

**TECHNOLOGY CENTERS**

**INSTRUCTIONS FOR PROVIDING**

**ENROLLMENTS AND**

**BUSINESS AND INDUSTRY SERVICES**

**CLASS DATA**

**Revised September 2012**

Oklahoma Department of Career and Technology Education  
Information Management Division



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## Introduction

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This guidebook has been designed to assist you in providing enrollment and BIS class data required by the Oklahoma Department of Career and Technology Education (ODCTE). This information is used in a number of ways, such as:

**Funding** – Allotment dollars, state, and federal appropriations and student financial aid eligibility.

**Historical Trends** – Data is maintained from 2001 to present and is readily available for historical trend analysis.

**Economic Development** – Businesses and industries use the data to create a profile of the workforce 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 to determine potential discrimination.

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

The data collected affects other areas, as well as the above mentioned. For instance, the ***Carl D. Perkins Career and Technical Education Improvement Act of 2006*** (Perkins IV) 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:

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Oklahoma Department of Career and Technology Education  
1500 West Seventh Avenue  
Stillwater, OK 74074-4364  
405-743-5125 or 800-522-5810, ext. 125  
E-mail: [enrollment@okcareertech.org](mailto:enrollment@okcareertech.org)



## Section 1 - Due Dates and Reporting Guidelines

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All enrollments (career major or business and industry training services) should be submitted a **minimum** of once each quarter by the following dates:

1<sup>st</sup> Quarter-----October 12, 2012

2<sup>nd</sup> Quarter -----January 11, 2013

3<sup>rd</sup> Quarter -----April 12, 2013

4<sup>th</sup> Quarter -----July 12, 2013

Final Submission -----July 31, 2013

No corrections will be accepted after August 15, 2013.

**BUSINESS AND INDUSTRY SERVICES (BIS):** The class/enrollment files for Business and Industry Services should include only classes that were **completed** during the reporting period. If a student **never attended** a class or **dropped prior to attending at least 50%** of the class, **do not** include them in the enrollment file. **Please report all Safety classes monthly for timely reimbursement.**

Report classes as they are advertised to the individual or to the organization served. Do not report a class multiple times based on the topic unless the class is offered/advertised in that manner. For example, if you are offering an "Intermediate Word" class 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 class. If the class 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 classes and reported accordingly. This applies to all program types. If unclear on how to report classes, do not hesitate to contact the IMD office.

**CAREER MAJOR ENROLLMENT:** All enrollments will be submitted to the ODCTE at the Career Major level. The enrollment file should be a **quarterly** file for each submission to include all students who were enrolled regardless of number of hours enrolled during each quarter. 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.

Enrollments will be submitted 4 times per year as indicated by the due dates above. Submit 1 record for each career major that the student is actively enrolled in during the quarter for which data is being submitted:

- a) Clock hours will represent hours for that quarter and for that career major that the student is eligible to attend.
- b) Records will only represent students actively enrolled during that quarter.
- c) PID listed will be the primary teacher of record for the career major.
- d) Teacher number can be left blank for teachers only teaching adult-only career majors; however, no secondary students can be associated to this teacher's number.

Students concurrently enrolled in 2 or more career majors will need to divide the clock hours out accordingly.

A secondary student missing 10 consecutive class periods within a semester needs to be dropped from the class for reporting purposes. The student clock hours will need to be adjusted if the student does return to class.

All technology centers should have an attendance policy in place for post-secondary students.

**IE/TV CAREER MAJORS OR BIS CLASSES:** The following scenarios provide reporting guidelines for instruction delivered via distance learning:

**Technology Center Sending to a Technology Center**

The sending technology center reports students participating in an approved Career Major on its campus and the receiving site should report students participating on its campus.

**Technology Center Sending to a High School**

If a technology center sends an approved Career Major to a high school, the technology center reports students with the following exception: If the student is enrolled in an approved high school technology course but is receiving supplemental instruction from a technology center to enhance the course, the high school reports the students.

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

The technology center reports students enrolled in its approved Career Major.

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

The technology center reports students enrolled in its approved Career Major.

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

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

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

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

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

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

## Section 2 - Audit Criteria

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To demonstrate accountability for formula funds supporting Career and Technology Education, the collection of complete and accurate data on students and classes 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 prior to the current year. If there are specific state and/or federal requirements that exceed this timeframe, they will take precedence over these requirements.

- **Student Data for Career Majors:** 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. If a secondary student misses 10 consecutive class periods within a semester, the student needs to be dropped from the class for reporting purposes. The student clock hours will need to be adjusted if the student does return to class. The technology center's attendance policy will be reviewed for post-secondary students.
- **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 Class Data:** The following will be on file to document the class offering in addition to the class file that verifies data elements submitted.
  - A class outline or syllabus (see following page for example)
  - Attendance roster either individually signed by students or roll taken and the instructor signature verifying the students attended
  - Beginning and ending times of training conducted
  - Contact information for the instructor

When submitting BIS student data or class 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 BIS Class 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 Class of Study (Syllabus)

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

**Instructor:** Name and Title

**Class Title:** List the title of your classes as it appears in the school brochure.

**Class Length:** List the class length in hours.

**Credits:** List the number of credits or CEUs assigned to the class.

**Prerequisites:** List any required prerequisite.

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

**Class Objective:** This is a short general statement that describes what the participant will be able to do once he/she completes the class.

**Specific Objectives:** These objectives should describe a pattern of performance that participants should be able to demonstrate at the end of the class.

**Class Content Outline:** Indicate the topics to be covered in outline form. The class 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 class, specifically related to safety.

**Instructional Materials:** List specific supplies, uniforms, tools, equipment, etc., that are needed for the class.

**Bibliography:** Include a detailed list (in bibliography format) of all textbooks and resources required for the class

## Section 3 - How to Validate and Submit Data

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

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

In order to submit enrollment/class data, 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/about/state-agency/divisions/imd>
- Step 3: Select **Technology Center**
- Step 4: Select either **Career Major or BIS**.
- Step 5: Select **Data Submission**.
- Step 6: Select **Validate and Upload Enrollment/Program Data**.
- Step 7: Select your school name from the drop down list.
- Step 8: 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/class 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 9: Select either the Fixed Format or Comma Delimited File Format type.
- Step 10: Select the type of data you will be verifying/submitting (BIS Class Data, BIS Student Data, or Pathway Student Data). When loading Pathway Student Data, select the quarter you are uploading.  
  
**NOTE: When submitting Business and Industry Services data, the Class file must be processed first. Otherwise, the enrollment file will not process.**
- Step 11: 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 12: Click the Select button.

Step 13: 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 14: 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 5 - 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 5 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 Class Data

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

**Begin Date** - Date the class begins.

**Clock Hours** - Number of hours of instruction provided by the instructor. Classes conducted simultaneously (i.e., Computer I and Computer II) by a single instructor must be reported as a single class. **Prep, lunch breaks, and/or driving time by the instructor are not to be included in the clock hours.**

**Contract Number** - A contract number must be assigned to each class 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: <http://www.okcareertech.org/about/state-agency/divisions/imd>, select *BIS*, and then select *BIS Data Requirements* and then select *Request Additional BIS Contract Numbers for Current Fiscal Year*.

**Class Name** – The class name refers to the specific name of the class.

*NOTE: On-Line classes should have (OLT) after the class name, e.g. Word (OLT).* These are self-paced or instructor-facilitated classes 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 class developer as the number of clock hours, and report all students who completed the training during the quarter. Only report a student once per class. The maximum number of times any specific on-line class would be reported during a fiscal year is four. These classes should be reported with "99999" in the space provided for "Business Code," and the name of the developer in the space provided for "Instructor."

In the event the On-Line class 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 class ends. The end date should correspond to the fiscal year for which the class is being submitted (July 1 to June 30).

**MIS Code** - Enter the four-digit MIS code for the class 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 class. Do not include students that enrolled but did not attend the class, or, students that did not attend at least 50% of the class.

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

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

- 15 - **Adult and Career Development (ACD):** Training delivered to the general public in which a majority of the students are not employees of a single sponsoring business, industry, organization, or entity. The training is delivered by technology centers and includes career and professional development, upgrade and skill specific training, and continuing education.
- 16 - **Customized Industry Training:** Broad category used to describe customized training designed specifically for employees of one or a specific group of business or industries with the tuition being paid by the employer.
- 17 - **Governmental Entity Training:** Customized training for the public sector employees.
- 18 - **Safety 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.
- 24 - **Department of Health – CNA I, II, III:** Training provided to Critical Access Hospital employees to update occupational skills or provide new skills training.
- 26 - **Business Development:** An approved Business and Entrepreneurial Services program in which technology centers provide training and services designed to offer professional assistance and guidance to persons interested in starting a new business in Oklahoma or provide the business owner a step-by-step class 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 classes.
- 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 class which is designed especially for the employees of one or a specific group of businesses or industries and which qualifies under the Training for Existing Industries guidelines.
- 35 - **Employee Assessment and Retraining Network (EARN):** A class which is designed for Oklahomans who have been laid off or dislocated from their job through no fault of their own. Employees that were laid off from temporary employment or from employment agencies do not qualify for EARN funds.
- 42 - **Training for Industry Growth (TIG):** A class which is designed to accommodate industry critical needs identified within an occupational area by providing customized training for the needs of an industry within a defined geographic region of the state.
- 44 - **Truck Driver Training (Central Technology Center):** Refresher classes designed for individuals who are **not** training to become professional truck drivers through the Truck Driver Training Career Major conducted at Central Technology Center.
- 52 - **Training for Industry Program (TIP):** An economic development incentive that provides employee training for qualifying companies that creates new jobs in Oklahoma. This training is provided at no cost to the company.
- 53 - **Safety 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 classes or activities reported under this program type are not eligible for formula funding. **Type 60's must be reported with at least one student record indicating the industry served.**
- 61 - Community Services (nonreimbursable):** Classes conducted and/or coordinated by the technology centers that do not meet the guidelines for formula funding. These classes 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 classes or activities reported under this program type are not eligible for formula funding. **Type 61's can be reported without submitting separate student data.**
- 62 - Career Services (non-reimbursable):** 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 classes 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 classes 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. See program type 28 for reporting classes.
- 75 - Facility Usage Only:** The designation used to report classes, 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 classes conducted by outside entities. Any classes or activities reported under this program type are not eligible for formula funding. **Type 75's can be reported without submitting separate student data.**
- 78 – Technology Center Collaboration Partnerships:** The designation used to report training that is in corporation with a partnering technology center. This code is **not** eligible for formula funding and **will not** be used in the cost report.
- 83 – Firefighting Training Initiative:** This program type is used for classes to accommodate the increased demand placed on technology centers for training and testing of volunteer fire departments in the state of Oklahoma. This training shall include firefighters training and associated testing as well as first responder training and associated testing. All Firefighting Training Initiative Projects that qualify for reimbursement must be approved prior to the project start date.

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

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

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



## Section 5 - Definitions and Coding to Report Student Data

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The following information provides specific definitions and coding to be used when providing student enrollment data. **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.

**Business Code** – Provide the business code of the industry 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 the code for “Open” if the training is not industry sponsored. Refer to the IMD website for a listing of business codes.

**Career Majors** – List the 9-digit Career Major code to indicate the Career Major(s) for which the student is enrolled.

**Clock Hours** - Enter the number of clock hours the student has enrolled in for the class based on the begin date and end date of enrollment. 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 class 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 activity 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 - No, this student is **not** disabled
- 1 - Yes, this student **is** disabled

**\*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 activities. 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.

Academically Disadvantaged codes are as follows:

- 0 - No, this student is **not** Academically Disadvantaged
- 1 - Yes, this student **is** Academically Disadvantaged

**"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

Economically Disadvantaged codes are as follows:

- 0 - No, this student is **not** Economically Disadvantaged
- 1 - Yes, this student **is** Economically Disadvantaged

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

- ✓ has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills;
- ✓ has been dependent on the income of another family member but is no longer supported by the income; or
- ✓ is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; 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 classes should reflect their high school education level (e.g. 11, 12) unless they are school dropouts in which case they would be coded with the appropriate adult code.

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

30 – Less than a High School Diploma  
31 – High School Graduate  
32 – Some College, No Degree  
33 – Technical Diploma  
34 – Associate Degree

35 – Bachelor Degree  
36 – Masters Degree  
37 – Doctorate Degree  
38 – GED  
99 – Unknown

**\*Feeder School Code** – For secondary students, enter the 9-digit State Department of Education’s school code that identifies the home school district the student is attending. If the student’s school is not listed, contact the Information Management Division. Do not arbitrarily assign a new code. The following feeder school codes should be used for students not attending a comprehensive school district:

- ✓ 00X999999 for Adult students
- ✓ 00P000002 for Home Schooled students
- ✓ 99I999999 for Out Of State students
- ✓ 80P000xxx for Private School students
- ✓ 00I000888 for Charter School students

**First Name** - List 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

**Last Name** - List 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

**Migrant** – The term “migrant” means migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to obtain or to accompany such parents or spouses to obtain temporary or seasonal employment in agricultural or fishing work have done at least one of the following:

- ✓ moved from one local education agency (LEA) to another,
- ✓ moved from one administrative area to another in a state that is comprised of a single LEA,
- ✓ resided in an LEA with an area larger than 15,000 square miles and migrated a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Coding for Migrant is as follows:

- 0 – No, this student is **not** a migrant
- 1 – Yes, this student **is** a migrant

**Middle Initial** – Provide the middle initial of the student.

**PID Number** – Provide the 5-digit numeric PID number for the instructor that is responsible for the student submitted for the Career Major in which enrolled.

**Race/Ethnicity Data** – All students should be asked to respond to two questions regarding Race/Ethnicity. The first question is whether or not they are Hispanic/Latino. The next question should ask them to select one or more of the remaining races. For reporting purposes to the ODCTE, each racial category should be indicated with a “**0**” **indicating they are not that race** or a “**1**” **indicating they are that race**. Definition of each race is as follow:

Hispanic/Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South American (including central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, southeast Asia, or the Indian Subcontinent, including for example; Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

*Black or African American:* A person having origins in any of the black racial groups of Africa.

*Native Hawaiian or Other Pacific Islander:* A person having any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

*White:* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**School Code** – List the 9-digit alpha/numeric school code that identifies the technology center submitting enrollment data. Refer to the IMD website under Data Requirements for a listing of technology center school codes.

**School ID** – Provide the School ID assigned to each student. This must be an alpha/numeric code.

**\*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. Do not use the student's driver's license number, school ID, or partial social security number in this field.

**Student Testing Number (STN)** – For secondary students, provide the 10-digit numeric Student Testing Number (STN). The STN has been assigned for all secondary students in Oklahoma by the State Department of Education and is available from the student's home school. All secondary students will be required to have this number with the exception of those attending private schools, home schooled or those from out-of-state.

A STN can be provided for adult students if they were assigned a STN while attending as a secondary student. Otherwise, leave this field blank.

**Suffix** – List the student's name suffix, if applicable (e.g. Jr, Sr, III).

**Teacher Number** – Provide the 6 digit teacher number as displayed on their teaching certificate. This field can be left blank if the teacher has only adult students.



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

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There are several reports and management tools 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/about/state-agency/divisions/imd>

**Technology Center Career Majors:** Select this option to find everything you need regarding your career major offerings. Under this option you will see options such as **Data Requirements, Reporting Due Dates, Data Submission, Reports, and Guidebooks.**

**Data Requirements:** Under this category you will find the following options:

- **Career Major Enrollment Student Record Layout:** This option provides updates regarding record layouts.
- **Career Major Student Record Layout Definitions:** This option provides the definitions regarding the record layouts.
- **Career Major Codes:** This option provides the ODCTE official Career Major list for the current year and years back to FY0809.
- **Career Pathway Codes:** This option provides the ODCTE official Career Pathway Codes list for the current year and years back to FY0809.
- **Technology Center Course Codes:** This option provides the ODCTE official Course Codes list for the current year and years back to FY0809.
- **Technology Center School Codes:** This option provides a listing of all technology center school codes by site.
- **State Department of Education School Codes:** This option provides a listing of all comprehensive school codes by site.
- **Business Master Codes:** At this option, you can search business codes by partial name in order to determine if a business code has been assigned.
- **Request a New Business Code:** This option will redirect you to the Impact site in order to request a new business code.

**Reporting Due Dates:** This option will provide you with a listing of all due dates for Career Majors.

**Data Submission:** Select this option to submit data to IMD. Options under this category are:

- **Academic Report:** This allows you to update any academic activities your school offers.
- **Assign Teachers to Career Majors:** This allows you to match teachers to Career Majors offered at your technology center.
- **Non-Instructional Framework Student Enrollment Report:** This allows you to report/represent activities, courses, or programs conducted by your technology center that is **not** presently being reported to ODCTE by other reporting venues.
- **Request Career Majors (CTIS):** This option will redirect you to the CTIS site in order to request new Career Majors for your school.
- **Student Completion/Follow-up Report:** This allows teachers to enter their completion and follow-up information for their students.

- **Tech Prep Student Update:** This allows you to update the tech prep students from your school.
- **Update Personnel Data:** This allows you to update the personnel data at your school.
- **Validate and Upload Enrollment/Class Data:** This allows you to check your enrollment and/or class data for errors and to submit to the ODCTE.

**Reports:** Select this option to create reports that is in the IMD database. Options under this category are:

- **Academic Outcomes:** This allows you to view a report on annual academic outcomes for 12<sup>th</sup> grade CTE students attending higher education in Oklahoma as related to your school.
- **Career Major Approval Sheets:** This allows you to view what Career Majors have been approved for your technology center.
- **Certification List for Follow-Up:** This allows you to view certifications by occupational division approved by the ODCTE to be used when completing follow-up reports.
- **Enrollment/FTE by Pathway:** This allows you to create an enrollment/FTE report by pathway for past years.
- **Enrollment/FTE Summary Report:** This allows you to create an enrollment/FTE report by **program** for past years. You may view program data for FY08 and earlier or Career Major data from FY09 to present.
- **Follow-up Detailed Student Information:** This allows you to create an excel file containing student completion/follow-up data.
- **Gold Star Summary Data:** This report is an analysis of the completion/follow-up data by technology center to be used with the Gold Star School application.
- **High School Graduation:** Provides summary listing by school and by district of the technology center's partner schools.
- **PID List – Instructors:** List of PIDs, Instructors, funding, and division.
- **Program Funding Sheets:** This allows you to view the program funding sheets for your school.
- **Secondary Enrollment Service Report – 10 Yr Trend**
- **Secondary Enrollment Service Report (school year 0708 and earlier):** This report allows you to view the secondary enrollment service report for your school from FY0708 and earlier.
- **Secondary Enrollment Service Report (school year 0809 and beyond):** These links allow you to view the secondary enrollment service reports for your school by technology center site, in-district school, and by county for schools not in technology centers districts.
- **Verify Enrollment in Full-Time Offerings:** This allow you to create a report of the enrollment data presently on file by Pathway for your school.
- **Verify Enrollment in Full-Time Offerings By Career Major:** This allows you to create a report of the enrollment data currently on file by Career Major for your school.

**Guidebook:** Allows you to view or print any guidebooks IMD produces. The guidebooks are: *Instructions for Providing Enrollment and BIS Class Data, Non-Instructional Framework/Worksheet, Technology Center Completion/Follow-Up, and IPEDS.*

**Technology Center BIS:** Select this option to find everything you need regarding your Business and Industry Services classes. Under this option you will see options such as **Data Requirements, Reporting Due Dates, Data Submission, Reports, and Guidebooks.**

**Data Requirements:** Under this category you will find the following links:

- **Student Enrollment Record Layout:** This option provides updates regarding student record layouts.
- **Record Layout for Course Data:** This option provides updates regarding the record layout for BIS course data.
- **Student Enrollment Record Layout Definitions:** This option provides the definitions regarding the record layouts on BIS student data.
- **NAICS Codes (Alphabetical):** This is an alphabetical listing of NAICS codes classifications that can be used when requesting business codes.
- **NAICS Codes (Numerical):** This is a listing of NAICS codes classifications sorted in numerical order that can be used when requesting business codes.
- **Request a New Business Code:** This option will redirect you to the Impact site in order to request a new business code.
- **Business Master Codes:** At this option, you can search business codes by partial name in order to determine if a business code has been assigned.
- **Request Additional BIS Contract Numbers for Current Fiscal Year:** Use this option when you need to request additional contract numbers for the current year.

**Reporting Due Dates:** This option will provide you with a listing of all due dates for BIS classes.

**Data Submission:** Select this option to submit data to IMD. Options under this category are:

- **Validate and Upload Enrollment/Class Data:** This allows you to check your enrollment and/or class data for errors and to submit to the ODCTE.
- **Business and Entrepreneurial Services Login:** This allows the BES coordinators to update their client's activity for the current year.

**Reports:** Select this option to create reports that is in the IMD database. Options under this category are:

- **BIS 5-Year Trend Data:** This report shows trend data for your school by program type over the last five years.
- **BIS Enrollment by NAICS:** This report shows enrollments served by NAICS classification.
- **BIS Industry Trend Data:** This report shows a comparison of industries served by program type over the last two years.
- **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 quarter. 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 Summary Report:** This allows you to create a summary report of BIS data for the current year as well as past years.
- **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**.
- **Printing BIS PEF's:** This allows you to print an enrollment report to use when processing BIS invoices as related to the Impact System.
- **Printing Multiple BIS PEF's:** This allows you to print an enrollment report for multiple PEFs when processing BIS invoices as related to the Impact System.

- **Review BIS Contract Numbers Used for Current Fiscal Year:** This allows you to review the contract numbers that have been submitted to ODCTE. You will have the option to also review class information in detail or student data in detail.

**Guidebook:** Allows you to view or print any guidebooks IMD produces. The guidebooks are: *Instructions for Providing Enrollment and BIS Class Data*, *Non-Instructional Framework/Worksheet*, *Technology Center Completion/Follow-Up*, and *IPEDS*.

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

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

Listed below are examples of activities that will **not** be eligible for BIS funding.

- Professional development for technology center personnel or boards of education (with the exception of Safety training);
- 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 classes delivered as "open enrollment" classes;
- 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 classes do not satisfy the guidelines for formula funding, they can be reported as Consulting/Informal Training (Type 60), Community Services (Type 61), Career Services (Type 62), or Facility Usage Only (Type 75) that are classified as non-reimbursable classes.

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

### **Apprenticeship – (Type 01)**

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

### **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 classes, 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 classes, seminars, and occupational preparation classes.

- ACD classes conducted by a technology center district by another technology center are eligible for formula funding if approved by the technology center assigned to that district.
- Basic skills classes may be submitted as ACD if they have been identified through analysis as a specific barrier entry into an occupational preparation class, training class, or to implement training classes for a particular business or industry. Such classes 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.

### **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 classes.

- The majority of students enrolled in the class 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 class 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.

### **Safety for Government Entities – (Type 18) or Safety for Industry – (Type 53)**

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

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

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

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

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

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

### **Department of Health – CNA I, II, III (Type 24)**

This program type is used only for CNA I, II and III training done through the Agency's scholarship program in partnership with the Oklahoma Health Care Association (OHCA) and the Oklahoma State Department of Health (OSDH).

The purpose of the CNA I program, supported by the OHCA, is to provide base-level training to individuals involved in rendering direct care to patients in skilled nursing facilities and long-term care facilities across Oklahoma.

The scholarship program supported by OSDH is a joint effort to implement the CNA Career Ladder. The purpose of CNA II and III is to provide services to aid OSDH in providing qualified, skilled Certified Nurse Aides II and III for direct care rendered in skilled nursing facilities and long-term care facilities in Oklahoma.

Schools wishing to participate in these scholarship programs must receive prior approval from staff within the BIS/ACD Division at the ODCTE and must agree to the stipulations set forth in the agreements with the OHCA or OSDH.

All requests for training project funding must be made in the IMPACT system. Requests for reimbursement must also be made through the IMPACT system.

**Upon completion of a class, all documents must be filed with the ODCTE for reimbursement, not later than, the quarter following the completion of the class. Final Quarter requests will not be accepted after July 15<sup>th</sup>, following the end of the fiscal year.**

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

Business and Entrepreneurial Services provide training and consulting services to entrepreneurs and small business and industry clients. Approved Business and Entrepreneurial Services include Business Development programs – program type 26 and Management and Organizational Development (MOD) – program type 27.

The only report that should be submitted to the Information Management Division for program type 26 and 27 are for classes or seminars conducted or coordinated during each quarter. Use the MIS code that best describes the content of the class. Do not report any classes or seminars that are being submitted under another program type. Consulting services are to be reported in the BES system.

In addition, client information, assistance provided and results achieved should be reported in the online Business and Entrepreneurial Services (BES) reporting a minimum of once each quarter by the dates listed in Section 1. ODCTE will receive and aggregate impact information from clients served through BES. The BES reporting system is located at:

<https://dpt.okcareertech.org/PFCCJANO/cbp.login.menu.dptw> .

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

Agricultural Business Management programs provide training and consulting services to farmers and ranchers. The goal of Agricultural Business Management is to help agricultural families be successful by improving their management, organization, and efficiency practices.

This program type should be used to report classes 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 class. Do not report any classes or seminars that are being submitted under another program type. See program type 73 for reporting clients served.

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

**PURPOSE:** To accommodate the increased demand placed on local technology centers (LTC) for customized training for companies that must re-tool and/or re-train current payroll employees in an effort to remain competitive, increase profitability, retain jobs, position themselves for expansion, and maintain viability.

**JUSTIFICATION:** Oklahoma’s economic future will largely depend on the ability of technology centers to provide training for existing business and industry to remain competitive and grow in the marketplace. Frequently this requires providing the existing workforce with upgrade training or training on new systems or equipment. Technology centers have a mission to respond to these needs by designing customized industry training programs. The **Training for Existing Industry Initiative FY13** funds will allow technology centers to establish more partnerships through cost shared training with business and industry that will produce economic growth.

**METHOD FOR DISTRIBUTING FUNDS:**

Assuming the availability of funds, each LTC will have a specific allocated amount of **Training for Existing Industry Initiative FY13** dollars. This allocation will be made apparent to the (LTC) during the June planning period and will be made available on July 1, 2012. Local allocations will be capped at a number determined by the amount of statewide dollars made available to the program. Each LTC will receive a minimum allocation. For FY13, LTC’s will not be allocated more than 300% or less than 80% of prior fiscal year’s allocation. Allocations are based on an average of the prior 3 year dollar commitments and an invoice % multiplier.

If 3 year Avg. Invoice % is...	Then Committed Multiplier is...
0-59.9	0.7
60-69.9	0.8
70-79.9	0.9
80-89.9	1
90-100	1.1

**PULLBACK OF ALLOCATED TECHNOLOGY CENTER FUNDS:**

There will be no pullback of local allocated technology center funds in FY13. However, based on need or lack-there-of, a technology center can and may be encouraged to release all or part of their FY13 allocation. This release will require the written approval of the LTC Superintendent.

### **SPECIAL FUNDS (FY11 carry-over):**

Special Funds are defined by the total amount of dollars not invoiced in prior fiscal year and intended to support the training needs of qualifying statewide companies. Prior year carry-over is not determined or made official until FYQ2. LTC's may submit Special Funds applications in IMPACT:

1. After November 30, 2012
2. After all LTC allocations have been committed and are 60% invoiced.

LTC's can apply for no greater than an additional 50% of their FY13 allocation (ie. If allocation is \$50K, LTC is eligible to apply for an additional \$25K through special funds when the above mentioned qualifications are met). Special Funds commitments will be reviewed on a project-by-project basis through IMPACT. LTC's will be reimbursed for direct costs in accordance with the approved application and budget. Dollars committed to a LTC shall not exceed 150% of July 1 allocation.

### **ELIGIBILITY CRITERIA:**

This initiative is intended to serve companies that are primarily exporters of goods and services or suppliers of exporters. These funds are intended to enhance the vitality of private industries who are implementing new technology and/or processes. The intent of the system is to utilize TEI funds to not only promote, assist, and stabilize existing Oklahoma companies, but to also ensure a high quality of life for her workforce. Therefore, qualifying companies will be required to pay a minimum of 50% of the employee's health benefits and will pay 100% of the employee's regular wages during the training session(s). However, due to current economic factors, a technology center may utilize up to 30% of their FY13 TEI allocation to provide approved training to companies that do not meet the requirement for employee health insurance. "Special Funds" are not eligible for this exception.

### **PROCESS:**

Each technology center will:

- (a) Inform qualifying companies that ***Training for Existing Industry FY13*** funds are available.
- (b) Assist each eligible and interested company to determine if training could enhance the economic vitality of the company.
- (c) Submit the appropriate worksheet in IMPACT and attach ***the*** IMPACT EDI budget proposal (.xls) well in advance of the project intended start date. The proposed budget (.xls) shall provide details outlining specific direct costs associated with the training.
- (d) If approved project conditions warrant the release or re-assignment of funds, the LTC will notify ODCTE in IMPACT of required project changes as soon as possible and well in advance of the required change occurring.
- (e) Invoice ODCTE to request payment via IMPACT for direct costs associated with the agreed upon training budget. Appropriate documentation will be required. **LTC is required to submit all necessary documents to receive reimbursement from ODCTE, not later than, the quarter following the expenditure. Final Quarter requests will not be accepted after July 15<sup>th</sup> following the end of the fiscal year.** Example: A class ending July 31, FQ1 will be eligible for reimbursement until December 31, FQ2 (5 months). A class ending September 30, FQ1 will be eligible for reimbursement until December 31, FQ2 (3 months).

ODCTE will:

- (a) Review each eligible application and notify the LTC in IMPACT when the application is approved or rejected.
- (b) Build projects in IMPACT.
- (c) Review each eligible change request and notify the LTC in IMPACT when the change has been approved, rejected, or denied.
- (d) Process all appropriate requests for payment (invoices). Upon invoice final approval, technology center treasurers will be paid by Oklahoma State Finance for direct costs in accordance with the approved application.

### **PROJECT APPLICATION:**

*Training for Existing Industry Initiative FY13* projects shall be applied for in IMPACT and will be considered for approval on a project-by-project basis for training programs designed to meet specific needs of existing industries within the local technology center district. All qualifying projects must be approved through the BIS Director role (superintendent signature – see below) to be considered “ready to train”. The official start date of the project will be reflected on the corresponding statement of understanding.

### **LOCAL SUPERINTENDENT APPROVAL:**

LTC superintendents will be given the option (not a requirement) to sign a FY13 Funding Agreement early in the fiscal year. This funding agreement will reflect the total amount of the July 1 allocation to the LTC. By signing the funding agreement, the superintendent is giving the local BIS Director (or equivalent) permission to approve projects up to the amount stated on the agreement. This funding agreement will need to be attached to each agreement in IMPACT by the BIS Director (or equivalent). IMPACT generates a Statement of Understanding (SOU) for each project. In the absence of a superintendent signed funding agreement, each SOU will require a hard signature from the superintendent and an upload into IMPACT during the BIS Director project approval phase. The project cannot be activated without adherence to this important step.

### **PROJECT MODIFICATIONS:**

All proposed project changes must be submitted and approved in IMPACT prior to the requested modification becoming active. Change requests must be submitted proactively. Retrospective change requests will be rejected and will result in forfeiture of ODCTE reimbursement.

### **REIMBURSEMENT:**

Technology centers are encouraged to analyze the training needs of industries within their communities and design training programs for those companies who have the greatest ability to benefit. Some of the items that technology centers may budget & Invoice include: instructor salaries, training related equipment, curriculum development, instructional consumables (not paper, pencil, utilities), curriculum, and some travel related expenses. TEI funds cannot be used for indirect costs, building construction, remodeling, or leasing facilities. Technology centers will be encouraged to pool resources for larger projects and for industries that are served by more than one technology center district. Reimbursement for budgeted costs will be processed in IMPACT. Appropriate documentation will be required for consideration.

Reimbursement will be available for the following types of *Training for Existing Industry Initiative FY13* projects: (No Retail).

- (1) Upgrade training for the existing workforce when companies install new equipment, processes, or technology
- (2) Training in new computerized manufacturing applications (hardware &/or software)
- (3) Training for new product lines or company expansions, which do not qualify for Training for Industry Programs (TIP) funding.
- (4) Safety training that does not qualify for Type 18 or Type 53 may qualify.
- (5) Upgrade training for supervisors and front line managers
- (6) Training for existing workers moving to other positions
- (7) Apprenticeship training for existing employees
- (8) Training for a group of companies in a common skill set
- (9) Healthcare projects that incorporate leadership or employee retention training.

- **PARTIAL PROJECT REIMBURSEMENT REQUESTS:** Intended for longer-term projects that will only produce one “end of class” Program Enrollment Form (PEF). Such requests may be submitted in IMPACT by attaching local student accounting system (SAS) data. Such SAS data must include all information required of an IMD PEF. Partial project reimbursement requests should be considered exceptions. A project requiring such partial reimbursement will require the tech center to submit a full IMD PEF to IMD-

Stillwater reflecting the entire project data at the conclusion of the project. Such data shall be copied to ODCTE-BIS with the final project invoice. Partial project reimbursements requests will require the following to be included and attached to all local SAS documentation forwarded to ODCTE:

1. Local BIS Director signature confirming the partial information's accuracy.
2. Brief statement providing a running total of how many hours / students / classes have been claimed vs. total scope of the program.

▪ **General Trainer Reimbursement Rates:**

- Technology Center Full-Time Employees – Qualify for a max of \$35 (+FICA) per hour.
- Adjunct Instructors – Will require an invoice, contract, or other (w/rates & time) to be eligible for reimbursement. Rates less than \$35/hour do not require documentation. Adjunct instructors are eligible for FICA
- Company Employee Trainers & 3<sup>rd</sup> Party Vendors – Will require an invoice from the company or 3<sup>rd</sup> party documenting rates of pay by class, hour, or student. Instructor rates less than \$35/hour do not require documentation. Company employee trainers can qualify for a maximum of \$35/hour. FICA will not be paid to company employee trainers or 3<sup>rd</sup> party vendors.

**IMD-ODCTE REPORTING PROCESSES:**

Each technology center will submit participant enrollments at the conclusion of the *Training for Existing Industry Initiative FY13* class and/or project as specified in the approved application to the Information Management Division (IMD) of ODCTE. The technology center will use the process described in the Instructions for Providing Secondary and Adult Program Enrollment Data. Each class title shall have no more than one (1) PEF contract number.

*Training for Existing Industry Initiative FY13* funds are intended to supplement, not replace, local Business and Industry Services budgets. Tuition will not be charged for *Training for Existing Industry*.

## **Employee Assessment and Retraining Network (EARN) – (Type 35)**

**TARGET:** Residents of the State of Oklahoma who have been laid off or dislocated from their jobs through no fault of their own. Employees laid off from temporary or from employment agencies do not qualify for EARN funds as their terms of employment are temporary in nature.

**PURPOSE:** To provide Oklahoma residents who have been laid off from their jobs through no fault of their own the opportunity to receive career guidance, document competencies, obtain new skills, or enhance their current skills in Oklahoma's network of technology centers at no cost or at a reduced cost. **CareerTech EARN** is meant to help fill gaps in Oklahoma's employment training programs for laid off or dislocated workers who might not qualify for Workforce Investment Act (WIA) funds or other aid or in situations where the funds have been exhausted.

**JUSTIFICATION:** Oklahoma's workforce is the greatest asset of the local and state economy. As a key contributor to economic development in the state, Oklahoma *CareerTech* has a responsibility to help insure the strength and competency of Oklahoma's workforce. The EARN program has been initiated in order to meet the needs of those citizens who have found themselves in the position of a dislocated worker and seek training and education services, but funding from traditional sources such as WIA, is not available.

**METHOD FOR DISTRIBUTING FUNDS:** Technology centers will be reimbursed on a project-by-project basis for training direct costs associated with serving laid off or displaced workers. The

funds are dispersed on a first-come-first-served basis. These funds will not be distributed through the FY12 technology center funding formula. In many instances, dislocated workers may be eligible to receive assistance through other agencies or organizations. The technology center should first seek funding through these other organizations and should the Technology Center receive additional funding for the dislocated worker, reimburse the **CareerTech EARN** program for monies received.

### **RESPONSIBILITIES:**

Each technology center will:

- (a) Inform existing companies and the public that the **CareerTech EARN** funds are available;
- (b) Validate that the employees involved in programs initiated by **CareerTech EARN** funds have documentation that they have been involved in a verifiable layoff.
- (c) Assist each eligible and interested company or individual in determining the needs of the laid off employees or the individual;
- (d) Complete a **CareerTech EARN** application (page 3 of these guidelines) and submit in IMPACT.

ODCTE will:

- (a) Approve each eligible application for specific direct costs prior to the project start date for funds based upon fund availability;
- (b) Notify the technology center in IMPACT when the application is approved;
- (c) Process all claims for reimbursement in IMPACT.

Upon approval, technology centers will be reimbursed by the ODCTE for direct costs in accordance with the approved application.

**ELIGIBILITY CRITERIA:** This program is intended to serve Oklahoma citizens who have been laid off or dislocated through no fault of their own. These funds are intended to finance or reduce the cost of appropriate programs or services that would provide career guidance, document competencies, and obtain new skills or enhance the current skills of the laid off employees.

Reimbursement will be available for the following types of *CareerTech* EARN projects:

- (1) Career exploration and guidance
- (2) Competency testing
- (3) GED training
- (4) Language training (ESL or foreign language)
- (5) Upgrade training for like industry
- (6) New training for different industry

Industry training projects that meet the criteria for the Training for Industry Programs (TIP), safety programs, and the Training for Existing Industry Initiative will not be eligible for these funds.

Technology centers are encouraged to analyze the needs within their communities to offer career guidance, document competencies, and provide training for laid off employees and dislocated employees. Items that schools may budget include career exploration and guidance, training needs analysis, instructor salaries, curriculum, tuition, books, and training related supplies. Tools and equipment that the school requires each student to purchase on their own cannot be purchased with EARN funds. Funds cannot be used for indirect costs, building construction, remodeling, or leasing facilities. Technology centers are encouraged to pool resources for larger projects and for industries that are served by more than one district.

**PROJECT APPLICATION:** All *CareerTech* EARN projects that qualify for reimbursement must be approved prior to the project start date. The application is attached.

**MODIFICATIONS:** All changes made to *CareerTech* EARN project must be approved prior to allocation of funds.

**REIMBURSEMENT AND REPORTING PROCESSES:** Each technology center should report *CareerTech* EARN just as you would any other student. (Example: If EARN students are slotted into a full time program count them as a full time student or if they are enrolled in a short term course report them as accordingly.) The technology center will use the process described in the Instructions for Providing Secondary and Adult Program Enrollment Data.

Reimbursement for costs will be processed at the completion of the training and/or project as specified in the approved application. If a technology center staff member is used as an instructor, the reimbursement rate will be \$35 per hour. If a higher reimbursement rate is requested, valid documentation must be provided by submitting a copy of the contract outlining the approved rate of pay.

### **Training For Industry Growth (TIG) – (Type 42)**

**PURPOSE:** To accommodate industry identified critical needs within an occupational area by providing customized training for needs of that industry within a defined geographic region of the state.

**JUSTIFICATION:** Oklahoma’s economic recovery and sustainability depend on the ability of technology centers to provide training for industry during times when unusual growth or workforce shortages have been identified. Technology centers have a duty to respond to these needs by designing customized training for multiple companies that are experiencing similar needs. The ***Training for Industry Growth (TIG) Initiative FY13*** funds will allow technology centers to establish more partnerships with multiple members of business and industry who are experiencing common critical needs.

**METHOD FOR DISTRIBUTING FUNDS:**

Due to limited resources being available for this training, a limited number of projects will be approved for FY13. Technology centers with approved projects will be reimbursed on a project-by-project basis for training programs designed to meet specific needs of companies experiencing critical needs within their districts.

**ELIGIBILITY CRITERIA:**

This initiative is intended to assist industry with providing quality completers in their specific area of need. Technology centers are encouraged to use these funds to support local industry that is experiencing a critical need and build partnerships through training. The project should be designed to only meet the critical immediate need and is considered to be a **short-term** solution. In order to qualify for TIG funding, the following guidelines/processes must be adhered to:

**Technology Center Commitments:**

- Industrial Coordinator and BIS Agent meet with 3 or more companies to perform a needs assessment identifying commonalities for all companies.
- Group will determine the number of people that each company will promote or hire after training.
- Industrial Coordinator and Instructor will design **short term** (typically defined as less than 250 hours) program to meet the standards identified by industry as the minimum skill requirement for current vacant positions
- Once the trainees are hired, the technology center will conduct a survey on wages for those hired, and follow up after one year with another survey (economic impact report - IMPACT).

**Company Commitments (Qualifications):**

- Need to demonstrate/verify worker shortage.
- Need to demonstrate active recruitment of workforce required to fill the number of vacancies.
- Need to make technical experts available to meet with representatives of the Technology Center **and BIS Agent** to assist with the identification of common skill requirements.
- Needs to have determined how many TIG graduates will be hired and at what rate of pay.
- Company is responsible for hiring the incumbent workers they send to be up-skilled.
- After course completion the company will hire the workers they sponsored, and have the option of hiring other program completers that were not sponsored by a specific company.

**Targeted Industry Sectors:**

- Manufacturing
- Healthcare (Medical Records/Coding)
- Energy
- Aerospace
- Logistics

Funds cannot be used for indirect costs, building construction, remodeling, or leasing facilities.

**PROJECT APPLICATION:**

All Training for Industry Growth Initiative *FY13* projects must be approved prior to the project contract start date. Application and reimbursement for TIG projects will be accomplished through the IMPACT system. A *TIG Qualification Checklist* must be included and uploaded in IMPACT with the project application.

**MODIFICATIONS**

All changes made to *Training for Industry Growth* Initiative *FY13* project must be approved prior to beginning the affected training.

**REQUEST FOR PAYMENT AND REPORTING PROCESSES:**

Each technology center will submit a copy of PEF's that have been up-loaded into IMD. Each technology center will use the process described in the Instructions for Providing Secondary and Adult Program Enrollment Data. Reimbursement for costs will be processed upon receipt of invoice. Requests for payment may be submitted as expenses are incurred. Upon completion of a class, all documents must be filed with the ODCTE for reimbursement, not later than, the quarter following the completion of the class. Final Quarter requests will not be accepted after July 15<sup>th</sup>, following the end of the fiscal year.

**PARTIAL PROJECT REIMBURSEMENT REQUESTS:** Partial payment requests will be accepted for longer-term projects where official IMD PEF's are not submitted until project completion. These requests for payment can be submitted by attaching a local student accounting system (SAS) data report. Such SAS data must include information equivalent to an IMD PEF. An IMD PEF will still be required upon final request for payment on a completed project.

**TECHNOLOGY CENTER STAFF:**

Training must be delivered by a technology center staff member or adjunct instructor. The reimbursement rate will continue to be \$35 (+FICA) per hour for Technology Center staff member and the maximum rate for an adjunct instructor will be \$40 (+FICA) per hour.

*Training for Industry Growth Initiative FY13* funds are intended to supplement, not replace, the business and industry services budget at the approved technology center. Tuition will not be charged for *Training for Industry Growth Initiative FY13* projects. *Training for Industry Growth Initiative FY13* enrollment should be submitted as a Type 42. TIG funding is based upon the availability of state appropriated funds.

**NOTE:** All Economic Development Initiative guidelines are intended to define the basic principles of how ODCTE will steward taxpayer dollars. However, sound business principles and statewide economic impact shall be considered in determining the scope of each project.

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

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

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

**PURPOSE:** The Training for Industry Program (TIP) purpose is to provide funding and promote quality training for new companies looking to come to Oklahoma, or for Oklahoma companies that are looking to expand their workforce. To provide leadership and funding to the Local Tech Centers (LTC) to help build lasting partnerships with companies while providing quality workforce training so that companies can be productive from day one.

**JUSTIFICATION:** Growing Oklahoma's economy will largely depend on the ability of technology centers to provide start up training for new and expanding companies. Frequently this requires completely customized and flexible training to ensure a skilled workforce. The *Training for Industry Program Initiative FY13* funds will allow technology centers to establish more partnerships through low cost or no cost training for business and industry that will produce economic growth.

**METHOD FOR DISTRIBUTING FUNDS:**

Based on the availability of funds, TIP projects will be funded based on an agreement of the company's needs between the company, the LTC and the State BIS Agents. Companies will be identified in a number of ways including Department of Commerce, Local Industrial Coordinators, Chambers, etc.

**ELIGIBILITY CRITERIA:**

This initiative is intended to serve companies creating new full-time jobs with benefits. Specifically, this includes wealth generating companies in manufacturing, processing, business services, warehouse and distribution, and other key industry sectors that are primarily exporters of goods and services or suppliers of exporters. The intent of the system is to utilize TIP funds to not only promote, assist, and stabilize new Oklahoma companies, but to also ensure a high quality of life for her workforce. Therefore, training must be associated with new "full-time" job slots. Full-time is defined as 30 hours or more with proportionate benefits. Qualifying companies must pay a minimum of 50% of the employee's health benefits within 180 days of hire and will pay 100% of the employee's regular wages during pre-production training. State BIS Agents will coordinate training program design/services/budgets 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. LTC and BIS Agents should conduct an initial meeting with potentially qualifying companies to determine TIP eligibility. Once eligibility is determined, an Oklahoma Department of Career and Technology Education (ODCTE) representative, LTC representative and a company employee will meet to design the customized training and services to be provided. Any planning done without consultation from the LTC or ODCTE representative may not be considered for state economic development funding through the ODCTE. A Statement of Understanding will be written between the Oklahoma Department of Career and Technology Education (ODCTE) and the LTC, stating specifically what has been agreed upon.

TIP cannot be used for attrition or turnover. 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 fluctuation when they create new jobs. Their baseline job count begins at the point they start their first TIP agreement.*

**PROCESS:**

Each technology center will:

- (a) Inform qualifying companies that **Training for Industry Program FY13** funds are available;
- (b) Assist each eligible and interested company to determine if training could enhance the economic vitality of the company;
- (c) Submit the appropriate worksheet in IMPACT and attach **the** IMPACT EDI budget proposal (.xls) well in advance of the project intended start date. The proposed budget (.xls) shall provide details outlining specific direct costs associated with the training;
- (d) Schedule a meeting with the Company, BIS Agent, and Industrial Coordinator.
- (e) If approved project conditions warrant the release or re-assignment of funds, the LTC will notify ODCTE in IMPACT of required project changes as soon as possible and well in advance of the required change occurring;
- (f) Invoice ODCTE to request payment via IMPACT for direct costs associated with the agreed upon training budget. Appropriate documentation will be required.

ODCTE will:

- (a) Attend budget planning meeting or meetings.
- (b) Review each eligible application and notify the LTC in IMPACT when the application is approved or rejected.
- (c) Build projects in IMPACT.
- (d) Review each eligible change request and notify the LTC in IMPACT when the change has been approved, rejected, or denied.

- (e) Process all appropriate requests for payment (invoices). Upon invoice final approval, technology center treasurers will be paid by Oklahoma State Finance for direct costs in accordance with the approved application.
- (f) Receive and aggregate follow-up impact formation from companies served through TIP agreements.

**PROJECT APPLICATION:**

*Training for Industry Program Initiative FY13* projects shall be applied for in IMPACT and will be considered for approval on a project-by-project basis for training programs designed to meet specific needs of companies within the local technology center district. All qualifying projects must be approved through the BIS Director role (superintendent signature – see below) to be considered “ready to train”. The official start date of the project will be reflected on the corresponding statement of understanding.

**PROJECT MODIFICATIONS:**

All proposed project changes must be submitted and approved in IMPACT prior to the requested modification becoming active. Change requests must be submitted proactively. Retrospective change requests will be rejected and will result in forfeiture of ODCTE reimbursement.

**REIMBURSEMENT:**

Technology centers are encouraged to analyze the training needs of industries within their communities and design training programs for those companies who have the greatest ability to benefit. Some of the items that technology centers may budget & Invoice include instructor salaries, training related equipment, curriculum development, and instructional supplies. TIP funds cannot be used for indirect costs, building construction, remodeling, or leasing facilities. Technology centers will be encouraged to pool resources for larger projects and for industries that are served by more than one technology center district. Reimbursement for budgeted costs will be processed in IMPACT. Appropriate documentation will be required for consideration. **LTC is required to submit all necessary documents to receive reimbursement from the ODCTE, not later than, the quarter following the expenditure. Final Quarter requests will not be accepted after July 15<sup>th</sup>, following the end of the fiscal year.** Example: A class ending July 31, FQ1 will be eligible for reimbursement until December 31, FQ2 (5 months). A class ending September 30, FQ1 will be eligible for reimbursement until December 31, FQ2 (3 months).

▪ **General Trainer Reimbursement Rates:**

- Technology Center Full-Time Employees – Qualify for a max of \$35 (+FICA) per hour.
- Adjunct Instructors – Will require an invoice, contract, or other (w/rates & time) to be eligible for reimbursement. Rates less than \$35/hour do not require documentation. Adjunct instructors are eligible for FICA
- Company Employee Trainers & 3<sup>rd</sup> Party Vendors – Will require an invoice from the company or 3<sup>rd</sup> party documenting rates of pay by class, hour, or student. Instructor rates less than \$35/hour do not require documentation. Company employee trainers can qualify for a maximum of \$35/hour. FICA will not be paid to company employee trainers or 3<sup>rd</sup> party vendors.
- Safety Training that is included in a TIP project qualifies for a maximum rate of \$35/hr. (+FICA if taught by a Technology Center Full-time Employee or Adjunct Instructor). Company Employee Trainers and 3<sup>rd</sup> Party Vendors qualify for a maximum rate of \$35/hr. Schools are encouraged to utilize their staff for Safety Training when possible. Also, the Safety Training included in a TIP agreement is not to be reported as a type 18 or 53.
- Currently, Local Tech Centers are paid an amount equal to 5% of the total agreement as a training coordination fee.

### **IMD-ODCTE REPORTING PROCESSES:**

Each technology center will submit participant enrollments at the conclusion of the *Training for Industry Program Initiative FY13* class and/or project as specified in the approved application. The technology center will use the process described in the Instructions for Providing Secondary and Adult Program Enrollment Data. Each class title shall have no more than one (1) PEF contract number.

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

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

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

Technology centers offer many classes that are essential to their community but do not meet the guidelines for state funding. These classes 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.

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

- 61 - Community Services (non-reimbursable):** The designation for classes conducted and/or coordinated by the technology centers and is 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 classes 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 classes, 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 classes conducted by outside entities. Any classes reported under this program type are not

eligible for formula funding. **Type 75's can be reported without submitting separate student data.**

- 78 – Technology Center Collaboration Partnerships:** The designation used to report training that is offered in cooperation with a partnering technology center. This code is **not** eligible for formula funding and **will not** be used in the cost report. **Type 78's must turn in at least one student. The class name must contain the contract number the other technology center is submitting (e.g. WORD (A1234)).**

### **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.

### **Firefighting Training Initiative – (Type 83)**

**PURPOSE:** To accommodate the increased demand placed on technology centers for training and testing of firefighters who are members of volunteer fire departments in the state of Oklahoma. This training shall include firefighters training and associated testing as well as first responder training and associated testing.

**JUSTIFICATION:** Oklahoma's economic future will largely depend on the ability of technology centers to provide training for members of volunteer fire departments. Frequently this requires providing the existing firefighters with upgrade training or training on new systems or equipment. Technology centers have a mission to respond to these needs by designing customized industry training programs. The **Firefighter Training Initiative FY13** funds will allow technology centers to establish more partnerships with members of volunteer fire departments.

#### **METHOD FOR DISTRIBUTING FUNDS:**

Technology centers will be reimbursed on a project-by-project basis for tuition-free training programs designed to meet specific needs of members of volunteer fire departments within their districts. Each technology center will have a specific amount of **Firefighter Training Initiative FY13** funds. On the last day of January, any unallocated funds will be transferred to Special Funds.

#### **ALLOCATION OF TECHNOLOGY CENTERS FUNDS :**

Each technology center will:

- (a) Inform the volunteer fire departments of the **Firefighter Training Initiative FY13** funds are available;
- (b) Assist members of volunteer fire departments to determine if training could enhance their abilities to serve their community.
- (c) Submit a **FY13** budget and worksheet in IMPACT for each interested volunteer fire departments;
- (d) Submit a change request in IMPACT as soon as possible if conditions warrant release of funds for any approved project.
- (e) Submit a change request in IMPACT for any budget changes for a previously approved project.
- (f) Submit an invoice in IMPACT to request payment for direct costs associated previously approved project.

ODCTE will:

- (a) Approve each eligible application for specific direct costs prior to the project start date.
- (b) Notify the technology center in IMPACT when the application is approved.
- (c) Process all claims for payment when submitted in IMPACT.

Upon approval, technology centers will be paid by the ODCTE for direct costs in accordance with the approved application.

**ELIGIBILITY CRITERIA:**

This initiative is intended to serve members of volunteer fire departments; Funds are intended to enhance knowledge and skills of members of volunteer fire departments. **Technology centers are encouraged to use these funds to develop new partnerships with members of volunteer fire departments.**

Reimbursement will be available for the following types of *Firefighter Training Initiative FY13* projects:

- (1) Basic and Upgrade training for members of volunteer fire departments
- (2) Training for a group of volunteer fire departments in a common skill set

Technology centers are encouraged to analyze the training needs of volunteer fire departments within their communities and design training programs for those departments who have the greatest ability to benefit. Some of the items that technology centers may budget include firefighters training and associated testing, as well as first responder training and associated testing.

Funds cannot be used for indirect costs, building construction, remodeling, or leasing facilities. Technology centers will be encouraged to pool resources for larger projects and for industries that are served by more than one technology center district.

**PROJECT APPLICATION:**

All *Firefighter Training Initiative FY13* projects must be approved prior to the project start date.

**MODIFICATIONS**

All changes made to Firefighter Training Initiative FY13 project must be approved prior to training.

**REQUEST FOR PAYMENT AND REPORTING PROCESSES:**

Each technology center will submit a copy of PEF's that have been up loaded into IMD. Each technology center will use the process described in the Instructions for Providing Secondary and Adult Program Enrollment Data. Reimbursement for costs will be processed upon receipt of invoice. Requests for payment may be submitted as expenses are incurred. **LTC is required to submit all necessary documents to receive reimbursement from the ODCTE, not later than, the quarter following the completion of the contract. Final Quarter requests will not be accepted after July 15<sup>th</sup>, following the end of the fiscal year.** Example: A class ending JULY 31, FQ1 will be eligible for reimbursement until December 31, FQ2 (5 months). A class ending September 30, FQ1 will be eligible for reimbursement until December 31, FQ2 (3 months).

**PARTIAL PROJECT REIMBURSEMENT REQUESTS:** Partial payment requests will be accepted for longer-term projects where official IMD PEF's are not submitted until project completion. These requests for payment can be submitted by attaching a local student accounting system (SAS) data report. Such SAS data must include information equivalent to an IMD PEF. An IMD PEF will still be required upon final request for payment on a completed project.

**TECHNOLOGY CENTER STAFF:**

If a technology center staff member is used as an instructor, the reimbursement rate will continue to be \$35 (+FICA) per hour. If a higher reimbursement rate is requested, valid documentation for that rate of pay must be provided by submitting a copy of the contract outlining the approved rate of pay.

*Firefighter Training Initiative FY13* funds are intended to supplement, not replace, the business and industry services budget at each technology center. Tuition will not be charged for *Firefighter Training Initiative FY13* projects. *Firefighter Training Initiative FY13* enrollment should be submitted as a Type 83.

## Appendix A – Record Layout For BIS Class Data

All BIS Class records should be 107 characters in length.

<u>Field #</u>	<u>Field Title</u>	<u>Columns</u>	<u>Length</u>	
1	Contract Number	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	Class 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 Class	93 - 99	7	x x x x . x x
10	MIS Code	100-103	4	
11	Number of Students in Class	104-107	4	

## BIS Class Record

Field: 1  
Name: Contract Number  
Column(s): 1-5  
Length: 5  
Type: Alpha/Numeric  
Description: Contract Number: This field is the alpha/numeric code assigned to each class. 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>)

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

---

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

---

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

---

Field: 5  
Name: Class Name  
Column(s): 35-74  
Length: 40  
Type: Alpha/Numeric  
Description: Provide the name of the class being reported. Abbreviate as little as possible. Standardize the name of classes being taught multiple times. Left justified.

---

Field: 6  
Column(s): 75-76  
Name: Program Type  
Length: 2  
Type: Numeric  
Description: Two digit code that defines the type of class.  
01 – Adult Apprenticeship  
15 – Adult and Career Development  
16 – Customized Industry Training  
17 – Government Entity Training  
18 – Safety for Government Entities  
24 – Department of Health - CNA I, II, or III  
26 – Business Development  
27 – Management & Organizational Development  
28 – Agricultural Business Management Services  
30 – Training for Existing Industry Initiative  
35 – Employee Assessment and Retraining Network  
42 – Training for Industry Growth (TIG)  
44 – Truck Driver Training (Central Tech only)  
52 – Training for Industry Program (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  
78 – Technology Center Collaboration Partnerships  
83 – Firefighting Training Initiative

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

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

---

Field: 9  
Name: Clock Hours of Class  
Column(s): 93-99  
Length: 7  
Type: Numeric  
Description: Provide the number of clock hours for the **class**. Pad with leading zeros.  
Format: X X X X . X X

---

Field: 10  
Name: MIS Code  
Column(s): 100-103  
Length: 4  
Type: Numeric  
Description: Provide the MIS Code that best describes the occupational area of instruction for the class. See Appendix A for a complete listing.

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Field: 11  
Name: Number of Students in Class  
Column(s): 104-107  
Length: 4  
Type: Numeric  
Description: Provide the total number of students that attended the class. Pad with leading zeroes. Do not include anyone that enrolled but did not attend the class or any student that did not attend at least 50% of the class.

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

The following record layout should be used for enrollments in Career Majors at technology centers. This data can be submitted as a fixed format or a comma-delimited file.

<b>FIELD</b>	<b>TYPE</b>	<b>LENGTH</b>	<b>COLUMNS</b>	<b>FORMAT</b>
Career Major Code	Alpha/Num	9	1-9	
School Code	Alpha/Num	9	10-18	
First Name	Alpha/Num	20	19-38	
Middle Initial	Alpha	1	39	
Last Name	Alpha/Num	20	40-59	
Suffix	Alpha/Num	3	60-62	
Social Security Number	Num	9	63-71	
*Student Testing Number	Num	10	72-81	
School ID	Alpha/Num	10	82-91	
Gender	Alpha	1	92	
Date of Birth	Num	8	93-100	yyyymmdd
Race – Hispanic	Num	1	101	
Race – American Indian	Num	1	102	
Race – Asian	Num	1	103	
Race – Black	Num	1	104	
Race – Hawaiian/Pac Islander	Num	1	105	
Race – White	Num	1	106	
Race – Unknown	Num	1	107	
Education Level	Num	2	108-109	
Clock Hours	Num	7	110-116	xxxx.xx
Business Code	Num	5	117-121	
Disability	Num	1	122	
Displaced Homemaker	Num	1	123	
Single Parent	Num	1	124	
Limited English	Num	1	125	
Academically Disadvantaged	Num	1	126	
Economically Disadvantaged	Num	1	127	
Migrant	Num	1	128	
Feeder School Code	Alpha/Num	9	129-137	
PID	Num	5	138-142	
Teacher # (for PID listed)	Num	6	143-148	

\*All secondary students must be submitted with a 10-digit numeric Student Testing Number. The only exception would be for students attending a private school, home school or are from out of state. Adult students may be submitted without a Student Testing Number.

All students must be submitted with a unique alpha/numeric school assigned number.

The PID number is now a mandatory field. The PID should reflect the instructor primarily responsible for the student in the pathway for which submitted.

## Student Record Layout

Field: 1  
Name: Career Major Code  
Column(s): 1-9  
Length: 9  
Type: Alpha/Numeric  
Mandatory: Yes  
Description: 9 digit alpha/numeric code to identify the Career Major in which the student is enrolled for the school year in which data is submitted.

---

Field: 2  
Name: School Code  
Column(s): 10-18  
Length: 9  
Type: Alpha/Numeric  
Mandatory: Yes  
Description: 9-digit school code to identify the technology school site for which enrollment is being submitted. A complete list can be obtained from the IMD Web Site.

---

Field: 3  
Name: First Name  
Column(s): 19-38  
Length: 20  
Type: Alpha/Numeric  
Mandatory: Yes  
Description: Student's first name. Do not include hyphens, apostrophes, commas or special characters.

---

Field: 4  
Name: Middle Initial  
Column(s): 39  
Length: 1  
Type: Alpha  
Mandatory: Yes  
Description: Student's Middle Initial Do not include hyphens, apostrophes, commas or special characters.

---

Field: 5  
Name: Last Name  
Column(s): 40-59  
Length: 20  
Type: Alpha/Numeric  
Mandatory: Yes  
Description: Student's last name. Do not include hyphens, apostrophes, commas or special characters.

---

Field: 6  
Name: Suffix  
Column(s): 60-62  
Length: 3  
Type: Alpha/Numeric  
Mandatory: No  
Description: Student's name suffix, if applicable. (e.g., Jr, Sr, III). Do not include periods.

---

Field: 7  
Name: Social Security Number  
Column(s): 63-71  
Length: 9  
Type: Numeric  
Mandatory: No  
Description: Enter the student's entire 9-digit social security number. If not available, leave blank.

---

Field: 8  
Name: Student Testing Number (STN)  
Column(s): 72-81  
Length: 10  
Type: Numeric  
Mandatory: Yes  
Description: For secondary students, provide the 10-digit numeric Student Testing Number (STN). The STN has been assigned to all secondary students in Oklahoma by the State Department of Education and is available from the student's home school. All secondary students will be required to have this number with the exception of those attending private schools, home schooled or those from out-of-state.

Adult students can be submitted with a STN if they were assigned a STN while attending as a secondary student. Otherwise, leave this field blank.

---

Field: 9  
Name: School ID  
Column(s): 82-91  
Length: 10  
Type: Alpha/Numeric  
Mandatory: Yes  
Description: Provide the unique alpha/numeric ID assigned to each student by your school.

---

Field: 10  
Name: Gender  
Column(s): 92  
Length: 1  
Type: Alpha  
Mandatory: Yes  
Description: M=Male, F=Female, U=Unknown

---

Field: 11  
Name: Date of Birth  
Column(s): 93-100  
Length: 8  
Type: Numeric  
Mandatory: No  
Description: If not available, leave blank. Format must be Y Y Y Y M M D D.

---

Field: 12  
Name: Race - Hispanic  
Column(s): 101  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not Hispanic; 1 = Hispanic

---

Field: 13  
Name: Race – American Indian  
Column(s): 102  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not American Indian; 1 = American Indian

---

Field: 14  
Name: Race – Asian  
Column(s): 103  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not Asian; 1 = Asian

---

Field: 15  
Name: Race – Black  
Column(s): 104  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not Black; 1 = Black

---

Field: 16  
Name: Race – Hawaiian/Pacific Islander  
Column(s): 105  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not Hawaiian/Pacific Islander; 1 = Hawaiian/Pacific Islander

---

Field: 17  
Name: Race – White  
Column(s): 106  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not White; 1 = White

---

Field: 18  
Name: Race – Unknown  
Column(s): 107  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not Unknown; 1 = Unknown

---

Field: 19  
Name: Education Level  
Column(s): 108-109  
Length: 2  
Type: Numeric  
Mandatory: Yes

Description: Provide the education level of the student. For secondary students (those currently enrolled in a comprehensive school) use the following:

07 – Seventh Grade	10 – Tenth Grade
08 – Eighth Grade	11 – Eleventh Grade
09 – Ninth Grade	12 – Twelfth Grade

For adult students, or secondary students no longer enrolled in a comprehensive school, use the following:

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

---

Field: 20  
Name: Clock Hours  
Column(s): 110-116  
Length: 7  
Type: Numeric  
Mandatory: Yes  
Description: Provide the number of hours the student is enrolled in the Pathway for the reporting year based on their begin date and end date. The clock hours should be adjusted to accurately reflect the clock hours when reporting fourth-quarter data. Pad with leading zeros.  
Format: X X X X . X X

---

Field: 21  
Name: Business Code  
Column(s): 117-121  
Length: 5  
Type: Numeric  
Mandatory: Yes  
Description: Provide the name of the employer sponsoring the student. Sponsored is defined as paying or reimbursing tuition, or, allowing time off from work to attend work-related instruction. **The student must be employed by the company.** This does not include individuals who, on their own, are upgrading their skills for work-related reasons. A complete list can be obtained from the IMD Web Site. The default code for this field should be “99999”.

---

Field: 22  
Name: Disability  
Column(s): 122  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not Disabled, 1 – Yes, Student has a Disability

---

Field: 23  
Name: Displaced Homemaker  
Column(s): 123  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not a Displaced Homemaker; 1 – Yes, Student is a Displaced Homemaker

---

Field: 24  
Name: Single Parent  
Column(s): 124  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not a Single Parent; 1 – Yes, Student is a Single Parent

---

Field: 25  
Name: Limited-English Proficient (LEP)  
Column(s): 125  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not LEP; 1 – Yes, Student is LEP

---

Field: 26  
Name: Academically Disadvantaged  
Column(s): 126  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not Academically Disadvantaged; 1 – Yes, Student is Academically Disadvantaged

---

Field: 27  
Name: Economically Disadvantaged  
Column(s): 127  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not Economically Disadvantaged; 1 – Yes, Student is Economically Disadvantaged

---

Field: 28  
Name: Migrant  
Column(s): 128  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not a Migrant; 1 – Yes, Student is a Migrant

---

Field: 29  
Name: Feeder School Code  
Column(s): 129-137  
Length: 9  
Type: Alpha/Numeric  
Mandatory: Yes  
Description: For secondary students, use the State Department of Education's school site code that represents the feeder school in which the student is enrolled.

The following codes should be used for students not attending a comprehensive school:

00X999999	Adult Student
00P000002	Home Schooled Student
99I999999	Out of State Student
80P000xxx	Private School Student (xxx = use your own unique code)
00I000888	Charter School Student

---

Field: 30  
Name: PID  
Column(s): 138-142  
Length: 5  
Type: Numeric  
Mandatory: Yes  
Description: A PID for each enrollment record must be submitted to identify the instructor responsible for the enrollment in this career major

---

Field: 31  
Name: Teacher #  
Column(s): 143-148  
Length: 6  
Type: Numeric  
Mandatory: Yes, if submitting for secondary enrollment.  
Description: The teacher number that is on the teaching certificate for the PID being submitted.

---

## Appendix C – BIS Student Record Layout

The following record layout should be used for enrollments in BIS. This data can be submitted as a fixed format or a comma-delimited file.

<u>Field #</u>	<u>Field Name</u>	<u>Type</u>	<u>Columns</u>	<u>Length</u>	<u>Format</u>
Field 1	Contract Number	Alpha/Num	5	1-5	
Field 2	School Code	Alpha/Num	9	6-14	
Field 3	First Name	Alpha	20	15-34	
Field 4	Last Name	Alpha	20	35-54	
Field 5	Suffix	Alpha/Num	3	55-57	
Field 6	Social Security Number	Numeric	9	58-66	
Field 7	Student Testing Number (STN)	Numeric	10	67-76	
Field 8	School ID	Alpha/Numeric	10	77-86	
Field 9	Gender	Alpha	1	87	
Field 10	Date of Birth	Numeric	8	88-95	yyyymmdd
Field 11	Race - Hispanic	Numeric	1	96	
Field 12	Race - American Indian	Numeric	1	97	
Field 13	Race - Asian	Numeric	1	98	
Field 14	Race - Black	Numeric	1	99	
Field 15	Race - Hawaiian/Pac Islander	Numeric	1	100	
Field 16	Race - White	Numeric	1	101	
Field 17	Race - Unknown	Numeric	1	102	
Field 18	Education Level	Numeric	2	103-104	
Field 19	Clock Hours	Numeric	7	105-111	xxxx.xx
Field 20	Business Code	Numeric	5	112-116	

All secondary students must be submitted with a 10-digit numeric Student Testing Number. The only exception would be for students attending a private school, home school or are from out of state. Adult students may be submitted with a Student Testing Number if they were assigned while a secondary student.

All students must be submitted with a unique alpha/numeric school assigned number.

**BIS ENROLLMENT  
STUDENT RECORD LAYOUT DETAIL INFORMATION  
SCHOOL YEAR 2011-2012**

Field: 1  
 Name: Contract Number  
 Column(s): 1-5  
 Length: 5  
 Type: Alpha/Numeric  
 Mandatory: Yes  
 Description: 5 digit alpha/numeric code to identify the unique contract number assigned to the course information.

---

Field: 2  
 Name: School Code  
 Column(s): 6-14  
 Length: 9  
 Type: Alpha/Numeric  
 Mandatory: Yes  
 Description: 9-digit school code to identify the technology school site for which enrollment is being submitted. A complete list can be obtained from the IMD Web Site.

---

Field: 3  
 Name: First Name  
 Column(s): 15-34  
 Length: 20  
 Type: Alpha/Numeric  
 Mandatory: Yes  
 Description: Student's first name. Do not include hyphens, apostrophes, commas or special characters.

---

Field: 4  
 Name: Last Name  
 Column(s): 35-54  
 Length: 20  
 Type: Alpha/Numeric  
 Mandatory: Yes  
 Description: Student's last name. Do not include hyphens, apostrophes, commas or special characters.

---

Field: 5  
 Name: Suffix  
 Column(s): 55-57  
 Length: 3  
 Type: Alpha/Numeric  
 Mandatory: No  
 Description: Student's name suffix, if applicable. (e.g., Jr, Sr, III). Do not include periods.

---

Field: 6  
 Name: Social Security Number  
 Column(s): 58-66  
 Length: 9  
 Type: Numeric  
 Mandatory: No  
 Description: Enter the student's entire 9-digit social security number. If not available, leave blank.

---

Field: 7  
Name: Student Testing Number (STN)  
Column(s): 67-76  
Length: 10  
Type: Numeric  
Mandatory: Yes  
Description: For secondary students, provide the 10-digit numeric Student Testing Number (STN). The STN has been assigned to all secondary students in Oklahoma by the State Department of Education and is available from the student's home school. All secondary students will be required to have this number with the exception of those attending private schools, home schooled or those from out-of-state.

Adult students can be submitted with a STN if they were assigned a STN while attending as a secondary student. Otherwise, leave this field blank.

---

Field: 8  
Name: School ID  
Column(s): 77-86  
Length: 10  
Type: Alpha/Numeric  
Mandatory: Yes  
Description: Provide the unique alpha/numeric ID assigned to each student by your school.

---

Field: 9  
Name: Gender  
Column(s): 87  
Length: 1  
Type: Alpha  
Mandatory: Yes  
Description: M=Male, F=Female, U=Unknown

---

Field: 10  
Name: Date of Birth  
Column(s): 88-95  
Length: 8  
Type: Numeric  
Mandatory: No  
Description: If not available, leave blank. Format must be Y Y Y Y M M D D.

---

Field: 11  
Name: Race - Hispanic  
Column(s): 96  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not Hispanic; 1 = Hispanic

---

Field: 12  
Name: Race – American Indian  
Column(s): 97  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not American Indian; 1 = American Indian

Field: 13  
Name: Race – Asian  
Column(s): 98  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not Asian; 1 = Asian

---

Field: 14  
Name: Race – Black  
Column(s): 99  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not Black; 1 = Black

---

Field: 15  
Name: Race – Hawaiian/Pacific Islander  
Column(s): 100  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not Hawaiian/Pacific Islander; 1 = Hawaiian/Pacific Islander

---

Field: 16  
Name: Race – White  
Column(s): 101  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not White; 1 = White

---

Field: 17  
Name: Race – Unknown  
Column(s): 102  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not Unknown; 1 = Unknown

---

Field: 18  
Name: Education Level  
Column(s): 103-104  
Length: 2  
Type: Numeric  
Mandatory: Yes  
Description: Provide the education level of the student. For secondary students (those currently enrolled in a comprehensive school) use the following:

07 – Seventh Grade	10 – Tenth Grade
08 – Eighth Grade	11 – Eleventh Grade
09 – Ninth Grade	12 – Twelfth Grade

For adult students, or secondary students no longer enrolled in a comprehensive school, use the following:

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

---

Field: 19  
 Name: Clock Hours  
 Column(s): 105-111  
 Length: 7  
 Type: Numeric  
 Mandatory: Yes  
 Description: Provide the number of hours the student has completed in the course.  
 Format: X X X X . X X

---

Field: 20  
 Name: Business Code  
 Column(s): 112-116  
 Length: 5  
 Type: Numeric  
 Mandatory: Yes  
 Description: Provide the name of the company/employer if the student is “sponsored” by the industry or place of employment. Sponsored is defined as paying or reimbursing tuition, or, allowing time off from work to attend work-related instruction. The student must be employed by the company. This does not include individuals who, on their own, are upgrading their skills for work-related reasons. A complete list can be obtained from the IMD Web Site. The default code for this field should be “99999”.



---

## Appendix D – Error Messages and Explanations

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*The following are examples of error messages received when processing BIS Class 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 **classes** 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 class is being offered.

**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 class again, or you have assigned the same contract number to a different class. NOTE: Due to the manner in which the validation checks the information, you will receive 2 errors for the contract number.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

You have not provided the teacher's last name. For classes that are being taught online, you can enter the name of the individual facilitating the class 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 - Program Type = 16**

Enrollments submitted for program type '16' (or other industry specific program types) must have a business code identified. If students are not associated with an industry, you may enter the code for 'open' in the business field. If 50% or more of the student population for this class has "open" as industry name, check to see that the 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 class. If the entire class 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 Bryiant ==> Invalid Grade = 44**

This student has an invalid grade/education level code.

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

Gender must be "M", "F" or "U"

**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-Betty 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 yyyyymmdd.

## Appendix E – MIS Codes

An MIS code should be assigned to each class submitted as a Business & Industry Training. The following table displays the MIS codes by occupational area with an example of classes 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 classes' names and the suggested MIS code.

	MIS	MIS DESCRIPTION	CLASS EXAMPLES
<b>Agricultural Education</b>	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

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

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

<b>HEALTH OCCUPATIONS</b>	5106	Dental Asst., Dental Hygienist, Dental Lab Tech	Dental Assistant, Dental Hygienist, Dental Laboratory Technician
	5107	Medical Office	CPT- 4 Coding, ICD – 9 Coding, Medical Careers, Medical Coding, Medical Office, Medical Terminology, Medical Transcription
	5108	Direct Patient Care	Phlebotomy, EKG, EMT, Paramedic, Pharmacy Technician, OB Technician,
	5109	Healthcare Basic Skills	CPR, First Aid, Blood Pressure Screener, Heartsaver, Anatomy and Physiology, Math for Healthcare, PALS, Vital Signs
	5110	CNA I	This is to be used only when conducting classes that are funded through program type 24.
	5111	CNA II	This is to be used only when conducting classes that are funded through program type 24.
	5112	CNA III	This is to be used only when conducting classes that are funded through program type 24.
	5116	Nurse Assisting	Certified Nurses Aide, Home Health Care. CTC, Adult Daycare, Residential Care, Developmental Disabled Care, Certified Medication Aide, Long Term Care Aide, Administering Medications, Diagnostic Services
	5123	Rehabilitation/Therapeutic Services	Occupational Therapy, Orthotics/Prosthetics, Physical Therapy, Rehabilitation Counseling, Kinesitherapy, Physical Therapy Aide
	5135	Massage Therapy	Massage – Intro to Energy Healing, Massage Therapy

<b>OIL &amp; GAS</b>	7000	Oil & Gas Training	
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<b>QUALITY</b>	9096	Quality	ISO Training, Lean Manufacturing Training, Value Stream Mapping, TQM
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<b>RECREATION &amp; SPECIAL INTERESTS</b>	1601	Foreign Languages	Spanish, Italian, German, English as a Second Language, Sign Language
	3201	Basic Skills	Job Seeking, Career Exploration, GED, Math, Work Skills, Reading
	3501	Interpersonal and Social Skills	Team Building, Human Relation Skills, Valuing Differences, Problem Solving
	3601	Leisure and Recreational Activities	Aerobics, Art, Crochet, Collecting Antiques, Dancing, Drawing, Knitting, Music, Painting, Play Writing, Scrap booking, Sports, Quilting, Yoga, Pet Ownership and Care
	3701	Personal Awareness and Self-Improvement	Stress Management, Managing Personal Anger, Handling Change

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

<b>Safety (Continued)</b>	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 classes
6055	Miner Safety		

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

<b>Miscellaneous</b>	2500	Consulting	
	9006	Miscellaneous	

## MIS CODES SORTED NUMERICALLY

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

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

<b>MIS</b>	<b>MIS DESCRIPTION</b>	<b>CLASS EXAMPLE</b>
5202	Business Administration	Logistics and Materials Management, Office Management and Supervision, Human Resource Management, Just-in-time Manufacturing, Business Law, Company Orientation
5203	Accounting	Accounting, Auditing, Finance, Record Keeping and Tax Compliance (non computer applications)
5204	Business Operations Support	Administrative Assistant and Secretarial, Business Communications, Public Relations, Customer Service, Telephone Answering Techniques, Data Entry
5212	Networking and Telecommunications	A+ Certification, A+ Hardware, CISCO, Network Certifications
5215	Real Estate	Appraisal, Disclosure Law, Fair Housing, Real Estate
6000	Aerial Lift Safety	Aerial Lift Safety, Jig Lift Safety, Scissor Lift Safety
6001	Asbestos Awareness	Asbestos Awareness, Asbestos - Brake Shoes, Asbestos Safety, Asbestos Worker
6002	Assault and Violent Acts	Conflict in the Workplace, Preventing Sexual Harassment, Preventing Violence in the Workplace, Drug and Alcohol Awareness
6003	Back Safety	Back Injury Prevention, Back Safety, Preventing Back Injury
6004	Backhoe Safety	Backhoe Safety, 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

MIS	MIS DESCRIPTION	CLASS EXAMPLE
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 classes
6055	Miner Safety	
7000	Oil & Gas Training	Reserved for specific training classes at High Plains Technology Center
9006	Miscellaneous	
9096	Quality	ISO Training, Lean Manufacturing Training, Value Stream Mapping, TQM

## CLASS EXAMPLES SORTED ALPHABETICALLY WITH MIS CODE

MIS	CLASS 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

MIS	CLASS EXAMPLE
1205	Baking and Pastry
2002	Behavior and Guidance
4706	Bicycle Maintenance
5109	Blood Pressure Screener
6005	Bloodborne Pathogens
6006	Blowout Prevention
4805	Blue Print Reading
4803	Boot, Shoe, and Leather Repair
4601	Bricklaying
6010	Bridge Crane Safety
4902	Bus Driver Training
5204	Business Communications
5202	Business Law
0803	Business Plans
4602	Cabinet Making
6008	Carbon Monoxide
3201	Career Exploration
6014	Carpal Tunnel
4602	Carpentry
1205	Catering
2002	CDA Block
4601	Ceramic Tiling
5116	Certified Medication Aide
5116	Certified Nurses Aide
1205	Chef Training
6008	Chemical Handling
2002	Child Development
5212	CISCO
4302	Class A Burn
4301	Cleet Training
4703	CNC Machining
6052	Cold Safety
6052	Cold Weather Safety
3601	Collecting Antiques
5004	Commercial and Advertising Art
4902	Commercial Driver License
5004	Commercial Photography
5202	Company Orientation
6022	Compressed Gas Safety
4801	Computer Aided Drafting and Design
4701	Computer Repair and Maintenance

<b>MIS</b>	<b>CLASS EXAMPLE</b>
6009	Confined Space Training
6002	Conflict in the Workplace
2005	Consulting
0106	Container Gardening
6008	Controlling Spills
1204	Cosmetology
5110	CNA I
5111	CNA II
5112	CNA III
4302	CPAT
5109	CPR
6010	Crane and Hoist Safety
6047	Cranes
4301	Crime Scene Investigations
3601	Crochet
0103	Crop Production
1103	Crystal Reports
5204	Customer Service
0103	Dairy Husbandry
3601	Dancing
5204	Data Entry
6012	Defensive Driving
5106	Dental Assistant
5106	Dental Hygienist
5106	Dental Laboratory Technician
2003	Design, dev and prod of tex products
5116	Developmental Disabled Care
5116	Diagnostic Services
4706	Diesel Mechanics
1905	Dietary Management
5004	Digital Communications
5215	Disclosure Law
4801	Drafting
3601	Drawing
1103	Dreamweaver
6002	Drug and Alcohol Awareness
6048	Drug Free Workplace
4602	Drywall
0803	E-Bay
0803	E-Commerce
5108	EKG
4603	Electrical Codes
4703	Electrical Motor Controls
4603	Electrical Wiring
4701	Electronics
6048	Emergency Action Plan
6011	Emergency Preparedness
5108	EMT
1601	English as a Second Language

<b>MIS</b>	<b>CLASS EXAMPLE</b>
0803	Entrepreneurship
6009	Entry
0105	Equine Muscle Therapy
0103	Equine Production
4701	Equipment Installation
6014	Ergonomics
0810	Ethics
6050	Excavation Safety
1103	Excel
6015	Eye Injury Prevention
6015	Eye Protection
6015	Eye Safety
1204	Facials and Make-up
5215	Fair Housing
6016	Fall Arrest Safety
6016	Fall Protection
2003	Fashion and Fabric Consultant
5203	Finance
4302	Fire Academy
4302	Fire Brigade
6017	Fire Extinguisher Safety
4302	Fire Fighter Training
5109	First Aid
6008	Flammable Liquids Safety
6018	Floor Hand Safety
0106	Floral Arrangements
0106	Floral Design
2004	Food Handling
2004	Food Line Worker
1205	Food Preparation
6019	Food Safety
6019	Food Safety Practices
2004	Food Sanitation
2004	Food Services
6020	Foot Safety
4902	Forklift Driver Training
6021	Forklift Safety
6021	Forklift Safety Practical
6021	Forklift Safety Refresher
6008	Formaldehyde
0803	Franchising
6004	Front-end Loader Safety
4602	Furniture Construction
0106	Gardening
3201	GED
1601	German
0103	Goat Management
5004	Graphic Design
0106	Greenhouse

<b>MIS</b>	<b>CLASS EXAMPLE</b>
6307	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
6026	Hearing Noise
5109	Heartsaver
6027	Heat Illness
6027	Heat Stress
4702	Heating
4902	Heavy Equipment Training
6047	Hoists
2005	Home Accessories
0803	Home Business Operations
5116	Home Health Care. CTC
6040	Home Safety for the Elderly
0105	Horse Discipline
0105	Horse Science & Horse Savvy
0105	Horseshoeing
6029	Housekeeping Safety
3501	Human Relation Skills
5202	Human Resource Management
4703	Hydraulics/Pneumatics
5004	Illustration
6030	Incident Reporting
6010	Indoor Cranes Safety
4603	Industrial Electricity
6014	Industrial Ergonomics
4703	Industrial Machine Shop
4703	Industrial Production
0810	Insurance in a New Age
0810	Insurance Licensing
0810	Insurance Pre-licensing
2005	Interior Design
1103	Internet Training
9096	ISO Training
1601	Italian
4301	Jailer's Training
6000	Jig Lift Safety

<b>MIS</b>	<b>CLASS EXAMPLE</b>
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
4604	Locksmith
5202	Logistics and Materials Management
5116	Long Term Care Aide
6053	LOTO
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 classes
3601	Music
1204	Nails

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

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

