



TECHNOLOGY CENTERS

INSTRUCTIONS FOR PROVIDING ENROLLMENT AND PROGRAM DATA

Revised July 2005

Oklahoma Department of Career and Technology Education
Information Management Division

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Introduction

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

Section 1 - Due Dates And Reporting Guidelines

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

1st Quarter-----October 14, 2005

2nd Quarter-----January 13, 2006

3rd Quarter -----April 14, 2006

4th Quarter -----July 14, 2006

Final Submission -----July 28,2006

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.*

Section 2 - Audit Criteria

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 page 6 for example)
 - Attendance roster either individually signed by students or roll taken and the instructor signature verifying the students attended.
 - 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

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).

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

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, 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 in a technology center.
- 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 at 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 (Formerly called Self-Employment Training (SET) and Small Business Development Services):** 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 Oklahoma 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 create 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 can be reported without submitting separate student data.

61 - Community Services Programs (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 Development 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.

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 can be reported without submitting separate student data.

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

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/GED
- 32 – Some College, No Degree
- 33 – Technical Diploma
- 34 – Associate Degree
- 35 – Bachelor Degree
- 36 – Masters Degree
- 37 – Doctorate Degree
- 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.

*Not required on BIS students

Section 6 - Data Management Tools And Reports On The Web

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.

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.

Completion/Follow-Up/Wage 5-Year Summary Report: This allows you to create a 5-year summary report displaying completion/follow-up data as well as wage data.

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

The purpose of formula funding for Business & Industry Training Services (BITS) 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 classes will **not** be considered for BITS funding, as they are not classified as occupational in nature:

- 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 Programs (Type 61), Career Development Services (Type 62), or Facility Usage Only (Type 75) that are classified as non-reimbursable programs. These can be reported without submitting separate student data.

The following considerations should be used as guidelines in determining funding eligibility for BITS. 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 BITS 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 in 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 Training 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 405-743-5553.

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 \$25/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.

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.

To ensure the best use of funding, it is highly recommended for a minimum class size of four or more participants in each class. Maximum class sizes are to be monitored to ensure quality.

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 FY06 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 Rural Health Project Coordinator at 405-743-6843.

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 or 405-743-5553 for MODG 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 FY06*** projects should complement, rather than replace, existing economic development initiatives.

All ***Training for Existing Industry Initiative FY06 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.

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.). Type 62's can be reported without submitting separate student data.

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 can be reported without submitting separate student data.

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.

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.

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.

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.

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.

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.

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 – Open Enrollment
16 – Customized Industry Training
17 – Government Entity Training
18 – Safety for Government Entities
25 – Rural Health Project
26 – Business Development
27 – Management & Organizational Development
28 – Agricultural Business Management
30 – Existing Industry
44 – Truck Driver Training (Central Tech only)
52 – TIP
53 – Safety 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

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/GED
32 – Some College, No Degree
33 – Technical Diploma
34 – Associate Degree
35 – Bachelor Degree
36 – Masters Degree
37 – Doctorate Degree
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

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 MIS codes 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 5th team-teacher.

PID: 35528-Christie Cheeagle ==> 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 2nd 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	0101	Agricultural Business Management	Deleted
	0102	Ag Mechanics	Deleted
	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
	0305	Forestry	Deleted
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
	1003	Graphic Communications	Deleted
	1102	Computer Programming	Deleted
	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

FAMILY & CONSUMER SCIENCES	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
	2006	Housekeeping	Deleted; moved to 6029

HEALTH OCCUPATIONS	5106	Dental Asst., Dental Hygienist, Dental Lab Tech	Dental Assistant, Dental Hygienist, Dental Laboratory Technician
	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

OIL & GAS	7000	Oil & Gas Training	Reserved for specific training programs at High Plains Technology Center
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QUALITY	9096	Quality	ISO Training, Lean Manufacturing Training, Value Stream Mapping, TQM
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RECREATION & SPECIAL INTERESTS	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
	3401	Personal and Social Skills	Deleted
	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

SAFETY - Training that deals with safety, regardless of program type	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

Trade & Industrial Education	1204	Cosmetology	Cosmetology, Facials and Make-up, Nails, Manicure and Pedicure
	1506	Industrial Technology	Deleted; moved to 4703
	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
	4902	Vehicle and Equipment Operators	Bus Driver Training, Commercial Driver License, Forklift Driver Training, Heavy Equipment Training
Miscellaneous	9006	Miscellaneous	

MIS CODES SORTED NUMERICALLY

MIS	MIS DESCRIPTION	COURSE EXAMPLE
0101	Agricultural Business Management	Deleted
0102	Ag Mechanics	Deleted
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
0305	Forestry	Deleted
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
1003	Graphic Communications	Deleted
1102	Computer Programming	Deleted
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
1506	Industrial Technology	Deleted; moved to 4703
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
2006	Housekeeping	Deleted; moved to 6029
3201	Basic Skills	Job Seeking, Career Exploration, GED, Math, Work Skills, Reading
3401	Personal and Social Skills	Deleted
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
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
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
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
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
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 NAMES SORTED ALPHABETICALLY WITH MIS CODE

MIS	COURSE EXAMPLE
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
1205	Baking and Pastry
6005	BBP
2002	Behavior and Guidance
4706	Bicycle Maintenance
5109	Blood Pressure Screener

MIS	COURSE EXAMPLE
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
4701	Computer Repair and Maintenance
6009	Confined Space Training
6002	Conflict in the Workplace
6008	Controlling Spills
1205	Cooking and related culinary arts within the food industry
1204	Cosmetology
4302	CPAT
5109	CPR
6010	Crane and Hoist Safety
6047	Cranes

MIS	COURSE EXAMPLE
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
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

MIS	COURSE EXAMPLE
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
5004	Graphic Design
0106	Greenhouse
6037	Guarding Machines
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

MIS	COURSE EXAMPLE
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
0150	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
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

MIS	COURSE EXAMPLE
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
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

MIS	COURSE EXAMPLE
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
6044	Respirator Protection
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

MIS	COURSE EXAMPLE
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
4602	Woodworking
1103	Word
1103	WordPerfect
3201	Work Skills
3601	Yoga

Appendix E - Feeder School Codes

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	049 Boswell
002 Ada	050 Bowlegs
003 Adair	051 Boynton
004 Afton	052 Braggs
005 Agra	053 Braman
006 Alex	054 Bray-Doyle
007 Aline-Cleo	496 Bridge Creek
008 Allen	055 Bristow
010 Altus	523 Broken Arrow Alternative
011 Alva	056 Broken Arrow HS
012 Amber-Pocasset	057 Broken Arrow North Intermediate HS
014 Anadarko	504 Broken Arrow- Margaret Hudson
015 Antlers	503 Broken Arrow-South Intermediate HS
017 Arapaho	058 Broken Bow
018 Ardmore	060 Buffalo
547 Ardmore TAKE Alternative	061 Buffalo Valley
019 Arkoma	062 Burlington
021 Arnett (Ellis Co)	063 Burns Flat/Dill City
022 Asher	064 Butler
023 Atoka	065 Butner
024 Balko	066 Byng
025 Barnsdall	067 Cache
490 Bartlesville Mid-High	068 Caddo
491 Bartlesville Alternative H S	069 Calera
026 Bartlesville Sr. H S	070 Calumet
028 Battiest	071 Calvin
029 Beaver	072 Cameron
030 Beggs	073 Canadian
031 Bennington	074 Caney
032 Berryhill	075 Caney Valley
033 Bethany	076 Canton
034 Bethel	554 Canton Alternative
036 Big Pasture	077 Canute
037 Billings	079 Carnegie
038 Binger-Oney	080 Carney
039 Bixby	081 Carter
040 Blackwell	082 Cashion
041 Blair	083 Catoosa
042 Blanchard	084 Cave Springs
044 Bluejacket	085 Cement
045 Boise City	086 Central (Stephens County)
047 Bokeshe	087 Central (Sequoyah County)
048 Boley	088 Chandler
512 Boone-Apache	089 Chattanooga
090 Checotah	095 Choctaw
091 Chelsea	545 Choctaw Alternative
092 Cherokee	096 Chouteau-Mazie
093 Cheyenne	513 Cimarron
094 Chickasha	097 Claremore
298 Chisholm	536 Claremore Alternative

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
 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
 210 Hulbert
 535 Hydro-Eakley HS

212	Idabel	272	Midwest City-Del City HS
213	Indiahoma	273	Midwest City-Carl Albert High School
214	Indianola	274	Milburn
215	Inola	275	Mill Creek
216	Jay	276	Millwood
217	Jenks HS	277	Minco
521	Jenks Alternative School	278	Moore
219	Jones	550	Moore VISTA Academy
220	Kansas	495	Moore-Westmoore High School
221	Kellyville	279	Mooreland
222	Keota	280	Morris
223	Ketchum	281	Morrison
563	Keys (Cherokee Co)	282	Moss
224	Keyes (Cimarron Co)	284	Mounds
225	Kiefer	505	Mountain View-Gotebo
226	Kingfisher	533	Moyers
227	Kingston	287	Muldrow
228	Kinta	288	Mulhall-Orlando
229	Kiowa	289	Muskogee
230	Konawa	290	Mustang
231	Kremlin	291	Navajo
234	Latta	292	Newcastle
235	Laverne	293	Newkirk
236	Lawton-Eisenhower High School	294	New Lima
237	Lawton High School	295	Ninnekah
238	Lawton-MacArthur High School	296	Noble
562	Lawton-Taft Alternative School	297	Norman
239	Leedey	560	Norman Dimensions Alt. School
240	Leflore	526	Norman North HS
242	Lexington	299	Nowata
243	Liberty	300	Oaks Mission
244	Lindsay	301	Oilton
245	Little Axe	302	Okarche
246	Locust Grove	303	Okay
247	Lomega	304	Okeene
248	Lone Grove	305	Okemah
249	Lone Wolf	501	Oklahoma Union
250	Lookeba-Sickles	306	Okla. City-Capitol Hill High School
251	Luther	484	Okla.City-Belle Isle Secondary
252	Macomb	307	Okla. City-Central Innov. HS
253	Madill	308	Okla.City-Classen HS
254	Mangum	309	Okla.City-Douglas HS
255	Mannford	485	Okla.City-Dunbar Center
256	Marietta	486	Okla.City-Emerson Alt. Ed. Center
258	Marlow	310	Okla.City-US Grant
259	Mason	311	Okla. City-John Marshall HS
260	Maud	312	Okla.City-Northeast
261	Maysville	313	Okla.City-Northwest Classen
262	McAlester	524	Okla. City-Sage
263	McCurtain	529	Okla. City-SAVE
264	McLish	314	Okla.City-Southeast HS
265	McLoud	315	Okla.City-Star Spencer HS
266	Medford	316	Oklmulgee
267	Meeker	317	Oktaha
268	Merritt	318	Olive
269	Miami	319	Olney
544	Miami Ottawa County Alternative	320	Olustee
270	Midway	322	Oologah-Talala
271	Midwest City HS	323	Owasso

532	Owasso Alter.	379	Sentinel
549	Owasso Mid High	380	Sequoyah (Rogers County)
324	Paden	381	Sharon-Mutual
325	Panama	382	Shattuck
326	Panola	383	Shawnee
327	Paoli	498	Shawnee (Alt School)
328	Pauls Valley	384	Shidler
329	Pawhuska	385	Silo
330	Pawnee	386	Skiatook
331	Perkins-Tryon	548	Skiatook Alternative
333	Perry	387	Smithville
334	Picher-Cardin	388	Snyder
335	Piedmont	389	Soper
336	Pioneer-Pleasant Vale	390	South Coffeyville
337	Pittsburg	392	Sperry
338	Plainview	393	Spiro
339	Pleasant Grove	394	Springer
340	Pocola	395	Sterling
341	Ponca City	396	Stigler
541	Ponca City Alternative	555	Stigler Alternative.
342	Pond Creek-Hunter	397	Stillwater
502	Porter-Woodson Consolidated	515	Stillwater-Lincoln Alternative
344	Porum	398	Stilwell
345	Poteau	399	Stonewall
346	Prague	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
376	Schulter	525	Tulsa-Project 12
377	Seiling	557	Tulsa School of Arts and Sciences
378	Seminole	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

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

