Industry Credentials (CDIP/Matriculation): Data Submission Guidelines

May 6, 2019

Accountability & Data Analysis Unit
Postsecondary and Workforce Readiness Unit
201 E. Colfax Ave., Denver, CO 80203

Background

In an effort to decrease overall data submission burden and to align industry credential submissions, the Colorado Department of Education, in consultation with the Educational Data Advisory Committee (EDAC), has decided to combine submissions for the optional industry credential submission that is used for matriculation rate determinations for accountability purposes and the Career Development Incentive Program (CDIP) submission.

The Career Development Incentive Program (CDIP), or Career Development Success Pilot Program in House Bill 16-1289, provides financial incentives for school districts and charter schools that encourage high school students, grades 9-12, to complete qualified industry credential programs, internships, residencies, construction pre-apprenticeship or construction apprenticeship programs or qualified Advanced Placement (AP) courses.

The calculation of **matriculation rates** for state accountability determinations relies on data provided by the Department of Higher Education and includes community college enrollment, four year higher education institution enrollment, CTE enrollment and/or certificates or degrees earned prior to graduation. The industry credential data included within this submission will be utilized for 2020 matriculation rate accountability calculations.

A list of qualifying programs/courses can be found on the Colorado Workforce Development Council (CWDC) website and is provided at the end of this document. This list is developed based on Colorado labor market data, existing secondary programs that correspond with high growth, high demand occupations and business/industry feedback.

> ## Industry Credentials Submission: Key Facts
>
> This is a voluntary submission
>
> Approved certificates will be included in accountability matriculation rates.
>
> Submitted data will be used to determine possible financial incentives via the Career Development Incentive Program
>
> The submission window opens Monday, May 6th and closes Thursday, June 20th

Process

Submission Timeline

On an annual basis, data may be submitted by Accountability contacts to CDE (via Syncplicity) using the provided data template.

Prior to submission, a district designated contact should notify CDE of their intent to submit by completing the intent to participate form. Failure to provide this message of intent and/or the posting of the flat file prior to 5 p.m. on Thursday, June 20th will exclude the data from consideration.

Key Dates & Actions are as follows:
- **Prior to May 31st** notifications of intent to participate must be submitted prior to data file submission via Syncplicity.
- **Submission Closes, June 20th** by 5 p.m., all intent to participate forms and data files must be submitted for consideration prior to this time.

Intent to Participate Form

The intent to participate form is required to be submitted to ensure all submitted data files have successfully transferred, appropriate district staff are aware of the submission and to ensure CDE has appropriate district level contacts identified should questions arise. So, the earlier the message is submitted the better. Once the message is sent, the district may submit their data file via Syncplicity.

If you have already submitted an intent to participate (ITP) form in CDIP for 2018-19 school year, the data submitted will automatically be used in calculations of matriculation rates for accountability purposes.   If you have not already submitted an ITP for the CDIP program but are interested in doing so to have your credentials included in matriculation rates for the 2018-19 school year, please complete the ITP by May 31, 2019.

Please contact Marina Kokotovic at Kokotovic_m@cde.state.co.us with questions related to the ITP form. It should contain the following information with updated district and contact information.

Template & File Transfer

The data template for submission will be made available to District Accountability contacts at 8 a.m. on May 6th. The template will be made available via Syncplicity, CDEs secured file transfer system. **It will be posted within the Accountability_Contact sub-folder called, Industry Credentials_CDIP Submission**. The name of the template is **'CDIP Matriculation Template_June 2019'**. The template should be downloaded from this folder, populated, and then returned to the same location with the four number district code included as part of its name. For example, '0180_CDIP Matriculation Template_June 2019'. The template field specifications are presented in table one below.

For questions related to Syncplicity contact Dan Jorgensen at: Jorgensen_d@cde.state.co.us.

Resources

A recorded webinar explaining the purpose of the submission, along with a description of the submission process is available at: https://enetlearning.adobeconnect.com/ptxb8I29fc9n/. CDIP materials are posted at: http://www.cde.state.co.us/postsecondary/hb18-1266. Other related materials, including this document are posted at: http://www.cde.state.co.us/accountability/performanceframeworksresources.

Data Specifications

The table below includes the data elements, template column and associated remarks regarding the data fields.

Table 1. Submission Template Specifications

Name of Field	Column	Remarks
DISTRICT CODE	A	The unique four digit code assigned to the district by CDE.
DISTRICT NAME	B	District Name
SCHOOL CODE	C	The unique four digit code assigned to the school by CDE.
SCHOOL NAME	D	School Name
YEAR	E	Reporting year, for this submission, '2018-2019'
SASID	F	State Assigned Student Identifier (2018-2019 students only)
LAST_NAME_STUDENT	G	Student last name
FIRST_NAME_STUDENT	H	Student first name
GENDER	I	01: Female 02: Male
GRADE	J	Grade of Student. 080: Grade 8; 090: Grade 9; 100: Grade 10; 110: Grade 11; 120: Grade 12.
ETHNICITY	K	01: American Indian or Alaska Native; 02: Asian; 03: Black or African American; 04: Hispanic or Latino; 05: White; 06: Native Hawaiian or Other Pacific Islander; 07: Two or More Races.
QUALIFYING PROGRAMS	L	Program Code (see table two below)
QUALIFYING CODE	M	See table of qualifying programs/certificates that correspond with qualifying programs (p 5-15); cell remains null for internship program and residency program.
CONFERRAL_YEAR	N	Certificate conferral year: XXXX (four digits **academic** year, e.g. 2017); please note prior year certificates count towards matriculation for graduates.

Table 2. Qualifying Programs

PROGRAM CODE	DESCRIPTION
1	Industry Certificate/Credential
2	Internship_Program
3	Residency Program
4	Construction_PreApprenticeship
5	Construction_Apprenticeship
6	Computer_Science_AP_Course

Table 3. Construction PreApprenticeship Codes (Program #4)

PROGRAM CODE	DESCRIPTION
1	HBI PACT4
2	Brickmasons and blockmasons
3	Carpenters
4	Tile and marble setters
5	Cement masons and concrete finishers
6	Construction laborers
7	Operating engineers
8	Drywall and ceiling tile installers
9	Electricians
10	Glaziers
11	HVAC mechanics and installers
12	Insulation workers
13	Painters
14	Plumbers
15	Pipefitters
16	Steamfitters
17	Sheet metal workers
18	Structural iron and steel workers

Table 4. Construction Apprenticeship Codes (Program Code #5)

PROGRAM CODE	DESCRIPTION
1	Brickmasons and blockmasons
2	Carpenters
3	Tile and marble setters
4	Cement masons and concrete finishers
5	Construction laborers
6	Operating engineers
7	Drywall and ceiling tile installers
8	Electricians
9	Glaziers
10	HVAC mechanics and installers
11	Insulation workers
12	Painters
13	Plumbers
14	Pipefitters
15	Steamfitters
16	Sheet metal workers
17	Structural iron and steel workers

Table 5. Computer Science AP Course Codes (Program Code #6)

PROGRAM CODE	DESCRIPTION
1	AP Computer Science A - College Board
2	AP Comp Sci Principles - College Board

Table 6. Industry Credentials Program (Program Code #1): List of Qualifying Certificates

Code	Name of Industry Credential/Certification	Issuing Organization	Program
1	CPASS	Consortium of Agriculture Partners (KS & CO)	Agriculture
2	Irrigation technician	Associated Landscapers of Colorado	Agriculture
3	Landscape Construction Technician	Associated Landscapers of Colorado	Agriculture
4	Landscape Maintenance Technician	Associated Landscapers of Colorado	Agriculture
5	Bookkeeper Certification	National Bookkeepers Association	Business
6	High School of Business	MBA Research	Business
7	Microsoft Certified User	Microsoft (vendor example Certiport)	Business
8	SRHM Certification	Society for Human Resource Management	Business
9	Quickbooks	Quickbooks (vendor example Cenrtiport)	Business
10	AAFCS-Interior Design	American Association of Family & Consumer Science	Family & Consumer Science
11	Early Childhood Education Certification	CDHS	Family & Consumer Science
12	Pro-Start	National Restaurant Association	Family & Consumer Science
13	CNA	DORA	Healthcare Science
14	Certified Clinical Medical Assistant	National Healthcare Association	Healthcare Science
15	Dental Assisting		Healthcare Science
16	Expanded Duties Dental Assistant	National Healthcare Association	Healthcare Science
17	Radiology Tech	National Healthcare Association	Healthcare Science
18	EMT	CDPHE	Healthcare Science
19	National Registry Emergency Medical Technicians	National Registry Emergency Medical Technicians	Healthcare Science
20	Microsoft Certified User, Other Systems HIT	Microsoft (vendor example Certiport)	Healthcare Science
21	National Certification for ICD-10 and Medical Billing	AAPC (American Academy of Professional Coders) / National Healthcare Association	Healthcare Science
22	ACE (American Council on Exercise)	American Council on Exercise	Healthcare Science
23	National Strength and Conditioning Association Certification	National Strength and Conditioning Association	Healthcare Science
24	American College of Sports Medicine personal training certification	American College of Sports Medicine	Healthcare Science

25	Certified Personal Trainer Certification	National Personal Training Association	Healthcare Science
26	Pharm Tech Certification	National Healthcare Association	Healthcare Science
27	Phlebotomist	National Healthcare Association	Healthcare Science
28	National Health Science Certification	National Consortium for Health Science Education	Healthcare Science
29	AAFCS nutrition certification	American Association of Family and Consumer Sciences	Healthcare Science/Family Consumer
30	National Opticianry Competency Certification	American Board of Opticianry and the National Contact Lens Examiners	Healthcare Science
31	Certified Patient Care Technician/Assistant	National Healthcareer Association	Healthcare Science
32	CPASS	Consortium of Skilled Trade Partners (KS &CO)	Skilled Trades
33	Barber License	DORA	Skilled Trades
34	Esthetician license	DORA	Skilled Trades
35	Both OSHA & NCCER Certifications	National Center for Construction Education & Research; Occupational Safety & Health Dept.	Skilled Trades
36	CPO- Certified Pool/Spa Operator	National Swimming Pool Foundation	Skilled Trades
37	Automotive Certification NATEF (ASE)	National Automotive Technicians Education Foundation (NATEF)	Skilled Trades
38	Automotive repair certifications through NATEF, Snap-on, Hunterr Engineering, Subaru technician, AST, MAST	National Automotive Technicians Education Foundation (NATEF)	Skilled Trades
39	Automotive Technology	I-CAR	Skilled Trades
40	S/P2 Mechanical Safety & S/PS Pollution Prevention	S/P2	Skilled Trades
41	North American Technician Excellence (NATE) HVAC certifications	Air conditioning, heating and refrigeration institute	Skilled Trades
42	ICE Certification (Industry Competency Exam)	Air Conditioning, Heating and Refrigeration Institute	Skilled Trades
43	EPA Certification (Environmental Protection Agency) Exam	Air Conditioning, Heating and Refrigeration Institute	Skilled Trades
44	NIMS; Level I, II, or III; or other welding professional certifications	American Welding Society (AWS)	Skilled Trades
45	MasterCam	MasterCam	Skilled Trades
46	Certified Production Technician (CPT)	Manufacturing Skills Standards Council	Skilled Trades
47	Solidworks (multiple certification options, such as CSWA)	Solidworks	Skilled Trades
48	Certified Fluid Power Connector	International Fluid Power Society	Skilled Trades
49	Retrofit Installer Technician	Building Performance Institute	Skilled Trades

50	Autodesk Inventor	Autodesk	STEM
51	CADD	Autodesk	STEM
52	Revit	Autodesk	STEM
53	AutoCAD	Certiport	STEM
54	Solidworks (multiple certification options)	Solidworks	STEM
55	Adobe Illustrator	Adobe	Visual Arts
56	Adobe Photoshop	Adobe (vendor example Certiport)	Visual Arts
57	Adobe Creative Suite, Apple Technician	Adobe (vendor example Certiport)	AV Technology/IT STEM
58	CISSP Associate	(ISC)2	Information Technology
59	MPM	AAMP	Information Technology
60	ACE (ACCESS CERTIFIED EXAMINER)	Access Data LMS	Information Technology
61	ACA	Adobe	Information Technology
62	ACE	Adobe	Information Technology
63	ACI	Adobe	Information Technology
64	AWS CSA	Amazon	Information Technology
65	Android ATC	Android	Information Technology
66	Prince2	APMG International	Information Technology
67	NCDA	ApNet	Information Technology
68	ACMT	Apple	Information Technology
69	ACSP	Apple	Information Technology
70	CPP	ASIS International	Information Technology
71	PCI	ASIS International	Information Technology
72	PSP	ASIS International	Information Technology
73	BICSI IT	BICSI	Information Technology
74	BCNE	Brocade	Information Technology
75	CCDP	Cisco	Information Technology
76	CCENT	Cisco	Information Technology
77	CCIE (Internetwork Expert)	Cisco	Information Technology
78	CCIE Routing and Switching	Cisco	Information Technology

79	CCIE Security	Cisco	Information Technology
80	CCIE Service Provider	Cisco	Information Technology
81	CCIE SP Operations	Cisco	Information Technology
82	CCNA Data Center	Cisco	Information Technology
83	CCNP	Cisco	Information Technology
84	CCNP Data Center	Cisco	Information Technology
85	CCNP Security	Cisco	Information Technology
86	CCNP Service Provider	Cisco	Information Technology
87	CCNP Voice	Cisco	Information Technology
88	CCNP Wireless	Cisco	Information Technology
89	CCNP: Cloud Cisco	Cisco	Information Technology
90	CCSP	Cisco	Information Technology
91	Certified Networking Associate (CCNA)	Cisco	Information Technology
92	CTT	Cisco	Information Technology
93	CWTS	Cisco	Information Technology
94	LPIC-2	Cisco	Information Technology
95	CCA	Citrix	Information Technology
96	CCIA	Citrix	Information Technology
97	CCSK	Cloud Security Alliance	Information Technology
98	CCP-DS	Cloudera	Information Technology
99	A+	Comp TIA	Information Technology
100	CASP	Comp TIA	Information Technology
101	Cloud Essentials	Comp TIA	Information Technology
102	Cloud+	Comp TIA	Information Technology
103	I-Net+	Comp TIA	Information Technology
104	IT Fundamentals	Comp TIA	Information Technology
105	Linux+	Comp TIA	Information Technology
106	Network+	Comp TIA	Information Technology
107	Security+	Comp TIA	Information Technology
108	SMSP	Comp TIA	Information Technology
109	Storage+	Comp TIA	Information Technology

110	CCSK	CWPN	Information Technology
111	CSFA	Cyber Security Institute	Information Technology
112	CEH (Hacker)	EC Council	Information Technology
113	ECSA (Security Analyst)	EC Council	Information Technology
114	EMCCA	EMC2	Information Technology
115	EMCSA	EMC2	Information Technology
116	Information Storage Associate	EMC2	Information Technology
117	GMOB	GIACC	Information Technology
118	EnCE (EnCase Certified Examiner)	Guidance Software	Information Technology
119	HDI DST	HDI	Information Technology
120	HDI SCA	HDI	Information Technology
121	SCA	HDI	Information Technology
122	ASE/CSE	HP	Information Technology
123	HP ASE	HP	Information Technology
124	CPM	IAPPM	Information Technology
125	iET	iET (ITIL)	Information Technology
126	GGEIT	Information Systems Audit and Control Association	Information Technology
127	CISA	Information Systems Audit and Control Association	Information Technology
128	CISM	Information Systems Audit and Control Association	Information Technology
129	CHFI (V8)	International Council of Commerce Consultants (EC Council)	Information Technology
130	CCE	International Society of Forensic Computer Examiners (ISFCE)	Information Technology
131	CFCE	International Association of Comp. Investigative Specialists (IACIS)	Information Technology
132	ITIL Foundation	ITIL	Information Technology
133	JNCIE-ENT	Juniper	Information Technology
134	LPIC-1	Linux	Information Technology
135	LPIC-3 Senior	Linux	Information Technology

136	Certified Technology Specialist (MTSC) Windows 7	Microsoft	Information Technology
137	MCP	Microsoft	Information Technology
138	MCSA	Microsoft	Information Technology
139	MCSD	Microsoft	Information Technology
140	MCSE: Private	Microsoft	Information Technology
141	MCTS Windows 7 Configuring	Microsoft	Information Technology
142	MCTS- Windows Server 2008 Active Directory	Microsoft	Information Technology
143	MCTS-Windows Server 2008 Network Infrastructure	Microsoft	Information Technology
144	Microsoft Office-Core	Microsoft	Information Technology
145	Microsoft Office-Expert	Microsoft	Information Technology
146	Microsoft Office-Master	Microsoft	Information Technology
147	Microsoft Specialist-Windows 10	Microsoft	Information Technology
148	MOS: Microsoft Office Specialist	Microsoft	Information Technology
149	MTA	Microsoft	Information Technology
150	MTA: Database Fundamentals	Microsoft	Information Technology
151	MTA: Networking Fundamentals	Microsoft	Information Technology
152	MTA: Security Fundamentals	Microsoft	Information Technology
153	CPTE	Mile 2	Information Technology
154	CNE	Novell	Information Technology
155	Novell Certified Network Administrator	Novell	Information Technology
156	Business Intelligence Certification(s)	Oracle	Information Technology
157	CJA	Oracle	Information Technology
158	Java ME	Oracle	Information Technology
159	OCA	Oracle	Information Technology
160	OCM	Oracle	Information Technology
161	OCP	Oracle	Information Technology
162	PMP; CAPM	PMP	Information Technology
163	RHCA	Red Hat	Information Technology
164	RHCE	Red Hat	Information Technology
165	RHCSA	Red Hat	Information Technology

166	GCED	SANS GIAC	Information Technology
167	GCFA	SANS GIAC	Information Technology
168	GCFE	SANS GIAC	Information Technology
169	GCIH	SANS GIAC	Information Technology
170	GISP	SANS GIAC	Information Technology
171	GSEC	SANS GIAC	Information Technology
172	GSLC	SANS GIAC	Information Technology
173	SAP	SAP	Information Technology
174	SAS Certified Statistical Analyst	SAS	Information Technology
175	SAS Predictive Modeler Certification	SAS	Information Technology
176	CSM	Scrum Alliance	Information Technology
177	Network Pro	TestOut	Information Technology
178	PC Pro	TestOut	Information Technology
179	Security Pro	TestOut	Information Technology
180	VCA-DCV	VMWare	Information Technology
181	VCAP- CIA	VMWare	Information Technology
182	VMWare Professional	VMWare	Information Technology
183	VMWare VCPC-Cloud	VMWare	Information Technology
184	WCNA	WireShark	Information Technology
185	HBI PACT4	Home Builders Institute (HBI)	Pre-Apprenticeship
186	Brickmasons and blockmasons	Home Builders Institute (HBI)	Pre-Apprenticeship/ Registered Apprenticeship
187	Carpenters	Home Builders Institute (HBI)	Pre-Apprenticeship/ Registered Apprenticeship
188	Tile and marble setters	Home Builders Institute (HBI)	Pre-Apprenticeship/ Registered Apprenticeship
189	Cement masons and concrete finishers	Home Builders Institute (HBI)	Pre-Apprenticeship/ Registered Apprenticeship
190	Construction laborers	Home Builders Institute (HBI)	Pre-Apprenticeship/ Registered Apprenticeship

191	Operating engineers	Home Builders Institute (HBI)	Pre-Apprenticeship/ Registered Apprenticeship
192	Drywall and ceiling tile installers	Home Builders Institute (HBI)	Pre-Apprenticeship/ Registered Apprenticeship
193	Electricians	DORA registered	Pre-Apprenticeship/ Registered Apprenticeship
194	Glaziers	DORA registered	Pre-Apprenticeship/ Registered Apprenticeship
195	HVAC mechanics and installers	DORA registered	Pre-Apprenticeship/ Registered Apprenticeship
196	Insulation workers	DORA registered	Pre-Apprenticeship/ Registered Apprenticeship
197	Painters	DORA registered	Pre-Apprenticeship/ Registered Apprenticeship
198	Plumbers	DORA registered	Pre-Apprenticeship/ Registered Apprenticeship
199	Pipefitters	DORA registered	Pre-Apprenticeship/ Registered Apprenticeship
200	Steamfitters	DORA registered	Pre-Apprenticeship/ Registered Apprenticeship
201	Sheet Metal Workers	DORA registered	Pre-Apprenticeship/ Registered Apprenticeship
202	Structural iron and steel workers	DORA registered	Pre-Apprenticeship/ Registered Apprenticeship
203	AP Computer Science A or AP Computer Science Principle courses with a minimum score of 3 on the end of-course examination	College Board	Information Technology
204	National Career Readiness Certificate	ACT WorkKeys	General
205	EMR	American Health and Safety Institute	Healthcare Science
206	Hair Stylist	DORA	Skilled Trades
207	Nail Technician	DORA	Skilled Trades
208	Industry Technology Maintenance	NIMS	Skilled Trades
209	Automation Fundamentals	Siemens	Skilled Trades
210	Sawblade Certificate/Passport	Woodwork Career Alliance of North America	Skilled Trades
211	Briggs and Stratton Master Service Technician	Briggs and Stratton	Skilled Trades
212	Apprentice Drafter	American Design and Drafting Association	STEM
213	FANUC Robotic Operator and Technician Certification	NOCTI	STEM

Additional Recognized Credentials as of November 2018

214	Energy Industry Fundamentals	Center for Energy Workforce Development	Information Technology
215	QMAP – Qualified Medication Administration Person	Colorado Mountain College	Information Technology
216	NASM	National Academy of Sports and Medicine	Healthcare Services
217	Adobe Certified Associate- Premier Pro	Certiport and Adobe	Information Technology
218	Final Cut Pro X 10.4	Video Cinema Arts and LearnQuest.com	Information Technology
219	EKG – CET – Certified EKG Technician	NCCT- National Center for Competency Testing	Healthcare Science

Note. The provided list of industry credentials is published annually by the Colorado Workforce Development Council in collaboration with the Colorado Departments of Education, Higher Education, Labor and Employment and the Colorado Office of Economic Development. It has been developed based on Colorado labor market data, existing secondary programs that correspond with high growth, high demand occupations, and business/industry feedback.