Section 4 - Definitions and Coding to Report BIS Class Data

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.