Fiscal Year 2007

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

June 12, 2007

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

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Table of Contents

Manual Section	Page Number
Indtroduction	1
Reporting Schedule	1
MIS Technical Assistance Contact Information	2
Section A: Fall Credit	A-1
I. Fall Credit Program Summary	A-2
II. Fall Credit Program Reporting Procedures	A-4
III. Fall Credit Instructions	A-5
IV. Fall Credit File Layouts	A-11
Section B: Fiscal Year Credit	B-1
I. Fiscal Year Credit Program Summary	B-2
II. Fiscal Year Credit Program Reporting Procedures	B-4
III. Fiscal Year Credit Instructions	B-5
IV. Fiscal Year Credit File Layouts	B-11
Section C: Non-Credit	C-1
I. Non-Credit Course/Program/Activity CIP Numbers and Code Sets	C-2
II. General Non-Credit Instructions	C-4
III. Non-Credit Categories	C-10
IV. Non-Credit CIP Master	C-16
V. Fiscal Year Non-Credit File Layouts	C-23
Section D: Secondary Jointly Administered Reporting	D-1
Section E: Human Resources Reporting	E-1
I. General Instructions	E-1
II. Fiscal Year Human Resources File Layouts	E-10
Section F: Financial Reporting	F-1
I. General Instructions	F-1
II. Financial Reporting	F-2
Section G: Fiscal Year Credit Awards Reporting	G-1
I. General Instructions	G-1
II. Fiscal Year Credit Awards File Layouts	G-2
Section H: Appendicies	H-1
Appendix A: Identification Code Sets	H-2
Appendix B: High School Identification Code Sets	H-3
Appendix C: Adult High School Diploma Identification Code Sets	H-13

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.

Send ASCII fixed files via e-mail to: geoffrey.jones@iowa.gov

MIS Technical Assistance Contact Information

Management Information System (MIS)	Person	Email (@iowa.gov)	Phone (515)
Main Contact Person for MIS (Department of Education)	TBA	TBA	281-3671
Credit Reporting	TBA	TBA	281-3671
Non-Credit Reporting	TBA	TBA	281-3671
CIP Numbers/Identification Code Sets	Ken Maguire	ken.maguire@	281-4721
Secondary (Credit, Non-Credit, Jointly Admin., etc.)	TBA	TBA	281-3671
Economic Development Projects and Programs 260E, 260F Projects, 260G Programs, and Grow Iowa Values	Shawn Limback	shawn.limback@	281-3550
Human Resources	TBA	TBA	281-3671
Data Submittal	Geoffrey Jones	geoffrey.jones@	281-7967
Financial	Shawn Limback	shawn.limback@	281-3550
Prorate Sheet – CE-4b	Shawn Limback	shawn.limback@	281-3550

Fall Credit Student Enrollment Reporting

Section A

Table of Contents

Section	Page Number
I. Fall Credit Program CIP Numbers and Code Sets Summary	A-2
II. Fall Credit Hour Reporting Requirements/Procedures	A-4
III. General Credit Instructions – Fall	A-5
A. Credit Instructional Program /Course Criteria	A-5
B. Fall Credit Enrollment/Reporting Policies/Procedures	A-6
C. Specific Program/Student Reporting Procedures	A-8
1. Developmental Education	A-8
2. Apprenticeship	A-8
3. Advanced Standing Career/Vocational Education Programs	A-8
4. Career Academy	A-8
5. Corrections	A-8
6. Contract/Customized Business/ Industry Training	A-8
7. Economic Development	A-9
8. Postsecondary Enrollment Options (PSEO)	A-10
9. Recertification/Relicensure	A-10
10. Tech Prep Programs	A-10
IV. Fall Credit File Layouts	A-11
A. Data Submission Deadlines	A-11
B. Transmittal Form – Data Records	A-11
C. Fall Credit Student Information File	A-11
D. Fall Credit Student Course File	A-14
E. Electronic Course Catalog File - Credit	A-15

I. Fall 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
Developmental Education-Math, Science, English, Communications, Other	24.010100	03 08 31 03
Secondary Student Receiving Post Secondary Credit	24.010100	02 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		
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		
Special Populations	Occupational Specific	03 03 09 03
No Special Emphasis	Occupational Specific	03 03 11 03
Part-Time		
No Special Emphasis	Occupational Specific	03 07 11 03
Career Academy (Non-Grow Iowa Values)	Occupational Specific	02 22 21 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

I. Fall Credit Program CIP Numbers and Code Sets Summary

Educational Program	Classification of Instructional Programs (CIP)	Identification Code Set (Level, Type, SpEmp, Obj/Pur)
Economic Development		
Iowa Industrial New Jobs Training Program		
260E (Non-Eligible)	Occupational/Subject	03 42 41 22
260E - Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 42 22
Iowa Job Training Program		
260F (Eligible)	Occupational/Subject	03 42 43 03
260F (Non-Eligible)	Occupational/Subject	03 42 43 22
260F - Apprenticeship (Eligible)	Occupational/Subject	03 42 44 03
260F - Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 44 22
Accelerated Career Education Program – ACE		
260G (Eligible)	Occupational/Subject	03 42 45 03
260G (Non-Eligible)	Occupational/Subject	03 42 45 22
260G - Apprenticeship (Eligible)	Occupational/Subject	03 42 46 03
260G - Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 46 22
Grow Iowa Values Fund		
260G (ACE, Accelerated Career Education)	Occupational/Subject	03 42 49 03
260F (Jobs Training Act)	Occupational/Subject	03 42 50 03
260C (Career Academy)	Occupational/Subject	02 42 51 03
260C.1, § 2 and 3 (Vocational and Technical Training)	Occupational/Subject	03 42 52 03
260F.9 (Job Retention Projects)	Occupational/Subject	03 42 53 03
Recertification/Relicensure		
Less Than Baccalaureate	Occupational/Subject	04 46 11 03
Baccalaureate Plus	Occupational/Subject	04 47 11 03

II. Fall 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. Economic Development-260E/260F/260G, Apprenticeship, Grow Iowa Values Fund
10. Corrections
11. Contract/Customized Business/Industry Training
12. 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 layouts 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 or e-mailed to the designated person at the Department of Education and must be ASCII fixed length files.

III. General Credit Instructions – Fall

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 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 are 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. **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 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	CIP	Code Set
(Math, Science, English, Communications, Other)	24.010100	03 08 31 03

Enrollments in developmental education must be identified in an Arts and Science Program on the MIS Credit Student Course File (Identification Code Set, Special Emphasis 31-Developmental Education). Colleges must provide the course name and course number of all developmental education courses, to be identified by the college as one of the five-identifiers/subject areas (Math, Science, English, Communications, or Other) to the Department of Education.

2. Apprenticeship	CIP	Code Set
	Occupational/Subject	03 02 04 03

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. (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 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	CIP	Code Set
	Occupational/Subject	Type 12

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 that by a CIP number.

4. Career Academy	CIP	Code Set
(Non-Iowa Values Fund)	Occupational/Subject	02 22 21 03

A Career Academy is a credit program designed for students who are still enrolled in a secondary district and are taking postsecondary courses for occupational preparation. The student may also be receiving secondary credit. These are not Postsecondary Option Enrollment (PSEO) students. The career academy may also meet the guidelines for Perkins Tech Prep Programs.

5. Corrections		CIP	Code Set
	Juvenile	Occupational/Subject	02 03 30 03
	Adult	Occupational/Subject	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.

6. Contract/Customized Business/ Industry Training	CIP	Code Set
	Occupational/Subject	04 03 47 03

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."

C. Specific Program/Student Reporting Procedures, Continued

7. Economic Development

Credit courses/programs delivered by community colleges through economic development initiatives include Iowa Industrial New Jobs Training Programs (260E), Iowa Jobs Training Programs (260F), Accelerated Career Education - ACE (260G), Grow Iowa Values Fund, and Apprenticeship Programs. All community college economic development programs must be included in year-end reporting. On-the-job training experiences in these programs are considered employment and shall not be included in any of the MIS reporting files.

Apprenticeship Programs-Funded by IDED Apprenticeship credit programs funded through programs identified, as 260E/260F/260G must utilize the code sets issued below. 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 with the Bureau of Apprenticeship and Training.

Iowa Industrial New Jobs Training Programs(260E)	CIP	Code Set
260E (Non-Eligible)	Occupational/Subject	03 42 41 22
260E – Apprenticeship (Non-Eligible)	Occupational/Subject	03 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. 260E courses are not eligible for state general aid, but must be included in the MIS year-end credit reporting files.

Iowa Jobs Training Programs (260F)	CIP	Code Set
260F (Eligible)	Occupational/Subject	03 42 43 03
260F (Non-Eligible)	Occupational/Subject	03 42 43 22
260F – Apprenticeship (Eligible)	Occupational/Subject	03 42 44 03
260F – Apprenticeship (Non-Eligible)	Occupational/Subject	03 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)	CIP	Code Set
260G (Eligible)	Occupational/Subject	03 42 45 03
260G (Non-Eligible)	Occupational/Subject	03 42 45 22
260G – Apprenticeship (Eligible)	Occupational/Subject	03 42 46 03
260G – Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 46 22

Supports the development or expansion of educational programs that address critical workforce skills.

Grow Iowa Values Fund	CIP	Code Set
260G (ACE, Accelerated Career Education)	Occupational/Subject	03 42 49 03
260F (Jobs Training Act)	Occupational/Subject	03 42 50 03
260C (Career Academy)	Occupational/Subject	02 42 51 03
260C.1, § 2 and 3 (Vocational and Technical Training)	Occupational/Subject	03 42 52 03
260F.9 (Job Retention Projects)	Occupational/Subject	03 42 53 03

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. Career Academy – Iowa Code 281-47.1(260C)
d. Vocational and Technical Training (260C.1, § 2 and 3)
e. Job Retention Projects (Iowa Code 260F.9)

C. Specific Program/Student Reporting Procedures, Continued

8. 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 Files. 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/programs.

9. Recertification/Relicensure

	CIP	Code Set
Less than Baccalaureate	Occupational/Subject	04 46 11 03
Baccalaureate Plus	Occupational/Subject	04 47 11 03

A. Less Than Baccalaureate Occupations
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).

B. Baccalaureate and Above Occupations
Designed for individuals 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, Insurance, etc.).
Note: Utilize this category for reporting Nursing and Health Care Providers regardless of their level of education.

C. 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."]

10. Tech Prep 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.

Reporting for Tech Prep programs should fall into two categories.

Secondary Portion. Please indicate on the Student Information File any student who is enrolled in the secondary portion of a tech prep program.

Postsecondary Portion. Please indicate on the Student Information File those individuals whom have completed the secondary portion of a tech prep program and have subsequently entered into a postsecondary program that correlates with their secondary experience.

IV. Fall Credit File Layouts

A. Data Submission Deadlines

Files / Reports	Due Dates
Transmittal Form – Data Records File	On or before October 1, 2007
Credit Student Information Files	On or before October 1, 2007
Credit Student Course Files	On or before October 1, 2007

B. Transmittal Form – Data Records

Send ASCII fixed files via e-mail to: geoffrey.jones@iowa.gov
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	

C. Fall 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	Birth Date	13-20	8	Date of birth in format CCYYMMDD (Ex: Sept 14, 1968 would be 19680914) Blank = No Response
E	Gender	21	1	0 = Unknown 1 = Male 2 = Female

C. Fall Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
F	Race/Ethnicity	22	1	1 = 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. 2 = Asian or Pacific Islander, A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, Philippine Islands and Samoa. 3 = Black, A person having origins in any of the black racial groups of Africa. 4 = Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. 5 = White, A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. 6 = Choose not to reply
G	Previously Attended Another Postsecondary Institution	23	1	1 = Yes 2 = No
H	Highest Degree Earned at Another Postsecondary Institution	24	1	0 = Unknown 3 = 4-year degree 1 = less than 2 year 4 = Graduate degree 2 = 2-year degree 5 = None
I	Transfer Credit Hours Granted	25-29	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)
J	First Enrollment Date, This College	30-35	6	First enrollment date in format CCYYMM (Example: May 1998 would be 199805)
K	Earned Credit Hours	36-41	6	The total credit hours posted to student transcript at time of report. (Examples: 001.25 or 100.50 or 001.00)
L	High School Award Type	42	1	0 = Unknown 3 = Non-graduate 1 = High school diploma 4 = Still in high school (9-12) 2 = GED 5 = Adult High School Diploma
M	Year of High School Award	43-46	4	CCYY (will be blank if 0, 3 or 4 is used for high school award type)
N	Limited English Proficient	47	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.
O	Economically Disadvantaged	48	1	1 = Yes 0 = No Individuals (other than handicapped and Limited English Proficiency) having economic disadvantages and need special assistance to participate and succeed in State Board approved programs or who desire specially designed programs.
P	Academically Disadvantaged	49	1	1 = Yes 0 = No Individuals (other than handicapped and Limited English Proficiency) having academic disadvantages and need special assistance to participate and succeed in State Board approved programs or who desire specially designed programs.

C. Fall Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
Q	Disabled	50	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.
R	Single Parent	51	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.
S	Displaced Homemaker	52	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.
T	Criminal Offender	53	1	1 = Yes 0 = No An individual who have been convicted of any criminal offense, including a youth offender or a juvenile offender.
U	Served With Support Services	54	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.
V	Student Intent/Goal (Data Element NOT Related to Funding-Intent/Goal of Student at Registration)	55	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
W	Tech Prep Student	56	1	1 = Yes 0 = No A student enrolled in a Tech Prep Program. *See Tech Prep Program definition, Department of Education
X	High School Identification Code Set and Community College Adult High School Diploma Identification	57-64	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.
Y	Student CIP Major or program CIP Number	65-72	8	First 8 digits including leading zeros - Student Major at end of Fall.

D. Fall 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 2 = High School Student
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: 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 of the program in which the student has enrolled and or completed the 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.		
G	CIP Number	16-23	8	First 8 digits including leading zeros-Identifying Student Major Only
H	Site Number	24-25	2	Site number
I	Identification Code Set - Instructional Level	26	1	2 = Secondary 3 = Postsecondary 4 = Adult 5 = Combination (any two or more of the above)
J	Identification Code Set-Type - Program, Course, Service, and/or Activity	27-28	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 22 = Secondary Jointly Administered – Career Preparation 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 42 = Economic Development 46 = Recertification/Relicensure (Less than BA) 47 = Recertification/Relicensure (BA and Above)

D. Fall Credit Student Course File

Field	Data Element	Pos.	Len.	Field Description
K	Identification Code Set-Special Emphasis	29-30	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 21 = Career Academies (non-Grow Iowa Funds) 30 = Corrections 31 = Developmental Education 35 = Reciprocal Agreement 41 = 260E 42 = 260E Apprentice 43 = 260F 44 = 260F Apprentice 45 = 260G 46 = 260G Apprentice 47 = Contract/Customized Bus/Ind Training 49 – Grow Iowa Values (260G–ACE) 50 – Grow Iowa Values (260F–Job Training) 51 – Grow Iowa Values (260C–Car Academies) 52 – Grow Iowa Values (260C.1–Voc/Tech Tr) 53 – Grow Iowa Values (260F.9–Job Retention)
L	Identification Code Set-Object and Purpose	31-32	2	02 = Secondary- Career/Tech 03 = Credit 22 = Not-Eligible
M	Course Number	33-57	25	Combination of alpha/numeric characters assigned by a college to a course. First seven positions must match the AS28. If less than 7 add zero to the end to total seven positions.
N	Course Start Date	58-65	8	CCYYMMDD- (Example: August 1, 2006 would be 20060801)
O	Course End Date	66-73	8	CCYYMMDD- (Example: December 1, 2006 would be 20061201)
P	Date Student Entered Course	74-81	8	CCYYMMDD- (Example: August 1, 2006 would be 20060801)
Q	Date Student Exited Course	82-89	8	CCYYMMDD- (Example: December 1, 2006 would be 20061201)
R	Course Credit Hours	90-94	5	Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00)
S	Online Course	95	1	Is the content of this course delivered entirely online (web-based, internet) 1=Yes, 0 =No
T	Project/Program Code	96-105	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

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 seven positions must match the AS28. If less than 7 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	Credits Hours	103-107	5	Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00)

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Fiscal Year Credit Student Enrollment Reporting

Section B

Table of Contents

Section	Page Number
I. Fiscal Year Credit Program CIP Numbers and Code Sets Summary	B-2
II. Fiscal Year Credit Hour Reporting Requirements/Procedures	B-4
III. General Credit Instructions – Fiscal Year	B-5
A. Credit Instructional Program /Course Criteria	B-5
B. Fiscal Year Credit Enrollment/Reporting Policies/Procedures	B-6
C. Specific Program/Student Reporting Procedures	B-8
1. Developmental Education	B-8
2. Apprenticeship	B-8
3. Advanced Standing Career/Vocational Education Programs	B-8
4. Career Academy	B-8
5. Corrections	B-8
6. Contract/Customized Business/Industry Training	B-8
7. Economic Development	B-9
8. Postsecondary Enrollment Options (PSEO)	B-10
9. Recertification/Relicensure	B-10
10. Tech Prep Programs	B-10
IV. Fiscal Year Credit File Layouts	B-11
A. Data Submission Deadlines	B-11
B. Transmittal Form – Data Records	B-11
C. Fiscal Year Credit Student Information File	B-12
D. Fiscal Year Credit Student Course File	B-14
E. Electronic Course Catalog File - Credit	B-15

I. 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
Developmental Education-Math, Science, English, Communications, Other	24.010100	03 08 31 03
Secondary Student Receiving Post Secondary Credit	24.010100	02 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
Career Academy (Non Grow Iowa Values)	Occupational Specific	02 22 21 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

I. 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)
Economic Development		
Iowa Industrial New Jobs Training Program		
260E (Non-Eligible)	Occupational/Subject	03 42 41 22
260E - Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 42 22
Iowa Job Training Program		
260F (Eligible)	Occupational/Subject	03 42 43 03
260F (Non-Eligible)	Occupational/Subject	03 42 43 22
260F - Apprenticeship (Eligible)	Occupational/Subject	03 42 44 03
260F - Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 44 22
Accelerated Career Education Program – ACE		
260G (Eligible)	Occupational/Subject	03 42 45 03
260G (Non-Eligible)	Occupational/Subject	03 42 45 22
260G - Apprenticeship (Eligible)	Occupational/Subject	03 42 46 03
260G - Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 46 22
Grow Iowa Values Fund		
260G (ACE, Accelerated Career Education)	Occupational/Subject	03 42 49 03
260F (Jobs Training Act)	Occupational/Subject	03 42 50 03
260C (Career Academy)	Occupational/Subject	02 42 51 03
260C.1, Subsections 2 and 3 (Vocational and Technical Training)	Occupational/Subject	03 42 52 03
260F.9 (Job Retention Projects)	Occupational/Subject	03 42 53 03
Recertification/Relicensure		
Less Than Baccalaureate	Occupational/Subject	04 46 11 03
Baccalaureate Plus	Occupational/Subject	04 47 11 03

II. 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. Economic Development-260E/F/G, Apprenticeship, Grow Iowa Values Fund
10. Corrections
11. Contract/Customized Business/Industry Training
12. 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 or e-mailed to the designated person 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. 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 in the Fiscal Year Credit Student Enrollment Files. The Credit Student Awards File is due September 10, which allows the college to include summer graduates in this file.

III. General Credit Instructions – 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. 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 are 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, or after July 1, will be reported in the next Fiscal Year.
   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. 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	CIP	Code Set
(Math, Science, English, Communications, Other)	24.010100	03 08 31 03

Enrollments in developmental education must be identified in an Arts and Science Program on the MIS Credit Student Course File (Identification Code Set, Special Emphasis 31-Developmental Education). Colleges must provide the course name and course number of all developmental education courses, to be identified by the college as one of the five-identifiers/subject areas (Math, Science, English, Communications, or Other) to the Department of Education.

2. Apprenticeship	CIP	Code Set
	Occupational Specific	03 02 04 03

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. (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 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	CIP	Code Set
	Occupational/Subject	Type 12

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 that by a CIP number.

4. Career Academy	CIP	Code Set
(Non-Iowa Values Fund)	Occupational Specific	02 22 21 03

A Career Academy is a credit program designed for students who are still enrolled in a secondary district and are taking postsecondary courses for occupational preparation. The student may also be receiving secondary credit. These are not Postsecondary Option Enrollment (PSEO) students. The career academy may also meet the guidelines for Perkins Tech Prep Programs.

5. Corrections		CIP	Code Set
	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.

6. Contract/Customized Business/Industry Training	CIP	Code Set
	Occupational Specific	04 03 47 03

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."

C. Specific Program/Student Reporting Procedures, Continued

7. Economic Development

Credit courses/programs delivered by community colleges through economic development initiatives include Iowa Industrial New Jobs Training Programs (260E), Iowa Jobs Training Programs (260F), Accelerated Career Education - ACE (260G), Grow Iowa Values Fund, and Apprenticeship Programs. All community college economic development programs must be included in year-end reporting. On-the-job training experiences in these programs are considered employment and shall not be included in any of the MIS reporting files.

Apprenticeship Programs-Funded by IDED Apprenticeship credit programs funded through programs identified, as 260E/260F/260G must utilize the code sets issued below. 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 with the Bureau of Apprenticeship and Training.

Iowa Industrial New Jobs Training Programs(260E)	CIP	Code Set
260E (Non-Eligible)	Occupational/Subject	03 42 41 22
260E – Apprenticeship (Non-Eligible)	Occupational/Subject	03 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. 260E courses are not eligible for state general aid, but must be included in the MIS year-end credit reporting files.

Iowa Jobs Training Programs (260F)	CIP	Code Set
260F (Eligible)	Occupational/Subject	03 42 43 03
260F (Non-Eligible)	Occupational/Subject	03 42 43 22
260F – Apprenticeship (Eligible)	Occupational/Subject	03 42 44 03
260F – Apprenticeship (Non-Eligible)	Occupational/Subject	03 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)	CIP	Code Set
260G (Eligible)	Occupational/Subject	03 42 45 03
260G (Non-Eligible)	Occupational/Subject	03 42 45 22
260G – Apprenticeship (Eligible)	Occupational/Subject	03 42 46 03
260G – Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 46 22

Supports the development or expansion of educational programs that address critical workforce skills.

Grow Iowa Values Fund	CIP	Code Set
260G (ACE, Accelerated Career Education)	Occupational/Subject	03 42 49 03
260F (Jobs Training Act)	Occupational/Subject	03 42 50 03
260C (Career Academy)	Occupational/Subject	02 42 51 03
260C.1, § 2 and 3 (Vocational and Technical Training)	Occupational/Subject	03 42 52 03
260F.9 (Job Retention Projects)	Occupational/Subject	03 42 53 03

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. Career Academy – Iowa Code 281-47.1(260C)
d. Vocational and Technical Training (260C.1, § 2 and 3)
e. Job Retention Projects (Iowa Code 260F.9)

C. Specific Program/Student Reporting Procedures, Continued

8. 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/programs.

9. Recertification/Relicensure

	CIP	Code Set
Less than Baccalaureate	Occupational/Subject	04 46 11 03
Baccalaureate Plus	Occupational/Subject	04 47 11 03

A. Less Than Baccalaureate Occupations
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).

B. Baccalaureate and Above Occupations
Designed for individuals 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. 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."]

10. Tech Prep 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.

Reporting for Tech Prep programs should fall into two categories.

Secondary Portion. Please indicate on the Student Information File any student who is enrolled in the secondary portion of a tech prep program.

Postsecondary Portion. Please indicate on the Student Information File those individuals whom have completed the secondary portion of a tech prep program and have subsequently entered into a postsecondary program that correlates with their secondary experience.

IV. Fiscal Year Credit File Layouts

A. Data Submission Deadlines

Files / Reports	Due Dates
Transmittal Form – Data Records File	On or before August 4, 2007
Credit Student Information Files	On or before August 4, 2007
Credit Student Course Files	On or before August 4, 2007
Electronic Credit Course Catalog Files	On or before August 4, 2007

B. Transmittal Form – Data Records

Send ASCII fixed files via e-mail to: geoffrey.jones@iowa.gov
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	

C. 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	Birth Date	13-20	8	Date of birth in format CCYYMMDD (Ex: Sept 14, 1968 would be 19680914) Blank = No Response
E	Gender	21	1	0 = Unknown 1 = Male 2 = Female
F	Race/Ethnicity	22	1	1 = 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. 2 = Asian or Pacific Islander, A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, Philippine Islands and Samoa. 3 = Black, A person having origins in any of the black racial groups of Africa. 4 = Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. 5 = White, A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. 6 = Choose not to reply
G	Previously Attended Another Postsecondary Institution	23	1	1 = Yes 2 = No
H	Highest Degree Earned at Another Postsecondary Institution	24	1	0 = Unknown 3 = 4-year degree 1 = less than 2 year 4 = Graduate degree 2 = 2-year degree 5 = None
I	Transfer Credit Hours Granted	25-29	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)
J	First Enrollment Date, This College	30-35	6	First enrollment date in format CCYYMM (Example: May 1998 would be 199805)
K	Earned Credit Hours	36-41	6	The total credit hours posted to student transcript at time of report. (Examples: 001.25 or 100.50 or 001.00)
L	High School Award Type	42	1	0 = Unknown 3 = Non-graduate 1 = High school diploma 4 = Still in high school (9-12) 2 = GED 5 = Adult High School Diploma
M	Year of High School Award	43-46	4	CCYY (will be blank if 0, 3 or 4 is used for high school award type)
N	Limited English Proficient	47	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.

C. Fiscal Year Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
O	Economically Disadvantaged	48	1	1 = Yes 0 = No Individuals (other than handicapped and Limited English Proficiency) having economic disadvantages and need special assistance to participate and succeed in State Board approved programs or who desire specially designed programs.
P	Academically Disadvantaged	49	1	1 = Yes 0 = No Individuals (other than handicapped and Limited English Proficiency) having academic disadvantages and need special assistance to participate and succeed in State Board approved programs or who desire specially designed programs.
Q	Disabled	50	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.
R	Single Parent	51	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.
S	Displaced Homemaker	52	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.
T	Criminal Offender	53	1	1 = Yes 0 = No An individual who have been convicted of any criminal offense, including a youth offender or a juvenile offender.
U	Served With Support Services	54	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.
V	Student Intent/Goal (Data Element NOT Related to Funding-Intent/Goal of Student at Registration)	55	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
W	Tech Prep Student	56	1	1 = Yes 0 = No A student enrolled in a Tech Prep Program. *See Tech Prep Program definition, Department of Education
X	High School Identification Code Set and Community College Adult High School Diploma Identification	57-64	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.
Y	Student CIP Major or program CIP Number	65-72	8	First 8 digits including leading zeros - Student Major at end of Fall.

D. 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 2 = High School Student
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: 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 of the program in which the student has enrolled and or completed the 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.		
G	CIP Number	16-23	8	First 8 digits including leading zeros-Identifying Student Major Only
H	Site Number	24-25	2	Site number
I	Identification Code Set - Instructional Level	26	1	2 = Secondary 3 = Postsecondary 4 = Adult 5 = Combination (any two or more of the above)
J	Identification Code Set-Type - Program, Course, Service, and/or Activity	27-28	2	02 = Full-Time Preparatory 03 = Short-Term Preparatory 06 = Arts and Science College Parallel/Career Option 07 = Part-Time Preparatory 08 = Arts and Science Liberal/General Studies 12 = Preparatory Advanced Standing 22 = Secondary Jointly Administered – Career Preparation 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 42 = Economic Development 46 = Recertification/Relicensure (Less than BA) 47 = Recertification/Relicensure (BA and Above)

D. Fiscal Year Credit Student Course File

Field	Data Element	Pos.	Len.	Field Description
K	Identification Code Set-Special Emphasis	29-30	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 21 = Career Academies (non-Grow Iowa Funds) 30 = Corrections 31 = Developmental Education 35 = Reciprocal Agreement 41 = 260E 42 = 260E Apprentice 43 = 260F 44 = 260F Apprentice 45 = 260G 46 = 260G Apprentice 47 = Contract/Customized Bus/Ind Training 49 – Grow Iowa Values (260G–ACE) 50 – Grow Iowa Values (260F–Job Training) 51 – Grow Iowa Values (260C–Car Academies) 52 – Grow Iowa Values (260C.1–Voc/Tech Tr) 53 – Grow Iowa Values (260F.9–Job Retention)
L	Identification Code Set-Object and Purpose	31-32	2	02 = Secondary- Career/Tech 03 = Credit 22 = Not-Eligible
M	Course Number	33-57	25	Combination of alpha/numeric characters assigned by a college to a course. First seven positions must match the AS28. If less than 7 add zero to the end to total seven positions.
N	Course Start Date	58-65	8	CCYYMMDD- (Example: August 1, 2006 would be 20060801)
O	Course End Date	66-73	8	CCYYMMDD- (Example: December 1, 2006 would be 20061201)
P	Date Student Entered Course	74-81	8	CCYYMMDD- (Example: August 1, 2006 would be 20060801)
Q	Date Student Exited Course	82-89	8	CCYYMMDD- (Example: December 1, 2006 would be 20061201)
R	Course Credit Hours	90-94	5	Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00)
S	Online Course	95	1	Is the content of this course delivered entirely online (web-based, internet) 1=Yes, 0 =No
T	Project/Program Code	96-105	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

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 seven positions must match the AS28. If less than 7 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	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)

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Fiscal Year Non-Credit Student Enrollment Reporting

Section C

Table of Contents

Section	Page Number
I. Non-Credit Course/Program/Activity CIP Numbers and Code Sets	C-2
II. General Non-Credit Instructions	C-4
A. Non-Credit Instructional Course Criteria	C-4
B. Non-Credit Reporting Procedures	C-5
C. Determining Eligible vs. Non-Eligible	C-6
III. Non-Credit Categories	C-7
A. Adult Literacy Program	C-7
B. Secondary Education	C-8
C. State or Federal Mandated/State Recognized/Court Ordered/Referred	C-8
D. Enhance Employability/Academic Success	C-12
E. Community and Public Policy	C-14
F. Family/Individual Development and Health	C-15
G. Adult Learning (Non-Eligible)	C-15
H. Leisure/Recreational (Non-Eligible)	C-15
I. Related Non-Credit College Activities	C-15
IV. Fiscal Year 2007 Non-Credit Course Master	C-16
V. Fiscal Year Non-Credit File Layouts	C-23
A. Data Submission Deadlines	C-23
B. Transmittal Form – Data Records	C-23
C. Non-Credit Student Information File	C-23
D. Electronic Course Catalog File – Non-Credit	C-25

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		
Less Than Baccalaureate	Occupational/Subject	04 46 11 04
Baccalaureate Plus	Occupational/Subject	04 47 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. Data files are to be emailed to the designated person at the Department of Education and must be ASCII fixed length files.

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 <u>not</u> 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 <u>not</u> 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
    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 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 60 contact hours per quarter attended, not to exceed 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.

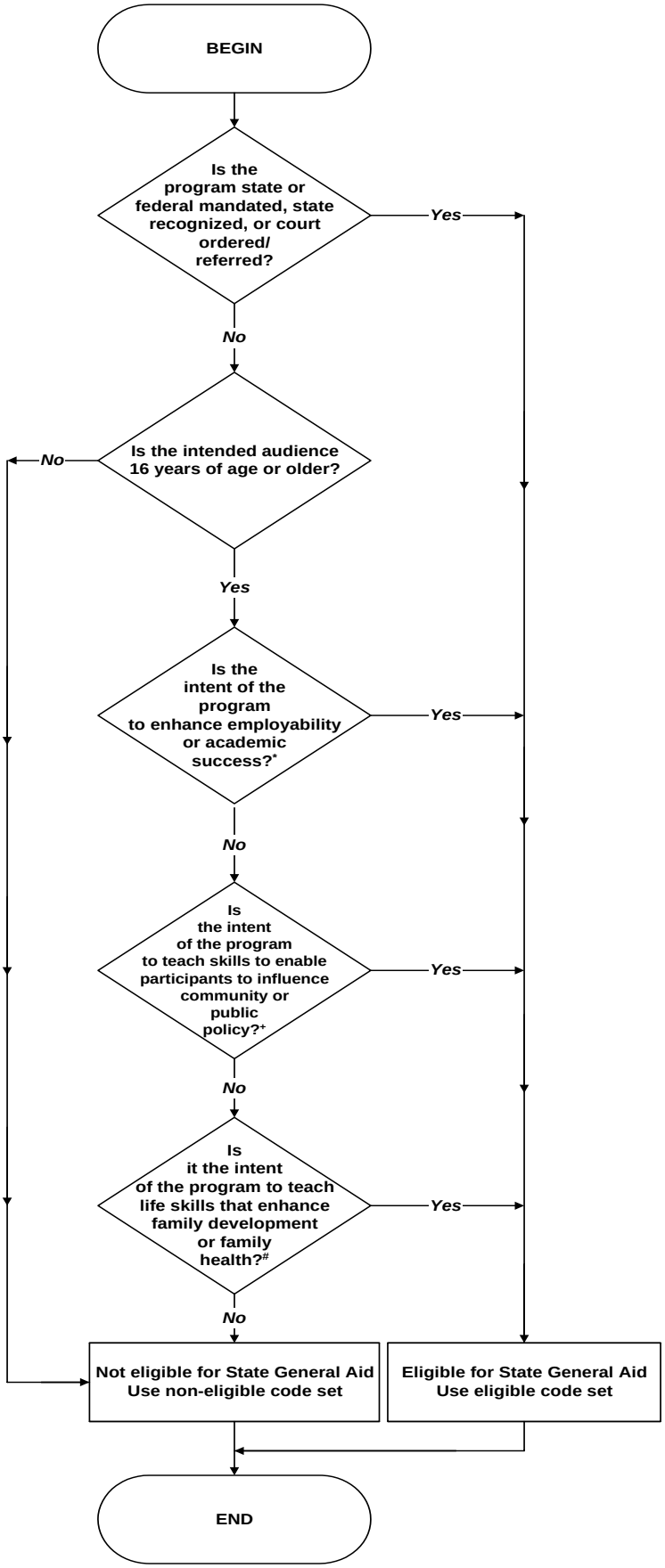
C. Determining Eligible vs. Non-Eligible

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.



<u>Intent and Content of Courses</u>

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 a maximum of 60 contact hours per quarter attended, not to exceed 240 contact hours per student per year. The first quarter is July-September, second quarter is October-December, third quarter is January-March, and fourth quarter is April-June. 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)	CIP	Code Set
	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-300 contact hours. 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)	CIP	Code Set
	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)	CIP	Code Set
	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	CIP	Code Set
	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	CIP	Code Set
	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 Driving (DUI)	CIP	Code Set
	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

AARP Driver Safety Program (55 Alive)

American Association of Retired Persons (AARP) 55 Alive course designed to refine existing driving skills and improve defensive driving techniques for the mature driver.

Recreational Vehicle Safety (RV Safety)

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.)	CIP	Code Set
	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	CIP	Code Set
	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)	CIP	Code Set
	61.060000	04 44 11 04

Department of Transportation (DOT) course of instruction must 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)	CIP	Code Set
	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	CIP	Code Set
	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)	CIP	Code Set
	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	CIP	Code Set
	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	CIP	Code Set
	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	CIP	Code Set
	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	CIP	Code Set
	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	CIP	Code Set
	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 prelicensing and continuing education requirements for used motor vehicle dealers.

Court Ordered/Referred	CIP	Code Set
	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
- Batterers 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)

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	CIP	Code Set
	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)	CIP	Code Set
	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 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.

3. Corrections (State/County, Private, Etc.)		CIP	Code Set
	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 not eligible for state general aid. NOTE: Correctional activities relating to Adult Basic Education are reported in the ABE section (Adult Basic Skills or GED).

E. Enhance Employability/Academic Success, Continued

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.

Apprenticeship Programs-Funded by IDED

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 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 with the Bureau of Apprenticeship and Training.

Iowa Industrial New Jobs Training Programs (260E)	CIP	Code Set
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)	CIP	Code Set
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)	CIP	Code Set
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)

Recertification/Relicensure		CIP	Code Set
	Less than Baccalaureate	Occupational/Subject	04 46 11 04
	Baccalaureate and Above	Occupational/Subject	04 47 11 04

A. Less Than Baccalaureate Occupations

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).

B. Baccalaureate and Above Occupations

Designed 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

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)	CIP	Code Set
	Subject Specific	04 51 11 22

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)	CIP	Code Set
	36.010100	04 50 11 22

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)	CIP	CodeSet
1. Community Service	62.300000	04 71 70 22

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

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

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

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.

IV. Fiscal Year 2007 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	
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	
15.070100	Occupational Safety and Health	
15.070200	Quality Control	
15.110300	Hydraulics and Fluid Power	
15.130600	Mechanical Drafting/CAD/CADD	
15.150100	Engineering Related	

NON-CREDIT COURSE MASTER, Continued

CIP NUMBER	STATE TITLES	THIS CIP & CODE SET COMB. ONLY
16	FOREIGN LANGUAGES/LITERATURES/LINGUISTICS	
16.010100	Foreign Language	
16.160300	Sign Language Interpretation/Translation	
19	FAMILY AND CONSUMER SCIENCES/HUMAN 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
36.070800	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
44.999900	Public Administration and Social Services Related	

NON-CREDIT COURSE MASTER, Continued

CIP NUMBER	STATE TITLES	THIS CIP & CODE SET COMB. ONLY
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	
48.990000	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	
49.999900	Transportation and Materials Moving Related	

NON-CREDIT COURSE MASTER, Continued

CIP NUMBER	STATE TITLES	THIS CIP & CODE SET COMB. ONLY
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. Radiog. Etc).	
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) Corrections – Juvenile Corrections – Adult	04 40 11 04 02 40 30 22 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

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

Examples of Specific Courses from the Non-Credit Course Master

CIP Number	State Title	Example Course
44.999900	Public Administration and Social Service Professions	Social Work
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

V. Fiscal Year Non-Credit File Layouts

A. Data Submission Deadlines

Files / Reports	Due Dates
Non-Credit Student Information Files	On or before August 4, 2007
Electronic Course Catalog Files	On or before August 4, 2007

B. Transmittal Form – Data Records

Send ASCII fixed files via e-mail to: geoffrey.jones@iowa.gov
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	Birth Date	13-20	8	Date of birth in format CCYYMMDD (Example: September 14, 1980 would be 19800914) Blank = No Response
E	Gender	21	1	0 = Unknown 1 = Male 2 = Female
F	Race/Ethnicity	22	1	1 = 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. 2 = Asian or Pacific Islander, A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam. 3 = Black, A person having origins in any of the black racial groups of Africa. 4 = Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. 5 = White, A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. 6 = Choose not to reply

C. Non-Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
G	Residency	23	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
H	CIP Number	24-31	8	First 8 digits including leading zeroes
I	Site Number	32-33	2	Site number
J	Identification Code Set-Instructional Level	34	1	2 = Secondary 4 = Adult 5 = Combination of any above
K	Identification Code Set-Type - Program, course, Service, and/or Activity	35-36	2	04 = Career/ Vocational Training and Upgrading 41 = Secondary Education (Non-Credit) 42 = Economic Development 43 = State or Federal Mandated 44 = State Recognized 45 = Court Ordered/Referred 46 = Recertification/Relicensure (Less than BA) 47 = Recertification/Relicensure (BA Plus) 48 = Community and Public Policy 49 = Family Development/and or Family Health 50 = Leisure/Recreational 51 = Adult Learning
L	Identification Code Set-Special Emphasis	37-38	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 31 = Developmental Education 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)
M	Identification Code Set-Object and Purpose	39-40	2	02 = Secondary – Career/Tech 04 = Non-Credit 22 = Not-Eligible
N	Course Number	41-65	25	Combination of alpha/numeric characters assigned by a college to a course. First seven positions must match catalog. If less than seven add zeroes to fill seven positions.
O	Developmental Course	66	1	1 = Yes 0 = No

C. Non-Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
P	Course Contact Hours	67-72	6	Use up to two decimal places as appropriate. (Examples: 001.25 or 100.50 or 001.00-include decimal point)
Q	Course Start Date	73-80	8	Date course started in format CCYYMMDD (Example: August 1, 2004 would be 20040801)
R	Course End Date	81-88	8	Date course ended in format CCYYMMDD (Example: December 15, 2004 would be 20041215)
S	Project / Program Code	89-98	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
T	Online Course	99	1	Is the content of this course delivered entirely online (Web-based, internet) 1=Yes 0=No

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)

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Secondary Jointly Administered Reporting

Section D

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 on through the secondary institution. These are not Postsecondary Option Enrollment (PSEO) students

CE-4b

Secondary Jointly Administered	CIP	Code Set
Summary	59.000000	02 22 11 22

Expenses should be reported on the CE-4b as a summary line.

Summary File

Secondary Jointly Administered	CIP	Code Set
Arts and Science	24.01010000	02 29 11 22
Career and Technical Education	Occupational Specific	02 22 11 22
Career Academies	Occupational Specific	02 22 21 22

An Excel template has been created to report summary information relating to these courses. This file is to be reported separate from the MIS submission.

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Fiscal Year Human Resources Reporting

Section E

Table of Contents

Section	Page Number
I. General Instructions	E-1
A. Employee Position Codes	E-2
B. Employee Assignment Codes	E-3
II. Fiscal Year Human Resources File Layouts	E-10
A. Data Submission Deadlines	E-10
B. Transmittal Form – Data Records	E-10
C. Human Resources Employee File	E-10
D. Human Resources Position File	E-12

I. General Instructions

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), Instructional (520), 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.

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 (520)

Personnel involved in direct instructional 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

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	

B. Employee Assignment Codes

Listed below, in alphabetic order by area, are assignment codes for all instructional staff, selected administrators and other college personnel, which are required for Employee Position Codes 510 and 520.Major area titles are listed and duplicated types of assignment codes are combined. Please report each different assignment for a single employee. Source: Bureau of Practitioner Preparation and Licensure Examiners, Iowa Department of Education (2001).

Administrative	
316	Administrator/Instructor
317	Administrator/ Instructional Unit/Dept

Administrators – Other	
315	Coach
312	Counselor
313	Curriculum Specialist
310	Librarian/Learn Resource Specialist
311	Media Specialist
314	Staff Development Officer

Arts & Science	
406	Accounting
398	Advertising
397	Agriculture
446	Alcohol/Drug Abuse Specialty
427	American Government
428	American History
408	American Literature
443	Anthropology
405	Art
399	Astronomy
404	Biological Science
420	Biology
441	Business Administration/Management
407	Business Law
394	Career Prep
421	Chemistry
445	Computer Science
437	Dramatic Art
434	Earth Science
425	Economics
431	Education
410	English
409	English Literature
396	English-as-a-Second Language (ESL)
413	French
401	General Business Subjects
422	General Science
426	Geography
414	German
400	Health
444	Health Care Administration
448	International Business/Relations

Arts & Science	
449	Japanese
412	Journalism
415	Latin
439	Law Enforcement
442	Legal Assistant
417	Mathematics
418	Music
402	Philosophy
419	Physical Ed
433	Physical Science
423	Physics
424	Physiology
395	Political Science
432	Psychology
436	Reading
438	Recreation Specialist
403	Religion
435	Russian
430	Sociology
416	Spanish
440	Special Education
411	Speech
447	Statistics
429	World History

Agriculture	
468	Agricultural Bio-Technology
451	Agricultural Business Management
452	Agricultural Economics
453	Agricultural Mechanics
454	Agricultural Production
460	Agricultural Products/Processing
450	Agricultural Science, Technology and Marketing
461	Agricultural Supplies & Services
462	Animal Grooming
455	Animal Science
456	Aquaculture
457	Crop Science
459	Game Management
463	Horticulture
465	International Agriculture
466	Parks Management
458	Plant Science
467	Renewable Natural Resources
464	Turf Management

Business & Office	
500	Accounting /Computing
502	Banking, Related Financial
501	Bookkeeping
504	Business Data Entry Equipment
503	Business Data Processing
511	Court Reporting
508	Executive Secretarial
509	Legal Secretarial
510	Medical Secretarial
505	Micro Computer Operation/Management
514	Multi-Occupations Preparatory
506	Office Supervisor/Management
507	Person/Training Programs
513	Shipping/Receiving/Stock Clerk
512	Typing, General Office/Related Programs

Family and Consumer Sciences	
551	Child Care and Guidance Mgmt
550	Consumer/Homemaking Home Economics
552	Clothing, Apparel/Textiles Management
554	Dietetic Aide/Assisting
553	Food Production/Management/Services
555	Home Furnishing/Equipment Management
556	Institutional, Home Management

Health Occupations	
613	Alcohol/Drug Abuse Specialty
632	Allied Health- Core Curriculum
623	Animal Technology
616	Central Supply Technology
631	Community Health
600	Dental Assisting
601	Dental Hygiene
602	Dental Laboratory Technology
603	Electroencephalograph Technology
605	Emergency Medical Technology - Paramedic
604	Emergency Medical Technology - 1
628	Exercise Physiology
634	Health Care Administration
617	Medical Assisting
611	Medical Lab Technology
619	Medical Records Technology
618	Medical Records Transcription
612	Medical Technology
614	Mental Health/Human Services Technology
625	Nursing Assisting
633	Nursing, Associate Degree
629	Occupational Therapy Assisting
627	Ophthalmic Medical Assisting
620	Pharmacy Assisting

Health Occupations	
630	Physical Therapy Assisting
621	Physician Assisting-Specialty
606	Radiograph Medical Technology
607	Respiratory Therapy
608	Surgical Technology
615	Training Interpreter (Deaf)
609	Ultrasound Technology
622	Veterinarian Assisting
624	Ward Clerk

Marketing Education	
708	Auctioneering
717	Equipment Rental
706	Farm and Garden Supplies Marketing
705	Financial Services Marketing
707	Food Marketing
713	Freight Transportation Marketing
703	General Merchandise
700	Hotel/Motel Management
709	Industrial Marketing
712	Insurance Marketing, General
710	International Marketing
718	Marketing/Distribution
715	Parts Clerk
716	Petroleum Marketing
702	Real Estate Sales
704	Small Business Management
714	Tourism
711	Wholesaling

Trade and Industry	
796	Aeronautical Technology
797	Agricultural Equipment Technology
890	Air Traffic Control
886	Air Transportation
857	Aircraft Mechanics
887	Airplane Piloting /Navigation
762	Architectural Design and Construction
865	Architectural Drafting Technology
759	Architectural Engineering
754	Audio Recording Technology/Music
859	Auto Mechanics
858	Automotive Body Repair
863	Automotive Component Assembler
888	Aviation Computer Technology
889	Aviation Management
849	Band Instrument Repair Technology
757	Barbering
822	Basic Housekeeping/Health Care Facilities
760	Bioengineering/Biomedical Engineering
775	Biomedical Equipment Technology

Trade and Industry	
791	Biotechnology
873	Blue Print Reading
816	Brick/Stone Masonry/Tile
821	Building Maintenance
819	Cable Installer - Television
899	Career Option
817	Carpentry
781	Chemical Manufacturing Technology
807	Chemical Technology
763	Civil Technology
764	Civil Technology-Structural
866	Civil/Structural Drafting
843	Climate Control Technology
803	Coal Mining Technology
870	Commercial Art
871	Commercial Photography
901	Communication Skills-Related
752	Communication Technology
872	Composition/Make-up/Typesetting
793	Computer Aided Design/Drafting
792	Computer Aided-Numerical Control
794	Computer Integrated Manufacturing
768	Computer Technology
823	Concrete Placing/Finishing
824	Construction Inspection
833	Construction Technology
855	Conventional Electric Power Generation
758	Cosmetology
810	Criminal Justice Technology
861	Diesel Engine Mechanic Technology
800	Drafting and Design Technology - Mechanical
765	Drafting/Design Technology
755	Dry Cleaning/Laundry Services
825	Drywall Installation
753	Educational Media Technology
769	Electrical Technology
867	Electrical/Electronics Drafting
838	Electronic Components Assembler
770	Electronic Technology
771	Electronic Technology-Communication
772	Electronic Technology-Diagnostic
773	Electronic Technology-Telecommunications
836	Electronics Occupations
778	Environmental Control Technology
779	Environmental Health Technician
814	Fire Control/Safety Tech
891	Flight Attendants
826	Floor Covering Installation
845	Fluid Power Mechanics
782	Food Processing Technology
876	Foundry Work

Trade and Industry	
885	Furniture Making
827	Glazing
869	Graphic Communications
847	Gunsmith
846	Heavy Equipment Maintenance/Repair
774	High Technology Electronics
881	Industrial Ceramics Manufacturing
820	Industrial Electrician Technology
839	Industrial Electronics, General
844	Industrial Machinery Maintenance/Repair
783	Industrial Technology
777	Instrumentation Technology
828	Insulation Installation
882	Jewelry Design/Fabrication/Repair
750	Journalism (Mass Communications)
811	Law Enforcement
818	Lineworker
848	Locksmithing/Safe Repair
877	Machine Tool Operator/Machinist
840	Major Appliance Repair
784	Manufacturing Technology
895	Marina Operations
896	Marine Maintenance
785	Marine Products Technology
832	Mechanical Construction Trades - Technical
801	Mechanical Design Technology
868	Mechanical Drafting
835	Mechanics/Repairers
878	Metal Fabrication
776	Microprocessor System Technology
893	Mining Equipment Operation
804	Mining Technology (Not Coal)
756	Mortuary Science
841	Motor Repair
806	Nuclear Material Technology
788	Occupational Safety/Health Technology
850	Operation/Maintenance/Repair of Audio Visual Equipment
883	Optical Goods Work
786	Optical Technology
829	Painting/Decorating
805	Petroleum Technology
830	Plastering
787	Plastic Technology
884	Plastics
834	Plumbing
798	Power Mechanics Technology
875	Precision Food Production
809	Protective Services
815	Protective Services
751	Public Relations
795	Quality Control Technology

Trade and Industry	
752	Radio/Television News Broadcast
902	Related Subjects
831	Roofing
780	Sanitation Technology
813	Security Services
802	Service Manager Technology
851	Shoe/Boot Repair
842	Small Appliance Repair
862	Small Engine Repair
852	Sporting Goods Equipment Repair
854	Swimming Pool Maintenance
897	T & I Coordinator
837	Telecommunications
789	Textile Technology
879	Tool and Die Making
894	Truck and Bus Driving
864	Vehicle Mechanics Specialist
892	Vehicle/Equipment Operation
856	Vehicle/Mobile Equipment Mechanical/Repair
853	Watch Repair
790	Welding Technology
880	Welding/Brazing/Soldering

II. Fiscal Year Human Resources File Layouts

A. Data Submission Deadlines

Files / Reports	Due Dates
Human Resources Employee Files	On or before August 4, 2007
Human Resources Position Files	On or before August 4, 2007

B. Transmittal Form – Data Records

Send ASCII fixed files via e-mail to: geoffrey.jones@iowa.gov
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), Professional (530), Secretarial and Clerical (540), and Service Staff (550). NOTE: Instructional (520) does not include instructors who only teach non-credit courses.

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	Race/Ethnicity	61	1	1 = 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. 2 = Asian or Pacific Islander, A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, Philippine Islands and Samoa. 3 = Black, A person having origins in any of the black racial groups of Africa. 4 = Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. 5 = White, A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. 6 = Choose not to reply
H	Gender	62	1	0 = Unknown 1 = Male 2 = Female

C. Fiscal Year Human Resources Employee File

Field	Data Element	Pos.	Len.	Field Description
Complete the following fields for Administrative Positions (510) and All Instructional Positions (520).				
I	Highest Educational Achievement/Award	63	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
J	Experience in Technical Field	64	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
K	Registered, Certified or Licensed	65	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
L	Assignment Code -1	66-68	3	3-position assignment code; refer to part B of the Human Resources section.
M	Assignment Code -2	69-71	3	3-position assignment code; refer to part B of the Human Resources section. Fill with '000' if not applicable.
N	Assignment Code -3	72-74	3	3-position assignment code; refer to part B of the Human Resources section. Fill with '000' if not applicable.
O	Assignment Code -4	75-77	3	3-position assignment code; refer to part B of the Human Resources section. Fill with '000' if not applicable.
P	Assignment Code -5	78-80	3	3-position assignment code; refer to part B of the Human Resources section. Fill with '000' if not applicable.
Q	Assignment Code -6	81-83	3	3-position assignment code; refer to part B of the Human Resources section. Fill with '000' if not applicable.
R	Assignment Code -7	84-86	3	3-position assignment code; refer to part B of the Human Resources section. Fill with '000' if not applicable.
S	Assignment Code -8	87-89	3	3-position assignment code; refer to part B of the Human Resources section. Fill with '000' if not applicable.
T	Assignment Code -9	90-92	3	3-position assignment code; refer to part B of the Human Resources section. Fill with '000' if not applicable.
U	Assignment Code -10	93-95	3	3-position assignment code; refer to part B of the Human Resources section. Fill with '000' if not applicable.
V	Arts & Science Credit Hours	96-100	5(2dec)	Total credit hours taught during the year. (Example: 05.00 or 35.25 or 84.75-include decimal point)
W	Career & Technical Credit Hours	101-105	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.

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 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)
H	Fiscal Agent Position	31	1	1 = Yes 0 = No If this position is for the purpose of supporting another entity, agency, etc. for whom the college is acting as a fiscal agent.

Fiscal Year Financial Reporting

Section F

Table of Contents

Section	Page Number
I. General Instructions	F-1
II. Financial Reporting	F-2
A. CE-4b, Pro Rate Sheet	F-2
B. Balance Sheet, AS-15D (Fund 1, Fund 2, Fund 7)	F-4
C. Unrestricted General Fund, AS-15E (Fund 1) Restricted General Fund, AS-15E (Fund 2) Plant Fund AS-15F (Fund 7)	F-4
D. Building Information	F-5
E. Buildings and Facilities	F-5
F. Administrative Allowance from Code of Iowa, Chapter 260E	F-6
G. Rebuild Iowa Infrastructure Fund Appropriation	F-6

Financial Reporting Files due on or before August 15, 2007
Contact person: Shawn Limback (515) 281-3550
Send fixed length files via e-mail to: shawn.limback@iowa.gov
The financial reporting forms should be requested from Shawn.

I. General Instructions

1. For definitions, refer to the Management Information System (MIS) Data Dictionary and Year-End Accounting Manual.
2. Use accrual accounting when computing revenue and expenses.
3. MIS Financial Reports are to be submitted electronically to the Department of Education using the file formats outlined in the following pages.

NOTE: Arts and Science and Career/Vocational Cost Centers contain the Credit Activities, Adult Cost Center contains the Non-Credit Activities and Cooperative Programs and Activities Cost Center contain the Secondary Jointly Administrated Activities.

II. Financial Reporting

A. CE-4b, Pro Rate Sheet

The CE-4b report is a distribution of data from the annual AS-15E reports for the Unrestricted General Fund (Fund 1) and Restricted General Fund (Fund 2) for the present Fiscal Year of operation. The Unrestricted General Fund (Fund 1) and Restricted General Fund (Fund 2) will be subtotaled on the CE-4b. When indirect costs are prorated back to Fund 1 based on total contact hours, the total Fund 1 and Fund 2 expenditures in columns 10 - 20 should be utilized.

1. **Round all figures to the nearest dollar.**
2. The CE-4b expenditure Pro Rate Sheet is divided into two sections. They are as follows:
   a. Unrestricted General Fund -
      The organizational units to be financed through this fund are those, which are generally directly concerned with the operation and support of the educational program of the school as a whole--the only restrictions being those imposed by the budget.
   b. Restricted General Fund -
      This fund is used to account for resources that are available for the operation and support of the educational program, but which are restricted as to their use by an outside agency or person. The organizational units to be financed through this fund are usually the same, or at least complimentary, to those financed through the "General Fund." The only difference is that the numeral "2" would be assigned to the transactions affecting restricted funds.
3. The Unrestricted General Fund section is subdivided into 9 functional codes and groups. Of these major divisions, 4 relate to the Education Function (a. -d.) and 5 relate to the Support Function (e. -i.). They are as follows:
   a. Arts and Science
   c. Career/Vocational/Technical Education
   d. General Adult Education (Continuing Education)
   e. Cooperative Programs or Services
   f. General Administration
   g. Student Services
   h. Learning Resources (Library)
   i. Physical Plant
   j. General Institution
4. Fund 1 and Fund 2 will be added together for the grand total, which will coincide with the total expenditures, reported on the AS-15E (Combined Funds 1 & 2).
5. Columns (1) through (3) will be pre-coded by the Department of Education for all programs for which have a CE-4 reimbursement form; for any programs not pre-coded, please insert, using **bold** type, in the appropriate CIP number sequence. (Please contact the Department of Education for assistance.)
6. Columns (4) through (20) will be completed by the college.
7. Column (4) (Total Contact Hours) is the total contact hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year. This figure is the basis for prorating all indirect costs. (Support Services identified in 3 above.)
8. Column (5) (Eligible Contact Hours) is the eligible contact hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year. Complete for all activities.

A. CE-4b, Pro Rate Sheet, Continued

9. Column (6) (Total Credit Hours) is the total credit hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year. This column will be ignored for all activities.
10. Column (7) (Eligible Credit Hours) is the eligible credit hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year. Complete for all activities with credit hour enrollment.
11. Column (8) (Full-Time Headcount) is the number of full-time students of all students enrolled from July 1 through June 30 of the reporting Fiscal Year.
12. Column (9) (Part-Time Headcount) is the number of part-time students of all students enrolled from July 1 through June 30 of the reporting Fiscal Year.

NOTE: For numbered items 13 through 17 below you may enter Total Direct Costs in columns (14) of the CE-4b (Other Current Expenses) and leave columns (10) through (13) blank (report total direct costs only).

13. Column (10) Salary – Reimbursable- (520-599) is the reimbursable salary from July 1 through June 30 of the reporting Fiscal Year.
14. Column (11) Services – (601-626) is the services from July 1 through June 30 of the reporting Fiscal Year.
15. Column (12) Materials & Supplies – (632-646) is the materials and supplies July 1 from through June 30 of the reporting Fiscal Year.
16. Column (13) Travel – (647-648) is the instructor travel from July 1 through June 30 of the reporting Fiscal Year.
17. Column (14) Other Current Expenses (650-699) is other current expenses from July 1 through June 30 of the reporting Fiscal Year.
18. Column (15) Administration & Supervision (510) includes all object codes related to a particular supervisor of the appropriate cost centers, prorated to applicable program based on total contact hours in that cost center from July 1 through June 30 of the reporting Fiscal Year.
19. Column (16) (Direct Costs) is the total of columns (10)-(15) and would include object codes 510, 520 through 599, 601 through 626, 632 through 648 and 650 through 699 of the appropriate function expenses from July 1 through June 30 of the reporting Fiscal Year.
20. Column (17) (Indirect Costs) would be the total expenditures for functions 5-9, prorated to the program based on total contact hours expenses from July 1 through June 30 of the reporting Fiscal Year.
21. Column (18) (Direct Capital Expenditures) would include all capital outlay expense directly attributable to the program and would include object codes 710, 740 and 750 expenses from July 1 through June 30 of the reporting Fiscal Year.
22. Column (19) (Indirect Capital) would include all capital outlay attributable to the Support Services functions prorated on total contact hours and would include object codes 710 and 790 expenses from July 1 through June 30 of the reporting Fiscal Year.
23. Column (20) (Total) would be the total of columns (16) through (19).
24. After prorating all of Indirect Costs (Support Services) the Grand Total row on the last page of the CE-4b should be 0 (zero) in columns (17) through (19).

B. Balance Sheet, AS-15D (Fund 1, Fund 2, Fund 7)

1. Round all figures to whole dollar.
2. Complete the county and district number in the area provided. Enter the college name in the space provided.
3. Total the sub-account assets and report on the control account line (i.e. assets in object codes 100 through 129 would be combined and reported on the Balance Sheet line "Cash on Hand or in Bank"; object codes 131-139 would be combined and reported on the Balance Sheet line "Investments", etc.). Enter into the appropriate cell of the Excel template.
4. Refer to your uniform Financial Accounting Manual for identification of items within an object code.
5. Report Unrestricted General Fund (Fund 1), Restricted General Fund (Fund 2), and Plant Fund (Fund 7).
6. The spreadsheet will automatically total the appropriate columns and rows.
7. Dollar amounts in object codes 191-198 (Fixed Assets) should agree with dollar amounts in object code 312 (Fund Balance-Net Investment in Plant) in each fund.
8. Dollar amounts in object code 311 (Fund Balance-Unrestricted) should agree with dollar amount answer when total current liabilities (object codes 100-189) are subtracted from total current assets (object codes 201-240).

C. Unrestricted General Fund, AS-15E (Fund 1); Restricted General Fund, AS-15E (Fund 2); Plant Fund AS-15F (Fund 7)

1. Round all figures to whole dollar.
2. Complete the county and district number in the area provided. Enter the college name in the space provided.
3. In Fund 2, object code 415 Property Tax – Equipment Replacement, include the amount to be received from the $.03 or $.06 levy for equipment
4. In Fund 2, object code 416, Property Tax – Operations/Plant Fund/Early Retirement/Cash Reserve, include levy for insurance in function 8 and levy for early retirement in function 9. Cash Reserve will be included in function 5. In debt service sub-fund of the plant funds group, include only the amount necessary to pay bonds or certificates and interest that are currently due.
5. In Fund 2, object code 419, Property Tax – Tort Liability/Insurance, include the amount to be received from the tort liability levy in function 9, and the amount received from insurance in function 8.
6. Include assessments for library books, parking tickets, etc. in object code 477 Assessment-Special Charges. Parking fees or permits are to be included in object code 454-Other Sales and Service.
7. Money kept from administering General Educational Development (GED) tests should be classified in function 3 (General Adult Education) and object code 406 (other student fees).
8. Indicate the use of Unrestricted Funds necessary to balance revenue with expenditures.
9. Place all Worker's Compensation Insurance in object code 591 (Worker's Compensation Insurance) in function 5. Do not include in object code 618 (Insurance).
10. Capital outlay figures are to be included in total disbursements.
11. Object code 590 Related Payroll Costs and Fringe Benefits, object code 592 FICA (Employer's Share) and object code 593 Retirement Plan (Employer's Share) are to be broken down by object code and function.
12. The spreadsheet will automatically total the appropriate columns and rows.
13. Expenditure totals for Unrestricted General Fund (Fund 1) and Restricted General Fund (Fund 2) should agree with CE-4b totals.
14. Depreciation will be recorded via a journal entry. Please report actual expenditures for capital items on the reports to the Department of Education.

D. Building Information

1. Enter data to indicate the following information about each building for your college;
   - heated or unheated,
   - square footage,
   - cubic footage,
   - owned or leased,
   - other information such as height, length, and ceiling height can be provided.
2. The spreadsheet will automatically total the appropriate columns.

E. Buildings and Facilities

1. Building Form #1 Total Buildings and Land
   a. Enter data to indicate the following information about the total buildings and land for your college;
      - number of acres for owned and leased buildings and non-buildings,
      - total original expenditures for land,
      - any pertinent comments about the facilities.

   b. The spreadsheet will automatically total the appropriate rows.
2. Building Form #2 Site Acquisitions and Disposals Through Fiscal Year 2007
   a. Enter data to indicate the following information about the total buildings and land for your college;
      - site of acquisition or disposal,
      - number of acres purchased,
      - date of acquisition,
      - total expenditures,
      - number of acres sold,
      - date of sale,
      - total sale price.
3. Building Form # 3 Source of Funds to Acquire Buildings
   a. Enter data to indicate the following information about the each building for your college;
      - site of acquisition,
      - date of construction,
      - building name/function,
      - building condition,
      - source of revenue (e.g. State Appropriation, Local Tax Levy, etc.),
      - total cost of the building,
      - gross square feet,
      - other comments,
      - net usable square feet.

E. Buildings and Facilities, Continued

4. Building Form # 4 Buildings-Leased

   a. Enter data to indicate the following information about the leased buildings used by your college;
      - site name,
      - expiration date of lease,
      - usage/purpose of the building,
      - condition of the building,
      - total lease payment,
      - the gross square feet,
      - net usable square feet,
      - any pertinent comments about the facilities.

F. Administrative Allowance from Code of Iowa, Chapter 260E

1. Round all figures to whole dollar.
2. Complete the county and district number in the area provided. Enter the college name in the space provided.
3. Enter the beginning balance. Please make sure that this amount agrees to the ending balance from the previous year.
4. Provide appropriate revenue sources for the current Fiscal Year.
5. Enter expenditure amounts in the appropriate lines.
6. The spreadsheet will automatically total the appropriate columns and rows.

G. Rebuild Iowa Infrastructure Fund Appropriation

1. Round all figures to whole dollar.
2. Complete the county and district number in the area provided. Enter the college name in the space provided.
3. Enter the beginning balance of Rebuild Iowa Infrastructure Fund Appropriation (for Fiscal Year 2007).
4. Provide revenue allocation for the current Fiscal Year.
5. Enter actual expenditure amounts and a detailed project description for each project, which utilized the Rebuild Iowa Infrastructure Fund Appropriation.
6. The spreadsheet will automatically total the appropriate columns and rows.

Section

G

Fiscal Year Credit Awards Reporting

Table of Contents

Section	Page Number
I. General Instructions	G-1
II. Fiscal Year Awards File Layouts	G-2
A. Data Submission Deadlines	G-2
B. Transmittal Form – Data Records	G-2
C. Credit Student Awards File	G-2

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, 2007
Credit Student Awards File	On or before September 10, 2007

B. Transmittal Form – Data Records

Send ASCII fixed files via e-mail to: geoffrey.jones@iowa.gov

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	Site Number	30-31	2	Site number
H	Identification Code Set-Instructional Level	32	1	2 = Secondary 3 = Postsecondary 4 = Adult 5 = Combination (any two or more of the above)

C. Credit Student Awards File

Field	Data Element	Pos.	Len.	Field Description
I	Identification Code Set-Type – Program, Course, Service, and/or Activity	33-34	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 22 = JA-secondary 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 42 = Economic Development 46 = Recertification/Relicensure (Less than BA) 47 = Recertification/Relicensure (BA Plus)
J	Identification Code Set-Special Emphasis	35-36	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 31 = Developmental Education 33 = Sex Equity 35 = Reciprocal Agreement 41 = 260E 42 = 260E Apprentice 43 = 260F 44 = 260F Apprentice 45 = 260G 46 = 260G Apprentice 47 = Contract/Customized Bus/Ind Training 48 = One Source 49 = Grow Iowa Values 260G (ACE) 50 = Grow Iowa Values 260F (Jobs Training Act) 51 = Grow Iowa Values 260C (Career Academies) 52 = Grow Iowa Values 260C.1 (Voc/Tech Training) 53 = Grow Iowa Values 260F.9 (Job Retention)
K	Identification Code Set-Object and Purpose	37-38	2	02 = Secondary – Career/Tech 03 = Credit 22 = Not-Eligible

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Appendices

Section

H

Table of Contents

Section	Page Number
Appendix A – Identification Code Sets	H-2
Appendix B – High School Identification Codes	H-3
Appendix C – Adult High School Diploma Identification Codes	H-13

Appendix A – Identification Code Sets

INSTRUCTIONAL LEVEL	TYPE-PROGRAM, COURSE, SERVICE AND/OR ACTIVITY	SPECIAL EMPHASIS	OBJECT AND PURPOSE
1 – Elementary	02 –Full Time Preparatory	04 – Apprentice (Non-IDED Funded)	01 – Corrections-Federal (Fiscal Use only)
2 – Secondary	03 – Short-Term Preparatory	09 – Special Populations	02 – Secondary-Career/Tech
3 – Postsecondary	04 – Career/Vocational Training and Upgrading (Non-Credit)	11 – No Special Emphasis	03 – Credit
4 - Adult	05 – Related Service or Activity	21 – Career Academies (Non-Grow Iowa Values)	04 – Non-Credit
5 – Any Combination 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 & Science Liberal/General Studies	31 – Developmental Education	85 – Tech Prep Grant
	12 – Preparatory Advanced Standing	32 – Tech Prep	91 – Perkins Grant
	22 – Secondary Jointly Administered – Career Preparation	33 – Sex Equity	
	29 – Secondary Jointly Admin. – General Education (Not PSEO)	35 – Reciprocal Agreement	
	32 – Shared Full-Time Preparatory	41 – 260E	
	33 – Shared Short-Term Preparatory	42 – 260E Apprentice	
	34 – Shared Vocational Supplementary	43 – 260F	
	35 – Shared Related Service or Activity	44 – 260F Apprentice	
	36 – Shared A&S College Parallel/Career Option	45 – 260G	
	37 – Shared Part-Time Preparatory	46 – 260G Apprentice	
	38 – Shared A&S Liberal/General Studies	47 – Contract/Customized Bus/Ind Trang	
	40 – Adult Literacy Program	48 – One Source	
	41 – Secondary Education- (Non-Credit)	49 – Grow Iowa Values (260G–ACE)	
	42 – Economic Development	50 – Grow Iowa Values (260F–Job Training)	
	43 – State or Federal Mandated	51 – Grow Iowa Values (260C–Car Academies)	
	44 – State Recognized	52 – Grow Iowa Values (260C.1–Voc/Tech Tr)	
	45 – Court Ordered/Referred	53 – Grow Iowa Values (260F.9–Job Retention)	
	46 – Recertification/Relicensure (Less than BA)	54 - Grow Iowa Values (non-IDED apprenticeship)	
	47 – Recertification/Relicensure (BA and Above)	55 - Grow Iowa Values (260E apprenticeship)	
	48 – Community and Public Policy	56 - Grow Iowa Values (260F apprenticeship)	
	49 – Family/Individual Development and Health	57 - Grow Iowa Values (260G apprenticeship)	
	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 – High School Identification Codes

May be reported 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 to 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 C.

District	School	City	School
0009	0109	Ackley	Ackley-Geneva High School
0018	0172	Adair	Adair-Casey Jr-Sr High School
0027	0172	Adel	Adel-Desoto- Minburn High Sch
1970	0172	Afton	East Union Community School
0063	0172	Akron	Akron-Westfield Community Sch
0072	0109	Albert City	Albert City Truesdale High Sch
0081	0109	Albia	Albia High School
0099	0172	Alburnett	Alburnett Jr-Sr High School
0108	0109	Alden	Alden Community High School
0126	0109	Algona	Algona High School
0126	8108	Algona	Garrigan High School
4779	0172	Alleman	North Polk Jr-Sr High School
0153	0109	Allison	Allison-Bristow High School
0171	0172	Alta	Alta Jr-Sr High School
6101	0114	Altoona	Harbor High School
0225	0109	Ames	Ames High School
0234	0109	Anamosa	Anamosa Community High School
0243	0109	Andrew	Andrew Community School
0252	0172	Anita	Anita Community School
0261	0109	Ankeny	Ankeny High School
6175	0109	Arlington	Starmont Senior High School
0333	0109	Armstrong	Armstrong-Ringsted Cmty School
0387	0109	Atlantic	Atlantic High School
0414	0109	Audubon	Audubon High School
0423	0109	Aurelia	Aurelia High School
0441	0172	Avoca	A-H-S-T High School
0513	0172	Baxter	Baxter Community School
0549	0109	Bedford	Bedford Community High School
0576	0109	Belle Plaine	Belle Plaine Jr-Sr High School
0585	0109	Bellevue	Bellevue High School
0585	8109	Bellevue	Marquette High School
0594	0109	Belmond	Belmond-Klemme High School
0603	0172	Bennett	Bennett Jr-Sr High School
0621	0109	Bettendorf	Bettendorf High School
0621	8511	Bettendorf	Rivermont Collegiate
4775	0109	Blairsburg	Northeast Hamilton High School
1619	0109	Bloomfield	Davis County High School
6516	0172	Bode	Twin River Valley High School
0720	0172	Bondurant	Bondurant-Farrar Community H S

District	School	City	School
0729	0109	Boone	Boone High School
0729	0118	Boone	Futures
0819	0109	Britt	West Hancock High School
0846	0109	Brooklyn	Brooklyn-Guernsey Malcom H S
0873	0109	Buffalo Center	North Iowa High School
0882	0194	Burlington	Burlington Christian School
0882	0109	Burlington	Burlington Community High Sch
0882	8101	Burlington	Notre Dame High School
6096	0172	Burnside	Southeast Webster District
6512	0109	Bussey	Twin Cedars High School
6100	0109	Calmar	South Winneshiek Community Sch
0936	0109	Camanche	Camanche High School
0981	0109	Carlisle	Carlisle High School
0999	0109	Carroll	Carroll High School
0999	0127	Carroll	Carroll Alternative
0999	8101	Carroll	Kuemper Catholic High School
6961	0172	Cascade	Cascade High School
1044	0109	Cedar Falls	Cedar Falls High School
1044	9601	Cedar Falls	Northern University High / Price Lab.
1053	0118	Cedar Rapids	George Washington High School
1053	0114	Cedar Rapids	John F Kennedy Senior High Sch
1053	0127	Cedar Rapids	Metro Secondary School
1053	0109	Cedar Rapids	Thomas Jefferson High School
1053	8105	Cedar Rapids	Xavier High School
1337	0109	Cedar Rapids	Prairie High School
1062	0172	Center Point	Center Point-Urbana High Sch
1071	0118	Centerville	Appanoose County
1071	0109	Centerville	Centerville High School
1089	0109	Central City	Central City High School
1107	0109	Chariton	Chariton High School
1116	0109	Charles City	Charles City High School
1134	0109	Charter Oak	Charter Oak-Ute High School
1152	0109	Cherokee	Washington High School
1152	9611	Cherokee	Mental Health Institute
5139	0172	Churdan	Paton-Churdan High School
1197	0127	Clarinda	Clarinda Academy
1197	0109	Clarinda	Clarinda High School
1197	0118	Clarinda	Alternative High School
1197	9611	Clarinda	Mental Health Institute
1206	0109	Clarion	Clarion Goldfield Cmty Hs
1215	0172	Clarksville	Clarksville High School
1233	0109	Clear Lake	Clear Lake Community School
1278	0109	Clinton	Clinton High School
1278	8000	Clinton	Mater Dei High School
1278	0118	Clinton	Lincoln
1278	8110	Clinton	Prince of Peace
4777	0109	Coggon	North Linn High School

District	School	City	School
1332	0109	Colfax	Colfax-Mingo High School
6097	0172	College Springs	South Page Jr-Sr High School
1359	0172	Colo	Colo-Nesco High School
1368	0109	Columbus Jct	Columbus Community High School
0540	0172	Conrad	Bcluw High School
1413	0172	Coon Rapids	Coon Rapids-Bayard High School
1431	0109	Corning	Corning High School
1975	0109	Correctionville	River Valley High School
1449	0109	Corwith	Corwith-Wesley & Luverne Schs
6854	0109	Corydon	Wayne Community High School
1476	0118	Council Bluffs	Abraham Lincoln High School
1476	0589	Council Bluffs	Children's Square
1476	9610	Council Bluffs	Iowa School For Deaf
1476	0593	Council Bluffs	PACT
1476	0121	Council Bluffs	Kanesville High School
1476	8004	Council Bluffs	St Albert Catholic
1476	0581	Council Bluffs	Tucker Center for Career
1476	8503	Council Bluffs	Loess Hills Christian School
1476	8108	Council Bluffs	Saint Albert High School
1476	0109	Council Bluffs	Thomas Jefferson High School
3645	0109	Council Bluffs	Lewis Central High School
3029	0109	Cresco	Crestwood High School
1503	0109	Creston	Creston High School
1503	0118	Creston	High Lakes Cntry Academy
7083	0172	Crystal Lake	Woden-Crystal Lake-Titonka Hs
1576	0109	Dallas Center	Dallas Center Grimes High Sch
1602	0172	Danville	Danville Community High School
1611	0517	Davenport	NW EDUCATION CENTER
1611	8101	Davenport	Assumption High School
1611	0109	Davenport	Central High School
1611	0116	Davenport	North High School
1611	0127	Davenport	Kimberly Center for Alte
1611	0118	Davenport	West High School
1082	0109	De Witt	Central-Clinton High School
1638	0109	Decorah	Decorah High School
4043	0109	Delhi	Maquoketa Valley High School
1701	0109	Denison	Denison High School
1719	0109	Denver	Denver Senior High School
1737	0118	Des Moines	Abraham Lincoln High School
1737	0198	Des Moines	Casady Alternative High School
1737	0145	Des Moines	Central Campus
1737	8503	Des Moines	Des Moines Christian School
1737	0194	Des Moines	Des Moines Vincent C Scavo Hs
1737	0109	Des Moines	East High School
1737	8504	Des Moines	Grandview Park Baptist School
1737	0114	Des Moines	Hoover High School
1737	0127	Des Moines	North High School

District	School	City	School
1737	0136	Des Moines	Roosevelt High School
5805	0109	Des Moines	Saydel Senior High School
1782	0172	Diagonal	Diagonal Jr-Sr High School
1791	0172	Dike	Dike-New Hartford High School
1079	0109	Donnellson	Central Lee High School
1863	0127	Dubuque	Central Alternative High Sch
1863	0109	Dubuque	Dubuque Senior High School
1863	0118	Dubuque	Hempstead High School
1863	8134	Dubuque	Wahlert High School
1908	0172	Dunkerton	Dunkerton Jr-Sr High School
1917	0172	Dunlap	Boyer Valley Community School
1926	0109	Durant	Durant High School
6961	8146	Dyersville	Beckman High School
1944	0109	Eagle Grove	Eagle Grove High School
1953	0172	Earlham	Earlham Jr-Sr High School
5823	0109	Early	Schaller-Crestland High School
0657	0172	Eddyville	Eddyville-Blakesburg Hs
1989	0172	Edgewood	Edgewood-Colesburg High School
0977	0109	Eldon	Cardinal High School
2007	0109	Eldora	Eldora High School
4784	0109	Eldridge	North Scott High School
6591	0109	Elgin	Valley High School
2016	0109	Elk Horn	Elk Horn-Kimballton High Sch
1080	0109	Elkader	Central Community High School
2088	0109	Emmetsburg	Emmetsburg High School
6961	0109	Epworth	Western Dubuque High School
2113	0172	Essex	Essex Jr-Sr High School
2124	0109	Estherville	Estherville Lincoln Central Hs
6795	0105	Evansdale	Bunger School Of Technology
1218	0172	Everly	Clay Central/Everly High Sch
2151	0172	Exira	Exira Jr-Sr High School
6762	0109	Fairbank	Wapsie Valley High School
2169	0109	Fairfield	Fairfield Community High Sch
2169	8504	Fairfield	Maharishi Sch Age Enlightenmnt
2834	0109	Farmington	Harmony High School
2205	0172	Farragut	Farragut Jr-Sr High School
5868	0172	Fenton	Sentral High School
2295	0109	Forest City	Forest City High School
2313	0156	Fort Dodge	Gordon Willard
2313	0109	Fort Dodge	Fort Dodge High School
2313	8104	Fort Dodge	Saint Edmond High School
2322	8105	Fort Madison	Aquinas High School
2322	0109	Fort Madison	Fort Madison Senior High Sch
2322	0127	Fort Madison	Fort Madison Alternative
2349	0109	Fredericksburg	Fredericksburg High School
4505	0172	Garden Grove	Mormon Trail High School
2394	0172	Garnavillo	Garnavillo Jr-Sr High School

District	School	City	School
2403	0109	Garner	Garner Hayfield High School
2682	0172	Garwin	GMG High School
2457	0172	George	George-Little Rock High School
2466	0172	Gilbert	Gilbert Community School
6795	8115	Gilbertville	Don Bosco High School
2511	0109	Glenwood	Glenwood High School
2511	0114	Glenwood	Building Bridges
2520	0172	Glidden	Glidden-Ralston Community Sch
4773	0172	Goose Lake	Northeast Community High Sch
5325	0109	Gowrie	Prairie Valley High School
2556	0172	Graettinger	Graettinger Community School
1967	0109	Grand Junction	East Greene Community High Sch
4149	8116	Granville	Spalding Catholic School
2664	0172	Greene	Greene Jr-Sr High School
2673	0209	Greenfield	Greenfield High School
6579	0114	Grimes	Metro West
2709	0109	Grinnell	Grinnell Community Sr High Sch
2709	0118	Grinnell	New Horizons High School
2718	0109	Griswold	Griswold High School
2727	0109	Grundy Center	Grundy Center High School
2754	0109	Guthrie Center	Guthrie Center High School
2763	0172	Guttenberg	Guttenberg Community High Sch
2772	0172	Hamburg	Hamburg Senior High School
2781	0109	Hampton	Hampton-Dumont High School
2826	0109	Harlan	Harlan Community High School
2826	0151	Harlan	Harlan Comm Flexible
2862	0109	Hartley	Hartley-Melvin-Sanborn Sr H S
4751	0172	Hastings	Nishna Valley Community School
6990	0109	Hawarden	West Sioux High School
2988	0109	Hinton	Hinton High School
2376	0109	Holstein	Galva-Holstein High School
3033	0172	Hubbard	Hubbard-Radcliffe Community Hs
3042	0109	Hudson	Hudson High School
0747	0109	Hull	Boyden-Hull High School
0747	8309	Hull	Western Christian High School
3060	0109	Humboldt	Humboldt High School
0472	0109	Huxley	Ballard High School
0504	0109	Ida Grove	Battle Creek-Ida Grove Hs
0504	0118	Ida Grove	Sac-Ida Alternative
3105	0109	Independence	Independence Senior High Sch
3114	0109	Indianola	Indianola High School
3114	0127	Indianola	Indianola Learning Center
6983	0109	Inwood	West Lyon High School
3141	0127	Iowa City	Senior High Alternative
3141	0109	Iowa City	City High School
3141	8104	Iowa City	Regina High School
3141	0118	Iowa City	West High School

District	School	City	School
3150	0109	Iowa Falls	Iowa Falls High School
6509	0172	Jackson Junction	Turkey Valley Community Sch
3186	0109	Janesville	Janesville High School
3195	0109	Jefferson	Jefferson-Scranton Sr High Sch
3204	0109	Jesup	Jesup Community School
6095	0109	Jewell	South Hamilton High School
3231	0109	Johnston	Johnston High School
4271	8506	Kalona	Iowa Mennonite School
9101	9142	Kalona	Pathway Christian School
3312	8110	Keokuk	Cardinal Stritch High School
3312	0109	Keokuk	Keokuk High School
3312	8000	Keokuk	Keokuk Catholic School
6592	0109	Keosauqua	Van Buren Community High Sch
3330	0109	Keota	Keota High School
3348	0109	Kingsley	Kingsley-Pierson Community Sch
3375	0109	Knoxville	Knoxville Senior High School
3375	0114	Knoxville	Trabert Center
6536	0109	La Porte City	Union High School
6091	0109	Lake City	Southern Cal High School
3420	0109	Lake Mills	Lake Mills High School
2846	0109	Lake Park	Harris-Lake Park High School
6741	0109	Lake View	Wlva School
3465	0172	Lamoni	Lamoni Community School
1972	0172	Lansing	Kee High School
0916	0109	Latimer	Cal-Dows High School
3537	0109	Laurens	Laurens-Marathon High School
3555	0172	Lawton	Lawton-Bronson Community Sch
1968	0172	Le Grand	East Marshall High School
3600	8104	Le Mars	Gehlen Catholic High School
3600	0109	Le Mars	Le Mars High School
3609	0109	Lenox	Lenox High School
1093	0172	Leon	Central Decatur Jr-Sr High Sch
3841	0109	Letts	Louisa-Muscatine High School
6094	0109	Liberty Center	Southeast Warren Jr-Sr High Sc
3705	0172	Lineville	Lineville-Clio
3744	0109	Lisbon	Lisbon High School
3798	0172	Logan	Logan-Magnolia High School
3816	0172	Lone Tree	Lone Tree High School
3942	0109	Madrid	Madrid High School
3978	0172	Malvern	Malvern Community Jr-Sr High S
6950	0109	Manchester	West Delaware High School
3168	0109	Manilla	Irwin-Kirkman-Manilla Cmty Sc
4772	0172	Manly	North Central High School
4014	0109	Manning	Manning Community School
4023	0109	Manson	Manson Northwest Webster Hs
4023	0218	Manson	Twin Lakes Learning Ctr
4033	0109	Mapleton	Maple Valley-Anthon-Oto Sr Hs

District	School	City	School
4041	0109	Maquoketa	Maquoketa High School
4068	0109	Marcus	Marcus-Meriden-Cleghorn H Sch
3154	0172	Marengo	Iowa Valley High School
3715	0109	Marion	Linn-Mar High School
4086	0109	Marion	Marion High School
9101	9156	Marion	Grace Baptist School
4104	0109	Marshalltown	Marshalltown Sr High School
4122	0172	Martensdale	Martensdale-St Marys Cmty Sch
4131	0127	Mason City	Mason City Alternative High Sc
4131	0109	Mason City	Mason City High School
4131	8105	Mason City	Newman High School
0914	0172	Massena	C And M Jr-Sr High School
1350	0109	Maxwell	Collins-Maxwell Community Sch
6943	0172	Maynard	West Central Jr-Sr High School
4203	0109	Mediapolis	Mediapolis Comm High School
4212	0109	Melcher	Melcher-Dallas High School
1965	0109	Miles	East Central Community High Sc
4890	0109	Milford	Okoboji Community School
2327	0127	Milton	Fox Valley Community High Sch
4356	0109	Missouri Valley	Missouri Valley High School
6969	0109	Mondamin	West Harrison Jr-Sr High Sch
4419	0109	Monona	M F L/ Mar-Mac High School
5160	0172	Monroe	Pcm High School
4437	0109	Montezuma	Montezuma High School
4446	0109	Monticello	Monticello High School
4491	0109	Moravia	Moravia High School
4509	0127	Morning Sun	Crusade High
4518	0172	Moulton	Moulton-Udell High School
4527	0109	Mount Ayr	Mount Ayr Community High Sch
4536	0109	Mount Pleasant	Mount Pleasant High School
4554	0109	Mount Vernon	Mount Vernon High School
7098	0109	Moville	Woodbury Central High School
4572	0172	Murray	Murray High School
4581	0109	Muscatine	Muscatine High School
4599	0172	Nashua	Nashua Plainfield High School
6460	0109	Neola	Tri Center High School
4617	0109	Nevada	Nevada High School
4662	0109	New Hampton	New Hampton High School
4689	0172	New London	New London Jr-Sr High School
4776	0172	New Sharon	North Mahaska Jr-Sr High Sch
4644	0172	Newell	Newell Fonda High School
4725	0127	Newton	Basics & Beyond Alternative Sc
4725	0109	Newton	Newton High School
4761	0172	Nora Springs	Nora Sprgs-Rock Falls Cmty Sch
2097	0109	North English	English Valleys High School
4788	0109	Northwood	Northwood-Kensett Jr/Sr Hs
4797	0109	Norwalk	Norwalk Community High School

District	School	City	School
5510	0209	Oakland	Riverside High School
4860	0109	Odebolt	Odebolt-Arthur High School
4869	0109	Oelwein	Oelwein High School
4878	0109	Ogden	Ogden High School
4905	0172	Olin	Olin Consolidated Indep Sch
6987	0109	Onawa	West Monona High School
4149	0109	Orange City	Moc-Floyd Valley High School
4149	8317	Orange City	Unity Christian High School
4978	0172	Orient	Orient-Macksburg Community H S
4995	0109	Osage	Osage Community High School
1211	0109	Osceola	Clarke Community High School
1211	0118	Osceola	Clarke Learning Center
5013	0109	Oskaloosa	Oskaloosa Community Senior Hs
5049	0112	Ottumwa	Alternative School
5049	0109	Ottumwa	Ottumwa High School
5163	0109	Packwood	Pekin-Packwood High School
5121	0109	Panora	Panorama Community High School
5130	0172	Parkersburg	Aplington-Parkersburg High Sch
6099	0109	Paullina	South O'Brien High School
5166	8302	Pella	Pella Christian High School
5166	0109	Pella	Pella Community High School
5184	0109	Perry	Perry High School
5250	0109	Pleasant Valley	Pleasant Valley Cmty High Sch
5256	0109	Pleasantville	Pleasantville High School
5283	0109	Pocahontas	Pocahontas Area School
5283	0118	Pocahontas	Pocahontas Area Regional
5301	0109	Pomeroy	Pomeroy-Palmer High School
5310	0172	Postville	John R Mott High School (Postville High School)
5337	0109	Preston	Preston High School
5463	0109	Red Oak	Red Oak Community High School
5463	0454	Red Oak	Webster Alternative
2502	0172	Reinbeck	Gladbrook-Reinbeck High School
5486	0109	Remsen	Remsen-Union High School
5486	8103	Remsen	Saint Marys High School
5508	0109	Riceville	Riceville High School
2977	0109	Riverside	Highland Community School
1095	0109	Rock Rapids	Central Lyon Community School
5607	8319	Rock Valley	Netherlands Reformed Chrstn Sc
5607	0172	Rock Valley	Rock Valley High School
5697	0109	Rockford	Rockford Senior High School
5616	0109	Rockwell	Rockwell-Swaledale Cmty High S
5625	0172	Rockwell City	Rockwell City-Lytton High Sch
6101	0109	Runnells	Southeast Polk High School
5715	0109	Russell	Russell High School
5724	0109	Ruthven	Ruthven-Ayrshire Community Sc
5742	0172	Sac City	Sac City High School
5742	0194	Sac City	Sac County Flex

District	School	City	School
5877	0172	Sergeant Bluff	Sergeant Bluff-Luton High Sch
5895	0109	Seymour	Seymour High School
5922	0109	Sheffield	Sheffield Chapin High School
5949	0109	Sheldon	Sheldon Senior High School
5976	0109	Shenandoah	Shenandoah High School
5976	0127	Shenandoah	Shenandoah Alternative
5994	0109	Sibley	Sibley-Ocheyedan High School
6003	0109	Sidney	Sidney High School
6012	0109	Sigourney	Sigourney Jr-Sr High School
6030	0109	Sioux Center	Sioux Center Community High Sc
6039	0118	Sioux City	East High School
6039	0136	Sioux City	North High School
6039	0145	Sioux City	West High School
6039	8106	Sioux City	Heelan High School
6039	8005	Sioux City	Catholic Schools
6039	0111	Sioux City	Central Campus
6035	0109	Sioux Rapids	Sioux Central Community Sch
6992	0109	Sloan	Westwood High School
6093	0172	Solon	Solon Community Jr-Sr High Sch
6102	0109	Spencer	Spencer High School
6120	0109	Spirit Lake	Spirit Lake High School
6138	0172	Springville	Springville Secondary School
5751	0109	St Ansgar	Saint Ansgar High School
6165	0109	Stanton	Stanton High School
3691	0172	Stanwood	North Cedar Community Schools
6985	0109	State Center	West Marshall Community School
6219	8101	Storm Lake	Saint Marys School
6219	0109	Storm Lake	Storm Lake Senior High School
5643	0109	Story City	Roland-Story High School
6264	0109	Stuart	West Central High Sch (Stuart)
3906	0109	Sully	Lynnville-Sully High School
6273	0109	Sumner	Sumner High School
4778	0109	Swea City	North Kossuth Community Sch
2369	0172	Tabor	Fremont-Mills Jr-Sr High Sch
6098	0109	Tama	South Tama County High School
6345	0172	Terril	Terril Jr-Sr High School
6462	0109	Thornburg	Tri-County Community High Sch
1221	0109	Tiffin	Clear Creek/Amana High School
6408	0109	Tipton	Tipton Community High School
6098	9601	Toledo	Iowa Juvenile Home
4785	0109	Traer	North Tama High School
6453	0172	Treynor	Treynor Community High School
6471	0172	Tripoli	Tripoli Jr-Sr High School
3119	0109	Truro	Interstate 35 Community High S
6534	0109	Underwood	Underwood High School
6579	0109	Urbandale	Urbandale High School
0609	0109	Van Horne	Benton Community High School

District	School	City	School
6615	0172	Van Meter	Van Meter Jr-Sr High School
6633	0172	Ventura	Ventura High School
2766	0172	Victor	H.L.V. Jr-Sr High School
6651	0109	Villisca	Villisca Community High School
6660	9610	Vinton	Iowa Braille & Sight Saving Sc
6660	0109	Vinton	Washington High School
6750	0109	Walnut	Walnut High School
6759	0109	Wapello	Wapello High School
6768	0109	Washington	Washington High School
6795	8114	Waterloo	Columbus High School
6795	0109	Waterloo	East High School
6795	0111	Waterloo	Expo High School
6795	8503	Waterloo	Walnut Ridge Baptist Academy
6795	0118	Waterloo	West High School
6795	0124	Waterloo	Educational Discipline
6822	0109	Waukee	Waukee Community High School
0135	0109	Waukon	Waukon High School
6840	0109	Waverly	Waverly-Shell Rock High School
6700	0109	Wayland	Waco Jr-Sr High School
6867	0109	Webster City	Webster City Community School
4271	0109	Wellman	Mid-Prairie High School
6894	0409	Wellsburg	Wellsburg-Steamboat Rck Cmty S
6921	0109	West Bend	West Bend Mallard High School
6930	8503	West Branch	Scattergood Friends School
6930	0109	West Branch	West Branch High School
6937	0109	West Burlington	West Burlington High School
6957	8103	West Des Moines	Dowling High School
6957	8108	West Des Moines	Iowa Christian Academy
6957	0109	West Des Moines	Valley High School
6957	0118	West Des Moines	Walnut Creek Campus
6975	0109	West Liberty	West Liberty High School
2322	8111	West Point	Marquette School Inc
4774	0109	West Union	North Fayette High School
0355	0172	Westside	Ar-We-Va High School
0918	0109	Wheatland	Calamus-Wheatland High School
7002	0109	Whiting	Whiting High School
7029	0109	Williamsburg	Williamsburg High School
7038	0109	Wilton	Wilton Jr-Sr High School
7047	0172	Winfield	Winfield-Mount Union Jr-Sr Hs
7056	0109	Winterset	Winterset High School
1963	0109	Winthrop	East Buchanan Community High S
7092	0109	Woodbine	Woodbine High School
7110	0109	Woodward	Woodward-Granger High School
4269	0109	Wyoming	Midland High School
0000	0000		Non-Iowa High School
8888	8888		Former Iowa High School (HS no longer exists)
9999	9999		Unknown

Appendix C – 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

IOWA DEPARTMENT OF EDUCATION

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