

Fiscal Year 2011

**Management Information System
(MIS)
Reporting
Manual**



Iowa Community Colleges

State of Iowa
Department of Education
Division of Community Colleges and Workforce Preparation
Bureau of Community Colleges and Career and Technical Education
Grimes State Office Building
Des Moines, IA 50319-0146

March, 2010

State of Iowa
Department of Education
Grimes State Office Building
Des Moines, Iowa
50319-0146

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Reporting Schedule

Report	Due Date
I. Program Submittal	
A. Current Programs – CIP and Code-Set Confirmation.....	April 15
II. Fall Reporting	
A. Transmittal Form – Data Records.....	October 1
B. Fall Term/Credit Student Information File.....	October 1
C. Fall Term/Credit Student Course File.....	October 1
III. Year End Reporting	
A. Transmittal Form – Data Records.....	August 4
B. Year-End Credit Student Information File.....	August 4
C. Year-End Credit Student Course File.....	August 4
D. Electronic Course Catalog File – Credit.....	August 4
E. Non-Credit Student Information File.....	August 4
F. Electronic Course Catalog File – Non-Credit.....	August 4
G. Human Resources Employee File.....	August 4
H. Human Resources Position File.....	August 4
I. Financial Reporting.....	August 15
J. Transmittal Form - Credit Student Award File.....	September 10
K. Credit Student Award File.....	September 10

The data files/reports listed above are required to be submitted to the Department of Education. Each section includes the dates that the files/reports are due to the Department of Education. The community college should keep a point-in-time file as of the date submitted. This point-in-time must be utilized for information that is submitted on the CE-4b. The student enrollment data on the CE-4b must match the Management Information System. Please ensure that edit checks are performed on all data before submitting it to the Department. Invalid data will require the Department to return the files/reports to be corrected by the college before "clean" data is accepted.

Detailed description of Financial Reporting requirements and formats can be found in the State Accounting Manual.

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

MIS Technical Assistance Contact Information

Management Information System (MIS)	Person	Email (@iowa.gov)	Phone (515)
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Changes in MIS Reporting Manual for FY 2011

1. Fall Enrollment/Fiscal Year
 - a. Removed the line “Developmental Education.....” under Arts & Sciences (A-2)
 - b. Removed Academically Disadvantaged element from Student Information file.
 - c. Added instruction to use “99999999” in element AJ page A-10 (Secondary student ID) if not matched/found.
 - d. Added instruction to use “99999” for unknown zip code, element AK, page A-10
 - e. Removed Site Number (element H, page A-13.
 - f. Removed Award Type elements from Course Catalog (elements E, F,G, H, J, K, L, M)
2. Non-Credit
 - a. Cleaned and rearranged Non-Credit Program Master.
 - b. Removed Site Number (element R, page B-23).
 - c. Removed requirement for maximum 60 contact hours per quarter attended, p. B-7
3. Human Resources
 - a. Removed Assignment codes (table and elements R through AA, pp. D-11—D12).
4. Awards: Removed Site Number (element I, page E-2).
5. Appendices
 - a. Appendix A – reviewed code sets.
 - b. Appendix B--added Federal/State Clusters/Non-Traditional flag to CIP tables, removed Specific Unit as unused.
 - c. Appendix E: updated District/School table.
6. Data Dictionary – reviewed for consistency, logic, relevance, redundancy, circular reference, grammar and format.

Fall and Fiscal Year Credit Student Enrollment Reporting

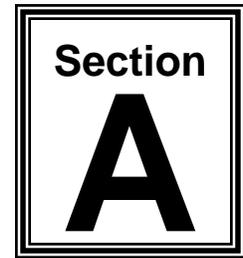


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I. Fall and Fiscal Year Credit Program CIP Numbers and Code Sets Summary

Educational Program	Classification of Instructional Programs (CIP)	Identification Code Set (Level, Type, SpEmp, Obj/Pur)
Arts & Sciences		
Liberal/General Studies	24.010100	03 08 11 03
College Parallel /Career Option		
No Special Emphasis	Occupational Specific	03 06 11 03
Shared A&S College Parallel/Career Option-No Special Emphasis	Occupational Specific	03 36 11 03
Career & Technical Education		
Preparatory		
Full-Time Preparatory		
No Special Emphasis	Occupational Specific	03 02 11 03
Reciprocal Agreement	Occupational Specific	03 02 35 03
Apprenticeship (Non-IDED Funded)	Occupational Specific	03 02 04 03
Advanced Standing Career/Vocational Education Programs		
No Special Emphasis	Occupational Specific	03 12 11 03
Reciprocal Agreement	Occupational Specific	03 12 35 03
Short-Term Preparatory		
Special Populations	Occupational Specific	03 03 09 03
No Special Emphasis	Occupational Specific	03 03 11 03
Part-Time Preparatory		
No Special Emphasis	Occupational Specific	03 07 11 03
Corrections		
Juvenile –State/County/Homes/Other	Occupational/Subject	02 03 30 03
Adult – State/County Jails/Halfway Houses/Rehab. Centers/Other	Occupational/Subject	04 03 30 03
Contract/Customized Business/Industry Training	Occupational/Subject	04 03 47 03
Recertification/Relicensure	Occupational/Subject	04 46 11 03

II. Fall and Fiscal Year Credit Hour Reporting Requirements/Procedures

Procedures are to be followed when identifying credit hours of enrollment. Guidelines for determining credit hours are found in 281 Iowa Administrative Code 21.2(13).

Credit enrollments consist of instructional offerings, courses, programs, and activities in the Arts and Science and Career and Technical Education areas/Cost Centers. This includes credit offerings in:

1. Liberal/General Studies
2. College Parallel/Career Options
3. Development Education
4. Full-Time, Advanced Standing, Shared, Part-Time, and Short-Term Career/Technical Preparatory
5. Apprenticeship
6. Reciprocal Agreement
7. Tech Prep
8. Secondary-Postsecondary Enrollment Options (PSEO)
9. Corrections
10. Contract/Customized Business/Industry Training
11. Recertification/Relicensure

Department of Education (DE) approval must be received for most of credit offerings. DE approval is not required for concentration areas in Liberal/General Studies, Developmental Education, Postsecondary Enrollment Options, Economic Development, Corrections, Contract/Customized Business/Industry Training, and Recertification/Relicensure. A Credit Program Master, specific to each community college, is maintained by the Department of Education. Contact the Department if there is any change from the Credit Program Master Listing of Classification of Instructional Program (CIP) Number and/or Instructional Code Set.

All students that receive credit for completed offerings must be reported on the Management Information System (MIS). Credit Student Enrollment File formats are available at the end of this section. Files must be as complete as possible for each student and for each course in which the student enrolls. Data files are to be transmitted to the designated web server at the Department of Education and must be ASCII fixed length files.

Credit student data are collected on both Fall Term and Fiscal Year basis. For the Fiscal Year Credit Student Enrollment Files, only students enrolled in a course in which the 14th calendar day occurred on or after July 1, of this fiscal reporting year or on or before June 30, of this fiscal reporting year will be included. The Credit Student Awards File is due September 10, which allows the college to include summer graduates in this file.

III. General Credit Instructions – Fall and Fiscal Year

A. Credit Instructional Program /Course Criteria

Credit instructional programs/courses must meet all of the criteria listed below:

1. Each course must be an organized subject matter in which instruction is offered.
2. Each course must have a minimum length of 1 credit hour. A credit hour is established at 16 contact hours, where 1 contact hour = 50 minutes. Only the following multipliers are allowed in calculating the credit hour:
 - A. 50 minutes = 1 contact hour
 - B. 55 minutes = 1.1 contact hours
 - C. 60 minutes = 1.2 contact hours
 - D. Less than 50 minutes, do not report.
3. Minimum Standards
 - A. Classroom work.
 - i) The minimal requirements for one semester hour of credit shall be 800 minutes of scheduled instruction plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirements for one-quarter hour of credit shall be 533 minutes of scheduled instruction plus (when applicable) a scheduled culminating activity.
 - B. Laboratory work.
 - i) The minimal requirement for one semester hour of credit shall be 1,600 minutes of scheduled laboratory work plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirement for one-quarter hour of credit shall be 1,066 minutes of scheduled laboratory work plus (when applicable) a scheduled culminating activity.
 - C. Clinical practice.
 - i) The minimal requirements for one semester hour of credit shall be 2,400 minutes of scheduled clinical practice plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirement for one-quarter hour of credit shall be 1,599 minutes of scheduled clinical practice plus (when applicable) a scheduled culminating activity.
 - D. Work experience.
 - i) The minimal requirement for one semester hour of credit shall be 3,200 minutes of scheduled work experience plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirement for one-quarter hour of credit shall be 2,132 minutes of scheduled work experience plus (when applicable) a scheduled culminating activity.
4. Each course must have a syllabus, course description, and condensed outline or statement of the main points on file at the community college.
5. Each course must be approved in accordance with the appropriate procedure as defined by local board policy.
6. The community college must have a written agreement with the instructor of record, identifying the conditions of the services to be provided (e.g., contractual or subscribed services agreement). When courses are transmitted to remote sites, the instructor at the origination site is the instructor of record.
7. Students must be registered according to the official registration procedures of the community college.
8. Student enrollment records appropriate for audit must be maintained for each course.
9. The instructional program is the first 2 years of college only (lower division courses) as opposed to upper division (undergraduate level) or graduate (masters and doctorate) level courses. [Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy."]

B. Fall and Fiscal Year Credit Enrollment/Reporting Policies/Procedures

1. An **official school calendar**, which clearly indicates the periods students are enrolled and days when courses are not in session (holidays and professional meetings).
2. Community colleges shall not count more than 10 official days of **registration and orientation** immediately preceding a term as a part of the total enrollment for purposes of computing contact hours for credit students, provided the institution's registration and orientation program was included as a part of the official school calendar. Registration and orientation days shall be counted only for students who register prior to or during the official late registration period of the community college and no later than 2 weeks (14 calendar days) after the beginning of the courses or programs.
3. Days on which **tests** are administered may be counted for purposes of computing credit hours if they are a part of the scheduled term as indicated by the official school calendar.
4. Reporting enrollments related to **course length** must be determined as follows:
 - a. Courses over 2 weeks in length (14 calendar days). The total registration, less the withdrawals through the first 2 weeks, shall be counted as the enrollment. All credit hours shall be recorded for these students.
 - b. Courses less than 2 weeks in length (14 calendar days). The total registration less the withdrawals through the first 2 course meetings shall be counted as the total enrollment. All credit hours shall be recorded for these students.
 - c. Open Entry/Open Exit, Individualized and Self-Paced Courses. Courses that allow the student to enter at variable times and/or progress at individual rates will compute credit hours based upon the individual student's entry date. Students who withdraw in the first 2 weeks (14 calendar days) from the student's entry date will not be counted. All credit hours for the course will be counted if no withdrawal occurs through the first 14 calendar days. Individualized courses should be counted as exact credit hours.
5. Enrollment must be determined on a point-in-time reporting basis for the following situations:
 - a. Courses, which begin more than 2 weeks (14 calendar days) prior to July 1, will be reported in this Fiscal Year.
 - b. Courses, which begin less than 2 weeks (14 calendar days) prior to July 1 will be reported in the next Fiscal Year Credit Student Course file.
 - c. The withdrawal date for any student is the day on which the student is officially withdrawn from a course or program in a community college in accordance with institutional policy. Courses, which students are withdrawn from through the 14th calendar day from the beginning date of the program or course will **not** be used for computation of credit hours. Courses which students are not withdrawn from through the 14th calendar day will have all credit hours for the course computed. Institutions must record the exact withdrawal.
6. Community colleges must not report more than 1 credit hour for an individual student for the same period of time. There is no circumstance that can be construed as authorization for reporting 2 or more credit hours for the same period of time.
7. Credit hours counted for: (a) on-the-job training, (b) clinical programs, and (c) work experience programs shall be computed on the basis of the actual number of credit hours a student is enrolled and participates in the program. The maximum number of hours counted for a full-time or part-time program may not exceed 40 hours per week for the combined total hours including classroom work orientation.
8. Credit hours shall not be counted for the time students spend taking tests that are not a part of a course or program. (i.e. GED tests, independent testing for licensure boards, independent screening and testing for business and industry, governmental agencies, other independent standardized testing programs).

B. Fall and Fiscal Year Credit Enrollment/Reporting Policies/Procedures, Continued

9. Each course and program offered by a community college shall clearly identify the total number of credit hours, which are classified as classroom work, laboratory, clinical practice, and work experience. Credit hour identification shall be continually revised to reflect changes.
10. Policies for such purposes as late registration and official withdrawal shall be followed when computing credit hours.
11. Courses or programs that have minor variations in the number of credit hours of classroom work and laboratory from 1 week to another may have an arbitrary assignment of hours determined for each term to facilitate clerical procedures.
12. Credit hours shall not be counted for staff development/in-service training sessions for employees of community colleges. This includes full-time or part-time employees and volunteers who are serving in the capacity of instructors, tutors, teacher aides, or recruiters for the college.
13. Holidays when students are not scheduled for classes shall not be counted when computing credit hours.
14. Days when professional meetings are held and classes are not scheduled shall not be counted when computing credit hours.
15. The day when commencement occurs may be included when computing credit hours, if this day occurs during the period in which the student was registered for a course or program.
16. Extended field trips offered as eligible credit courses/hours in which students are officially registered shall have hours computed by counting no more than the number of classroom work and laboratory contact hours that are equivalent to the number of credit hours assigned to the experience.
17. Independent Study, "To Be Arranged," courses must record all arrangements between the instructor and students indicating when the course actually met and documentation that all Credit Instructional Program/Course Criteria are satisfied.
18. Courses offered as Distance Education must be taught by instructors who have a written agreement with the community college that is granting the credit and transmitted to students at remote sites via audio and/or video telecommunications technology (i.e., web based-internet, satellite, and/or Iowa Communications Network-ICN).
 - a. Enrollments can be eligible for the general state aid (state general aid funding distribution formula) if they qualify under specific instructions contained in the credit hour enrollment reporting procedures and the Instructional Program/Course Criteria.
 - b. Offerings by a consortium of community colleges shall be reported in a uniform manner. Students must be enrolled by only one community college.
 - c. Report credit hour enrollments of students in programs offered via distance education in conjunction with other institutions of higher education. (Regents Institutions, community colleges, private colleges, universities, and subscribed services).
19. Home Schooled Students must be reported on the MIS Credit Student Information File using the local high school code. Either the Iowa High School Code or the ACT code is accepted.

C. Specific Program/Student Reporting Procedures

1. Developmental Education	<u>CIP</u> 24.010100	<u>Code Set</u> 03 08 11 03
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Enrollments in developmental education must be identified in an Arts and Science Program on the MIS Credit Student Course File. Colleges must provide the course name and course number of all developmental education courses to the Department of Education. Colleges will use course numbers under 100 for developmental education.

2. Apprenticeship	<u>CIP</u> Occupational Specific	<u>Code Set</u> 03 02 04 03
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Apprenticeship credit courses/programs that are not funded by Iowa Department of Economic Development Programs (260E/260F/260G) must utilize the code set of 03 02 04 03. All apprenticeship programs must be registered with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Students must be registered apprentices with the Bureau of Apprenticeship and Training.

3. Advanced Standing Career/Vocational Education Programs	<u>CIP</u> Occupational/Subject	<u>Code Set</u> Type 12
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Advanced Standing Programs are those programs that require completion of another program before a student is eligible to enter. These programs are to be identified by an Identification Code Set Type-Program, Course, Service, and/or Activity of 12 rather than by a CIP number.

4. Corrections	<u>CIP</u>	<u>Code Set</u>
	Juvenile Occupational Specific	02 03 30 03
	Adult Occupational Specific	04 03 30 03

Credit courses/programs/activities developed to enhance life skills, and academic and/or employability success for individuals who are residents of a county, state, private, confinement, rehabilitation, and/or correctional facility should be included in the credit hour reporting. All credit hours generated by corrections individuals are to be reported in these codes sets.

5. Contract/Customized Business/Industry Training	<u>CIP</u> Occupational Specific	<u>Code Set</u> 04 03 47 03
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Course/program enrollments, other than 260E/260F/260G economic development training, provided by the college for business/industry are eligible for the state general aid (state general aid funding distribution formula) and should be included in Credit Student Enrollment Files. Courses previously reported under One Source Training should be included here.

NOTE: Credit student enrollments must be included under the "Registration Type 1= contract training/services."

6. Postsecondary Enrollment Options (PSEO)

Students enrolled and receiving secondary credit in a secondary educational institution as well as enrolled for college credit are included in the Credit Student Course Filed. Enrollments are eligible for state general aid and must meet the Instructional Program/Course Criteria. Enrollments must be reported along with the postsecondary enrollments in the same courses.

7. Recertification/Relicensure	<u>CIP</u> Occupational/Subject	<u>Code Set</u> 04 46 11 03
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- A. Designed for individuals employed in occupations that require less than a four-year degree and who are required to be recertified or relicensed (e.g., chemical application, insurance), or employed in occupations that require a four-year college degree or above and are required to be recertified or relicensed, which does not lead to an additional degree (e.g. education, health care providers, lawyers, etc.).

Note: Utilize this category for reporting nursing and health care providers regardless of their level of education.

C. Specific Program/Student Reporting Procedures, Continued

B. Renewal – Education Certificates

Community colleges may offer renewal college credit courses for those educators desiring to renew an educational, professional teacher, professional administrator, and area education agency administrator license. (282 Iowa Administrative Code 17.5,6, and 7).

Community colleges may offer renewal college credit courses for educational, professional teachers, and professional administrators, which does not lead to a degree but which:

- a. Adds greater depth/breadth to present endorsements held, or
- b. Leads to completion of requirements for an endorsement not currently held.

Credit hours generated from course offerings in renewal licensure are eligible for inclusion in the general state aid provided the Credit Instructional Program/Course Criteria are met and the following criteria:

- a. Course offerings were developed by the community college as opposed to being developed by a four-year institution or area education agency.
- b. Course offerings that do not lead to graduate credit (masters and doctorate level courses).

[Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy."]

8. Tech Prep Programs/Career Academy Programs

Combines at least two years of secondary and two years of postsecondary education in a non-duplicative, sequence of course of study in an occupational area. It strengthens the academic as well as the technical components of the program. Students must be tracked for placement and/or future education at both levels of instruction. Enrollments must be identified in the Credit Student Information File. Please indicate on the Student Information File those individuals who have completed the secondary portion of a tech prep/career academy program and have subsequently entered into a postsecondary program that correlates with their secondary experience.

IV. Fall and Fiscal Year Credit File Layouts

A. Data Submission Deadlines

Files / Reports	Fiscal Year Due Dates	Fall Due Dates
Transmittal Form – Data Records File	On or before August 4, 2011	On or before October 1, 2010
Credit Student Information Files	On or before August 4, 2011	On or before October 1, 2010
Credit Student Course Files	On or before August 4, 2011	On or before October 1, 2010
Electronic Credit Course Catalog Files	On or before August 4, 2011	On or before October 1, 2010

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

To ensure the Department of Education has received the file in its entirety, reporting officers must send in the summative information below, in addition to the unit record file. This information will act as a pseudo checksum.

Credit Student Information File

Total number of Credit Student Information records transmitted	
Point-in-time date	

Credit Student Course File

Total number of Credit Student Course records transmitted	
Total Credit Student Course credit hours transmitted	
Point-in-time date	

Electronic Credit Course Catalog Files

Total number of Electronic Course Catalog records transmitted	
Point-in-time date	

Section A: Fall and Fiscal Year Credit Student Enrollment Reporting A-10

C. Fall and Fiscal Year Credit Student Information File				
Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes, Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Student Last Name	13-62	50	Legal last name of the student
E	Student First Name	63-112	50	Legal first name of the student
F	Student Middle Name or Middle Initial	113-162	50	Legal middle name or middle initial of the student
G	Birth Date	163-170	8	Date of birth in format CCYYMMDD (Ex: Sept 14, 1968 would be 19680914) Blank = No Response
H	Gender	171	1	0 = Unknown 1 = Male 2 = Female
I	Ethnicity	172	1	0 = Not reported 1= Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race 2 = Non-Hispanic
J	Race: American Indian or Alaskan Native	173	1	A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition. 1 = Yes 0 = No
K	Race: Asian	174	1	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent 1 = Yes 0 = No
L	Race: Black or African American	175	1	A person having origins in any of the black racial groups of Africa 1 = Yes 0 = No
M	Race: Native Hawaiian or Other Pacific Islander	176	1	This includes, for example, Philippine Islands and Samoa 1 = Yes 0 = No
N	Race: White	177	1	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East 1 = Yes 0 = No
O	Race: Not reported	178	1	1 = Yes: fields J-N = 0 0 = No: at least one field J-N = 1
P	Previously Attended Another Postsecondary Institution	179	1	1 = Yes 0 = No
Q	Highest Degree Earned at Another Postsecondary Institution	180	1	0 = Unknown 3 = 4-year degree 1 = less than 2 year 4 = Graduate degree 2 = 2-year degree 5 = None
R	Transfer Credit Hours Granted	181-185	5	Number of transfer credit hours posted to student transcript at time of report. Must include decimal point. (Examples: 01.25 or 10.50 or 01.00)

C. Fall and Fiscal Year Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
S	First Enrollment Date, This College	186-191	6	First enrollment date in format CCYYMM (Example: May 1998 would be 199805)
T	Earned Credit Hours	192-197	6	The total credit hours posted to student transcript at time of report. (Examples: 001.25 or 100.50 or 001.00)
U	High School Award Type	198	1	0 = Unknown 3 = Non-graduate 1 = High school diploma 4 = Still in high school (9-12) 2 = GED 5 = Adult High School Diploma
V	Year of High School Award	199-202	4	CCYY (will be blank if 0, 3 or 4 is used for high school award type)
W	Limited English Proficient	203	1	1 = Yes 0 = No Individuals: A) Who were not born in the United States or whose native language is a language other than English. 1) Who come from environments where a language other than English is dominant or 2) Who are American Indian or Alaskan Native students who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and B) Who by reason thereof have sufficient difficulty speaking, reading, writing, or understanding the English language impeding their opportunity to learn successfully in classrooms where the language of instruction is English.
X	Economically Disadvantaged	204	1	1 = Yes 0 = No Individuals (other than handicapped and Limited English Proficiency) having economic disadvantages and need special economic assistance to participate and succeed in State Board approved programs or who desire specially designed programs.
Y	Disabled	205	1	1 = Yes 0 = No Individuals who are mentally retarded, hard of hearing/ deaf, speech or language impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, multi-handicapped, or persons with specific learning disabilities who, because of their handicapping conditions, cannot succeed in the regular State Board approved programs without special educational assistance or who require a modified education program.
Z	Single Parent	206	1	1 = Yes 0 = No An individual who is: A) Unmarried or legally separated from a spouse; and B) Has a minor child(ren) for which the parent has either custody of joint custody, or is pregnant.
AA	Displaced Homemaker	207	1	1 = Yes 0 = No A person, who has been a homemaker exclusively but whom now because of dissolution of marriage, death or disability of spouse, must prepare for paid employment.
AB	Criminal Offender	208	1	1 = Yes 0 = No An individual who have been convicted of any criminal offense, including a youth offender or a juvenile offender.
AC	Served With Support Services	209	1	1 = Yes 0 = No Individuals who are members of one or more special populations who received supplemental assistance beyond what is provided other students in order to succeed in their program.

C. Fall and Fiscal Year Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
AD	Student Intent/Goal (Data Element NOT Related to Funding-Intent/Goal of Student at Registration)	210	1	1 = Transfer to another college/university 2 = Prepare to enter job market 3 = Explore courses to decide on career 4 = Self-improvement/Improve basic skills 5 = Take courses for personal interest 6 = Improve skills for present job 7 = Prepare to change careers 8 = Meet certification/Licensure requirements 9 = Undecided/Unknown/Other
AE	Tech Prep Student/Career Academy*	211	1	1 = Yes 0 = No A student enrolled in a Tech Prep Program or a Career Academy program. *See Tech Prep/Career Academy Program definition, Department of Education
AF	High School Identification Code Set and Community College Adult High School Diploma Identification	212-219	8	The MIS System will accept either the Iowa High School Code or ACT codes. Iowa High School Code Sets include the combination of the District Code and School Code. Use for currently enrolled students or graduates of an Iowa High School, See Appendix B. For Community College Adult High School Diploma Code Sets refer to Appendix C.
AG	Student CIP Major or program CIP Number	220-227	8	First 8 digits including leading zeros - Student Major at end of Fall (for Fall report) or at the end of the Fiscal Year (for Fiscal Year report).
AH	Student Second CIP Major or second program CIP Number	228-235	8	First 8 digits including leading zeros - Student Major at end of Fall (for Fall report, if registered for dual majors) or at the end of the Fiscal Year (if registered for dual majors for Fiscal Year report).
AI	Secondary Student Identification Number	236-245	10	Unique Student Identifier assigned to all secondary students and passed to the MIS from a data match of K-12 data systems. Use leading zeros to fill 10 positions. Use 9999999999 if unknown.
AJ	Student's Permanent Address Zip Code	246-250	5	Use five characters for the student's permanent address zip code. Use 99999 if unknown.

D. Fall and Fiscal Year Credit Student Course File				
Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	The two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Registration Type	13	1	0 = Regular student 1 = Contracted training/services (non-High School students) Example: private corporations contracting for-credit courses. 2 = High School Student (should equal total under codes 1, 2, and 3 in field E.)
E	High School Enrollment Type	14	1	0 = Not Applicable 1 = Postsecondary Enrollment Option Act (PSEO) 2 = Contract Agreement (28E Agreement) 3 = Tuition Student
F	Residency	15	1	Residence status at date of registration 0 = Unknown 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student (I-20)
Program Identifier-Student Major at Registration		Report each component as a separate field. Note: For post-secondary students , report the declared major for credit students as of the date of registration. If a student has not declared a major, he/she will be assigned to a vocational major based on the program in which the student has enrolled. If the student is not enrolled into any program, he/she will be assigned the program based on most vocational courses. If he/she has not enrolled and/or completed mostly vocational courses, the student will be assigned to an Arts and Science major. Secondary students will be assigned the program based on a college official policy for secondary student enrollment.		
G	CIP Number	16-23	8	First 8 digits including leading zeros-Identifying Student Major Only
H	Identification Code Set - Instructional Level	24-25	2	02 = Secondary 03 = Postsecondary 04 = Adult 05 = Combination (any two or more of the above)
I	Identification Code Set-Type - Program, Course, Service, and/or Activity	26-27	2	02 = Full-Time Preparatory 03 = Short-Term Preparatory 05 = Related Service or Activity 06 = Arts and Science College Parallel/Career Option 07 = Part-Time Preparatory 08 = Arts and Science Liberal/General Studies 12 = Preparatory Advanced Standing 29 = Secondary Jointly Admin. – General Education (Not PSEO) 32 = Shared Full- Time Preparatory 33 = Shared Short-Term Preparatory 35 = Shared Related Service or Activity 36 = Shared A&S College Parallel/Career Option 37 = Shared Part-Time Preparatory 38 = Shared A&S Liberal/General Studies 46 = Recertification/Relicensure
J	Identification Code Set-Special Emphasis	28-29	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 47 = Contract/Customized Bus/Ind Training

D. Fall and Fiscal Year Credit Student Course File

Field	Data Element	Pos.	Len.	Field Description
K	Identification Code Set-Object and Purpose	30-31	2	02 = Secondary- Career/Tech 03 = Credit 22 = Not-Eligible
L	Course Number	32-56	25	Combination of alpha/numeric characters assigned by a college to a course. First six positions must match alphanumeric common course number: three for course prefix and three for the course number.
M	Course Start Date	57-64	8	CCYYMMDD- (Example: August 1, 2006 would be 20060801)
N	Course End Date	65-72	8	CCYYMMDD- (Example: December 1, 2006 would be 20061201)
O	Date Student Entered Course	73-80	8	CCYYMMDD- (Example: August 1, 2006 would be 20060801)
P	Date Student Exited Course	81-88	8	CCYYMMDD- (Example: December 1, 2006 would be 20061201)
Q	Course Credit Hours	89-93	5	Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00)
R	Distance Learning	94	1	1 = the content of this course delivered entirely online (web-based, internet). 2 = the content of this course delivered through distance learning method over 50% of the course time but not entirely online ; e.g., 40% online, 20% DVD, 30% in class = 60% (40+20) distance learning. 0 = not a distance learning course
S	Developmental course	95	1	A course designed to provide assistance (remedial instruction) to individuals so they can successfully complete the regular courses in their program of study. They are not designed to be college transferable and do not count toward graduation requirements. 1 = Yes, 0 = No
T	Course Contact Hours	96-101	6	Use up to two decimal places as appropriate (Examples: 001.25 or 010.50 or 001.00)
U	First Instructor's SSN	102-110	9	Instructor's Social Security Number including leading zeros. Enter 999999999 if unknown. Example of "unknown": online courses taught by other colleges
V	Percent of the course taught	111-113	3	Percent of the course taught by instructor in field V including leading zeros. Example: 009 or 060, or 100.
W	Second Instructor's SSN	114-122	9	Instructor's Social Security Number including leading zeros. Enter 999999999 if unknown. If there is no second instructor, enter 000000000.
X	Percent of the course taught*	123-125	3	Percent of the course taught by instructor in field X including leading zeros. Example: 009 or 060, or 100.

*If more than two instructors teach the course, enter the first two with the largest percent of the course taught. In this case, the total percent of the course taught might be less than 100%.

E. Electronic Course Catalog File - Credit

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Course Number	3-27	25	Combination of alpha/numeric characters assigned by a college to a course. First six positions must match common course number: three for course prefix and three for the course number.
C	Course Name/Title	28-102	75	Combination of alpha/numeric characters assigned by a college to the course name/title. First six positions must match alphanumeric common course number: three for course prefix and three for the course number.
D	Credits Hours	103-107	5	Use up to two decimal places as appropriate (if variable use maximum value), (Examples: 01.25 or 10.50 or 01.00)

Section

B

Fiscal Year Non-Credit Student Enrollment Reporting

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I. Non-Credit Course/Program/Activity CIP Numbers and Code Sets

Educational Programs	Classification of Instructional Programs (CIP)	Identification Code Set (Level, Type, SpEmp, Obj/Pur)
Adult Literacy Program		
Adult Basic Skills (ABE)	32.010100	04 40 11 04
Corrections – Juvenile	32.010100	02 40 30 22
Corrections – Adult	32.010100	04 40 30 22
English Literacy (ELL/ESL)	32.010900	04 40 11 04
English Literacy (ELL/ESL)-Citizenship	32.010910	04 40 11 04
General Educational Development (GED)	53.020100	04 40 11 04
Corrections – Juvenile	53.020100	02 40 30 22
Corrections – Adult	53.020100	04 40 30 22
Community Rehabilitation Program	32.019900	04 40 11 04
Secondary Education (Including Adult High School Diploma)		
Adult High School Diploma Course	53.010500	04 41 11 04
Secondary High School Diploma Course (Non-Eligible)	53.010100	02 41 11 22
Alternative High School (Non-Eligible)	53.019900	02 41 11 22
State or Federal Mandated, Recognized, Court Ordered/Referred		
State/Federal Mandated		
Child/Dependent Adult Abuse Mandatory Reporting	61.200000	04 43 11 04
Environmental Auditor	61.100000	04 43 11 04
Iowa Course for Drinking Drivers (DUI)	61.090000	04 43 11 04
Parenting Skills/Human Growth & Development	61.160000	04 43 11 04
Reserved Peace Officer Training	61.170000	04 43 11 04
State Recognized		
Driver Safety	61.080000	04 44 11 04
Coaching Authorization	61.040000	04 44 11 04
Drivers Education		
Secondary Districts Not Reporting	61.070000	04 44 11 04
Secondary Districts Reporting (Non-Eligible)	61.070000	04 44 11 22
Hazardous Material	61.110000	04 44 11 04
Hunter Safety & Ethics	61.120000	04 44 11 04
Iowa Course for Driver Improvement (DIP)	61.060000	04 44 11 04
Mine Safety and Health Administration (MSHA)	61.130000	04 44 11 04
Motorcycle Rider	61.140000	04 44 11 04
Motorized Bicycle (Moped)	61.150000	04 44 11 04
School Bus Driver	61.180000	04 44 11 04
Snowmobile Safety	61.190000	04 44 11 04
All-Terrain Vehicles	61.210000	04 44 11 04
Watercraft/Water Skis	61.220000	04 44 11 04
Used Auto Dealer Training	61.230000	04 43 11 04
Court Ordered/Referred	61.050000	04 45 11 04

I. Non-Credit Course/Program/Activity CIP Numbers and Code Sets

Educational Programs	Classification of Instructional Programs (CIP)	Identification Code Set (Level, Type, SpEmp, Obj/Pur)
Enhance Employability/Academic Success		
Career/Vocational Training and Upgrading (Note: Use CIP Numbers on the Non-Credit Course Master)	Occupational/Subject	04 04 11 04
Apprenticeship		
Apprenticeship (Not 260E, 260F or 260G Funded) (Note: BAT approved-CIP identified by DE)	Occupational/Subject	04 04 04 04
Corrections		
Juvenile - State/County/Homes/Other (Non-Eligible)	Occupational/Subject	02 04 30 22
Adult - State/County/Homes/Other (Non-Eligible)	Occupational/Subject	04 04 30 22
Economic Development		
Iowa Industrial New Jobs Training Program (260E)		
260E (Non-Eligible)	Occupational/Subject	04 42 41 22
260E Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 42 22
Iowa Job Training Program (260F)		
260F (Eligible)	Occupational/Subject	04 42 43 04
260F (Non-Eligible)	Occupational/Subject	04 42 43 22
260F Apprenticeship (Eligible)	Occupational/Subject	04 42 44 04
260F Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 44 22
Accelerated Career Education-ACE (260G)		
260G (Eligible)	Occupational/Subject	04 42 45 04
260G (Non-Eligible)	Occupational/Subject	04 42 45 22
260G Apprenticeship (Eligible)	Occupational/Subject	04 42 46 04
260G Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 46 22
Grow Iowa Values Fund		
260G (ACE, Accelerated Career Education)	Occupational/Subject	04 42 49 04
260F (Jobs Training Act)	Occupational/Subject	04 42 50 04
260C.1, § 2& 3 (Vocational and Technical Training)	Occupational/Subject	04 42 52 04
260F.9 (Job Retention Projects)	Occupational/Subject	04 42 53 04
Apprenticeship	Occupational/Subject	04 42 54 04
260E Iowa Industrial New Jobs Apprenticeship	Occupational/Subject	04 42 55 04
260F Iowa Jobs Training Apprenticeship	Occupational/Subject	04 42 56 04
260G Accelerated Career Education – ACE Apprenticeship	Occupational/Subject	04 42 57 04
Recertification/Relicensure	Occupational/Subject	04 46 11 04
Community and Public Policy	44.050100	04 48 11 04
Family/Individual Development and Health		
Family/Individual Development to Enhance Family Development	19.010100	04 49 11 04
Family/Individual Development to Enhance Functioning in Society	19.010100	04 49 11 22
Adult Learning (Non-Eligible)	Subject Specific	04 51 11 22
Leisure/Recreational (Non-Eligible)	36.010100	04 50 11 22
Related Non-Credit College Activities (NOT included in State Reports)		
Community Service	62.300000	04 71 70 22
Conferences/Special Events/Meetings	62.310000	04 72 70 22
Staff Development/In-Service	Subject Specific	04 73 70 22
Tests	Subject Specific	04 74 70 22

Contact Hour Reporting Requirements/Procedures

The Adult Education Deans and Directors, along with the Department of Education, reviewed changes to the Non-Credit reporting requirements reflected in this manual.

The Classification of Instructional Program (CIP) Manual is a document published by the United States Department of Education and mandated for use by the Iowa Department of Education. Its purpose is to provide a vehicle for accurate and consistent reporting of activities in community colleges. Inclusion in the federal CIP manual does not imply that a course is eligible for state general aid. This document is based on the Classification of Instructional Programs: 2000 Edition (May 2002 copyright) CIP Manual (www.nces.ed.gov/ipeds/web2000/cip2000.asp). See the Non-Credit Course Master.

The Iowa Department of Education assigns all CIP numbers based on federal and Iowa reporting requirements. Instructional Code Sets are also state assigned and utilized to classify courses by the following categories: a) Level of Instruction; b) Type of Activity; c) Special Emphasis; and d) Object and Purpose.

NOTE: Contact the Department of Education before using any CIP number that is not listed on the Non-Credit Course Master and/or to determine eligible code sets not previously reported by your college.

All contact hour (non-credit) Adult/Continuing Education student enrollments must be reported via the Management Information System (MIS). Non-Credit Student Enrollment File layouts are available at the end of this section. Send your data files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

II. General Non-Credit Instructions

A. Non-Credit Instructional Course Criteria

Non-Credit instructional courses must meet all of the criteria listed below:

1. Each course must be organized by subject matter in which instruction is offered.
2. Each course must have a minimum length of one (1) contact hour to be eligible for state general aid. One contact hour is equal to 50 minutes of instruction. Following are illustrations of how minutes of instruction are converted to contact hours for reporting purposes:
 - a. 50 minutes = 1 contact hour
 - b. 55 minutes = 1.1 contact hours
 - c. 60 minutes = 1.2 contact hours
 - d. Less than 50 minutes = not eligible.
3. Each course must have a syllabus, course outline, course objectives or detailed course description on file at the community college.
4. The community college must have a written agreement with the instructor of record, for eligible courses only, identifying the conditions of the services to be provided (e.g., contractual or subscribed services agreement). When courses are transmitted to remote sites, the instructor at the origination site is the instructor of record.
5. Each course must be approved in accordance with the appropriate procedure as defined by local board policy.
6. Students must be registered according to the official registration procedures of the community college.
7. Student enrollment records appropriate for audit must be maintained for each course.
8. Courses intended for students under 16 years of age will not be eligible for state general aid, unless state mandated/state recognized/state approved or court ordered.

B. Non-Credit Reporting Procedures

1. Non-Credit student data is collected on a fiscal year basis. For courses which bridge two fiscal years, use the following procedure to determine in which year the data is to be reported.
 - a. If the course starts on or before the 16th of June, report it in the current fiscal year.
 - b. If the course starts on or after the 17th of June, report it in the next fiscal year.
2. Community colleges must not report more than one (1) contact hour for an individual student for the same period of time.
3. Determination of eligible/non-eligible status for all courses and student enrollments is to be based on the intent and content of the course (see flowchart-decision tree).
4. Contact hours counted for clinical programs and work experience programs, under the direction and supervision of an instructor, must be computed on the basis of the actual number of contact hours a student is enrolled and participates in the program. The maximum number of contact hours counted may not exceed 40 contact hours per week.
5. The following course/activity/program categories are not eligible for state general aid.
 - a. Secondary High School Diplomas Courses and Secondary Alternative High School
 - b. Drivers Education (agreements with the secondary district to report enrollments)
 - c. Corrections
 - d. Adult Learning (gaining knowledge/skills to enhance function in society)
 - e. Leisure/Recreational (wellness, self enjoyment, hobby, etc.)
 - f. Nursing Home residents
 - g. Non-Occupational Food and Nutrition Classes (homemaker)
 - h. On-The-Job Training Hours (non-supervised work experience)
 - i. 260E Activities
6. Independent study, "To Be Arranged," courses must record all arrangements between the instructor and students indicating when the course actually met and documentation that all Non-Credit Instructional Course Criteria are satisfied.
7. Open entry/open exit, individualized, and self-paced courses will report the total number of contact hours that students would have received had the course been offered in a traditional manner. Examples include: self-paced programs operated by auto tutorial, online course delivery, and other non-traditional methods.
8. Total registrations less formal withdrawals through the first two (2) meetings are reported as total enrollment in courses with multiple sessions.
9. Contact hours reported under Adult Basic Education (ABE), English Literacy (ELL/ESL), English Literacy (ELL/ESL)-Citizenship, General Educational Development (GED), and Community Rehabilitation Programs are considered eligible and reported up to a maximum of 240 contact hours per student per year.
10. All contact hour (non-credit) student enrollments must be reported via the Management Information System (MIS).
11. High School Diploma course enrollment will be reported at 60 contact hours, which is recorded at the time of enrolling, with a maximum of 5 courses per semester-300 hours.
12. Alternative High School hours will be reported up to a maximum of 60 contact hours per course with a maximum of 5 courses per semester-300 hours.

C. Determining Eligible vs. Non-Eligible

All non-credit student enrollments are required to be included in the year-end report, unless otherwise noted by the Department of Education. However, not all courses are eligible for state general aid.

This flowchart-decision tree is to be used to determine eligibility for courses that are not currently identified in this section of the manual. Consult the General Instructions section of this manual and then apply the flowchart-decision tree to the left, considering the intent and content of the course.

If a college requires a CIP number to identify a program/course/activity not listed on the Non-Credit Course Master, consult the Adult Deans & Directors and contact the Department of Education to obtain a CIP Number and Identification Code Set.

If the course curriculum is consistent with learning associated with professional, academic, or employment pursuits, use an eligible code set.

Intent and Content of Courses

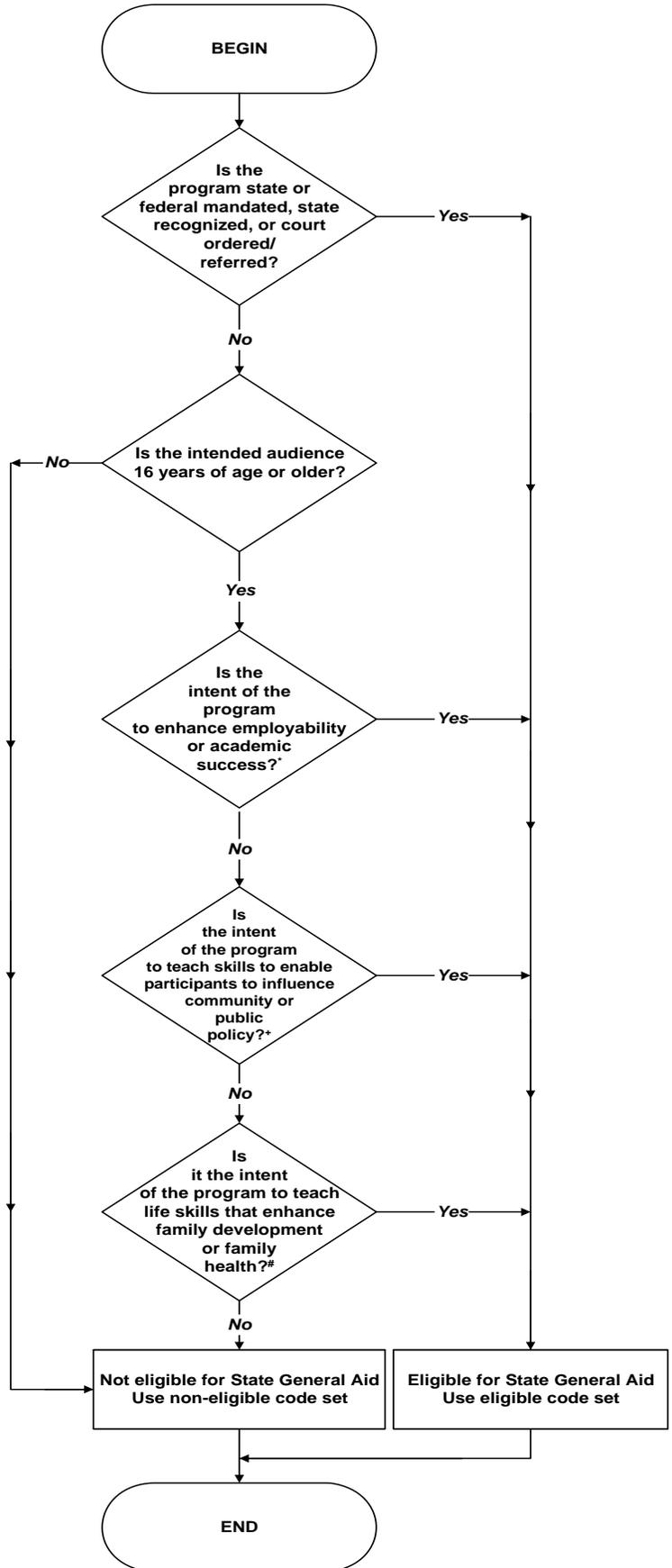
Enhance Employability (*) courses are designed for the specific purpose of upgrading the skills of persons employed and retraining persons for new employment.

Academic Success (*) is defined as the advancement of a person’s knowledge in traditional educational studies (e.g., math, science, literature, and history) for the purpose of preparing for college or career.

Community or Public Policy (+) focuses on the systematic analysis of public policy issues and decision processes. Includes instruction in the role of economic and political factors in public decision-making and policy formation, microeconomic analysis of policy issues, and related other topics.

Family/Individual Development and Health (#) is defined as how individuals function in family, work, and community settings and how they relate to their physical, social, emotional, and intellectual environments.

- a. Examples of Individual Development include: Interpersonal relationships, parenthood education, child growth and development, and family resource management.
- b. Examples of Health include: Childbirth education, substance abuse prevention, disease management and prevention, and adjustment to disability and hearing impairments.
- c. Examples of NON-ELIGIBLE include, but are not limited to: cooking, sewing, interior design, gardening, and nutrition.



III. Non-Credit Categories

A. Adult Literacy Program

Includes Adult Basic Skills (ABE), English Literacy (ELL/ESL), English Literacy (ELL/ESL)-Citizenship, General Educational Development (GED), and Community Rehabilitation Programs (Sheltered Workshops). Student enrollments in any of these categories are considered eligible for a maximum of 240 contact hours per student per state fiscal year. ABE program administrators must complete the "Annual Performance Report for the Adult Education State Administered Programs."

Developmental Education Courses

Non-Credit developmental education includes courses/programs/activities in one of the five-identifiers/subject areas (math, science, English, communications, other). Colleges must provide the course name and course number of all developmental education courses to the Department of Education.

Corrections - Adult Basic Education (ABE) courses/programs/activities delivered to enhance life skills, and academic and/or employability success for individuals, who are residents of a county, state, private; confinement, rehabilitation, and/or correctional facility are not eligible for state general aid. See the Corrections heading in this section of the manual.

1. Adult Basic Education (ABE)	CIP	Code Set
General	32.010100	04 40 11 04
Corrections - Juvenile	32.010100	02 40 30 22
Corrections - Adult	32.010100	04 40 30 22

Adult Basic Education: A program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job or in a family.

2. English Literacy (ELL/ESL)	CIP	Code Set
	32.010900	04 40 11 04

English literacy programs of instruction designed to help adults who are limited English proficient achieve competence in the English language.

3. English Literacy (ELL/ESL) - Citizenship	CIP	Code Set
	32.010910	04 40 11 04

A program of instruction designed to help adults whom are limited English proficient achieve competence in English with focus on language skills necessary to obtain citizenship.

4. General Educational Development (GED)	CIP	Code Set
General	53.020100	04 40 11 04
Corrections - Juvenile	53.020100	02 40 30 22
Corrections - Adult	53.020100	04 40 30 22

A program of instruction designed to assist adults prepare for the GED Test Battery.

5. Community Rehabilitation Programs	CIP	Code Set
	32.019900	04 40 11 04

These courses and programs serve individuals in Community Rehabilitation Programs (Sheltered Workshop) with individualized education plans demonstrating identified educational goals and objectives.

B. Secondary Education**1. Adult High School Diploma Course (Eligible)**

<u>CIP</u>	<u>Code Set</u>
53.010500	04 41 11 04

This category refers to programs designed for persons enrolled in a course or program, which culminates in a community college adult high school diploma. The established length is 60 contact hours per course, which is recorded at the time of enrollment, with a maximum of 5 courses per semester for a maximum of 300 contact hours per student per fiscal year. However, the adult high school diploma cannot be granted until the candidate has reached his or her 18th birthday.

2. High School Diploma Course (Non-Eligible)

<u>CIP</u>	<u>Code Set</u>
53.010100	02 41 11 22

This category refers to programs/courses, which meet the requirements of a secondary school high school diploma, which is awarded by a secondary institution. The established length is 60 contact hours per course, which is recorded at the time of enrolling, with a maximum of 5 courses per semester-300 contact hours.

3. Alternative High School (Non-Eligible)

<u>CIP</u>	<u>Code Set</u>
53.019900	02 41 11 22

A formalized agreement/contractual arrangement between a community college and secondary school district(s) under Iowa Code, § 256.9(43). Should be reported up to a maximum of 60 hours per course, with a maximum of 5 courses per semester-300 contact hours.

C. State or Federal Mandated/State Recognized/Court Ordered/Referred

This category includes courses and programs that are State or Federal Mandated/State Recognized/Court Ordered or are an organized educational instruction designed to meet legislated or licensing requirements as defined in the Code of Iowa.

1. State or Federal Mandated**Child/Dependent Adult Abuse Mandatory Reporting**

<u>CIP</u>	<u>Code Set</u>
61.200000	04 43 11 04

Iowa Code section 135.11(27) states that a person who works in a position classification that under law makes the person a mandatory reporter of child or dependent adult abuse must receive instruction approved by the Department of Human Services.

Environmental Auditor Training Program

<u>CIP</u>	<u>Code Set</u>
61.100000	04 43 11 04

Iowa Code chapter 455K, specifically, § 455K.10 mandates that the program is "made available to small and large business owners and operators, consulting engineers, regulatory personnel, and citizens through the community college system."

Iowa Course for Drinking Drivers (DUI)

<u>CIP</u>	<u>Code Set</u>
61.090000	04 43 11 04

Iowa Code § 321J.22 states that this course "shall be offered on a regular basis at each community college" unless a substance abuse treatment program, licensed under chapter 125, within the college's merged area offers the course. Designed for persons who have been convicted of driving while under the influence of drugs and/or alcohol. Quarterly reporting of DUI enrollment and submission of administrative fees is required.

C. State or Federal Mandated/State Recognized/Court Ordered/Referred (cont.)

Parenting Skills/ Human Growth and Development	CIP	Code Set
	61.160000	04 43 11 04
Iowa Code § 279.50 requires each community college "which offers general adult education classes or courses" to "periodically offer an instructional program in parenting skills and in human growth and development for parents, guardians, prospective biological and adoptive parents, and foster parents." NOTE: Licensed Child Care Provider report as CIP Number 19.07090000 and Code Set 04 04 11 04.		
Reserve Peace Officer Training	CIP	Code Set
	61.170000	04 43 11 04
Iowa Code § 80D.4 states: "Training for individuals appointed as reserve peace officers shall be provided by that law enforcement agency, but may be obtained in a community college or other facility selected by the individual and approved by the law enforcement agency."		
2. State Recognized		
Driver Safety	CIP	Code Set
	61.080000	04 44 11 04
<u>AARP Driver Safety Program (55 Alive)</u> American Association of Retired Persons (AARP) 55 Alive course designed to refine existing driving skills and improve defensive driving techniques for the mature driver.		
<u>Recreational Vehicle Safety (RV Safety)</u> Course is designed for one or two drivers in the same RV unit. With the training received in this course the driver will need more experience to become more proficient in all areas of RV driving, however, this course will prepare the trainees to better understand the hazards and to learn from the experiences of others.		
Coaching Authorization	CIP	Code Set
	61.040000	04 44 11 04
Iowa Code § 272.31 states that a person applying for a coaching authorization shall complete Board of Educational Examiners approved courses of instruction. This category includes courses relating to knowledge and understanding of the structure and function of the human body. It includes courses relating to physical activity, human growth, and development of children and youth in relation to physical activity, prevention, and care of athletic injuries, medical and safety problems relating to physical activity. Category also includes techniques and theory of coaching interscholastic athletics.		
Drivers Education	CIP	Code Set
Secondary Districts Not Reporting	61.070000	04 44 11 04
Secondary Districts Reporting (Non-Eligible)	61.070000	04 44 11 22
Iowa Code § 321.178 states, "An approved driver education course as programmed by the department shall consist of at least thirty clock hours of classroom instruction, of which no more than one hundred eighty minutes shall be provided to a student in a single day, and six or more clock hours of laboratory instruction of which at least three clock hours shall consist of street or highway driving." Courses delivered through a formal agreement with a community school district are reported with a non-eligible code set. If the course is offered independently from the secondary school, the course is eligible for reimbursement as a state recognized offering and should be reported under an eligible code set.		

C. State or Federal Mandated/State Recognized/Court Ordered/Referred (cont.)**2. State Recognized, Continued**

Hazardous Material Education (Removal, etc.)	<u>CIP</u>	<u>Code Set</u>
	61.110000	04 44 11 04
Department of Natural Resources (DNR) is to provide for such education and may cooperate with the community college for course delivery. (e.g., Iowa Code section 455B. 484)		
Hunter Safety and Ethics Education Program	<u>CIP</u>	<u>Code Set</u>
	61.120000	04 44 11 04
Both statute (Iowa Code § 483A.27) and rule (571—IAC 15.1) address this program. The Natural Resource Commission is required to approve the program, which may be provided pursuant to § 483A.27(6): "A public or private school or organization approved by the department [DNR] may co-operate with the department [DNR] in providing a course in hunter safety and ethics education as provided in this section."		
Iowa Course for Driver Improvement (DIP)	<u>CIP</u>	<u>Code Set</u>
	61.060000	04 44 11 04
Department of Transportation (DOT) course of instruction <u>must</u> cover defensive driving techniques and the modification of driving behavior and attitudes. Designed for persons who have committed a serious violation of the motor vehicle laws of Iowa.		
Mine Safety and Health Administration (MSHA)	<u>CIP</u>	<u>Code Set</u>
	61.130000	04 44 11 04
The United States Department of Labor, Mine Safety and Health Administration (MSHA) State Grants Program distributes federal grants to 44 States and the Navajo Nation. Courses include New Miner, Refresher, HAZ COM, and DE approved occupational specific training.		
Motorcycle Rider Education	<u>CIP</u>	<u>Code Set</u>
	61.140000	04 44 11 04
This course is to be either approved and/or established by "the department of transportation" or "a private or commercial driver education school licensed by the Department of Transportation," Iowa Code § 321.180B(5). The DOT 761-IAC635.2-agency rule states that "any entity" may seek approval of the DOT to teach the course.		
Motorized Bicycle (Moped)	<u>CIP</u>	<u>Code Set</u>
	61.150000	04 44 11 04
Iowa Code § 321.189(7) states "A person under the age of sixteen applying for a driver's license valid only for operation of a motorized bicycle shall also be required to successfully complete a motorized bicycle education course approved and established by the department or successfully complete an approved motorized bicycle education course at a private or commercial driver education school licensed by the department."		
School Bus Driver	<u>CIP</u>	<u>Code Set</u>
	61.180000	04 44 11 04
Iowa Code § 321.376(2) states that a person applying for employment or employed as a school bus driver shall successfully complete a Department of Education approved course of instruction. NOTE: Includes the yearly 3-hour in-service course.		
Snowmobile Safety	<u>CIP</u>	<u>Code Set</u>
	61.190000	04 44 11 04
Various sections in chapter 321G of the Iowa Code states that persons desiring to operate a snowmobile must receive instruction approved by DNR in snowmobile operation, safety, and state driving laws as they apply to snowmobiling.		

C. State or Federal Mandated/State Recognized/Court Ordered/Referred, Continued

2. State Recognized, Continued

All-Terrain Vehicle	<u>CIP</u>	<u>Code Set</u>
	61.210000	04 44 11 04

Iowa Code § 321G.23 states that persons desiring to operate an all-terrain vehicle are required to successfully complete a DNR certified course of instruction in the lawful and safe use, operation, and equipping.

Watercraft/Jet Ski	<u>CIP</u>	<u>Code Set</u>
	61.220000	04 44 11 04

Iowa Code § 462A.12(6) states that persons who are twelve years of age and older, but less than eighteen years of age, who wish to operate a personal watercraft shall successfully complete a DNR approved watercraft safety course.

Used Motor Vehicle Dealer Education	<u>CIP</u>	<u>Code Set</u>
	61.230000	04 43 11 04

Senate File 358: Section 322.4, Code 2007. Section 322.7A Used Motor Vehicle Dealer Education
An Act establishing pre-licensing and continuing education requirements for used motor vehicle dealers.

Court Ordered/Referred	<u>CIP</u>	<u>Code Set</u>
	61.050000	04 45 11 04

These programs/courses are ordered by the court for individuals to complete, and may be offered by the community college. Examples:

- Anger Management
- Batters Education
- Defensive Driving Course (DDC)
- Debtor Training
- Misdemeanors
- Shoplifting
- Sand Castles
- Bankruptcy Education
- SAVE (Stop Abuse of the Vulnerable Elderly)
- POULA (Public Offenders Under Legal Age)
- CASA (Court Appointed Special Advocate)
- City and County Mandated

D. Enhance Employability/Academic Success

Enhance Employability intent and content of courses are designed for the specific purposes of upgrading the skills of persons presently employed and retraining persons for new employment.

Academic Success is defined as the advancement of a person's knowledge in traditional educational studies (e.g., math, science, literature, and history) for the purpose of preparing for college or career.

1. Career & Technical Training and Upgrading	<u>CIP</u>	<u>Code Set</u>
	Occupational/Subject	04 04 11 04

Individual non-credit courses and short term programs designed for the specific purpose of training persons for employment, upgrading the skills of persons presently employed, and retraining persons for new employment. Courses/programs that are/were classified as non-credit short-term preparatory are also reported in this category, examples: truck driver, homemaker home health aide, etc.

NOTE: Economic Development (260E, 260F, 260G and Grow Iowa Values Fund) see Economic Development Section.

Use only state approved occupational specific CIP numbers listed in the Non-Credit Course Master for Year-End Reporting on the MIS and CE-4b.

NOTE: If training is requested for occupations, other than those listed on the state approved list, contact the Department of Education for approval.

2. Apprenticeship (Not 260E/260F/260G Funded)	<u>CIP</u>	<u>Code Set</u>
	Occupational/Subject	04 04 04 04
Apprenticeship programs that are not funded by Iowa Department of Economic Development Programs (260E/260F/260G) must utilize the code set of 04 04 04 04. (See Economic Development for reporting apprenticeship programs funded through 260E/260F/260G) All apprenticeship programs must be registered with the United States Department of Labor, Office of Apprenticeship in accordance with the National Apprenticeship Act. Apprentices must be registered with the Office of Apprenticeship.		
3. Corrections (State/County, Private, Etc.)	<u>CIP</u>	<u>Code Set</u>
	Juvenile Occupational/Subject	02 04 30 22
	Adult Occupational/Subject	04 04 30 22
Programs to enhance life skills, and academic and/or employability of residents of a county, state, private, etc. confinement, rehabilitation, and/or correctional facility. Non-Credit correctional activities are <u>not</u> eligible for state general aid. NOTE: Correctional activities relating to Adult Basic Education are reported in the ABE section (Adult Basic Skills or GED).		
4. Economic Development		
Courses delivered by community colleges through economic development (Iowa Department of Economic Development-IDED) initiatives include Iowa Industrial New Jobs Training Programs (260E), Iowa Jobs Training Programs (260F), Accelerated Career Education – ACE (260G), and Apprenticeship Programs. All community college delivered economic development programs must be included in year-end reporting. NOTE: 260E, 260F, & 260G funded classes take priority so if a class is also offered for recertification and is using 260 dollars, it is coded with the proper 260 code set.		
<u>Apprenticeship Programs-Funded by IDED</u>		
Apprenticeship programs, funded through programs identified as 260E/260F/260G, must utilize the code sets noted in the Economic Development Program Table below. All apprenticeship programs must be <u>registered</u> with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Students must be registered with the Bureau of Apprenticeship and Training.		
Iowa Industrial New Jobs Training Programs (260E)	<u>CIP</u>	<u>Code Set</u>
260E (Non-Eligible)	Occupational/Subject	04 42 41 22
260E Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 42 22
Assists businesses that are creating new positions or new jobs in the State of Iowa. The community college district in which the new or expanding business is located issues training certificates (bonds) to pay for the training costs.		
Iowa Jobs Training Programs (260F)	<u>CIP</u>	<u>Code Set</u>
260F (Eligible)	Occupational/Subject	04 42 43 04
260F (Non-Eligible)	Occupational/Subject	04 42 43 22
260F Apprenticeship (Eligible)	Occupational/Subject	04 42 44 04
260F Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 44 22
Fosters growth and competitiveness of Iowa's business and industry by building workforce skills and expertise. Customized training programs are developed for new or current employees.		
Accelerated Career Education – ACE (260G)	<u>CIP</u>	<u>Code Set</u>
260G (Eligible)	Occupational/Subject	04 42 45 04
260G (Non-Eligible)	Occupational/Subject	04 42 45 22
260G Apprenticeship (Eligible)	Occupational/Subject	04 42 46 04
260G Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 46 22
Supports the development or expansion of educational programs that address critical workforce skills and expertise for Targeted Industries. Note: Iowa Code Chapter 260G.4(1)b states: "A credit equivalent career, vocational, or technical educational program consisting of not less than five hundred forty contact hours of classroom and laboratory instruction and resulting in the conferring of a certificate or other recognized, competency-based credential, which increases program capacity to enroll added participants."		

D. Enhance Employability/Academic Success, Continued**4. Economic Development, Continued**

Grow Iowa Values Fund	CIP	Code Set
260G (ACE, Accelerated Career Education)	Occupational/Subject	04 42 49 04
260F (Jobs Training Act)	Occupational/Subject	04 42 50 04
260C.1, § 2 & 3 (Vocational and Technical Training)	Occupational/Subject	04 42 52 04
260F.9 (Job Retention Projects)	Occupational/Subject	04 42 53 04
Apprenticeship	Occupational/Subject	04 42 54 04
260E Iowa Industrial New Jobs Apprenticeship	Occupational/Subject	04 42 55 04
260F Iowa Jobs Training Apprenticeship	Occupational/Subject	04 42 56 04
260G Accelerated Career Education – ACE Apprenticeship	Occupational/Subject	04 42 57 04

A workforce training and economic development fund is created for each community college. For more information and clarification of eligible use of funds refer to 260C.18A. Funds shall be expended for the following purposes, with at least 70% in the areas of advanced manufacturing, information technology and insurance, and life sciences, which include, but not limited to: the areas of biotechnology, health care technology, and nursing care technology:

- a. Accelerated Career Education (ACE) - Chapter 260G
- b. Jobs Training Act-Chapter 260F
- c. Vocational and Technical Training (260C.1, § 2 and 3)
- d. Job Retention Projects (Iowa Code 260F.9)

5. Recertification/Relicensure

CIP	Code Set
Occupational/Subject	04 46 11 04

Designed for individuals employed in occupations that require less than a four-year degree and whose positions require them to be recertified or relicensed (e.g., chemical application, Insurance) or for individuals employed in occupations that require a four-year college degree or above and are required to be recertified or relicensed, which doesn't lead to an additional degree (e.g. Education, Health Care Providers, Lawyers, etc.).

Note: Utilize this category for reporting Nursing and Health Care Providers regardless of their level of education.

E. Community and Public Policy

CIP	Code Set
44.050100	04 48 11 04

Community or Public Policy program that focuses on the systematic analysis of public policy issues and decision processes. Examples include: instruction in the role of economic and political factors in public decision-making and policy formation, and microeconomic analysis of policy issues.

F. Family/Individual Development and Health

	CIP	Code Set
Eligible	19.010100	04 49 11 04
Non-Eligible	19.010100	04 49 11 22
Non-Eligible	19.010100	05 49 11 22

Family/Individual Development and Health (Eligible) is defined as how individuals function in family, work and community settings and how they relate to their physical, social, emotional, and intellectual environments.

NOTE: Food and Nutrition courses/classes are eligible only if they are a part of an occupational offering.

- a. Examples of Family/Individual Development include: interpersonal relationships, parenthood education, child growth and development, and family resource management.
- b. Examples of Health include: childbirth education, substance abuse prevention, disease management and prevention, and adjustment to disability and hearing impairments. NOTE: CPR and First Aid training will be reported in Career/Technical Training and Upgrading.

Family/Individual Development and Health (Non-Eligible) Those courses, classes, and workshops-offered in a family and consumer sciences curriculum may be reported under this CIP number with a non-eligible code set. Examples include, but are not limited to: cooking, sewing, interior design, gardening, and nutrition.

G. Adult Learning (Non-Eligible)	<u>CIP</u> Subject Specific	<u>Code Set</u> 04 51 11 22
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These courses offered for gaining knowledge and/or understanding valuable skills used throughout life to enhance functioning in society and are not employability related.

H. Leisure/Recreational (Non-Eligible)	<u>CIP</u> 36.010100	<u>Code Set</u> 04 50 11 22
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Courses offered as leisure/recreational, casual culture, wellness, or self-enjoyment. It should be noted that just because a class is not on the list, does not imply eligibility. Use the flowchart-decision tree and review the general instructions/reporting procedures to make that determination.

Leisure/Recreational Non-Eligible Categories/Examples

Recreation	Wellness	Self-Enjoyment	Hobby	Tours
Volleyball	Tai Chi	Scrap booking	Quilting	
Dance	Raeki	Landscaping	Rug Hooking	
Shopping	Swimming	Home Decorating	Master Gardener	
Horseback Riding	Therapeutic Touch	Aircraft (Private)	Home Repair	
Bowling	Yoga	Pet Care/Training	Clothing	

I. Related Non-Credit College Activities (NOT included in state reports)	<u>CIP</u>	<u>CodeSet</u>
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1. Community Service	62.300000	04 71 70 22
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This category may be used as a vehicle to track activities the college is involved in that do not meet the criteria for a course for local use only, NOT included in state reports.

2. Conferences/Special Events/Meetings	62.310000	04 72 70 22
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Contact hours generated from conferences/special events/meetings that do not meet the course criteria for local use only, NOT included in state reports.

3. Staff Development / In-Service	Subject Specific	04 73 70 22
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Contact hours for staff development/in-service training sessions for community college employees for local use only, NOT included in state reports.

4. Tests	Subject Specific	04 74 70 22
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Contact hours for the time students spend taking tests that are not a part of a course or program for local use only, NOT included in state reports. Examples include GED tests, independent testing for licensure boards, independent screening, testing for business and industry, governmental agencies, and other independent standardized testing programs.

Examples of Specific Courses from the Non-Credit Course Master

CIP Number	State Title	Example Course
01.060500	Landscaping and Grounds keeping	Turf
03.020100	Natural Resources	Ethanol
09.010100	Communication Studies	English Language Grant Writing Literature Poetry Writing
11.090100	Computer Systems Networking and Telecommunications	CISCO Computer Networking Computer Repair
12.050000	Cooking and Related Culinary Arts	Bartending
13.010100	Education	Evaluator, Education Teacher Education Train-The-Trainer
15.050800	Hazardous Materials and Waste	Asbestos Removal Hazardous Material
15.070100	Occupational Safety and Health Technology	Arc Flash Blood Born Pathogen Grain Fumigation
15.070200	Quality Control and Safety Technologies	Quality Control
15.130600	Mechanical Drafting CAD/CADD	Blue Print Reading CAD
16.010100	Foreign Language – Eligible (code 04 04 11 04)	Spanish – Occupational, Conversational
16.010100	Foreign Language – Not Eligible (code 04 51 11 22)	Spanish – Rec./Leisure/Travel
19.010100	Family and Human Development	Balancing Work and Family Driver Safety (Not AARP–cont. similar) Girl Talk for Mothers Work and Family Programs
19.010100	Family and Human Development (Code 04 49 11 22)	Family Finance
19.029900	Family and Consumer Sciences/ Human Sciences Related	Self Protection for Women
19.050500	Food Service Systems	Certified Dietary Manager Food and Nutrition for Occupations Institutional Food Service
24.010200	General Studies	Academic Success, Tutoring GRE, ACT, SAT, etc. Preparation Math/Science/Literature/History
32.010100	ABE Basic Skills	Resume Writing and Job Seeking Skills (ABE)
32.010500	Job Seeking/Changing	Job Seeking Skills (Not ABE) Resume Writing (Not ABE)
41.010100	Biologist Support	Biotechnology
43.999900	Security and Protective Services	Firearm Safety
44.050100	Public and Community Policy	Leadership Develop. Program
44.999900	Public Administration and Social Service Professions	Social Work

Examples of Specific Courses from the Non-Credit Course Master

CIP Number	State Title	Example Course
47.020100	Heating, Air Conditioning, Ventilation, and Refrigeration	Boiler Operator Heat, Air, Vent, Refrigeration Operations
47.060300	Automotive Collision	Auto Restoration
48.050100	Machinist	CNC
48.059900	Precision Machining	Manufacturing Technologies Metal Door Manufacturing
48.070100	Woodworking	Wood Door Manufacturing
49.010200	Aviation Pilot	Commercial Pilot
49.020500	Truck and Commercial Vehicle	Cargo Securing - Rigging Trucking Regulations
49.999900	Transportation and Materials Moving Related	Forklift Training
50.010100	Visual and Performing Arts	Performance Industry
51.079900	Health and Medical Administrative Services	Medical Records/Terminology
51.089900	CPR and First Aid	ACLS / AED / BLS / NRP / PALS
51.090400	Emergency Medical Services Continuing Education	PHTLS Jaws of Life Life Guard Water Rescue
51.099900	Allied Health, Diagnostic, Intervention and Treatment	Limited Practice Radiography
51.159900	Mental, Social, and Allied Health Services	Activity Coordinator/Director Health Community Health Service Health Center Activity Dir.
51.161400	Nursing Assistant	Feeder Aide
51.169900	Nursing and Health Care Provider	CCID (Dementia Related) Health/Nursing Care Recert./Relic. All
51.239900	Rehabilitation and Therapy	Massage Therapy Rehabilitation Aide
52.020300	Logistics and Materials Operations	LEAN Manufacturing
52.020400	Office Supervision	Office Lean
52.040700	Business/Office Automation/Data Entry	Computer Programmer Computer Software Training
52.080100	Finance	Banking
52.080100	Finance (04 51 11 22)	Investment Class/Personal
52.100100	Human Resources Management/Personnel Admin.	SHRM (Codes 04041104)
52.150100	Reg code set 04 04 11 04 or Relicen code set 04 46 11 04	Real Estate
52.170100	Reg code set 04 04 11 04 or Relicen code set 04 46 11 04	Insurance
61.040000	Coaching Authorization (Use code set 04 44 11 04)	Coaching
61.050000	Court Ordered/Referred	CASA – Court Appointed Spec. Advocate. POULA (Public Offenders Under Legal Age)
61.080000	AARP Drivers Safety / Rec. Vehicle Safety	Driver Safety Program (AARP)
61.160000	Parenting Skills/Human Growth and Development	Foster Parent Skills

IV. Fiscal Year Non-Credit File Layouts

A. Data Submission Deadlines

Files / Reports	Due Dates
Non-Credit Student Information Files	On or before August 4, 2011
Electronic Course Catalog Files	On or before August 4, 2011

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

To ensure the Department of Education has received the file in its entirety, reporting officers must send in the summative information below, in addition to the unit record file. This information will act as a pseudo checksum.

Non-Credit Student Information File

Total number of Non-Credit Student Information records transmitted	
Total Non-Credit contact hours transmitted	
Point-in-time date	

Non-Credit Course Catalog File

Total Non-Credit Catalog Records transmitted	
Point-in-time date	

C. Non-Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not give their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes, Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Student Last Name	13-62	50	Legal last name of the student
E	Student First Name	63-112	50	Legal first name of the student
F	Student Middle Name or Middle Initial	113-162	50	Legal middle name or middle initial of the student
G	Birth Date	163-170	8	Date of birth in format CCYYMMDD (Ex: Sept 14, 1968 would be 19680914) Blank = No Response
H	Gender	171	1	0 = Unknown 1 = Male 2 = Female

C. Non-Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
I	Ethnicity	172	1	0 = Not reported 1= Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race 2 = Non-Hispanic
J	Race: American Indian or Alaskan Native	173	1	A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition 1 = Yes 0 = No
K	Race: Asian	174	1	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent 1 = Yes 0 = No
L	Race: Black or African American,	175	1	A person having origins in any of the black racial groups of Africa 1 = Yes 0 = No
M	Race: Native Hawaiian or Other Pacific Islander	176	1	This includes, for example, Philippine Islands and Samoa 1 = Yes 0 = No
N	Race: White	177	1	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East 1 = Yes 0 = No
O	Race: Not reported	178	1	1 = Yes: fields J-N = 0 0 = No: at least one field J-N = 1
P	Residency	179	1	Residence status at date of registration 0 = Unknown 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student
Q	CIP Number	180-187	8	First 8 digits including leading zeroes
R	Identification Code Set-Instructional Level	188-189	2	02 = Secondary 04 = Adult 05 = Combination of any above
S	Identification Code Set-Type - Program, course, Service, and/or Activity	190-191	2	04 = Career/ Vocational Training and Upgrading 40 = Adult Literacy Program 41 = Secondary Education (Non-Credit) 42 = Economic Development 43 = State or Federal Mandated 44 = State Recognized 45 = Court Ordered/Referred 46 = Recertification/Relicensure 48 = Community and Public Policy 49 = Family Development/and or Family Health 50 = Leisure/Recreational 51 = Adult Learning

C. Non-Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
T	Identification Code Set-Special Emphasis	192-193	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 41 = 260E 42 = 260E Apprentice 43 = 260F 44 = 260F Apprentice 45 = 260G 46 = 260G Apprentice 49 = Grow Iowa Values 260G (ACE) 50 = Grow Iowa Values 260F (Jobs Training Act) 52 = Grow Iowa Values 260C.1 (Voc/Tech Training) 53 = Grow Iowa Values 260F.9 (Job Retention) 54 = Grow Iowa Values (non-IDED apprenticeship) 55 = Grow Iowa Values (260E apprenticeship) 56 = Grow Iowa Values (260F apprenticeship) 57 = Grow Iowa Values (260G apprenticeship)
U	Identification Code Set-Object and Purpose	194-195	2	02 = Secondary – Career/Tech 04 = Non-Credit 22 = Not-Eligible
V	Course Number	196-220	25	Combination of alpha/numeric characters assigned by a college to a course.
W	Developmental Course	221	1	A course (credit and non-credit) designed to provide assistance (remedial instruction) to an individual so they can successfully complete the regular courses in their program of study. 1 = Yes 0 = No
X	Course Contact Hours	222-227	6	Use up to two decimal places as appropriate. (Examples: 001.25 or 100.50 or 001.00-include decimal point)
Y	Course Start Date	228-235	8	Date course started in format CCYYMMDD (Example: August 1, 2004 would be 20040801)
Z	Course End Date	236-243	8	Date course ended in format CCYYMMDD (Example: December 15, 2004 would be 20041215)
AA	Project / Program Code	244-253	10	Combination of alpha/numeric characters (260E code assigned by the college, 260F, 260G, and Grow Iowa Values Fund code IDED Contract Number) Economic Development, 260E/ 260F Project Code, 260G Program Code, Grow Iowa Values Fund
AB	Distance Learning	254	1	1 = the content of this course delivered entirely online (web-based, internet). 2 = the content of this course delivered through distance learning method over 50% of the course time but not entirely online ; e.g., 40% online, 20% DVD, 30% in class = 60% (40+20) distance learning. 0 = not a distance learning course
AC	Student's Permanent Address Zip Code	255-260	5	Use five characters for the student's permanent address zip code. Use 99999 if unknown.

D. Electronic Course Catalog File – Non-Credit

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Course Number	3-27	25	Combination of alpha/numeric characters assigned by a college to a course. Course number must be at least seven positions in length. If less than seven add zero to the end to total seven positions.
C	Course Name /Title	28-102	75	Combination of alpha/numeric characters assigned by a college to the course name/title.
D	Contact Hours	103-108	6	Use up to two decimal places as appropriate. (if variable use maximum value) (Examples: 001.25 or 100.50 or 001.00-include decimal point)

V. Fiscal Year 2011 Non-Credit Course Master
(Non-Credit Reporting Only)

CIP NUMBER	STATE TITLES	THIS CIP & CODE SET COMB. ONLY
01	AGRICULTURE	
01.010100	Agricultural Business	
01.020100	Agricultural Mechanization	
01.030200	Animal Production	
01.030400	Crop Production	
01.040100	Agricultural and Food Products Processing	
01.060100	Horticulture	
01.060500	Landscaping and Groundskeeping	
03	NATURAL RESOURCES AND CONSERVATION	
03.020100	Natural Resources	
09	COMMUNICATION STUDIES AND JOURNALISM	
09.010100	Communication Studies	
09.090200	Public Relations/Image Management	
10	COMMUNICATIONS/PUBLICATIONS	
10.010500	Communications	
10.030300	Prepress/Desktop Publishing/Digital	
10.030500	Graphic and Printing Equipment Operation	
10.030700	Printing Press Operation	
11	COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES	
11.050100	Computer Systems Analysis	
11.090100	Computer Systems Networking and Telecommunications	
12	PERSONAL AND CULINARY SERVICES	
12.030100	Funeral / Mortuary Science	
12.040100	Cosmetology	
12.050000	Cooking and Related Culinary Arts	
12.050600	Meat Cutting	
12.999900	Gaming and Sports Officiating	
13	EDUCATION	
13.010100	Education	
15	ENGINEERING	
15.010100	Architectural Engineering	
15.020100	Civil Engineering	
15.030300	Electrical, Electronic and Communications Engineering	
15.040400	Instrumentation	
15.050300	Energy Systems Engineering	
15.050500	Solar Energy Engineering	
15.050600	Water Quality, Wastewater, and Recycling	
15.050700	Environmental Engineering	
15.050800	Hazardous Materials and Waste (Not State Course)	
15.061200	Industrial Services and Support	
15.070000	Quality Control (Deleted FY'05)	
15.070100	Occupational Safety and Health	
15.070200	Quality Control	

NON-CREDIT COURSE MASTER, Continued

CIP NUMBER	STATE TITLES	THIS CIP & CODE SET COMB.ONLY
15.110300	Hydraulics and Fluid Power	
15.130600	Mechanical Drafting/CAD/CADD	
15.150100	Engineering Related	
16	FOREIGN LANGUAGES/LITERATURES/LINGUISTICS	
16.010100	Foreign Language	
16.160300	Sign Language Interpretation/Translation	
19	FAMILY AND CONSUMER SCIENCES/HUMAN SCIENCES	
19.000000	Family and Consumer Sciences	
19.010100	Family and Human Development	
19.029900	Family and Consumer Sciences/Human Sciences Related	
19.050500	Food Service Systems	
19.060500	Home Furnishings and Equipment	
19.070600	Child Development	
19.070900	Child Care Provider / Assistant	
19.090100	Apparel and Textiles	
22	LEGAL	
22.030100	Legal Assistant/Secretary	
22.999900	Legal Professions and Studies Related	
24	LIBERAL ARTS AND SCIENCE/GENERAL STUDIES/HUMANITIES	
24.010100	Liberal Arts and Sciences/Liberal Studies	
24.010200	General Studies	
32	ADULT LITERACY PROGRAM	
32.010100	ABE Corrections – Juvenile Corrections – Adult	04 40 11 04 02 40 30 22 04 40 30 22
32.010500	Job Seeking/Changing	
32.010900	English Literacy (ELL/ESL)	04 40 11 04
32.010910	English Literacy (ELL/ESL) – Citizenship	04 40 11 04
32.019900	Community Rehabilitation Program (Sheltered Workshops)	04 40 11 04
36	LEISURE AND RECREATIONAL ACTIVITIES	
36.010100	Leisure and Recreational	04 50 11 22
36.010800	Sports Officiating / Refereeing	
41	SCIENTIFIC	
41.010100	Biologist Support	
41.030100	Chemical And Biochemical Support	
43	SECURITY AND PROTECTIVE SERVICES	
43.010700	Criminal Justice/Police Science	
43.011200	Security Services – Homeland/Terrorism	
43.020100	Fire Protection and Safety	
43.020300	Fire Science/Firefighting	
43.999900	Security and Protective Services Related	
44	PUBLIC ADMINISTRATION AND SOCIAL SERVICE	
44.050100	Public and Community Policy	04 48 11 04
44.070102	Social Work Management	

NON-CREDIT COURSE MASTER, Continued

CIP NUMBER	STATE TITLES	THIS CIP & CODE SET COMB. ONLY
44.999900	Public Administration and Social Services Related	
46	CONSTRUCTION TRADES	
46.010100	Masonry	
46.020100	Carpentry	
46.030100	Electrical and Power Transmission	
46.030200	Electricial	
46.040100	Property/Building Maintenance	
46.040300	Building/Construction Inspection	
46.040400	Insulation and Drywall Installation	
46.040600	Glazier	
46.040800	Painting and Decorating	
46.041000	Roofer	
46.041100	Metal Building Assembly	
46.049900	Building/Construction Finishing, Management, and Inspection	
46.050200	Pipe and Sprinkler Fitter	
46.999900	Construction Related	
47	MECHANICS, INSTALLIZATION, AND REPAIR/SERVICE	
47.010100	Electrical/Electronics Equipment	
47.010300	Communications Systems	
47.010500	Industrial Electronics	
47.020100	Heating, Air Conditioning, Ventilation, and Refrigeration	
47.030200	Heavy Equipment	
47.030300	Industrial Equipment	
47.060300	Automotive Collision	
47.060400	Automotive Mechanics	
47.060500	Diesel Mechanics	
47.060600	Small Engine Mechanics	
47.999900	Mechanics Related	
48	PRECISION PRODUCTION	
48.030300	Upholstery	
48.050100	Machinist	
48.050600	Sheet Metal	
48.050700	Tool and Die	
48.050800	Welding	
48.059900	Precision Machining	
48.070100	Woodworking	
48.070400	Plastic Mold Design (Deleted FY'06)	
48.990000	Plastic Mold Design	
49	TRANSPORTATION AND MATERIALS MOVING	
49.010200	Aviation Pilot	
49.010400	Aviation Operations	
49.020200	Construction/Heavy Equipment/Earthmoving Equipment	
49.020500	Truck, Bus, and Commercial Vehicle	
49.029900	Ground Transportation	

NON-CREDIT COURSE MASTER, Continued

CIP NUMBER	STATE TITLES	THIS CIP & CODE SET COMB. ONLY
49.999900	Transportation and Materials Moving Related	
50	VISUAL AND PERFORMING ARTS	
50.010100	Visual and Performing Arts	
50.040600	Commercial Photography	
51	HEALTH PROFESSIONS AND RELATED CLINICAL SCIENCES	
51.069900	Dental Services and Allied Professions	
51.070200	Hospital and Health Facilities Administration	
51.079900	Health and Medical Administrative Services	
51.080100	Medical/Clinical Assistant	
51.080800	Animal Health	
51.089900	CPR and First Aid	
51.090400	Emergency Medical Services Continuing Education	
51.090410	First Responder	
51.090420	Emergency Medical Technician – Basic	
51.090430	Emergency Medical Technician – Intermediate	
51.090441	Emergency Medical Technician – Paramedic	
51.090462	Paramedic Specialist	
51.099900	Allied Health Diagnostic, Intervention, and Treatment (Occup. Ther., Phar. Asst., Rad. Ther., Phleb., Clin/Med. Lab. Tech., Limited Pract. Radio.)	
51.120100	Medicine (MD)	
51.150100	Substance Abuse/Addiction	
51.150300	Medical Social Work	
51.159900	Mental, Social, and Allied Health Services	
51.161400	Nursing Assistant (Cert. Nursing Asst., Health Aid/Attendant/Orderly, Feeder Aid)	
51.169900	Nursing and Health Care Provider (Nurse Adm., LPN, Public Health Nurse, AND,)	
51.230800	Physical Therapy	
51.239900	Rehabilitation and Therapy (Therapeutic Professional, Massage Therapy)	
51.240100	Veterinary Medicine (DVM)	
51.260200	Home Health Aide (includes 75 Hr. Health Aid)	
51.260300	Medication Aide	
51.269900	Medication Manager	
51.310100	Parental Nutrition	
52	BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES	
52.020100	Business Administration	
52.020300	Logistics and Materials Operations	
52.020400	Office Supervision	
52.020500	Operations Supervision	
52.020600	Non-Profit/Public/Organizational	
52.030100	Accounting	
52.040100	Administrative Assistant/Secretarial	
52.040700	Business/Office Automation/Data Entry	
52.070100	Entrepreneurship	
52.080100	Finance	
52.090300	Tourism and Travel Services	

NON-CREDIT COURSE MASTER, Continued

CIP NUMBER	STATE TITLES	THIS CIP & CODE SET COMB. ONLY
52	BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES (Software), Continued	
52.100100	Human Resources Management/Personnel Administration	
52.120100	Management Information Systems	
52.140100	Marketing	
52.150100	Real Estate	
52.160100	Taxation	
52.170100	Insurance	
52.180100	Sales, Distribution, and Marketing	
52.190800	Personal Financial Services	
53	HIGH SCHOOL/SECONDARY PROGRAMS, DIPLOMAS AND CERTIFICATES	
53.010100	Secondary High School's Diploma Courses	02 41 11 22
53.010500	Adult High School Diploma	04 41 11 04
53.019900	Alternative High School	02 41 11 22
53.020100	General Educational Development (GED)	04 40 11 04
	Corrections – Juvenile	02 40 30 22
	Corrections – Adult	04 40 30 22
61	STATE OR FEDERAL MANDATED, STATE RECOGNIZED, & COURT ORDERED/REFERRED	
61.040000	Coaching Authorization	04 44 11 04
61.050000	Court Ordered/Referred	04 45 11 04
61.060000	Iowa Course for Drivers Improvement (DIP)	04 44 11 04
61.070000	Drivers Education Sec. Districts Not Reporting	04 44 11 04
61.070000	Drivers Education Sec. Districts Reporting	02 44 11 22
61.080000	AARP Driver Safety Program (55 Alive) & Recreational Vehicle Safety (RV)	04 44 11 04
61.090000	Iowa Course for Drinking Drivers (DUI)	04 43 11 04
61.100000	Environmental Auditor	04 43 11 04
61.110000	Hazardous Material – State Recognized Course	04 44 11 04
61.120000	Hunter Safety and Ethics	04 44 11 04
61.130000	Mine Safety and Health Administration (MSHA)	04 44 11 04
61.140000	Motorcycle Rider	04 44 11 04
61.150000	Motorized Bicycle (Moped)	04 44 11 04
61.160000	Parenting Skills/Human Growth And Development	04 43 11 04
61.170000	Reserve Peace Officer Training	04 43 11 04
61.180000	School Bus Driver, (Include 3 hr. in-service)	04 44 11 04
61.190000	Snowmobile Safety	04 44 11 04
61.200000	Child/Dependent Adult Abuse Mandatory Reporting	04 43 11 04
61.210000	All-Terrain Vehicle	04 44 11 04
61.220000	Water Craft/Jet Ski	04 44 11 04
61.230000	Used Motor Vehicle Dealer Education	04 43 11 04
–	RELATED COLLEGE ACTIVITIES (Do NOT report)	
62.300000	Community Service	04 71 70 22
62.310000	Conferences/Special Events/Meetings	04 72 70 22
Subj. Spec.	College Staff Development/In-Service	04 73 70 22
Subj. Spec.	Testing	04 74 70 22

****NOTE: CONTACT THE DEPARTMENT OF EDUCATION BEFORE USING CIP NUMBER(S) OR IDENTIFICATION CODE SETS THAT ARE NOT LISTED ON THE NON-CREDIT COURSE MASTER**

VI. Fiscal Year Non-Credit Program Master

ONLY PROGRAMS /CODESET COMBINATIONS USED DURING FISCAL YEAR 2009 CAN BE FOUND IN THIS TABLE

CIP NUMBER	STATE TITLES	ITSO 1	ITSO 2	ITSO 3	ITSO 4	ITSO 5	ITSO 6	ITSO 7	ITSO 8	ITSO 9
01	AGRICULTURE									
01010100	Agricultural Business	04 04 11 04	04 42 43 04	04 42 41 22						
01020100	Agricultural Mechanization	04 04 11 04	04 42 43 04							
01030200	Animal Production	04 04 11 04	04 42 41 22	04 42 43 04						
01030400	Crop Production	04 04 11 04	04 42 43 04	04 42 41 22						
01040100	Agricultural And Food Products Processing	04 04 11 04								
01060100	Horticultural	04 04 11 04								
01060500	Landscaping And Grounds Keeping	04 04 11 04								
03	NATURAL RESOURCES AND CONSERVATION									
03020100	Natural Resources	04 04 11 04	04 51 11 22							
09	COMMUNICATION STUDIES AND JOURNALISM									
09010100	Communications Studies	04 04 11 04	04 51 11 22	04 42 41 22	04 42 43 04					
09090200	Public Relations/Image Management	04 04 11 04	04 42 43 04							
10	COMMUNICATION STUDIES AND JOURNALISM									
10010500	Communications	04 04 11 04	04 51 11 22							
10030300	Prepress/Desktop Publishing/Digital	04 04 11 04	04 42 43 04							
11	COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES									
11050100	Computer Systems Analysis	04 04 11 04								
11090100	Computer Systems Networking & Telecommunication	04 04 11 04	04 42 41 22							
12	PERSONAL AND CULINARY SERVICES									
12030100	Funeral/Mortuary Sciences	04 04 11 04								
12040100	Cosmetology	04 46 11 04	04 04 11 04	04 43 11 04						
12050000	Cooking And Related Culinary Arts	04 04 11 04	04 51 11 22							
12050600	Meat Cutting	04 04 11 04								

VI. Fiscal Year Non-Credit Course Master (Non-Credit Reporting Only), continued

13	EDUCATION									
13010100	Education	04 04 11 04	04 42 41 22	04 49 11 22	04 46 11 04					
15	ENGINEERING									
15020100	Civil Engineering	04 04 11 04	04 46 11 04							
15030300	Electrical, Electronics And Comm. Engineering	04 42 41 22	04 42 43 04	04 04 11 04	04 42 50 04					
15040400	Instrumentation	04 04 11 04								
15050300	Energy Systems Engineering	04 04 11 04								
15050600	Water Quality, Wastewater Treatment, And Recycling	04 46 11 04	04 04 11 04	04 51 11 22						
15050700	Environmental Engineering	04 04 11 04	04 44 11 04	04 51 11 22						
15050800	Hazardous Materials And Waste (Not State Course)	04 04 11 04	04 42 41 22	04 46 11 04	04 42 50 04					
15061200	Industrial Services And Support	04 42 41 22	04 42 43 04	04 04 11 04						
15070100	Occupational Safety And Health	04 04 11 04	04 46 11 04	04 42 41 22	04 42 43 04	04 42 50 04	04 04 11 22			
15070200	Quality Control	04 04 11 04	04 42 41 22	04 42 43 04						
15110300	Hydraulics And Fluid Power	04 42 41 22	04 42 43 04	04 42 44 04						
15130600	Mechanical Drafting/Cad/Cadd	04 42 41 22	04 04 11 04	04 42 43 04	04 42 50 04					
15150100	Engineering Related	04 04 11 04	04 42 43 04	04 42 44 04						
16	FOREIGN LANGUAGES/LITERATURES/LINGUISTICS									
16010100	Foreign Language And Literature	04 04 11 04	04 51 11 22	04 04 11 22	04 42 43 04					
16160300	Sign Language Interpretation/Translation	04 04 11 04								
19	FAMILY AND CONSUMER SCIENCES/HUMAN SCIENCES									
19010100	Family And Human Development	04 49 11 04	04 04 11 04	04 49 11 22	05 49 11 22	04 51 11 22				
19029900	Family & Consumer Sciences/ Human Sciences, Other	04 04 11 04								
19050500	Food Service Systems	04 04 11 04								
19060100	Housing & Human Environment	04 49 11 04								
19070600	Child Development	01 49 11 22	04 04 11 04	04 49 11 04						

VI. Fiscal Year Non-Credit Course Master (Non-Credit Reporting Only), continued

19	FAMILY AND CONSUMER SCIENCES/HUMAN SCIENCES									
19070900	Child Care Provider	04 04 11 04	04 43 11 04	04 51 11 22	04 46 11 04					
22	LEGAL									
22030100	Legal Assistant/Secretary	04 04 11 04								
22999900	Legal Professions And Studies Related	04 04 11 04	04 51 11 22							
24	LIBERAL ARTS AND SCIENCE/GENERAL STUDIES/HUMANITIES									
24010100	Arts And Sciences/Liberal Studies	04 04 11 04	04 51 11 22							
24010200	General Studies	04 04 11 04	04 51 11 22	04 42 44 04						
32	ADULT LITERACY PROGRAM									
32010100	Abe Basic Skills	04 40 11 04	04 40 30 22	02 40 11 04	02 40 30 22					
32010500	Job Seeking/Changing	04 04 11 04	04 40 11 04							
32010900	Abe-Eel/Esl	04 40 11 04	02 40 30 22	04 40 30 22						
32010910	Abe-El/Esl Citizenship	04 40 11 04								
32019900	Comm. Rehab. Pgm. Shelt. Wrk	04 40 11 04								
36	LEISURE AND RECREATIONAL ACTIVITIES									
36010100	Leisure And Recreational	04 50 11 22								
41	SCIENTIFIC									
41010100	Biologist Support	04 04 11 04	04 42 41 22							
41030100	Chemical And Biochemical Support	04 42 41 22								
43	SECURITY AND PROTECTIVE SERVICES									
43010700	Criminal Justice/Police Science	04 04 11 04								
43011200	Security Services - Homeland/Terrorism	04 04 11 04	04 04 30 22							
43011500	Homeland Security And Terrorism-(Dele. 06)	04 04 11 04								
43020100	Fire Protection And Safety	04 04 11 04	04 42 43 04							
43020300	Fire Science/Firefighting	04 04 11 04	04 46 11 04							
43999900	Security And Protective Services Related	04 04 11 04								

VI. Fiscal Year Non-Credit Course Master (Non-Credit Reporting Only), continued

44		PUBLIC ADMINISTRATION AND SOCIAL SERVICE								
44050100	Public And Community Policy	04 48 11 04								
44999900	Public Administration And Social Services Related	04 04 11 04								
46		CONSTRUCTION TRADES								
46010100	Masonry	04 04 11 04	04 42 44 04	04 42 45 04						
46020100	Carpentry	04 42 54 04	04 42 44 04	04 04 11 04						
46030100	Electrical And Power Transmission	04 42 44 04								
46030200	Electrical	04 04 11 04	04 42 41 22	04 46 11 04	04 04 11 22	04 42 43 04	04 04 04 04	04 42 50 04	04 42 44 04	04 42 56 04
46040100	Property/Building Maintenance	04 04 11 04								
46040300	Building/Construction Inspection	04 04 11 04								
46040400	Insulation/Drywall Installation	04 42 43 04	04 42 44 04	04 42 45 04						
46040600	Glazier	04 42 44 04								
46040800	Painting And Decorating	04 42 44 04	04 42 56 04							
46041000	Roofer	04 42 43 04	04 04 11 04							
46041100	Metal Building Assembly	04 04 11 04	04 42 44 04							
46049900	Building/Constru. Finishing, Mgt., And Inspection	04 04 11 04								
46050200	Pipe And Sprinkler Fitter	04 04 11 04	04 42 44 04	04 46 11 04	04 42 56 04					
46999900	Construction Related	04 04 11 04	04 51 11 22	04 42 43 04	04 42 50 04	04 42 44 04				
47		MECHANICS, INSTALLIZATION, AND REPAIR/SERVICE								
47010100	Electrical/Electronics Equipment	04 04 11 04	04 42 43 04	04 42 41 22	04 42 50 04	04 42 44 04				
47010300	Communications Systems	04 04 11 04								
47010500	Industrial Electronics	04 04 11 04	04 42 41 22	04 42 43 04						
47020100	Heating/Ac/Ventilation/Refrig. Maintenance	04 04 11 04	04 42 54 04	04 42 43 04	04 42 50 04	04 42 53 04	04 42 41 22	04 42 44 04	04 46 11 04	04 42 56 04
47030200	Heavy Equipment Maintenance	04 04 11 04								
47030300	Industrial Equipment Maintenance	04 42 41 22	04 42 43 04	04 42 50 04	04 04 11 04	04 42 44 04				
47060300	Automotive Collision	04 42 41 22	04 04 11 04							
47060400	Automotive Mechanics	04 42 43 04	04 04 11 04	04 44 11 04	04 46 11 04	04 42 41 22				

VI. Fiscal Year Non-Credit Course Master (Non-Credit Reporting Only), continued

47										
MECHANICS, INSTALLIZATION, AND REPAIR/SERVICE (continued)										
47060500	Diesel Mechanics	04 04 11 04								
47060600	Small Engine Mechanic	04 04 11 04								
47999900	Mechanics Related	04 42 41 22	04 42 43 04	04 42 50 04	04 04 11 04	04 42 44 04				
48										
PRECISION PRODUCTION										
48030300	Upholstery	04 04 11 22								
48050100	Machinist	04 42 43 04	04 42 41 22	04 42 52 04	04 42 56 04	04 42 50 04	04 04 11 04	04 42 44 04		
48050600	Sheet Metal	04 42 43 04	04 42 44 04	04 42 56 04						
48050700	Tool And Die	04 04 11 04	04 42 41 22	04 42 50 04	04 42 43 04	04 42 44 04				
48050800	Welding	04 04 11 04	04 42 43 04	04 42 41 22	04 42 50 04	04 42 44 04	04 51 11 22			
48059900	Precision Machining	04 42 43 04	04 04 11 04	04 42 41 22						
49										
TRANSPORTATION AND MATERIALS MOVING										
49020200	Construction/Earthmoving/Heavy Equipment	04 04 11 04	04 42 44 04							
49020500	Truck, Bus, And Commercial Vehicle Operation	04 04 11 04	04 42 41 22	04 42 43 04	04 42 50 04	04 42 45 04				
49029900	Grounds Transportation	04 04 11 04	04 42 43 04	04 42 50 04						
49999900	Transportation And Materials Moving Related	04 04 11 04	04 42 41 22	04 42 43 04	04 42 50 04					
50										
VISUAL AND PERFORMING ARTS										
50010100	Visual And Performing Arts	04 04 11 04	04 51 11 22							
50040600	Commercial Photography	04 04 11 04	04 51 11 22							
51										
HEALTH PROFESSIONS AND RELATED CLINICAL SCIENCES										
51069900	Dental Services And Allied Professions	04 46 11 04	04 04 11 04	04 44 11 04						
51070200	Hospital And Health Facilities Administration	04 04 11 04								
51079900	Health And Medical Administrative Services	04 04 11 04	04 51 11 22							
51080100	Medical/Clinical Assistant	04 04 11 04								
51080800	Veterinary/Animal Health Assistant	04 04 11 04								
51089900	CPR And First Aid	04 04 11 04	04 04 11 22	04 42 41 22	04 42 43 04	04 51 11 22	04 42 50 04	04 46 11 04		

VI. Fiscal Year Non-Credit Course Master (Non-Credit Reporting Only), continued

51	HEALTH PROFESSIONS AND RELATED CLINICAL SCIENCES (continued)									
51090400	Emergency Medical Services Continuing Education	04 04 11 04	04 46 11 04							
51090410	First Responder	04 04 11 04	04 46 11 04							
51090420	Emergency Medical Technician - Basic	04 04 11 04								
51090430	Emergency Medical Technician - Inter – Certificate	04 04 11 04								
51090441	Emergency Medical Technician Paramedic – Diploma	04 04 11 04								
51090462	Paramedic Specialist	04 04 11 04								
51099900	Allied Health Diagnostic, Intervention & Treatment	04 04 11 04	04 51 11 22	04 46 11 04						
51120100	Medicine (MD)	04 04 11 04	04 04 11 22							
51150100	Substance Abuse/Addiction	04 04 11 04								
51150300	Medical Social Work	04 04 11 04								
51159900	Mental, Social, And Allied Health Services	04 49 11 04	04 04 11 04	04 42 50 04						
51161400	Nursing Assistant (Cert, Health Aid, Ord, Feeder)	04 04 11 04	04 51 11 22							
51169900	Nursing & Health Care Provider (Adn,Lpn,Adm.Publ.)	04 04 11 04	04 04 11 22	04 46 11 04	04 43 11 04	04 51 11 22				
51230800	Physical Therapy	04 04 11 04								
51239900	Rehabilitation And Therapy (Phy.Ther.,Ther.Pro)	04 04 11 04	04 46 11 04							
51240100	Veterinary Medicine (Dvm)	04 04 11 04								
51260200	Home Health Attendant	04 04 11 04								
51260300	Medication Aide	04 04 11 04								
51269900	Medication Manager	04 04 11 04								
51310100	Parental Nutrition	04 04 11 04								
51350101	Massage Therapy Technician	04 04 11 04								

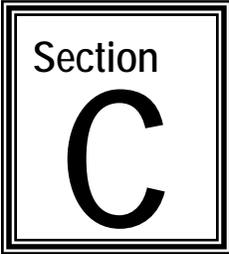
VI. Fiscal Year Non-Credit Course Master (Non-Credit Reporting Only), continued

52	BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES									
52020100	Business Administration	04 04 11 04	04 04 11 22	04 42 41 22	04 42 43 04	04 42 50 04	04 51 11 22			
52020300	Logistics And Materials Operations	04 04 11 04	04 42 41 22	04 42 43 04	04 42 50 04	04 42 45 04				
52020400	Office Supervision	04 42 41 22	04 42 43 04	04 04 11 04	04 42 50 04					
52020500	Operations Supervision	04 42 41 22	04 42 43 04	04 04 11 04						
52020600	Non Profit/Public/Organizational	04 04 11 04								
52030100	Accounting	04 04 11 04	04 42 41 22	04 42 43 04						
52040100	Administrative Assistant/Secretarial	04 04 11 04								
52040700	Business/Office Automation/Data Entry	04 04 11 04	04 04 11 22	04 42 41 22	04 42 43 04	04 51 11 22	04 42 50 04			
52070100	Entrepreneurship	04 04 11 04	04 42 43 04	04 44 11 04						
52080100	Finance	04 04 11 04	04 51 11 22	04 42 43 04						
52090300	Tourism And Travel Services	04 04 11 04								
52100100	Human Resources Management/Personnel Admin.	04 04 11 04	04 42 41 22	04 42 43 04	04 42 50 04	04 51 11 22				
52120100	Management Information Systems	04 04 11 04								
52140100	Marketing	04 04 11 04	04 42 41 22							
52150100	Real Estate	04 04 11 04	04 46 11 04							
52160100	Taxation	04 04 11 04								
52170100	Insurance	04 46 11 04	04 04 11 04							
52180100	Sales, Distribution, And Marketing	04 42 41 22	04 42 50 04	04 04 11 04	04 51 11 22	04 42 43 04				
52190800	Personal Financial Services	04 04 11 04								
53	HIGH SCHOOL/SECONDARY PROGRAMS, DIPLOMAS AND CERTIFICATES									
53010100	Secondary High School Diploma Courses	02 41 11 22								
53010500	Adult High School Diploma	04 41 11 04								
53019900	Alternative High School	02 41 11 22								
53020100	General Education Development	04 40 11 04	04 40 30 22	02 40 30 22	04 04 30 22					

VI. Fiscal Year Non-Credit Course Master (Non-Credit Reporting Only), continued

59	Secondary Jointly Administered									
59000000	Secondary Jointly Administered Preparatory Sum.	02 22 11 22								
61	STATE OR FEDERAL MANDATED, STATE RECOGNIZED, & COURT ORDERED/REFERRED									
61040000	Coaching Authorization	04 44 11 04	04 46 11 04							
61050000	Court Ordered/Referred	04 45 11 04								
61060000	Iowa Course For Drivers Improvement (Dip)	04 44 11 04								
61070000	Drivers Education	02 44 11 22	04 44 11 04	04 44 11 22						
61080000	Aarp Driver (55 Alive) And Recreation Veh Safety	04 44 11 04								
61090000	Iowa Course For Drinking Drivers (Dui)	04 43 11 04								
61110000	Hazardous Material - State Recognized Course	04 44 11 04								
61120000	Hunter Safety And Ethics	04 44 11 04								
61130000	Mine Safety And Health Admin. (Msha)	04 44 11 04								
61140000	Motorcycle Rider	04 44 11 04								
61150000	Motorized Bicycle (Moped)	04 44 11 04								
61160000	Parenting Skills/Human Growth And Dev.	04 43 11 04								
61170000	Reserved Peace Officer Training	04 43 11 04								
61180000	School Bus Driver	04 44 11 04								
61190000	Snowmobile Safety	04 44 11 04								
61200000	Child/Dependent Adult Abuse Mandatory Report	04 43 11 04								
61220000	Water Craft/Jet Ski	04 44 11 04								
61230000	Used Motor Vehicle Dealers	04 43 11 04								

Secondary Jointly Administered Reporting



Secondary Jointly Administered Courses/Programs CIP Numbers and Code Sets - Summary

Courses offered to high school students for postsecondary credit must be reported in the credit section of this manual. This section will outline a summary report to identify those classes the Community Colleges and School Districts administer jointly but are only available to be awarded credit through the secondary institution. These are not Postsecondary Option Enrollment (PSEO) students.

Summary File

<u>Secondary Jointly Administered</u>	<u>CIP</u>	<u>Code Set</u>
Arts and Science	24.01010000	02 29 11 22
Career and Technical Education	Occupational Specific	02 22 11 22

An Excel file is to be reported separate from the MIS submission. The file should contain five columns: *College Number* (e.g., 01), *Course Title*, *Number of Teachers*, *Number of Students*, *High School Number*. For the *High School Number*, use either the Iowa High School Code or ACT codes. Iowa High School Code Sets include the combination of the District Code and School Code. See Appendix B for the list of current codes.

Send files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

Fiscal Year Human Resources Reporting

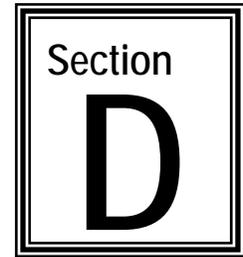


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I. General Instructions and statements

The Department of Education has the responsibility to ensure community college instructors meet the minimum standards outlined by code. The Human Resources data collection provides a base of data to meet that responsibility.

The Department of Education MIS team has met with community college human resources staff to update and refine human resources data collection. Human Resources should be based on a fiscal year, July 1st to June 30th.

Report all data requested for employees: Administrative (510), Credit Instructional (520), Full-Time Non-Credit Instructional (525), Professional (530), Secretarial and Clerical (540), and Service Staff (550) in the Human Resource Files (Employee File and Employee Position File). The Employee Position Codes and Employee Assignment Codes are included in this section of the manual. Student employees are to be reported under the position code, which reflects the type of work. Do not report federal or state work-study students.

Whenever required, the Department of Education will report the number of Half-Time Instructional employees based on the number of credit hours taught during the fiscal year. Please refer to the definition of Half-Time Instructional in the Data Dictionary.

A. Employee Position Codes

Administrative (510)

Chief executive officer and the cabinet and/or administrative team.

Examples:

Chancellor	Vice President	Director
President	Executive officer	Dean

Instructional, Credit (520)

Personnel involved in direct instructional (for credit course) contact with students, including counselors, librarians, and tutors, if the principal activity (50% or more their time) is instructional. NOTE: Do not include non-credit instructors who only teach non-credit courses, but include credit instructors who teach non-credit courses.

Examples:

Assistant Professor	Assistant Dean	Lecturer
Associate Professor	Assistant Director	Professor
Counselor	Associate Dean	Department Head
Instructor	Associate Director	Executive Officer

Instructional, Full-Time Non Credit (525)

Personnel involved in full-time direct instructional (for non-credit course) contact with students. NOTE: Do not include non-credit instructors who teach non-credit courses less than full-time.

Professional Staff (530)

Persons employed for the primary purpose of performing academic support, student services, and institutional support activities. Includes all data processing staff (non-data entry), media support staff, and business office personnel. NOTE: This category includes all professional staff not elsewhere classified.

Examples:

Accountant	Dietitian	Psychologist
Assistant Dean/Director	Drafters	Purchasing Agent
Associate Dean/Director	Engineering Aide	Radio Operator
Coaches	Institutional Research and Planning	Scientific Lab Assistant
Computer Programmers/Operators	Junior Engineer	Social Worker
Controller	Mathematical Aide	Systems Analyst
Coordinator	Nurse	Technical Illustrator
Department Head/Chairperson	Photographer	Technician
Development Officers	Project Managers	

Secretarial and Clerical (540)

Persons whose assignments are typically associated with clerical activities and/or specifically secretarial in nature. Include personnel who are responsible for internal and external communications, recording and retrieving data (other than computer programmers), and/or information and other paperwork required in an office.

Examples:

Administrative Assistant	Library Clerk	Sales Clerk
Bookkeeper	Office Machine Operator	Statistical Clerk
Clerk-typist	Payroll Clerk	Stenographer

Service Staff (550)

Include maintenance and repair staff, machine operators, vehicle drivers, and security.

Examples:

Bus Driver	Electrician	Refuse Collector
Cafeteria/Restaurant Worker	Garage Laborer	Repairer
Carpenter	Gardener	Security Officer
Chauffeur	Groundskeeper	Stationary Engineer
Compositor	Laundry/Dry Cleaning Operative	Truck Driver
Construction Laborer	Machinist	
Custodian	Mechanic	

II. Fiscal Year Human Resources File Layouts

A. Data Submission Deadlines

Files / Reports	Due Dates
Human Resources Employee Files	On or before August 4, 2011
Human Resources Position Files	On or before August 4, 2011

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

To ensure the Department of Education has received the file in its entirety, reporting officers must send in the summative information below, in addition to the unit record file. This information will act as a pseudo checksum.

Fiscal Year Human Resource Employee File

Total number of Human Resources Employee records transmitted	
Total Arts and Sciences credit hours	
Total Career & Technical credit hours	
Point-in-time date	

Fiscal Year Human Resource Position File

Total number of Human Resources Position records transmitted	
Total Base Salary amount transmitted	
Total Compensation amount transmitted	
Point-in-time date	

Report data elements for staff: Administrative (510), Instructional (520), Full-Time Non-Credit Instructional (525), Professional (530), Secretarial and Clerical (540), and Service Staff (550). NOTE: Instructional (520) does not include instructors who only teach non-credit courses, and Instructional 525 includes only full-time non-credit instructors.

C. Fiscal Year Human Resources Employee File

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Employee social security number include leading zeros
C	Last Name	12-36	25	Employee Last Name
D	First Name	37-51	15	Employee First Name
E	Middle Initial	52	1	Employee Middle Initial
F	Birth Date	53-60	8	Date of birth in format CCYYMMDD (Example: May 1, 1950 would be 19500501)
G	Ethnicity	61	1	0 = Not reported 1= Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race 2 = Non-Hispanic

C. Fiscal Year Human Resources Employee File

Field	Data Element	Pos.	Len.	Field Description
H	Race: American Indian or Alaskan Native, a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition.	62	1	1 = Yes 0 = No
I	Race: Asian, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent	63	1	1 = Yes 0 = No
J	Race: Black or African American, a person having origins in any of the black racial groups of Africa	64	1	1 = Yes 0 = No
K	Race: Native Hawaiian or Other Pacific Islander. This includes, for example, Philippine Islands and Samoa.	65	1	1 = Yes 0 = No
L	Race: White, a person having origins in any of the original peoples of Europe, North Africa, or the Middle East	66	1	1 = Yes 0 = No
M	Race: Not reported	67	1	1 = Yes: fields J-N = 0 0 = No: at least one field J-N = 1
N	Gender	68	1	0 = Unknown 1 = Male 2 = Female
Complete the following fields for Administrative Positions (510) and All Instructional Positions (520).				
O	Highest Educational Achievement/Award	69	1	1 = Doctorate 2 = Education Specialist 3 = Master's Degree 4 = Bachelor's Degree 5 = Associate Degree 6 = Diploma 7 = Certificate 8 = High School Diploma/GED 9 = Less than High School Diploma/GED
P	Experience in Technical Field	70	1	Career and Technical Instructor who meets the 6,000 hours of recent, relevant work experience minimum standard for Instruction in lieu of a Bachelor's degree: 0 = Not Applicable 1 = Meets Minimum Standard 2 = Working Towards Minimum Standard 3 = Does Not Meet Minimum Standard

C. Fiscal Year Human Resources Employee File

Field	Data Element	Pos.	Len.	Field Description
Q	Registered, Certified or Licensed	71	1	Does the instructor hold state certification or license for the occupational area in which the instructor is teaching? (Example: Nursing Instructor is certified to be a Nurse) 0 = No 1 = Yes 2 = Not Applicable
R	Arts & Science Credit Hours	72-76	5(2dec)	Total credit hours taught during the year. (Example: 05.00 or 35.25 or 84.75-include decimal point)
S	Career & Technical Credit Hours	77-81	5(2dec)	Total credit hours taught during the year. (Example: 05.00 or 35.25 or 84.75-include decimal point)

Report data elements for staff: Administrative (510), Instructional (520), Professional (530), Secretarial and Clerical (540), and Service Staff (550). NOTE: Instructional (520) does not include instructors who only teach non-credit courses, and Instructional (525) only include Full-Time Non-Credit instructors. Note: Data elements with asterisk (*) are required for all instructional (520 and 525) positions.

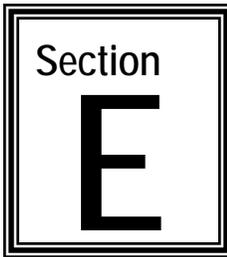
D. Fiscal Year Human Resources Position File

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	The two character District Number (01 through 16)
B	Social Security Number	3-11	9	Employee social security number include leading zeros
C	Position Code	12-14	3	510=Administrative 520=Instructional 525=Full-Time Non-Credit Instructional 530=Professional Staff 540=Secretarial and Clerical 550=Service Staff
D	**Employment Type	15	1	1 = Full-Time (Regular/Permanent) 2 = Part-Time (Regular/Permanent) 3 = Temporary/Seasonal 4 = Adjunct Faculty Instructor
E	Position Total Compensation	16-21	6	Indicate total amount earned by this individual in this position for the Fiscal Year, excluding benefits. Round to nearest whole dollar.
F	*Base Position Salary	22-27	6	Indicate total amount of salary, 9 months teaching/instructional only. Round to nearest whole dollar and adjust to 9 months.
G	*Days in 2 Semester Teaching/Instructional Contract	28-30	3	Total number of days in a 9-month teaching/instructional contract. (Example: 173 service days/160 instructional days)

**Classifies the staff according to the type of employment, relating to amount of time and/or when employed, as defined by the institution. The classifications and MIS codes are:

- 1 - Full-time – individuals that according to the college's definition are classified as a full-time employee and Full-Time Faculty = non-administrative instructors who are classified as full-time employees as defined in the college's collective bargaining agreement or written policy;

- 2 - Part-time – individuals that according to the college's definition are employed less than full-time and Part-Time Faculty = non-administrative instructors who are classified as less than full-time as defined in the college's bargaining agreement or written policy;
- 3 - Temporary/Seasonal - individuals who are employed, full or part-time, by the college for short-time periods for specific purposes and Temporary/Seasonal Faculty = non-administrative instructors who are employed, full-time or part-time, by the college for short periods of time for specific purposes; and
- Adjunct Faculty – Non-administrative instructors who are employed without a continuing contract and whose teaching load does not exceed one-half time for two full semesters or three full quarters per calendar year as defined in the college's written policy.



Fiscal Year Credit Awards Reporting

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I. General Instructions

The Credit Student Awards File is due September 10, which allows the college to include summer graduates in this file. Community College Credit Awards are reported to the Iowa Department of Education in the following categories:

1. AA (Associate of Arts)
2. AS (Associate of Science)
3. AGS (Associate of General Studies)
4. AAA (Associate of Applied Arts)
5. AAS (Associate of Applied Science)
6. Diploma
7. Certificate
8. Other
9. Z = Non-graduate program completer

II. Fiscal Year Awards File Layouts

A. Data Submission Deadlines

The following data files/reports are required by the Department of Education and are listed in order by due date. Keep a copy of all submitted data as a point-in-time file.

Files / Reports	Due Dates
Transmittal Form – Data Records Files	On or before September 10, 2011
Credit Student Awards File	On or before September 10, 2011

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

Credit Student Awards File

Total number of Awards records transmitted	
Point-in-time date	

C. Credit Student Awards File

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Award Code	13	1	1 = AA (Associate of Arts) 2 = AS (Associate of Science) 3 = AGS (Associate of General Studies) 4 = AAA (Associate of Applied Arts) 5 = AAS (Associate of Applied Science) 6 = Diploma 7 = Certificate 8 = Other Z = Non-graduate program completer (Tech-Prep/Perkins)
E	Award Date	14-21	8	CCYYMMDD- (Example: May 1, 2004 would be 20040501)
Note: Credit Student Awards should be listed under the CIP Number and Identification Code Set for which it is granted.				
F	CIP Number	22-29	8	First 8 digits including leading zeros
G	Identification Code Set- Instructional Level	30-31	2	02 = Secondary 03 = Postsecondary 04 = Adult 05 = Combination (any two or more of the above)

C. Credit Student Awards File

Field	Data Element	Pos.	Len.	Field Description
H	Identification Code Set- Type – Program, Course, Service, and/or Activity	32-33	2	02 = Full-time preparatory 03 = Short-term preparatory 05 = Related service or activity 06 = College parallel/career option 07 = Part-time preparatory 08 = College liberal/general studies 12 = Advanced Standing Preparatory 29 = JA-secondary general education 32 = Shared full- time preparatory 33 = Shared short-term preparatory 35 = Shared related service or activity 36 = Shared college parallel/career option 37 = Shared part-time preparatory 38 = Shared liberal/general studies 46 = Recertification/Relicensure
I	Identification Code Set- Special Emphasis	34-35	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 33 = Sex Equity 35 = Reciprocal Agreement 47 = Contract/Customized Bus/Ind Training
J	Identification Code Set- Object and Purpose	36-37	2	02 = Secondary – Career/Tech 03 = Credit 22 = Not-Eligible

APPENDIX A - IDENTIFICATION CODE NUMBERS/SETS

INSTRUCTIONAL LEVEL	TYPE-PROGRAM, COURSE, SERVICE AND/OR ACTIVITY	SPECIAL EMPHASIS	OBJECT AND PURPOSE
01 - Elementary	02 – Full-Time Preparatory	04 – Apprentice (Non-IDED Funded)	01 – Corrections-Federal (Fiscal Use only)
02 - Secondary	03 – Short-Term Preparatory	09 – Special Populations	02 – Secondary-Career/Tech
03 - Postsecondary	04 – Career/Vocational Training and Upgrading	11 – No Special Emphasis	03 – Credit
04 - Adult	05 – Related Service or Activity	21 – Career Academies (Non-Grow IA Values)	04 – Non-Credit
05 - Any Comb.Above	06 – College Parallel-Career Option	29 – Articulated	22 – Not Eligible
	07 – Part-Time Preparatory	30 – Corrections	42 – Corrections-State (Fiscal Use Only)
	08 – Arts and Science(A&S) Liberal/General Studies	32 – Tech Prep	85 – Tech Prep Grant
	12 – Preparatory Advanced Standing	33 – Sex Equity	91 – Perkins Grant
	22 – Secondary Jointly Administered–Career Prep.	35 – Reciprocal Agreement	
	29 – Secondary Jt. Admin–Gen. Ed. (Not PSEO)	41 – 260E	
	32 – Shared Full-Time Preparatory	42 – 260E Apprentice	
	33 – Shared Short-Term Preparatory	43 – 260F	
	34 – Shared Vocational Supplementary	44 – 260F Apprentice	
	35 – Shared Related Service or Activity	45 – 260G	
	36 – Shared A and S College Parallel/Career Option	46 – 260G Apprentice	
	37 – Shared Part-Time Preparatory	47 – Contract/Customized Bus./Ind. Training	
	38 – Shared A and S Liberal/General Studies	49 – Grow Iowa Values (260G–ACE)	
	40 – Adult Literacy Program	50 – Grow Iowa Values (260F–Job Training)	
	41 – Secondary Education- (Non-Credit)	51 – Grow Iowa Values (260C–Career Academies)	
	42 – Economic Development	52 – Grow Iowa Values (260C.1–Voc/Tech Training)	
	43 – State or Federal Mandated	53 – Grow Iowa Values (260F.9–Job Retention)	
	44 – State Recognized	54 – Grow Iowa Values (Non-IDED Apprenticeship)	
	45 – Court Ordered/Referred	55 – Grow Iowa Values (260E Apprenticeship)	
	46 – Recertification/Relicensure	56 – Grow Iowa Values (260F Apprenticeship)	
	48 – Community and Public Policy	57 – Grow Iowa Values (260G Apprenticeship)	
	49 – Family/Individual Development and Health		
	50 – Leisure/Recreational		
	51 – Adult Learning		
DO NOT REPORT TO THE DEPARTMENT OF EDUCATION			
LOCAL COMMUNITY COLLEGE-USE ONLY	LOCAL COMMUNITY COLLEGE-USE ONLY	LOCAL COMMUNITY COLLEGE-USE ONLY	LOCAL COMMUNITY COLLEGE-USE ONLY
4 – Adult	71 – Community Service	70 – Not State Reported	22 – Not-Eligible
4 – Adult	72 – Conferences/Special Events	70 – Not State Reported	22 – Not-Eligible
4 – Adult	73 – Staff Development/In-Service	70 – Not State Reported	22 – Not-Eligible
4 – Adult	74 – Tests	70 – Not State Reported	22 – Not-Eligible

APPENDIX B

CLASSIFICATION OF INSTRUCTIONAL PROGRAMS (CIP) NUMBERS, STATE TITLES, AND CAREER CLUSTERS

Most of the CIPs with numbers and zeros in the first six locations were obtained from the Classification of Instructional Programs, 2000 Edition, and usually are used for less than one-year (Certificate or less) programs/courses like non-credit/adult education and secondary programming. Exceptions are when it is necessary to identify an occupational area that was not included or not appropriate to use the identification in the 2000 Edition.

The CIPs that have numbers and zeros in the seventh and eighth locations are used to identify the offerings for more specific programming in the colleges and on the state level. Most certificate credit programs have a one or two in the seventh and a zero in the eighth locations. CIPs that have a one in the eighth location refer to one-year (Diploma) programs and those with a two refer to two-year (Degree) programs.

The colleges that have identified separate programs for their Career Academies, for secondary students receiving postsecondary credit, will find that most of those CIPs have a one in the fifth location and Career Academy in the state title.

The CIPs list is provided in State Title Order and is current as of February 24, 2010. No additional CIP Numbers should be used until contact has been made with and approval received by the Division of Community College and Workforce Preparation (515-281-8488).

CIP Number	State Title	Non-Trad	Federal Career Cluster	State Career Cluster
010000000	AGRICULTURE	F	01	01
010000200	AGRICULTURAL SCIENCE TECHNOLOGY	F	01	01
010100000	AGRICULTURE	F	01	01
010101000	AGRICULTURAL BUSINESS	F	01	01
010102020	AGRICULTURAL BUSINESS OPERATIONS TECHNOLOGY	F	01	01
010103020	AGRICULTURAL ECONOMICS TECHNOLOGY	F	01	01
010105020	AGRICULTURAL SUPPLIES AND SERVICES TECHNOLOGY	F	01	01
010106020	AGRICULTURAL BUSINESS TECHNOLOGY	F	01	01
010110000	AGRICULTURE - CAREER ACADEMY	F	01	01
010111000	AGRICULTURAL BUSINESS - CAREER ACADEMY	F	01	01
010201000	AGRICULTURAL MECHANIZATION	F	01	01
010204010	AGRICULTURAL POWER TECHNICIAN	F	01	01
010204020	AGRICULTURAL POWER TECHNOLOGY	F	01	01
010204120	AGRICULTURAL POWER TECHNOLOGY (J.D.)	F	01	01
010301000	AGRICULTURAL PRODUCTION OPERATIONS	F	01	01
010301010	AGRICULTURAL PRODUCTION TECHNICIAN	F	01	01
010301020	AGRICULTURAL PRODUCTION TECHNOLOGY	F	01	01
010301120	AGRICULTURAL PROD./SUSTAINABLE/VALUE ADDED TECHNO	F	01	01

CIP Number	State Title	Non-Trad	Federal Career Cluster	State Career Cluster
0103020000	ANIMAL PRODUCTION	F	01	01
0103020200	ANIMAL PRODUCTION TECHNOLOGY	F	01	01
0103021100	SWINE PRODUCTION TECHNICIAN	F	01	01
0103040000	CROP PRODUCTION	F	01	01
0103041000	VITICULTURE	F	01	01
0103041100	VITICULTURE TECHNICIAN	F	01	01
0103041200	VITICULTURE TECHNOLOGY	F	01	01
0103060200	DAIRY PRODUCTION TECHNOLOGY	F	01	01
0103070200	EQUINE SCIENCE TECHNOLOGY	F	01	01
0103080100	SWINE PRODUCTION TECHNICIAN (DELETE 05)	F	01	01
0103120000	ANIMAL PRODUCTION - CAREER ACADEMY	F	01	01
0104010000	AGRICULTURAL AND FOOD PRODUCTS PROCESSING	F	01	01
0104011000	ENOLOGY	F	01	01
0104011200	ENOLOGY TECHNOLOGY	F	01	01
0106000000	HORTICULTURE (DELETE FY05)	F	01	01
0106010000	HORTICULTURAL	F	01	01
0106010100	HORTICULTURAL TECHNICIAN	F	01	01
0106010200	HORTICULTURAL TECHNOLOGY	F	01	01
0106020200	ARBORICULTURE TECHNOLOGY (DELE 05)	F	01	01
0106050000	LANDSCAPING AND GROUNDS KEEPING	F	01	01
0106050100	LANDSCAPING AND GROUNDS KEEPING TECHNICIAN	F	01	01
0106050200	LANDSCAPING AND GROUNDS KEEPING TECHNOLOGY	F	01	01
0106060200	LANDSCAPE, NURSERY, AND GARDEN CTR TECHN. -DEL 05	F	01	01
0106070200	TURF MANAGEMENT TECHNOLOGY	F	01	01
0106080100	FLORICULTURE TECHNICIAN	N	01	01
0106110000	HORTICULTURAL - CAREER ACADEMY	F	01	01
0106190000	LANDSCAPE, NURSERY, AND GARDEN CENTER - CAREER ACA	F	01	01
0106990200	LANDSCAPE, NURSERY, AND GARDEN CENTER TECHNOLOGY	F	01	01
0109030100	ANIMAL HEALTH TECHNICIAN	F	01	01
0109030200	ANIMAL HEALTH TECHNOLOGY	F	01	01
0110010200	FOOD SCIENCE TECHNOLOGY	F	01	01
0111030200	ARBORICULTURE TECHNOLOGY	F	01	01
0111050000	AGRICULTURE CHEMICAL APPLICATION	F	01	01
0111050100	AGRICULTURE CHEMICAL APPLICATION TECHNICIAN	F	01	01
0111050200	AGRICULTURE CHEMICAL APPLICATION TECHNOLOGY	F	01	01
0111070000	AGRICULTURE CHEMICAL APPLICATION	F	01	01
0111070100	do not use (DELE 05)	F	01	01
0111070200	AGRICULTURE CHEMICAL APPLICATION TECHNO. (DELE 05)	F	01	01
0111150000	AGRICULTURAL CHEMICAL APPLICATION - CAREER ACADEMY	F	01	01
0301010000	NATURAL RESOURCES/CONSERVATION (DELETE FY05)	F	01	99

CIP Number	State Title	Non-Trad	Federal Career Cluster	State Career Cluster
0301010200	NATURAL RESOURCES/CONSERVATION TECHNOLOGY	F	01	01
0301030200	ENVIRONMENTAL STUDIES TECHNOLOGY	F	01	01
0302010000	NATURAL RESOURCES	F	01	01
0302010200	NATURAL RESOURCES TECHNOLOGY	F	01	01
0302110000	NATURAL RESOURCES - CAREER ACADEMY	F	01	01
0800000000	MARKETING EDUCATION	N	14	99
0807050200	GENERAL MARKETING	N	14	99
0901010000	COMMUNICATIONS STUDIES	F	03	06
0901110000	COMMUNICATIONS STUDIES - CAREER ACADEMY	F	03	06
0904010200	JOURNALISM TECHNOLOGY	F	03	06
0904020000	BROADCAST JOURNALISM	F	03	06
0904020200	BROADCAST JOURNALISM TECHNOLOGY	F	03	06
0904040200	PHOTOJOURNALISM TECHNOLOGY	F	03	06
0909020000	PUBLIC RELATIONS/IMAGE MANAGEMENT	F	03	06
1001010000	COMMUNICATION SUPPORT SERVS (DELE. 06)	N	03	99
1001050000	COMMUNICATIONS	F	03	06
1002020000	RADIO AND TELEVISION BROADCASTING	F	03	06
1002020200	RADIO AND TELEVISION BROADCASTING TECHNOLOGY	F	03	06
1002120000	RADIO AND TELEVISION BROADCASTING - CAREER ACADEMY	F	03	06
1003010000	GRAPHIC COMMUNICATIONS	N	03	06
1003010100	GRAPHIC COMMUNICATIONS TECHNICIAN	F	03	06
1003010200	GRAPHIC COMMUNICATIONS TECHNOLOGY	F	03	06
1003030000	PREPRESS/DESKTOP PUBLISHING/DIGITAL	M	03	06
1003030100	DESKTOP PUBLISHING & DIGITAL IMAGING DESIGN TECHNI	F	03	06
1003030200	DESKTOP PUBLISHING & DIGITAL IMAGING DESIGN TECHNO	F	03	06
1003040200	ANIMATION, INTERACTIVE, AND VIDEO GRAPHICS TECHNO	N	03	06
1003050000	GRAPHICS AND PRINTING EQUIPMENT OPERATION	F	03	06
1003070000	PRINTING PRESS OPERATION	F	03	06
1003110000	GRAPHIC COMMUNICATIONS - CAREER ACADEMY	F	03	06
1003130000	DESKTOP PUBLISHING - CAREER ACADEMY	F	03	06
1101030000	INFORMATION TECHNOLOGY OPERATIONS	F	11	02
1101030200	INFORMATION TECHNOLOGY	F	11	02
1101130000	INFORMATION TECHNOLOGY - CAREER ACADEMY	F	11	02
1102020000	COMPUTER PROGRAM. SPECIAL APPLICATIONS	N	11	02
1102020200	COMPUTER PROGRAM. SPECI. APPLICA. TECHNOLOGY	F	11	02
1102030200	COMPUTER PROGRAM., VENDOR PRODUCTION TECHNOLOGY	N	11	02
1102120000	COMPUTER PROGRAMMING - CAREER ACADEMY	F	11	02
1105010000	COMPUTER SYSTEMS ANALYSIS	F	11	02
1106010100	MICROCOMPUTER APPLICATION TECHNICIAN	M	11	02
1108010000	WEB PAGE/DIGITAL/MULTIMEDIA INFOR RESOURCES DESIGN	N	11	02

CIP Number	State Title	Non-Trad	Federal Career Cluster	State Career Cluster
1108010100	WEB PAGE/DIG./MULTIMEDIA INFO. RESR. DESIGN TECHNI	N	11	02
1108010200	WEB PAGE/DIG./MULTIMEDIA INFO. RESR. DESIGN TECHNO	F	11	02
1108110000	WEB PAGE/DIG/MULTIMEDIA INFOR RESO DESIGN-CAR ACAD	F	11	02
1108190000	COMPUTER SOFTWARE AND MEDIA APPLS - CAREER ACADEMY	F	11	02
1108990000	COMP SOFTWARE AND MEDIA APPLICATIONS	F	11	02
1108991000	COMPUTER SOFTWARE & MEDIA APPLICATIONS OPERATION	F	11	02
1109010000	COMPUTER SYSTEMS NETWORKING & TELECOMM.	F	11	02
1109010100	COMPUTER SYSTEMS NETWORKING & TELECOM. TECHNI.	F	11	02
1109010200	COMPUTER SYSTEMS NETWORKING & TELECOM. TECHNO.	F	11	02
1109110000	COMPUTER SYSTEMS NETWORKING & TELECOM - CAREER ACA	F	11	02
1110010000	SYSTEMS ADMINISTRATION	F	11	02
1110010200	SYSTEMS ADMINISTRATION TECHNOLOGY	F	11	02
1110030200	COMPUTER AND INFORMATION SYSTEMS SECURITY TECHN	F	11	02
1110040200	WEB/MULTIMEDIA MANAGEMENT AND WEBMASTER TECHN.	N	11	02
1110050100	MICRO COMPUTER SUPPORT (DELE 05)	N	11	02
1110110000	SYSTEMS ADMINISTRATION - CAREER ACADEMY	F	11	02
1110190000	COMPUTER AND INFORMATION SYSTEMS - CAREER ACADEMY	F	11	02
1110990000	COMPUTER AND INFORMATION SYSTEMS	N	11	02
1110990100	COMPUTER AND INFORMATION SYSTEMS TECHNICIAN	N	11	02
1110990200	COMPUTER AND INFORMATION SYSTEMS TECHNOLOGY	N	11	02
1199190000	GEOGRAPHIC INFORMATION SYSTEMS - CAREER ACADEMY	F	11	02
1199990000	Computer, Information, Sciences and Support Ser.	F	11	02
1199990100	COMPUTER, INFO. SCIENCES, AND SUPPORT SRVS TECHNI	F	11	02
1199990200	COMPUTER, INFO. SCIENCES, AND SUPPORT SRVS TECHNO	F	11	02
1199991200	GEOGRAPHIC INFORMATION SYSTEMS	F	11	02
1203010000	FUNERAL/MORTUARY SCIENCES	F	08	04
1203010100	FUNERAL SERVICES AND MORTUARY SCIENCES TECHNICIAN	F	08	04
1203010200	FUNERAL SERVICES AND MORTUARY SCIENCES TECHNOLOGY	F	08	04
1204010000	COSMETOLOGY	M	08	04
1204010200	COSMETOLOGY MANAGEMENT	M	08	04
1204015200	COSMETOLOGY/COSMETOLOGIST ENTREPRENEURIAL TECHN.	M	08	04
1204101000	NAIL TECHNICIAN	M	08	04
1205000000	COOKING AND RELATED CULINARY ARTS	F	09	05
1205000200	COOKING AND RELATED CULINARY ARTS MANAGEMENT	F	09	05
1205010000	BAKING	N	09	05
1205030000	CHEF TRAINING	F	09	05
1205030100	CULINARY ARTS/CHEF TRAINING	F	09	05
1205030200	CULINARY ARTS MANAGEMENT	F	09	05
1205040200	RESTAURANT, CULINARY, AND CATERING MANAGEMENT	N	09	05
1205060000	MEAT CUTTING	N	09	05

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1205070000	FOOD SERVICE INTRODUCTION/PRO START	M	09	05
1205070100	FOOD SERVICE ASSISTANCE/HOSPITALITY	M	09	05
1205070200	FOOD SERVICE MANAGEMENT	M	09	05
1205100000	COOKING AND RELATED CULINARY ARTS - CAREER ACADEMY	F	09	05
1205130000	CHEF TRAINING - CAREER ACADEMY	F	09	05
1299000200	CASINO MANAGEMENT	F	09	05
1299990000	GAMING AND SPORTS OFFICIATING (DELE 06)	F	09	99
1301010000	EDUCATION	M	05	08
1312100100	EARLY CHILDHOOD ASSISTANT	M	05	05
1312101000	PRE-EARLY CHILDHOOD ASSISTANT	M	05	05
1313090200	TECHNOLOGY TEACHER EDUCATION	F	05	06
1315011000	PARAEDUCATOR	M	05	08
1401010000	ENGINEERING (DELETE FY06)	F	15	06
1403010200	BIOPROCESSING ENGINEERING ETHANOL TECHNOLOGY	F	15	06
1438010200	SURVEYING TECHNOLOGY	F	02	06
1438011100	GLOBAL IMAGING SYSTEMS TECHNICIAN	F	02	06
1438011200	GLOBAL IMAGING SYSTEMS TECHNOLOGY	F	02	06
1500000000	ENGINEERING	F	15	99
1500000200	ENGINEERING TECHNOLOGY	F	15	06
1500100000	ENGINEERING - CAREER ACADEMY	F	15	06
1501010000	ARCHITECTURAL ENGINEERING	F	02	06
1501010200	ARCHITECTURAL ENGINEERING TECHNOLOGY	F	02	06
1501110000	ARCHITECTURAL ENGINEERING - CAREER ACADEMY	F	02	06
1502010000	CIVIL ENGINEERING	F	02	06
1502010200	CIVIL ENGINEERING TECHNOLOGY	F	02	06
1503020200	ELECTRICAL TECHNOLOGY (DELE. 05)	F	13	99
1503030000	ELECTRICAL, ELECTRONICS AND COMM. ENGINEERING	F	13	06
1503030100	ELECTRONICS ENGINEERING TECHNICIAN	F	13	06
1503030200	ELECTRONICS ENGINEERING TECHNOLOGY	F	13	06
1503040200	LASER AND OPTICAL TECHNOLOGY	F	13	06
1503050200	TELECOMMUNICATIONS TECHNOLOGY	F	13	02
1503130000	ELECTRICAL, ELECTRONICS, & COMM ENG - CAREER ACAD	F	13	06
1504010200	BIOMEDICAL TECHNOLOGY	F	13	06
1504040000	INSTRUMENTATION	F	13	06
1504050200	ROBOTICS TECHNOLOGY	F	13	06
1505000000	ENVIRONMENTAL CONTROL (DELETE FY 06)	F	02	99
1505010000	HEATING, VENTI., AIR CONDITIONING, & REFRIG. ENG	F	02	06
1505030000	ENERGY SYSTEMS ENGINEERING	F	02	06
1505031200	SUSTAINABLE ENERGY SYSTEMS TECHNOLOGY	F	02	06
1505032000	WIND ENERGY SYSTEMS	F	02	06

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1505032200	WIND ENERGY SYSTEMS TECHNOLOGY	F	02	06
1505050000	SOLAR ENERGY ENGINEERING	F	02	06
1505060000	WATER QUALITY, WASTEWATER TREATMENT, AND RECYCLING	F	01	01
1505060200	WATER QUALITY, WASTEWATER TREATMENT TECHNOLOGY	F	01	01
1505070000	ENVIRONMENTAL ENGINEERING	F	01	01
1505070200	ENVIRONMENTAL ENGINEERING TECHNOLOGY	F	01	01
1505080000	HAZARDOUS MATERIALS AND WASTE (NOT STATE COURSE)	F	01	01
1506000000	INDUSTRIAL TECHNOLOGY	F	13	06
1506030000	INDUSTRIAL EDUCATION	F	13	06
1506100000	INDUSTRIAL TECHNOLOGY - CAREER ACADEMY	F	13	06
1506110200	METALLURGICAL TECHNOLOGY	F	13	06
1506120000	INDUSTRIAL SERVICES AND SUPPORT	F	13	06
1506130000	MANUFACTURING	F	13	06
1506130200	MANUFACTURING TECHNOLOGY	F	13	06
1506140000	MANUFACTURING - CAREER ACADEMY	F	13	06
1507000000	QUALITY CONTROL (DELETE FY05)	N	13	99
1507010000	OCCUPATIONAL SAFETY AND HEALTH	N	13	06
1507010200	OCCUPATIONAL SAFETY AND HEALTH TECHNOLOGY	N	13	06
1507020000	QUALITY CONTROL	N	13	06
1507020200	QUALITY CONTROL TECHNOLOGY	N	13	06
1511030000	HYDRAULICS AND FLUID POWER	F	13	06
1511030200	HYDRAULIC AND FLUID POWER TECHNOLOGY	M	13	06
1513000000	DRAFTING AND DESIGN	F	02	06
1513010000	DRAFTING AND DESIGN PRODUCTION	F	02	06
1513011000	DRAFTING AND DESIGN ASSISTANT	F	02	06
1513030100	ARCHITECTURAL DRAFTING/CAD/CADD TECHNICIAN	F	02	06
1513030200	ARCHITECTURAL DRAFTING/CAD/CADD TECHNOLOGY	F	02	06
1513040100	CIVIL DRAFTING/CAD/CADD TECHNICIAN	F	02	06
1513040200	CIVIL DRAFTING/CAD/CADD TECHNOLOGY	F	02	06
1513060000	MECHANICAL DRAFTING/CAD/CADD	F	02	06
1513060100	MECHANICAL DRAFTING/CAD/CADD TECHNICIAN	F	02	06
1513060200	MECHANICAL DRAFTING/CAD/CADD TECHNOLOGY	F	02	06
1513100000	DRAFTING AND DESIGN - CAREER ACADEMY	F	02	06
1513130000	ARCHITECTURAL DRAFTING - CAREER ACADEMY	F	02	06
1513160000	MECHANICAL DRAFTING CAD/CADD - CAREER ACADEMY	F	02	06
1515000000	ENGINEERING RELATED/PLTW	F	15	06
1515010000	ENGINEERING RELATED	F	15	06
1599990000	PRINCIPLES OF TECHNOLOGY	F	15	06
1601010000	FOREIGN LANGUAGE AND LITERATURE	M	05	05
1601030200	LANGUAGE INTREPRETATION AND TRANSLATION TECHNOLOGY	M	05	05

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1616030000	SIGN LANGUAGE INTERPRETATION/TRANSLATION	M	05	05
1616030200	SIGN LANGUAGE INTERPRETATION/TRANSLATION TECHNO.	M	05	05
1900000000	FAMILY AND CONSUMER SCIENCE	M	10	99
1901000000	FAMILY AND CONSUMER SCIENCES	M	10	05
1901010000	FAMILY AND HUMAN DEVELOPMENT	N	10	05
1902990000	FAMILY & CONSUMER SCIENCES/ HUMAN SCIENCES, OTHER	N	10	05
1905010000	FOOD, NUTRITION, AND WELLNESS	M	08	05
1905050000	FOOD SERVICE SYSTEMS	M	08	05
1906050000	HOME FURNISHINGS AND EQUIPMENT	N	13	06
1907040000	CHILD CARE AIDE/ASSISTING	N	10	05
1907060000	CHILD DEVELOPMENT	N	10	05
1907090000	CHILD CARE PROVIDER	M	10	05
1907090100	CHILD CARE ASSISTANT	M	10	05
1907090200	CHILD CARE MANAGEMENT	M	10	05
1907100200	RESIDENTIAL/SPECIAL CARE MANAGEMENT (DELE 05)	M	10	05
1907140000	CHILD CARE AIDE/ASSISTING - CAREER ACADEMY	M	10	05
1907190000	CHILD CARE PROVIDER - CAREER ACADEMY	M	10	05
1909010000	APPAREL AND TEXTILES	N	13	05
2001000000	FAMILY AND CONSUMER SCIENCES	M	10	99
2002020000	CHILD CARE AIDE/ASSISTING	M	10	99
2202100200	INTERNATIONAL BUSINESS MANAGEMENT	N	12	02
2203010000	LEGAL ASSISTANT/SECRETARY	M	12	02
2203010100	LEGAL ADMINISTRATIVE ASSISTANT SPECIALIST	M	12	02
2203010200	LEGAL ADMINISTRATIVE ASSISTANT MANAGEMENT	M	12	02
2203020200	LEGAL ASSISTANT/PARALEGAL MANAGEMENT	M	12	02
2203110000	LEGAL ASSISTANT - CAREER ACADEMY	M	12	02
2299990000	LEGAL PROFESSIONS AND STUDIES RELATED	N	12	02
2401010000	ARTS AND SCIENCES/LIBERAL STUDIES	N	99	03
2401020000	GENERAL STUDIES	N	99	03
2503011000	LIBRARY ASSISTANT	M	05	08
2612010000	BIOTECH	N	08	01
2612010100	BIOTECHNICAN	N	08	01
2612010200	BIOTECHNOLOGY	N	08	01
2612110000	BIOTECH - CAREER ACADEMY	N	08	01
3099990000	SELECT OCCUPATIONS	N	15	06
3099990200	MULTIINTERDISCIPLINARY OCCUPATIONS	N	15	06
3099991200	MULTIINTERDISCIPLINARY TECHNICAL STUDIES	N	15	06
3101010200	RECREATION AND WELLNESS MANAGEMENT	N	01	01
3103010200	PARKS AND RECREATIONAL FACILITIES MANAGEMENT	N	01	01
3105040200	SPORTS AND FITNESS MANAGEMENT	N	05	04

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3105050200	SPORTS MEDICINE MANAGEMENT	N	05	04
3105140000	SPORTS AND FITNESS - CAREER ACADEMY	N	05	04
3108100200	EXERCISE SCIENCE/SPORT MEDICINE (DELE. 05)	N	08	99
3201010000	ABE BASIC SKILLS	N	99	99
3201050000	JOB SEEKING/CHANGING	N	99	99
3201090000	ABE-EEL/ESL	N	99	99
3201091000	ABE-ELL/ESL CITIZENSHIP	N	99	99
3201110000	COMMUNITY REHAB. PGM-SHELT. WKSP.(DEL-06)	N	99	99
3201990000	COMMUNITY REHABILITATION PGM-SHELT.WRK	N	99	99
3301040000	COMMUNITY INVOLVEMENT	N	99	99
3401030100	PERSONAL HEALTH IMPROVEMENT AND MAINTENANCE	N	08	04
3401030200	PERSONAL HEALTH IMPROVEMENT AND MAINT. TECHNOLOGY	N	08	04
3401040000	ADDICTION PREVENTION AND TREATMENT	N	99	04
3601010000	LEISURE AND RECREATIONAL	N	99	04
3601010200	RECREATIONAL ACTIVITIES MANAGEMENT (DELETE FY 05)	F	08	99
3601080000	REFEREEING	F	09	04
3601080200	SPORTS AND EXERCISE MANAGEMENT	F	09	04
3601990000	GAMING AND SPORTS OFFICIATING	F	09	04
4100000000	SCIENCE TECHNOLOGIES (DELETE FY05)	F	15	99
4101010000	BIOLOGIST SUPPORT	N	08	04
4101010200	BIOLOGICAL LABORATORY TECHNOLOGY	F	15	06
4103010000	CHEMICAL AND BIOCHEMICAL SUPPORT	F	13	06
4103010200	CHEMICAL TECHNOLOGY	F	13	06
4301020200	CORRECTIONS MANAGEMENT	F	12	06
4301060200	FORENSIC SCIENCE TECHNOLOGY	N	12	99
4301070000	CRIMINAL JUSTICE/POLICE SCIENCE	F	12	06
4301070200	CRIMINAL JUSTICE/POLICE SCIENCE TECHNOLOGY	F	12	06
4301120000	SECURITY SERVICES - HOMELAND/TERRORISM	F	12	06
4301120200	SECURITY SERVICE-HOMELAND TERRORISM TECHNOLOGY	F	12	06
4301150000	HOMELAND SECURITY AND TERRORISM-(DELE. 06)	F	12	99
4301170000	CRIMINAL JUSTICE - CAREER ACADEMY	F	12	06
4302010000	FIRE PROTECTION AND SAFETY	F	12	06
4302010200	FIRE PROTECTION AND SAFETY TECHNOLOGY	F	12	06
4302020200	FIRE PROTECTION AND SAFETY TECHNOLOGY	F	12	06
4302030000	FIRE SCIENCE/FIREFIGHTING	F	12	06
4302030200	FIRE SCIENCE/FIREFIGHTING TECHNOLOGY	F	12	06
4302110000	FIRE PROTECTION AND SAFETY - CAREER ACADEMY	F	12	06
4399990000	SECURITY AND PROTECTIVE SERVICES RELATED	F	12	06
4400000000	HUMAN SERVICES	N	10	05
4400001000	HUMAN SERVICES ASSISTANT	N	10	05

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4400110000	HUMAN SERVICES - CAREER ACADEMY	N	10	05
4402010000	COMMUNITY ORGANIZATION AND ADVOCACY	M	07	02
4402010200	COMMUNITY ORGANIZATION AND ADVOCACY MANAGEMENT	M	07	02
4402110000	COMMUNITY ORGANIZATION AND ADVOCACY-CAREER ACAD.	M	07	02
4405010000	PUBLIC AND COMMUNITY POLICY	F	07	02
4407010000	DISABILITY SERVICES (DELETE AFTER REIMBUR)	M	07	05
4407010100	SOCIAL WORK SPECIALIST	M	10	05
4407010200	SOCIAL WORK MANAGEMENT	M	10	05
4407190000	DISABILITY SERVICES - CAREER ACADEMY	M	10	05
4407990000	DISABILITY SERVICES	N	10	05
4407990200	DISABILITIES SERVICES MANAGEMENT	N	10	05
4499990000	PUBLIC ADMINISTRATION AND SOCIAL SERVICES RELATED	N	10	05
4507020200	CARTOGRAPHY TECHNOLOGY	F	15	06
4600000000	CONSTRUCTION TRADES	N	02	06
4600000100	CONSTRUCTION TECHNICIAN	N	02	06
4600000200	CONSTRUCTION TECHNOLOGY	N	02	06
4600010100	COMMERCIAL CONSTRUCTION TECHNICIAN	N	02	06
4601010000	MASONRY	F	02	06
4601010100	MASONRY TECHNICIAN	F	02	06
4602010000	CARPENTRY	F	02	06
4602010100	CARPENTRY TECHNICIAN	F	02	06
4602010200	CARPENTRY TECHNOLOGY	F	02	06
4602110000	CARPENTRY - CAREER ACADEMY	F	02	06
4603010000	ELECTRICAL AND POWER TRANSMISSION	F	02	06
4603020000	ELECTRICAL	F	02	06
4603020100	ELECTRICAL TECHNICIAN	F	02	06
4603020200	ELECTRICAL TECHNOLOGY	F	02	06
4603030100	LINE WORKER TECHNICIAN	F	02	06
4603030200	LINE WORKER TECHNOLOGY	F	02	06
4603120000	ELECTRICAL - CAREER ACADEMY	F	02	06
4603990100	ELECTRICAL & POWER TRANSMISSION TECHNICIAN	F	02	06
4604010000	PROPERTY/BUILDING MAINTENANCE	F	02	06
4604010100	PROPERTY/BUILDING MAINTENANCE TECHNICIAN	F	02	06
4604030000	BUILDING/CONSTRUCTION INSPECTION	F	02	06
4604040000	INSULATION/DRYWALL INSTALLATION	F	02	06
4604060000	GLAZIER	F	02	06
4604060100	GLAZIER TECHNICIAN	F	02	06
4604080000	PAINTING AND DECORATING	F	02	06
4604100000	ROOFER	F	02	06
4604110000	METAL BUILDING ASSEMBLY	F	02	06

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4604140000	INSULATION INSTALLATION (DELE 06)	F	02	99
4604990000	BUILDING/CONSTRU. FINISHING, MGT., AND INSPECTION	F	02	06
4605020000	PIPE AND SPRINKLER FITTER	F	02	06
4605030000	PLUMBING	F	02	06
4605030100	PLUMBING TECHNICIAN	F	02	06
4605031200	GAS UTILITY TECHNOLOGY	F	02	06
4699000000	CONSTRUCTION TRADES	F	02	06
4699100000	CONSTRUCTION TRADES - CAREER ACADEMY	F	02	06
4699990000	CONSTRUCTION RELATED	N	02	06
4701000000	ELECTRICAL/ELECTRONICS	F	13	06
4701010000	ELECTRICAL/ELECTRONICS EQUIPMENT	F	13	06
4701010100	ELECTRICAL/ELECTRONICS EQUIPMENT TECHNICIAN	F	13	06
4701030000	COMMUNICATIONS SYSTEMS	F	03	06
4701030200	COMMUNICATIONS SYSTEMS TECHNOLOGY	F	03	06
4701040000	COMPUTER ELECTRONICS	F	13	06
4701040200	COMPUTER ELECTRONICS TECHNOLOGY	F	13	06
4701050000	INDUSTRIAL ELECTRONICS	F	13	06
4701050100	INDUSTRIAL ELECTRONICS TECHNICIAN	F	13	06
4701050200	INDUSTRIAL ELECTRONICS TECHNOLOGY	F	13	06
4701100000	ELECTRICAL/ELECTRONICS - CAREER ACADEMY	F	02	06
4701140000	COMPUTER ELECTRONICS - CAREER ACADEMY	F	13	06
4701150000	INDUSTRIAL ELECTRONICS - CAREER ACADEMY	F	13	06
4702010000	HEATING/AC/VENTILATION/REFRIG. MAINTENANCE	F	02	06
4702010100	HEATING/AC/VENTILATION/REFRIG. MAINTEN. TECHNI.	F	02	06
4702010200	HEATING/AC/VENTILATION/REFRIG . MAINTEN. TECHNO.	F	02	06
4702011200	HTNG, AIR CONDIT, AND REFR TECHNOLOGY	F	02	99
4702110000	HEATING/AC/VENTILATION/REFRG MAINTEN - CAREER ACAD	F	02	06
4703000000	HEAVY/INDUSTRIAL EQUIPMENT MAINTENANCE	F	02	06
4703020000	HEAVY EQUIPMENT MAINTENANCE	F	02	06
4703030000	INDUSTRIAL EQUIPMENT MAINTENANCE	F	13	06
4703030100	INDUSTRIAL EQUIPMENT MAINTENANCE TECHNICIAN	F	13	06
4703030200	INDUSTRIAL EQUIPMENT MAINTENANCE TECHNOLOGY	F	13	06
4703130000	INDUSTRIAL EQUIPMENT MAINTENANCE - CAREER ACADEMY	F	13	06
4704040200	MUSICAL INSTRUMENT FABRICATION & REPAIR TECHNOLOGY	F	13	06
4704041100	PIANO TUNER TECHNICIAN	F	13	06
4704041200	PIANO TECHNOLOGY	F	13	06
4706000000	VEHICLE MAINTENANCE AND REPAIR	F	16	06
4706030000	AUTOMOTIVE COLLISION	F	16	06
4706030100	AUTOMOTIVE COLLISION TECHNICIAN	F	16	06
4706030200	AUTOMOTIVE COLLISION TECHNOLOGY	F	16	06

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4706031200	AUTOMOTIVE COLLISION TECHNOLOGY-GM-BSEP	F	16	06
4706040000	AUTOMOTIVE MECHANICS	F	16	06
4706040100	AUTOMOTIVE TECHNICIAN	F	16	06
4706040200	AUTOMOTIVE TECHNOLOGY	F	16	06
4706041200	AUTOMOTIVE TECHNOLOGY-ASEP	F	16	06
4706042200	AUTOMOTIVE TECHNOLOGY-ASSET	F	16	06
4706043200	AUTOMOTIVE TECHNOLOGY-CHRYSLER-CAP	F	16	06
4706044200	AUTOMOTIVE TECHNOLOGY-AC DELCO	F	16	06
4706050000	DIESEL MECHANICS	F	16	06
4706050100	DIESEL MECHANICS TECHNICIAN	F	16	06
4706050200	DIESEL MECHANICS TECHNOLOGY	F	16	06
4706051200	DIESEL EQUIPMENT TECHNOLOGY-CATERPILLAR	F	16	06
4706060000	SMALL ENGINE MECHANIC	F	16	06
4706080000	AIRCRAFT POWERPLANT MECHANIC	F	16	06
4706090200	AIRCRAFT TECHNOLOGY	F	16	06
4706110200	MOTORCYCLE TECHNOLOGY	F	16	06
4706130000	AUTOMOTIVE COLLISION - CAREER ACADEMY	F	16	06
4706140000	AUTOMOTIVE MECHANICS - CAREER ACADEMY	F	16	06
4706160200	MARINE AND SMALL ENGINE TECHNOLOGY	F	16	06
4706170000	VEHICLE MAINTENANCE AND REPAIR - CAREER ACADEMY	F	16	06
4706170100	PARTS AND SALES TECHNICIAN -(DELE. 05)	F	16	99
4706180000	DIESEL MECHANICS - CAREER ACADEMY	F	16	06
4706190000	SMALL ENGINE MECHANIC - CAREER ACADEMY	F	16	06
4799990000	MECHANICS RELATED	F	16	06
4801010000	DRAFTING (DELE 04)	F	13	99
4801010100	DRAFTING TECHNICIAN	F	13	99
4802000000	GRAPHIC & PRINTING EQUIPMENT OPERATORS	F	13	06
4803000000	LEATHER AND UPHOLSTERY (DELETE FY 05)	F	13	99
4803030000	UPHOLSTERY	F	13	06
4805000000	PRECISION METAL WORKING	F	13	06
4805010000	MACHINIST	F	13	06
4805010100	MACHINE TOOL TECHNICIAN	F	13	06
4805010200	MACHINE TOOL TECHNOLOGY	F	13	06
4805011100	AUTOMOTIVE MACHINIST TECHNICIAN	F	13	06
4805030000	MACHINE SHOP ASSISTANT	F	13	06
4805060000	SHEET METAL	F	13	06
4805060100	SHEET METAL TECHNICIAN	F	13	06
4805060200	PRECISION SHEET METAL TECHNOLOGY	F	13	06
4805070000	TOOL AND DIE	F	13	06
4805070200	TOOL AND DIE TECHNOLOGY	F	13	06

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4805072200	TOOL AND DIE DESIGN TECHNOLOGY	F	13	06
4805080000	WELDING	F	13	06
4805080100	WELDING TECHNICIAN	F	13	06
4805080200	WELDING TECHNOLOGY	F	13	06
4805090100	IRON WORKER TECHNICIAN	F	02	06
4805100000	PRECISION METAL WORKING - CAREER ACADEMY	F	13	06
4805110000	MACHINIST - CAREER ACDEMY	F	13	06
4805170000	TOOL AND DIE - CAREER ACADEMY	F	13	06
4805180000	WELDING - CAREER ACADEMY	F	13	06
4805990000	PRECISION MACHINING	N	13	06
4807010000	WOODWORKING	F	13	06
4807030000	CABINETMAKING AND MILLWORKING	F	13	06
4807030100	CABINETMAKING AND MILLWORKING TECHNICIAN	F	13	06
4807040000	PLASTIC MOLD DESIGN (DELE. 06)	N	13	99
4807130000	CABINETMAKING AND MILLWORKING - CAREER ACADEMY	F	13	06
4899000000	PLASTIC MOLD DESIGN	F	13	06
4901010000	AVIATION (DELETE FY 05)	F	16	99
4901010200	AVIATION TECHNOLOGY	F	16	06
4901020000	AVIATION/PILOT	F	16	06
4901020200	COMMERCIAL PILOT AND FLIGHT CREW TECHNOLOGY	F	16	06
4901040000	AVIATION OPERATIONS	F	16	06
4902000000	GROUND TRANSPORTATION (DELETE FY 05)	F	16	99
4902020000	CONSTRUCTION/EARTHMOVING/HEAVY EQUIPMENT	F	02	06
4902020200	CONSTRUCTION/EARTHMOVING/HEAVY EQUPMNT TECHN.	F	02	06
4902050000	TRUCK, BUS, AND COMMERCIAL VEHICLE OPERATION	F	16	06
4902051000	TRUCK AND COMMERCIAL VEHICLE OPERATION	F	16	06
4902990000	GROUNDS TRANSPORTATION	F	16	06
4902990200	RAILROAD TRANSPORTATION TECHNOLOGY	F	16	06
4999990000	TRANSPORTATION AND MATERIALS MOVING RELATED	N	16	06
5001010000	VISUAL AND PERFORMING ARTS	N	03	06
5004020000	COMMERCIAL AND ADVERTISING ART	N	03	06
5004020200	COMMERCIAL AND ADVERTISING ART TECHNOLOGY	N	03	06
5004060000	COMMERCIAL PHOTOGRAPHY	N	03	06
5004060100	COMMERCIAL PHOTOGRAPHY TECHNICIAN	N	03	06
5004060200	COMMERCIAL PHOTOGRAPHY TECHNOLOGY	N	03	06
5004080200	INTERIOR DESIGN MANAGEMENT	N	03	06
5004090200	GRAPHIC DESIGN TECHNOLOGY	F	03	06
5004120000	COMMERCIAL AND ADVERTISING ART - CAREER ACADEMY	F	03	06
5009030200	MUSIC PERFORMANCE MANAGEMENT	N	03	06
5009090000	MUSIC MANAGEMENT AND MERCHANDISING	N	03	06

CIP Number	State Title	Non-Trad	Federal Career Cluster	State Career Cluster
5101010200	CHIROPRACTIC ASSISTANT - DELETE 07	F	08	04
5106010100	DENTAL ASSISTANT	M	08	04
5106010200	DENTAL ASSISTANT, ASSOC. DEGREE	M	08	04
5106020200	DENTAL HYGIENE	M	08	04
5106021000	PRE-DENTAL HYGIENIST	M	08	04
5106030200	DENTAL LABORATORY TECHNOLOGY	N	08	04
5106110000	DENTAL ASSISTANT - CAREER ACADEMY	M	08	04
5106990000	DENTAL SERVICES AND ALLIED PROFESSIONS	N	08	04
5107010200	HEALTH CARE ADMINISTRATION	N	08	04
5107020000	HOSPITAL AND HEALTH FACILITIES ADMINISTRATION	N	08	04
5107030100	HEALTH UNIT COORDINATOR	M	08	04
5107050200	MEDICAL OFFICE MANAGEMENT	N	08	04
5107070200	HEALTH INFORMATION TECHNOLOGY	M	08	04
5107071200	CANCER INFORMATION TECHNOLOGY	M	08	04
5107080100	MEDICAL TRANSCRIPTION SPECIALIST	N	08	04
5107080200	MEDICAL TRANSCRIPTION MANAGEMENT	N	08	04
5107130000	MEDICAL/INSURANCE CODING - CAREER ACADEMY	M	08	04
5107130100	MEDICAL/INSURANCE CODING SPECIALIST	M	08	04
5107140100	MEDICAL INSURANCE SPECIALIST/MEDICAL BILLER	M	08	04
5107160000	MEDICAL ASSISTANT/SECRETARY	M	08	04
5107160100	MEDICAL ADMINISTRATIVE ASSISTANT SPECIALIST	M	08	04
5107160200	MEDICAL ADMINISTRATIVE ASSISTANT MANAGEMENT	M	08	04
5107161100	MEDICAL SECRETARY-TRANSCRIPTIONIST SPECIALIST	M	08	04
5107161200	MEDICAL SECRETARY-TRANSCRIPTIONIST MANAGEMENT	M	08	04
5107180000	MEDICAL ADMINISTRATIVE ASSISTANT - CAREER ACADEMY	N	08	04
5107190000	HEALTH AND MEDICAL ADMIN SERVICES - CAREER ACAD	N	08	04
5107990000	HEALTH AND MEDICAL ADMINISTRATIVE SERVICES	N	08	04
5108010000	MEDICAL/CLINICAL ASSISTANT	M	08	04
5108010100	MEDICAL ASSISTANT	M	08	04
5108010200	MEDICAL ASSISTANT-DEGREE	M	08	04
5108020100	CLINICAL/MEDICAL LABORATORY ASSISTANT	M	08	04
5108030200	OCCUPATIONAL THERAPIST ASSISTANT	M	08	04
5108050000	PHARMACY ASSISTANCE	M	08	04
5108050100	PHARMACY TECHNICIAN	M	08	04
5108050200	PHARMACY TECHNOLOGY	M	08	04
5108051000	PHARMACY ASSISTANT	M	08	04
5108060200	PHYSICAL THERAPIST ASSISTANT	M	08	04
5108080000	VETERINARY/ANIMAL HEALTH ASSISTANT	M	08	04
5108080100	VETERINARY/ANIMAL HEALTH ASSISTANT TECHNICIAN	M	08	04
5108080200	VETERINARY/ANIMAL HEALTH ASSISTANT TECHNOLOGY	M	08	04

CIP Number	State Title	Non-Trad	Federal Career Cluster	State Career Cluster
5108100000	EMERGENCY MEDICAL TECHN. - AMBUL. (DELE 05)	N	08	99
5108100200	CHIROPRACTIC ASSISTANT	F	08	04
5108150000	PHARMACY ASSISTANT - CAREER ACADEMY	N	08	04
5108180000	VETERINARY/ANIMAL HEALTH ASSISTANT - CAREER ACADEMY	N	08	04
5108990000	CPR AND FIRST AID	N	08	04
5109030200	ELECTRONEUROENCEPHALOGRAPH TECHNOLOGY	N	08	04
5109040000	EMERGENCY MEDICAL SERVICES CONTINUING EDUCATION	N	08	04
5109040200	EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC (DELETED IN 05)	N	08	99
5109041000	FIRST RESPONDER	N	08	04
5109042000	EMERGENCY MEDICAL TECHNICIAN - BASIC	N	08	04
5109043000	EMERGENCY MEDICAL TECHNICIAN - INTER - CERTIFICATE	N	08	04
5109043100	EMERGENCY MEDICAL TECHNICIAN - INTER - DIPLOMA	N	08	04
5109043200	EMERGENCY MEDICAL TECHNICIAN- INTERMEDIATE - DEGREE	N	08	04
5109044100	EMERGENCY MEDICAL TECHNICIAN PARAMEDIC - DIPLOMA	N	08	04
5109044200	EMERGENCY MEDICAL TECHNOLOGY PARAMEDIC - DEGREE	N	08	04
5109046200	PARAMEDIC SPECIALIST	N	08	04
5109051000	NUCLEAR MEDICAL TECHNOLOGY	N	08	04
5109080200	RESPIRATORY CARE THERAPY	N	08	04
5109090100	SURGICAL TECHNICIAN	M	08	04
5109090200	SURGICAL TECHNOLOGY	M	08	04
5109101000	DIAGNOSTIC MEDICAL SONOGRAPHY	N	08	04
5109110100	LIMITED RADIOLOGIC TECHNICIAN	N	08	04
5109110200	RADIOLOGIC TECHNOLOGY	N	08	04
5109111000	MAGNETIC RESONANCE IMAGING (MRI)	M	08	04
5109111200	MAGNETIC RESONANCE IMAGING (MRI)-DELETE AFTER REIM	M	08	04
5109112000	COMPUTED TOMOGRAPHY	N	08	04
5109170000	EMT - CAREER ACADEMY	N	08	04
5109900000	CPR AND FIRST AID (DELE 06)	N	08	99
5109990000	ALLIED HEALTH DIAGNOSTIC, INTERVENT. & TREATMENT	N	08	04
5110040200	CLINICAL/MEDICAL LABORATORY TECHNOLOGY	M	08	04
5110091000	PHLEBOTOMY	N	08	04
5110110100	RENAL/DIALYSIS TECHNICIAN	N	08	04
5110140000	CLINICAL/MEDICAL LABORATORY - CAREER ACADEMY	N	08	04
5112010000	MEDICINE (MD)	N	08	04
5115010000	SUBSTANCE ABUSE/ADDICTION	N	08	04
5115010200	SUBSTANCE ABUSE & ADDICTION COUNSELING TECHNOLOGY	F	10	04
5115020200	PSYCHIATRIC/MENTAL HEALTH SRVS TECHNOLOGY	M	08	04
5115030000	MEDICAL SOCIAL WORK	M	08	04
5115990000	MENTAL, SOCIAL, AND ALLIED HEALTH SERVICES	N	10	04

CIP Number	State Title	Non-Trad	Federal Career Cluster	State Career Cluster
5116010200	NURSING, ASSOCIATE DEGREE	M	08	04
5116110000	NURSING, ASSOCIATE DEGREE - CAREER ACADEMY	N	08	04
5116121000	NURSING FIRST ASSISTANT	M	08	04
5116122100	SURGICAL FIRST ASSISTANT	M	08	04
5116130000	PRACTICAL NURSING - CAREER ACADEMY	N	08	04
5116130100	PRACTICAL NURSING	M	08	04
5116140000	NURSING ASSISTANT (CERT, HEALTH AID, ORD, FEEDER)	M	08	04
5116141000	NURSING ASSISTANT	N	08	04
5116150000	NURSING ASSISTANT - CAREER ACADEMY	M	08	04
5116890000	CENTRAL SUPPLY PROCESSING (DELE. 05)	M	08	99
5116890100	CENTRAL SUPPLY PROCESSING ASSISTANT (DELE. 05)	M	08	99
5116900000	FEEDER AIDE (DELE. 05)	M	08	99
5116990000	NURSING & HEALTH CARE PROVIDER (ADN,LPN,ADM.PUBL.)	N	08	04
5116991000	NURSING FIRST ASSISTANT (DELE 04)	M	08	99
5118020100	OPTOMETRIC ASSISTANT	M	08	04
5118030100	OPTOMETRIC TECHNICIAN	M	08	04
5123080000	PHYSICAL THERAPY	N	08	04
5123990000	REHABILITATION AND THERAPY (PHY.THER.,THER.PRO)	N	08	04
5123990200	REHABILITATION AND THERAPEUTIC SERVICES	N	08	04
5124010000	VETERINARY MEDICINE (DVM)	N	08	04
5126020000	HOME HEALTH ATTENDANT	M	08	04
5126021000	HOME HEALTH AIDE/HOME ATTENDANT	M	08	04
5126030000	MEDICATION AIDE	N	08	04
5126040000	MEDICATION MANAGER (DELE. 06)	M	08	99
5126051000	GERIATRIC AIDE (DELE. 05)	M	08	99
5126990000	MEDICATION MANAGER	N	08	04
5131010000	PARENTAL NUTRITION	M	08	04
5131040100	DIETITIAN SPECIALIST	M	08	04
5131041000	DIETITIAN ASSISTANT	M	08	04
5135010100	MASSAGE THERAPY TECHNICIAN	M	08	04
5135010200	MASSAGE THERAPY TECHNOLOGY	M	08	04
5201010000	GENERAL BUSINESS	F	04	02
5202010000	BUSINESS ADMINISTRATION	F	04	02
5202010200	BUSINESS ADMINISTRATION AND MANAGEMENT	F	04	02
5202030000	LOGISTICS AND MATERIALS OPERATIONS	F	16	06
5202030200	LOGISTICS AND MATERIALS MANAGEMENT	F	16	06
5202040000	OFFICE SUPERVISION	N	04	02
5202040200	OFFICE MANAGEMENT	N	04	02
5202050000	OPERATIONS SUPERVISION	F	04	02
5202050200	INDUSTRIAL OPERATIONS MANAGEMENT	F	04	02

CIP Number	State Title	Non-Trad	Federal Career Cluster	State Career Cluster
5202060000	NON PROFIT/PUBLIC/ORGANIZATIONAL	N	04	02
5202080200	E-COMMERCE/ELECTRONIC COMMERCE	F	04	02
5202110000	BUSINESS ADMINISTRATION - CAREER ACADEMY	N	04	02
5202140000	OFFICE MANAGEMENT - CAREER ACADEMY	N	04	02
5202990200	BUSINESS ADM./MANAGEMENT/OPERATION TECHNOLOGY	M	04	02
5203010000	ACCOUNTING	N	04	02
5203010200	ACCOUNTING MANAGEMENT	N	04	02
5203020000	ACCOUNTING AND BOOKKEEPING	M	04	02
5203020100	ACCOUNTING AND BOOKKEEPING SPECIALIST	M	04	02
5203020200	ACCOUNTING INFORMATION SYSTEMS MANAGEMENT	M	04	02
5203021100	BOOKKEEPER SPECIALIST	M	04	02
5203110000	ACCOUNTING - CAREER ACADEMY	N	04	02
5203120000	ACCOUNTING AND BOOKKEEPING - CAREER ACADEMY	N	04	02
5204010000	ADMINISTRATIVE ASSISTANT/SECRETARIAL	M	04	02
5204010100	ADMINISTRATIVE ASSISTANT SPECIALIST	M	04	02
5204010200	ADMINISTRATIVE SPECIALIST MANAGEMENT	M	04	02
5204015100	SECRETARIAL SPECIALIST	M	04	99
5204020200	EXECUTIVE SPECIALIST MANAGEMENT	M	04	02
5204030000	LEGAL ASSISTANT/SECRETARIAL	M	04	99
5204030100	LEGAL ADMINISTRATIVE ASSIST. (DELE. 06)	M	04	99
5204030200	LEGAL ADMINISTRA. SPECIALIST MANGEMENT	M	04	99
5204040000	MEDICAL ASSISTANT/SECRETARIAL	M	04	99
5204040100	MEDICAL ADMINISTRA. ASSIST. SPEC. (DELE. 06)	M	04	99
5204040200	MEDICAL ADMINISTRAT. ASSIST. MGT. (DELE. 06)	M	04	99
5204041100	MEDICAL SEC.-TRANSCRIPT. SPECIALIST(DELE. 06)	M	04	99
5204041200	MEDICAL SEC. TRANSCRIP. MANAGEMENT (DELE. 06)	M	04	99
5204070000	BUSINESS/OFFICE AUTOMATION/DATA ENTRY	M	04	02
5204070100	BUSINESS/OFFICE AUTOMATION/DATA ENTRY SPECIALIST	M	04	02
5204070200	BUSINESS/OFFICE AUTOMATION/DATA ENTRY MANAGEMENT	M	04	02
5204080100	GENERAL OFFICE CLERICAL & TYPING SRVS SPECIALIST	M	04	02
5204081000	CLERK/TYPIST	M	04	02
5204090100	PARTS, WAREHOUSE, & INVENTORY TECHNI. (DELE. 05)	F	04	99
5204120000	ADMINISTRATIVE ASSISTANT/SECRETARIAL - CAREER ACAD	N	04	02
5204170000	BUSINESS/OFFICE AUTOMATION/DATA ENTRY - CAREER ACA	N	04	02
5204180000	GENERAL OFFICE OCCUPATION AND CLERICAL - CAREER AC	N	04	02
5207010000	ENTREPRENEURSHIP	N	04	02
5207010200	ENTREPRENEURSHIP MANAGEMENT	N	04	02
5207030100	SMALL BUSINESS ADMINISTRATION	F	04	02
5207130000	SMALL BUSINESS ADMINISTRATION - CAREER ACADEMY	N	04	02
5208010000	FINANCE	N	06	02

CIP Number	State Title	Non-Trad	Federal Career Cluster	State Career Cluster
5208010200	FINANCIAL MANAGEMENT	N	06	02
5208030100	BANKING & FINANCIAL SUPPORT SERVICES SPECIALIST	M	06	02
5208030200	BANKING & FINANCIAL SUPPORT SERVICES MANAGEMENT	M	06	02
5209010000	HOSPITALITY SERVICES	N	09	05
5209010100	HOSPITALITY SUPERVISION	N	09	05
5209010200	HOSPITALITY MANAGEMENT	N	09	05
5209030000	TOURISM AND TRAVEL SERVICES	N	09	05
5209030200	TOURISM AND TRAVEL SERVICES MANAGEMENT	N	09	05
5209110000	HOSPITALITY SERVICES - CAREER ACADEMY	N	09	05
5209990200	HOTEL AND RESTAURANT MANAGEMENT	N	09	05
5210010000	HUMAN RESOURCES MANAGEMENT/PERSONNEL ADMIN.	N	04	02
5210010200	HUMAN RESOURCES MANAGEMENT	N	04	02
5212010000	MANAGEMENT INFORMATION SYSTEMS	N	11	02
5212040200	BUSINESS SYSTEMS NETWORKING MANAGEMENT	N	11	02
5212050000	BUSINESS COMPUTER FACILITIES OPERATOR	N	11	02
5212052200	WEB DESIGN AND DEVELOPMENT TECHNOLOGY	N	11	02
5212990200	MANAGEMENT INFORMATION SYSTEMS/SERVICES MNGMENT	N	11	02
5212991000	MANAGEMENT INFORMATION SYSTEMS/DATA ENTRY	N	11	02
5214010000	MARKETING	N	14	07
5214010200	MARKETING MANAGEMENT	N	14	07
5214030200	INTERNATIONAL MARKETING MANAGEMENT	N	14	07
5214110000	MARKETING - CAREER ACADEMY	N	14	07
5215010000	REAL ESTATE	N	14	07
5216010000	TAXATION	N	06	02
5217010000	INSURANCE	F	06	02
5217010200	INSURANCE MANAGEMENT	F	06	02
5218010000	SALES, DISTRIBUTION, AND MARKETING	N	14	07
5218010200	SALES, DISTRIBUTION, AND MARKETING MANAGEMENT	N	14	07
5218030100	RETAILING AND RETAIL SPECIALIST	M	14	07
5218030200	RETAILING AND RETAIL MANAGEMENT	M	14	07
5218040100	SELLING SKILLS AND SALES SPECIALIST	F	14	07
5218110000	SALES, DISTRIBUTION AND MARKETING - CAREER ACADEMY	N	14	07
5218130000	RETAILING AND RETAIL - CAREER ACADEMY	N	14	07
5218140000	SELLING SKILLS AND SALES - CAREER ACADEMY	N	14	07
5218990100	EQUIPMENT RENTAL TECHNICIAN	N	14	07
5219040200	APPAREL AND ACCESSORIES MARKETING MANAGEMENT	N	14	07
5219050200	TOURISM AND TRAVEL SERV. MGT. (DELETE 05)	M	14	99
5219070100	PARTS AND SALES TECHNICIAN	F	14	07
5219080000	PERSONAL FINANCIAL SERVICES	N	14	02
5219080200	INSURANCE MANAGEMENT (delete FY05)	F	14	99

CIP Number	State Title	Non-Trad	Federal Career Cluster	State Career Cluster
5219090100	BUILDING MATERIALS SPECIALIST	N	14	07
5219140000	APPAREL AND ACCESSORIES MARKETING - CAREER ACADEMY	N	14	07
5220010200	CONSTRUCTION MANAGEMENT	F	02	06
5301010000	SECONDARY HIGH SCHOOL DIPLOMA COURSES	N	99	99
5301050000	ADULT HIGH SCHOOL DIPLOMA	N	99	99
5301060000	ALTERNATIVE HIGH SCHOOL (DELE 06)	N	99	99
5301990000	ALTERNATIVE HIGH SCHOOL	N	99	99
5302010000	GENERAL EDUCATION DEVELOPMENT	N	99	99
5900000000	SECONDARY JOINTLY ADMINISTERED PREPARATORY SUM.	N	99	99
6104000000	COACHING AUTHORIZATION	N	99	99
6105000000	COURT ORDERED/REFERRED	N	99	99
6106000000	IOWA COURSE FOR DRIVERS IMPROVEMENT (DIP)	N	99	99
6107000000	DRIVERS EDUCATION	N	99	99
6108000000	AARP DRIVER (55 ALIVE) AND RECREATION VEH SAFETY	N	99	99
6109000000	IOWA COURSE FOR DRINKING DRIVERS (DUI)	N	99	99
6110000000	ENVIRONMENTAL AUDITOR	N	99	99
6111000000	HAZARDOUS MATERIAL - STATE RECOGNIZED COURSE	N	99	99
6112000000	HUNTER SAFETY AND ETHICS	N	99	99
6113000000	MINE SAFETY AND HEALTH ADMIN. (MSHA)	N	99	99
6114000000	MOTORCYCLE RIDER	N	99	99
6115000000	MOTORIZED BICYCLE (MOPED)	N	99	99
6116000000	PARENTING SKILLS/HUMAN GROWTH AND DEV.	N	99	99
6117000000	RESERVED PEACE OFFICER TRAINING	N	99	99
6118000000	SCHOOL BUS DRIVER	N	99	99
6119000000	SNOWMOBILE SAFETY	N	99	99
6120000000	CHILD/DEPENDENT ADULT ABUSE MANDATORY REPORT	N	99	99
6121000000	ALL-TERRAIN VEHICLE	N	99	99
6122000000	WATER CRAFT/JET SKI	N	99	99
6123000000	USED MOTOR VEHICLE DEALERS	N	99	99
6230000000	COMMUNITY SERVICE	N	99	99
6231000000	CONFERENCES/SPECIAL EVENTS/MEETINGS	N	99	99
6301000000	CORRECTIONAL EDUCATION INITIATIVES-SUMMARY	N	99	99
6301010000	COMPREHENSIVE REL. SVCS. & ACT.-CORRECTION	N	99	99
6801020000	SEX EQUITY MODEL CAREER EXPLORATION PROGRAM	N	99	99
6801060000	SEX EQUITY MINORITY RECRUITMENT ACTIVITIES	N	99	99
6801070000	SEX EQUITY NONTRAD. RECRUITMENT ACTIVITIES	N	99	99
6801080000	SEX EQUITY IN-SERVICE ACTIVITIES	N	99	99
6801100000	SEX EQUITY RESEARCH	N	99	99
6803000000	IOWA PLTW PARTNERSHIP - GRANT TOTAL	N	99	99
6803010000	IOWA PLTW PARTNERSHIP - DE/IDED FUNDING	N	99	99

CIP Number	State Title	Non-Trad	Federal Career Cluster	State Career Cluster
6803020000	IOWA PLTW PARTNERSHIP - KERN FAM. FUNDING	N	99	99
6803030000	IOWA PLTW PARTNERSHIP - C.C. FUNDING	N	99	99
6804000000	PERKINS IV - ADMINISTRATIVE COSTS (max. 5%)	N	99	99
6804010000	R-1 INTEGRATION OF ACADEMICS	N	99	99
6804020000	R-2 LINKAGE OF SECONDARY AND POSTSECONDARY	N	99	99
6804030000	R-3 ALL ASPECTS OF AN INDUSTRY	N	99	99
6804040000	R-4 USE OF TECHNOLOGY	N	99	99
6804050000	R-5 PROFESSIONAL DEVELOPMENT	N	99	99
6804060000	R-6 EVALUATION OF CTE PROGRAMS	N	99	99
6804070000	R-7 INITIATE, IMPROVE, EXPAND & MODERNIZE CTE	N	99	99
6804080000	R-8 SUFFICIENT SIZE, SCOPE AND QUALITY	N	99	99
6804090000	R-9 ACTIVITIES TO PREPARE SPECIAL POPULATIONS	N	99	99
6804100000	P-1 INVOLVEMENT OF PARENTS, BUSINESS AND LABOR	N	99	99
6804110000	P-2 CAREER GUIDANCE AND ACADEMIC COUNSELING	N	99	99
6804120000	P-3 EDUCATION AND BUSINESS PARTNERSHIPS	N	99	99
6804130000	P-4 PROGRAMS FOR SPECIAL POPULATIONS	N	99	99
6804140000	P-5 CTE STUDENT ORGANIZATIONS	N	99	99
6804150000	P-6 MENTORING AND SUPPORT SERVICES	N	99	99
6804160000	P-7 LEASING, PURCHASING AND UPDATING EQUIPMENT	N	99	99
6804170000	P-8 TEACHER PREPARATION	N	99	99
6804180000	P-9 DEV/EXPAND ACCESSIBILITY TO PS PROG. OFFERINGS	N	99	99
6804190000	P-10 TRANSITION OF STUDENTS TO BS DEGREE PROGRAMS	N	99	99
6804200000	P-11 ENTREPRENEURSHIP EDUCATION AND TRAINING	N	99	99
6804210000	P-12 IMPROVE OR DEVELOP NEW CTE COURSES	N	99	99
6804220000	P-13 DEVELOP/SUPPORT SMALL LEARNING COMMUNITIES	N	99	99
6804230000	P-14 SUPPORT FOR FCS PROGRAMS	N	99	99
6804240000	P-15 PROGRAMS FOR ADULTS AND SCHOOL DROPOUTS	N	99	99
6804250000	P-16 CONTINUING EDUCATION OR TRAINING	N	99	99
6804260000	P-17 TRAINING IN NON-TRADITIONAL FIELDS	N	99	99
6804270000	P-18 SUPPORT FOR AUTOMOTIVE TECHNOLOGIES	N	99	99
6804280000	P-19 POOL FUNDS FOR INNOVATIVE INITIATIVES	N	99	99
6804290000	P-20 OTHER CTE ACTIVITIES CONSISTENT WITH PERKINS	N	99	99
6805010000	PERKINS IV - GRANT TOTAL	N	99	99
6805020000	PERKINS IV CONSORTIUM - GRANT TOTAL	N	99	99
6805030000	PERKINS IV CONSORTIUM - GRANT TOTAL	N	99	99
6805040000	PERKINS IV CONSORTIUM - GRANT TOTAL	N	99	99
6805050000	PERKINS IV CONSORTIUM - GRANT TOTAL	N	99	99
6805060000	PERKINS IV CONSORTIUM - GRANT TOTAL	N	99	99
6805070000	PERKINS IV CONSORTIUM - GRANT TOTAL	N	99	99
6806010000	TECH PREP - GRANT TOTAL	N	99	99

CIP Number	State Title	Non-Trad	Federal Career Cluster	State Career Cluster
6806020000	TECH PREP PROGRAM SUPPORT	N	99	99
6806030000	TECH PREP PROGRAM DEVELOPMENT	N	99	99
6806040000	TECH PREP PROGRAM IMPROVEMENT	M	99	99
6807000000	TECH PREP IV ADMINISTRATION COSTS	N	99	99
6807010000	TR-1 CARRIED OUT UNDER AN ARTICULATION AGREEMENT	N	99	99
6807020000	TR-2 DEVELOP PROGRAMS OF STUDY FOR TECH PREP PROG.	N	99	99
6807030000	TR-3 DEVELOP AND IMPROVE TECH PREP PROGRAMS	N	99	99
6807040000	TR-4 PROVIDE PRO. DEV. FOR TEACHERS, FACULTY&ADM	N	99	99
6807050000	TR-5 PROVIDE PRO. DEV. PROGRAMS FOR COUNSELORS	N	99	99
6807060000	TR-6 PROVIDE EQUAL ACCESS, TO TECHNICAL PREP. PROG	N	99	99
6807070000	TR-7 PROVIDE FOR PREPARATORY SERVICES	N	99	99
6807080000	TR-8 COORD. WITH ACTIVITIES CONDUCTED UNDER TITLEI	N	99	99
6807090000	TP-1 PROVIDE FOR THE ACQUISITION OF EQUIPMENT	N	99	99
6807100000	TP-2 ACQUIRE TECHNICAL ASSISTANCE FOR STATE/LOCAL	N	99	99
6807110000	TP-3 ESTABLISH ARTICULATION AGREEMENTS	N	99	99
6807120000	TP-4 IMPROVE CAREER GUIDANCE & ACADEMIC COUNSELING	N	99	99
6807130000	TP-5 DEVELOP CURRICULUM THAT SUPPORTS TRANSITION	N	99	99
6807140000	TECH PREP IV - GRANT TOTAL	N	99	99

APPENDIX C

Determining Tuition Rates and Uniform Policy on Student Residency Status

Determine Tuition Rates

Iowa Department of Education correspondence dated November 16, 2000 Summary of Community College Tuition Issues Provided to the Community College Presidents – November 2, 2000 President's Meeting states "The policy on student residency status for the purpose of establishing tuition and fee charges within Iowa merged area schools were developed in compliance with administrative rules 281-21.2. This uniform policy states that "a person classified as a resident shall be provided resident tuition costs". Thus, a community college may charge a resident tuition rate and a non-resident tuition rate:

Resident:

- Tuition for residents of Iowa shall not exceed the lowest tuition rate per semester, or the equivalent, charged by an institution of higher education under the State Board of Regents for a full-time resident student.
- However, except for students enrolled under Iowa Code 261C (Postsecondary Enrollment Options Act (PSEO), if a local school district pays tuition for a resident pupil of high school age, the limitation on tuition for residents of Iowa shall not apply, and the amount of tuition shall be determined by the board of directors of the community college with the consent of the local school board.
- Colleges may charge resident tuition rates to residents of one of Iowa's eight sister states. Authorized in the Code of Iowa 260C.14(14). Each college (merged area) board may have its own policy on whether to give the preferential resident rates to such students.

Non-Resident:

- Tuition for non-residents of Iowa shall not be less than the marginal cost of instruction of a student attending the college.
- A lower tuition for non-residents may be permitted under a reciprocal tuition agreement between a merged area and an educational institution in another state, if the state board approves the agreement. [Statement is referenced in Iowa Code, Subsection 260C.14(2), "Authority of Area Directors."]
- A differential for international students within the non-resident tuition rate is not permitted.
- A community college may not charge a non-immigrant alien a different tuition rate from that of other non-resident students. Non-immigrant aliens are generally those who are in the United States temporarily and intend at some time (doesn't have to be immediate or even near future) to return to their homeland. Immigrant aliens may establish residency the same as United States Citizens.

Residency requirements for the determination of residency and non-residency tuition rates must be in compliance with the Iowa Community Colleges Uniform Policy on Student Residency Status (state board approved June 7, 2001).

Uniform Policy on Student Residency Status

Section 1—General

A person who has been admitted to an Iowa community college shall be classified as a resident or as a non-resident for admission, tuition, and fee purposes. A person classified as a resident shall pay resident tuition costs. A person classified, as a non-resident shall pay non-resident tuition costs. Tuition for non-residents should not be less than the marginal cost of instruction of a student attending the college. Authorized in *Iowa Code Section 260C.14 (2)*.

Persons who register for non-credit continuing education courses shall be charged course fees determined on course costs and by market demand.

Section 2—Determination of Residency Status

In determining a community college resident or non-resident classification, the primary determination is the reason a person is in the state of Iowa. The second determination will be the length of time a person has resided in Iowa. If a person is in the state primarily for educational purposes, that person will be considered a non-resident. The burden of establishing the reason a person is in Iowa for other than educational purposes rests with the student.

The registrar or official designated community college office may require written documentation, affidavits, or other related evidence deemed necessary to determine why a student is in Iowa. The burden of proof is upon the student. A student will be required to file at least two documents to determine his/her residency status. No two documents may come from the same source. In all events to be determined a resident of Iowa, the individual must document residing in the State of Iowa for at least 90 days prior to the beginning of the term for which he/she is enrolling. The following are examples of acceptable documentation:

- Written and notarized documentation from an employer that the student is employed in Iowa or a signed and notarized statement from the student describing employment and sources of support;
- Iowa state income tax return;
- An Iowa driver's license;
- An Iowa vehicle registration card;
- An Iowa voter registration card; and
- Proof of Iowa Homestead credit on property taxes.

If a student gives misleading or incorrect information for the purpose of evading payment of non-resident fees, he or she must pay the non-resident fees for each term the student was not officially classified as a non-resident.

The registrar or office staff designated by the community college shall administer these regulations. Resident and non-resident tuition rates must be printed and available in the catalog or another major college publication.

Section 3—Residency of Minor Students

The domicile of a minor shall follow that of the parent with whom the minor resides except where emancipation of said minor could be proven. The word "parent" herein used shall include legal guardian or others in cases where the lawful custody of a minor has been awarded to persons other than actual parents.

A minor living with a resident of Iowa who is legally responsible for the minor shall be granted resident status if the minor has lived with the Iowa resident for at least 90 days immediately prior to enrollment.

The residency status of an emancipated minor shall be based upon the same qualifications established for a person having attained majority.

Section 4—Residency of Students who are not Citizens of the United States

A person who is a refugee or who is granted asylum by an appropriate agency of the United States must provide proof of certification of refugee or asylum grantee status. A person may be granted resident status for admission and tuition purposes when the person comes directly, or within a reasonable time, to the State of Iowa from a refugee facility or port of debarkation and has not established domicile in another state.

A person, who has immigrant status, and his or her spouse or dependents, may establish Iowa residency in the same manner as a United States citizen.

A person who has non-immigrant status and who holds a non-student visa, and his or her spouse or dependents, may establish residency in the same manner as a United States citizen. An alien who has non-immigrant status and

whose primary purpose for being in Iowa is educational is classified as non-resident. A "student visa" is prima facie evidence of non-residency. (I.e., in a rare case, a student holding the visa could overcome the presumption of non-residency.)

Section 5—Residency of Federal Personnel and Dependents

A person and his/her spouse, who has moved into the State of Iowa as the result of military or civil orders from the federal government, and the minor children of such persons, are entitled to immediate Iowa residency status.

Section 6—Veteran’s Exemption

A military service veteran who was a resident of the state of Iowa prior to entering the service shall be classified as a resident if the veteran returns to Iowa upon separation from service and his/her separation papers are filed with the county recorder.

Section 7—Reclassification of Residency Status

It is the responsibility of a student to request a reclassification of residency status. If a student is reclassified as a resident for tuition purposes, such classification shall be effective beginning with the next term for which the student enrolls. In no case shall reclassification to residency status be made retroactive for tuition and fee purposes, even though the student could have previously qualified for residency status had the student applied.

Section 8—Appeal

The decision on the residency status of a student for admission, tuition, and fee purposes may be appealed to a review committee established by the community college. The findings of the review committee may be appealed to the community college board, whose decision shall be a final administrative decision.

Uniform Tuition Policy approved by the Iowa State Board of Education June 7, 2001.

APPENDIX D

Perkins Distribution

The purpose of the federal Perkins is to develop more fully the academic and career/technical skills of secondary and postsecondary students who elect to enroll in career and technical education programs.

Each year the postsecondary Perkins allocation is distributed to the community colleges based on Federal criteria and state plan via the audited Pell and BIA count. The IDOE staff conducts audits of each college's Pell and BIA count to verify that students included are appropriate based on eligibility requirements.

Eligibility:

The criteria for reporting students who are eligible to be included in the count for Perkins distribution are as follows:

- has declared a major in a IDOE approved career/technical education or career option/college parallel program;
- has been accepted into the program with full access to courses leading to completion;
- is enrolled in one or more courses of the technical core (occupationally-specific) of the program's approved curriculum (AS-28); and
- is a recipient of a Pell grant from the U.S. Department of Education or financial assistance from the Bureau of Indian Affairs (BIA) of the U.S. Department of Interior.

All of the above criteria must be met for students to be included in the count.

Definitions:

Definitions, relating to the criteria used for determining the Perkins distribution, are located in the MIS Data Dictionary.

Procedure:

The procedure (by electronic documents) used to determine the eligible count for each college that is used in the distribution formula is as follow:

- AS28 – the technical core courses are checked by the college on the AS28's, as submitted for the prior year audit as well as the new programs in the fiscal year, for each IDOE approved career/technical education and college parallel/career option programs. The AS28's should be updated to ensure that the current courses identified are correct (please note if you have made changes and/or added new courses). On those AS28's where changes have been made, electronically return a copy to the Department;
- Certified Pell Count – the total unduplicated number of Pell recipients who are career/technical education and college parallel/career option students during the previous academic year are indicated on the Certified Total Unduplicated Vocation Pell Count Report. A certified hard copy, with the appropriate signature (President or his/her designee) must be sent to the Department's Division Administrator.
- Unduplicated Detail Listing of Students – the college prepares a list of the students in the Certified Pell Count. The listing includes student name, social security number, program major, location of student's record, and CIP number of program enrolled in;
- Pell Questionnaire – a list of questions to be completed by the individuals responsible for identifying the core courses, list of students and Pell count. They relate to student major, acceptance in major, change of major, steps taken to identify Pell count, Pell grant year, and individuals responsible for reviewing the AS28's;

- Audit Sample – an audit of student’s college records is conducted by a random sample of the students on the Unduplicated Detail Listing of Students. For the students included in the audit sample, the college is notified to submit each student’s (1) transcript and (2) the letter of acceptance or an official record showing the student’s acceptance into the program. These items are sent to the Department via certified mail and are placed in a secure location. Due to the confidentiality of transcripts and social security numbers, the transcripts and additional material are under lock, checked in and out for staff review, never leave building, and shredded or returned to the college by certified mail;
- Audit Findings – result of the Department’s audit is communicated to the college to determine if they have additional material to be submitted related to the audit and to obtain their acceptance of the findings;
- Eligible Count – result of the above steps in the Procedure indicates the college’s eligible students to be used in the count for determining the Perkins allocation.

Distribution:

Perkins funding is distributed to the colleges based on the percentage their Pell count comprises the total community colleges Pell count population.

For additional information contact the IDOE 515-281-3550 or 515-281-3589.

APPENDIX E

HIGH SCHOOL IDENTIFICATION CODES

May be reporting using ACT, CEEB or Iowa High School Identification Codes (as follows).

DO NOT MIX CODES.

If using ACT/CEEB codes use leading zeroes to fill 8 positions.

Example: Adel, ACT = 160010, submit=00160010, or DOE = 00270172

Home schooled students - use local high school code.

If reporting Adult High School Diploma use Appendix F.

District	Building	District Name	Building Name
0009	0109	AGWSR	AGWSR High School
0027	0172	Adel DeSoto Minburn	ADM Senior High School
0063	0172	Akron Westfield	Akron Westfield Senior High School
0081	0109	Albia	Albia High School
0126	0109	Algona	Algona High School
0135	0109	Allamakee	Waukon High School
0135	0118	Allamakee	Allamakee Learning Center
0171	0172	Alta	Alta Senior High School
0225	0109	Ames	Ames High School
0234	0109	Anamosa	Anamosa High School
0252	0172	Anita	CAM High School
0261	0000	Ankeny	Ankeny Comm School District
0261	0109	Ankeny	Ankeny High School
0279	0109	Aplington-Parkersburg	Aplington Parkersburg High School
0387	0109	Atlantic	Atlantic High School
0423	0109	Aurelia	Aurelia High School
0472	0109	Ballard	Ballard Community Senior High School
0504	0109	Battle Creek-Ida Grove	Battle Creek-Ida Grove Senior High School
0504	0118	Battle Creek-Ida Grove	Sac-Ida Alternative High School
0540	0172	BCLUW	BCLUW High School
0576	0109	Belle Plaine	Belle Plaine Senior High School
0594	0118	Belmond-Klemme	Belmond-Klemme Alternative School
0609	0000	Benton	Benton Comm School District
0609	0109	Benton	Benton Community Senior High School
0621	0109	Bettendorf	Bettendorf High School
0657	0172	Eddyville-Blakesburg	Eddyville-Blakesburg Senior High School
0729	0109	Boone	Boone High School
0729	0118	Boone	Futures
0819	0109	West Hancock	West Hancock High School
0873	0109	North Iowa	North Iowa High School
0882	0109	Burlington	Burlington Community High School
0882	0194	Burlington	Burlington Alternative School
0936	0109	Camanche	Camanche High School

District	Building	District Name	Building Name
1961	0109	Carlisle	Carlisle High School
0999	0109	Carroll	Carroll High School
1044	0109	Cedar Falls	Cedar Falls High School
1044	0172	Cedar Falls	Cedar Falls Alternative
1053	0109	Cedar Rapids	Thomas Jefferson High School
1053	0114	Cedar Rapids	John F Kennedy High School
1053	0118	Cedar Rapids	George Washington High School
1053	0127	Cedar Rapids	Metro High School
1062	0172	Center Point-Urbana	Center Point-Urbana High School
1071	0109	Centerville	Centerville High School
1071	0118	Centerville	Appanoose County Alternative High School
1079	0109	Central Lee	Central Lee High School
1082	0109	Central Clinton	Central High School
1082	0118	Central Clinton	Central Alternative Program
1089	0109	Central City	Central City High School
1095	0109	Central Lyon	Central Lyon Senior High School
1107	0109	Chariton	Chariton High School
1116	0109	Charles City	Charles City High School
1116	0172	Charles City	Carrie Lane High School
1134	0109	Charter Oak-Ute	Charter Oak-Ute High School
1152	0109	Cherokee	Washington High School
1152	0118	Cherokee	Little Sioux Success Center
1197	0109	Clarinda	Clarinda High School
1197	0118	Clarinda	Alternative High School Clarinda Comm. School
1206	0109	Clarion-Goldfield	Clarion-Goldfield HS
1211	0109	Clarke	Clarke Community High School
1211	0118	Clarke	Clarke Learning Center
1218	0172	Clay Central-Everly	Clay Central-Everly High School
1221	0109	Clear Creek Amana	Clear Creek Amana High School
1233	0109	Clear Lake	Clear Lake High School
1278	0109	Clinton	Clinton High School
1278	0118	Clinton	Lincoln High School
1332	0109	Colfax-Mingo	Colfax-Mingo High School
1337	0109	College	Prairie High School
1359	0172	Colo-Nesco	Colo-Nesco Senior High School
1368	0109	Columbus	Columbus Community High School
1431	0109	Corning	Corning High School
1476	0109	Council Bluffs	Thomas Jefferson High School
1476	0118	Council Bluffs	Abraham Lincoln High School
1503	0109	Creston	Creston High School
1503	0118	Creston	High Lakes Cntry Academy High School
1576	0109	Dallas Center-Grimes	Dallas Center-Grimes Community High School
1611	0109	Davenport	Central High School
1611	0116	Davenport	North High School

District	Building	District Name	Building Name
1611	0118	Davenport	West High School
1611	0127	Davenport	Kimberly Center East
1619	0109	Davis County	Davis County Community High School
1638	0109	Decorah Community	Decorah High School
1701	0109	Denison	Denison High School
1701	0118	Denison	Denison Alternative High School
1719	0109	Denver	Denver Senior High School
1737	0109	Des Moines Independent	East High School
1737	0114	Des Moines Independent	Hoover High School
1737	0118	Des Moines Independent	Lincoln High School
1737	0127	Des Moines Independent	North High School
1737	0136	Des Moines Independent	Roosevelt High School
1737	0185	Des Moines Independent	Des Moines Central Campus High School
1737	0194	Des Moines Independent	Scavo Alternative High School
1791	0172	Dike-New Hartford	Dike-New Hartford High School
1863	0109	Dubuque	Dubuque Senior High School
1863	0118	Dubuque	Hempstead High School
1863	0127	Dubuque	Central Alternative High School
1926	0109	Durant	Durant High School
1944	0109	Eagle Grove	Eagle Grove High School
1953	0172	Earlham	Earlham Senior High School
1963	0109	East Buchanan	East Buchanan High School
1965	0109	East Central	East Central Community High School
1968	0172	East Marshall	East Marshall Senior High School
1972	0172	Eastern Allamakee	Kee High School
1975	0118	River Valley	River Valley Alternative High School
2007	0109	Eldora-New Providence	Eldora-New Providence High School
2016	0109	Elk Horn-Kimballton	Elk Horn-Kimballton High School
2088	0109	Emmetsburg	Emmetsburg High School
2124	0109	Estherville Lincoln	Estherville Lincoln Central High School
2169	0109	Fairfield	Fairfield High School
2295	0109	Forest City	Forest City High School
2295	0118	Forest City	Forest City Alternative School
2313	0109	Fort Dodge	Fort Dodge High School
2313	0156	Fort Dodge	Gordon Willard Alternative Ed High Sch
2322	0109	Fort Madison	Fort Madison High School
2322	0127	Fort Madison	Fort Madison Alternative School
2376	0109	Galva-Holstein	Galva-Holstein High School
2403	0109	Garner-Hayfield	Garner-Hayfield High School
2457	0172	George-Little Rock	George-Little Rock Senior High School
2466	0172	Gilbert	Gilbert High School
2502	0172	Gladbrook-Reinbeck	Gladbrook-Reinbeck High School
2511	0109	Glenwood	Glenwood Senior High School
2511	0114	Glenwood	Building Bridges
2556	0172	Graettinger	Graettinger-Terril High School

District	Building	District Name	Building Name
2664	0172	Greene	North Butler High School
2673	0209	Nodaway Valley	Nodaway Valley High School
2709	0109	Grinnell-Newburg	Grinnell Community Senior High School
2727	0109	Grundy Center	Grundy Center High School
2727	0118	Grundy Center	Grundy Center Learning Center
2754	0109	Guthrie Center	Guthrie Center High School
2763	0172	Clayton Ridge	Clayton Ridge High School
2781	0109	Hampton-Dumont	Hampton-Dumont High School
2826	0109	Harlan	Harlan Community High School
2862	0109	Hartley-Melvin-Sanborn	Hartley-Melvin-Sanborn High School
2977	0109	Highland	Highland High School
2988	0109	Hinton	Hinton High School
3029	0109	Howard-Winneshiek	Crestwood High School
3029	0118	Howard-Winneshiek	Crestwood Alternative School
3042	0109	Hudson	Hudson High School
3060	0109	Humboldt	Humboldt High School
3105	0109	Independence	Independence High School
3105	0118	Independence	Buchanan County Success Center
3114	0109	Indianola	Indianola High School
3114	0127	Indianola	Indianola Learning Center
3119	0109	Interstate 35	Interstate 35 High School
3141	0109	Iowa City	Iowa City High School
3141	0118	Iowa City	West Senior High School
3141	0136	Iowa City	Elizabeth Tate Alt. High School
3150	0109	Iowa Falls	Iowa Falls - Alden High School
3195	0109	Jefferson-Scranton	Jefferson-Scranton High School
3204	0109	Jesup	Jesup High School
3231	0109	Johnston	Johnston Senior High School
3312	0109	Keokuk	Keokuk High School
3348	0109	Kingsley-Pierson	Kingsley-Pierson High School
3375	0109	Knoxville	Knoxville High School
3375	0114	Knoxville	Trabert Center GOAL Alternative School
3420	0109	Lake Mills	Lake Mills Senior High School
3465	0172	Lamoni	Lamoni High School
3537	0109	Laurens-Marathon	Laurens-Marathon High School
3600	0109	Le Mars	Le Mars High School
3600	0118	Le Mars	Individualized Learning Center
3645	0109	Lewis Central	Lewis Central Senior High School
3691	0172	North Cedar	North Cedar High School
3715	0109	Linn-Mar	Linn-Mar High School
3744	0109	Lisbon	Lisbon High School
3798	0000	Logan-Magnolia	Logan-Magnolia Comm School District
3841	0109	Louisa-Muscatine	Louisa-Muscatine High School
3906	0109	Lynnville-Sully	Lynnville-Sully High School

District	Building	District Name	Building Name
3942	0109	Madrid	Madrid High School
3978	0118	Malvern	Malvern Learning Center
3978	0172	Malvern	East Mills High School
4014	0109	Manning	IKM-Manning High School
4033	0109	Maple Valley	Maple Valley-Anthon Oto High School
4041	0109	Maquoketa	Maquoketa Community High School
4043	0109	Maquoketa Valley	Maquoketa Valley Senior High School
4086	0109	Marion Independent	Marion High School
4104	0109	Marshalltown	Marshalltown High School
4131	0109	Mason City	Mason City High School
4131	0127	Mason City	Alternative School
4149	0109	MOC-Floyd Valley	MOC-Floyd Valley High School
4203	0109	Mediapolis	Mediapolis High School
4212	0109	Melcher-Dallas	Melcher-Dallas High School
4271	0109	Mid-Prairie	Mid-Prairie High School
4271	0118	Mid-Prairie	Alterntive Learning Cent
4356	0109	Missouri Valley	Missouri Valley High School
4419	0109	MFL MarMac	MFL Marmac HS
4437	0109	Montezuma	Montezuma High School
4446	0109	Monticello	Monticello High School
4536	0109	Mount Pleasant	Mount Pleasant High School
4536	0118	Mount Pleasant	WisdomQuest Education Center
4554	0109	Mount Vernon	Mount Vernon High School
4581	0000	Muscatine	Muscatine Comm School District
4581	0109	Muscatine	Muscatine High School
4599	0172	Nashua-Plainfield	Nashua-Plainfield High School
4617	0109	Nevada	Nevada High School
4644	0172	Newell-Fonda	Newell-Fonda High School
4662	0109	New Hampton	New Hampton High School
4662	0118	New Hampton	Education Options
4725	0000	Newton	Newton Comm School District
4725	0109	Newton	Newton Senior High School
4725	0127	Newton	Basics and Beyond Alternative School
4772	0172	North Central	Central Springs High School
4774	0000	North Fayette	North Fayette Comm School District
4774	0109	North Fayette	North Fayette High School
4775	0109	Northeast Hamilton	Northeast Hamilton High School
4777	0109	North Linn	North-Linn Senior High School
4778	0109	North Kossuth	NSK High School High School
4779	0172	North Polk	North Polk Middle School & High School
4784	0109	North Scott	North Scott Senior High School
4797	0109	Norwalk	Norwalk Senior High School
4869	0000	Oelwein	Oelwein Comm School District
4869	0109	Oelwein	Oelwein High School

District	Building	District Name	Building Name
4878	0109	Ogden	Ogden High School
4890	0109	Okoboji	Okoboji High School
4995	0109	Osage	Osage High School
5013	0109	Oskaloosa	Oskaloosa High School
5049	0109	Ottumwa	Ottumwa High School
5121	0109	Panorama	Panorama High School
5160	0172	PCM	PCM High School
5163	0109	Pekin	Pekin Community High School
5163	0118	Pekin	Pekin Alternative High School
5166	0109	Pella	Pella High School
5184	0109	Perry	Perry High School
5250	0109	Pleasant Valley	Pleasant Valley High School
5256	0109	Pleasantville	Pleasantville High School
5283	0109	Pocahontas Area	Pocahontas Area High School
5283	0118	Pocahontas Area	Pocahontas Area Regional Learning Center
5310	0172	Postville	John R Mott High School
5325	0109	Prairie Valley	Prairie Valley High School
5463	0109	Red Oak	Red Oak High School
5463	0454	Red Oak	Webster Alternative School
5486	0109	Remsen-Union	Remsen-Union High School
5510	0209	Riverside	Riverside Community High School
5607	0000	Rock Valley	Rock Valley Comm School District
5643	0109	Roland-Story	Roland-Story High School
5751	0109	St Ansgar	St Ansgar High School
5805	0109	Saydel	Saydel High School
5823	0109	Schaller-Crestland	Schaller-Crestland High School
5877	0172	Sergeant Bluff-Luton	Sergeant Bluff-Luton Senior High School
5922	0109	Sheffield Chapin	West Fork High School
5949	0109	Sheldon	Sheldon High School
5976	0109	Shenandoah	Shenandoah High School
5994	0109	Sibley-Ocheyedan	Sibley-Ocheyedan High School
6012	0118	Sigourney	New Directions Learning Center
6030	0109	Sioux Center	Sioux Center High School
6035	0109	Sioux Central	Sioux Central High
6039	0118	Sioux City	East High School
6039	0136	Sioux City	North High School
6039	0145	Sioux City	West High School
6093	0172	Solon	Solon High School
6096	0172	Southeast Webster Grand	Southeast Webster-Grand High School
6098	0109	South Tama County	South Tama County High School
6100	0109	South Winneshiek	South Winneshiek High School
6101	0109	Southeast Polk	Southeast Polk High School
6102	0109	Spencer	Spencer High School
6120	0109	Spirit Lake	Spirit Lake High School

District	Building	District Name	Building Name
6175	0109	Starmont	Starmont High School
6219	0109	Storm Lake	Storm Lake High School
6264	0109	West Central Valley	West Central Valley High School
6273	0109	Sumner	Sumner-Fredericksburg HS
6408	0109	Tipton	Tipton High School
6460	0109	Tri-Center	Tri-Center High School
6462	0109	Tri-County	Tri-County High School
6516	0172	Twin Rivers	Twin River Valley High School
6534	0109	Underwood	Underwood High School
6536	0109	Union	Union High School
6579	0109	Urbandale	Urbandale High School
6592	0109	Van Buren	Van Buren Community High School
6660	0109	Vinton-Shellsburg	Vinton-Shellsburg High School
6741	0000	Wall Lake View Auburn	Wall Lake View Auburn Comm School District
6741	0109	Wall Lake View Auburn	East Sac County High School
6750	0109	Walnut	Walnut High School
6759	0109	Wapello	Wapello Senior High School
6768	0000	Washington	Washington Comm School District
6768	0109	Washington	Washington High School
6768	0218	Washington	Assure Center Alternative School
6795	0109	Waterloo	East High School
6795	0111	Waterloo	Expo High School
6795	0118	Waterloo	West High School
6822	0109	Waukee	Waukee Senior High School
6840	0109	Waverly-Shell Rock	Waverly-Shell Rock Senior High School
6840	0118	Waverly-Shell Rock	Greenview Alternative School
6854	0109	Wayne	Wayne Community High School
6867	0109	Webster City	Webster City High School
6867	0118	Webster City	Hamilton Regional HS High School
6921	0109	West Bend-Mallard	West Bend-Mallard High School
6930	0000	West Branch	West Branch Comm School District
6930	0109	West Branch	West Branch High School
6937	0109	West Burlington Ind	West Burlington High School
6943	0172	West Central	West Central Jr-Sr High School
6950	0109	West Delaware County	West Delaware High School
6957	0109	West Des Moines	Valley High School
6957	0118	West Des Moines	Walnut Creek Campus
6957	0127	West Des Moines	Valley Southwoods
6961	0109	Western Dubuque	Western Dubuque High School
6975	0109	West Liberty	West Liberty High School
6983	0109	West Lyon	West Lyon High School
6985	0109	West Marshall	West Marshall High School
6987	0109	West Monona	West Monona High School
6990	0109	West Sioux	West Sioux High School

District	Building	District Name	Building Name
7056	0109	Winterset	Winterset Senior High School
7056	0118	Winterset	Winterset Bridges School
7083	0172	Woden-Crystal Lake	Woden-Crystal Lake- Titonka High School
7098	0109	Woodbury Central	Woodbury Central High School
7110	0109	Woodward-Granger	Woodward-Granger High School

Appendix F – Adult High School Diploma Identification Codes

District Code	School Code	Community College
9901	0000	Northeast Iowa Community College
9902	0000	North Iowa Community College
9903	0000	Iowa Lakes Community College
9904	0000	Northwest Iowa Community College
9905	0000	Iowa Central Community College
9906	0000	Iowa Valley Community College District
9907	0000	Hawkeye Community College
9909	0000	Eastern Iowa Community College District
9910	0000	Kirkwood Community College
9911	0000	Des Moines Area Community College
9912	0000	Western Iowa Tech Community College
9913	0000	Iowa Western Community College
9914	0000	Southwestern Community College
9915	0000	Indian Hills Community College
9916	0000	Southeastern Community College
9900	0000	Non-Iowa Community College

