

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>)

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 justifies. 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 justifies. 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 justifies.

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

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

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.

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.