

# **TECHNOLOGY CENTERS**

## **INSTRUCTIONS FOR PROVIDING ENROLLMENT AND PROGRAM DATA**

**Revised August 2006**

Oklahoma Department of Career and Technology Education  
Information Management Division



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## Introduction

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This guidebook has been designed to assist you in providing program enrollment data required for the Oklahoma Department of Career and Technology Education (ODCTE). Data collected from technology programs is used to support the official statewide student information database for Oklahoma technology education. The student database contains enrollment, demographic, and completion information for Oklahoma's technology students. It also contains follow-up information for Oklahoma's secondary and full-time adult students. The data contained in this database is used in a number of ways. Some examples are:

**Funding** – Allotment dollars, funding of new programs, state, and federal appropriations and student financial aid eligibility.

**Historical Trends** – Data is maintained from 1969 to present and is readily available for historical trend analysis.

**Economic Development** – Businesses and industries use the data to create a profile of the work force capability of Oklahoma.

**Decision Making** – State and federal agencies, private industries, technology centers, the Oklahoma Legislature, the Governor's office, the ODCTE staff, and many others request customized data analysis.

**Evaluation Standards** – Enrollment and follow-up data is used as a component of the total evaluation standards process.

**Office of Civil Rights Audits** – The Office of Civil Rights reviews the minority, gender, disadvantaged, and disabled ratios within each program as compared to the total population of each school.

**Student Follow-Up Results** – Placement information is necessary to provide an overview of the success of technology education programs.

The data collected affects other areas, as well as the above mentioned. For instance, the **Carl D. Perkins Vocational & Applied Technology Education Act of 1998** has many requirements and funding restrictions that are driven primarily by the data you supply us. As you can see, the data we collect is extremely important. Therefore, it is crucial that the information we receive is both **timely and accurate**.

We would like to thank you for the time and effort it takes to provide this information accurately. If we may be of any assistance, please contact us at:

Information Management Division  
Oklahoma Department of Career and Technology Education  
1500 West Seventh Avenue  
Stillwater, OK 74074-4364  
405-743-5127 or 800-522-5810, ext. 127  
E-mail: [enrollment@okcareertech.org](mailto:enrollment@okcareertech.org)



## Section 1 - Due Dates And Reporting Guidelines

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Enrollment for all programs (full-time or business and industry training services) should be submitted quarterly by the following dates:

1<sup>st</sup> Quarter-----October 13, 2006

2<sup>nd</sup> Quarter -----January 12, 2007

3<sup>rd</sup> Quarter -----April 13, 2007

4<sup>th</sup> Quarter -----July 13, 2007

Final Submission -----July 31, 2007

No corrections will be accepted after August 31, 2007.

**BUSINESS AND INDUSTRY SERVICES:** The program/enrollment files for business and industry services programs should include only courses that were **completed** during that quarter. If a student **never attended** a course or **dropped prior to attending at least 50%** of the course, **do not** include them in the enrollment file.

Report courses as they are advertised to the individual or to the organization served. Do not report a course multiple times based on the topic unless the course is offered/advertised in that manner. For example, if you are offering an "Intermediate Word" course and the topics covered are 1) tables, 2) macros and 3) merging documents and the student enrolls in "Intermediate Word" (not the individual topics), then report that as one course. If the course is offered three times and the student has the option to enroll in "tables", and then has the option to enroll in "macros" and then has the option to enroll in "merging documents", then it could be considered three different courses and reported accordingly. This applies to all program types. If unclear on how to report courses, do not hesitate to contact the IMD office.

**FULL-TIME PROGRAMS:** The enrollment file for **full-time programs** should be a **year-to-date** file for each submission to include all students who were enrolled in **61** hours or more of instruction in a program or in less than **61** hours of instruction if their intent (plan of study) was to only enroll in less than **61** hours. For the purposes of reporting clock hours, use the 'enroll date' and 'end date/drop date' as the basis for calculating hours. Do not subtract hours due to 'attendance'. Students that exit early should have clock hours adjusted accordingly. Students that enroll late should only reflect the hours left to attend during the fiscal year.

If a student enrolled in more than one program during the year, report the student in both programs if they were in each program a minimum of **61** hours each or their intent was less than **61** hours.

Students enrolled in programs that do not begin on the normal school's schedule, and the program crosses over school years, should only report the number of hours attended that fiscal year.

Students enrolled in a program, but had a break in enrollment, should be reported one time with a combined clock hour total.

Students enrolled in the summer months (June-July) as an extension of their fall/spring program should have the summer hours added to their fall/spring hours and submitted as one enrollment for the program.

Students enrolled in the summer months (June-July) in programs that are extensions of those offered during the spring and did not attend the fall/spring semester should be reported with the number of hours received for the summer session only. Do not include students enrolled in summer programs such as orientation, computer camp, etc.

**The following examples are provided to clarify enrollment submitted throughout the year in full-time programs, especially when submitting fourth quarter reports:**

Mary enrolled in Drafting and attended all year for a total of 525 clock hours.

- ❖ *Submit Mary as an enrollee in Drafting with 525 clock hours.*

Jane enrolled at the beginning of the year, attended Auto Service Tech for 65 clock hours and then transferred to Cosmetology for the remainder of the year, or 460 clock hours.

- ❖ *Submit Jane as an enrollee in Auto Service Tech for 65 clock hours and again in Cosmetology with 460 clock hours.*

Ron enrolled at the beginning of the year in Auto Service Tech for 25 clock hours and then transferred to Cosmetology for the remainder of the year, or 500 clock hours.

- ❖ *Submit Ron as an enrollee of Cosmetology with 500 clock hours. Do not submit an enrollment record for Auto Service Tech since it was less than 61 clock hours.*

Adam enrolled in Business Technology with the intent to complete the entire program (525 hours). After 25 clock hours, he left for personal reasons.

- ❖ *Do not submit Adam as an enrollee since he attended less than 61 hours and his intent (plan of study) was to complete the entire program.*

Mack enrolled in a 25-hour course in Business Technology with the intent to only complete the 25-clock hour section.

- ❖ *Submit Mack as an enrollee since his plan of study was the 25-clock hour course.*

Suzie enrolled in a Practical Nursing program (a 1500 hour program) that started in February and does not end until December.

- ❖ *Submit Suzie as an enrollee of Practical Nursing with the number of hours attended from February to June. Report her again the next school year for the number of hours attended from July to December.*

Ann was enrolled in a Business Technology program that was offered from September to May, but only attended the spring semester for 260 hours. However, the program was offered during the summer so students could continue their studies. Ann attended the summer session for an additional 60 hours.

- ❖ *Submit Ann one time in Business Technology with a combined total of 320 clock hours.*

Ray did not attend the fall or spring semesters but enrolled in a summer orientation class.

- ❖ *Do not submit Ray as an enrollee since the summer orientation class is not an extension of an approved, full-time program.*

Bobby was enrolled in a Welding program for 525 hours but had to drop after attending 50 hours. He was able to reenroll in Welding at the beginning of the second semester and attended 263 hours.

- ❖ *Submit Bobby one time with a combined total of 313 clock hours.*



**IE/TV PROGRAMS:** The following scenarios provide reporting guidelines for programs and courses delivered via interactive television. The scenario example provides further clarification for submitting enrollments for full-time and adult career and development (AC&D) programs. In all instances, the programs in question must be approved as a full-time program through the program approval process or meet the established guidelines for funding for AC&D programs. Clock hours should be submitted according to the number of hours each student is enrolled in the program.

### **Technology Center Sending to a Technology Center**

The sending technology center reports students participating in an approved career tech program on its campus and the receiving site reports students participating on its campus.

### **Technology Center Sending to a High School**

If a technology center sends an approved technology program to a high school, the technology center reports students with the following exception: If the student is enrolled in an approved high school technology program but is receiving supplemental instruction from a technology center to enhance the program, the high school reports the students. (Instruction delivered by a technology center offered to supplement an approved full-time high school program is not reported.)

### **High School Sending to a Technology Center**

If the high school is sending an approved technology program to a technology center, the high school reports students enrolled in its program, and the technology center reports students enrolled in its program. If the high school is sending academic courses, they are not reported.

### **Technology Center Sending to a Higher Education Entity**

The technology center reports students enrolled in its approved technology program.

### **In-State and Out-of-State Entity Sending to a Technology Center (i.e., Higher Education, Corporate, Government, Private Vocational School, Industry).**

The technology center reports students enrolled in its approved technology program.

### **Technology Center Sending to an Out-of-State Entity**

The technology center reports students receiving approved technology program at its campus. The technology center does not report out-of-state students; however, the technology center recovers delivery costs from industry.

### **Technology Center Sending to an In-State Industry**

The technology center reports all students following district protocol (i.e., no technology center district shall offer career and technology education programs and/or services to any entities inside another school district without prior approval of that district).

### **Industry Sending to Industry (e.g., Professional Associations, Private Sector, DHS, Department of Environment Quality)**

Courses are to be reported under program type 75 if the industry is just using or renting the technology center to deliver the course to its employees.

### **Oklahoma Department of Career and Technology Education sending an approved program to a Technology Center**

The technology center counts students on its campus.



## Section 2 - Audit Criteria

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To demonstrate accountability for formula funds supporting Career and Technology Education programs, the collection of complete and accurate data on students and courses are essential.

The electronic data reporting process does not provide for the submission of reports signed by the authorized local administrator; therefore, the following paragraph will have an implied and binding effect on each report submitted, just as if the signed statement appeared on each report submitted:

**I, the authorized administrator, do testify that the class identified here meets all state guidelines and documentation exists to support the eligibility of the class for formula funding.**

The following documents shall be kept on file for audit purposes for three years from the date of your last independent audit. If there are specific state and/or federal requirements that exceed this timeframe, they will take precedence over these requirements.

- **Student Data for Full-Time:** All data fields of the student record submitted to ODCTE will be audited. As a result, keep the original source document so the information can be verified. This may be the intake form or an enrollment form that is completed by the student or a combination of data sources. A computer-generated report will not suffice for documentation purposes unless the student enrolled on-line. Clock hours reported will be based on the enroll date and drop date of the student. NOTE: For purposes of customer relations, it is highly recommended that some type of transcript record be maintained for each student on a permanent basis.
- **Student Data for BIS:** Each school will develop processes and procedures to ensure the student data submitted is accurate. Before the data can be submitted the school will have to attest the information submitted is correct and accurate data as provided from the student. Proper documentation will be kept on file. The process will be reviewed and some student data may be randomly checked for accuracy.
- **BIS Course Data:** The following will be on file to document the course offering in addition to the course file that verifies data elements submitted.
  - A course outline or syllabus (see following page for example)
  - Attendance roster either individually signed by students or roll taken and the instructor signature verifying the students attended.
  - Beginning and ending times of training conducted.
  - Contact information for the instructor.

When submitting BIS student data or course data to the ODCTE via the Internet, the following screen will be displayed. In order to proceed with data processing, the "I agree" button must be selected.

I understand that by selecting "I agree", I am acknowledging that our school requests all data elements as required by the Information Management Division of the ODCTE as outlined in the *Instructions for Providing Enrollment and Program Data* guidebook. I understand that this information can be collected in hard copy form, through personal interviews, and/or by electronic means. I understand that a student has the right to deny the sharing of one or more data elements. If that is the case, the data element will be reported as 'unknown' or, where applicable, left blank. I also acknowledge that our school has procedures in place to ensure that data being submitted to the ODCTE has been verified to the best of our ability and is as accurate as possible.

☐

I Agree

☐

I Do Not Agree

## Sample Course of Study (Syllabus)

The following is a list of all items that are required to be in your files.

**INSTRUCTOR:** Name and Title

**COURSE TITLE:** List the title of your program/course as it appears in the school/program brochure.

**COURSE LENGTH:** List the course length in hours.

**CREDITS:** List the number of credits or CEUs assigned to the course.

**PREREQUISITES:** List any required prerequisite.

**COURSE DESCRIPTION:** This should describe the class. Mention should be made of the level for which the course is designed, number of hours per day and times, and type of instruction to be given in the course. This is usually the same information that will be placed in school brochures and other promotional materials.

**COURSE OBJECTIVE:** A short, general statement that describes what the participant will be able to do once he/she completes your course of instruction.

**SPECIFIC OBJECTIVES:** These objectives should describe a pattern of performance that participants should be able to demonstrate at the end of the course.

**COURSE CONTENT OUTLINE:** Indicate the topics to be covered in outline form.  
The course outline should follow the competency profile.

**ASSESSMENT/EVALUATION PROCEDURE:** A written description of your evaluation procedures.

**CLASSROOM/SAFETY PROCEDURES:** Describe procedures and guidelines specific to the program, specifically related to safety.

**INSTRUCTIONAL MATERIALS:** List specific supplies, uniforms, tools, equipment, etc., that are needed for the course.

**BIBLIOGRAPHY:** Include a detailed list (in bibliography format) of all textbooks and resources required for the course.

## Section 3 - How To Validate And Submit Data

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Technology centers are responsible for validating and submitting their data by the established due dates via the Internet.

Although each school is required to submit data once each quarter, schools are not prohibited from submitting data more often throughout the quarter.

In order to submit enrollment/program data each quarter, complete the following steps:

- Step 1: Create and save your state file(s) on your system as you normally have done in the past.
- Step 2: Logon to the Internet and go to **HTTP://WWW.OKCAREERTECH.ORG/IMD**
- Step 3: Select **Technology Center Data Management Tools**.
- Step 4: Select **Validate/Submit Enrollment/Program Data**.
- Step 5: Select your school name from the drop down list.
- Step 6: Enter your schools' data password. NOTE: The "data" password is different from the password used to view reports. By using this password, each center will be able to view detailed student/program information that is confidential in nature. The data password will only be shared with the superintendent or data contact at each school from the IMD office. Do not share the data password with anyone at your school that does not have authority to review confidential information.
- Step 7: Select the type of data you will be verifying/submitting (BIS Program Data, BIS Student Data, or Secondary/Full-Time Student Data). When loading Secondary/Full-Time Student Data select the quarter you are uploading.  
  
**NOTE: When submitting Business and Industry Services data, the program file must be processed first. Otherwise, the enrollment file will not process.**
- Step 8: Select the type of action you wish to perform.  
  
**Validate Only:** This action will only check your data for errors. **It will not load your data.**  
  
**Validate & Load:** This action will check your data for errors and **load** your data.  
  
Note: If you validate only, you will need to complete the steps to Validate & Load once your data is correct.
- Step 9: Click the Select button.
- Step 10: Enter the name of the file to be verified or use the browse button to locate the file. This will be the file you created in step 1.
- Step 11: Click the **Upload File** button.

At this point, your file is being checked for errors. Please be patient – this step may take several minutes.

If you receive the following message, you will also see a listing of errors that have been identified. The errors must be corrected on your system and state files recreated. You can hit your Back button and continue through Steps 7 - 10 until all errors are corrected. For an explanation of error messages, see Appendix C.

***Sorry, but your data did not pass our validation routines. Please correct your errors and repeat this process until all errors are corrected.***

If you receive the following message, your records did not contain any errors. Remember, you must select Validate & Load in order to have the records loaded into our system. If you need to validate/submit another file, return to Step 7 and continue.

***Congratulations! Your data has passed our validation routines. There are xxx records in this file.***

A note about warnings: You may see a summary at the end of your report identifying the number of “warnings” encountered which identifies records in which a default code has been assigned for processing. An example would be if the educational level were blank, the default code of “99-Unknown” would be assigned to that student’s record. Even though the data will process with warnings identified, this is an opportunity for you to see that all records are complete with the correct information.

## Section 4 - Definitions And Coding To Report BIS Program Data

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The following information provides specific definitions and coding to be used when reporting BIS program data. See Appendix A for the record layout in reporting program data

**Begin Date** - Date the course begins.

**Clock Hours** - Number of hours of instruction provided by the instructor. Courses conducted simultaneously (i.e., Computer I and Computer II) by a single instructor must be reported as a single course.

**Contract Number** - A contract number (or PID number for Accredited Programs-Type 14) must be assigned to each course reported. At the beginning of the fiscal year, each school will receive a list of contract numbers to be used during the fiscal year from the Information Management Division. These numbers should be used in consecutive order and should not be repeated. If additional contract numbers are necessary during the fiscal year, please go to [www.okcareertech.org/imd](http://www.okcareertech.org/imd), select *Technology Center Data Management Tools*, and then select *Assignment of Additional BIS Contract Numbers for the Current Fiscal Year*. Accredited Business & Industry Training courses (Type 14) will use the ODCTE-assigned PID number as the contract number.

**Course Name** - The name of the class.

*NOTE: On-Line courses should have (OLT) after the course name, e.g. Word (OLT).* These are self-paced or instructor-facilitated courses that are considered a complete instructional unit delivered over the Internet or via the computer to students primarily located at distance learning locations. In reporting program type 15 On-Line Training, use the number of completion hours established by the course developer as the number of clock hours, and report all students who completed the training courses during the quarter. Only report a student once per course. The maximum number of times any specific on-line course would be reported during a fiscal year is four. These courses should be reported with the word "OPEN" in the space provided for "Company Name," and the name of the developer in the space provided for "Instructor."

In the event the On-Line course was conducted in a program type 16, 17, 18, 30, 52, or 53 please use the following criteria to determine class size.

- For organizations of 100 or more employees, online classes will be reported in groups of 25 or more. Only completers will be reported. Non-completers in a particular group should be added to the next group of 25.
- For organizations of 99 employees or less, online classes will be reported in groups of at least 4. Only completers will be reported.
- The length of online classes will be the suggested length given from the vendor.

**End Date** - Date the course ends. The end date should correspond to the fiscal year for which the course is being submitted (July 1 to June 30).

**MIS Code** - Enter the four-digit MIS code for the course being reported. See Appendix D for a listing of MIS codes, titles, and examples of classes.

**Number of Students** - Report the number of students that attended the course. Do not include students that enrolled but did not attend the course, or, students that did not attend at least 50% of the course.

**Program Type** - All courses for which enrollments are submitted must indicate the appropriate type of course from the following codes:

**01 - Adult Apprenticeship:** Any related course of study that is prescribed by the apprentice's sponsor and approved by the Bureau of Apprenticeship and Training.

- 14 - Accredited Business & Industry Training (AT&D):** An accredited Career and Technology Education program offered through Business and Industry Services.
- 15 - Adult and Career Development (ACD):** Training delivered to the general public in which a majority of the students are not employees of a single sponsoring business, industry, organization, or entity. The training is delivered by technology centers and includes career and professional development, upgrade and skill specific training, and continuing education.
- 16 - Customized Industry Training:** Broad category used to describe customized training designed specifically for employees of one or a specific group of business or industries with the tuition being paid by the employer.
- 17 - Governmental Entity Training Program:** Customized training for the public sector employees.
- 18 - Safety Programs for Government Entities:** Training delivered to government entities in compliance with the Oklahoma Occupational Health and Safety Standards Act designed to reduce workplace accidents and injuries.
- 25 - Rural Health Project:** Training provided to Critical Access Hospital employees to update occupational skills or provide new skills training.
- 26 - Business Development:** An approved Business and Entrepreneurial Services program in which technology centers provide training and services designed to offer professional assistance and guidance to persons interested in starting a new business in Oklahoma or provide the business owner a step-by-step program for creating and growing a successful business.
- 27 - Management and Organizational Development:** An approved Business and Entrepreneurial Services program that enables organizations to achieve their business goals by improving organizational effectiveness, implanting continuous improvement, improving human performance, and establishing leadership programs.
- 28 - Agricultural Business Management Services:** An approved ODCTE program that combines classroom experience with practical application to help Oklahomans improve the skills they use in managing farm, ranch, and agricultural-based businesses. See program type 73 for reporting clients.
- 30 - Training for Existing Industry Initiative:** A course which is designed specially for the employees of one or a specific group of businesses or industries and which qualifies under the Training for Existing Industries guidelines.
- 44 - Truck Driver Training (Central Technology Center):** Refresher courses designed for individuals who are **not** training to become professional truck drivers through the Truck Driver Training program conducted at Central Technology Center.
- 52 - Training for Industry Program (TIP):** An economic development incentive that provides employee training for qualifying companies that creates new jobs in Oklahoma. This training is provided at no cost to the company.
- 53 - Safety Programs for Industry:** Training delivered to private industry or organizations in compliance with the Oklahoma Occupational Health and Safety Standards Act designed to reduce workplace accidents and injuries.
- 60 - Consulting/Informal Training (nonreimbursable):** Technical assistance provided by technology centers for organizational development (i.e., needs assessment, surveys, strategic planning); and small business activities (i.e., business plan development, marketing, finance, and other areas relating to small business operation). Any courses or activities reported under this program type are not eligible for formula funding. **Type 60's must be reported with at least one student record indicating the industry served.**



- 61 - Community Services (nonreimbursable):** Courses conducted and/or coordinated by the technology centers that do not meet the guidelines for formula funding. These courses are typically not occupational in nature but meet the needs of the community interests. Examples would be ACT workshops, Soap Making, Hunter Safety, Staff Development, or Yoga. Any courses or activities reported under this program type are not eligible for formula funding. **Type 61's can be reported without submitting separate student data.**
- 62 - Career Services (nonreimbursable):** Services provided by technology centers to help adults achieve career development goals. Examples of services include career advisement, assessments, guidance and counseling services, testing, and industry credentials or certifications. Any courses or activities reported under this program type are not eligible for formula funding. **Type 62's can be reported without submitting separate student data.**
- 64 - Tinker/Mid-Del Technology Center Training:** This program type is used only for courses conducted at Tinker Air Force Base by Tinker/Mid-Del Technology Center.
- 73 - Agricultural Business Management (Clients Only):** This program type is used only to report clients served through the Agricultural Business Management Program. See program type 28 for reporting classes. These clients must be reported using the correct PID #.
- 75 - Facility Usage Only:** The designation used to report courses, meetings or activities conducted at the technology centers in which the only involvement by the technology center is facilitating the usage of the building. Examples would be Red Cross Blood Drives, Chamber of Commerce meetings, Boy Scout meetings, or any courses conducted by outside entities. Any courses or activities reported under this program type are not eligible for formula funding. **Type 75's must be reported with at least one student record indicating the industry served.**
- 77 – Young Offender Project:** An initiative that connects CareerTech's Technology Centers and Skills School System to help Oklahoma reduce the number of young offenders entering our state's correctional system.
- 78 – Technology Center Collaboration Partnerships:** The designation used to report training that is in corporation with a partnering technology center. This code is **not** eligible for formula funding and **will not** be used in the cost report.
- 90 – Safety Grants:** Training provided that is funded by the ODCTE Safety Grant.
- 91 – Innovative Initiatives and Emerging Technology Grants:** Training provided that is funded by the Innovative Initiatives and Emerging Technology Grant.

**Teacher's First Name** – Report the teacher's first name.

**Teacher's Last Name** – Report the teacher's last name. For On-Line courses, use the name of the developer or the individual that coordinated the course.

**Teacher's Social Security Number** – Report the teacher's social security number. If unavailable, leave this field blank.



## Section 5 - Definitions And Coding To Report Student Data

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The following information provides specific definitions and coding to be used when providing student enrollment data for full-time programs and BIS programs. **Read this section carefully for definitions and coding.**

Data provided for Disability, Displaced Homemaker, Single Parent, LEP, and Disadvantaged should be documented with the assistance of a counselor or administrator to ensure accurate data.

Fields designated with an “\*” are not required when reporting BIS student data.

The following definitions and coding are presented in alphabetical order and will not follow the same sequence of the data collection form or input screens. See Appendix B for the student record layout.

**Clock Hours** - Enter the number of clock hours the student has enrolled in for the class. For students enrolled in full-time programs, report the number of hours they are enrolled in for this fiscal year, not the total number of hours the program is approved for. Students that exit early should have clock hours adjusted accordingly when submitting year-end reports. Students that enroll late should only reflect the hours left to attend during the fiscal year. **See examples of reporting clock hours in Section 1 entitled “Due Dates and Reporting Guidelines”.**

**Contract Number** - Enter the same contract number as listed on the program data file for the class.

**Date of Birth** - Enter the student’s date of birth. Leave blank if not available.

**\*Disability** - A disabled individual is anyone with any disability (as defined in section 3(2) of the Americans With Disabilities Act of 1990), which includes any individual who:

- ✓ has a physical or mental impairment that substantially limits one or more of the major life activities of that individual,
- ✓ has a record of impairment as described in paragraph (1) of this definition,
- or
- ✓ is regarded as having an impairment described in paragraph (1) of this definition.

This definition includes any individual who has been evaluated under Part B of the IDEA and determined to be an individual with a disability who is in need of special education and related services and any individual who is considered disabled under Section 504 of the Rehabilitation Act of 1973.

"Disability," when applied to individuals, means “individuals who are mentally retarded, hard of hearing/deaf, speech or language impaired, visually impaired/blind, seriously emotionally disturbed, orthopedically impaired, autistic, head injuries or persons with specific learning disabilities who, by reason thereof, require special education or related services and who, **because of their disabling condition, cannot succeed in the regular Careertech education program without special education assistance.**”

*NOTE: All students identified as being disabled must have the proper documentation on file in the event of an audit.*

Disability codes are as follows:

- 0 - Not Disabled
- 1 - Mental Retardation
- 2 - Hearing Impaired, including Deafness
- 4 - Speech or Language Impaired
- 5 - Visually Impaired, including Blindness
- 6 - Seriously Emotionally Disturbed
- 7 - Orthopedically Impaired
- 8 - Other Health Impairment
- 9 - Specific Learning Disability
- B - Autism
- C - Head Injuries

**\*Disadvantaged** - Individuals who have economic or academic disadvantages and who **require special services and assistance** in order to enable them to succeed in career and technology education programs. This term includes individuals who are members of economically disadvantaged families, migrants, individuals of Limited English Proficiency, and individuals who are dropouts or are identified as potential dropouts from secondary schools.

*NOTE: All students identified as being disadvantaged must have the proper documentation on file in the event of an audit.*

**"Academically Disadvantaged"** refers to persons:

- ✓ who score at or below the 25th percentile on a standardized achievement or aptitude test,
- ✓ whose secondary school grades are below 2.0 on a 4.0 scale (where the grade "A" equals 4.0), or
- ✓ who fail to attain minimum academic competencies.

**"Economically Disadvantaged"** refers to persons who are eligible for or receiving any of the following:

- ✓ The Program for Aid to Dependent Children under Part A of Title IV of the Social Security Act (42 U.S.C. 601)
- ✓ Benefits under the Food Stamp Act of 1977 (7 U.S.C. 2011)
- ✓ To be counted for purposes of Section 1005 of Chapter 1 of Title I of the Elementary and Secondary Education Act of 1965, as amended (Chapter 1) (20 U.S.C. 2701)
- ✓ Free and reduced-price meals program under the National School Lunch Act (42 U.S.C. 1751)
- ✓ Participation in programs assisted under Title II of the JTPA
- ✓ Pell grant or assistance under a comparable state program of need-based financial assistance
- ✓ Determined to be low-income according to the latest available data from the Department of Commerce or the Department of Health and Human Services Poverty Guidelines

Coding for disadvantaged individuals is as follows:

- 0 - Not Economically or Academically Disadvantaged
- 1 - Economically Disadvantaged
- 2 - Academically Disadvantaged
- 3 - Both Economically and Academically Disadvantaged

**\*Displaced Homemaker** – An adult individual who:

- ✓ has been providing unpaid services to family members in the home, and
- ✓ has been dependent on the income of another family member but is no longer supported by the income; and
- ✓ is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Coding for Displaced Homemaker is as follows:

**0** - No, this student is **not** a Displaced Homemaker

**1** - Yes, this student **is** a Displaced Homemaker

### **Educational Level –**

**Secondary:** For students, who are enrolled in a comprehensive school, use the appropriate educational (grade) level in which the student is currently enrolled (05, 06, 07, 08, 09, 10, 11 or 12). Secondary students enrolled in BIS programs should reflect their high school education level (e.g. 11, 12) unless they are school dropouts.

**Adult:** Use the appropriate educational level as follows (only for students not presently enrolled in a comprehensive school):

- 30 – Less than a High School Diploma
- 31 – High School Graduate
- 32 – Some College, No Degree
- 33 – Technical Diploma
- 34 – Associate Degree
- 35 – Bachelor Degree
- 36 – Masters Degree
- 37 – Doctorate Degree
- 38 – GED
- 99 – Unknown

**\*Feeder School Code** – For secondary students enrolled in full-time programs, enter the feeder school code that identifies the school district the student is coming from. See Appendix E for a listing of school districts and their feeder school code. If a student attends a private school, assign any feeder code in the range of 800-899. For adult students, use feeder code 999. If the student's school is not listed, contact the Information Management Division. Do not arbitrarily assign a new code.

**First Name** - Complete with the student's first name. Do not include hyphens, apostrophes, commas or special characters.

**Gender** – Coding for Gender is as follows:

- M** – Male
- F** – Female
- U** – Unknown

**Industry Name** – Provide the name of the industry/employer if the student is 'sponsored' by their industry or place of employment to attend the class. Sponsored is defined as paying or reimbursing tuition or allowing time off from work to attend work-related instruction. This does not include individuals who, on their own, are upgrading their skills for work-related reasons. Please put "Open" if the training is not industry sponsored. In an effort to standardize industry names, please refer to Appendix F when entering industry name.

**Last Name** - Complete with the student's last name. Do not include hyphens, apostrophes, commas or special characters.

**\*Limited English Proficiency (LEP)** - Refers to individuals:

- ✓ who were not born in the United States or whose native language is a language other than English;
- ✓ who come from environments where a language other than English is dominant;  
or
- ✓ who are American Indian and Alaskan Natives and who come from environments where a language other than English has had a significant impact on their level of English language proficiency;  
and
- ✓ who by reason thereof, have sufficient difficulty speaking, reading, writing, or understanding the English language enough to deny those individuals the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

Coding for Limited English Proficiency is as follows:

- 0** - No, this student is **not** Limited English Proficient
- 1** - Yes, this student **is** Limited English Proficient

**PID Number** - Enter the five-digit numeric Program Identification Number assigned to each full-time program. Programs being taught by multiple teachers (team taught) should also identify all additional PID numbers to ensure all teachers receive credit for the enrollments.

**Race** - Complete with the individual student's racial classification, preferably based on self-identification. If a student refuses to identify his or her race, use institutional identification. Racial Codes are as follows:

- 00** - American Indian or Native Alaskan - A person having origins in any of the original peoples of North America, or who maintains cultural identification through tribal affiliation or community recognition.
- 01** - Black, not of Hispanic Origin - A person having origin in any of the black racial groups of Africa.
- 02** - Hispanic or Latino - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 03** - White, not of Hispanic Origin - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- 04** - Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.
- 09** - Unknown

**\*Single Parent** - An individual who:

- ✓ is unmarried or legally separated from a spouse; and
- ✓ has a minor child or children for whom the parent has either custody or joint custody.

Coding for Single Parent is as follows:

- 0** - No, this student is **not** a Single Parent
- 1** - Yes, this student **is** a Single Parent

**Social Security Number** - Should be included, when available, for all students enrolled. If a social security number is not available, leave this column blank. Schools that generate a Student ID Number in lieu of a social security number **must** submit it as an alphanumeric field (e.g., MH1113670) or leave this field blank.

## Section 6 - Data Management Tools And Reports On The Web

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There are several reports accessible from our Internet homepage that will assist the technology centers in verifying their data as well as reviewing summary reports. We will be adding additional reports as requested. For reports that display summary data, you will be asked to enter your school password. For reports that display specific data on students, you will be asked to enter your data password. Check with your data contact for the passwords. To access these reports, go to the following address:

[HTTP://WWW.OKCAREERTECH.ORG/IMD](http://www.okcareerstech.org/IMD)

From here, select either **Technology Center Data Management Tools** or **Summary Reports for Administrators**.

Reports available under the **Technology Center Data Management Tools** selection are:

**Validate/Submit Enrollment/Program Data:** This allows you to check your program and enrollment data for errors and submit your data to ODCTE.

**Verify Enrollment in Full-Time Programs:** This allows you to create a report of the enrollment data we presently have on file in full-time programs.

**Follow-up Detailed Student Information:** This allows you to create an excel file containing student completion/follow-up data on full-time students.

**Assignment of Additional BIS Contract Numbers for Current Fiscal Year:** This allows you to create additional contract numbers for your school for BIS courses.

**Review BIS Contract Numbers Used for Current Fiscal Year:** This allows you to review the contract numbers that have been submitted to ODCTE. You may review all contract information submitted and view the students associated with the contract.

**BIS Quarterly Report:** This allows you to create a report of BIS data we presently have on file either in summary or detail format by quarters. You have the ability to retrieve the last two years of data in order to do comparisons. In order to print the report, you will need to either save it in an excel spreadsheet or adjust your print settings under **file** and **page setup**.

**BIS Year to Date Report:** This allows you to create a report of BIS data we presently have on file. You have the ability to retrieve the last two years of data. In order to print the report you will need to either save it in an excel spreadsheet or adjust your print settings under **file** and **page setup**.

Reports available under the Summary Reports for Administrators selection are:

**BIS Summary Report:** This allows you to create a summary report of BIS Program data for the current year as well as past years.

**Enrollment/Completion/Follow-Up 5-Year Summary Report:** This allows you to create a 5-year summary report based on several options available to you.

**BIS Five-Year Trend Data:** This report shows trend data for your school by program type over the last five years.

**BIS Industry Trend Data:** This report shows a comparison of industries served by program type over the last two years.

**Enrollment/FTE Summary Report:** This allows you to create an enrollment/FTE report by program for the current year as well as past years.

**Program Funding Sheets:** This allows you to view the program funding sheets for your school.



## **Section 7 - General Funding Guidelines Business And Industry Services Programs**

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The purpose of formula funding for Business & Industry Services (BIS) is to support costs incurred by a technology center in offering these courses. The most reasonable point of accountability in the design and delivery of these courses remain at the local technology center level. The particular circumstances surrounding a given program offering is a matter of local determination.

The following activities and students will **not** be eligible for BIS funding.

- Professional development for technology center personnel or boards of education;
- Political or community fund raising activities;
- Religious organization meetings or functions;
- Receptions, meal functions, or style shows;
- Commercial exhibits, fairs, or promotional activities;
- Open houses or student organization meetings;
- Industry, public school, or organizational staff meetings, conventions, or team meetings;
- Driver training, DUI school, driver improvement, or defensive driving courses delivered as "open enrollment" courses;
- Job search, career exploration, employment skills, career development, and career search;
- Training conducted for the incarcerated or students that are not residents of Oklahoma;
- Driving or instructor preparation time;
- Hunter safety, boat safety, concealed weapons training, and recreational activities/training; and
- Third-party rental of facility use.

Even though the above-mentioned courses do not satisfy the guidelines for formula funding, they can be reported as Consulting/Informal Training (Type 60), Community Services (Type 61), Career Services (Type 62), or Facility Usage Only (Type 75) that are classified as non-reimbursable programs.

The following considerations should be used as guidelines in determining funding eligibility for BIS. Specific questions regarding funding should be directed to the appropriate ODCTE Division.

### **Apprenticeship – (Type 01)**

Apprenticeship programs are those prescribed by the apprentice's sponsor and approved by the Bureau of Apprenticeship and Training.

### **Accredited Business & Industry Training – (Type 14)**

Accredited Business & Industry Training (sometimes referred to as AT&D Accredited) is an accredited Career and Technology Education program offered through Business and Industry Training Services at a technology center. They are at least 600 hours and are eligible for financial aide. Data for this program is reported using the PID number assigned by the ODCTE. Students enrolled in these programs should be reported only one time during the fiscal year under their PID number regardless of the number of courses attended. These programs are classified at the ODCTE as full-time programs, however; only the hours submitted through BIS are counted in the program funding.

## **Adult and Career Development - (Type 15)**

Adult and Career Development (ACD) training provides individuals an avenue to develop the skills and competencies they need to succeed in today's workplace. Through ACD programs, adults participate in learning opportunities to develop new and emerging job skills, ease workforce transition, enhance career development, and explore personal interest.

ACD training offers technical skills training, continuing education, professional development, career development, and personal enrichment learning opportunities to individuals **16 years or older**. They are offered as open enrollment, short-term courses, seminars, and occupational preparation programs.

- ACD courses conducted by a technology center district by another technology center are eligible for formula funding if approved by the technology center assigned to that district.
- Students and other services that are part of the *quality foundation* level shall not be reported for program funding; these services are funded through the "Indirect Cost" section of the funding formula. Such services include, but are not limited to: counseling, assessment, basic skills enhancement, testing, financial aid administration, job development, and the administration and coordination of Business & Industry Services. However, these services can be reported as Career Development Services under program type 62. Credentialing and certification testing for technology center students can be reported as training hours.
- Basic skills courses may be submitted as ACD if they have been identified through analysis as a specific barrier entry into an occupational preparation program, training course, or to implement a training program for a particular business or industry. Such courses may be submitted if it is deemed necessary or more convenient for the client, business or industry to conduct the class outside the normal "learning lab" environment at the technology center.

For additional information, contact the Adult and Career Development Coordinator at 405-743-5566.

## **Customized Industry Training – (Type 16) OR Government Entity Training – (Type 17)**

Customized training that is designed specifically for the employees of one or a specific group of businesses or industries or public sector organizations, with the organization paying the tuition for their employees, can be submitted as Type 16, Customized Industry Training or Type 17, Government Entity Training.

The purpose of formula funding for Customized Industry and Government Entity Training is to support costs incurred by a technology center in offering these courses.

- The majority of students enrolled in the course must be employees of the sponsoring organization.
- Training must be job-related.
- Basic skills classes may be submitted as Customized Industry Training or Government Entity Training if they have been identified through analysis as a specific barrier to program implementation for the particular organization for which the classes are being delivered. Such classes may be submitted if it is deemed necessary or more convenient for the client to conduct the class outside the normal learning lab environment at the technology center.
- Customized Industry Training or Government Entity Training classes conducted by one technology center for an organization located in the district of another technology center are eligible for formula funding if approved by the technology center in whose district the client is located.

- Student services shall not be reported for program funding; these services are funded through the "Indirect Cost" section of the funding formula. Such services include, but are not limited to: counseling, assessment, basic skills enhancement, testing, financial aid administration, job development, and the administration and coordination of Business & Industry Training.

For additional information, contact the ODCTE at 405-743-5559.

## Safety Programs for Government Entities – (Type 18) OR Safety Programs for Industry – (Type 53)

**General Information:** The Oklahoma legislature has challenged the CareerTech System to provide competent occupational safety and health training to private and public sector employees at a reasonable cost. Technology centers delivering training to clients under this category will be reimbursed \$30/clock hour and may charge the client the balance of the cost of the training being conducted. To be eligible for Reimbursable Safety Training, a technology center instructor must have conducted the training. Technology centers should report this training under **Type 53**, Safety Programs for Industry or **Type 18**, Safety Programs for Government Entities.

Safety training programs are intended to help organizations plan and implement safety processes, procedures and ongoing training to assure safe work environments for Oklahomans.

It is vital that technology centers assure that their clients have a workplace strategic plan for safety in place. This plan is a guiding force for safety training. The “Bumble Bee Book” is one excellent resource for helping organizations develop an effective strategic plan for safety.

Training that addresses site-specific hazards are to be a priority for any training provided for the client. Class sizes are to be monitored to ensure quality instruction.

Safety resource centers located at High Plains – Woodward, Kiamichi – Poteau, Central Tech – Sapulpa, and Mid-America – Wayne contains up-to-date training resources that are for safety coordinators and instructors to use with their clients. They are not intended for clients to use without instruction/facilitation by a qualified technology center instructor.

Non-reimbursed safety training for courses such as CPR, First Aid, First Responder, and Heart Saver are to be reported under program types 16 or 17.

For additional information, contact the Safety and Health Training Coordinator at 405-743-5558.

## Rural Health Project – (Type 25)

**General Information:** The purpose of the Rural Health Project is to provide training to Critical Access Hospital employees for the purpose of updating occupational skills or providing new skills training.

The target audiences are Critical Access Hospitals (as defined by the Office of Rural Health) and their employees. These funds are available to the rural Critical Access Hospitals in the following communities: Anadarko, Atoka, Beaver, Boise City, Buffalo, Cheyenne, Cleveland, Coalgate, Cordell, Drumright, Fairfax, Fairview, Guthrie, Healdton, Holdenville, Kingfisher, Lindsay, Madill, Marietta, Nowata, Okeene, Pawhuska, Prague, Sapulpa, Stroud, Sulphur, Tishomingo, Watonga, Waurika, and Weatherford.

**Justification:** Oklahoma's economic future will largely depend on the ability of technology centers to provide training for existing business and industries to remain competitive and grow in the marketplace. Frequently, this requires providing the existing workforce with upgraded training or training on new systems or equipment. Technology centers have a mission to respond to these needs by designing customized training programs. The **Rural Health Project** funds will allow technology centers to establish

partnerships with their local Critical Access Hospitals. This will produce higher skilled healthcare professionals whose continued employment contributes to the economic viability of their community.

**Method For Distributing Funds:** These funds can be used by technology centers to pay for the training expenses related to the **Rural Health Project**. These funds will not be distributed through the FY07 technology center funding formula. Technology centers will be reimbursed on a class-by-class basis for customized training programs designed to meet specific needs of the Critical Access Hospital within their district or geographical region.

**Responsibilities of Technology Centers:**

- Inform local Critical Access Hospitals that the **Rural Health Project** funds are available;
- Assist hospitals in determining if training could enhance the economic vitality of the hospital;
- Complete the “Agreement for **Rural Health Project**” in cooperation with the Critical Access Hospital Administration;
- Submit the “Agreement for **Rural Health Project**” to Rural Health Project Coordinator-ODCTE;
- Complete and submit Funding Agreement;
- Conduct a needs assessment with hospital to determine training needs;
- Submit “Request for **Rural Health Project** Funds” prior to each class;
- Conduct Student Profile Surveys and Post Course Surveys per class and submit to **Rural Health Project** Coordinator-ODCTE;
- Participate in **Rural Health Project** meetings coordinated by ODCTE;
- Submit invoices (with supporting documentation) at the conclusion of each class.

**Responsibilities of ODCTE:**

- Review each “Request for **Rural Health Project** Funds” for specific direct costs prior to the class start date;
- Notify the technology center when the application is approved;
- Provide Student Profile Survey and Post Course Survey to technology centers;
- Collect and analyze Student Profile Surveys and Post Course Surveys and research related information;
- Provide project coordination and fiscal oversight;
- Process all invoices for reimbursement.

**Eligibility Criteria:** Reimbursement will be available for the following types of **Rural Health** training:

- Upgrade training for the existing workforce when hospital installs new equipment, processes, or technology;
- Training in new computerized applications (hardware and/or software);
- Upgrade training for supervisors and managers;
- Training for existing employees moving to other positions;
- Upgrade training for basic skills and/or technical skills;

**Project Application:** The “Agreement for **Rural Health Project**” must be submitted to the ODCTE Project Coordinator PRIOR to any expenditure of funds. Training projects, which meet the criteria for the Training for Industry Programs (TIP), Existing Industry Initiative and safety programs, will not be eligible for these funds. The **Rural Health Project** will complement, rather than replace, existing economic development initiatives.

**Reimbursement Rate For Technology Center Staff:** If a technology center staff member is used as the instructor, a maximum rate of \$30.00 per instructor hour will be paid.

For additional information, contact the ODCTE at 405-743-5563.

## **Business and Entrepreneurial Services – (Type 26 and 27)**

Business and Entrepreneurial Services provide training and consulting services to entrepreneurs and business and industry clients. Approved Business and Entrepreneurial Services include 1) Business Development programs (formerly called Self-Employment Training and Small Business Development (SET/SBM) and 2) Management and Organizational Development (MOD). The purpose of the Business and Entrepreneurial Services program is to provide professional assistance and guidance to persons interested in starting a new business and successfully operating an existing business. Management and Organizational Development Services provide consulting services and interventions that improve organizational effectiveness and continuous improvement. (The Oklahoma BID Assistance Network is also considered a Business and Entrepreneurial Service program; however, data is reported directly to their division and is not reported using type codes.)

The only report that should be submitted to the **Information Management Division** are for **courses or seminars** conducted or coordinated during each quarter. Use the MIS code that best describes the content of the course. Do not report any courses or seminars that are being submitted under another program type.

In addition, a semi-annual report will be submitted to the Oklahoma Department of Career and Technology Education coordinator via a separate Internet report. Contact the appropriate ODCTE coordinator for specifics regarding this report.

For additional information, contact the ODCTE at 405-743-5566 for Business Development programs.

## **Agricultural Business Management Programs (Type 28)**

Agricultural Business Management programs provide training and consulting services to farmers and ranchers. The goal of the Agricultural Business Management is to help agricultural families be successful by improving their management, organization, and efficiency practices. Agricultural Business Management programs are not eligible for formula funding.

This program type should be used to report **courses or seminars** conducted or coordinated by the Agricultural Business Management coordinator during each quarter. Use the MIS code that best describes the content of the course. Do not report any courses or seminars that are being submitted under another program type. See program type 73 for reporting clients served.

For additional information, contact the ODCTE at 405-743-5495.

## **Training For Existing Industry Programs – (Type 30)**

The Training for Existing Industry Program is an economic development incentive designed to help existing companies stay competitive. Qualifying companies are primarily exporters of goods and services or suppliers of exporters (i.e., manufacturers, distribution centers, business services centers, etc.). These funds are intended to enhance the vitality of private industry, but may be used for existing government projects that are designed to convert government jobs into civilian jobs through the implementation of new technology and/or processes. Technology centers are encouraged to use these funds to develop new partnerships with existing industries in their district.

**Reimbursement will be available for the following types of Training for Existing Industry Initiatives:**

- Upgrade training for the existing workforce when companies install new equipment, processes, or technology;
- Training in new computerized manufacturing applications (hardware and/or software);

- Training for new product lines or company expansions, which do not qualify for Training for Industry Programs (TIP) funding;
- Upgrade training for supervisors and front line managers;
- Training for existing workers moving to other positions;
- Apprenticeship training for existing employees;
- Upgrade training for basic skills and/or technical skills;
- Training for a group of companies in a common skill set;

In addition, technology centers may use their allotted funds for training for service organizations (no retail).

Industry training projects, which meet the criteria for the Training for Industry Programs (TIP) and safety programs, will **not** be eligible for these funds. ***Training for Existing Industry Initiative FY07*** projects should complement, rather than replace, existing economic development initiatives.

All ***Training for Existing Industry Initiative FY07 Projects*** that qualify for reimbursement must be approved prior to the project start date.

For additional information, contact the ODCTE at 405-743-5563.

### **Truck Driver Training – (Type 44)**

Central Tech/Truck Driver Training are refresher courses designed for individuals who are not receiving training to become professional truck drivers through the statewide Truck Driver Training program offered at Central Technology Center. Examples of these courses would be *Train the Trainer* or *Bus Driver Training*. Clock hours for these courses will not be calculated in the state funding formula.

### **Training For Industry Program (TIP) – (Type 52)**

TIP is an economic development incentive for qualifying companies that create new jobs in Oklahoma. The purpose of TIP is to assure that these companies have a trained workforce at start-up.

- To qualify, a company must be a wealth generating company, i.e., an exporter of goods and services thus an importer of new money into the Oklahoma economy.
- Training must be associated with new "full-time" job slots. Full-time is defined as 25 hours or more with proportionate benefits. TIP will align with Quality Jobs guidelines as they relate to benefits. The company must intend to provide benefits within 180 days of hire and must pay at least 50% of the employee's health premium.
- State Training for Industry Program staff will coordinate training program design/services with local technology centers and eligible companies.
- Companies that meet TIP guidelines and are not in a technology center district will have training delivered by the most appropriate training delivery organization or agency.
- Industrial coordinators and/or state TIP staff should conduct an initial meeting with potentially qualifying companies to determine TIP eligibility. Once eligibility is determined, a state staff member, technology center representative and company representatives will meet to design the customized training and services to be provided.
- A Statement of Understanding will be written between the Oklahoma Department of Career and Technology Education (ODCTE), the local technology center and the company, stating specifically what has been agreed upon. It will describe each entity's participation in the training—type of training, length of training, the number of trainees, securing of trainers, providing classrooms, etc. A representative from each entity will sign the agreement.
- TIP cannot be used for attrition, turnover or seasonal fluctuations. However, companies that have downsized under the following circumstances may be eligible for TIP.

**Layoff (over 2 years old)**

Companies that incurred layoffs two or more years ago are eligible for TIP when they create new jobs. Their new baseline job count will be the number of employees at the time of the request for TIP.

**“Leaned” Companies**

Companies that downsize as a result of increased efficiencies and then add new jobs in order to add product lines or increase output will qualify for TIP.

**Downsized Companies with no previous TIP agreement**

An otherwise qualifying company that has never received TIP services is eligible regardless of past employment fluctuations when they create new jobs. Their baseline job count begins at the point they start their first TIP agreement.

In addition to the electronic submission of the Program Enrollment Form (PEF) to IMD, a class roster (a copy of the PEF is acceptable) for TIP Programs must be submitted to the Business and Industry Development (BID) Division **no later than 30 days after the class ends**. Class rosters not submitted in accordance with these guidelines will be subject to nonpayment. The technology center can expect payment within six weeks after the class roster and appropriate invoices are submitted to the BID office.

All TIP courses running more than two or three days in the month of June and concluding by the middle of July should be charged to the current fiscal year. Hard copy PEF's should be submitted as soon as possible to the BID office for reimbursement. PEF's not received in a timely manner are subject to nonpayment.

Any class beginning the last two or three days of June and/or running past the middle of July should be charged to the new fiscal year.

If questions arise regarding these guidelines, contact the State Training for Industry Program Coordinator at 405-743-5530.

## **Tinker Training/Mid-Del Technology Center Training – (Type 64)**

This type code is the designation for courses conducted at Tinker Air Force Based by Mid-Del/Tinker Technology Center only and should be used for courses that are related to training conducted at Tinker AFB.

## **Non-Reimbursed Programs – (Type 60, 61, 62, 75)**

Technology Centers offer many courses that are essential to their community but do not meet the guidelines for state funding. These courses can be submitted as program type 60, 61, 62 or 75.

**60- Consulting/Informal Training (non-reimbursable):** The designation for technical assistance using organizational development tools or processes (i.e., needs assessment, surveys, strategic planning); assistance in small business activities (i.e., business plan development, marketing, finance, and other areas relating to small business operation).

Consulting includes phone consultation and preparation time, but it does not include professional development meetings, professional association meetings or marketing-related activities (i.e., cold calls, informal visits, public appearances, etc.). This training is not eligible for formula funding. Type 60s can be reported without submitting separate student data.

Technology centers are encouraged to have documentation on file that outlines the consultation objectives, the service or product delivered, and the person(s) responsible for providing the product or service. **Type 60's must be reported with at least one student to indicate whom the consulting was provided for.**

- 61 - Community Services Programs (non-reimbursable):** The designation for courses conducted and/or coordinated by the technology centers and are typically not occupational in nature but meet the needs of the community interests. Examples would be ACT workshops, Soap Making, Hunter Safety, Staff Development, or Yoga. Any courses or activities reported under this program type are not eligible for formula funding. **Type 61's can be reported without submitting separate student data.**
- 62 - Career Development Services (non-reimbursable):** The designation for services provided to adults to assist them in achieving career development goals such as career advisement assessments, guidance and counseling services, testing and industry credential certification assessments (e.g., Health Certification Project, Office of Personnel Management, information technology certification, etc.).
- 75 - Facility Usage Only:** The designation used to report courses, meetings or activities conducted at the technology centers in which the only involvement by the technology center is facilitating the usage of the building. Examples would be Red Cross Blood Drives, Chamber of Commerce meetings, Boy Scout meetings, or any courses conducted by outside entities. Any courses reported under this program type are not eligible for formula funding. **Type 75's must be reported with at least one student indicating what business or organization used the facility.**
- 78 – Technology Center Collaboration Partnerships:** The designation used to report training that is in corporation with a partnering technology center. This code is **not** eligible for formula funding and **will not** be used in the cost report. **Type 78's must turn in at least one student. The course name must contain the contract number the other school is submitting (e.g. WORD (A1234) along with the instructor name the technology is partnering with.**

### **Agricultural Business Management (Client Data) – (Type 73)**

Clients served through the Agricultural Business Management program should be submitted during the fourth quarter reporting cycle using this program type.

### **Young Offender Project – (Type 77)**

This program type is only to be used for courses designed in partnership with the CareerTech's Skill Center School System. Each of the projects will have a specific industry focus based on the local needs and will connect academics to the career-specific outcome. Program type 77 should be submitted during the fourth quarter the total number of instructional hours for the year. Submit all the students enrolled during the year with number of hours in the program for that year.

### **Safety Grants – (Type 90)**

Training provided that is funded by the Safety Grant.

### **Innovative and Emerging Technology Grants – (Type 91)**

Training provided that is funded by the Innovative Initiatives and Emerging Technology Grant.



## Appendix A - Record Layout For BIS Program Data

All BIS program records should be 107 characters in length

<u>Field #</u>	<u>Field Title</u>	<u>Columns</u>	<u>Length</u>	
1	Contract Number/PID	1 – 5	5	
2	Teacher's SSN	6 – 14	9	
3	Teacher's First Name	15 - 24	10	
4	Teacher's Last Name	25 - 34	10	
5	Course Name	35 - 74	40	
6	Program Type	75 - 76	2	
7	Begin Date	77 - 84	8	y y y y m m d d
8	End Date	85 - 92	8	y y y y m m d d
9	Clock Hours of Course	93 - 99	7	x x x x . x x
10	MIS Code	100-103	4	
11	Number of Students in Course	104-107	4	

## BIS Program Record

Field: 1  
Column(s): 1-5  
Field Length: 5  
Field Title: Contract Number/PID  
Description: Contract Number: This field is the alphanumeric code assigned to each BIS course. A listing of contract numbers will be assigned by the ODCTE and disseminated to schools each spring to be used for the upcoming fiscal year. Schools will only use those numbers assigned to them by the ODCTE. Additional numbers can be obtained as needed by logging on to the Information Management Division's homepage.  
(<http://www.okcareertech.org/imd>)

The PID is the numeric code assigned by the ODCTE to each full-time/AT&D Accredited program at the time the program/position is approved.

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Field: 2  
Column(s): 6-14  
Field Length: 9  
Field Title: Teacher's Social Security Number  
Description: The social security number should be provided for the instructor of the course. If the social security number cannot be obtained, this field should be left blank.

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Field: 3  
Column(s): 15-24  
Field Length: 10  
Field Title: Teacher's First Name  
Description: Provide the teacher's first name. Left justify. Do not include hyphens, apostrophes, commas or other special characters.

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Field: 4  
Column(s): 25-34  
Field Length: 10  
Field Title: Teacher's Last Name  
Description: Provide the teacher's last name. Left justify. Do not include hyphens, apostrophes, commas or other special characters. For on-line courses, use the name of the developer or the individual coordinating the course.

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Field: 5  
Column(s): 35-74  
Field Length: 40  
Field Title: Course Name  
Description: Provide the name of the course being reported. Abbreviate as little as possible. Standardize the name of courses being taught multiple times. Left justify.

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Field: 6  
Column(s): 75-76  
Field Length: 2  
Field Title: Program Type  
Description: Two digit code that defines the type of program.  
01 – Adult Apprenticeship  
14 – Accredited Business & Industry Training  
15 – Adult and Career Development  
16 – Customized Industry Training  
17 – Government Entity Training  
18 – Safety Programs for Government Entities  
25 – Rural Health Project  
26 – Business Development  
27 – Management & Organizational Development  
28 – Agricultural Business Management Services  
30 – Training for Existing Industry Initiative  
44 – Truck Driver Training (Central Tech only)  
52 – Training for Industry Program (TIP)  
53 – Safety Programs for Industry Specific  
60 – Consulting/Informal Training/Non-Reimbursed  
61 – Community Services/Non-Reimbursed  
62 – Career Development Services/Non-Reimbursed  
64 – Tinker AFB (Mid-Del/Tinker only)  
73 – Agricultural Business Management (Clients Only)  
75 – Facility Usage Only  
77 – Young Offender Project  
78 – Technology Center Collaboration Partnerships  
90 – Safety Grants  
91 – Innovative and Emerging Technology Grants

---

Field: 7  
Column(s): 77-84  
Field Length: 8  
Field Title: Begin Date  
Description: Provide the beginning date of the course. Format: Y Y Y Y M M D D

---

Field: 8  
Column(s): 85-92  
Field Length: 8  
Field Title: End Date  
Description: Provide the ending date of the course. Format: Y Y Y Y M M D D

---

Field: 9  
Column(s): 93-99  
Field Length: 7  
Field Title: Clock Hours of Course  
Description: Provide the number of clock hours for the course. Pad with leading zeros.  
Format : X X X X . X X

---

Field: 10  
Column(s): 100-103  
Field Length: 4  
Field Title: MIS Code

Description: Provide the MIS Code that best describes the occupational area of instruction for the course. See Appendix A for a complete listing.

---

Field: 11

Column(s): 104-107

Field Length: 4

Field Title: Number of Students in Course

Description: Provide the total number of students that attended the course. Pad with leading zeroes. Do not include anyone that enrolled but did not attend the course or any student that did not attend at least 50% of the course.

## **Appendix B - Record Layout For Student Enrollment**

All student records should be 161 characters in length. Columns 1 – 100 are required on all students. Columns 101 – 161 are also required on students enrolled in full-time programs and AT&D Accredited programs. Columns 101 – 161 should be left blank for BIS student enrollment.

<u>Field #</u>	<u>Field Title</u>	<u>Columns</u>	<u>Length</u>	
1	PID Number/Contract Number	1-5	5	
2	Student's First Name	6-15	10	
3	Student's Last Name	16-30	15	
4	Student's SSN	31-39	9	
5	Gender	40	1	
6	Date of Birth	41-48	8	y y y y m m d d
7	Race	49-50	2	
8	Educational Level	51-52	2	
9	Clock Hours	53-59	7	x x x x . x x
10	Industry Name*	60-94	35	
11	Leave Blank	95-100	6	
12	Disability	101	1	
13	Displaced Homemaker	102	1	
14	Single Parent	103	1	
15	Leave Blank	104	1	
16	Limited-English Proficient	105	1	
17	Disadvantaged	106	1	
18	Leave Blank	107	1	
19	Leave Blank	108	1	
20	Leave Blank	109	1	
21	Leave Blank	110	1	
22	Feeder Code *	111-113	3	
23	Course Code **	114-118	5	
24	Adult Offender ***	119	1	
25	Juvenile Offender ***	120	1	
26	DOC Number ***	121-126	6	
27	PID2	127-131	5	
28	PID3	132-136	5	
29	PID4	137-141	5	
30	PID5	142-146	5	
31	PID6	147-151	5	
32	PID7	152-156	5	
33	PID8	157-161	5	

\* For technology center programs only

\*\* For comprehensive school programs only

\*\*\* For skills centers programs only



## Student Record Layout

Field: 1  
 Column(s): 1-5  
 Field Length: 5  
 Field Title: PID/Contract Number  
 Description: Contract Number: This field is the alphanumeric number assigned to each BIS course. A listing of contract numbers will be assigned by the ODCTE and disseminated to schools each spring to be used for the upcoming fiscal year. Schools will only use those numbers assigned to them by the ODCTE. Additional numbers can be obtained as needed by logging on to the Information Management Division's homepage. (<http://www.okcareertech.org/imd>)

PID is the numeric number assigned to each full-time/AT&D Accredited program. This number is assigned by the ODCTE at the time the program/position is approved.

---

Field: 2  
 Column(s): 6-15  
 Field Length: 10  
 Field Title: Student's First Name  
 Description: Provide the student's first name. Left justify. Do not include hyphens, apostrophes, commas or special characters.

---

Field: 3  
 Column(s): 16-30  
 Field Length: 15  
 Field Title: Student's Last Name  
 Description: Provide the student's last name. Left justify. Do not include hyphens, apostrophes, commas or other special characters.

---

Field: 4  
 Column(s): 31-39  
 Field Length: 9  
 Field Title: Student's Social Security Number  
 Description: Provide the student's nine-digit social security number. If this information is not available, leave the field blank. If reporting a student ID number, the first character must be alpha.

---

Field: 5  
 Column(s): 40  
 Field Length: 1  
 Field Title: Gender  
 Description: M = Male  
               F = Female  
               U= Unknown

---

Field: 6  
Column(s): 41-48  
Field Length: 8  
Field Title: Date of Birth  
Description: Provide the student's date of birth. If not available, leave blank.  
Format will be Y Y Y Y M M D D

---

Field: 7  
Column(s): 49-50  
Field Length: 2  
Field Title: Race  
Description: Provide the racial classification of the student. Pad with leading zero.  
00 = American Indian or Native Alaskan  
01 = Black, not of Hispanic Origin  
02 = Hispanic or Latino  
03 = White, not of Hispanic Origin  
04 = Asian or Pacific Islander  
09 = Unknown

---

Field: 8  
Column(s): 51-52  
Field Length: 2  
Field Title: Educational Level  
Description: Provide the educational level of the student enrolled. For secondary students (those currently enrolled in a comprehensive school) use the following:  
05 – Fifth Grade  
06 – Sixth Grade  
07 – Seventh Grade  
08 – Eighth Grade  
09 – Ninth Grade  
10 – Tenth Grade  
11 – Eleventh Grade  
12 – Twelfth Grade  
  
For adult students, use the following:  
30 – Less than a High School Degree  
31 – High School Graduate  
32 – Some College, No Degree  
33 – Technical Diploma  
34 – Associate Degree  
35 – Bachelor Degree  
36 – Masters Degree  
37 – Doctorate Degree  
38 – GED  
99 – Unknown

---

Field: 9  
Column(s): 53-59  
Field Length: 7  
Field Title: Clock Hours  
Description: For technology center programs: Provide the number of hours the student is enrolled in the program for the reporting year, not the total hours of the program. The clock hour field



should be adjusted if the student exits the program earlier than planned or attends more hours than planned. Pad with leading zeros. Format : X X X X . X X

---

Field: 10  
Column(s): 60-94  
Field Length: 35  
Field Title: Industry Name  
Description: For technology center programs only: Provide the name of the industry/employer if the student is 'sponsored' by their industry or place of employment to attend the class. Sponsored is defined as paying or reimbursing tuition or allowing time off from work to attend work-related instruction. This does not include individuals who, on their own, are upgrading their skills for work-related reasons. Use OPEN for all other students.

---

Field: 11  
Column(s): 95-100  
Field Length: 6  
Field Title: Blank  
Description: This field was previously used to report CIP Codes. Starting with the 2003-2004 school year, this field will not be required from the schools.

---

Field: 12  
Column(s): 101  
Field Length: 1  
Field Title: Disability \*  
Description: Provide the disability code of the student.  
0 – Not Disabled  
1 – Mental Retardation  
2 – Hearing Impaired, including Deafness  
4 – Speech or Language Impaired  
5 – Visually Impaired, including Blindness  
6 – Seriously Emotionally Disturbed  
7 – Orthopedically Impaired  
8 – Other Health Impairment  
9 – Specific Learning Disability  
B – Autism  
C – Head Injuries

---

Field: 13  
Column(s): 102  
Field Length: 1  
Field Title: Displaced Homemaker\*  
Description: 0 – Not a Displaced Homemaker  
1 – Yes, this student is a Displaced Homemaker

---

Field: 14  
Column(s): 103  
Field Length: 1  
Field Title: Single Parent\*  
Description: 0 – Not a Single Parent  
1 – Yes, this student is a Single Parent

---

Field: 15  
Column(s): 104  
Field Length: 1  
Field Title: Blank  
Description: This field was previously used to report Single Pregnant Woman. Starting with the 2004-2005 school year, this field will not be required from the schools.

---

Field: 16  
Column(s): 105  
Field Length: 1  
Field Title: Limited-English Proficient\*  
Description: 0 – Not Limited-English Proficient  
1 – Yes, this student is Limited-English Proficient

---

Field: 17  
Column(s): 106  
Field Length: 1  
Field Title: Disadvantaged\*  
Description: 0 – Not Economically or Academically Disadvantaged  
1 – Economically Disadvantaged  
2 – Academically Disadvantaged  
3 – Both Economically and Academically Disadvantaged

---

Field: 18  
Column(s): 107  
Field Length: 1  
Field Title: Leave Blank  
Description: This field was previously used to report Work-Site Learning. Starting with the 2004-2005 school year, this field will not be required from the schools.

---

Field: 19  
Column(s): 108  
Field Length: 1  
Field Title: Leave Blank  
Description: This field was previously used to report Dislocated Worker. Starting with the 2004-2005 school year, this field will not be required from the schools

---

Field: 20  
Column(s): 109  
Field Length: 1  
Field Title: Leave Blank  
Description: This field was previously used to report TANF. Starting with the 2004-2005 school year, this field will not be required from the schools.

---

Field: 21  
Column(s): 110  
Field Length: 1  
Field Title: Leave Blank

Description: This field was previously used to report JTPA / WIA. Starting with the 2004-2005 school year, this field will not be required from the schools.

---

Field: 22  
Column(s): 111-113  
Field Length: 3  
Field Title: Feeder Code\*  
Description: For technology center programs only: Provide the code that identifies the comprehensive school the student is attending. Special codes are assigned for home schooling and for those attending private schools. All adult students should be assigned 999. See Appendix E for a listing of all feeder codes.

---

Field: 23  
Column(s): 114-118  
Field Length: 5  
Field Title: Course Code  
Description: Enrollments submitted from technology centers and skills centers should leave this field blank.

---

Field: 24  
Column(s): 119  
Field Length: 1  
Field Title: Adult Offender  
Description: Enrollments submitted from technology centers and comprehensive schools should leave this field blank.

---

Field: 25  
Column(s): 120  
Field Length: 1  
Field Title: Juvenile Offender  
Description: Enrollments submitted from technology centers and comprehensive schools should leave this field blank.

---

Field: 26  
Column(s): 121-126  
Field Length: 6  
Field Title: DOC Number  
Description: Enrollments submitted from technology centers and comprehensive schools should leave this field blank.

---

Field: 27  
Column(s): 127-131  
Field Length: 5  
Field Title: PID 2  
Description: Provide the PID number of the second instructor that is team-teaching this program. Leave blank if not applicable.

---

Field: 28  
Column(s): 132-136  
Field Length: 5  
Field Title: PID 3  
Description: Provide the PID number of the third instructor that is team-teaching this program. Leave blank if not applicable.

---

Field: 29  
Column(s): 137-141  
Field Length: 5  
Field Title: PID 4  
Description: Provide the PID number of the fourth instructor that is team-teaching this program. Leave blank if not applicable.

---

Field: 30  
Column(s): 142-146  
Field Length: 5  
Field Title: PID 5  
Description: Provide the PID number of the fifth instructor that is team-teaching this program. Leave blank if not applicable.

---

Field: 31  
Column(s): 147-151  
Field Length: 5  
Field Title: PID 6  
Description: Provide the PID number of the sixth instructor that is team-teaching this program. Leave blank if not applicable.

---

Field: 32  
Column(s): 152-156  
Field Length: 5  
Field Title: PID 7  
Description: Provide the PID number of the seventh instructor that is team-teaching this program. Leave blank if not applicable.

---

Field: 33  
Column(s): 157-161  
Field Length: 5  
Field Title: PID 8  
Description: Provide the PID number of the eighth instructor that is team-teaching this program. Leave blank if not applicable.

\*Not required on BIS students

## Appendix C - Error Messages And Explanations

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*The following are examples of error messages received when processing BIS program records. This list may not be all-inclusive.*

**This File Contains Duplicate Contract Numbers; Contract Number Z1235 Is A Duplicate**

You have the same contract number assigned to two or more courses within the file you are trying to validate. NOTE: If you receive this error, the system will not validate any other fields or contract numbers until you have resolved this error.

**Contract: D4472 – Begin Date Or End Date Not Consistent With School Year**

You have entered a begin date and/or end date that is not consistent for the school year for which the course is being offered.

**Contract: E1558 - Contract Must Be Numeric For Program Type 14**

Program type 14 is for AT&D Accredited programs and must be submitted with the appropriate PID number assigned to the program. Do not use contract numbers for program type 14's.

**Contract: D4472 – Contract Number Not Assigned To This School**

You are using a contract number not assigned to your school.

**Contract: D5437 - Duplicate Contract Number-Already On Bits File or Duplicate Contract Number Already Assigned**

This contract number has already been assigned and processed in a previously submitted file. You are either trying to resubmit the course again, or you have assigned the same contract number to a different course. NOTE: Due to the manner in which the validation checks the information, you will receive 2 errors for the contract number.

**Contract: D4472 - Invalid Begin Date = 20020827**

You have entered an incorrect year/month/day (e.g. 2040115) or the begin date is after the end date.

**Contract: A7414 - Invalid Clock Hours = 0.00**

You have entered all zeroes or left this field blank. Clock hours must be greater than 0.00.

**Contract: T2515 - Invalid Contract Number - Not On File**

This indicates you are trying to use contract numbers that are not assigned to your school for this school year. Replace contract number with a valid contract number.

**Contract: D4472 - Invalid End Date = 20030827**

You have entered an incorrect year/month/day (e.g. 2040115) or the end date is before begin date.

**Contract: A8662 - Invalid MIS Code – 0000**

You are using a MIS code that is not valid, in this instance 0000. Refer to the Appendix B in your guidebook and replace with a correct code.

**Contract: A8708 – Invalid Number Of Students**

You have entered '0' for the number of students or you have left this field blank.

**Contract: A0002 - Invalid Program Type = 87**

You have entered an invalid program type or left this field blank.

**Contract: B6479 - Invalid Teacher Last Name - Please Enter Name**

You have not provided the teacher's last name. For courses that are being taught online, you can enter the name of the individual facilitating the course or you can enter the name of the company (e.g. Education To Go).

***The following are examples of error messages received when processing BIS student records.  
This list may not be all-inclusive.***

**Contract: Z1650-Connie More ==> Industry Name Is Missing - Pgm Type = 16**

Enrollments submitted for program type '16' (or other industry specific program types) must have an industry name identified. If students are not associated with an industry served, you may enter 'open' in the industry served field. If 50% or more of the student population for this course has "open" as industry name, check to see that program type is correct.

**Contract: Z1818-David Mureez ==> Age < 16 Or > 99 (19990329), Age = 4, Prog Type = 16**

Age is less than 16. Validate that the date of birth is correct. If so, this student cannot be submitted for the course. If the entire course has students less than 16, it can be submitted as a program type 61.

**Contract: Z2008-David Mureez ==> Age/Grade Conflict Grade=32, Age=4**

Validate that the date of birth is correct. Validate the grade level/educational level is correct.

**Contract: Z8790-Sue Bryant ==> Invalid Grade = 44**

This student has an invalid grade/education level code.

**Contract: Z0806-Terri Teevves ==> Invalid Gender =. Must Be "M" Or "F".**

Gender must be "M" or "F"

**Contract: Z0680-Jackson Lawler ==> Invalid Clock Hours = 0000.00**

Clock hours must be greater than 0000.00

**Contract: -Jeffery Lawson ==> Blank Or Zero Contract Number**

Contract number is missing from this student's record

**Contract: 99873-Bettye Petter ==> Process With Full-Time Students**

Students with a PID number must be submitted with full-time student enrollments.

**Contract: Z0000-Ricardo Miller ==> Invalid Contract Number**

This contract number is not valid for your school.

**Contract: Z0680-Irene ==> Invalid Student Name**

Student's first and last name must be entered.

**Contract: F0680-Jayne Lawler ==> Invalid Date Of Birth**

The format for the date of birth is not valid or it is not complete. Valid format must be yyymmdd.

***The following are examples of error messages received when processing full-time program enrollment records. This list may not be all-inclusive.***

**PID: 44428 Is Not In Our Database Or Has Been Flagged As Being A Dropped Program.**

The PID is not valid or is assigned to a program that has been dropped.

**PID: 98889-Bobbie Dacwson ==> Grade<13 But Feeder Code = 999**

Secondary student has a feeder code for "adult". Correct the grade/education level or correct the feeder code.

**PID: 97033-Robyin Rollinson ==> Incorrect Birth Date (09500116)**

The date of birth is not correct.

**PID: 14792-Robert Mattherson ==> Invalid Clock Hours = 0000.00**

Clock hours must be greater than 0000.00

**PID: 13371-Brandd Allen ==> Invalid Feeder Code = 000**

The feeder code is not valid.

**PID: 25833-Christopher Therioy ==> Invalid Gender = 2**

The gender code is not valid.

**PID: 27091-Erick Keenenon ==> Invalid Grade = 3**

The grade/education level is not valid.

**PID: -Fawllen Botts ==> Invalid PID Code Is Blank, Zero, Or Non-Numeric**

The PID is not valid.

**PID: 13373-Brandonn Allene ==> Invalid Race Code = 30**

The race code is not valid.

**PID: 38099- Flewelling ==> No Student First Name**

All student records must have a first name and last name.

**PID: 15684-Brandii Wiise => Secondary PID Not On File Or Marked Deleted 54428 (PID 5 = 54428)**

The team-teacher PID listed is not valid or is assigned to a program that has been dropped. In this example, it refers to the PID assigned to the 5<sup>th</sup> team-teacher.

**PID: 35528-Christie Cheeade ==> Secondary PID School Does Not Match School Being Loaded - 18537 (PID 2 = 18537)**

The team-teacher PID number is not assigned to your school. In this example, it refers to the PID assigned to the 2<sup>nd</sup> team-teacher.





## Appendix D - MIS Codes

An MIS code should be assigned to each program submitted as a Business & Industry Training or Training for Industry Program (TIP). The following table displays the MIS codes by occupational area with an example of courses that may be applicable to that MIS code. This section also includes a numerical listing of all MIS codes as well as an alphabetical listing of course names and the suggested MIS code.

	MIS	MIS DESCRIPTION	COURSE EXAMPLE
Agricultural Education	0103	Ag Production	Aquaculture, Livestock Production, Crop Production, Dairy Husbandry, Equine Production
	0105	Equine Management	Equine Muscle Therapy, Horse Science & Horse Savvy, Horseshoeing
	0106	Horticultural	Floral Arrangements, Floral Design, Landscaping, Greenhouse, Gardening

BUSINESS & INFORMATION TECHNOLOGY	0803	Entrepreneurship	Entrepreneurship, Franchising, E-Commerce, E-Bay, Home Business Operations, Business Plans
	0807	Marketing	Advertising, Sales Operations, Marketing Research
	0810	Insurance	Auto Ins Law, Bad Faith Awareness, Ethics, Insurance Pre-licensing, Insurance in a New Age, Insurance Licensing, Value Based Insurance
	1103	Computer Technology/Software	Access, Excel, Outlook, PowerPoint, Word, Windows, Photoshop, Lotus, WordPerfect, Crystal Reports, Visual Basic, Dreamweaver, Keyboarding, Internet Training, Oracle, QuickBooks, Quicken
	5004	Design and Applied Arts	Digital Communications, Commercial and Advertising Art, Commercial Photography, Graphic Design, Illustration
	5202	Business Administration	Logistics and Materials Management, Office Management and Supervision, Human Resource Management, Just-in-time Manufacturing, Business Law, Company Orientation
	5203	Accounting	Accounting, Auditing, Finance, Record Keeping and Tax Compliance (non computer applications)
	5204	Business Operations Support	Administrative Assistant and Secretarial, Business Communications, Public Relations, Customer Service, Telephone Answering Techniques, Data Entry
	5212	Networking and Telecommunications	A+ Certification, A+ Hardware, CISCO, Network Certifications
	5215	Real Estate	Appraisal, Disclosure Law, Fair Housing, Real Estate

<b>FAMILY &amp; CONSUMER SCIENCES</b>	1205	Culinary Arts	Cooking and related culinary arts within the food industry, Baking and Pastry, Chef Training, Catering, Food Preparation
	2002	Child Care	CDA Block, Behavior and Guidance, Allegations of Abuse, Baby Signs, Child Development
	2003	Apparel and Textile	Design, development, and production of textile products, Apparel and Textile Marketing Management, Fashion and Fabric Consultant
	2004	Food Processing	Food Handling, Food Sanitation, Food Services, Food Line Worker, Meat Cutting
	2005	Home Furnishing	Home Accessories, Interior Design, Specialty Design

<b>HEALTH OCCUPATIONS</b>	5106	Dental Asst., Dental Hygienist, Dental Lab Tech	Dental Assistant, Dental Hygienist, Dental Laboratory Technician
	5107	Medical Office	CPT- 4 Coding, ICD – 9 Coding, Medical Careers, Medical Coding, Medical Office, Medical Terminology, Medical Transcription
	5108	Direct Patient Care	Phlebotomy, EKG, EMT, Paramedic, Pharmacy Technician, OB Technician,
	5109	Healthcare Basic Skills	CPR, First Aid, Blood Pressure Screener, Heartsaver, Anatomy and Physiology, Math for Healthcare, PALS, Vital Signs
	5116	Nurse Assisting	Certified Nurses Aide, Home Health Care. CTC, Adult Daycare, Residential Care, Developmental Disabled Care, Certified Medication Aide, Long Term Care Aide, Administering Medications, Diagnostic Services
	5123	Rehabilitation/Therapeutic Services	Occupational Therapy, Orthotics/Prosthetics, Physical Therapy, Rehabilitation Counseling, Kinesitherapy, Physical Therapy Aide
	5135	Massage Therapy	Massage – Intro to Energy Healing, Massage Therapy

<b>OIL &amp; GAS</b>			
	7000	Oil & Gas Training	

<b>QUALITY</b>			
	9096	Quality	ISO Training, Lean Manufacturing Training, Value Stream Mapping, TQM

<b>RECREATION &amp; SPECIAL INTERESTS</b>	1601	Foreign Languages	Spanish, Italian, German, English as a Second Language, Sign Language
	3201	Basic Skills	Job Seeking, Career Exploration, GED, Math, Work Skills, Reading
	3501	Interpersonal and Social Skills	Team Building, Human Relation Skills, Valuing Differences, Problem Solving
	3601	Leisure and Recreational Activities	Aerobics, Art, Crochet, Collecting Antiques, Dancing, Drawing, Knitting, Music, Painting, Play Writing, Scrap booking, Sports, Quilting, Yoga, Pet Ownership and Care
	3701	Personal Awareness and Self-Improvement	Stress Management, Managing Personal Anger, Handling Change

<b>SAFETY - Training that deals with safety, regardless of program type</b>	6000	Aerial Lift Safety	Aerial Lift Safety, Jig Lift Safety, Scissor Lift Safety
	6001	Asbestos Awareness	Asbestos Awareness, Asbestos - Brake Shoes, Asbestos Safety, Asbestos Worker
	6002	Assault and Violent Acts	Conflict in the Workplace, Preventing Sexual Harassment, Preventing Violence in the Workplace, Drug and Alcohol Awareness
	6003	Back Safety	Back Injury Prevention, Back Safety, Preventing Back Injury
	6004	Backhoe Safety	Backhoe Safety, Excavation Safety, Front-end Loader Safety
	6005	Bloodborne Pathogens	Bloodborne Pathogens, BBP
	6006	Blowout Prevention	Blowout Prevention
	6007	Bomb Threats	
	6008	Chemical Management Safety	Anhydrous, Ammonia Safety, Carbon Monoxide, Controlling Spills, Formaldehyde, Pesticide Safety, Spill Prevention, Toxins & Poisons, Chemical Handling, Flammable Liquids Safety, HazMat
	6009	Confine Space Training	Awareness, Rescue, Entry, Confined Space Training
	6010	Crane Safety	Bridge Crane Safety, Crane and Hoist Safety, Indoor Cranes Safety
	6011	Disaster Training	Emergency Preparedness
	6012	Driving Safety	Defensive Driving, Seat Belt Safety, Motor Vehicle Accident Prevention, Operation Lifesaver, Road Rage
	6014	Ergonomics	Ergonomics, Office Ergonomics, Carpal Tunnel, Industrial Ergonomics
	6015	Eye Protection	Eye Protection, Eye Safety, Eye Injury Prevention
	6016	Fall Protection	Fall Protection, Fall Arrest Safety
	6017	Fire Safety	Fire Extinguisher Safety
	6018	Floor Hand Safety	Floor Hand Safety
	6019	Food Safety	Food Safety, Food Safety Practices, Sanitation and Hygiene for Food Workers
	6020	Foot Safety	Foot Safety
	6021	Forklift Safety	Forklift Safety, Forklift Safety Refresher, Forklift Safety Practical
	6022	Gas Safety	H2S Gas Safety, Propane Safety, Compressed Gas Safety

Safety (Continued)	6023	Hand & Power Tool Safety	Hand and Power Tool Safety, Hand Safety
	6024	Hazcom/MSDS	Hazcom, Hazard Communications, MSDS Sheets
	6025	Hazwoper Training	Hazwoper Operations Level, Hazwoper Refresher, Hazwoper Safety
	6026	Hearing Safety	Hearing Conservation, Hearing Noise
	6027	Heat Stress	Avoiding Heat Stress, Heat Illness, Heat Stress
	6028	Hotel Safety	
	6029	Housekeeping Safety	Housekeeping Safety
	6030	Incident Reporting	Accident Investigation, Incident Reporting
	6031	Kitchen Safety	
	6032	Lab Safety	
	6033	Ladder Safety	Laser Safety, Ladders and Working Surfaces
	6034	Lead Safety	Lead Base Paint Risk Assessment, Lead Safety
	6035	Lifting and Carrying	Safe Lifting
	6036	Livestock Handling	
	6037	Machine Guarding	Guarding Machines, Machine Guarding, OSHA Machine Guarding
	6038	Material Handling	Hazardous Material & Storage Handling, Hazardous Material
	6039	Medical Waste Handling	
	6040	Nursing/Care Home Safety	Home Safety for the Elderly,
	6041	Office Safety	Office Safety
	6042	Patient Safety	Patient Safety
	6043	Personal Protective Equipment	Personal Protective Equipment Awareness, PPE,
	6044	Respirator Safety	Respirator Fit Test, Respirator Protection, Respiratory Equipment
	6045	Restaurant Safety	
	6046	Retail Safety	
	6047	Rigging Safety	Rigging, Cranes, Hoists
	6048	Safety in the Workplace	AIDs Training, Drug Free Workplace, Emergency Action Plan, Substance Abuse, Safety Meetings, Safety Orientation, Safety Plan
	6049	Slips, Trips, and Falls	Slips, Trips, and Falls
	6050	Trenching and Shoring	Trenching and Shoring, Excavation Safety
	6051	Welding Safety	Welding Safety
	6052	Winter Safety	Cold Safety, Cold Weather Safety, Winter Safety
	6053	Lockout/Tagout	LOTO, Lockout/Tagout
	6054	General Safety	Multiply listing courses
	6055	Miner Safety	

<b>Trade &amp; Industrial Education</b>	1204	Cosmetology	Cosmetology, Facials and Make-up, Nails, Manicure and Pedicure
	4301	Criminal Justice	Cleat Training, Crime Scene Investigations, Jailer's Training, Juvenile Law and Procedures, Security Guard Training
	4302	Fire Science/Firefighter Training	Class A Burn, CPAT, Fire Academy, Fire Brigade, Fire Fighter Training
	4601	Masonry	Bricklaying, Ceramic Tiling, Masonry
	4602	Carpentry	Carpentry, Cabinet Making, Drywall, Furniture Construction, Woodworking, Roofer
	4603	Electrician	Electrical Wiring, Electrical Codes, Industrial Electricity,
	4604	Building/Property Maintenance	Blacksmithing, Painter
	4605	Plumbing, Pipefitting	Plumbing, Pipefitting
	4701	Electronics Equipment Installation and Repair	Computer Repair and Maintenance, Electronics, Major Appliance Repair, Equipment Installation
	4702	Heating, AC, Ventilation and Refrigeration Maintenance	Air Conditioning and Refrigeration, Heating, Refrigeration
	4703	Industrial Production & Industrial Equipment Maintenance	Electrical Motor Controls, Solid State Devices, Programmable Logic Controllers, Hydraulics/Pneumatics, Industrial Machine Shop, CNC Machining, Lamination, Industrial Production
	4706	Vehicle and Mobile Repair/Mechanics	ATV Repair, Auto Body and Repair, Auto Suspension and Alignment, Auto Maintenance, Bicycle Maintenance, Lawn Mower Maintenance, Small Engine Repair, Aircraft Technician, Avionics Mechanics, Motorcycle Repair, Marine Repair, Diesel Mechanics, Tractor Mechanics
	4801	Drafting	AutoCad, Computer Aided Drafting and Design, Drafting
	4803	Leatherworking and Upholstery	Boot, Shoe and Leather Repair, Leatherworking, Upholstery
	4805	Precision Metal Workers	Blue Print Reading, Machine Tool, Machinist, Precision Machining, Sheet Metal, Welding
<b>Miscellaneous</b>	4902	Vehicle and Equipment Operators	Bus Driver Training, Commercial Driver License, Forklift Driver Training, Heavy Equipment Training
	2500	Consulting	
	9006	Miscellaneous	

## MIS CODES SORTED NUMERICALLY

MIS	MIS DESCRIPTION	COURSE EXAMPLE
0103	Ag Production	Aquaculture, Livestock Production, Crop Production, Dairy Husbandry, Equine Production
0105	Equine Management	Equine Muscle Therapy, Horse Science & Horse Savvy, Horseshoeing
0106	Horticultural	Floral Arrangements, Floral Design, Landscaping, Greenhouse, Gardening
0803	Entrepreneurship	Entrepreneurship, Franchising, E-Commerce, E-Bay, Home Business Operations, Business Plans
0807	Marketing	Advertising, Sales Operations, Marketing Research
0810	Insurance	Auto Ins Law, Bad Faith Awareness, Ethics, Insurance Pre-licensing, Insurance in a New Age, Insurance Licensing, Value Based Insurance
1103	Computer Technology/Software	Access, Excel, Outlook, PowerPoint, Word, Windows, Photoshop, Lotus, WordPerfect, Crystal Reports, Visual Basic, Dreamweaver, Keyboarding, Internet Training, Oracle, QuickBooks, Quicken
1204	Cosmetology	Cosmetology, Facials and Make-up, Nails, Manicure and Pedicure
1205	Culinary Arts	Cooking and related culinary arts within the food industry, Baking and Pastry, Chef Training, Catering, Food Preparation
1601	Foreign Languages	Spanish, Italian, German, English as a Second Language, Sign Language
2002	Child Care	CDA Block, Behavior and Guidance, Allegations of Abuse, Baby Signs, Child Development
2003	Apparel and Textile	Design, development, and production of textile products, Apparel and Textile Marketing Management, Fashion and Fabric Consultant
2004	Food Processing	Food Handling, Food Sanitation, Food Services, Food Line Worker, Meat Cutting
2005	Home Furnishing	Home Accessories, Interior Design, Specialty Design
2500	Consulting	
3201	Basic Skills	Job Seeking, Career Exploration, GED, Math, Work Skills, Reading
3501	Interpersonal and Social Skills	Team Building, Human Relation Skills, Valuing Differences, Problem Solving
3601	Leisure and Recreational Activities	Aerobics, Art, Crochet, Collecting Antiques, Dancing, Drawing, Knitting, Music, Painting, Play Writing, Scrap booking, Sports, Quilting, Yoga, Pet Ownership and Care
3701	Personal Awareness and Self-Improvement	Stress Management, Managing Personal Anger, Handling Change
4301	Criminal Justice	Cleat Training, Crime Scene Investigations, Jailer's Training, Juvenile Law and Procedures, Security Guard Training
4302	Fire Science/Firefighter Training	Class A Burn, CPAT, Fire Academy, Fire Brigade, Fire Fighter Training

MIS	MIS DESCRIPTION	COURSE EXAMPLE
4601	Masonry	Bricklaying, Ceramic Tiling, Masonry
4602	Carpentry	Carpentry, Cabinet Making, Drywall, Furniture Construction, Woodworking, Roofer
4603	Electrician	Electrical Wiring, Electrical Codes, Industrial Electricity,
4604	Building/Property Maintenance	Blacksmithing, Painter
4605	Plumbing, Pipefitting	Plumbing, Pipefitting
4701	Electronics Equipment Installation and Repair	Computer Repair and Maintenance, Electronics, Major Appliance Repair, Equipment Installation
4702	Heating, AC, Ventilation and Refrigeration Maintenance	Air Conditioning and Refrigeration, Heating, Refrigeration
4703	Industrial Production & Industrial Equipment Maintenance	Electrical Motor Controls, Solid State Devices, Programmable Logic Controllers, Hydraulics/Pneumatics, Industrial Machine Shop, CNC Machining, Lamination, Industrial Production
4706	Vehicle and Mobile Repair/Mechanics	ATV Repair, Auto Body and Repair, Auto Suspension and Alignment, Auto Maintenance, Bicycle Maintenance, Lawn Mower Maintenance, Small Engine Repair, Aircraft Technician, Avionics Mechanics, Motorcycle Repair, Marine Repair, Diesel Mechanics, Tractor Mechanics
4801	Drafting	AutoCad, Computer Aided Drafting and Design, Drafting
4803	Leatherworking and Upholstery	Boot, Shoe and Leather Repair, Leatherworking, Upholstery
4805	Precision Metal Workers	Blue Print Reading, Machine Tool, Machinist, Precision Machining, Sheet Metal, Welding
4902	Vehicle and Equipment Operators	Bus Driver Training, Commercial Driver License, Forklift Driver Training, Heavy Equipment Training
5004	Design and Applied Arts	Digital Communications, Commercial and Advertising Art, Commercial Photography, Graphic Design, Illustration
5106	Dental Asst., Dental Hygienist, Dental Lab Tech	Dental Assistant, Dental Hygienist, Dental Laboratory Technician
5107	Medical Office	CPT- 4 Coding, ICD – 9 Coding, Medical Careers, Medical Coding, Medical Office, Medical Terminology, Medical Transcription
5108	Direct Patient Care	Phlebotomy, EKG, EMT, Paramedic, Pharmacy Technician, OB Technician,
5109	Healthcare Basic Skills	CPR, First Aid, Blood Pressure Screener, Heartsaver, Anatomy and Physiology, Math for Healthcare, PALS, Vital Signs
5116	Nurse Assisting	Certified Nurses Aide, Home Health Care. CTC, Adult Daycare, Residential Care, Developmental Disabled Care, Certified Medication Aide, Long Term Care Aide, Administering Medications, Diagnostic Services
5123	Rehabilitation/Therapeutic Services	Occupational Therapy, Orthotics/Prosthetics, Physical Therapy, Rehabilitation Counseling, Kinesitherapy, Physical Therapy Aide
5135	Massage Therapy	Massage - Intro to Energy Healing, Massage Therapy

<b>MIS</b>	<b>MIS DESCRIPTION</b>	<b>COURSE EXAMPLE</b>
5202	Business Administration	Logistics and Materials Management, Office Management and Supervision, Human Resource Management, Just-in-time Manufacturing, Business Law, Company Orientation
5203	Accounting	Accounting, Auditing, Finance, Record Keeping and Tax Compliance (non computer applications)
5204	Business Operations Support	Administrative Assistant and Secretarial, Business Communications, Public Relations, Customer Service, Telephone Answering Techniques, Data Entry
5212	Networking and Telecommunications	A+ Certification, A+ Hardware, CISCO, Network Certifications
5215	Real Estate	Appraisal, Disclosure Law, Fair Housing, Real Estate
6000	Aerial Lift Safety	Aerial Lift Safety, Jig Lift Safety, Scissor Lift Safety
6001	Asbestos Awareness	Asbestos Awareness, Asbestos - Brake Shoes, Asbestos Safety, Asbestos Worker
6002	Assault and Violent Acts	Conflict in the Workplace, Preventing Sexual Harassment, Preventing Violence in the Workplace, Drug and Alcohol Awareness
6003	Back Safety	Back Injury Prevention, Back Safety, Preventing Back Injury
6004	Backhoe Safety	Backhoe Safety, Excavation Safety, Front-end Loader Safety
6005	Bloodborne Pathogens	Bloodborne Pathogens, BBP
6006	Blowout Prevention	Blowout Prevention
6007	Bomb Threats	
6008	Chemical Management Safety	Anhydrous, Ammonia Safety, Carbon Monoxide, Controlling Spills, Formaldehyde, Pesticide Safety, Spill Prevention, Toxins & Poisons, Chemical Handling, Flammable Liquids Safety, HazMat
6009	Confine Space Training	Awareness, Rescue, Entry, Confined Space Training
6010	Crane Safety	Bridge Crane Safety, Crane and Hoist Safety, Indoor Cranes Safety
6011	Disaster Training	Emergency Preparedness
6012	Driving Safety	Defensive Driving, Seat Belt Safety, Motor Vehicle Accident Prevention, Operation Lifesaver, Road Rage
6014	Ergonomics	Ergonomics, Office Ergonomics, Carpal Tunnel, Industrial Ergonomics
6015	Eye Protection	Eye Protection, Eye Safety, Eye Injury Prevention
6016	Fall Protection	Fall Protection, Fall Arrest Safety
6017	Fire Safety	Fire Extinguisher Safety
6018	Floor Hand Safety	Floor Hand Safety
6019	Food Safety	Food Safety, Food Safety Practices, Sanitation and Hygiene for Food Workers
6020	Foot Safety	Foot Safety
6021	Forklift Safety	Forklift Safety, Forklift Safety Refresher, Forklift Safety Practical



<b>MIS</b>	<b>MIS DESCRIPTION</b>	<b>COURSE EXAMPLE</b>
6022	Gas Safety	H2S Gas Safety, Propane Safety, Compressed Gas Safety
6023	Hand & Power Tool Safety	Hand and Power Tool Safety, Hand Safety
6024	Hazcom/MSDS	Hazcom, Hazard Communications, MSDS Sheets
6025	Hazwoper Training	Hazwoper Operations Level, Hazwoper Refresher, Hazwoper Safety
6026	Hearing Safety	Hearing Conservation, Hearing Noise
6027	Heat Stress	Avoiding Heat Stress, Heat Illness, Heat Stress
6028	Hotel Safety	
6029	Housekeeping Safety	Housekeeping Safety
6030	Incident Reporting	Accident Investigation, Incident Reporting
6031	Kitchen Safety	
6032	Lab Safety	
6033	Ladder Safety	Laser Safety, Ladders and Working Surfaces
6034	Lead Safety	Lead Base Paint Risk Assessment, Lead Safety
6035	Lifting and Carrying	Safe Lifting
6036	Livestock Handling	
6037	Machine Guarding	Guarding Machines, Machine Guarding, OSHA Machine Guarding
6038	Material Handling	Hazardous Material & Storage Handling, Hazardous Material
6039	Medical Waste Handling	
6040	Nursing/Care Home Safety	Home Safety for the Elderly,
6041	Office Safety	Office Safety
6042	Patient Safety	Patient Safety
6043	Personal Protective Equipment	Personal Protective Equipment Awareness, PPE,
6044	Respirator Safety	Respirator Fit Test, Respirator Protection, Respiratory Equipment
6045	Restaurant Safety	
6046	Retail Safety	
6047	Rigging Safety	Rigging, Cranes, Hoists
6048	Safety in the Workplace	AIDs Training, Drug Free Workplace, Emergency Action Plan, Substance Abuse, Safety Meetings, Safety Orientation, Safety Plan
6049	Slips, Trips, and Falls	Slips, Trips, and Falls
6050	Trenching and Shoring	Trenching and Shoring, Excavation Safety
6051	Welding Safety	Welding Safety
6052	Winter Safety	Cold Safety, Cold Weather Safety, Winter Safety
6053	Lockout/Tagout	LOTO, Lockout/Tagout
6054	General Safety	Multiply listing courses
6055	Miner Safety	
7000	Oil & Gas Training	Reserved for specific training programs at High Plains Technology Center
9006	Miscellaneous	
9096	Quality	ISO Training, Lean Manufacturing Training, Value Stream Mapping, TQM

## **COURSE EXAMPLES SORTED ALPHABETICALLY WITH MIS CODE**

<b>MIS</b>	<b>COURSE EXAMPLE</b>
5212	A+ Certification
5212	A+ Hardware
1103	Access
6030	Accident Investigation
5203	Accounting
5116	Administering Medications
5204	Administrative Assistant and Secretarial
5116	Adult Daycare
0807	Advertising
6000	Aerial Lift Safety
3601	Aerobics
6048	AIDs Training
4702	Air Conditioning and Refrigeration
4706	Aircraft Technician
2002	Allegations of Abuse
6008	Ammonia Safety
5109	Anatomy and Physiology
6008	Anhydrous
2003	Apparel and Textile Marketing Management
5215	Appraisal
0103	Aquaculture
3601	Art
6001	Asbestos - Brake Shoes
6001	Asbestos Awareness
6001	Asbestos Safety
6001	Asbestos Worker
4706	ATV Repair
5203	Auditing
4706	Auto Body and Repair
0810	Auto Ins Law
4706	Auto Maintenance
4706	Auto Suspension and Alignment
4801	AutoCad
4706	Avionics Mechanics
6027	Avoiding Heat Stress
6009	Awareness
2002	Baby Signs
6003	Back Injury Prevention
6003	Back Safety
6004	Backhoe Safety
0810	Bad Faith Awareness

<b>MIS</b>	<b>COURSE EXAMPLE</b>
1205	Baking and Pastry
6005	BBP
2002	Behavior and Guidance
4706	Bicycle Maintenance
5109	Blood Pressure Screener
6005	Bloodborne Pathogens
6006	Blowout Prevention
4805	Blue Print Reading
4803	Boot, Shoe, and Leather Repair
4601	Bricklaying
6010	Bridge Crane Safety
4902	Bus Driver Training
5204	Business Communications
5202	Business Law
0803	Business Plans
4602	Cabinet Making
6008	Carbon Monoxide
3201	Career Exploration
6014	Carpal Tunnel
4602	Carpentry
1205	Catering
2002	CDA Block
4601	Ceramic Tiling
5116	Certified Medication Aide
5116	Certified Nurses Aide
1205	Chef Training
6008	Chemical Handling
2002	Child Development
5212	CISCO
4302	Class A Burn
4301	Cleet Training
4703	CNC Machining
6052	Cold Safety
6052	Cold Weather Safety
3601	Collecting Antiques
5004	Commercial and Advertising Art
4902	Commercial Driver License
5004	Commercial Photography
5202	Company Orientation
6022	Compressed Gas Safety
4801	Computer Aided Drafting and Design

<b>MIS</b>	<b>COURSE EXAMPLE</b>
4701	Computer Repair and Maintenance
6009	Confined Space Training
6002	Conflict in the Workplace
2005	Consulting
0106	Container Gardening
6008	Controlling Spills
1204	Cosmetology
4302	CPAT
5109	CPR
6010	Crane and Hoist Safety
6047	Cranes
4301	Crime Scene Investigations
3601	Crochet
0103	Crop Production
1103	Crystal Reports
5204	Customer Service
0103	Dairy Husbandry
3601	Dancing
5204	Data Entry
6012	Defensive Driving
5106	Dental Assistant
5106	Dental Hygienist
5106	Dental Laboratory Technician
2003	Design, dev and prod of tex products
5116	Developmental Disabled Care
5116	Diagnostic Services
4706	Diesel Mechanics
1905	Dietary Management
5004	Digital Communications
5215	Disclosure Law
4801	Drafting
3601	Drawing
1103	Dreamweaver
6002	Drug and Alcohol Awareness
6048	Drug Free Workplace
4602	Drywall
0803	E-Bay
0803	E-Commerce
5108	EKG
4603	Electrical Codes
4703	Electrical Motor Controls
4603	Electrical Wiring
4701	Electronics
6048	Emergency Action Plan
6011	Emergency Preparedness
5108	EMT
1601	English as a Second Language
0803	Entrepreneurship
6009	Entry

<b>MIS</b>	<b>COURSE EXAMPLE</b>
0105	Equine Muscle Therapy
0103	Equine Production
4701	Equipment Installation
6014	Ergonomics
0810	Ethics
6004	Excavation Safety
6050	Excavation Safety
1103	Excel
6015	Eye Injury Prevention
6015	Eye Protection
6015	Eye Safety
1204	Facials and Make-up
5215	Fair Housing
6016	Fall Arrest Safety
6016	Fall Protection
2003	Fashion and Fabric Consultant
5203	Finance
4302	Fire Academy
4302	Fire Brigade
6017	Fire Extinguisher Safety
4302	Fire Fighter Training
5109	First Aid
6008	Flammable Liquids Safety
6018	Floor Hand Safety
0106	Floral Arrangements
0106	Floral Design
2004	Food Handling
2004	Food Line Worker
1205	Food Preparation
6019	Food Safety
6019	Food Safety Practices
2004	Food Sanitation
2004	Food Services
6020	Foot Safety
4902	Forklift Driver Training
6021	Forklift Safety
6021	Forklift Safety Practical
6021	Forklift Safety Refresher
6008	Formaldehyde
0803	Franchising
6004	Front-end Loader Safety
4602	Furniture Construction
0106	Gardening
3201	GED
1601	German
0103	Goat Management
5004	Graphic Design
0106	Greenhouse
6307	Guarding Machines

<b>MIS</b>	<b>COURSE EXAMPLE</b>
6022	H2S Gas Safety
6023	Hand and Power Tool Safety
6023	Hand Safety
3701	Handling Change
6024	Hazard Communications
6038	Hazardous Material
6038	Hazardous Material & Storage Handling
6024	Hazcom
6008	HazMat
6025	Hazwoper Operations Level
6025	Hazwoper Refresher
6025	Hazwoper Safety
5107	Health Unit Clerk
6026	Hearing Conservation
6026	Hearing Noise
5109	Heartsaver
6027	Heat Illness
6027	Heat Stress
4702	Heating
4902	Heavy Equipment Training
6047	Hoists
2005	Home Accessories
0803	Home Business Operations
5116	Home Health Care. CTC
6040	Home Safety for the Elderly
0105	Horse Discipline
0105	Horse Science & Horse Savvy
0105	Horseshoeing
6029	Housekeeping Safety
3501	Human Relation Skills
5202	Human Resource Management
4703	Hydraulics/Pneumatics
5004	Illustration
6030	Incident Reporting
6010	Indoor Cranes Safety
4603	Industrial Electricity
6014	Industrial Ergonomics
4703	Industrial Machine Shop
4703	Industrial Production
0810	Insurance in a New Age
0810	Insurance Licensing
0810	Insurance Pre-licensing
2005	Interior Design
1103	Internet Training
9096	ISO Training
1601	Italian
4301	Jailer's Training
6000	Jig Lift Safety
3201	Job Seeking

<b>MIS</b>	<b>COURSE EXAMPLE</b>
5202	Just-in-time Manufacturing
4301	Juvenile Law and Procedures
1103	Keyboarding
5123	Kinesitherapy
3601	Knitting
6033	Ladders and Working Surfaces
4703	Lamination
0106	Landscaping
6033	Laser Safety
4706	Lawn Mower Maintenance
6034	Lead Base Paint Risk Assessment
6034	Lead Safety
9096	Lean Manufacturing Training
4803	Leatherworking
0103	Livestock Production
6053	Lockout/Tagout
4604	Locksmithing
5202	Logistics and Materials Management
5116	Long Term Care Aide
6053	LOTO
1103	Lotus
6037	Machine Guarding
4805	Machine Tool
4805	Machinist
4701	Major Appliance Repair
3701	Managing Personal Anger
1204	Manicure and Pedicure
4706	Marine Repair
0807	Marketing Research
4601	Masonry
5135	Massage - Intro to Energy Healing
5135	Massage Therapy
3201	Math
5109	Math for Healthcare
2004	Meat Cutting
5107	Medical Coding
5107	Medical Insurance Coding and Billing
5107	Medical Office Assistant
5107	Medical Office Management
5107	Medical Records
5107	Medical Terminology
5107	Medical Transcription
5107	Medical Update
6012	Motor Vehicle Accident Prevention
4706	Motorcycle Repair
6024	MSDS Sheets
6054	Multiply listing courses
3601	Music
1204	Nails

<b>MIS</b>	<b>COURSE EXAMPLE</b>
5212	Network Certifications
1905	Nutrition
5108	OB Technician
5123	Occupational Therapy
6014	Office Ergonomics
5202	Office Management and Supervision
6041	Office Safety
6012	Operation Lifesaver
1103	Oracle
5123	Orthotics/Prosthetics
6037	OSHA Machine Guarding
1103	Outlook
4604	Painter
3601	Painting
5109	PALS
5108	Paramedic
6042	Patient Safety
6043	Personal Protective Equipment Awareness
6008	Pesticide Safety
3601	Pet Ownership and Care
5108	Pharmacy Technician
5108	Phlebotomy
1103	Photoshop
5123	Physical Therapy
5123	Physical Therapy Aide
4605	Pipefitting
3601	Play Writing
4605	Plumbing
1103	PowerPoint
6043	PPE
4805	Precision Machining
6003	Preventing Back Injury
6002	Preventing Sexual Harassment
6002	Preventing Violence in the Workplace
3501	Problem Solving
4703	Programmable Logic Controllers
6022	Propane Safety
5204	Public Relations
1103	QuickBooks
1103	Quicken
3601	Quilting
3201	Reading
5215	Real Estate
5203	Record Keeping and Tax Compliance
4702	Refrigeration
5123	Rehabilitation Counseling
6009	Rescue
5116	Residential Care
6044	Respirator Fit Test

<b>MIS</b>	<b>COURSE EXAMPLE</b>
6044	Respiratory Equipment
6047	Rigging
6012	Road Rage
4602	Roofer
6035	Safe Lifting
6048	Safety Meetings
6048	Safety Orientation
6048	Safety Plan
0807	Sales Operations
6019	Sanitation and Hygiene for Food Workers
6000	Scissor Lift Safety
3601	Scrap booking
6012	Seat Belt Safety
4301	Security Guard Training
4805	Sheet Metal
1601	Sign Language
6049	Slips, Trips, and Falls
4706	Small Engine Repair
4703	Solid State Devices
1601	Spanish
2005	Specialty Design
6008	Spill Prevention
3601	Sports
3701	Stress Management
6048	Substance Abuse
3501	Team Building
5204	Telephone Answering Techniques
6008	Toxins & Poisons
9096	TQM
4706	Tractor Mechanics
6050	Trenching and Shoring
4803	Upholstery
0810	Value Based Insurance
9096	Value Stream Mapping
3501	Valuing Differences
1103	Visual Basic
5109	Vital Signs
5107	Ward Clerk
4805	Welding
6051	Welding Safety
1905	Wellness Studies
1103	Windows
6052	Winter Safety
1204	Winter Crop School
4602	Woodworking
1103	Word
1103	WordPerfect
3201	Work Skills
3601	Yoga



## Appendix E - Feeder School Codes

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Assign the feeder school code to each secondary student record to identify the comprehensive school in which enrolled. All adult students will be assigned feeder code 999. If a public school is not listed, call the Information Management Division. Do not arbitrarily assign a new code.

001 ..... Achille	496 ..... Bridge Creek
002 ..... Ada	055 ..... Bristow
003 ..... Adair	523 ..... Broken Arrow Alternative
004 ..... Afton	056 ..... Broken Arrow HS
005 ..... Agra	057 ..... Broken Arrow North Intermediate HS
006 ..... Alex	504 ..... Broken Arrow- Margaret Hudson
007 ..... Aline-Cleo	503 ..... Broken Arrow-South Intermediate HS
008 ..... Allen	058 ..... Broken Bow
010 ..... Altus	060 ..... Buffalo
011 ..... Alva	061 ..... Buffalo Valley
012 ..... Amber-Pocasset	062 ..... Burlington
014 ..... Anadarko	063 ..... Burns Flat/Dill City
015 ..... Antlers	064 ..... Butler
017 ..... Arapaho	065 ..... Butner
018 ..... Ardmore	066 ..... Byng
547 ..... Ardmore TAKE Alternative	067 ..... Cache
019 ..... Arkoma	068 ..... Caddo
021 ..... Arnett (Ellis Co)	069 ..... Calera
022 ..... Asher	070 ..... Calumet
023 ..... Atoka	071 ..... Calvin
024 ..... Balko	072 ..... Cameron
025 ..... Barnsdall	073 ..... Canadian
490 ..... Bartlesville Mid-High	074 ..... Caney
491 ..... Bartlesville Alternative H S	075 ..... Caney Valley
026 ..... Bartlesville Sr. H S	076 ..... Canton
028 ..... Battiest	554 ..... Canton Alternative
029 ..... Beaver	077 ..... Canute
030 ..... Beggs	079 ..... Carnegie
031 ..... Bennington	080 ..... Carney
032 ..... Berryhill	082 ..... Cashion
033 ..... Bethany	083 ..... Catoosa
034 ..... Bethel	084 ..... Cave Springs
036 ..... Big Pasture	085 ..... Cement
037 ..... Billings	086 ..... Central (Stephens County)
038 ..... Binger-Oney	087 ..... Central (Sequoyah County)
039 ..... Bixby	088 ..... Chandler
040 ..... Blackwell	089 ..... Chattanooga
041 ..... Blair	090 ..... Checotah
042 ..... Blanchard	091 ..... Chelsea
044 ..... Bluejacket	092 ..... Cherokee
045 ..... Boise City	093 ..... Cheyenne
047 ..... Bokeshe	094 ..... Chickasha
048 ..... Boley	298 ..... Chisholm
512 ..... Boone-Apache	095 ..... Choctaw
049 ..... Boswell	545 ..... Choctaw Alternative
050 ..... Bowlegs	096 ..... Chouteau-Mazie
051 ..... Boynton	513 ..... Cimarron
052 ..... Braggs	097 ..... Claremore
053 ..... Braman	536 ..... Claremore Alternative
054 ..... Bray-Doyle	098 ..... Clayton

099 ..... Cleveland  
 100 ..... Clinton  
 551 ..... Clinton Gold Academy  
 101 ..... Coalgate  
 102 ..... Colbert  
 103 ..... Colcord  
 104 ..... Coleman  
 105 ..... Collinsville  
 531 ..... Collinsville Alternative  
 106 ..... Comanche  
 107 ..... Commerce  
 108 ..... Copan  
 109 ..... Cordell  
 110 ..... Covington-Douglas  
 111 ..... Coweta  
 112 ..... Coyle  
 113 ..... Crescent  
 114 ..... Crooked Oak  
 115 ..... Crowder  
 116 ..... Cushing  
 118 ..... Cyril  
 119 ..... Dale  
 120 ..... Davenport  
 121 ..... Davidson  
 122 ..... Davis  
 123 ..... Deer Creek (Oklahoma County)  
 124 ..... Deer Creek-Lamont (Grant County)  
 126 ..... Depew  
 127 ..... Dewar  
 128 ..... Dewey  
 129 ..... Dibble  
 130 ..... Dickson  
 132 ..... Dover  
 133 ..... Drummond  
 134 ..... Drumright  
 135 ..... Duke  
 136 ..... Duncan  
 558 ..... Duncan Alternative School  
 137 ..... Durant  
 561 ..... Durant Visions Academy  
 138 ..... Dustin  
 139 ..... Eagletown  
 141 ..... Earlsboro  
 142 ..... Edmond Memorial  
 509 ..... Edmond North  
 510 ..... Edmond Santa Fe  
 143 ..... Eldorado  
 144 ..... Elgin  
 145 ..... Elk City  
 534 ..... Elk City Alternative  
 146 ..... Elmore City  
 147 ..... El Reno  
 148 ..... Empire  
 149 ..... Enid  
 539 ..... Enid Alternative  
 493 ..... Enid-Cherokee Park  
 150 ..... Erick  
 151 ..... Eufaula  
 153 ..... Fairland

564 ..... Fairland 5-Star Academy  
 154 ..... Fairview  
 538 ..... Fairview Alternative  
 155 ..... Fargo  
 156 ..... Felt  
 157 ..... Fletcher  
 158 ..... Forgan  
 159 ..... Fort Cobb - Broxton  
 160 ..... Fort Gibson  
 161 ..... Fort Supply  
 162 ..... Fort Towson  
 163 ..... Fox  
 164 ..... Foyil  
 165 ..... Frederick  
 166 ..... Freedom  
 500 ..... Frontier  
 167 ..... Gage  
 168 ..... Gans  
 169 ..... Garber  
 540 ..... Garfield Co. Alternative  
 170 ..... Geary  
 171 ..... Geronimo  
 172 ..... Glencoe  
 173 ..... Glenpool  
 174 ..... Goodwell  
 175 ..... Gore  
 178 ..... Gracemont  
 180 ..... Graham (Okfuskee County)  
 181 ..... Grandfield  
 182 ..... Granite  
 185 ..... Grove  
 542 ..... Grove Alternative  
 186 ..... Guthrie  
 517 ..... Guthrie Favor Alternative.  
 187 ..... Guymon  
 188 ..... Haileyville  
 189 ..... Hammon  
 190 ..... Hanna  
 191 ..... Hardesty  
 192 ..... Harrah  
 553 ..... Harrah Alternative  
 193 ..... Hartshorne  
 194 ..... Haskell  
 195 ..... Haworth  
 196 ..... Healdton  
 197 ..... Heavener  
 199 ..... Hennessey  
 200 ..... Henryetta  
 201 ..... Hilldale  
 202 ..... Hinton  
 203 ..... Hobart  
 204 ..... Holdenville  
 205 ..... Hollis  
 206 ..... Hominy  
 207 ..... Hooker  
 208 ..... Howe  
 209 ..... Hugo  
 565 ..... Hugo Alternative School  
 210 ..... Hulbert



535 ..... Hydro-Eakley HS  
 212 ..... Idabel  
 213 ..... Indianoma  
 214 ..... Indianola  
 215 ..... Inola  
 216 ..... Jay  
 217 ..... Jenks HS  
 521 ..... Jenks Alternative School  
 219 ..... Jones  
 220 ..... Kansas  
 221 ..... Kellyville  
 222 ..... Keota  
 223 ..... Ketchum  
 563 ..... Keys (Cherokee Co)  
 224 ..... Keyes (Cimarron Co)  
 225 ..... Kiefer  
 226 ..... Kingfisher  
 227 ..... Kingston  
 228 ..... Kinta  
 229 ..... Kiowa  
 230 ..... Konawa  
 231 ..... Kremlin  
 234 ..... Latta  
 235 ..... Laverne  
 236 ..... Lawton-Eisenhower High School  
 237 ..... Lawton High School  
 238 ..... Lawton-MacArthur High School  
 562 ..... Lawton-Taft Alternative School  
 239 ..... Leedey  
 240 ..... Leflore  
 242 ..... Lexington  
 243 ..... Liberty  
 244 ..... Lindsay  
 245 ..... Little Axe  
 246 ..... Locust Grove  
 247 ..... Lomega  
 248 ..... Lone Grove  
 249 ..... Lone Wolf  
 250 ..... Lookeba-Sickles  
 251 ..... Luther  
 252 ..... Macomb  
 253 ..... Madill  
 254 ..... Mangum  
 255 ..... Mannford  
 256 ..... Marietta  
 258 ..... Marlow  
 259 ..... Mason  
 260 ..... Maud  
 261 ..... Maysville  
 262 ..... McAlester  
 263 ..... McCurtain  
 265 ..... McLoud  
 266 ..... Medford  
 267 ..... Meeker  
 268 ..... Merritt  
 269 ..... Miami  
 544 ..... Miami Ottawa County Alternative  
 270 ..... Midway  
 271 ..... Midwest City HS

272 ..... Midwest City-Del City HS  
 273 ..... Midwest City-Carl Albert High School  
 274 ..... Milburn  
 275 ..... Mill Creek  
 276 ..... Millwood  
 277 ..... Minco  
 278 ..... Moore  
 550 ..... Moore VISTA Academy  
 495 ..... Moore-Westmoore High School  
 279 ..... Mooreland  
 280 ..... Morris  
 281 ..... Morrison  
 282 ..... Moss  
 284 ..... Mounds  
 505 ..... Mountain View-Gotebo  
 533 ..... Moyers  
 287 ..... Muldrow  
 288 ..... Mulhall-Orlando  
 289 ..... Muskogee  
 290 ..... Mustang  
 291 ..... Navajo  
 292 ..... Newcastle  
 293 ..... Newkirk  
 294 ..... New Lima  
 295 ..... Ninnekah  
 296 ..... Noble  
 297 ..... Norman  
 560 ..... Norman Dimensions Alt. School  
 526 ..... Norman North HS  
 299 ..... Nowata  
 300 ..... Oaks Mission  
 301 ..... Oilton  
 302 ..... Okarche  
 303 ..... Okay  
 304 ..... Okeene  
 305 ..... Okemah  
 566 ..... Oklahoma Centennial HS  
 501 ..... Oklahoma Union  
 306 ..... Okla. City-Capitol Hill High School  
 484 ..... Okla.City-Belle Isle Secondary  
 307 ..... Okla. City-Central Innov. HS  
 308 ..... Okla.City-Classen HS  
 309 ..... Okla.City-Douglas HS  
 485 ..... Okla.City-Dunbar Center  
 486 ..... Okla.City-Emerson Alt. Ed. Center  
 310 ..... Okla.City-US Grant  
 311 ..... Okla. City-John Marshall HS  
 567 ..... Okla. City-John Marshall New HS  
 312 ..... Okla.City-Northeast  
 313 ..... Okla.City-Northwest Classen  
 524 ..... Okla. City-Sage  
 529 ..... Okla. City-SAVE  
 314 ..... Okla.City-Southeast HS  
 315 ..... Okla.City-Star Spencer HS  
 316 ..... Okmulgee  
 317 ..... Oktaha  
 318 ..... Olive  
 319 ..... Olney  
 320 ..... Olustee

322 .....	Oologah-Talala	376 .....	Schulter
323 .....	Owasso	377 .....	Seiling
532 .....	Owasso Alter.	378 .....	Seminole
549 .....	Owasso Mid High	379 .....	Sentinel
324 .....	Paden	380 .....	Sequoyah (Rogers County)
325 .....	Panama	381 .....	Sharon-Mutual
326 .....	Panola	382 .....	Shattuck
327 .....	Paoli	383 .....	Shawnee
328 .....	Pauls Valley	498 .....	Shawnee (Alt School)
329 .....	Pawhuska	384 .....	Shidler
330 .....	Pawnee	385 .....	Silo
331 .....	Perkins-Tryon	386 .....	Skiatook
333 .....	Perry	548 .....	Skiatook Alternative
334 .....	Picher-Cardin	387 .....	Smithville
335 .....	Piedmont	388 .....	Snyder
336 .....	Pioneer-Pleasant Vale	389 .....	Soper
337 .....	Pittsburg	390 .....	South Coffeyville
338 .....	Plainview	392 .....	Sperry
339 .....	Pleasant Grove	393 .....	Spiro
340 .....	Pocola	394 .....	Springer
341 .....	Ponca City	395 .....	Sterling
541 .....	Ponca City Alternative	396 .....	Stigler
342 .....	Pond Creek-Hunter	555 .....	Stigler Alternative.
502 .....	Porter-Woodson Consolidated	397 .....	Stillwater
344 .....	Porum	515 .....	Stillwater-Lincoln Alternative
345 .....	Poteau	398 .....	Stilwell
346 .....	Prague	399 .....	Stonewall
568 .....	Prague Alternative	400 .....	Stratford
347 .....	Preston	401 .....	Stringtown
348 .....	Prue	402 .....	Strother
349 .....	Pryor	403 .....	Stroud
537 .....	Pryor Alternative	404 .....	Stuart
350 .....	Purcell	405 .....	Sulphur
516 .....	Putnam City Alternative	406 .....	Sweetwater
351 .....	Putnam City HS	407 .....	Tahlequah
352 .....	Putnam City-North	556 .....	Tahlequah Alternative School
353 .....	Putnam City-West	408 .....	Talihina
354 .....	Quapaw	409 .....	Taloga
355 .....	Quinton	410 .....	Tecumseh
357 .....	Rattan	552 .....	Tecumseh Academy
358 .....	Red Oak	411 .....	Temple
360 .....	Reydon	413 .....	Texhoma
361 .....	Ringling	414 .....	Thackerville
362 .....	Ringwood	518 .....	Thomas-Faye-Custer Unified District
363 .....	Ripley	511 .....	Timberlake
507 .....	Rock Creek	416 .....	Tipton
364 .....	Roff	417 .....	Tishomingo
365 .....	Roland	418 .....	Tonkawa
367 .....	Rush Springs	494 .....	Tulsa Alternative
368 .....	Ryan	419 .....	Tulsa-Central HS
369 .....	Salina	420 .....	Tulsa-E Central HS
370 .....	Sallisaw	421 .....	Tulsa-Edison HS
371 .....	Sand Springs-Page	530 .....	Tulsa-Franklin Youth Academy
522 .....	Sand Springs Alt.	422 .....	Tulsa-Hale HS
372 .....	Sapulpa	488 .....	Tulsa-Lowell
546 .....	Sapulpa Alternative	489 .....	Tulsa-Margaret Hudson
373 .....	Sasakwa	423 .....	Tulsa-Science Academy
374 .....	Savanna	424 .....	Tulsa-Memorial
375 .....	Sayre	519 .....	Tulsa-Pershing Center

525 ..... Tulsa-Project 12  
 557 ..... Tulsa School of Arts and Sciences  
 508 ..... Tulsa-Street School  
 425 ..... Tulsa-Washington  
 426 ..... Tulsa- Daniel Webster  
 427 ..... Tulsa-Will Rogers  
 428 ..... Tupelo  
 429 ..... Turner  
 430 ..... Turpin  
 431 ..... Tushka  
 432 ..... Tuttle  
 433 ..... Tyrone  
 528 ..... Union Alternative School  
 434 ..... Union HS (Tulsa Co)  
 520 ..... Union Intermediate (Tulsa Co)  
 435 ..... Union City (Canadian Co)  
 436 ..... Valliant  
 437 ..... Vanoss  
 438 ..... Varnum  
 439 ..... Velma-Alma  
 440 ..... Verden  
 497 ..... Verdigris  
 441 ..... Vian  
 442 ..... Vici  
 443 ..... Vinita  
 543 ..... Vinita Attucks Aca.  
 444 ..... Wagoner  
 445 ..... Wakita  
 446 ..... Walters  
 447 ..... Wanette  
 449 ..... Wapanucka  
 450 ..... Warner  
 451 ..... Washington  
 452 ..... Washita Heights  
 453 ..... Watonga  
 454 ..... Watts  
 455 ..... Waukomis  
 456 ..... Waurika  
 457 ..... Wayne  
 458 ..... Waynoka  
 459 ..... Weatherford  
 460 ..... Webbers Falls  
 461 ..... Welch  
 462 ..... Weleetka  
 463 ..... Wellston  
 464 ..... Western Heights  
 465 ..... Westville  
 466 ..... Wetumka  
 467 ..... Wewoka  
 468 ..... White Oak  
 469 ..... Whitesboro  
 470 ..... Wilburton  
 471 ..... Wilson (Carter Co)  
 472 ..... Wilson (Okmulgee Co)  
 473 ..... Wister  
 499 ..... Woodland  
 475 ..... Woodward  
 476 ..... Wright City  
 477 ..... Wyandotte

478 .....Wynnewood  
 479 .....Wynona  
 480 .....Yale  
 481 .....Yarbrough  
 483 .....Yukon  
 492 .....Yukon Mid-High

## State and/or Federally Funded Schools

700 .....Oklahoma State School for the Deaf  
 701 .....Parkview  
 702 .....Riverside (Anadarko)  
 703 .....Sequoyah (Cherokee County)  
 704 .....Talking Leaves (Muskogee)  
 750 .....Charter School

## Private Schools

800-899...Private Schools

The ODCTE does not require individual private schools identified by name. However, this information may be needed at the technology center for other reporting purposes. Assign any feeder code in the range of 800 - 899 for reporting a private school in your system. We will interpret these feeder codes as "private" schools.

## Other

998 ..... Home School  
 900 ..... Out of State

## Adult Students

999 ..... Adult Student



## Appendix F – Industry Examples

In an effort to standardize the reporting of industries, listed below are examples of how to report certain industries served. (i.e. Technology centers, public schools, state and local government.) Please try to spell industries the same way each time you report them for consistency.

AUTRY TECHNOLOGY CENTER  
CADDO KIOWA TECHNOLOGY CENTER  
CALVIN PUBLIC SCHOOLS  
CANADIAN VALLEY TECHNOLOGY CENTER  
CENTRAL TECHNOLOGY CENTER  
CHISHOLM TRAIL TECHNOLOGY CENTER  
CITY OF ADA  
CITY OF ALTUS  
CITY OF ALVA  
CITY OF ANADARKO  
CITY OF ARDMORE  
CITY OF BARTLESVILLE  
CITY OF BLACKWELL  
CITY OF CATOOSA  
CITY OF CHEROKEE  
CITY OF CHICKASHA  
CITY OF COMANCHE  
CITY OF COMMERCE  
CITY OF CUSHING  
CITY OF CYRIL  
CITY OF DAVIS  
CITY OF DEL CITY  
CITY OF DRUMRIGHT  
CITY OF DUNCAN  
CITY OF EDMOND  
CITY OF EL RENO  
CITY OF ELGIN  
CITY OF ELK CITY  
CITY OF ELMORE CITY  
CITY OF ENID  
CITY OF FAIRVIEW  
CITY OF GANS  
CITY OF GARBER  
CITY OF HENRYETTA  
CITY OF HOBART  
CITY OF HOLLIS  
CITY OF KELLYVILLE  
CITY OF KINGFISHER  
CITY OF LAWTON  
CITY OF LEXINGTON  
CITY OF LINDSAY  
CITY OF LONE GROVE  
CITY OF MANCHESTER  
CITY OF MANITOU  
CITY OF MARLOW

CITY OF MIAMI  
CITY OF MIAMI FIRE DEPARTMENT  
CITY OF MIDWEST CITY  
CITY OF MOORE  
CITY OF NEWCASTLE  
CITY OF NEWKIRK  
CITY OF NOBLE  
CITY OF NORMAN  
CITY OF OKEENE  
CITY OF OKEMAH  
CITY OF OKLA CITY  
CITY OF OKMULGEE  
CITY OF OWASSO  
CITY OF PAULS VALLEY  
CITY OF PICHER  
CITY OF PIEDMONT  
CITY OF PONCA CITY  
CITY OF POTEAU  
CITY OF PURCELL  
CITY OF QUAPAW  
CITY OF SAPULPA  
CITY OF SHATTUCK  
CITY OF SHAWNEE  
CITY OF STIGLER  
CITY OF STILLWATER  
CITY OF TAHLEQUAH  
CITY OF TISHOMINGO  
CITY OF TONKAWA  
CITY OF VIAN  
CITY OF VINITA  
CITY OF WALTERS  
CITY OF WANETTE  
CITY OF WAURIKA  
CITY OF WAYNE  
CITY OF WETUMKA  
CITY OF WEWOKA  
CITY OF WOODWARD  
CITY OF YUKON  
COALGATE FIRE DEPT  
COALGATE POLICE DEPT  
EASTERN OKLA COUNTY TECH CENTER  
FRANCIS TUTTLE TECHNOLOGY CENTER  
GORDON COOPER TECHNOLOGY CENTER  
GREAT PLAINS TECHNOLOGY CENTER  
GREEN COUNTRY TECHNOLOGY CENTER

HIGH PLAINS TECHNOLOGY CENTER  
 INDIAN CAPITAL TECHNOLOGY CENTER  
 KIAMICHI TECHNOLOGY CENTER  
 MERIDIAN TECHNOLOGY CENTER  
 METRO TECHNOLOGY CENTER  
 MID-AMERICA TECHNOLOGY CENTER  
 MID-DEL TECHNOLOGY CENTER  
 MID-DEL TINKER TRNG CENTER  
 MOORE NORMAN TECH CENTER  
 NORTHEAST TECHNOLOGY CENTER  
 NORTHWEST TECHNOLOGY CENTER  
 OKLA CITY FIRE DEPT  
 OKLA CITY POLICE DEPT  
 OKLA CITY PUBLIC SCHOOLS  
 OKLA DEPT OF AGRICULTURE  
 OKLA DEPT OF AUDITOR AND INSPECTOR  
 OKLA DEPT OF CENTRAL SERVICES  
 OKLA DEPT OF CRIMINAL JUSTICE  
 OKLA DEPT OF COMMERCE  
 OKLA DEPT OF CORRECTIONS  
 OKLA DEPT OF DEVE DISABILITIES  
 OKLA DEPT OF EDUCATION  
 OKLA DEPT OF EMPLOYMENT AND SE  
 OKLA DEPT OF ENVIRONMENTAL QUALITY  
 OKLA DEPT OF HEALTH  
 OKLA DEPT OF HUMAN RESOURCES  
 OKLA DEPT OF HUMAN SERVICES  
 OKLA DEPT OF JUVENILE AFFAIRS  
 OKLA DEPT OF LABOR  
 OKLA DEPT OF LIBRARIES  
 OKLA DEPT OF MENTAL HEALTH  
 OKLA DEPT OF MILITARY  
 OKLA DEPT OF MINERS  
 OKLA DEPT OF PERSONNEL MANAGEMENT  
 OKLA DEPT OF PUBLIC SAFETY  
 OKLA DEPT OF REHAB SERVICES  
 OKLA DEPT OF TOURISM  
 OKLA DEPT OF TRANSPORTATION  
 OKLA DEPT OF VETERANS AFFAIRS  
 OKLA DEPT OF WATER RESOURCES  
 OKLA DEPT OF WILDLIFE CONSERVATION  
 OKLA DEPT OF WORKERS COMPENSATION  
 OKLA DEPT OF YOUTH & FAMILY SERVICES  
 OKLA DISTRICT ATTORNEYS OFFICE  
 OKLA EMP GROUP INS BOARD  
 OSU COOPERATIVE EXTENSION SERVICES  
 OSU EXTENSION 4H  
 OSU FIRE SERVICE TRAINING  
 OSU FOUNDATION  
 OSU OKMULGEE

OU CENTER FOR EARLY CHILDHOOD  
 OU CENTER FOR PUBLIC MANAGEMENT  
 OU CHEMICAL ENGINEERING & MATR  
 OU COLLEGE OF DENTISTRY  
 OU DEPARTMENT OF GEOGRAPHY  
 OU HEALTH SCIENCES  
 OU LAW CENTER  
 OU MEDICAL RECORDS  
 OU PHYSICIANS  
 OU PUBLIC MANAGEMENT  
 OU PURCHASING DEPARTMENT  
 PIONEER TECHNOLOGY CENTER  
 PONTOTOC TECHNOLOGY CENTER  
 RED RIVER TECHNOLOGY CENTER  
 SOUTHERN OKLA TECH CENTER  
 SOUTHWEST TECHNOLOGY CENTER  
 TOWN OF ALINE  
 TOWN OF AMES  
 TOWN OF ARAPAHO  
 TOWN OF ARNETT  
 TOWN OF BEAVER  
 TOWN OF BRAMAN  
 TOWN OF BUTLER  
 TOWN OF BYRON  
 TOWN OF CACHE  
 TOWN OF CANTON  
 TOWN OF CARMEN  
 TOWN OF CARNEY  
 TOWN OF CLEO SPRINGS  
 TOWN OF COWETA  
 TOWN OF DOVER  
 TOWN OF DRUMMOND  
 TOWN OF FAIRFAX  
 TOWN OF FOREST PARK  
 TOWN OF FORGAN  
 TOWN OF FREEDOM  
 TOWN OF GAGE  
 TOWN OF GEARY  
 TOWN OF GOLDSBY  
 TOWN OF GOODWELL  
 TOWN OF GREENFIELD  
 TOWN OF HITCHCOCK  
 TOWN OF JEFFERSON  
 TOWN OF JET  
 TOWN OF KREMLIN  
 TOWN OF LAHOMA  
 TOWN OF LAMONT  
 TOWN OF LAVERNE  
 TOWN OF LONGDALE

TOWN OF MAYSVILLE  
TOWN OF MCLOUD  
TOWN OF MEDICINE PARK  
TOWN OF MORRISON  
TOWN OF NASH  
TOWN OF PAOLI  
TOWN OF PERRY  
TOWN OF RINGLING  
TOWN OF RUSH SPRINGS  
TOWN OF SEILING  
TOWN OF SHIDLER  
TOWN OF STERLING  
TOWN OF THOMAS  
TOWN OF TYRONE  
TOWN OF VELMA  
TOWN OF WAKITA  
TOWN OF WATONGA  
TOWN OF WAUKOMIS  
TOWN OF WAYNOKA  
TOWN OF WEST SILOAM  
TOWN OF WYNNEWOOD  
TRI CO TECHNOLOGY CENTER  
TULSA TECHNOLOGY CENTER  
U S SILICA  
U S SMALL BUSINESS ADMINISTRATION  
U S EPA  
U S FILTER  
U S GYPSUM CO  
U S PAYMENT CORPORATION  
UNIVERSITY OF CENTRAL OKLAHOMA  
UNIVERSITY OF TULSA  
WES WATKINS TECHNOLOGY CENTER  
WESTERN TECHNOLOGY CENTER

