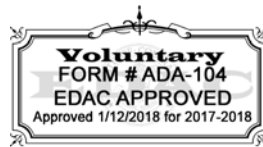




COLORADO
Department of Education

Industry-Recognized Credentials: Data Submission Guidelines

February 1, 2018



**Accountability & Data Analysis Unit
201 E. Colfax Ave., Denver, CO 80203**



Background

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. To present, industry-recognized credentials have been unavailable for inclusion within the matriculation rate calculations (i.e. except for those certificates awarded by the three Colorado area technical colleges).

In order to address this credential gap and to allow districts to better demonstrate the range of their success; we are making available an optional data submission to allow districts to provide data related to other industry-related credentials that were earned while students were still enrolled in high school. This submission will include data from 2016-2017 high school graduates. The submitted data that is approved will be incorporated into CTE and overall matriculation rates at both the school and district levels. This submission is optional as some districts may not record and/or have students that have been awarded industry credentials.

Industry Credentials Submission: Key Facts

- This is a voluntary submission
- Approved certificates will be included in accountability matriculation rates.
- The submission window opens April 2nd and closes April 30th.

Process

Submission Timeline

On an annual basis, during the month of April, industry credential data may be submitted by Accountability contacts to CDE (via Syncplicity) using the provided data template.

Prior to submission, a district designated accountability contact should notify CDE by e-mail of their intent to submit the file. The e-mail should include their district number along with contact information. Failure to provide this message of intent and/or the posting of the flat file prior to 5 p.m. on April 30th will exclude the data from consideration.

Key Dates & Actions are as follows:

- **Submission Opens, April 2nd** (Monday), no earlier than 8 a.m. the submission templates will be made available in Syncplicity to Accountability contacts. At this time, letters of intent and data file submissions will be accepted.
- From April 1st to April 30th, notifications of intent to submit must be sent to Dan Jorgensen prior to data file submission via e-mail at: Jorgensen_d@cde.state.co.us.
- **Submission Closes, April 30th** (Monday) by 5 p.m., all letters of intent and data files must be submitted for consideration.

Intent to Submit Message

The intent to submit message is required to ensure all submitted data files have successfully transferred, adequate staffing exists for file preparation 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.

The message should be e-mailed to Dan Jorgensen at: Jorgensen_d@cde.state.co.us. It should contain the following information with updated district and contact information.

Message Title: Industry-Credential Submission [**district number/district name here**]

Message: ‘An Industry-related credentials submission will be made on behalf of [**district number/district name here**]. I affirm, to the best of my knowledge, that the provided data is accurate and meets the required submission criteria. We recognize that only approved credentials will be included within the calculated matriculation rates’. The designated contact for this submission will be [**Name Here**] and they can be reached by phone at: [**phone number**] or e-mail: [**e-mail address**].

Template & File Transfer

The data template for submission will be made available at 8 a.m. on April 1st to District Accountability Contacts. 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 Submission.** The name of the template is ‘**2018 Credential Submission Template**’. 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_2018 Credential Submission’.

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

Data Specifications

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

Name of Field	Column	Remarks
SCHOOL CODE	A	High School Code
YEAR	B	Graduation year; Format is: YYYY, 2017 graduates only
SASID	C	State Assigned Student Identifier
LAST_NAME_STUDENT	D	Student last name
FIRST_NAME_STUDENT	E	Student first name
MIDDLE_NAME_STUDENT	F	Student middle name
CONFERRAL_DATE	G	Certificate conferral date: MM/DD/YY
QUALIFYING CODE	H	See table of qualifying programs/certificates (p.4-7)

Resources

A webinar explaining the purpose of the industry-recognized credentials submission, along with a description of the process will be held on Thursday, February 15th from 10:00 to 11:30. To join the webinar, click on this link at that time: <https://enetlearning.adobeconnect.com/industrycredentials/>. The call in line is: 855-840-9121.

Related materials, including this document, the data template, and a link to the webinar recording (after Feb. 15th) will be posted at: <http://www.cde.state.co.us/accountability/performanceframeworksresources>.

Any questions regarding this document and/or the industry-credential submission should be directed to Dan Jorgensen, PhD at: Jorgensen_d@cde.state.co.us



List of Qualifying Programs/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, Huntter 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	CHF1 (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

Note. The provided list 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.