 05 | M |
| 1616030200 | SIGN LANGUAGE INTERPRETATION/TRANSLATION TECHNO. | 05 | 05 | M |
| 1900000000 | FAMILY AND CONSUMER SCIENCE | 10 | 05 | N |
| 1901000000 | FAMILY AND CONSUMER SCIENCES | 10 | 05 | N |
| 1901010000 | FAMILY AND HUMAN DEVELOPMENT | 10 | 05 | N |
| 1902990000 | FAMILY & CONSUMER SCIENCES/ HUMAN SCIENCES, OTHER | 10 | 05 | N |
| 1905010000 | FOOD, NUTRITION, AND WELLNESS | 08 | 05 | M |
| 1905050000 | FOOD SERVICE SYSTEMS | 08 | 05 | M |
| 1906010000 | HOUSING & HUMAN ENVIRONMENT, GENERAL | 05 | 05 | N |
| 1906050000 | HOME FURNISHINGS AND EQUIPMENT | 13 | 06 | F |
| 1907040000 | CHILD CARE AIDE/ASSISTING | 10 | 05 | N |
| 1907060000 | CHILD DEVELOPMENT | 10 | 05 | N |
| 1907090000 | CHILD CARE PROVIDER | 10 | 05 | M |
| 1907090100 | CHILD CARE ASSISTANT | 10 | 05 | M |
| 1907090200 | CHILD CARE MANAGEMENT | 10 | 05 | M |
| 1907100200 | RESIDENTIAL/SPECIAL CARE MANAGEMENT (DELE 05) | 10 | 05 | M |
| 1907140000 | CHILD CARE AIDE/ASSISTING - CAREER ACADEMY | 10 | 05 | M |
| 1907190000 | CHILD CARE PROVIDER - CAREER ACADEMY | 10 | 05 | M |
| 1909010000 | APPAREL AND TEXTILES | 13 | 05 | N |

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|-------------------|---|-------------------------------|-----------------------------|-----------------|
| 2001000000 | FAMILY AND CONSUMER SCIENCES | 10 | 99 | M |
| 2002020000 | CHILD CARE AIDE/ASSISTING | 10 | 99 | M |
| 2202100200 | INTERNATIONAL BUSINESS MANAGEMENT | 12 | 02 | N |
| 2203010000 | LEGAL ASSISTANT/SECRETARY | 12 | 02 | M |
| 2203010100 | LEGAL ADMINISTRATIVE ASSISTANT SPECIALIST | 12 | 02 | M |
| 2203010200 | LEGAL ADMINISTRATIVE ASSISTANT MANAGEMENT | 12 | 02 | M |
| 2203020200 | LEGAL ASSISTANT/PARALEGAL MANAGEMENT | 12 | 02 | M |
| 2203110000 | LEGAL ASSISTANT - CAREER ACADEMY | 12 | 02 | M |
| 2299990000 | LEGAL PROFESSIONS AND STUDIES RELATED | 12 | 02 | N |
| 2401010000 | ARTS AND SCIENCES/LIBERAL STUDIES | 99 | 03 | N |
| 2401020000 | GENERAL STUDIES | 99 | 03 | N |
| 2503011000 | LIBRARY ASSISTANT | 05 | 08 | M |
| 2612010000 | BIOTECH | 08 | 01 | N |
| 2612010100 | BIOTECHNICAN | 08 | 01 | N |
| 2612010200 | BIOTECHNOLOGY | 08 | 01 | N |
| 2612110000 | BIOTECH - CAREER ACADEMY | 08 | 01 | N |
| 3023010000 | INTERCULTURAL/MULTICULTURAL AND DIVERSITY STUDIES | 15 | 01 | N |
| 3099990000 | SELECT OCCUPATIONS | 15 | 06 | N |
| 3099990200 | MULTIINTERDISCIPLINARY OCCUPATIONS | 15 | 06 | N |
| 3099991200 | MULTIINTERDISCIPLINARY TECHNICAL STUDIES | 15 | 06 | N |
| 3101010200 | RECREATION AND WELLNESS MANAGEMENT | 01 | 01 | N |
| 3103010200 | PARKS AND RECREATIONAL FACILITIES MANAGEMENT | 01 | 01 | N |
| 3105040200 | SPORTS AND FITNESS MANAGEMENT | 05 | 04 | N |
| 3105050200 | SPORTS MEDICINE MANAGEMENT | 05 | 04 | N |
| 3105140000 | SPORTS AND FITNESS - CAREER ACADEMY | 05 | 04 | N |
| 3108100200 | EXERCISE SCIENCE/SPORT MEDICINE (DELE. 05) | 08 | 99 | N |
| 3201010000 | ABE BASIC SKILLS | 99 | 99 | N |
| 3201050000 | JOB SEEKING/CHANGING | 99 | 99 | N |
| 3201090000 | ABE-EEL/ESL | 99 | 99 | N |
| 3201091000 | ABE-ELL/ESL CITIZENSHIP | 99 | 99 | N |
| 3201110000 | COMMUNITY REHAB. PGM-SHELT. WKSP.(DEL-06) | 99 | 99 | N |
| 3201990000 | COMMUNITY REHABILITATION PGM-SHELT.WRK | 99 | 99 | N |
| 3301040000 | COMMUNITY INVOLVEMENT | 99 | 99 | N |
| 3401030000 | PERSONAL HEALTH IMPROVEMENT AND MAINTENANCE | 08 | 04 | N |
| 3401030100 | PERSONAL HEALTH IMPROVEMENT AND MAINTENANCE | 08 | 04 | N |
| 3401030200 | PERSONAL HEALTH IMPROVEMENT AND MAINT. TECHNOLOGY | 08 | 04 | N |
| 3401040000 | ADDICTION PREVENTION AND TREATMENT | 99 | 04 | N |
| 3601010000 | LEISURE AND RECREATIONAL | 99 | 04 | N |
| 3601010200 | RECREATIONAL ACTIVITIES MANAGEMENT (DELETE FY 05) | 08 | 99 | F |

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|-------------------|--|-------------------------------|-----------------------------|-----------------|
| 3601080000 | REFEREEING | 09 | 04 | F |
| 3601080200 | SPORTS AND EXERCISE MANAGEMENT | 09 | 04 | F |
| 3601990000 | GAMING AND SPORTS OFFICIATING | 09 | 04 | F |
| 4100000000 | SCIENCE TECHNOLOGIES (DELETE FY05) | 15 | 99 | F |
| 4101010000 | BIOLOGIST SUPPORT | 08 | 04 | N |
| 4101010200 | BIOLOGICAL LABORATORY TECHNOLOGY | 15 | 06 | N |
| 4103010000 | CHEMICAL AND BIOCHEMICAL SUPPORT | 13 | 06 | F |
| 4103010200 | CHEMICAL TECHNOLOGY | 13 | 06 | F |
| 4301020200 | CORRECTIONS MANAGEMENT | 12 | 06 | F |
| 4301060000 | FORENSIC SCIENCE AND TECHNOLOGY | 12 | 06 | N |
| 4301060200 | FORENSIC SCIENCE TECHNOLOGY | 12 | 99 | N |
| 4301070000 | CRIMINAL JUSTICE/POLICE SCIENCE | 12 | 06 | F |
| 4301070200 | CRIMINAL JUSTICE/POLICE SCIENCE TECHNOLOGY | 12 | 06 | F |
| 4301110200 | CRIMINALISTICS & CRIMINAL SCIENCE TECHNOLOGY | 12 | 06 | F |
| 4301120000 | SECURITY SERVICES - HOMELAND/TERRORISM | 12 | 06 | F |
| 4301120200 | SECURITY SERVICE-HOMELAND TERRORISM TECHNOLOGY | 12 | 06 | F |
| 4301150000 | HOMELAND SECURITY AND TERRORISM-(DELE. 06) | 12 | 99 | F |
| 4301170000 | CRIMINAL JUSTICE - CAREER ACADEMY | 12 | 06 | F |
| 4301990200 | CORRECTIONS & CRIMINAL JUSTICE TECHNOLOGY, OTHER | 12 | 06 | N |
| 4302010000 | FIRE PROTECTION AND SAFETY | 12 | 06 | F |
| 4302010200 | FIRE PROTECTION AND SAFETY TECHNOLOGY | 12 | 06 | F |
| 4302020200 | FIRE PROTECTION AND SAFETY TECHNOLOGY | 12 | 06 | F |
| 4302030000 | FIRE SCIENCE/FIREFIGHTING | 12 | 06 | F |
| 4302030200 | FIRE SCIENCE/FIREFIGHTING TECHNOLOGY | 12 | 06 | F |
| 4302110000 | FIRE PROTECTION AND SAFETY - CAREER ACADEMY | 12 | 06 | F |
| 4399990000 | SECURITY AND PROTECTIVE SERVICES RELATED | 12 | 06 | F |
| 4400000000 | HUMAN SERVICES | 10 | 05 | N |
| 4400000100 | Human Services Assistant | 08 | 04 | M |
| 4400001000 | HUMAN SERVICES ASSISTANT | 10 | 05 | N |
| 4400010000 | Human Services Assistant | 08 | 04 | M |
| 4400110000 | HUMAN SERVICES - CAREER ACADEMY | 10 | 05 | N |
| 4401001000 | Human Services Assistant | 10 | 05 | N |
| 4401100000 | Human Services - Career Academy | 08 | 04 | M |
| 4402010000 | COMMUNITY ORGANIZATION AND ADVOCACY | 10 | 02 | M |
| 4402010200 | COMMUNITY ORGANIZATION AND ADVOCACY MANAGEMENT | 10 | 02 | M |
| 4402110000 | COMMUNITY ORGANIZATION AND ADVOCACY-CAREER ACADEMY | 10 | 02 | M |
| 4405010000 | PUBLIC AND COMMUNITY POLICY | 07 | 02 | F |
| 4407010000 | DISABILITY SERVICES (DELETE AFTER REIMBUR) | 10 | 05 | M |
| 4407010100 | SOCIAL WORK SPECIALIST | 10 | 05 | M |

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|-------------------|---|-------------------------------|-----------------------------|-----------------|
| 4407010200 | SOCIAL WORK MANAGEMENT | 10 | 05 | M |
| 4407190000 | DISABILITY SERVICES - CAREER ACADEMY | 10 | 05 | N |
| 4407990000 | DISABILITY SERVICES | 10 | 05 | N |
| 4407990200 | DISABILITIES SERVICES MANAGEMENT | 10 | 05 | N |
| 4499990000 | PUBLIC ADMINISTRATION AND SOCIAL SERVICES RELATED | 10 | 05 | F |
| 4507020200 | CARTOGRAPHY TECHNOLOGY | 15 | 06 | F |
| 4600000000 | CONSTRUCTION TRADES | 02 | 06 | N |
| 4600000100 | CONSTRUCTION TECHNICIAN | 02 | 06 | N |
| 4600000200 | CONSTRUCTION TECHNOLOGY | 02 | 06 | N |
| 4600010100 | COMMERCIAL CONSTRUCTION TECHNICIAN | 02 | 06 | N |
| 4601010000 | MASONRY | 02 | 06 | F |
| 4601010100 | MASONRY TECHNICIAN | 02 | 06 | F |
| 4602010000 | CARPENTRY | 02 | 06 | F |
| 4602010100 | CARPENTRY TECHNICIAN | 02 | 06 | F |
| 4602010200 | CARPENTRY TECHNOLOGY | 02 | 06 | F |
| 4602110000 | CARPENTRY - CAREER ACADEMY | 02 | 06 | F |
| 4603010000 | ELECTRICAL AND POWER TRANSMISSION | 02 | 06 | F |
| 4603020000 | ELECTRICAL | 02 | 06 | F |
| 4603020100 | ELECTRICAL TECHNICIAN | 02 | 06 | F |
| 4603020200 | ELECTRICAL TECHNOLOGY | 02 | 06 | F |
| 4603030100 | LINE WORKER TECHNICIAN | 02 | 06 | F |
| 4603030200 | LINE WORKER TECHNOLOGY | 02 | 06 | F |
| 4603120000 | ELECTRICAL - CAREER ACADEMY | 02 | 06 | F |
| 4603990100 | ELECTRICAL & POWER TRANSMISSION TECHNICIAN | 02 | 06 | F |
| 4604010000 | PROPERTY/BUILDING MAINTENANCE | 02 | 06 | F |
| 4604010100 | PROPERTY/BUILDING MAINTENANCE TECHNICIAN | 02 | 06 | F |
| 4604030000 | BUILDING/CONSTRUCTION INSPECTION | 02 | 06 | F |
| 4604040000 | INSULATION/DRYWALL INSTALLATION | 02 | 06 | F |
| 4604060000 | GLAZIER | 02 | 06 | F |
| 4604060100 | GLAZIER TECHNICIAN | 02 | 06 | F |
| 4604080000 | PAINTING AND DECORATING | 02 | 06 | F |
| 4604100000 | ROOFER | 02 | 06 | F |
| 4604110000 | METAL BUILDING ASSEMBLY | 02 | 06 | F |
| 4604140000 | INSULATION INSTALLATION (DELE 06) | 02 | 99 | F |
| 4604990000 | BUILDING/CONSTRU. FINISHING, MGT., AND INSPECTION | 02 | 06 | F |
| 4605020000 | PIPE AND SPRINKLER FITTER | 02 | 06 | F |
| 4605030000 | PLUMBING | 02 | 06 | F |
| 4605030100 | PLUMBING TECHNICIAN | 02 | 06 | F |
| 4605031200 | GAS UTILITY TECHNOLOGY | 02 | 06 | F |
| 4699000000 | CONSTRUCTION TRADES | 02 | 06 | F |

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|------------|--|------------------------|----------------------|----------|
| 4699100000 | CONSTRUCTION TRADES - CAREER ACADEMY | 02 | 06 | F |
| 4699990000 | CONSTRUCTION RELATED | 02 | 06 | F |
| 4701000000 | ELECTRICAL/ELECTRONICS | 13 | 06 | F |
| 4701010000 | ELECTRICAL/ELECTRONICS EQUIPMENT | 13 | 06 | F |
| 4701010100 | ELECTRICAL/ELECTRONICS EQUIPMENT TECHNICIAN | 13 | 06 | F |
| 4701030000 | COMMUNICATIONS SYSTEMS | 03 | 06 | F |
| 4701030200 | COMMUNICATIONS SYSTEMS TECHNOLOGY | 03 | 06 | F |
| 4701040000 | COMPUTER ELECTRONICS | 13 | 06 | F |
| 4701040200 | COMPUTER ELECTRONICS TECHNOLOGY | 13 | 06 | F |
| 4701050000 | INDUSTRIAL ELECTRONICS | 13 | 06 | F |
| 4701050100 | INDUSTRIAL ELECTRONICS TECHNICIAN | 13 | 06 | F |
| 4701050200 | INDUSTRIAL ELECTRONICS TECHNOLOGY | 13 | 06 | F |
| 4701100000 | ELECTRICAL/ELECTRONICS - CAREER ACADEMY | 02 | 06 | F |
| 4701140000 | COMPUTER ELECTRONICS - CAREER ACADEMY | 13 | 06 | F |
| 4701150000 | INDUSTRIAL ELECTRONICS - CAREER ACADEMY | 13 | 06 | F |
| 4702010000 | HEATING/AC/VENTILATION/REFRIG. MAINTENANCE | 02 | 06 | F |
| 4702010100 | HEATING/AC/VENTILATION/REFRIG. MAINTEN. TECHNI. | 02 | 06 | F |
| 4702010200 | HEATING/AC/VENTILATION/REFRIG . MAINTEN. TECHNO. | 02 | 06 | F |
| 4702011200 | HTNG, AIR CONDIT, AND REFR TECHNOLOGY | 02 | 99 | F |
| 4702110000 | HEATING/AC/VENTILATION/REFRG MAINTEN - CAREER ACAD | 02 | 06 | F |
| 4703000000 | HEAVY/INDUSTRIAL EQUIPMENT MAINTENANCE | 02 | 06 | F |
| 4703020000 | HEAVY EQUIPMENT MAINTENANCE | 02 | 06 | F |
| 4703030000 | INDUSTRIAL EQUIPMENT MAINTENANCE | 13 | 06 | F |
| 4703030100 | INDUSTRIAL EQUIPMENT MAINTENANCE TECHNICIAN | 13 | 06 | F |
| 4703030200 | INDUSTRIAL EQUIPMENT MAINTENANCE TECHNOLOGY | 13 | 06 | F |
| 4703031000 | INDUSTRIAL MECHANICS AND MAINTENANCE TECHNOLOGY | 13 | 06 | F |
| 4703130000 | INDUSTRIAL EQUIPMENT MAINTENANCE - CAREER ACADEMY | 13 | 06 | F |
| 4704040200 | MUSICAL INSTRUMENT FABRICATION & REPAIR TECHNOLOGY | 13 | 06 | F |
| 4704041100 | PIANO TUNER TECHNICIAN | 13 | 06 | F |
| 4704041200 | PIANO TECHNOLOGY | 13 | 06 | F |
| 4706000000 | VEHICLE MAINTENANCE AND REPAIR | 16 | 06 | F |
| 4706030000 | AUTOMOTIVE COLLISION | 16 | 06 | F |
| 4706030100 | AUTOBODY/COLLISION AND REPAIR TECHNICIAN | 16 | 06 | F |
| 4706030200 | AUTOBODY/COLLISION AND REPAIR TECHNOLOGY | 16 | 06 | F |
| 4706031200 | AUTOMOTIVE COLLISION TECHNOLOGY-GM-BSEP | 16 | 06 | F |
| 4706040000 | AUTOMOTIVE MECHANICS | 16 | 06 | F |
| 4706040100 | AUTOMOTIVE TECHNICIAN | 16 | 06 | F |
| 4706040200 | AUTOMOTIVE TECHNOLOGY | 16 | 06 | F |
| 4706041200 | AUTOMOTIVE TECHNOLOGY-ASEP | 16 | 06 | F |
| 4706042200 | AUTOMOTIVE TECHNOLOGY-ASSET | 16 | 06 | F |

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|------------|---|------------------------|----------------------|----------|
| 4706043200 | AUTOMOTIVE TECHNOLOGY-CHRYSLER-CAP | 16 | 06 | F |
| 4706044200 | AUTOMOTIVE TECHNOLOGY-AC DELCO | 16 | 06 | F |
| 4706050000 | DIESEL MECHANICS | 16 | 06 | F |
| 4706050100 | DIESEL MECHANICS TECHNICIAN | 16 | 06 | F |
| 4706050200 | DIESEL MECHANICS TECHNOLOGY | 16 | 06 | F |
| 4706051200 | DIESEL EQUIPMENT TECHNOLOGY-CATERPILLAR | 16 | 06 | F |
| 4706060000 | SMALL ENGINE MECHANIC | 16 | 06 | F |
| 4706070200 | AIRFRAME MECHANICS AND AIRCRAFT MAINTENANCE TECHNOLOGY/TECHNICIAN | 16 | 06 | M |
| 4706080000 | AIRCRAFT POWERPLANT TECHNOLOGY/TECHNICIAN | 16 | 06 | F |
| 4706081000 | AIRCRAFT POWERPLANT TECHNOLOGY/TECHNICIAN | 16 | 06 | F |
| 4706090100 | AVIONICS MAINTENANCE TECHNOLOGY/TECHNICIAN | 16 | 06 | F |
| 4706090200 | AIRCRAFT TECHNOLOGY | 16 | 06 | F |
| 4706110200 | MOTORCYCLE TECHNOLOGY | 16 | 06 | F |
| 4706130000 | AUTOMOTIVE COLLISION - CAREER ACADEMY | 16 | 06 | F |
| 4706140000 | AUTOMOTIVE MECHANICS - CAREER ACADEMY | 16 | 06 | F |
| 4706160200 | MARINE AND SMALL ENGINE TECHNOLOGY | 16 | 06 | F |
| 4706170000 | VEHICLE MAINTENANCE AND REPAIR - CAREER ACADEMY | 16 | 06 | F |
| 4706170100 | PARTS AND SALES TECHNICIAN -(DELE. 05) | 16 | 99 | F |
| 4706180000 | DIESEL MECHANICS - CAREER ACADEMY | 16 | 06 | F |
| 4706190000 | SMALL ENGINE MECHANIC - CAREER ACADEMY | 16 | 06 | F |
| 4706990200 | VEHICLE MAINTENANCE AND REPAIR TECHNOLOGIES, OTHER | 16 | 06 | F |
| 4799990000 | MECHANICS RELATED | 16 | 06 | F |
| 4801010000 | DRAFTING (DELE 04) | 13 | 99 | F |
| 4801010100 | DRAFTING TECHNICIAN | 13 | 99 | F |
| 4802000000 | GRAPHIC & PRINTING EQUIPMENT OPERATORS | 13 | 06 | F |
| 4803000000 | LEATHER AND UPHOLSTERY (DELETE FY 05) | 13 | 99 | F |
| 4803030000 | UPHOLSTERY | 13 | 06 | F |
| 4805000000 | PRECISION METAL WORKING | 13 | 06 | F |
| 4805010000 | MACHINIST | 13 | 06 | F |
| 4805010100 | MACHINE TOOL TECHNICIAN | 13 | 06 | F |
| 4805010200 | MACHINE TOOL TECHNOLOGY | 13 | 06 | F |
| 4805011100 | AUTOMOTIVE MACHINIST TECHNICIAN | 13 | 06 | F |
| 4805030000 | MACHINE SHOP ASSISTANT | 13 | 06 | F |
| 4805060000 | SHEET METAL | 13 | 06 | F |
| 4805060100 | SHEET METAL TECHNICIAN | 13 | 06 | F |
| 4805060200 | PRECISION SHEET METAL TECHNOLOGY | 13 | 06 | F |
| 4805070000 | TOOL AND DIE | 13 | 06 | F |
| 4805070200 | TOOL AND DIE TECHNOLOGY | 13 | 06 | F |
| 4805072200 | TOOL AND DIE DESIGN TECHNOLOGY | 13 | 06 | F |

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| 4805080000 | WELDING | 13 | 06 | F |
| 4805080100 | WELDING TECHNICIAN | 13 | 06 | F |
| 4805080200 | WELDING TECHNOLOGY | 13 | 06 | F |
| 4805090100 | IRON WORKER TECHNICIAN | 02 | 06 | F |
| 4805100000 | PRECISION METAL WORKING - CAREER ACADEMY | 13 | 06 | F |
| 4805100200 | COMPUTER NUMERICALLY CONTROLLED (CNC) MACHINIST TECHNOLOGY/CNC MACHINIST | 13 | 06 | N |
| 4805110000 | MACHINIST - CAREER ACDEMY | 13 | 06 | F |
| 4805170000 | TOOL AND DIE - CAREER ACADEMY | 13 | 06 | F |
| 4805180000 | WELDING - CAREER ACADEMY | 13 | 06 | F |
| 4805990000 | PRECISION MACHINING | 02 | 06 | N |
| 4807010000 | WOODWORKING | 13 | 06 | F |
| 4807030000 | CABINETMAKING AND MILLWORKING | 13 | 06 | F |
| 4807030100 | CABINETMAKING AND MILLWORKING TECHNICIAN | 13 | 06 | F |
| 4807040000 | PLASTIC MOLD DESIGN (DELE. 06) | 13 | 99 | N |
| 4807130000 | CABINETMAKING AND MILLWORKING - CAREER ACADEMY | 13 | 06 | F |
| 4899000000 | PLASTIC MOLD DESIGN | 13 | 06 | F |
| 4901010000 | AVIATION (DELETE FY 05) | 16 | 99 | F |
| 4901010200 | AVIATION TECHNOLOGY | 16 | 06 | F |
| 4901020000 | AVIATION/PILOT | 16 | 06 | F |
| 4901020100 | COMMERCIAL PILOT AND FLIGHT CREW TECHNICIAN | 16 | 06 | F |
| 4901020200 | AIRLINE/COMMERCIAL/PROFESSIONAL PILOT AND FLIGHT CREW | 16 | 06 | F |
| 4901040000 | AVIATION OPERATIONS | 16 | 06 | F |
| 4902000000 | GROUND TRANSPORTATION (DELETE FY 05) | 16 | 99 | F |
| 4902020000 | CONSTRUCTION/EARTHMOVING/HEAVY EQUIPMENT | 02 | 06 | F |
| 4902020100 | CONSTRUCTION/HEAVY EQUIP/EARTHMOVING EQUIP OPER | 02 | 06 | F |
| 4902020200 | CONSTRUCTION/EARTHMOVING/HEAVY EQUPMNT TECHNOLOGY | 02 | 06 | F |
| 4902050000 | TRUCK, BUS, AND COMMERCIAL VEHICLE OPERATION | 16 | 06 | F |
| 4902051000 | TRUCK AND COMMERCIAL VEHICLE OPERATION | 16 | 06 | F |
| 4902990000 | GROUNDS TRANSPORTATION | 16 | 06 | F |
| 4902990200 | RAILROAD TRANSPORTATION TECHNOLOGY | 16 | 06 | F |
| 4999990000 | TRANSPORTATION AND MATERIALS MOVING RELATED | 16 | 06 | F |
| 5001010000 | VISUAL AND PERFORMING ARTS | 03 | 06 | N |
| 5004010000 | DESIGN AND VISUAL COMMUNICATIONS, GENERAL | 03 | 06 | N |
| 5004020000 | COMMERCIAL AND ADVERTISING ART | 03 | 06 | N |
| 5004020200 | COMMERCIAL AND ADVERTISING ART TECHNOLOGY | 03 | 06 | N |
| 5004060000 | COMMERCIAL PHOTOGRAPHY | 03 | 06 | N |
| 5004060100 | COMMERCIAL PHOTOGRAPHY TECHNICIAN | 03 | 06 | N |
| 5004060200 | COMMERCIAL PHOTOGRAPHY TECHNOLOGY | 03 | 06 | N |

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| 5004080200 | INTERIOR DESIGN MANAGEMENT | 03 | 06 | N |
| 5004090200 | GRAPHIC DESIGN TECHNOLOGY | 03 | 06 | F |
| 5004120000 | COMMERCIAL AND ADVERTISING ART - CAREER ACADEMY | 03 | 06 | F |
| 5005020200 | TECHNICAL THEATRE/THEATRE DESIGN AND TECHNOLOGY | 03 | 06 | N |
| 5006020200 | CINEMATOGRAPHY AND FILM/VIDEO PRODUCTION | 03 | 06 | F |
| 5009030200 | MUSIC PERFORMANCE MANAGEMENT | 03 | 06 | N |
| 5009090000 | MUSIC MANAGEMENT AND MERCHANDISING | 03 | 06 | N |
| 5100000000 | HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL | 08 | 04 | N |
| 5101010200 | CHIROPRACTIC ASSISTANT - DELETE 07 | 08 | 04 | F |
| 5106010100 | DENTAL ASSISTANT | 08 | 04 | M |
| 5106010200 | DENTAL ASSISTANT, ASSOC. DEGREE | 08 | 04 | M |
| 5106020200 | DENTAL HYGIENE | 08 | 04 | M |
| 5106021000 | PRE-DENTAL HYGIENIST | 08 | 04 | M |
| 5106030200 | DENTAL LABORATORY TECHNOLOGY | 08 | 04 | N |
| 5106110000 | DENTAL ASSISTANT - CAREER ACADEMY | 08 | 04 | N |
| 5106990000 | DENTAL SERVICES AND ALLIED PROFESSIONS | 08 | 04 | N |
| 5107010200 | HEALTH CARE ADMINISTRATION | 08 | 04 | N |
| 5107020000 | HOSPITAL AND HEALTH FACILITIES ADMINISTRATION | 08 | 04 | N |
| 5107030100 | HEALTH UNIT COORDINATOR | 08 | 04 | M |
| 5107050200 | MEDICAL OFFICE MANAGEMENT | 08 | 04 | N |
| 5107070200 | HEALTH INFORMATION TECHNOLOGY | 08 | 04 | M |
| 5107071200 | CANCER INFORMATION TECHNOLOGY | 08 | 04 | M |
| 5107080100 | MEDICAL TRANSCRIPTION SPECIALIST | 08 | 04 | N |
| 5107080200 | MEDICAL TRANSCRIPTION MANAGEMENT | 08 | 04 | N |
| 5107130000 | MEDICAL/INSURANCE CODING - CAREER ACADEMY | 08 | 04 | M |
| 5107130100 | MEDICAL/INSURANCE CODING SPECIALIST | 08 | 04 | M |
| 5107140100 | MEDICAL INSURANCE SPECIALIST/MEDICAL BILLER | 08 | 04 | M |
| 5107160000 | MEDICAL ASSISTANT/SECRETARY | 08 | 04 | M |
| 5107160100 | MEDICAL ADMINISTRATIVE ASSISTANT SPECIALIST | 08 | 04 | M |
| 5107160200 | MEDICAL ADMINISTRATIVE ASSISTANT MANAGEMENT | 08 | 04 | M |
| 5107161100 | MEDICAL SECRETARY-TRANSCRIPTIONIST SPECIALIST | 08 | 04 | M |
| 5107161200 | MEDICAL SECRETARY-TRANSCRIPTIONIST MANAGEMENT | 08 | 04 | M |
| 5107180000 | MEDICAL ADMINISTRATIVE ASSISTANT - CAREER ACADEMY | 08 | 04 | N |
| 5107190000 | HEALTH AND MEDICAL ADMIN SERVICES - CAREER ACAD | 08 | 04 | N |
| 5107990000 | HEALTH AND MEDICAL ADMINISTRATIVE SERVICES | 08 | 04 | N |
| 5107991000 | Health Occupations Sec. - P. Sec. Credit Academy | 08 | 04 | M |
| 5108010000 | MEDICAL/CLINICAL ASSISTANT | 08 | 04 | M |
| 5108010100 | MEDICAL ASSISTANT | 08 | 04 | M |
| 5108010200 | MEDICAL ASSISTANT-DEGREE | 08 | 04 | M |

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|-------------------|--|-------------------------------|-----------------------------|-----------------|
| 5108020100 | CLINICAL/MEDICAL LABORATORY ASSISTANT | 08 | 04 | M |
| 5108030200 | OCCUPATIONAL THERAPIST TECHNICIAN/ASSISTANT | 08 | 04 | M |
| 5108050000 | PHARMACY ASSISTANCE | 08 | 04 | M |
| 5108050100 | PHARMACY TECHNICIAN | 08 | 04 | M |
| 5108050200 | PHARMACY TECHNOLOGY | 08 | 04 | M |
| 5108051000 | PHARMACY ASSISTANT | 08 | 04 | M |
| 5108060200 | PHYSICAL THERAPIST ASSISTANT | 08 | 04 | M |
| 5108080000 | VETERINARY/ANIMAL HEALTH ASSISTANT | 08 | 04 | M |
| 5108080100 | VETERINARY/ANIMAL HEALTH ASSISTANT TECHNICIAN | 08 | 04 | M |
| 5108080200 | VETERINARY/ANIMAL HEALTH ASSISTANT TECHNOLOGY | 08 | 04 | M |
| 5108100000 | EMERGENCY MEDICAL TECHN. - AMBUL. (DELE 05) | 08 | 99 | N |
| 5108100200 | CHIROPRACTIC ASSISTANT | 08 | 04 | N |
| 5108150000 | PHARMACY ASSISTANT - CAREER ACADEMY | 08 | 04 | N |
| 5108180000 | VETERINARY/ANIMAL HEALTH ASSISTANT - CAREER ACADEM | 08 | 04 | N |
| 5108990000 | CPR AND FIRST AID | 08 | 04 | M |
| 5109030200 | ELECTRONEUROENCEPHALOGRAPH TECHNOLOGY | 08 | 04 | N |
| 5109040000 | EMERGENCY MEDICAL SERVICES CONTINUING EDUCATION | 08 | 04 | N |
| 5109040100 | ADVANCED EMERGENCY MEDICAL TECHNICIAN | 08 | 04 | N |
| 5109040200 | EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC (DELE. 05) | 08 | 04 | N |
| 5109041000 | ADVANCED EMERGENCY MEDICAL TECHNICIAN | 08 | 04 | N |
| 5109042000 | EMERGENCY MEDICAL TECHNICIAN | 08 | 04 | N |
| 5109043000 | EMERGENCY MEDICAL RESPONDER | 08 | 04 | N |
| 5109043100 | EMERGENCY MEDICAL TECHNICIAN - INTER - DIPLOMA | 08 | 04 | N |
| 5109043200 | EMERGENCY MEDICAL TECHNICIAN- INTERMEDIATE - DEGR | 08 | 04 | N |
| 5109044100 | EMERGENCY MEDICAL TECHNICIAN PARAMEDIC - DIPLOMA | 08 | 04 | N |
| 5109044200 | EMERGENCY MEDICAL TECHNOLOGY PARAMEDIC - DEGREE | 08 | 04 | N |
| 5109046200 | PARAMEDIC | 08 | 04 | N |
| 5109051000 | NUCLEAR MEDICAL TECHNOLOGY | 08 | 04 | N |
| 5109080200 | RESPIRATORY CARE THERAPY | 08 | 04 | N |
| 5109090100 | SURGICAL TECHNICIAN | 08 | 04 | M |
| 5109090200 | SURGICAL TECHNOLOGY | 08 | 04 | M |
| 5109101000 | DIAGNOSTIC MEDICAL SONOGRAPHY | 08 | 04 | N |
| 5109110100 | LIMITED RADIOLOGIC TECHNICIAN | 08 | 04 | N |
| 5109110200 | RADIOLOGIC TECHNOLOGY | 08 | 04 | N |
| 5109111000 | MAGNETIC RESONANCE IMAGING (MRI) | 08 | 04 | N |
| 5109111200 | MAGNETIC RESONANCE IMAGING (MRI)-DELETE AFTER REIM | 08 | 04 | N |
| 5109112000 | COMPUTED TOMOGRAPHY | 08 | 04 | N |
| 5109170000 | EMT - CAREER ACADEMY | 08 | 04 | N |
| 5109900000 | CPR AND FIRST AID (DELE 06) | 08 | 99 | N |
| 5109990000 | ALLIED HEALTH DIAGNOSTIC, INTERVENT. & TREATMENT | 08 | 04 | N |

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|------------|--|------------------------|----------------------|----------|
| 5110040200 | CLINICAL/MEDICAL LABORATORY TECHNOLOGY | 08 | 04 | M |
| 5110091000 | PHLEBOTOMY | 08 | 04 | N |
| 5110110100 | RENAL/DIALYSIS TECHNICIAN | 08 | 04 | N |
| 5110140000 | CLINICAL/MEDICAL LABORATORY - CAREER ACADEMY | 08 | 04 | N |
| 5112010000 | MEDICINE (MD) | 08 | 04 | N |
| 5115010000 | SUBSTANCE ABUSE/ADDICTION | 10 | 04 | N |
| 5115010200 | SUBSTANCE ABUSE & ADDICTION COUNSELING TECHNOLOGY | 10 | 04 | M |
| 5115020200 | PSYCHIATRIC/MENTAL HEALTH SRVS TECHNOLOGY | 08 | 04 | M |
| 5115030000 | MEDICAL SOCIAL WORK | 08 | 04 | M |
| 5115990000 | MENTAL, SOCIAL, AND ALLIED HEALTH SERVICES | 10 | 04 | N |
| 5116010200 | NURSING, ASSOCIATE DEGREE | 08 | 04 | M |
| 5116110000 | NURSING, ASSOCIATE DEGREE - CAREER ACADEMY | 08 | 04 | M |
| 5116121000 | NURSING FIRST ASSISTANT | 08 | 04 | M |
| 5116122100 | SURGICAL FIRST ASSISTANT | 08 | 04 | M |
| 5116130000 | PRACTICAL NURSING - CAREER ACADEMY | 08 | 04 | M |
| 5116130100 | PRACTICAL NURSING | 08 | 04 | M |
| 5116140000 | NURSE/NURSING ASST/AIDE & PATIENT CARE ASST | 08 | 04 | M |
| 5116141000 | NURSING ASSISTANT | 08 | 04 | M |
| 5116150000 | NURSING ASSISTANT - CAREER ACADEMY | 08 | 04 | M |
| 5116890000 | CENTRAL SUPPLY PROCESSING (DELE. 05) | 08 | 99 | M |
| 5116890100 | CENTRAL SUPPLY PROCESSING ASSISTANT (DELE. 05) | 08 | 99 | M |
| 5116900000 | FEEDER AIDE (DELE. 05) | 08 | 99 | M |
| 5116990000 | NURSING & HEALTH CARE PROVIDER (ADN,LPN,ADM.PUBL.) | 08 | 04 | M |
| 5116991000 | NURSING FIRST ASSISTANT (DELE 04) | 08 | 99 | M |
| 5118020100 | OPTOMETRIC ASSISTANT | 08 | 04 | M |
| 5118030100 | OPTOMETRIC TECHNICIAN | 08 | 04 | M |
| 5123080000 | PHYSICAL THERAPY | 08 | 04 | N |
| 5123990000 | REHABILITATION AND THERAPY (PHY.THER.,THER.PRO) | 08 | 04 | N |
| 5123990200 | REHABILITATION AND THERAPEUTIC SERVICES | 08 | 04 | N |
| 5124010000 | VETERINARY MEDICINE (DVM) | 08 | 04 | N |
| 5126020000 | HOME HEALTH ATTENDANT | 08 | 04 | M |
| 5126021000 | HOME HEALTH AIDE/HOME ATTENDANT | 08 | 04 | M |
| 5126030000 | MEDICATION AIDE | 08 | 04 | N |
| 5126040000 | MEDICATION MANAGER (DELE. 06) | 08 | 99 | M |
| 5126051000 | GERIATRIC AIDE (DELE. 05) | 08 | 99 | M |
| 5126990000 | MEDICATION MANAGER | 08 | 04 | N |
| 5131010000 | PARENTAL NUTRITION | 08 | 04 | M |
| 5131040100 | DIETITIAN SPECIALIST | 08 | 04 | M |
| 5131041000 | DIETITIAN ASSISTANT | 08 | 04 | M |
| 5133060000 | HOLISTIC HEALTH | 08 | 04 | M |

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| 5135010000 | MASSAGE THERAPY/THERAPEUTIC MASSAGE | 08 | 04 | M |
| 5135010100 | MASSAGE THERAPY TECHNICIAN | 08 | 04 | M |
| 5135010200 | MASSAGE THERAPY TECHNOLOGY | 08 | 04 | M |
| 5135011000 | MASSAGE THERAPY/THERAPEUTIC MASSAGE | 08 | 04 | M |
| 5138010000 | REGISTERED NURSING/REGISTERED NURSE | 08 | 04 | M |
| 5138010200 | REGISTERED NURSING/REGISTERED NURSE | 08 | 04 | M |
| 5138110000 | PUBLIC HEALTH/COMMUNITY NURSE/NURSING - CAREER ACADEMY | 08 | 04 | M |
| 5138120100 | PERIOPERATIVE/OPERATING ROOM AND SURGICAL NURSE/NURSING | 08 | 04 | M |
| 5138121000 | PERIOPERATIVE/OPERATING ROOM AND SURGICAL NURSE/NURSING | 08 | 04 | M |
| 5139010000 | LICENSED PRACTICAL/VOCATIONAL NURSE TRAINING - CAREER ACADEMY | 08 | 04 | M |
| 5139010100 | LICENSED PRACTICAL/VOCATIONAL NURSE TRAINING | 08 | 04 | M |
| 5139020000 | NURSING ASSISTANT/AIDE AND PATIENT CARE ASSISTANT/AIDE | 08 | 04 | M |
| 5139021000 | NURSING ASSISTANT/AIDE AND PATIENT CARE ASSISTANT/AIDE | 08 | 04 | M |
| 5201010000 | GENERAL BUSINESS | 04 | 02 | F |
| 5202010000 | BUSINESS ADMINISTRATION | 04 | 02 | F |
| 5202010200 | BUSINESS ADMINISTRATION AND MANAGEMENT | 04 | 02 | F |
| 5202030000 | LOGISTICS AND MATERIALS OPERATIONS | 04 | 06 | F |
| 5202030200 | LOGISTICS AND MATERIALS MANAGEMENT | 04 | 06 | F |
| 5202040000 | OFFICE SUPERVISION | 04 | 02 | N |
| 5202040200 | OFFICE MANAGEMENT | 04 | 02 | N |
| 5202050000 | OPERATIONS SUPERVISION | 04 | 02 | F |
| 5202050200 | INDUSTRIAL OPERATIONS MANAGEMENT | 04 | 02 | F |
| 5202060000 | NON PROFIT/PUBLIC/ORGANIZATIONAL | 04 | 02 | N |
| 5202070000 | CUSTOMER SERVICE MANAGEMENT | 04 | 02 | N |
| 5202080200 | E-COMMERCE/ELECTRONIC COMMERCE | 14 | 02 | N |
| 5202110000 | BUSINESS ADMINISTRATION - CAREER ACADEMY | 04 | 02 | N |
| 5202140000 | OFFICE MANAGEMENT - CAREER ACADEMY | 04 | 02 | N |
| 5202990200 | BUSINESS ADM./MANAGEMENT/OPERATION TECHNOLOGY | 04 | 02 | N |
| 5203000000 | ACCOUNTING AND RELATED SERVICES | 04 | 02 | M |
| 5203010000 | ACCOUNTING | 04 | 02 | N |
| 5203010200 | ACCOUNTING MANAGEMENT | 04 | 02 | N |
| 5203020000 | ACCOUNTING AND BOOKKEEPING | 04 | 02 | M |
| 5203020100 | ACCOUNTING AND BOOKKEEPING SPECIALIST | 04 | 02 | M |
| 5203020200 | ACCOUNTING INFORMATION SYSTEMS MANAGEMENT | 04 | 02 | M |
| 5203021100 | BOOKKEEPER SPECIALIST | 04 | 02 | M |

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| 5203110000 | ACCOUNTING - CAREER ACADEMY | 04 | 02 | N |
| 5203120000 | ACCOUNTING AND BOOKKEEPING - CAREER ACADEMY | 04 | 02 | N |
| 5204010000 | ADMINISTRATIVE ASSISTANT/SECRETARIAL | 04 | 02 | M |
| 5204010100 | ADMINISTRATIVE ASSISTANT SPECIALIST | 04 | 02 | M |
| 5204010200 | ADMINISTRATIVE SPECIALIST MANAGEMENT | 04 | 02 | M |
| 5204015100 | SECRETARIAL SPECIALIST | 04 | 99 | M |
| 5204020200 | EXECUTIVE SPECIALIST MANAGEMENT | 04 | 02 | M |
| 5204030000 | LEGAL ASSISTANT/SECRETARIAL | 04 | 99 | M |
| 5204030100 | LEGAL ADMINISTRATIVE ASSIST. (DELE. 06) | 04 | 99 | M |
| 5204030200 | LEGAL ADMINISTRA. SPECIALIST MANGEMENT | 04 | 99 | M |
| 5204040000 | MEDICAL ASSISTANT/SECRETARIAL | 04 | 99 | M |
| 5204040100 | MEDICAL ADMINISTRA. ASSIST. SPEC. (DELE. 06) | 04 | 99 | M |
| 5204040200 | MEDICAL ADMINISTRAT. ASSIST. MGT. (DELE. 06) | 04 | 99 | M |
| 5204041100 | MEDICAL SEC.-TRANSCRIPT. SPECIALIST(DELE. 06) | 04 | 99 | M |
| 5204041200 | MEDICAL SEC. TRANSCRIP. MANAGEMENT (DELE. 06) | 04 | 99 | M |
| 5204070000 | BUSINESS/OFFICE AUTOMATION/DATA ENTRY | 04 | 02 | M |
| 5204070100 | BUSINESS/OFFICE AUTOMATION/DATA ENTRY SPECIALIST | 04 | 02 | M |
| 5204070200 | BUSINESS/OFFICE AUTOMATION/DATA ENTRY MANAGEMENT | 04 | 02 | M |
| 5204080100 | GENERAL OFFICE CLERICAL & TYPING SRVS SPECIALIST | 04 | 02 | M |
| 5204081000 | CLERK/TYPIST | 04 | 02 | M |
| 5204090100 | PARTS, WAREHOUSE, & INVENTORY TECHNI. (DELE. 05) | 16 | 99 | N |
| 5204120000 | ADMINISTRATIVE ASSISTANT/SECRETARIAL - CAREER ACAD | 04 | 02 | N |
| 5204170000 | BUSINESS/OFFICE AUTOMATION/DATA ENTRY - CAREER ACA | 04 | 02 | N |
| 5204180000 | GENERAL OFFICE OCCUPATION AND CLERICAL - CAREER AC | 04 | 02 | N |
| 5207010000 | ENTREPRENEURSHIP | 04 | 02 | N |
| 5207010200 | ENTREPRENEURSHIP MANAGEMENT | 04 | 02 | N |
| 5207030100 | SMALL BUSINESS ADMINISTRATION | 04 | 02 | N |
| 5207130000 | SMALL BUSINESS ADMINISTRATION - CAREER ACADEMY | 04 | 02 | N |
| 5208010000 | FINANCE | 06 | 02 | N |
| 5208010200 | FINANCIAL MANAGEMENT | 06 | 02 | N |
| 5208030100 | BANKING & FINANCIAL SUPPORT SERVICES SPECIALIST | 06 | 02 | M |
| 5208030200 | BANKING & FINANCIAL SUPPORT SERVICES MANAGEMENT | 06 | 02 | M |
| 5209010000 | HOSPITALITY SERVICES | 09 | 05 | N |
| 5209010100 | HOSPITALITY SUPERVISION | 09 | 05 | N |
| 5209010200 | HOSPITALITY MANAGEMENT | 09 | 05 | N |
| 5209030000 | TOURISM AND TRAVEL SERVICES | 09 | 05 | N |
| 5209030200 | TOURISM AND TRAVEL SERVICES MANAGEMENT | 09 | 05 | N |
| 5209050200 | RESTAURANT/FOOD SERVICES MANAGEMENT | 09 | 05 | N |
| 5209080000 | CASINO MANAGEMENT | 09 | 05 | F |
| 5209080200 | CASINO MANAGEMENT | 09 | 05 | F |

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| 5209110000 | HOSPITALITY SERVICES - CAREER ACADEMY | 09 | 05 | N |
| 5209990200 | HOTEL AND RESTAURANT MANAGEMENT | 09 | 05 | N |
| 5210010000 | HUMAN RESOURCES MANAGEMENT/PERSONNEL ADMIN. | 04 | 02 | N |
| 5210010200 | HUMAN RESOURCES MANAGEMENT | 04 | 02 | N |
| 5212010000 | MANAGEMENT INFORMATION SYSTEMS | 04 | 02 | N |
| 5212040200 | BUSINESS SYSTEMS NETWORKING MANAGEMENT | 11 | 02 | N |
| 5212050000 | BUSINESS COMPUTER FACILITIES OPERATOR | 11 | 02 | N |
| 5212052200 | WEB DESIGN AND DEVELOPMENT TECHNOLOGY | 11 | 02 | N |
| 5212990200 | MANAGEMENT INFORMATION SYSTEMS/SERVICES MANAGEMENT | 04 | 02 | N |
| 5212991000 | MANAGEMENT INFORMATION SYSTEMS/DATA ENTRY | 11 | 02 | N |
| 5214010000 | MARKETING | 14 | 07 | N |
| 5214010200 | MARKETING MANAGEMENT | 14 | 07 | N |
| 5214030200 | INTERNATIONAL MARKETING MANAGEMENT | 14 | 07 | N |
| 5214110000 | MARKETING - CAREER ACADEMY | 14 | 07 | N |
| 5215010000 | REAL ESTATE | 14 | 07 | N |
| 5216010000 | TAXATION | 06 | 02 | N |
| 5217010000 | INSURANCE | 06 | 02 | N |
| 5217010200 | INSURANCE MANAGEMENT | 06 | 02 | N |
| 5218010000 | SALES, DISTRIBUTION, AND MARKETING | 14 | 07 | N |
| 5218010200 | SALES, DISTRIBUTION, AND MARKETING MANAGEMENT | 14 | 07 | N |
| 5218030100 | RETAILING AND RETAIL SPECIALIST | 14 | 07 | M |
| 5218030200 | RETAILING AND RETAIL MANAGEMENT | 14 | 07 | M |
| 5218040100 | SELLING SKILLS AND SALES SPECIALIST | 14 | 07 | F |
| 5218110000 | SALES, DISTRIBUTION AND MARKETING - CAREER ACADEMY | 14 | 07 | N |
| 5218130000 | RETAILING AND RETAIL - CAREER ACADEMY | 14 | 07 | N |
| 5218140000 | SELLING SKILLS AND SALES - CAREER ACADEMY | 14 | 07 | N |
| 5218990100 | EQUIPMENT RENTAL TECHNICIAN | 14 | 07 | N |
| 5219040200 | APPAREL AND ACCESSORIES MARKETING MANAGEMENT | 14 | 07 | N |
| 5219050200 | TOURISM AND TRAVEL SERV. MGT. (DELETE 05) | 09 | 99 | M |
| 5219070100 | PARTS AND SALES TECHNICIAN | 16 | 07 | F |
| 5219080000 | PERSONAL FINANCIAL SERVICES | 06 | 02 | N |
| 5219080200 | INSURANCE MANAGEMENT (delete FY05) | 06 | 99 | N |
| 5219090100 | BUILDING MATERIALS SPECIALIST | 14 | 07 | N |
| 5219101000 | HOSPITALITY & RECREATION MKTG OPERATIONS | 09 | 05 | N |
| 5219140000 | APPAREL AND ACCESSORIES MARKETING - CAREER ACADEMY | 14 | 07 | N |
| 5220010200 | CONSTRUCTION MANAGEMENT | 02 | 06 | F |

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|-------------------|--|-------------------------------|-----------------------------|-----------------|
| 5299990200 | BUSINESS, MNGT, MKTG, & RELATED SUPPORT SVCS,OTHER | 04 | 02 | N |
| 5301010000 | SECONDARY HIGH SCHOOL DIPLOMA COURSES | 99 | 99 | N |
| 5301050000 | ADULT HIGH SCHOOL DIPLOMA | 99 | 99 | N |
| 5301060000 | ALTERNATIVE HIGH SCHOOL (DELE 06) | 99 | 99 | N |
| 5301990000 | ALTERNATIVE HIGH SCHOOL | 99 | 99 | N |
| 5302010000 | GENERAL EDUCATION DEVELOPMENT | 99 | 99 | N |
| 5900000000 | SECONDARY JOINTLY ADMINISTERED PREPARATORY SUM. | 99 | 99 | N |
| 6104000000 | COACHING AUTHORIZATION | 99 | 99 | N |
| 6105000000 | COURT ORDERED/REFERRED | 99 | 99 | N |
| 6106000000 | IOWA COURSE FOR DRIVERS IMPROVEMENT (DIP) | 99 | 99 | N |
| 6107000000 | DRIVERS EDUCATION | 99 | 99 | N |
| 6108000000 | AARP DRIVER (55 ALIVE) AND RECREATION VEH SAFETY | 99 | 99 | N |
| 6109000000 | IOWA COURSE FOR DRINKING DRIVERS (DUI) | 99 | 99 | N |
| 6110000000 | ENVIRONMENTAL AUDITOR | 99 | 99 | N |
| 6111000000 | HAZARDOUS MATERIAL - STATE RECOGNIZED COURSE | 99 | 99 | N |
| 6112000000 | HUNTER SAFETY AND ETHICS | 99 | 99 | N |
| 6113000000 | MINE SAFETY AND HEALTH ADMIN. (MSHA) | 99 | 99 | N |
| 6114000000 | MOTORCYCLE RIDER | 99 | 99 | N |
| 6115000000 | MOTORIZED BICYCLE (MOPED) | 99 | 99 | N |
| 6116000000 | PARENTING SKILLS/HUMAN GROWTH AND DEV. | 99 | 99 | N |
| 6117000000 | RESERVED PEACE OFFICER TRAINING | 99 | 99 | N |
| 6118000000 | SCHOOL BUS DRIVER | 99 | 99 | N |
| 6119000000 | SNOWMOBILE SAFETY | 99 | 99 | N |
| 6120000000 | CHILD/DEPENDENT ADULT ABUSE MANDATORY REPORT | 99 | 99 | N |
| 6121000000 | ALL-TERRAIN VEHICLE | 99 | 99 | N |
| 6122000000 | WATER CRAFT/JET SKI | 99 | 99 | N |
| 6123000000 | USED MOTOR VEHICLE DEALERS | 99 | 99 | N |
| 6124000000 | PROFESSIONAL PERMIT TO CARRY WEAPONS TRAINING | 99 | 99 | N |
| 6124010000 | NON-PROFESSIONAL PERMIT TO CARRY WEAPONS TRAINING | 99 | 99 | N |
| 6230000000 | COMMUNITY SERVICE | 99 | 99 | N |
| 6231000000 | CONFERENCES/SPECIAL EVENTS/MEETINGS | 99 | 99 | N |
| 6301000000 | CORRECTIONAL EDUCATION INITIATIVES-SUMMARY | 99 | 99 | N |
| 6301010000 | COMPREHENSIVE REL. SVCS. & ACT.-CORRECTION | 99 | 99 | N |
| 6122000000 | WATER CRAFT/JET SKI | 99 | 99 | N |
| 6123000000 | USED MOTOR VEHICLE DEALERS | 99 | 99 | N |
| 6124000000 | PROFESSIONAL PERMIT TO CARRY WEAPONS TRAINING | 99 | 99 | N |
| 6124010000 | NON-PROFESSIONAL PERMIT TO CARRY WEAPONS TRAINING | 99 | 99 | N |
| 6230000000 | COMMUNITY SERVICE | 99 | 99 | N |

CHANGES FROM CIP 2000 TO CIP 2010

| 2000 CIP Number | 2000 State Title | 2010 CIP Number | 2010 State Title |
|-----------------|---|-----------------|---|
| 0103041000 | VITICULTURE | 0103090000 | VITICULTURE |
| 0103041100 | VITICULTURE TECHNICIAN | 0103090100 | VITICULTURE |
| 0103041200 | VITICULTURE TECHNOLOGY | 0103090200 | VITICULTURE |
| 0104011000 | ENOLOGY | 0103091100 | ENOLOGY |
| 0104011200 | ENOLOGY TECHNOLOGY | 0103091200 | ENOLOGY |
| 5116010200 | NURSING, ASSOCIATE DEGREE | 5138010200 | REGISTERED NURSING/REGISTERED NURSE |
| 5116110000 | NURSING, ASSOCIATE DEGREE - CAREER ACADEMY | 5138110000 | PUBLIC HEALTH/COMMUNITY NURSE/NURSING- CAREER ACADEMY |
| 5116121000 | NURSING FIRST ASSISTANT | 5138121000 | PERIOPERATIVE/OPERATING ROOM AND SURGICAL NURSE/NURSING |
| 5116122100 | SURGICAL FIRST ASSISTANT | 5138120100 | PERIOPERATIVE/OPERATING ROOM AND SURGICAL NURSE/NURSING |
| 5116130000 | PRACTICAL NURSING - CAREER ACADEMY | 5139010000 | LICENSED PRACTICAL/VOCATIONAL NURSE TRAINING - CAREER ACADEMY |
| 5116130100 | PRACTICAL NURSING | 5139010100 | LICENSED PRACTICAL/VOCATIONAL NURSE TRAINING |
| 5116140000 | NURSE/NURSING ASST/AIDE & PATIENT CARE ASST | 5139020000 | NURSING ASSISTANT/AIDE AND PATIENT CARE ASSISTANT/AIDE |
| 5116141000 | NURSING ASSISTANT | 5139021000 | NURSING ASSISTANT/AIDE AND PATIENT CARE ASSISTANT/AIDE |

APPENDIX C

Determining Tuition Rates and Uniform Policy on Student Residency Status

Determine Tuition Rates

Iowa Department of Education correspondence dated November 16, 2000 Summary of Community College Tuition Issues Provided to the Community College Presidents – November 2, 2000 President's Meeting states "The policy on student residency status for the purpose of establishing tuition and fee charges within Iowa merged area schools were developed in compliance with administrative rules 281-21.2. This uniform policy states that "a person classified as a resident shall be provided resident tuition costs". Thus, a community college may charge a resident tuition rate and a non-resident tuition rate:

Resident:

- Tuition for residents of Iowa shall not exceed the lowest tuition rate per semester, or the equivalent, charged by an institution of higher education under the State Board of Regents for a full-time resident student.
- However, except for students enrolled under Iowa Code 261C (Postsecondary Enrollment Options Act (PSEO), if a local school district pays tuition for a resident pupil of high school age, the limitation on tuition for residents of Iowa shall not apply, and the amount of tuition shall be determined by the board of directors of the community college with the consent of the local school board.
- Colleges may charge resident tuition rates to residents of one of Iowa's eight sister states. Authorized in the Code of Iowa 260C.14(14). Each college (merged area) board may have its own policy on whether to give the preferential resident rates to such students.

Non-Resident:

- Tuition for non-residents of Iowa shall not be less than the marginal cost of instruction of a student attending the college.
- A lower tuition for non-residents may be permitted under a reciprocal tuition agreement between a merged area and an educational institution in another state, if the state board approves the agreement. [Statement is referenced in Iowa Code, Subsection 260C.14(2), "Authority of Area Directors."]
- A differential for international students within the non-resident tuition rate is not permitted.
- A community college may not charge a non-immigrant alien a different tuition rate from that of other non-resident students. Non-immigrant aliens are generally those who are in the United States temporarily and intend at some time (doesn't have to be immediate or even near future) to return to their homeland. Immigrant aliens may establish residency the same as United States Citizens.

Residency requirements for the determination of residency and non-residency tuition rates must be in compliance with the Iowa Community Colleges Uniform Policy on Student Residency Status (state board approved June 7, 2001).

Uniform Policy on Student Residency Status

Section 1—General

A person who has been admitted to an Iowa community college shall be classified as a resident or as a non-resident for admission, tuition, and fee purposes. A person classified as a resident shall pay resident tuition costs. A person classified, as a non-resident shall pay non-resident tuition costs. Tuition for non-residents should not be less than the marginal cost of instruction of a student attending the college. Authorized in *Iowa Code Section 260C.14 (2)*.

Persons who register for non-credit continuing education courses shall be charged course fees determined on course costs and by market demand.

Section 2—Determination of Residency Status

In determining a community college resident or non-resident classification, the primary determination is the reason a person is in the state of Iowa. The second determination will be the length of time a person has resided in Iowa. If a person is in the state primarily for educational purposes, that person will be considered a non-resident. The burden of establishing the reason a person is in Iowa for other than educational purposes rests with the student.

The registrar or official designated community college office may require written documentation, affidavits, or other related evidence deemed necessary to determine why a student is in Iowa. The burden of proof is upon the student. A student will be required to file at least two documents to determine his/her residency status. No two documents may come from the same source. In all events to be determined a resident of Iowa, the individual must document residing in the State of Iowa for at least 90 days prior to the beginning of the term for which he/she is enrolling. The following are examples of acceptable documentation:

- Written and notarized documentation from an employer that the student is employed in Iowa or a signed and notarized statement from the student describing employment and sources of support;
- Iowa state income tax return;
- An Iowa driver's license;
- An Iowa vehicle registration card;
- An Iowa voter registration card; and
- Proof of Iowa Homestead credit on property taxes.

If a student gives misleading or incorrect information for the purpose of evading payment of non-resident fees, he or she must pay the non-resident fees for each term the student was not officially classified as a non-resident.

The registrar or office staff designated by the community college shall administer these regulations. Resident and non-resident tuition rates must be printed and available in the catalog or another major college publication.

Section 3—Residency of Minor Students

The domicile of a minor shall follow that of the parent with whom the minor resides except where emancipation of said minor could be proven. The word "parent" herein used shall include legal guardian or others in cases where the lawful custody of a minor has been awarded to persons other than actual parents.

A minor living with a resident of Iowa who is legally responsible for the minor shall be granted resident status if the minor has lived with the Iowa resident for at least 90 days immediately prior to enrollment.

The residency status of an emancipated minor shall be based upon the same qualifications established for a person having attained majority.

Section 4—Residency of Students who are not Citizens of the United States

A person who is a refugee or who is granted asylum by an appropriate agency of the United States must provide proof of certification of refugee or asylum grantee status. A person may be granted resident status for admission and tuition purposes when the person comes directly, or within a reasonable time, to the State of Iowa from a refugee facility or port of debarkation and has not established domicile in another state.

A person, who has immigrant status, and his or her spouse or dependents, may establish Iowa residency in the same manner as a United States citizen.

A person who has non-immigrant status and who holds a non-student visa, and his or her spouse or dependents, may establish residency in the same manner as a United States citizen. An alien who has non-immigrant status and

whose primary purpose for being in Iowa is educational is classified as non-resident. A "student visa" is prima facie evidence of non-residency. (I.e., in a rare case, a student holding the visa could overcome the presumption of non-residency.)

Section 5—Residency of Federal Personnel and Dependents

A person and his/her spouse, who has moved into the State of Iowa as the result of military or civil orders from the federal government, and the minor children of such persons, are entitled to immediate Iowa residency status.

Section 6—Veteran's Exemption

A military service veteran who was a resident of the state of Iowa prior to entering the service shall be classified as a resident if the veteran returns to Iowa upon separation from service and his/her separation papers are filed with the county recorder.

Section 7—Reclassification of Residency Status

It is the responsibility of a student to request a reclassification of residency status. If a student is reclassified as a resident for tuition purposes, such classification shall be effective beginning with the next term for which the student enrolls. In no case shall reclassification to residency status be made retroactive for tuition and fee purposes, even though the student could have previously qualified for residency status had the student applied.

Section 8—Appeal

The decision on the residency status of a student for admission, tuition, and fee purposes may be appealed to a review committee established by the community college. The findings of the review committee may be appealed to the community college board, whose decision shall be a final administrative decision.

Uniform Tuition Policy approved by the Iowa State Board of Education June 7, 2001.

APPENDIX D

Perkins Distribution

The purpose of the federal Perkins is to develop more fully the academic and career/technical skills of secondary and postsecondary students who elect to enroll in career and technical education programs.

Each year the postsecondary Perkins allocation is distributed to the community colleges based on Federal criteria and state plan via the audited Pell and BIA count. The IDOE staff conducts audits of each college's Pell and BIA count to verify that students included are appropriate based on eligibility requirements.

Eligibility:

The criteria for reporting students who are eligible to be included in the count for Perkins distribution are as follows:

- has declared a major in a IDOE approved career/technical education or career option/college parallel program;
- has been accepted into the program with full access to courses leading to completion;
- is enrolled in one or more courses of the technical core (occupationally-specific) of the program's approved curriculum (AS-28); and
- is a recipient of a Pell grant from the U.S. Department of Education or financial assistance from the Bureau of Indian Affairs (BIA) of the U.S. Department of Interior.

All of the above criteria must be met for students to be included in the count.

Definitions:

Definitions, relating to the criteria used for determining the Perkins distribution, are located in the MIS Data Dictionary.

Procedure:

The procedure (by electronic documents) used to determine the eligible count for each college that is used in the distribution formula is as follow:

- AS28 – the technical core courses are checked by the college on the AS28's, as submitted for the prior year audit as well as the new programs in the fiscal year, for each IDOE approved career/technical education and college parallel/career option programs. The AS28's should be updated to ensure that the current courses identified are correct (please note if you have made changes and/or added new courses). On those AS28's where changes have been made, electronically return a copy to the Department;
- Certified Pell Count – the total unduplicated number of Pell recipients who are career/technical education and college parallel/career option students during the previous academic year are indicated on the Certified Total Unduplicated Vocation Pell Count Report. A certified hard copy, with the appropriate signature (President or his/her designee) must be sent to the Department's Division Administrator.
- Unduplicated Detail Listing of Students – the college prepares a list of the students in the Certified Pell Count. The listing includes student name, social security number, program major, location of student's record, and CIP number of program enrolled in;
- Pell Questionnaire – a list of questions to be completed by the individuals responsible for identifying the core courses, list of students and Pell count. They relate to student major, acceptance in major, change of major, steps taken to identify Pell count, Pell grant year, and individuals responsible for reviewing the AS28's;

- Audit Sample – an audit of student’s college records is conducted by a random sample of the students on the Unduplicated Detail Listing of Students. For the students included in the audit sample, the college is notified to submit each student’s (1) transcript and (2) the letter of acceptance or an official record showing the student’s acceptance into the program. These items are sent to the Department via certified mail and are placed in a secure location. Due to the confidentiality of transcripts and social security numbers, the transcripts and additional material are under lock, checked in and out for staff review, never leave building, and shredded or returned to the college by certified mail;
- Audit Findings – result of the Department’s audit is communicated to the college to determine if they have additional material to be submitted related to the audit and to obtain their acceptance of the findings;
- Eligible Count – result of the above steps in the Procedure indicates the college’s eligible students to be used in the count for determining the Perkins allocation.

Distribution:

Perkins funding is distributed to the colleges based on the percentage their Pell count comprises the total community colleges Pell count population.

For additional information contact the IDOE 515-281-3550 or 515-281-4700.

APPENDIX E

HIGH SCHOOL IDENTIFICATION CODES

May be reporting using ACT, CEEB or Iowa High School Identification Codes (as follows).

DO NOT MIX CODES.

If using ACT/CEEB codes use leading zeroes to fill 8 positions.

Example: Adel, ACT = 160010, submit=00160010, or DOE = 00270172

Home schooled students - use local high school code.

If reporting Adult High School Diploma use Appendix F.

| District | Building | District Name | Building Name |
|----------|----------|------------------------|--|
| 0009 | 0109 | AGWSR | AGWSR High School |
| 0018 | 0172 | Adair-Casey | Adair-Casey Jr-Sr High School |
| 0027 | 0172 | Adel DeSoto Minburn | ADM Senior High School |
| 0063 | 0172 | Akron Westfield | Akron Westfield Senior High School |
| 0081 | 0109 | Albia | Albia High School |
| 0099 | 0172 | Alburnett | Alburnett Junior-Senior High School |
| 0126 | 0109 | Algona | Algona High School |
| 0126 | 8108 | Algona | Bishop Garrigan High School |
| 0135 | 0109 | Allamakee | Waukon High School |
| 0171 | 0172 | Alta | Alta Senior High School |
| 0225 | 0109 | Ames | Ames High School |
| 0234 | 0109 | Anamosa | Anamosa High School |
| 0243 | 0109 | Andrew | Andrew High School |
| 0252 | 0172 | Anita | CAM High School |
| 0261 | 0109 | Ankeny | Ankeny High School |
| 0261 | 0224 | Ankeny | Northview Middle School |
| 0279 | 0109 | Aplington-Parkersburg | Aplington Parkersburg High School |
| 0333 | 0109 | Armstrong-Ringsted | Armstrong-Ringsted MS/High School |
| 0355 | 0172 | Ar-We-Va | Westside Junior-Senior High School |
| 0387 | 0109 | Atlantic | Atlantic High School |
| 0414 | 0109 | Audubon | Audubon Middle-High School |
| 0423 | 0109 | Aurelia | Aurelia High School |
| 0441 | 0172 | A-H-S-T | A-H-S-T High School |
| 0472 | 0109 | Ballard | Ballard Community Senior High School |
| 0504 | 0109 | Battle Creek-Ida Grove | Battle Creek-Ida Grove Senior High School |
| 0513 | 0172 | Baxter | Baxter High School |
| 0540 | 0172 | BCLUW | BCLUW High School |
| 0549 | 0109 | Bedford | Bedford High School |
| 0576 | 0109 | Belle Plaine | Belle Plaine Jr/Sr High School |
| 0585 | 0109 | Bellevue | Bellevue High School |
| 0585 | 8109 | Bellevue | Marquette High School |
| 0594 | 0109 | Belmond-Klemme | Belmond-Klemme Community Jr-Sr High School |
| 0594 | 0118 | Belmond-Klemme | Belmond-Klemme Alternative School |

| District | Building | District Name | Building Name |
|-----------------|-----------------|--------------------------|--|
| 0609 | 0109 | Benton | Benton Community Senior High School |
| 0621 | 0109 | Bettendorf | Bettendorf High School |
| 0657 | 0172 | Eddyville-Blakesburg | Eddyville-Blakesburg Junior - Senior High |
| 0720 | 0172 | Bondurant-Farrar | Bondurant-Farrar High School |
| 0729 | 0109 | Boone | Boone High School |
| 0729 | 0118 | Boone | Futures |
| 0747 | 0109 | Boyden-Hull | Boyden-Hull High School |
| 0747 | 8309 | Boyden-Hull | Western Christian High School |
| 0819 | 0109 | West Hancock | West Hancock High School |
| 0846 | 0109 | Brooklyn-Guernsey-Malcom | Brooklyn-Guernsey-Malcom Jr-Sr High School |
| 0873 | 0109 | North Iowa | North Iowa High School |
| 0882 | 0109 | Burlington | Burlington Community High School |
| 0882 | 0194 | Burlington | Burlington Alternative School |
| 0882 | 8101 | Burlington | Notre Dame High School |
| 0916 | 0109 | CAL | CAL Community High School |
| 0918 | 0109 | Calamus-Wheatland | Calamus-Wheatland Sec Attendance Center |
| 0936 | 0109 | Camanche | Camanche High School |
| 0977 | 0109 | Cardinal | Cardinal Middle-Senior High School |
| 0981 | 0109 | Carlisle | Carlisle High School |
| 0999 | 0109 | Carroll | Carroll High School |
| 0999 | 8101 | Carroll | Kuemper High School |
| 1044 | 0109 | Cedar Falls | Cedar Falls High School |
| 1044 | 0172 | Cedar Falls | Cedar Falls Alternative |
| 1044 | 0205 | Cedar Falls | Holmes Junior High School |
| 1044 | 0218 | Cedar Falls | Peet Junior High School |
| 1044 | 8100 | Cedar Falls | Valley Lutheran High School |
| 1053 | 0109 | Cedar Rapids | Thomas Jefferson High School |
| 1053 | 0114 | Cedar Rapids | John F Kennedy High School |
| 1053 | 0118 | Cedar Rapids | George Washington High School |
| 1053 | 0127 | Cedar Rapids | Metro High School |
| 1053 | 8105 | Cedar Rapids | Xavier High School |
| 1062 | 0172 | Center Point-Urbana | Center Point-Urbana High School |
| 1071 | 0109 | Centerville | Centerville High School |
| 1079 | 0109 | Central Lee | Central Lee High School |
| 1080 | 0109 | Central | Central Community Jr-Sr High School |
| 1082 | 0109 | Central Clinton | Central High School |
| 1082 | 0118 | Central Clinton | Central Alternative Program |
| 1089 | 0109 | Central City | Central City High School |
| 1093 | 0172 | Central Decatur | Central Decatur MS/Sr High School |
| 1095 | 0109 | Central Lyon | Central Lyon Senior High School |
| 1107 | 0109 | Chariton | Chariton High School |
| 1116 | 0109 | Charles City | Charles City High School |
| 1116 | 0172 | Charles City | Carrie Lane High School |
| 1134 | 0109 | Charter Oak-Ute | Charter Oak-Ute High School |

| District | Building | District Name | Building Name |
|----------|----------|------------------------|---|
| 1152 | 0109 | Cherokee | Washington High School |
| 1152 | 0118 | Cherokee | Little Sioux Success Center |
| 1197 | 0109 | Clarinda | Clarinda High School |
| 1197 | 0118 | Clarinda | Alternative High School Clarinda Comm. School |
| 1197 | 0127 | Clarinda | Clarinda Academy |
| 1206 | 0109 | Clarion-Goldfield | Clarion-Goldfield HS |
| 1211 | 0109 | Clarke | Clarke Community High School |
| 1211 | 0118 | Clarke | Clarke Learning Center |
| 1215 | 0172 | Clarksville | Clarksville High School |
| 1218 | 0172 | Clay Central-Everly | Clay Central-Everly High School |
| 1221 | 0109 | Clear Creek Amana | Clear Creek Amana High School |
| 1233 | 0109 | Clear Lake | Clear Lake High School |
| 1278 | 0109 | Clinton | Clinton High School |
| 1278 | 0118 | Clinton | Lincoln High School |
| 1278 | 8110 | Clinton | Prince of Peace College Prep |
| 1332 | 0109 | Colfax-Mingo | Colfax-Mingo High School |
| 1337 | 0109 | College | Prairie High School |
| 1337 | 0227 | College | Prairie Point |
| 1337 | 0951 | College | Prairie Edge |
| 1350 | 0109 | Collins-Maxwell | Collins-Maxwell Middle/High School |
| 1359 | 0172 | Colo-Nesco | Colo-Nesco Senior High School |
| 1368 | 0109 | Columbus | Columbus Community High School |
| 1413 | 0172 | Coon Rapids-Bayard | Coon Rapids-Bayard 4-12 Attendance Center |
| 1431 | 0109 | Corning | Corning High School |
| 1449 | 0109 | Corwith-Wesley | Corwith-Wesley High School |
| 1476 | 0109 | Council Bluffs | Thomas Jefferson High School |
| 1476 | 0118 | Council Bluffs | Abraham Lincoln High School |
| 1476 | 8108 | Council Bluffs | St Albert Secondary School |
| 1503 | 0109 | Creston | Creston High School |
| 1503 | 0118 | Creston | High Lakes Cntry Academy High School |
| 1576 | 0109 | Dallas Center-Grimes | Dallas Center-Grimes High School |
| 1602 | 0172 | Danville | Danville Junior-Senior High School |
| 1611 | 0109 | Davenport | Central High School |
| 1611 | 0116 | Davenport | North High School |
| 1611 | 0118 | Davenport | West High School |
| 1611 | 0127 | Davenport | Kimberly Center East |
| 1611 | 8101 | Davenport | Assumption High School |
| 1619 | 0109 | Davis County | Davis County Community High School |
| 1619 | 0172 | Davis County | Flex Ed High School |
| 1638 | 0109 | Decorah Community | Decorah High School |
| 1701 | 0109 | Denison | Denison High School |
| 1701 | 0118 | Denison | Denison Alternative High School |
| 1719 | 0109 | Denver | Denver Senior High School |
| 1737 | 0109 | Des Moines Independent | East High School |
| 1737 | 0114 | Des Moines Independent | Hoover High School |

| District | Building | District Name | Building Name |
|----------|----------|------------------------|---|
| 1737 | 0118 | Des Moines Independent | Lincoln High School |
| 1737 | 0127 | Des Moines Independent | North High School |
| 1737 | 0136 | Des Moines Independent | Roosevelt High School |
| 1737 | 0194 | Des Moines Independent | Scavo Alternative High School |
| 1737 | 0977 | Des Moines Independent | Orchard Place School |
| 1737 | 0988 | Des Moines Independent | Ruby Van Meter School |
| 1782 | 0172 | Diagonal | Diagonal Junior-Senior High School |
| 1791 | 0172 | Dike-New Hartford | Dike-New Hartford High School |
| 1863 | 0109 | Dubuque | Dubuque Senior High School |
| 1863 | 0118 | Dubuque | Hempstead High School |
| 1863 | 8134 | Dubuque | Wahlert Catholic High School |
| 1908 | 0172 | Dunkerton | Dunkerton High School |
| 1917 | 0172 | Boyer Valley | Boyer Valley Middle/High School |
| 1926 | 0109 | Durant | Durant High School |
| 1944 | 0109 | Eagle Grove | Eagle Grove High School |
| 1953 | 0172 | Earlham | Earlham Senior High School |
| 1963 | 0109 | East Buchanan | East Buchanan High School |
| 1965 | 0109 | East Central | East Central Community High School |
| 1967 | 0109 | East Greene | Grand Junction High School |
| 1968 | 0172 | East Marshall | East Marshall Senior High School |
| 1970 | 0172 | East Union | East Union Middle-High Middle-High School |
| 1972 | 0172 | Eastern Allamakee | Kee High School |
| 1975 | 0109 | River Valley | River Valley Junior- Senior High School |
| 1975 | 0118 | River Valley | River Valley Alternative High School |
| 1989 | 0172 | Edgewood-Colesburg | Edgewood-Colesburg High School |
| 2007 | 0109 | Eldora-New Providence | Eldora-New Providence High School |
| 2016 | 0109 | Elk Horn-Kimballton | Elk Horn-Kimballton High School |
| 2088 | 0109 | Emmetsburg | Emmetsburg High School |
| 2097 | 0109 | English Valleys | English Valleys Jr-Sr High School |
| 2113 | 0172 | Essex | Essex Junior-Senior High School |
| 2124 | 0109 | Estherville Lincoln | Estherville Lincoln Central High School |
| 2151 | 0172 | Exira | Exira Junior-Senior High School |
| 2169 | 0109 | Fairfield | Fairfield High School |
| 2205 | 0172 | Farragut | Farragut Senior High School |
| 2295 | 0109 | Forest City | Forest City High School |
| 2295 | 0118 | Forest City | Forest City Alternative School |
| 2313 | 0109 | Fort Dodge | Fort Dodge High School |
| 2313 | 8104 | Fort Dodge | St Edmond School |
| 2322 | 0109 | Fort Madison | Fort Madison High School |
| 2322 | 0127 | Fort Madison | Fort Madison Alternative School |
| 2322 | 8105 | Fort Madison | Holy Trinity High School Holy Trinity Jr-Sr. High |
| 2369 | 0172 | Fremont-Mills | Fremont-Mills Middle And Senior High School |
| 2376 | 0109 | Galva-Holstein | Galva-Holstein High School |
| 2403 | 0109 | Garner-Hayfield | Garner-Hayfield High School |

| District | Building | District Name | Building Name |
|-----------------|-----------------|-------------------------|---------------------------------------|
| 2457 | 0172 | George-Little Rock | George-Little Rock Senior High School |
| 2466 | 0172 | Gilbert | Gilbert High School |
| 2502 | 0172 | Gladbrook-Reinbeck | Gladbrook-Reinbeck High School |
| 2511 | 0109 | Glenwood | Glenwood Senior High School |
| 2520 | 0172 | Glidden-Ralston | Glidden-Ralston Jr-Sr High School |
| 2556 | 0172 | Graettinger-Terril | Graettinger-Terril High School |
| 2664 | 0172 | Greene | North Butler High School |
| 2673 | 0209 | Nodaway Valley | Nodaway Valley High School |
| 2682 | 0172 | GMG | GMG Secondary School |
| 2709 | 0109 | Grinnell-Newburg | Grinnell Community Senior High School |
| 2718 | 0109 | Griswold | Griswold Middle/High School |
| 2727 | 0109 | Grundy Center | Grundy Center High School |
| 2754 | 0109 | Guthrie Center | Guthrie Center High School |
| 2763 | 0172 | Clayton Ridge | Clayton Ridge High School |
| 2766 | 0172 | H-L-V | H-L-V Junior-Senior High School |
| 2772 | 0172 | Hamburg | Hamburg Junior-Senior High School |
| 2781 | 0109 | Hampton-Dumont | Hampton-Dumont High School |
| 2826 | 0109 | Harlan | Harlan Community High School |
| 2834 | 0109 | Harmony | Harmony Jr. Sr. High |
| 2846 | 0109 | Harris-Lake Park | Harris-Lake Park High School |
| 2862 | 0109 | Hartley-Melvin-Sanborn | Hartley-Melvin-Sanborn High School |
| 2977 | 0109 | Highland | Highland High School |
| 2988 | 0109 | Hinton | Hinton High School |
| 3029 | 0109 | Howard-Winneshiek | Crestwood High School |
| 3029 | 0118 | Howard-Winneshiek | Crestwood Alternative School |
| 3042 | 0109 | Hudson | Hudson High School |
| 3060 | 0109 | Humboldt | Humboldt High School |
| 3105 | 0109 | Independence | Independence Senior High School |
| 3105 | 0118 | Independence | Buchanan County Success Center |
| 3114 | 0109 | Indianola | Indianola High School |
| 3119 | 0109 | Interstate 35 | Interstate 35 High School |
| 3141 | 0109 | Iowa City | Iowa City High School |
| 3141 | 0118 | Iowa City | West Senior High School |
| 3141 | 0136 | Iowa City | Elizabeth Tate Alt. High School |
| 3141 | 8104 | Iowa City | Regina Jr Sr High School |
| 3150 | 0109 | Iowa Falls | Iowa Falls - Alden High School |
| 3154 | 0172 | Iowa Valley | Iowa Valley Jr-Sr High School |
| 3186 | 0109 | Janesville Consolidated | Janesville Junior-Senior High School |
| 3195 | 0109 | Jefferson-Scranton | Jefferson-Scranton High School |
| 3204 | 0109 | Jesup | Jesup High School |
| 3231 | 0109 | Johnston | Johnston Senior High School |
| 3231 | 0218 | Johnston | Johnston Middle School |
| 3312 | 0109 | Keokuk | Keokuk High School |
| 3330 | 0109 | Keota | Keota High School |

| District | Building | District Name | Building Name |
|----------|----------|--------------------------|--|
| 3348 | 0109 | Kingsley-Pierson | Kingsley-Pierson High School |
| 3375 | 0109 | Knoxville | Knoxville High School |
| 3375 | 0114 | Knoxville | Trabert Center GOAL Alternative School |
| 3420 | 0109 | Lake Mills | Lake Mills Senior High School |
| 3465 | 0172 | Lamoni | Lamoni High School |
| 3537 | 0109 | Laurens-Marathon | Laurens-Marathon High School |
| 3555 | 0172 | Lawton-Bronson | Lawton Junior-Senior High School |
| 3600 | 0109 | Le Mars | Le Mars High School |
| 3600 | 0118 | Le Mars | Individualized Learning Center |
| 3600 | 8104 | Le Mars | Gehlen Catholic School Incorporated |
| 3609 | 0109 | Lenox | Lenox High School |
| 3645 | 0109 | Lewis Central | Lewis Central Senior High School |
| 3691 | 0172 | North Cedar | North Cedar High School |
| 3715 | 0109 | Linn-Mar | Linn-Mar High School |
| 3744 | 0109 | Lisbon | Lisbon High School |
| 3798 | 0172 | Logan-Magnolia | Logan-Magnolia Jr-Sr High School |
| 3816 | 0172 | Lone Tree | Lone Tree Junior-Senior High School |
| 3841 | 0109 | Louisa-Muscatine | Louisa-Muscatine High School |
| 3906 | 0109 | Lynnville-Sully | Lynnville-Sully High School |
| 3942 | 0109 | Madrid | Madrid High School |
| 3978 | 0118 | Malvern | Malvern Learning Center |
| 3978 | 0172 | Malvern | East Mills High School |
| 4014 | 0109 | Manning | IKM-Manning High School |
| 4023 | 0109 | Manson Northwest Webster | Manson Northwest Webster Junior High/High School |
| 4033 | 0109 | Maple Valley | Maple Valley-Anthon Oto High School |
| 4041 | 0109 | Maquoketa | Maquoketa Community High School |
| 4043 | 0109 | Maquoketa Valley | Maquoketa Valley Senior High School |
| 4068 | 0109 | Marcus-Meriden-Cleghorn | Marcus-Meriden-Cleghorn Community High School |
| 4086 | 0109 | Marion Independent | Marion High School |
| 4086 | 0509 | Marion Independent | Marion Home School |
| 4104 | 0109 | Marshalltown | Marshalltown High School |
| 4122 | 0172 | Martensdale-St Marys | Martensdale-St Marys Jr-Sr High School |
| 4131 | 0109 | Mason City | Mason City High School |
| 4131 | 0127 | Mason City | Alternative School |
| 4131 | 8000 | Mason City | Newman Catholic School System |
| 4131 | 8105 | Mason City | Newman Catholic High School |
| 4149 | 0109 | MOC-Floyd Valley | MOC-Floyd Valley High School |
| 4149 | 8116 | MOC-Floyd Valley | Spalding Catholic High School |
| 4149 | 8317 | MOC-Floyd Valley | Unity Christian High School |
| 4203 | 0109 | Mediapolis | Mediapolis High School |
| 4212 | 0109 | Melcher-Dallas | Melcher-Dallas High School |
| 4269 | 0118 | Midland | Midland Middle/High School |
| 4271 | 0109 | Mid-Prairie | Mid-Prairie High School |
| 4271 | 0118 | Mid-Prairie | Alterntive Learning Cent |

| District | Building | District Name | Building Name |
|----------|----------|--------------------|--------------------------------------|
| 4271 | 8506 | Mid-Prairie | Iowa Mennonite School |
| 4356 | 0109 | Missouri Valley | Missouri Valley High School |
| 4419 | 0109 | MFL MarMac | MFL Marmac HS |
| 4437 | 0109 | Montezuma | Montezuma High School |
| 4446 | 0109 | Monticello | Monticello High School |
| 4491 | 0109 | Moravia | Moravia High School |
| 4505 | 0172 | Mormon Trail | Mormon Trail Jr-Sr High School |
| 4518 | 0172 | Moulton-Udell | Moulton-Udell High School |
| 4527 | 0109 | Mount Ayr | Mount Ayr High School |
| 4536 | 0109 | Mount Pleasant | Mount Pleasant High School |
| 4536 | 0118 | Mount Pleasant | WisdomQuest Education Center |
| 4554 | 0109 | Mount Vernon | Mount Vernon High School |
| 4572 | 0172 | Murray | Murray School Murray Jr/Sr High |
| 4581 | 0109 | Muscatine | Muscatine High School |
| 4599 | 0172 | Nashua-Plainfield | Nashua-Plainfield High School |
| 4617 | 0109 | Nevada | Nevada High School |
| 4644 | 0172 | Newell-Fonda | Newell-Fonda High School |
| 4662 | 0109 | New Hampton | New Hampton High School |
| 4662 | 0118 | New Hampton | Education Options |
| 4689 | 0172 | New London | New London Jr-Sr High School |
| 4725 | 0109 | Newton | Newton Senior High School |
| 4725 | 0127 | Newton | Basics and Beyond Alternative School |
| 4772 | 0172 | North Central | Central Springs High School |
| 4773 | 0172 | Northeast | Northeast Middle-High School |
| 4774 | 0109 | North Fayette | North Fayette High School |
| 4775 | 0109 | Northeast Hamilton | Northeast Hamilton High School |
| 4776 | 0172 | North Mahaska | North Mahaska Jr-Sr High School |
| 4777 | 0109 | North Linn | North-Linn Senior High School |
| 4778 | 0109 | North Kossuth | NSK High School High School |
| 4779 | 0172 | North Polk | North Polk High School |
| 4784 | 0109 | North Scott | North Scott Senior High School |
| 4785 | 0109 | North Tama County | North Tama High School |
| 4788 | 0109 | Northwood-Kensett | Northwood-Kensett Jr-Sr High School |
| 4797 | 0109 | Norwalk | Norwalk Senior High School |
| 4869 | 0109 | Oelwein | Oelwein High School |
| 4878 | 0109 | Ogden | Ogden High School |
| 4890 | 0109 | Okoboji | Okoboji High School |
| 4905 | 0172 | Olin Consolidated | Olin Junior-Senior High School |
| 4978 | 0172 | Orient-Macksburg | Orient-Macksburg Senior High School |
| 4995 | 0109 | Osage | Osage High School |
| 5013 | 0109 | Oskaloosa | Oskaloosa High School |
| 5049 | 0109 | Ottumwa | Ottumwa High School |
| 5121 | 0109 | Panorama | Panorama High School |
| 5139 | 0172 | Paton-Churdan | Paton-Churdan Jr-Sr High School |

| District | Building | District Name | Building Name |
|----------|----------|-------------------------|---|
| 5160 | 0172 | PCM | PCM High School |
| 5163 | 0109 | Pekin | Pekin Community High School |
| 5166 | 0109 | Pella | Pella High School |
| 5166 | 8302 | Pella | Pella Christian High School |
| 5184 | 0109 | Perry | Perry High School |
| 5250 | 0109 | Pleasant Valley | Pleasant Valley High School |
| 5256 | 0109 | Pleasantville | Pleasantville High School |
| 5283 | 0109 | Pocahontas Area | Pocahontas Area High School |
| 5283 | 0118 | Pocahontas Area | Pocahontas Area Regional Learning Center |
| 5310 | 0172 | Postville | John R Mott High School |
| 5325 | 0109 | Prairie Valley | Prairie Valley High School |
| 5337 | 0109 | Preston | Preston High School |
| 5463 | 0109 | Red Oak | Red Oak High School |
| 5486 | 0109 | Remsen-Union | Remsen-Union High School |
| 5486 | 8103 | Remsen-Union | St Marys High School |
| 5508 | 0109 | Riceville | Riceville High School |
| 5510 | 0209 | Riverside | Riverside Community High School |
| 5607 | 0172 | Rock Valley | Rock Valley Jr-Sr High School |
| 5625 | 0172 | Rockwell City-Lytton | Rockwell City-Lytton High School |
| 5643 | 0109 | Roland-Story | Roland-Story High School |
| 5697 | 0109 | Rudd-Rockford-Marble Rk | Rockford Junior-Senior Rockford Senior High |
| 5724 | 0109 | Ruthven-Ayrshire | Ruthven-Ayrshire High School |
| 5751 | 0109 | St Ansgar | St Ansgar High School |
| 5805 | 0109 | Saydel | Saydel High School |
| 5877 | 0172 | Sergeant Bluff-Luton | Sergeant Bluff-Luton Senior High School |
| 5895 | 0109 | Seymour | Seymour High School |
| 5922 | 0109 | Sheffield Chapin | West Fork High School |
| 5949 | 0109 | Sheldon | Sheldon High School |
| 5976 | 0109 | Shenandoah | Shenandoah High School |
| 5994 | 0109 | Sibley-Ocheyedan | Sibley-Ocheyedan High School |
| 6003 | 0109 | Sidney | Sidney High School |
| 6012 | 0109 | Sigourney | Sigourney Jr-Sr High Sch |
| 6030 | 0109 | Sioux Center | Sioux Center High School |
| 6035 | 0109 | Sioux Central | Sioux Central High |
| 6039 | 0118 | Sioux City | East High School |
| 6039 | 0136 | Sioux City | North High School |
| 6039 | 0145 | Sioux City | West High School |
| 6039 | 8106 | Sioux City | Bishop Heelan Catholic High School |
| 6091 | 0109 | Southern Cal | Southern Cal Jr-Sr High |
| 6093 | 0172 | Solon | Solon High School |
| 6094 | 0109 | Southeast Warren | Southeast Warren Jr-Sr High School |
| 6095 | 0109 | South Hamilton | South Hamilton Middle And High School |
| 6096 | 0172 | Southeast Webster Grand | Southeast Webster-Grand High School |
| 6097 | 0172 | South Page | South Page Senior High School |
| 5160 | 0172 | PCM | PCM High School |

| District | Building | District Name | Building Name |
|----------|----------|-----------------------|-------------------------------------|
| 6098 | 0109 | South Tama County | South Tama County High School |
| 6099 | 0109 | South O'Brien | South O'Brien Secondary School |
| 6100 | 0109 | South Winneshiek | South Winneshiek High School |
| 6101 | 0109 | Southeast Polk | Southeast Polk High School |
| 6102 | 0109 | Spencer | Spencer High School |
| 6120 | 0109 | Spirit Lake | Spirit Lake High School |
| 6138 | 0172 | Springville | Springville Secondary School |
| 6165 | 0109 | Stanton | Stanton High School |
| 6175 | 0109 | Starmont | Starmont High School |
| 6219 | 0109 | Storm Lake | Storm Lake High School |
| 6219 | 8101 | Storm Lake | St Mary's High School |
| 6264 | 0109 | West Central Valley | West Central Valley High School |
| 6273 | 0109 | Sumner | Sumner-Fredericksburg HS |
| 6408 | 0109 | Tipton | Tipton High School |
| 6453 | 0172 | Treynor | Treynor Middle School / High School |
| 6460 | 0109 | Tri-Center | Tri-Center High School |
| 6462 | 0109 | Tri-County | Tri-County High School |
| 6471 | 0172 | Tripoli | Tripoli Middle/Sr High School |
| 6509 | 0172 | Turkey Valley | Turkey Valley Jr-Sr High School |
| 6512 | 0109 | Twin Cedars | Twin Cedars Jr-Sr High School |
| 6516 | 0172 | Twin Rivers | Twin River Valley High School |
| 6534 | 0109 | Underwood | Underwood High School |
| 6536 | 0109 | Union | Union High School |
| 6579 | 0109 | Urbandale | Urbandale High School |
| 6591 | 0109 | Valley | Valley High School |
| 6592 | 0109 | Van Buren | Van Buren Community High School |
| 6615 | 0172 | Van Meter | Van Meter Jr-Sr High School |
| 6633 | 0172 | Ventura | Ventura Jr-Sr High School |
| 6651 | 0109 | Villisca | Villisca Community High School |
| 6660 | 0109 | Vinton-Shellsburg | Vinton-Shellsburg High School |
| 6700 | 0109 | Waco | WACO High School |
| 6741 | 0109 | Wall Lake View Auburn | East Sac County High School |
| 6750 | 0109 | Walnut | Walnut High School |
| 6759 | 0109 | Wapello | Wapello Senior High School |
| 6762 | 0109 | Wapsie Valley | Wapsie Valley High School |
| 6768 | 0109 | Washington | Washington High School |
| 6768 | 0209 | Washington | Washington Junior High School |
| 6768 | 0218 | Washington | Assure Center Alternative School |
| 6795 | 0109 | Waterloo | East High School |
| 6795 | 0118 | Waterloo | West High School |
| 6795 | 0127 | Waterloo | Expo Alternative Learning Center |
| 6795 | 8114 | Waterloo | Columbus Catholic High School |
| 6795 | 8115 | Waterloo | Don Bosco High School |
| 6822 | 0109 | Waukee | Waukee Senior High School |
| 6098 | 0109 | South Tama County | South Tama County High School |

| District | Building | District Name | Building Name |
|----------|----------|-----------------------|---------------------------------------|
| 6099 | 0109 | South O'Brien | South O'Brien Secondary School |
| 6100 | 0109 | South Winneshiek | South Winneshiek High School |
| 6101 | 0109 | Southeast Polk | Southeast Polk High School |
| 6102 | 0109 | Spencer | Spencer High School |
| 6120 | 0109 | Spirit Lake | Spirit Lake High School |
| 6138 | 0172 | Springville | Springville Secondary School |
| 6165 | 0109 | Stanton | Stanton High School |
| 6175 | 0109 | Starmont | Starmont High School |
| 6219 | 0109 | Storm Lake | Storm Lake High School |
| 6219 | 8101 | Storm Lake | St Mary's High School |
| 6264 | 0109 | West Central Valley | West Central Valley High School |
| 6273 | 0109 | Sumner | Sumner-Fredericksburg HS |
| 6408 | 0109 | Tipton | Tipton High School |
| 6453 | 0172 | Treynor | Treynor Middle School / High School |
| 6460 | 0109 | Tri-Center | Tri-Center High School |
| 6462 | 0109 | Tri-County | Tri-County High School |
| 6471 | 0172 | Tripoli | Tripoli Middle/Sr High School |
| 6509 | 0172 | Turkey Valley | Turkey Valley Jr-Sr High School |
| 6512 | 0109 | Twin Cedars | Twin Cedars Jr-Sr High School |
| 6516 | 0172 | Twin Rivers | Twin River Valley High School |
| 6534 | 0109 | Underwood | Underwood High School |
| 6536 | 0109 | Union | Union High School |
| 6579 | 0109 | Urbandale | Urbandale High School |
| 6591 | 0109 | Valley | Valley High School |
| 6592 | 0109 | Van Buren | Van Buren Community High School |
| 6615 | 0172 | Van Meter | Van Meter Jr-Sr High School |
| 6633 | 0172 | Ventura | Ventura Jr-Sr High School |
| 6651 | 0109 | Villisca | Villisca Community High School |
| 6660 | 0109 | Vinton-Shellsburg | Vinton-Shellsburg High School |
| 6700 | 0109 | Waco | WACO High School |
| 6741 | 0109 | Wall Lake View Auburn | East Sac County High School |
| 6750 | 0109 | Walnut | Walnut High School |
| 6759 | 0109 | Wapello | Wapello Senior High School |
| 6762 | 0109 | Wapsie Valley | Wapsie Valley High School |
| 6768 | 0109 | Washington | Washington High School |
| 6768 | 0209 | Washington | Washington Junior High School |
| 6768 | 0218 | Washington | Assure Center Alternative School |
| 6795 | 0109 | Waterloo | East High School |
| 6795 | 0118 | Waterloo | West High School |
| 6795 | 0127 | Waterloo | Expo Alternative Learning Center |
| 6795 | 8114 | Waterloo | Columbus Catholic High School |
| 6795 | 8115 | Waterloo | Don Bosco High School |
| 6822 | 0109 | Waukee | Waukee Senior High School |
| 6822 | 0209 | Waukee | Prairieview School |
| 6840 | 0109 | Waverly-Shell Rock | Waverly-Shell Rock Senior High School |

| District | Building | District Name | Building Name |
|-----------------|-----------------|----------------------|---|
| 6840 | 0118 | Waverly-Shell Rock | Greenview Alternative School |
| 6854 | 0109 | Wayne | Wayne Community Jr-Sr High School |
| 6867 | 0109 | Webster City | Webster City High School |
| 6867 | 0118 | Webster City | Hamilton Regional HS High School |
| 6921 | 0109 | West Bend-Mallard | West Bend-Mallard High School |
| 6930 | 0109 | West Branch | West Branch High School |
| 6937 | 0109 | West Burlington Ind | West Burlington High School |
| 6943 | 0172 | West Central | West Central Jr-Sr High School |
| 6950 | 0109 | West Delaware County | West Delaware High School |
| 6957 | 0109 | West Des Moines | Valley High School |
| 6957 | 0118 | West Des Moines | Walnut Creek Campus |
| 6957 | 0127 | West Des Moines | Valley Southwoods |
| 6957 | 8103 | West Des Moines | Dowling Catholic High School |
| 6961 | 0109 | Western Dubuque | Western Dubuque High School |
| 6961 | 0172 | Western Dubuque | Cascade Junior-Senior High School |
| 6961 | 8146 | Western Dubuque | Beckman High School |
| 6969 | 0109 | West Harrison | West Harrison High School |
| 6975 | 0109 | West Liberty | West Liberty High School |
| 6983 | 0109 | West Lyon | West Lyon High School |
| 6985 | 0109 | West Marshall | West Marshall High School |
| 6987 | 0109 | West Monona | West Monona High School |
| 6990 | 0109 | West Sioux | West Sioux High School |
| 6992 | 0109 | Westwood | Westwood High School |
| 7002 | 0109 | Whiting | Whiting Senior High School |
| 7029 | 0109 | Williamsburg | Williamsburg Jr-Sr High School |
| 7038 | 0109 | Wilton | Wilton Jr-Sr High School |
| 7047 | 0172 | Winfield-Mt Union | Winfield-Mt Union Jr-Sr High School |
| 7056 | 0109 | Winterset | Winterset Senior High School |
| 7056 | 0118 | Winterset | Winterset Bridges School |
| 7083 | 0172 | Woden-Crystal Lake | Woden-Crystal Lake- Titonka High School |
| 7092 | 0109 | Woodbine | Woodbine High School |
| 7098 | 0109 | Woodbury Central | Woodbury Central High School |
| 7110 | 0109 | Woodward-Granger | Woodward-Granger High School |
| 7110 | 0118 | Woodward-Granger | Woodward Academy |
| 7110 | 0996 | Woodward-Granger | Woodward-Granger Grandwood |

Appendix F – Adult High School Diploma Identification Codes

| District Code | School Code | Community College |
|---------------|-------------|---|
| 9901 | 0000 | Northeast Iowa Community College |
| 9902 | 0000 | North Iowa Community College |
| 9903 | 0000 | Iowa Lakes Community College |
| 9904 | 0000 | Northwest Iowa Community College |
| 9905 | 0000 | Iowa Central Community College |
| 9906 | 0000 | Iowa Valley Community College District |
| 9907 | 0000 | Hawkeye Community College |
| 9909 | 0000 | Eastern Iowa Community College District |
| 9910 | 0000 | Kirkwood Community College |
| 9911 | 0000 | Des Moines Area Community College |
| 9912 | 0000 | Western Iowa Tech Community College |
| 9913 | 0000 | Iowa Western Community College |
| 9914 | 0000 | Southwestern Community College |
| 9915 | 0000 | Indian Hills Community College |
| 9916 | 0000 | Southeastern Community College |
| 9900 | 0000 | Non-Iowa Community College |

