

CareerTech Information Management System (CTIMS)

**Technology Centers
Adult & Career Development
and
Business & Industry Services**

Enrollments & Course Data Guidebook

IMD

*career***tech**

Revised July 19, 2019

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Enrollment & Course Data Submission for Technology Centers ACD & BIS

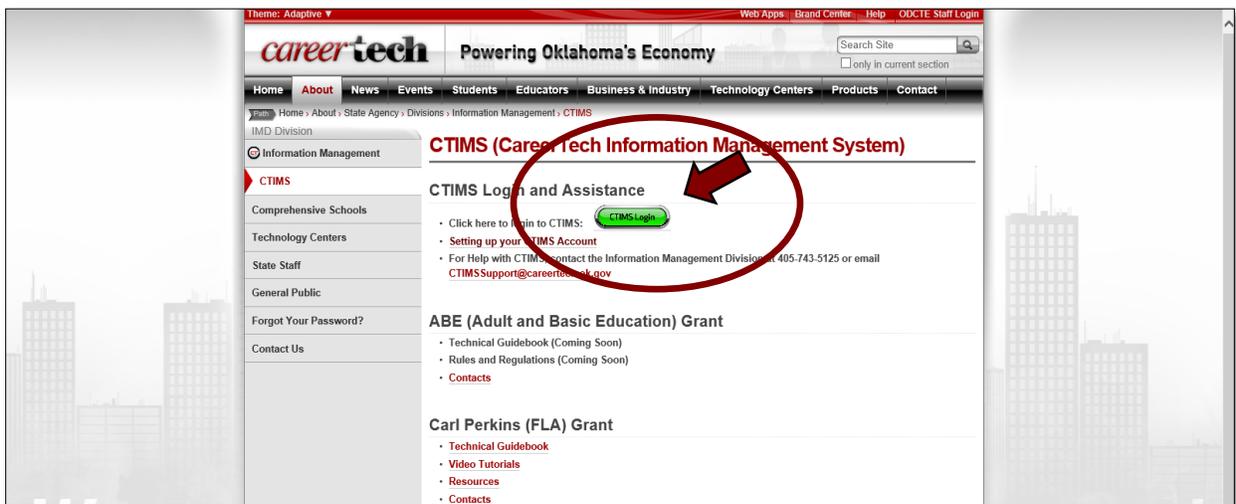
This user manual will take you through the steps to submit Technology Centers Adult and Career Development and Business and Industry Services student enrollments and course data.

Logging In

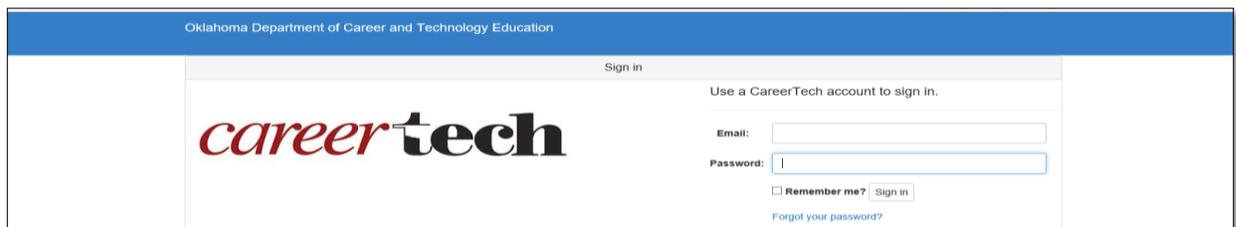
- To access CTIMS, go to <https://www.okcareertech.org> and select **CTIMS** in the red bar at the top of the page.



- This will direct you to the CTIMS main web page. Here you will find the various applications in CTIMS, with links to guidebooks, rules and regulations, contacts and due dates. Select the green **CTIMS Login** button to be directed to the login screen.



- Sign in using your school email and CTIMS password.



NOTE: You must use Microsoft Internet Explorer, version 11 or higher. CTIMS is currently not compatible with other browsers.

Help and Troubleshooting

If you do not have an account in CTIMS or you are having trouble with the navigation or software, send an e-mail to **CTIMSSupport@careertech.ok.gov** describing your problem. Be sure to include your name, school name and a telephone number in the event we need to call you.

If you have forgotten your password, click the **Forgot your password?** link at the login screen to reset your password. You will be asked to enter in your email address. You will receive an email to start the password reset process.

You have 5 attempts to enter a password. After the last attempt, you will be locked out of CTIMS and will have to contact **CTIMSSupport@careertech.ok.gov** to reset your account.

CTIMS Support

Andra Beyer

Phone: 405-743-5134

CTIMSSupport@careertech.ok.gov

Guidelines

For complete guidelines regarding eligibility for the various types of training available for funding purposes, contact the Business & Industry Services Department, or view the guidelines on-line at <https://www.okcareertech.org/about/state-agency/divisions/imd/ctims>. Then, go to the **Enrollment Technology Centers** section and select **BIS Guidelines** for the current fiscal year.

All courses and enrollments must be submitted a **minimum** of once each quarter. The course/enrollment files should include only courses that were completed during the reporting period. Submit **Safety, Industry Specific, Training for Industry Growth, Training for Industry Programs, and Firefighter** courses monthly for timely reimbursement.

If a student never attended a course or dropped prior to attending at least 50% of the course, **do not** include them.

Report courses as they are advertised to the individual or to the organization served. Do not report a course multiple times based on the topic unless it is offered/advertised in that manner at different times. For example, if you are offering an *Intermediate Word* course and the topics covered are Intermediate Word tables, macros, and merging documents, and the student enrolls in *Intermediate Word* (not the individual topics), then report that as one course. If the course is offered three times, and the student has the option to enroll in *tables* and/or *macros*, and/or *merging documents*, then it could be considered three different courses and reported accordingly.

NOTE: This applies to all program types. If unclear on how to report courses, do not hesitate to contact the Information Management Division (IMD) office for assistance.

Ineligible Activities

Listed below are examples of activities **not eligible** for reimbursement using any of the BIS funding sources:

- 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.
- Non-commercial driver education courses, DUI school or driver improvement and defensive driving courses delivered as open enrollment courses.
- Job search, career exploration, employment skills, career development and career search.
- Training conducted for incarcerated people or students who are not residents of Oklahoma.
- Driving time.
- Hunter safety, boat safety or concealed weapons training and recreational activities/training.
- Third-party rental of facility use.
- Lab preparation time.

Even though the above mentioned courses are not eligible for reimbursement using the BIS funding sources, they may be reported as Informal Training (Type 60), Community Services (Type 61), Career Services (Type 62), or Facility Usage Only (Type 75), all of which are classified as non-reimbursable courses.

Accountability

To demonstrate accountability for formula funds supporting Career and Technology Education, the collection of complete and accurate data on students and courses is essential. Staff will be available to assist school personnel with any questions or concerns that may occur while uploading data to IMD and/or in record keeping.

The following documents shall be kept on file for review purposes for three years prior to the current year in the event there is a need for an audit of data. If there are specific state and/or federal requirements that exceed this timeframe, they will take precedence over these requirements.

Technology Center BIS Enrollment Student Data

The original source document must be maintained; such as intake forms, 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 end/drop date of the student. Transcripts should be maintained on a permanent basis.

Technology Center BIS Enrollment Course Data

The following will be on file to document the course data elements submitted:

- A course outline or syllabus that includes the instructor's name, course title as it appears in the school brochure/website, short description that describes what the participants should be qualified to do once he/she completes the course, and specific objectives describing a pattern of performance that participants should be able to demonstrate at the end of the course.
- Attendance roster, either individually signed by students or roll taken and the instructor signature verifying the students attended courses.
- Date(s) of the training.
- Beginning and ending times of training conducted. Any lunch break should be documented and not included in the hours reported.
- Contact information for the instructor.

Request/View Contract Numbers

This menu option allows you to request additional contract numbers or to view contract numbers assigned to you for the selected year.

View Contract Numbers

- **Fiscal Calendar Year** - Select current year.
- **Organization Type** - Select school, if needed, by typing the first 3 letters of the school's name.
- Click the **Search** button to populate the grid.
- Go to the **Use Status** header in the grid, click on the filter symbol and click the radio button beside **No** to view all unused contract numbers under the **Contract Numbers** header.

Oklahoma Department of Career and Technology Education

Tech Center BIS Submitter

Dashboard Request / View Contract Numbers

Request/View Contract Numbers

Fiscal Calendar Year * 2019-2020 (Available Contracts: 2090)

Organization Type * Tech Sites

Organization * Sample Technology Center

Allocate* 1

Export to Excel

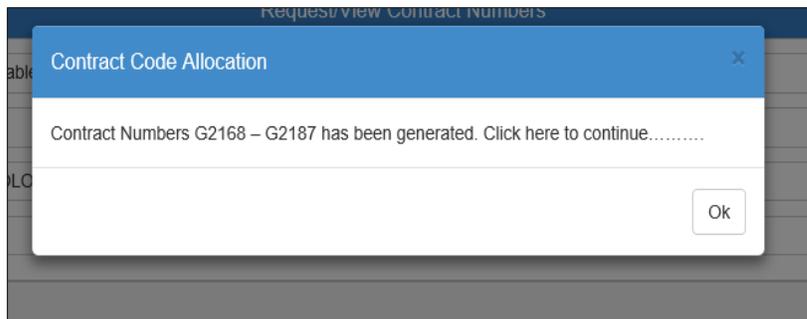
Calendar Code	Allocated On	Contract Number	Total Contract Hrs	Total Contract Class	Use Status
2019-2020	1/16/2019	H0001	0		No
2019-2020	1/16/2019	H0002	0		No
2019-2020	1/16/2019	H0003	0		No

Show items with value that Yes No

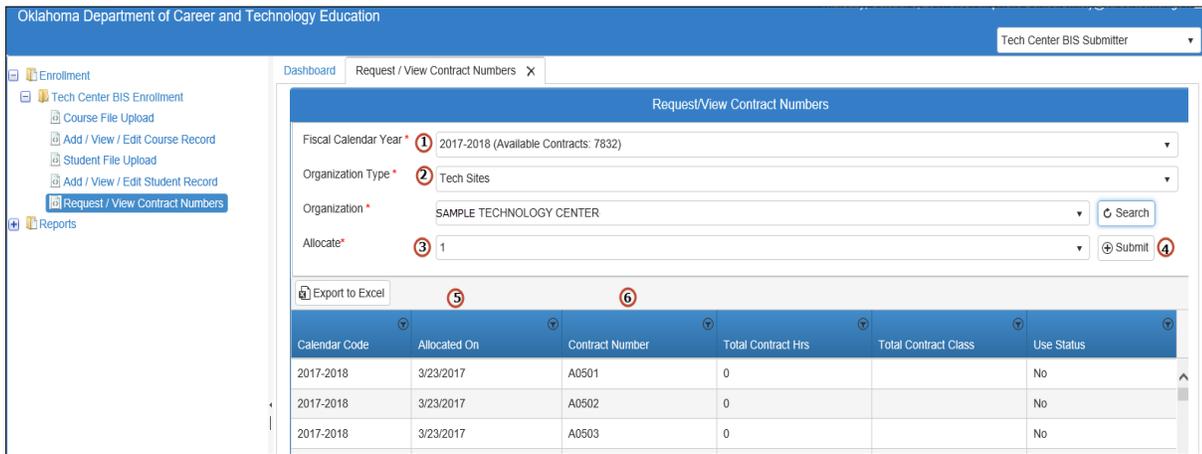
Filter Clear

Request Contract Numbers (Allocate)

- Fiscal Calendar Year - Select current year.
- Organization Type - Select school, if needed, by typing in the first 3 letters of the school's name.
- Allocate - Select number of contracts needed.
- Click the Submit button. After clicking the submit button, the following message will appear on the screen.



- Click on the **Allocated On** header to sort by date
- Click on the **Contract Number** header to sort by contract number.



Request New Business Code or View Business Master

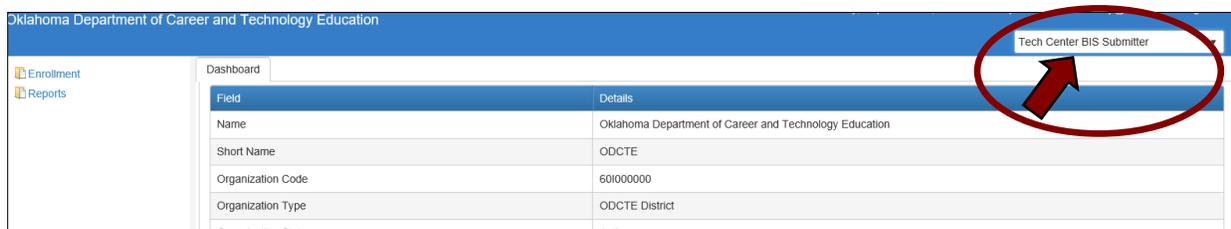
Refer to the **Business Master Technical Guidebook** at www.okcareertech.org, select CTIMS from the red bar at the top, scroll down to the Business Master section and select the technical guidebook.

BIS Course Data

Submitting BIS Course Data-Step 1

1.1 - Log in using your email and password at <https://ctims.okcareertech.org/CTBDSWeb>.

1.2 - Verify that you are using the role of a **Tech Center BIS Submitter**. If not, use the drop down arrow to select the appropriate role.



1.3 - Click the arrow next to **Enrollment** on left navigation.



1.4 - Click the arrow next to **Tech Center BIS Enrollment**.



1.5 - Select **Course File Upload**.



1.6 - Complete the **Course File Upload** screen. **The tagged numbers on the following screen shot corresponds to the instruction steps below.** The asterisks represent required fields. Some of the fields may be filled in already according to your sign-in credentials.

1. **Element Type** - should be set to Tech Centers Business.
2. **Organization Type** - should be set to Tech Sites.
3. **School Name** - should be set to your school name.
4. **Calendar Year** - should be set to the current school year.
5. **Session** - select the quarter you are inputting.
6. **Validation** - provides two options: Validate and Upload or Validate Only. The validation process may take several minutes to check your data. Do not select the Load File button again.
 - a. **Validate and Upload** will check your data for errors and save the data if no errors are found.
 - b. **Validate Only** will check your data for errors and provide a report of errors found in your file to be corrected. Your data will not be saved using Validate Only option. If you use this option, if there are no errors, load your file again, and select Validate and Upload.
7. Select the **File Format** from the drop down menu to identify the type of file you will be uploading. Options are:
 - a. **Fixed Format** - Fixed Text File.
 - b. **XLS** - Microsoft Excel Worksheet File for files made with 2003 version of Excel and older.
 - c. **XLSX** - Microsoft Excel Worksheet File for files made with 2007 version of Excel and later.
 - d. **CSV** - comma-separated values (CSV) file.
8. Select the **Browse** button to select the file from your computer.
9. Select **Load File** to upload the data to the screen.
10. Select **Submit** to process your data.
11. To refresh your screen, click the **Reset** button (if needed.)

The screenshot shows the 'Course File Upload' interface. It features a blue header bar with the title 'Course File Upload'. Below the header, there are several form fields and buttons. The fields are arranged in a grid-like structure. The first row contains three dropdown menus: 'Element Type*' (set to 'Tech Centers Business'), 'Organization Type*' (set to 'Tech Sites'), and 'School Name*' (set to 'TECHNOLOGY CENTER'). The second row contains three dropdown menus: 'Calendar Year*' (set to '2017-2018'), 'Session*' (set to 'Quarter 1'), and 'Validation: *' (set to 'Validate and Upload'). The third row contains a 'File Format: *' dropdown menu (set to '----Select----') and a 'Browse: *' button with a 'Browse...' label. At the bottom right, there are three buttons: 'Load File...' (with a plus icon), 'Submit' (with a checkmark icon), and 'Reset' (with a circular arrow icon). Red circles with numbers 1 through 11 are placed over the form elements to indicate the steps described in the text.

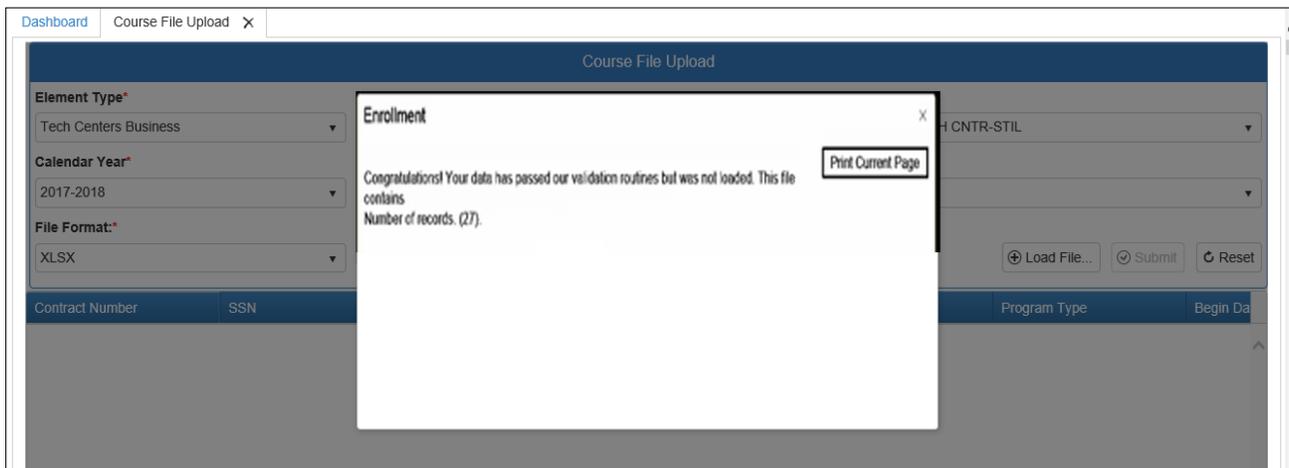
If Your File Has Errors:

If errors are detected, a popup screen appears identifying the file errors and/or records by line number with error descriptions. Correct the errors in your system and recreate the file to upload again. You can print the error page to help you correct the errors in your file.

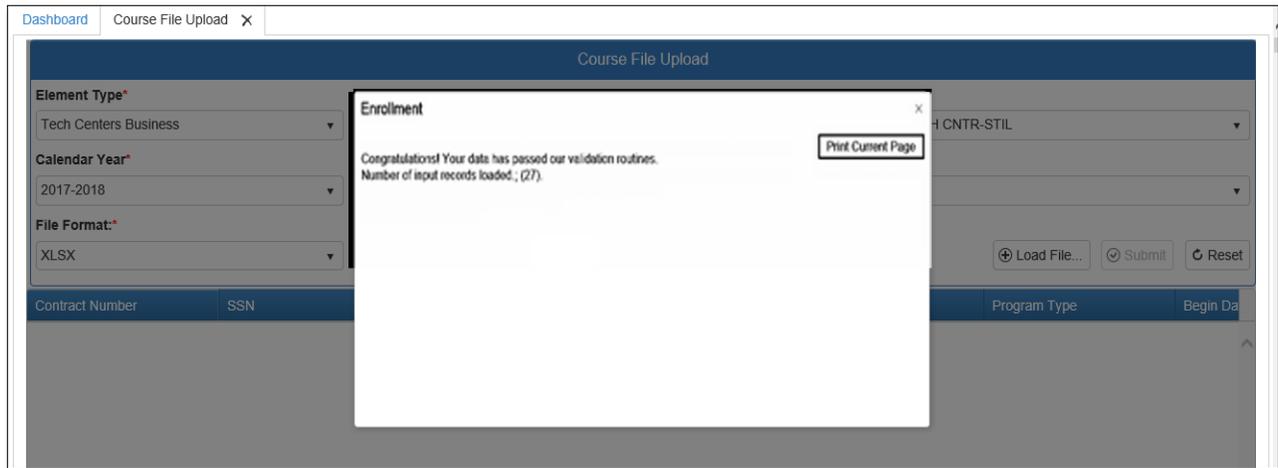


If Your File Does NOT have Errors:

If your file does not have errors and you selected **Validate Only**, you will see the following screen. Notice it states “was not loaded.”



If your file does not have errors and you selected **Validate and Load**, you will see the following screen. Notice it states “Number of input records loaded” with the number of records loaded in parenthesis.



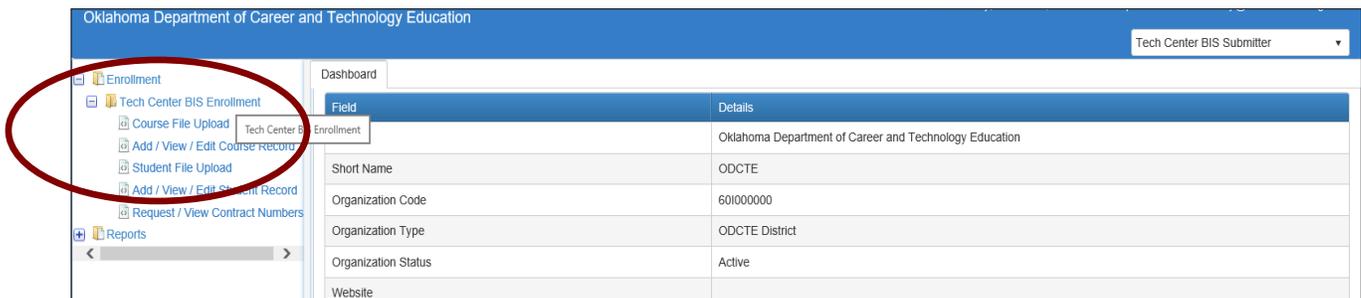
Click on the **Print Current Page** button to print your successful validation and upload, if needed for your records.

Add / View / Edit Tech Center BIS Course Records-Step 2

Once a course record has been uploaded into CTIMS, it can be viewed and/or edited. New Courses should be added through your school student accounting system and uploaded into CTIMS. **Do not** use the **Check to Add New Record** box for Course Records.

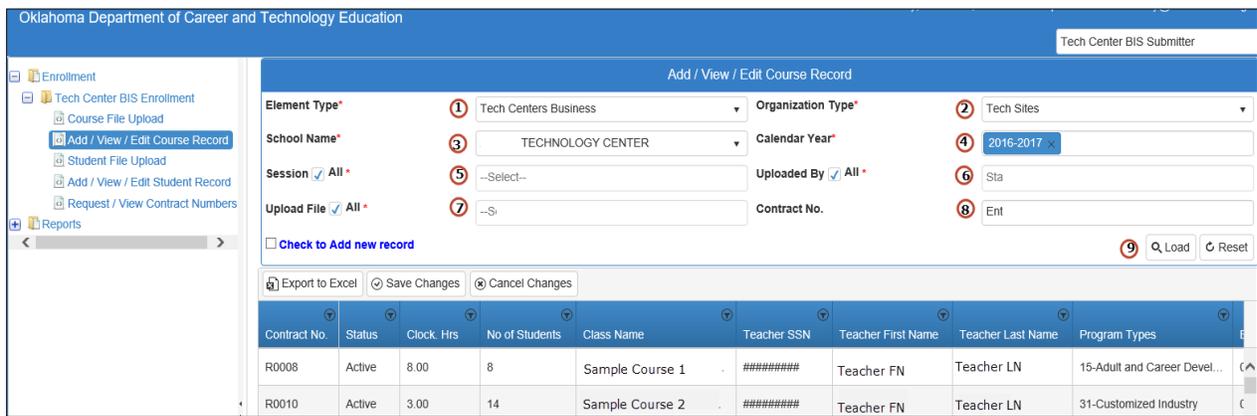
View or Edit Courses

2.1 - Go to: **Enrollment > Tech Center BIS Enrollment > Add / View / Edit Course Record**. Click on the **+** (plus) sign to open a folder in navigation.



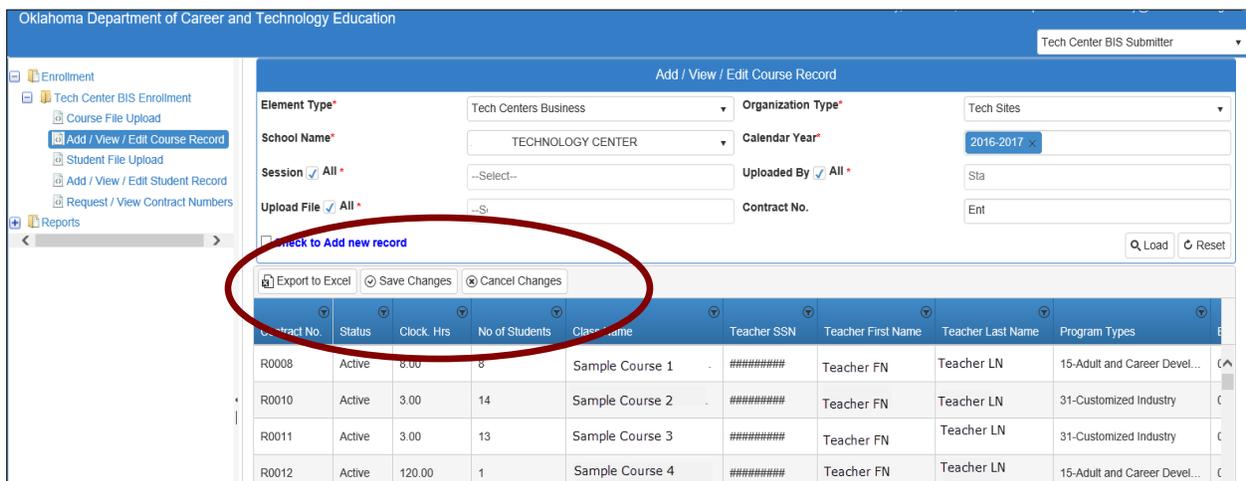
2.2 - Complete the **Add/View/Edit** screen. The **tagged numbers on the following screen shot correspond to the instruction steps below**. The asterisks represent a required field. Some of the fields may already be filled according to your sign-in credentials.

1. **Element Type** - should be set to Tech Centers Business.
2. **Organization Type** - should be set to Tech Sites.
3. **School Name** - should be set to your school name.
4. **Calendar Year** - should be set to the current school year.
5. **Session** - select All to edit or view all quarters that have been entered.
6. **Uploaded by** - select All to edit or view all sessions uploaded by you.
7. **Upload file** - select All to edit or view all files uploaded.
8. You will not need a contract number to view all the files uploaded.
9. Select **Load** to upload your files.



Editing the Course Data-Step 3

3.1 - Select the line you want to edit and click inside the box. Make any necessary changes, then click **Save Changes** to save, or **Cancel Changes** to cancel the changes you made. You can also select **Export to Excel** to export all your records.



BIS Student Data

Submitting BIS Student Data-Step 1

IMPORTANT: The course data file must be processed before the enrollment data.

1.1 - Log in using your email and password at <https://ctims.okcareertech.org/CTBDSWeb>.

1.2 - Verify that you are using the role of a **Tech Center BIS Submitter**. If not, use the drop down arrow to select the appropriate role.



1.3 - Click the arrow next to **Enrollment** on left navigation.



1.4 - Click the arrow next to **Tech Center BIS Enrollment**.



1.5 - Select **Student File Upload**.



1.6 - Complete the **Student File Upload** screen. **The tagged numbers on the following screen shot corresponds to the instruction steps below.** The asterisks represent a required field. Some of the fields may already be filled in according to your sign-in credentials.

1. **Element Type** - should be set to Tech Centers Business.
2. **Organization Type** - should be set to Tech Sites.
3. **School Name** - should be set to your school name.
4. **Calendar Year** - should be set to the current school year.
5. **Session** - select the quarter you are inputting.
6. **Validation** - provides two options: Validate and Upload or Validate Only. The validation process may take several minutes to check your data. Do not select the Load File button again.
 - a. **Validate and Upload** will check your data for errors and save the data if no errors are found.
 - b. **Validate Only** will check your data for errors and provide a report of errors found in your file to be corrected. Your data will not be saved using Validate Only option. If you use this option, if there are no errors, load your file again, and select Validate and Upload.
7. Select the **File Format** from the drop down menu to identify the type of file you will be uploading. See Appendix B for definitions and file format. Options are:
 - a. **Fixed Format** - Fixed Text File.
 - b. **XLS** - Microsoft Excel Worksheet File for files made with 2003 version of Excel and older.
 - c. **XLSX** - Microsoft Excel Worksheet File for files made with 2007 version of Excel and later.
 - d. **CSV** - comma-separated values (CSV) file.
8. Select the **Browse** button to select the file from your computer.
9. Select **Load File** to upload the data to the screen.
10. Select **Submit** to process your data.
11. To refresh your screen, click the **Reset** button (if needed.)

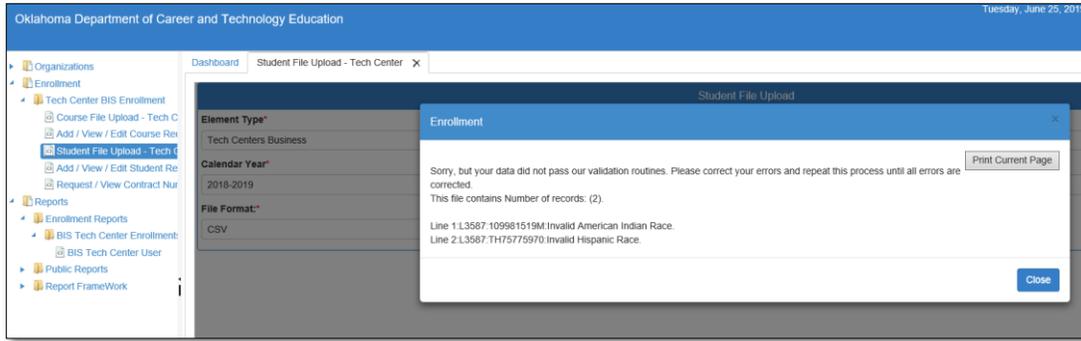
The screenshot shows the 'Student File Upload' form with the following fields and callouts:

- 1**: Element Type* (dropdown menu)
- 2**: Organization Type* (dropdown menu)
- 3**: School Name* (text input field)
- 4**: Calendar Year* (dropdown menu)
- 5**: Session* (dropdown menu)
- 6**: Validation* (dropdown menu)
- 7**: File Format* (dropdown menu)
- 8**: Browse* (button)
- 9**: Load File... (button)
- 10**: Submit (button)
- 11**: Reset (button)

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

If Your File Has Errors:

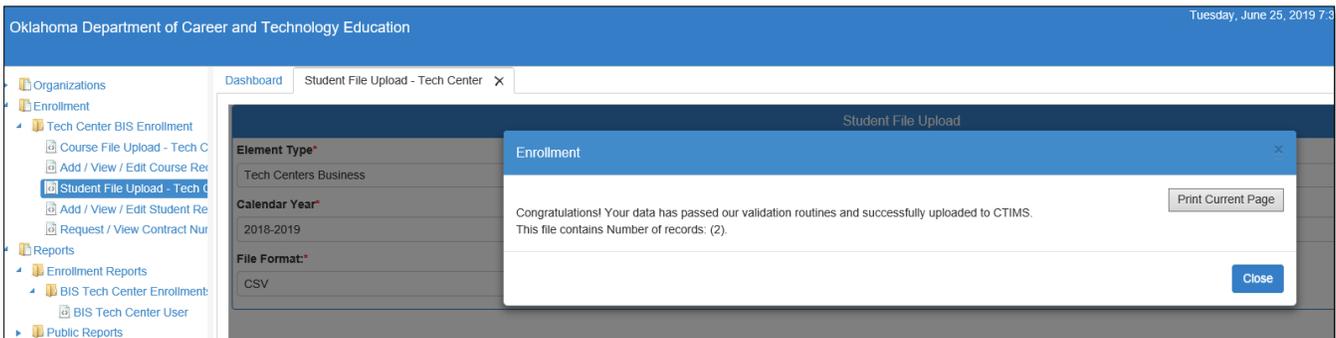
If errors are detected, a pop up window appears identifying the records by line number with error descriptions. Correct the errors in your system, save the changes, and recreate the student file to upload again.



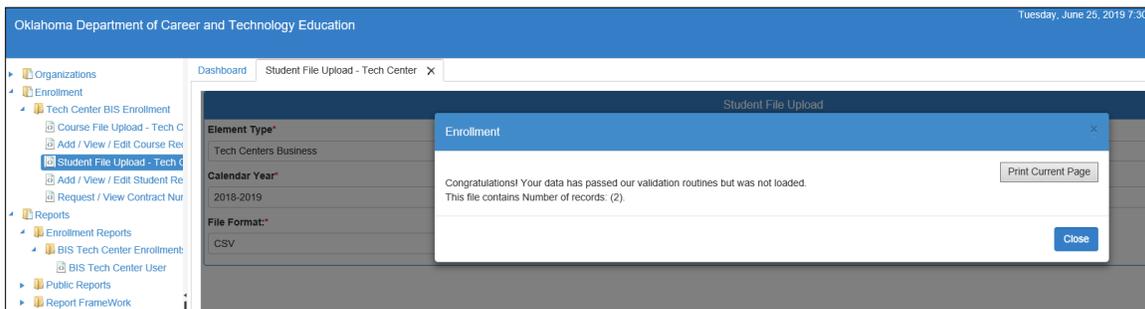
Click on the **Print Current Page** button to print your error message list if needed.

If Your File Does NOT have Errors:

If your files does not have errors and you selected **Validate and Load**, you will see the following screen.



If your file does not have errors and you selected **Validate Only**, you will see the following screen. Notice the records were not loaded and you will need to load your file again and use the **Validate and Upload** option.



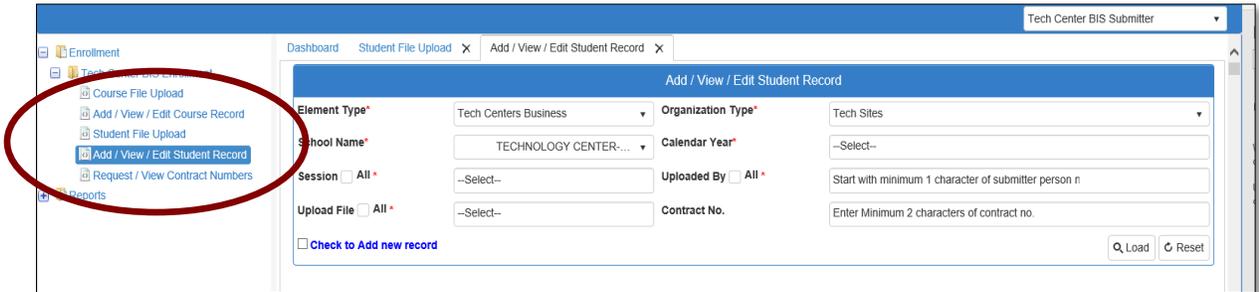
Click on the **Print Current Page** button to print your successful validation and upload, if needed for your records.

Add / View / Edit Tech Centers BIS Student Records-Step 2

Once a student record has been uploaded into CTIMS, it can be viewed and/or edited.

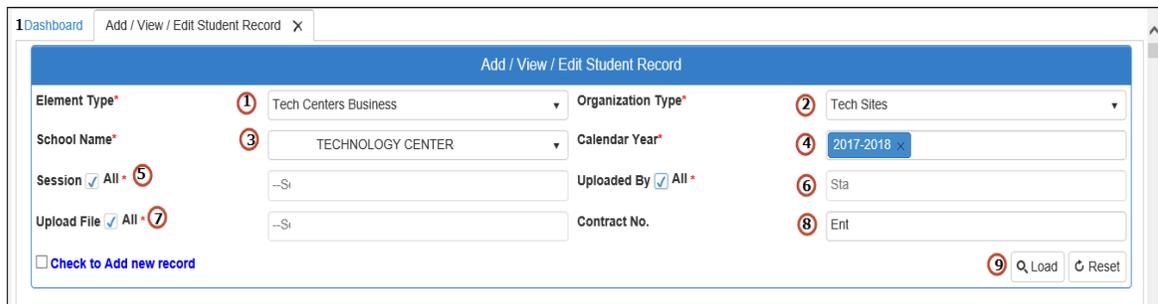
View or Edit Student Records

2.1 - Go to: **Enrollment > Tech Center BIS Enrollment > Add / View / Edit Student Record**.
Click on the **+** (plus) sign to open a folder in navigation.

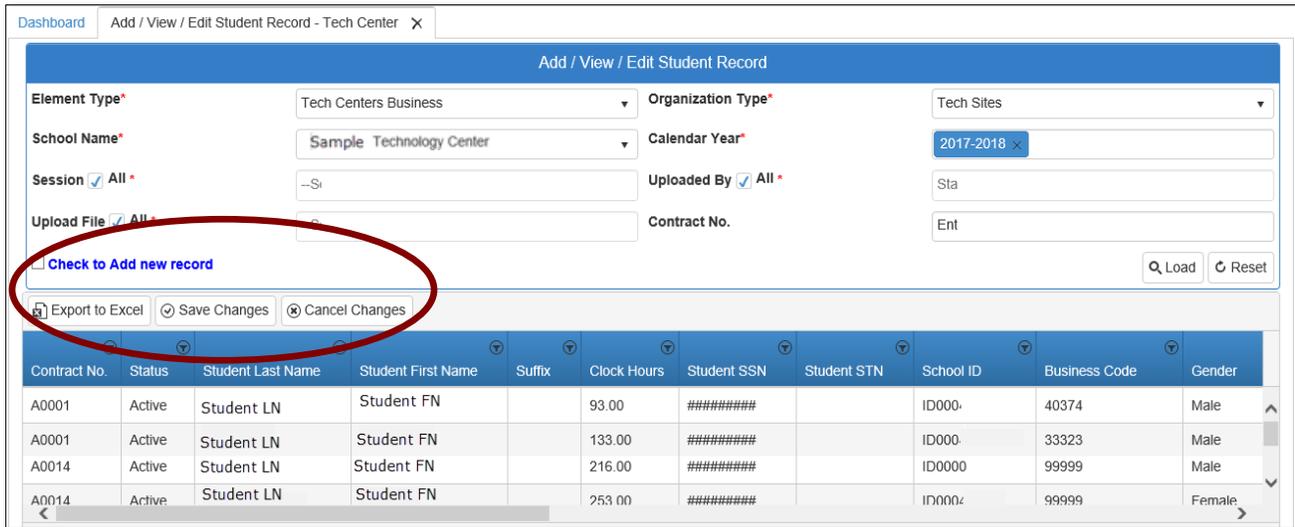


2.2 - Complete the **Add/View/Edit** screen. **The tagged numbers on the following screen shot corresponds to the instruction steps below.** The asterisk represents a required field. Some of the fields may already be filled in according to your sign-in credentials.

1. **Element Type** - should be set to Tech Centers Business.
2. **Organization Type** - should be set to Tech Sites.
3. **School Name** - should be set to your school name.
4. **Calendar Year** - should be set to the current school year.
5. **Session** - select All to edit or view all quarters that have been entered.
6. **Uploaded by** - select All to edit or view all sessions uploaded by you.
7. **Upload file** - select All to edit or view all files uploaded.
8. You will not need a contract number to view all the files uploaded.
9. Select **Load** to upload your files.



2.3 - Select the line you want to edit and click inside the box. Use the scroll bar at the bottom of the student box to go all the way over to the right to see demographic information. Make any necessary changes, then **Save Changes** to save, or **Cancel Changes** to cancel the changes you made. You can also select **Export to Excel** to export all your records.



Add Student Records

Do not use the **Check to Add New Record** box for **Student Records**. Add new student records using the upload method, or email CTIMSSupport@careertech.ok.gov for assistance.

Generate Enrollment Reports

1.1 - Navigation - Go to: Reports > Enrollments Reports > BIS Tech Center Enrollments > BIS Tech Center User on the left navigation.

1.2 - Complete **Report Generation** screen.

1. **Report Module** - Automatically set on **Enrollment**.
2. **Organization Type** - Select **Tech Sites** from drop-down menu.
3. **Report Groups** - Automatically set on **BIS Tech Center User Reports**.
4. **Organization** - Start typing in your school name and select when it comes up.
5. **Report Name** - Click inside the box for a drop-down list of all the reports available.

Reports available:

BIS Contract Allocation Summary
 BIS Course File VS No of Students
 BIS Enrollment Detail by Campus
 BIS Performance Data Verification
 BIS Summary by Campus

Multiple BIS PEF (**NOTE:** When you download the Multiple PDF report as an Excel file, it automatically populates each program type to a separate excel worksheet tab).
 Tech Center BIS Course and Student File Upload Summary

6. **School Calendar Year** - Select which year you want to run reports. You can select the current year or a previous year.
7. **View Report** - Select to view the report. It will load into the bottom screen.

For all reports, you will have the option to export the report by clicking on the blue diskette button.

BIS Course Data Definitions & Coding

The following information provides specific definitions and coding information to be used when reporting course data. For complete guidelines regarding eligibility for the various types of training available for funding purposes, contact the Business & Industry Services Department or view their guidelines on-line at <https://www.okcareertech.org/about/state-agency/divisions/imd/ctims>. Go to Technology Centers – Enrollment - Technology Centers - BIS Guidelines.

Record Layout - Use the format below when submitting TXT files, and use the same order of the fields listed below when submitting CSV, or excel files.

Field #/Excel Column	Field Title	Columns	Length	Format
1/A	Contract Number	1 – 5	5	
2/B	Teacher’s SSN	6 – 14	9	
3/C	Teacher First Name	15 – 24	10	
4/D	Teacher Last Name	25 – 34	10	
5/E	Course Name	35 – 74	40	
6/F	Program Type	75 – 76	2	
7/G	Begin Date	77 – 84	8	YYYYMMD
8/H	End Date	85 – 92	8	YYYYMMD
9/I	Clock Hrs. of Course	93 – 99	7	XXXX.XX
10/J	MIS Code	100 – 103	4	
11/K	No. of Students in Course	104 – 107	4	

Data Field and Program Type Descriptions

Contract Number - A contract number must be assigned to each course reported. At the beginning of the fiscal year, each school will receive a list of contract numbers to be used during the fiscal year from Information Management Division. These numbers should be used in consecutive order and should not be repeated. If additional contract numbers are needed for your school, refer to Section 5 for instructions.

Teacher’s Social Security Number (SSN): Report the teacher’s social security number if available. Otherwise, leave this field blank.

Teacher’s First Name: Report the teacher’s first name. Do not include hyphens, apostrophes, commas or other special characters.

Teacher’s Last Name: Report the teacher’s last name. For On-Line courses, use the name of the developer or the individual that coordinated the course. Do not include hyphens, apostrophes, commas or other special characters.

Course Name - Provide the course name being reported. Abbreviate as little as possible. If the course is being taught multiple times, be sure the course name is consistent.

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

In the event the On-Line course was conducted in a program type 31, 42, or 52, please use the following criteria to determine course size.

- For organizations of 100 or more employees, on-line courses will be reported in groups of 25 or more.
- For organizations of 99 employees or less, online courses will be reported in groups of at least four.

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

01 - Apprenticeship: Apprenticeship courses prescribed by the apprentice's sponsor and approved by the Bureau of Apprenticeship and Training.

15 - Adult and Career Development: Adult and Career Development training that provides individuals avenues to develop the skills and competencies they need to succeed in today's workplace. Through ACD courses, adults participate in learning opportunities to develop new and emerging job skills, ease workforce transition, enhance career development and explore personal interest. ACD training offers technical skills training, continuing education, professional development, career development and personal enrichment learning opportunities to individuals **16 years or older**. They are offered as open enrollment, short-term courses, seminars and occupational preparation courses.

21 - Safety for Government Entities or Safety for Industry: Safety training intended to help private or public organizations plan and provide ongoing training to assure safe work environments for Oklahomans. This program type is used only for proactive safety training such as back safety or fall prevention. **Reactive training such as CPR, First Aid, and Train the Trainer is reported under program type 31.**

22 - Skills to Rebuild: Specific training done in direct response to a declared emergency by the Governor's office or a direct response to a natural disaster. Approval and funding is provided on a case- by-case basis.

28 - Agricultural Business Management: Courses taught by Agricultural Business Management (ABM) Coordinators in conjunction with an approved ODCTE program. **Use program type 73 to report clients served.**

31 - Customized Industry Training / Government Entity Training: Customized training that is designed specifically for the employees of one or a specific group of businesses or industries or public sector organizations. The majority of students enrolled in the class must be employer sponsored. Training must be job-related.

32 - Client-based Consulting Services: Client-based consulting services provided for small business owners and aspiring entrepreneurs by coordinators at the technology center. These programs may be focused locally as business and entrepreneurial services, business development programs, self-employment training, small business management, agribusiness management, incubator, and/or management development group.

NOTE: Courses or seminars taught or coordinated should be submitted as Type 31 so the contact hours may be included in the formula and performance funding calculations. To qualify, the coordinator must have material participation in the delivery of the courses and seminars.

35 - Employee Assessment and Retraining Network (EARN): Training to provide Oklahoma residents who have been laid off from their jobs through no fault of their own or who are under-employed.

42 - Training for Industry Growth (TIG): Training to accommodate industry-identified skilled workforce shortages within an occupational area by providing customized training for needs of that industry within a defined geographic region of the state.

44 - Truck Driver Training: Refresher courses designed for individuals who are not receiving training to become professional truck drivers through the statewide truck driver training program at Central Technology Center. Examples of these courses would be training the trainer or bus driver training. Clock hours for these courses will not be calculated in the state funding formula.

52 - Training for Industry Program (TIP): High quality training for new companies considering coming to Oklahoma or for Oklahoma companies that have plans to expand their workforce resulting in a net-new jobs in Oklahoma.

60 - Informal Training (non-reimbursable): Technical assistance using organizational development tools or processes (needs assessment, surveys, strategic planning). It includes phone consultation and preparation time, but it does not include professional development meetings, professional association meetings or marketing-related activities (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 objectives, the service or product delivered and the individual(s) responsible for providing the product or service. **Type 60 must be reported with at least one student to indicate for whom the consulting was provided.**

61 - Community Services (non-reimbursable): Courses conducted and/or coordinated by the technology centers that are not occupational in nature but meet the needs of the community interests. Examples are ACT workshops, soap making, hunter safety, staff development and yoga. Courses and activities reported under this program type are not eligible for formula funding. **Type 61 can be reported without submitting separate student data.**

62 - Career Development Services (non-reimbursable): 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. **Type 62 can be reported without submitting separate student data.**

64 - Tinker Training / Mid-Del Technology Center Training: Courses conducted at Tinker Air Force Base by Mid-Del/Tinker Technology Center.

68 - Incubators: Reports consulting hours for clients that are using business incubators at the technology center. Training that the clients may take should be reported as program type 31.

73 - Agriculture Business Management Clients: Report clients being served by the Agriculture Business Management Coordinator and should be submitted once at the end of the fiscal year. **Use program type 28 to report courses taught.**

75 - Facility Usage Only: Report courses, meetings or activities conducted at the technology centers in which the only involvement by the technology center is facilitating the usage of the building such as Red Cross blood drives, chamber of commerce meetings, Boy Scout meetings or any courses conducted by outside entities. Courses reported under this program type are not eligible for formula funding. **Type 75 can be reported without submitting separate student data.**

78 - Technology Center Collaboration Partnerships: 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. The Course name must contain the contract number the other technology center is submitting, for example “Word (A1234)”. **Type 78 should not have student data since it is reported by the partnering technology center.**

79 - Oklahoma Bid Assistance Network (OBAN): Reports clients who are participating in the Oklahoma Bid Assistance Network; used to provide marketing and technical assistance to Oklahoma businesses interested in selling products and services to federal, state and local governments and other highly structured markets. Submit one course at the end of the fiscal year with student data.

83 - Firefighting Training Initiative: To accommodate the increased demand placed on technology centers for training and teaching of firefighters who are members of volunteer fire department in Oklahoma. This training shall include firefighter training as well as first responder training and associated testing.

90 - Safety Training Grants: To assist in offsetting some of the costs related to purchasing new equipment, upgrading equipment, and instructional libraries and/or instructor training. Safety training grants shall be applied for in CTIMS and will be considered for approval on a project by project basis. No course or student enrollments will use this program type. See the Business & Industry Services Economic & Workforce Development Guidelines for detailed description.

91 - Innovation Training Grants: To assist in offsetting some of the costs related to purchasing new equipment, upgrading equipment, instructional libraries and/or instructor training. Innovation training grants shall be applied for in CTIMS and will be considered for approval on a project by project basis. No course or student enrollments will use this program type. See the Business & Industry Services Economic & Workforce Development Guidelines for detailed description.

Begin Date - Provide the beginning course date.

End Date - Actual date the course ends. The end date should correspond to the fiscal year for which the course is being submitted (July 1 to June 30). If a course crosses over fiscal years, report it in the fiscal year it actually ended.

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

MIS Code - Enter the four-digit MIS code for the course being reported. See Appendix C for a listing of MIS codes.

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

BIS Student Data Definitions & Coding

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

Record Layout - Use the format below when submitting TXT files, and use the same order of the fields listed below when submitting CSV, or excel files.

Field #	Field Title	Type	Columns	Length	Format
1	Contract Number	Alpha/Nu	1 – 5	5	
2	School Code	Alpha/Nu	6 – 14	9	
3	First Name	Alpha	15 – 34	20	
4	Last Name	Alpha	35 – 54	20	
5	Suffix	Alpha/Nu	55 – 57	3	
6	Student SSN	Numeric	58 – 66	9	
7	Student Testing Number	Numeric	67 – 76	10	
8	School ID	Alpha/Nu	77 – 86	10	
9	Gender	Alpha	87	1	
10	Date of Birth	Numeric	88 – 95	8	YYYYMMDD
11	Hispanic	Numeric	96	1	
12	American Indian	Numeric	97	1	
13	Asian	Numeric	98	1	
14	Black	Numeric	99	1	
15	Hawaiian/Pacific Islander	Numeric	100	1	
16	White	Numeric	101	1	
17	Unknown	Numeric	102	1	
18	Educational Level	Numeric	103 - 104	2	
19	Clock Hours	Numeric	105 - 111	7	XXXX.XX
20	Business Code	Numeric	112 – 116	5	
21	Certificate Number 1	117-120	4	0124	
22	Certificate Number 2	121-124	4	0135	
23	Certificate Number 3	125-128	4	1212	
24	Certificate Number 4	129-132	4	1345	
25	Certificate Number 5	133-136	4		
26	Certificate Number 6	137-140	4		
27	Certificate Number 7	141-144	4		
28	Certificate Number 8	145-148	4		
29	Certificate Number 9	149-152	4		
30	Certificate Number 10	153-156	4		

Data Field Descriptions

Contract Number - Use the same contract number as listed on the course data record. Schools can allocate additional contract numbers in CTIMS during the year if needed.

School Code - List the 9-digit alpha/numeric school code that identifies the technology center submitting enrollment data.

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

Last Name - List the student's last name. Do not include hyphens, apostrophes, commas or special characters. Do not include their Suffix in this field (e.g. Jr., Sr., and III)

Suffix - List the student's name suffix, if applicable (e.g. Jr, Sr, and III). Do not include hyphens, apostrophes, commas or special characters.

Social Security Number (SSN) - Should be included, when available, for all students enrolled. If a social security number is not available, leave this field 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 students or students 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.

School ID - Provide the unique alpha/numeric ID assigned to each student by your school.

Gender - Coding for Gender is as follows: M=Male, F=Female, U=Unknown

Date of Birth - Enter the student's date of birth. If not available, leave blank.

Race/Ethnicity Data

All students should be asked to respond to two questions regarding Race/Ethnicity.

- The first question: are they 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 using the definitions provided below.

Definition of each race is as follows:

- **Hispanic / Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. 0 = Not Hispanic, 1 = Hispanic
- **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including central America) who maintains cultural identification through tribal affiliation or community attachment. 0 = Not American Indian, 1 = American Indian
- **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. 0 = Not Asian, 1 = Asian
- **Black or African American** - A person having origins in any of the black racial groups of Africa. 0 = Not Black, 1 = Black
- **Native Hawaiian or Other Pacific Islander** - A person having any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. 0 = Not Hawaiian / Pacific Islander, 1 = Hawaiian / Pacific Islander
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. 0 = Not White, 1 = White
- **Unknown** - A person of unknown origin. 0 = Not Unknown, 1 = Unknown

Educational Level

- **Secondary:** For students 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 – Master’s Degree
 - 37 – Doctorate Degree
 - 38 – GED
 - 99 – Unknown

Clock Hours - Enter the number of clock hours the student has attended in the course reported.

- Attendance records need to be kept for multiple day courses and hours reflected for each student.
- Clock hours may be different for each student.
- Clock hours are used to determine the contact hours for each course.

Business Code - Provide the business code if the student is 'sponsored' by their business/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. This does not include other entities paying for tuition such as Veterans Administration. Students must be **employed by the business** listed on their record. Use business code "99999" if the training is not industry sponsored.

Certification Code - If a student obtains a certificate as a result of the instruction they received from the BIS class, provide the 4 digit certification code from the "Approved Assessment List – Updated" <https://www.okcareertech.org/about/state-agency/divisions/imd/ctims>. The certification can only be added in the same school year that the course was attended. If the certification is not found on the assessment list. Send an "Approved Assessment Request" to the Testing division. Here is a link to that request form:

https://www.okcareertech.org/educators/assessments-and-testing/testing/AssessmentRequestMatrix_032619-F.pdf

MIS Codes

MIS Codes: Alphabetical Order

An MIS code should be assigned to each course submitted.

MIS Codes in Alphabetical Order

A+ Certification	5220	Baldrige	9103
A+ Hardware	5221	Banjo	3625
Asbestos Awareness	6001	Behavior & Guidance	2012
Abrasive Blasting	6173	Benzene Awareness	6161
Abusive Residents	6168	Bicycle Maintenance	4728
Academic Enhancement	3201	Blood Pressure Screener	5136
Access	1117	Bloodborne Pathogens	6005
Accountability	3408	Blowout Prevention	6006
Accounting	5203	Blue Print Reading	4809
Administering Medications	5143	Bomb Threats	6007
Administrative Assistant & Secretarial	5214	Boot, Shoe, & Leather Repair	4806
Adobe Creative Suite	1222	Bricklaying	4606
Adult Daycare	5144	Bridge Crane Safety	6010
Advertising	0808	Building/Property Maintenance	4604
AED - Automated External Defibrillator	5160	Bus Driver Training	4903
Aerial Lift Safety	6000	Business Administration	5202
Aerobics	3602	Business Analytics & Intelligence	1225
Ag Production	0103	Business Coaching	3406
Agriculture Business Management	0121	Business Communications	5240
Air Conditioning Maintenance	4711	Business Law	5205
Aircraft Technician	4722	Business Operations Support	5204
Allegations of Abuse	2006	Business Plans	0804
Alzheimer's & Dementia	6165	Business Writing	3412
Ammonia Safety	6008	Cabinet Making	4608
Anatomy & Physiology	5134	Cake Decorating	1209
Anhydrous	6075	Carbon Monoxide	6076
Apparel & Textile Marketing Management	2003	Career Development	3301
Apparel Design	2017	Career Exploration	3306
Apparel Marketing	2019	Career Preparation & Enhancement	3501
Appraisal	5225	Career Readiness	3401
Aquaculture	0101	Cargo Securement	6153
Arson Detection	4315	Carpentry	4602
Art	3603	Catering	1207
Asbestos Safety	6068	Cattle Nutrition Program	0122
Asbestos Worker	6069	CDA Block Course	2014
ATV Repair	4723	Center for Municipal Excellence	8000
Auditing	5211	Ceramic Tiling	4607
Auto Body & Repair	4724	Certified Medication Aide	5145
Auto Extrication	4316	Certified Nurse's Aide	5146
Auto Insurance Laws	0817	Change Manage	3706
Auto Maintenance	4725	Chef Training	1208
Auto Suspension & Alignment	4726	Chemical Handling	6077
AutoCAD	4802	Child Development	2016
Avionics Mechanics	4727	Cisco	5222
Baby Signs	2010	Class A Burn	4308
Back Injury Prevention	6003	CLEET Training	4303
Back Safety	6072	Cloud	1226
Backhoe Operations	4908	CNA I	5110
Backhoe Safety	6004	CNA II	5111
Bad Faith Awareness	0811	CNA III	5112

MIS Codes in Alphabetical Order

CNC Machining	4714	Drywall	4609
Cold Weather Safety	6124	E-Bay	0801
Collecting Antiques	3604	E-Commerce	0802
Commercial & Advertising Art	5005	EKG	5128
Commercial Driver License	4904	Electrical Codes	4613
Commercial Photography	5006	Electrical Motor Controls	4715
Company Orientation	5206	Electrical Wiring	4614
Computer Aided Drafting & Design	4804	Electrician	4603
Computer Repair	4707	Electronics	4708
Computer Viruses	1121	Electronics Equip Install/Repair	4701
Confine Space Training	6009	Email	1118
Conflict In The Workplace	6070	Embroidery	3627
Conflict Resolution	3413	Emergency Action Plan	6118
Consulting Services	2500	Emergency Medical Responder	5129
Container Gardening	0114	Emergency Vehicle Operations	4317
Controlling Spills	6078	Employee Wellness	6169
Cosmetology	1204	Energy: Natural Gas	7005
Couponing	3630	Energy: Petroleum	7004
CPAT	4309	Energy: Solar	7007
CPR	5137	Energy: Wind	7006
Crane& Hoist Safety	6047	English as a Second Language	1602
Crane Operator Training	4907	Entrepreneurship	0803
Creating A Positive Environment	6133	Equine Management	0105
Crime Scene Investigations	4304	Equine Muscle Therapy	0110
Criminal Justice	4301	Equine Production	0107
Crochet& Knitting	3605	Equipment Installation	4709
Crop Production/Management	0102	E-Rate	1120
Crystal Reports	1101	Ergonomics	6014
Culinary Arts	1205	Ethics	0812
Customer Service	5216	Excel	1104
Cyber Bullying	5238	Eye Injury Prevention	6015
Cyber Security	5224	Eye Protection	6096
Dairy Husbandry	0104	Facials & Make-Up	1206
Dancing	3606	Fair Housing	5227
Data Entry	5217	Fall Arrest Safety	6098
Dental Assistant	5113	Fall Protection	6016
Dental Hygienist	5114	Fashion & Fabric Consultant	2018
Dental Laboratory Technician	5115	Fertilizer & Weed Control	0125
Design & Applied Arts	5004	Fiction Writing	3628
Developmental Disabled Care	5147	Finance	5237
Diagnostic Services	5148	Financial Planning	5234
Diesel Mechanics	4729	Fire Academy	4310
Digital Communications	5007	Fire Brigade	4311
Direct Patient Care	5108	Fire Fighter Training	4312
Disaster Training	6011	Fire Safety	6017
Disclosure Law	5226	Fire Science/Firefighter Training	4302
Disruptive Behavior	6167	First Aid Awareness	5138
Drafting	4801	Flammable Liquids Safety	6079
Drawing	3607	Floor Hand Safety	6018
Dreamweaver	1102	Floral Arrangements	0115
Driver Safety	6154	Floral Design	0116
Driving Safety	6012	Floriculture	0132
Drop Stop & Call	6155	Food Handling	2020
Drug & Alcohol Awareness	6002	Food Line Worker	2008
Drug Free Workplace	6117	Food Preparation	2040

MIS Codes in Alphabetical Order

Food Processing	2004	Horticulture	0106
Food Safety	6019	Hotel Safety	6028
Food Sanitation	2011	Hotwork/Safework	6172
Food Services	2013	Housekeeping Safety	6029
Foot Safety	6020	Human Relation Skills	3405
Foreign Languages	1601	Human Resource Management	5207
Forklift Driver Training	4905	Human Trafficking	4314
Forklift Safety	6021	Hunter Safety	3623
Formaldehyde	6080	Hydraulics/Pneumatics	4716
Franchising	0805	ICS 400	6139
Front-End Loader Safety	6074	Illustration	5009
Furniture Construction	4610	Incident Reporting	6030
Fused Glass	3629	Incident Reporting	6110
Gardening	0117	Indoor Cranes Safety	6088
Gas Safety	6022	Indus Prod/Indus Equip Mnt	4703
Ged	3302	Industrial Electricity	4615
Genealogy Research	3631	Industrial Ergonomics	6094
General Safety	6054	Industrial Machine Shop	4717
Generational Diversity	3411	Industrial Production	4718
German	1603	Infection Control	6135
Global Harmonization	6163	Insurance	0810
Goat Management	0108	Insurance Licensing	0814
Going Green	0133	Insurance Pre-Licensing	0815
Grant Writing	3632	Interior Design	2007
Graphic Design	5008	Internet Training	1105
Greenhouse	0118	Interviewing	3305
Guitar Basics	3624	IPC	9105
Gunsmithing	4815	ISO Training	9098
H2S Gas Safety	6101	IT Process/Project Management	1227
Hand & Power Tool Safety	6023	Italian	1604
Hand Safety	6103	Jailer's Training	4305
Hazwoper Training	6025	Jewelry Making	3619
Hazcom/MSDS	6024	Jig Lift Safety	6065
Health & Wellness	3703	Job Safety Assessment	6174
Health Unit Clerk	5117	Job Seeking	3303
Healthcare Basic Skills	5109	Job Skills	3307
Hearing Noise	6108	Just 4 Kids Food Program	1211
Hearing Safety	6026	Just-In-Time Manufacturing	5208
Heartsaver	5139	Juvenile Law & Procedures	4306
Heat Illness	6109	Keyboarding	1106
Heat Stress	6027	Kinesithrapy	5152
Heat Stress Avoidance	6164	Kitchen Safety	6031
Heat/AC/Vent/Refrig Mnt	4702	Knitting	3608
Heating Maintenance	4712	Lab Safety	6032
Heavy Equipment Skid Steer Loader	4734	Ladder Safety	6033
Heavy Equipment Training	4906	Lamination	4719
Hoists	6114	Landscaping	0119
Home Accessories	2021	Lawn Mower Maintenance	4730
Home Business Operations	0806	Lead Base Paint Risk Assessment	6034
Home Furnishings	2005	Lead Safety	6111
Home Health Care, CTC	5149	Lean Manufacturing Training	9099
Home Inspection	0819	Lean Office	9104
Horse Discipline	0111	Leatherworking & Upholstery	4803
Horse Science & Horse Savvy	0112	Leisure & Recreational Activities	3601
Horseshoeing	0113	Livestock Handling	6036

MIS Codes in Alphabetical Order

Livestock Nutrition	0126	NFPA 70E	6127
Livestock Production	0109	NIMS Compliance	6140
Lockout/Tagout	6053	Nurse Assisting	5116
Locksmith	4616	Nursing/Care Home Safety	6040
Logistics & Materials Management	5209	OB Technician	5130
Long Term Care Aide	5150	Occupational Therapy	5153
Machine Guarding	6037	OERB	7001
Machine Tool	4810	Office Ergonomics	6095
Machinist	4811	Office Management & Supervision	5210
Major Appliance Repair	4710	Office Safety	6041
Management/Leadership	3407	Oil/Gas Training	7000
Managing Personal Anger	3707	One-Note	1224
Manicure & Pedicure	1229	Operation Lifesaver	6090
Marine Repair	4736	Oracle	1107
Marketing Research & Planning	0807	Orthotics/Prosthetics	5154
Masonry	4601	OSHA Training	6112
Massage - Intro to Energy Healing	5158	Outlook	1108
Massage Therapy	5135	Pain Management	6157
Material Handling	6038	Painter	4617
Math	3202	Painting	3610
Math for Healthcare	5140	Pals	5141
Meat Cutting	2015	Pandemic Flu	6150
Medical Coding	5118	Paramedic	5131
Medical Insurance Coding & Billing	5119	Parliamentary Procedure	5229
Medical Office Assistant	5107	Patient Safety	6042
Medical Office Management	5121	Paving Safety	6132
Medical Records	5122	PC Maintenance & Repair	4735
Medical Terminology	5124	Pecan Workshop	0129
Medical Transcription	5125	Personal Computer	1122
Medical Update	5126	Personal Protective Equipment	6043
Medical Waste Handling	6039	Personal Resource Management	3702
Medication Administration	5159	Pesticide Safety	6082
Meeting Management	3410	Pet Ownership & Care	3611
Mexican Cuisine	1210	Pharmacy Technician	5132
MFG Plant Operations	7002	Phlebotomy	5133
MFG Production	7003	Photoshop	1109
Microsoft Project	1127	Physical Therapy	5155
Microsoft Visio	1128	Physical Therapy Aide	5156
Miner Safety	6055	Pipefitting	4618
Miscellaneous	9006	Pipeline Emergency Response	6151
Miscellaneous Child Care Classes	2002	Pipeline Safety	6162
Miscellaneous Dental Courses	5106	Pipeline Training	7009
Miscellaneous Software Training	1103	Play Writing	3612
Mobile Crane Safety	6129	Plumbing	4605
Motor Vehicle Accident Prevention	6089	PowerPoint	1110
Motorcycle Repair	4731	PR Work Flow	1123
MSDS Sheets	6105	Precision Machining	4812
MSDS/SDS Sheets	6126	Precision Metal Workers	4805
Music	3609	Presentation Skills	3409
NEC - National Electrical Code	6128	Preventing Back Injury	6073
Negotiating Skills	3414	Preventing Sexual Harassment	6071
Network Administrator	1228	Problem Solving	3402
Network Certifications	5223	Programmable Logic Controllers	4720
Networking & Telecommunications	5212	Propagation 101	0134
New Course Listing	9999	Propane Safety	6102

MIS Codes in Alphabetical Order

Proposal Writing	3633	Spanish	1606
Public Relations	5218	Special Ed Paraprofessional	5239
Public Works	7008	Specialty Design	2009
Publisher	1223	Spill Prevention	6083
Quality	9096	Sports	3615
Quality Training	9097	Stained Glass	3617
QuickBooks	1112	Stocks Bonds & Investing	5235
Quicken	1113	Strategic Planning	5231
Quilting	3613	Stress Management	3705
Reading	3203	Substance Abuse	6122
Real Estate	5215	Supply Chain Management	5232
Record Keeping & Tax Compliance	5213	Tape, Bed & Texturing	4620
Refrigeration Maintenance	4713	Taxidermy	3618
Rehabilitation Counseling	5157	Team Building	3403
Rehabilitation/Therapeutic Services	5123	Telephone Answering Techniques	5219
Rescue Safety	6086	Tile Laying	4619
Resident Rights	6166	Time Management	3704
Residential Care	5151	Tobacco Control	6134
Respirator Safety	6044	Total Quality Management	9101
Respiratory Equipment	6115	Touch Star	1125
Restaurant Safety	6045	Toxins & Poisons	6084
Resume' Writing	3304	Tractor Mechanics	4733
Retail Safety	6046	Train The Trainer	6156
Rigging Safety	6116	Trench Awareness	6171
Road Rage	6091	Trenching & Shoring	6050
Roofer	4611	Upholstery	4808
Safe Lifting	6035	Value Based Insurance	0816
Safeland Safety Orientation	6130	Value Stream Mapping	9100
Safety Culture	6180	Valuing Differences	3404
Safety In The Workplace	6048	Vehicle & Equipment Operators	4902
Safety Meetings	6119	Vehicle/Mobile Repair/Mechanics	4706
Safety Orientation	6120	Vet Tech Assisting	0123
Safety Plan	6121	Visual Basic	1114
Sales Operations	0809	Vital Signs	5142
Sanitation & Hygiene For Food Workers	6100	Ward Clerk	5127
Scaffolding Safety Training	6131	Waste Certifications	4622
Science	3204	Watershed Training	0130
Scissor Lift Safety	6066	Website Creation	1126
Scrapbooking	3614	Weed Control	0131
Seat Belt Safety	6092	Welding	4814
Security Guard Training	4307	Welding Safety	6051
Self Defense Training	3621	Wellness/Personal Fitness	3620
Service Excellence	5236	Windows	1115
Severe Weather	6152	Winter Crop School	0120
Sewing	3616	Winter Safety	6052
Sexual Harassment	5230	Woodworking	4612
Sheet Metal	4813	Word	1116
Sign Language	1605	Work & Family Studies	3701
Six Sigma	9102	Workers Compensation	0818
Skytrak Safety	6160	Workplace Safety	6170
Slips, Trips, & Falls	6049	World Class Operation Management	5233
Small Engine Repair	4732	Writing	3205
Social Networking	1119		
Solid State Devices	4721		
Solidworks	1129		

MIS Codes: Numeric Order

MIS Codes in Numerical Order			
0101	Aquaculture	0818	Workers Compensation
0102	Crop Production/Management	0819	Home Inspection
0103	Ag Production	1101	Crystal Reports
0104	Dairy Husbandry	1102	Dreamweaver
0105	Equine Management	1103	Miscellaneous Software Training
0106	Horticulture	1104	Excel
0107	Equine Production	1105	Internet Training
0108	Goat Management	1106	Keyboarding
0109	Livestock Production	1107	Oracle
0110	Equine Muscle Therapy	1108	Outlook
0111	Horse Discipline	1109	Photoshop
0112	Horse Science & Horse Savvy	1110	PowerPoint
0113	Horseshoeing	1112	QuickBooks
0114	Container Gardening	1113	Quicken
0115	Floral Arrangements	1114	Visual Basic
0116	Floral Design	1115	Windows
0117	Gardening	1116	Word
0118	Greenhouse	1117	Access
0119	Landscaping	1118	Email
0120	Winter Crop School	1119	Social Networking
0121	Agriculture Business Management	1120	E-Rate
0122	Cattle Nutrition Program	1121	Computer Viruses
0123	Vet Tech Assisting	1122	Personal Computer
0125	Fertilizer & Weed Control	1123	PR Work Flow
0126	Livestock Nutrition	1125	Touch Star
0129	Pecan Workshop	1126	Website Creation
0130	Watershed Training	1127	Microsoft Project
0131	Weed Control	1128	Microsoft Visio
0132	Floriculture	1129	Solidworks
0133	Going Green	1204	Cosmetology
0134	Propagation 101	1205	Culinary Arts
0801	E-Bay	1206	Facials & Make-Up
0802	E-Commerce	1207	Catering
0803	Entrepreneurship	1208	Chef Training
0804	Business Plans	1209	Cake Decorating
0805	Franchising	1210	Mexican Cuisine
0806	Home Business Operations	1211	Just 4 Kids Food Program
0807	Marketing Research & Planning	1222	Adobe Creative Suite
0808	Advertising	1223	Publisher
0809	Sales Operations	1224	One-Note
0810	Insurance	1225	Business Analytics & Intelligence
0811	Bad Faith Awareness	1226	Cloud
0812	Ethics	1227	IT Process/Project Management
0814	Insurance Licensing	1228	Network Administrator
0815	Insurance Pre-Licensing	1229	Manicure & Pedicure
0816	Value Based Insurance	1601	Foreign Languages
0817	Auto Insurance Laws	1602	English as a Second Language
1603	German	3413	Conflict Resolution

1604	Italian	3414	Negotiating Skills
1605	Sign Language	3501	Career Preparation & Enhancement
1606	Spanish	3601	Leisure & Recreational Activities
2002	Miscellaneous Child Care Classes	3602	Aerobics
2003	Apparel & Textile Marketing Management	3603	Art
2004	Food Processing	3604	Collecting Antiques
2005	Home Furnishings	3605	Crochet & Knitting
2006	Allegations Of Abuse	3606	Dancing
2007	Interior Design	3607	Drawing
2008	Food Line Worker	3608	Knitting
2009	Specialty Design	3609	Music
2010	Baby Signs	3610	Painting
2011	Food Sanitation	3611	Pet Ownership & Care
2012	Behavior & Guidance	3612	Play Writing
2013	Food Services	3613	Quilting
2014	Cda Block Course	3614	Scrapbooking
2015	Meat Cutting	3615	Sports
2016	Child Development	3616	Sewing
2017	Apparel Design	3617	Stained Glass
2018	Fashion & Fabric Consultant	3618	Taxidermy
2019	Apparel Marketing	3619	Jewelry Making
2020	Food Handling	3620	Wellness/Personal Fitness
2021	Home Accessories	3621	Self Defense Training
2040	Food Preparation	3623	Hunter Safety
2500	Consulting Services	3624	Guitar Basics
3201	Academic Enhancement	3625	Banjo
3202	Math	3627	Embroidery
3203	Reading	3628	Fiction Writing
3204	Science	3629	Fused Glass
3205	Writing	3630	Couponing
3301	Career Development	3631	Genealogy Research
3302	GED	3632	Grant Writing
3303	Job Seeking	3633	Proposal Writing
3304	Resume' Writing	3701	Work & Family Studies
3305	Interviewing	3702	Personal Resource Management
3306	Career Exploration	3703	Health & Wellness
3307	Job Skills	3704	Time Management
3401	Career Readiness	3705	Stress Management
3402	Problem Solving	3706	Change Manage
3403	Team Building	3707	Managing Personal Anger
3404	Valuing Differences	4301	Criminal Justice
3405	Human Relation Skills	4302	Fire Science/Firefighter Training
3406	Business Coaching	4303	CLEET Training
3407	Management/Leadership	4304	Crime Scene Investigations
3408	Accountability	4305	Jailer's Training
3409	Presentation Skills	4306	Juvenile Law & Procedures
3410	Meeting Management	4307	Security Guard Training
3411	Generational Diversity	4308	Class A Burn
3412	Business Writing	4309	CPAT
4310	Fire Academy	4706	Vehicle/Mobile Repair/Mechanics

4311	Fire Brigade	4707	Computer Repair
4312	Fire Fighter Training	4708	Electronics
4314	Human Trafficking	4709	Equipment Installation
4315	Arson Detection	4710	Major Appliance Repair
4316	Auto Extrication	4711	Air Conditioning Maintenance
4317	Emergency Vehicle Operations	4712	Heating Maintenance
4601	Masonry	4713	Refrigeration Maintenance
4602	Carpentry	4714	CNC Machining
4603	Electrician	4715	Electrical Motor Controls
4604	Building/Property Maintenance	4716	Hydraulics/Pneumatics
4605	Plumbing	4717	Industrial Machine Shop
4605	Plumbing	4718	Industrial Production
4607	Ceramic Tiling	4719	Lamination
4608	Cabinet Making	4720	Programmable Logic Controllers
4609	Drywall	4721	Solid State Devices
4610	Furniture Construction	4722	Aircraft Technician
4611	Roofer	4723	ATV Repair
4612	Woodworking	4724	Auto Body & Repair
4613	Electrical Codes	4725	Auto Maintenance
4614	Electrical Wiring	4726	Auto Suspension & Alignment
4615	Industrial Electricity	4727	Avionics Mechanics
4616	Locksmith	4728	Bicycle Maintenance
4617	Painter	4729	Diesel Mechanics
4618	Pipefitting	4730	Lawn Mower Maintenance
4619	Tile Laying	4731	Motorcycle Repair
4620	Tape, Bed & Texturing	4732	Small Engine Repair
4622	Waste Certifications	4733	Tractor Mechanics
4701	Electronics Equip Install/Repair	4734	Heavy Equipment Skid Steer Loader
4702	Heat/Ac/Vent/Refrig Mnt	4735	Pc Maintenance & Repair
4703	Indus Prod/Indus Equip Mnt	4736	Marine Repair
4706	Vehicle/Mobile Repair/Mechanics	4801	Drafting
4707	Computer Repair	4802	AutoCAD
4708	Electronics	4803	Leatherworking & Upholstery
4709	Equipment Installation	4804	Computer Aided Drafting & Design
4710	Major Appliance Repair	4805	Precision Metal Workers
4711	Air Conditioning Maintenance	4806	Boot, Shoe, & Leather Repair
4712	Heating Maintenance	4808	Upholstery
4713	Refrigeration Maintenance	4809	Blue Print Reading
4714	CNC Machining	4810	Machine Tool
4715	Electrical Motor Controls	4811	Machinist
4616	Locksmith	4812	Precision Machining
4617	Painter	4813	Sheet Metal
4618	Pipefitting	4814	Welding
4619	Tile Laying	4815	Gunsmithing
4620	Tape, Bed & Texturing	4902	Vehicle & Equipment Operators
4622	Waste Certifications	4903	Bus Driver Training
4701	Electronics Equip Install/Repair	4904	Commercial Driver License
4702	Heat/Ac/Vent/Refrig Mnt	4905	Forklift Driver Training
4703	Indus Prod/Indus Equip Mnt	4906	Heavy Equipment Training
4907	Crane Operator Training	5149	Home Health Care. CTC

4908	Backhoe Operations	5150	Long Term Care Aide
5004	Design & Applied Arts	5151	Residential Care
5005	Commercial & Advertising Art	5152	Kinesitherapy
5006	Commercial Photography	5153	Occupational Therapy
5007	Digital Communications	5154	Orthotics/Prosthetics
5008	Graphic Design	5155	Physical Therapy
5009	Illustration	5156	Physical Therapy Aide
5106	Miscellaneous Dental Courses	5157	Rehabilitation Counseling
5107	Medical Office Assistant	5158	Massage - Intro to Energy Healing
5108	Direct Patient Care	5159	Medication Administration
5109	Healthcare Basic Skills	5160	AED - Automated External Defibrillator
5110	CNA I	5202	Business Administration
5111	CNA II	5203	Accounting
5112	CNA III	5204	Business Operations Support
5113	Dental Assistant	5205	Business Law
5114	Dental Hygienist	5206	Company Orientation
5115	Dental Laboratory Technician	5207	Human Resource Management
5116	Nurse Assisting	5208	Just-In-Time Manufacturing
5117	Health Unit Clerk	5209	Logistics & Materials Management
5118	Medical Coding	5210	Office Management & Supervision
5119	Medical Insurance Coding & Billing	5211	Auditing
5121	Medical Office Management	5212	Networking & Telecommunications
5122	Medical Records	5213	Record Keeping & Tax Compliance
5123	Rehabilitation/Therapeutic Services	5214	Administrative Assistant & Secretarial
5124	Medical Terminology	5215	Real Estate
5125	Medical Transcription	5216	Customer Service
5126	Medical Update	5217	Data Entry
5127	Ward Clerk	5218	Public Relations
5128	EKG	5219	Telephone Answering Techniques
5129	Emergency Medical Responder	5220	A+ Certification
5130	OB Technician	5221	A+ Hardware
5131	Paramedic	5222	Cisco
5132	Pharmacy Technician	5223	Network Certifications
5133	Phlebotomy	5224	Cyber Security
5134	Anatomy & Physiology	5225	Appraisal
5135	Massage Therapy	5226	Disclosure Law
5136	Blood Pressure Screener	5227	Fair Housing
5137	CPR	5229	Parliamentary Procedure
5138	First Aid Awareness	5230	Sexual Harassment
5139	Heartsaver	5231	Strategic Planning
5140	Math for Healthcare	5232	Supply Chain Management
5141	Pals	5233	World Class Operation Management
5142	Vital Signs	5234	Financial Planning
5143	Administering Medications	5235	Stocks Bonds & Investing
5144	Adult Daycare	5236	Service Excellence
5145	Certified Medication Aide	5237	Finance
5146	Certified Nurse's Aide	5238	Cyber Bullying
5147	Developmental Disabled Care	5239	Special Ed Paraprofessional
5148	Diagnostic Services	5240	Business Communications
6000	Aerial Lift Safety	6051	Welding Safety

6001	Asbestos Awareness	6052	Winter Safety
6002	Drug & Alcohol Awareness	6053	Lockout/Tagout
6003	Back Injury Prevention	6054	General Safety
6004	Backhoe Safety	6055	Miner Safety
6005	Bloodborne Pathogens	6065	Jig Lift Safety
6006	Blowout Prevention	6066	Scissor Lift Safety
6007	Bomb Threats	6068	Asbestos Safety
6008	Ammonia Safety	6069	Asbestos Worker
6009	Confine Space Training	6070	Conflict In The Workplace
6010	Bridge Crane Safety	6071	Preventing Sexual Harassment
6011	Disaster Training	6072	Back Safety
6012	Driving Safety	6073	Preventing Back Injury
6014	Ergonomics	6074	Front-End Loader Safety
6015	Eye Injury Prevention	6075	Anhydrous
6016	Fall Protection	6076	Carbon Monoxide
6017	Fire Safety	6077	Chemical Handling
6018	Floor H& Safety	6078	Controlling Spills
6019	Food Safety	6079	Flammable Liquids Safety
6020	Foot Safety	6080	Formaldehyde
6021	Forklift Safety	6082	Pesticide Safety
6022	Gas Safety	6083	Spill Prevention
6023	H& & Power Tool Safety	6084	Toxins & Poisons
6024	Hazcom/MSDS	6086	Rescue Safety
6025	Hazwoper Training	6088	Indoor Cranes Safety
6026	Hearing Safety	6089	Motor Vehicle Accident Prevention
6027	Heat Stress Avoidance	6090	Operation Lifesaver
6028	Hotel Safety	6091	Road Rage
6029	Housekeeping Safety	6092	Seat Belt Safety
6030	Incident Reporting	6094	Industrial Ergonomics
6031	Kitchen Safety	6095	Office Ergonomics
6032	Lab Safety	6096	Eye Protection
6033	Ladder Safety	6098	Fall Arrest Safety
6034	Lead Base Paint Risk Assessment	6100	Sanitation & Hygiene For Food Workers
6035	Safe Lifting	6101	H2S Gas Safety
6036	Livestock Handling	6102	Propane Safety
6037	Machine Guarding	6103	Hand Safety
6038	Material Handling	6105	MSDS Sheets
6039	Medical Waste Handling	6108	Hearing Noise
6040	Nursing/Care Home Safety	6109	Heat Illness
6041	Office Safety	6110	Incident Reporting
6042	Patient Safety	6111	Lead Safety
6043	Personal Protective Equipment	6112	Osha Training
6044	Respirator Safety	6114	Hoists
6045	Restaurant Safety	6115	Respiratory Equipment
6046	Retail Safety	6116	Rigging Safety
6047	Crane & Hoist Safety	6117	Drug Free Workplace
6048	Safety In The Workplace	6118	Emergency Action Plan
6049	Slips, Trips, & Falls	6119	Safety Meetings
6050	Trenching & Shoring	6120	Safety Orientation
6121	Safety Plan	6168	Abusive Residents

6122	Substance Abuse	6169	Employee Wellness
6124	Cold Weather Safety	6170	Workplace Safety
6126	MSDS/SDS Sheets	6171	Trench Awareness
6127	NFPA 70E	6172	Hotwork/Safework
6128	NEC - National Electrical Code	6173	Abrasive Blasting
6129	Mobile Crane Safety	6174	Job Safety Assessment
6130	Safe and Safety Orientation	6180	Safety Culture
6131	Scaffolding Safety Training	7000	Oil/Gas Training
6132	Paving Safety	7001	OERB
6133	Creating A Positive Environment	7002	MFG Plant Operations
6134	Tobacco Control	7003	MFG Production
6135	Infection Control	7004	Energy: Petroleum
6139	ICS 400	7005	Energy: Natural Gas
6140	NIMS Compliance	7006	Energy: Wind
6150	Pandemic Flu	7007	Energy: Solar
6151	Pipeline Emergency Response	7008	Public Works
6152	Severe Weather	7009	Pipeline Training
6153	Cargo Securement	8000	Center For Municipal Excellence
6154	Driver Safety	9006	Miscellaneous
6155	Drop Stop & Call	9096	Quality
6156	Train The Trainer	9097	Quality Training
6157	Pain Management	9098	ISO Training
6160	Skytrak Safety	9099	Lean Manufacturing Training
6161	Benzene Awareness	9100	Value Stream Mapping
6162	Pipeline Safety	9101	Total Quality Management
6163	Global Harmonization	9102	Six Sigma
6164	Heat Stress	9103	Baldrige
6165	Alzheimer's & Dementia	9104	Lean Office
6166	Resident Rights	9105	IPC
6167	Disruptive Behavior	9999	New Course Listing

Tech Center BIS User Error Message Descriptions

This table is an example of *Error Messages* you may encounter while uploading and validating *Course* files or *Student* files.

<i>Tech Center BIS User Error Message Descriptions</i>
Begin Date Format is not Valid. The Begin Date format is yyyyymmdd.
Begin Date is after End Date.
Business Code Cannot be Blank
Business Code is not Valid
Calendar Year is not Active
Certification Code(s) are Invalid
Clock Hour Cannot be Zero(0)
Clock Hours Cannot be Blank
Contract Number Cannot be Blank
Contract Number is not assigned to your school.
Course Name Cannot be Blank
Date of Birth Format is not Valid. The Date of Birth format must be: yyyyymmdd.
Duplicate Contract Number
Duplicate Record(s)
Duplicate Social Security Number
Education Level Cannot be Blank
Education Level Code is not Valid
Education Level does not match Age Criteria.
End Date Format is not Valid. The End Date format is yyyyymmdd.
End Date is not consistent with the School Year. Check your End Date to verify that it is within the range of the School Year.
Gender Code Cannot be Blank
Gender Code is not Valid
MIS Code Cannot be Blank
MIS Code is not Valid
More than 50% enrollment for this course has Business Code 99999.
No Course Record Found for this Contract Number
Please Correct Duplicate Certification Codes
Program Type Cannot be Blank
Program Type is not Valid
School Code Cannot be Blank
School Code is not Valid
School Student ID Cannot be Blank
School Student ID must be 10 alphanumeric characters.
Social Security Number is not Valid
Student cannot be less than 16 years of age for this program type.
Student Testing Number is not Valid
Student Testing Number is not within allowable range.
Student's First Name Cannot be Blank
Student's Last Name Cannot be Blank
Suffix is not Valid
Teacher's First Name Cannot be Blank
Teacher's Last Name Cannot be Blank
Upload File contains no records.
Year/Session Combination is not Valid
You cannot add more than 10 Certification Codes