



COLORADO

Department of Education

CDIP/Industry Credential Data Submission Guidelines

April 4, 2022

Accountability Analytics Unit
Postsecondary and Workforce Readiness Unit
201 E. Colfax Ave., Denver, CO 80203

Background

The Career Development Incentive Program (CDIP), or [Career Development Success Pilot Program in House Bill 18-1266](#), 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 are intended for use as part of the Fall 2022 matriculation rate accountability calculations.

A list of qualifying programs/courses is determined by the Colorado Workforce Development Council (CWDC) 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.

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), will continue with the combined submission of the optional industry credential submission that is used for matriculation rate determinations for accountability purposes and the [Career Development Incentive Program](#) (CDIP) submission. This guidance document provides an overview of the data collection process including timelines and submission requirements. The participation in this submission is voluntary.

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 later than June 30, 2022 will exclude the data from consideration.

Key Dates & Actions are as follows:

- **Notifications of intent to participate must be submitted prior to data file submission via Syncplicity. Intent to Participate is now open and will remain open until June 30th, 2022.**

Industry Credentials Submission: Key Facts

- This is a voluntary submission
- Approved data will be included in reported accountability matriculation rates.
- Submitted data will be used to determine possible financial incentives via the Career Development Incentive Program
- The intent to participate is now open and submission window opens April 15, 2022. The formal data submission deadline will be June 30th at 11:59 p.m..



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. Once the message is sent, the district may submit their data file via Syncplicity beginning on April 15th at 8 a.m.

Please contact Marina Kokotovic at Kokotovic_m@cde.state.co.us with questions related to the ITP form.

Template & File Transfer

The data template for submission will be made available to District Accountability contacts at 8 a.m. on April 15th. 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_2022**'. 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_2022'. The template field specifications are presented in table one below.

For questions related to Syncplicity contact Amanda Callinan at Callinan_A@cde.state.co.us.

Data to Be Included within the Submission

For matriculation, any certificate earned during the 9th-12th grade school enrollment of a graduating student shall be included within the calculated matriculation rates. So, it is recommended that all certificates, apprenticeships, internships, etc. be included within the submitted file. For CDIP funding monetary incentives will be participation and/or completion of the qualifying program between July 1, 2021 and June 30, 2022. So, it is critical that column n, 'conferral year' is appropriately coded or monetary incentives will not be awarded.

Please note that for 'stackable' credentials, students must complete all required certifications, while only the terminal credential should be submitted. All stackable credentials are identified in table six of this document.

New for 2021-22: [Senate Bill 21-119](#) was passed during the most recent legislative session. The purpose of this bill is to increase access in high school to high-quality credentials within the career development incentive program. This new legislation will remove residency programs in tier 2 and expand apprenticeships and pre-apprenticeships beyond construction only.

The act updated the department's annual reporting requirements to the general assembly to include:

- Whether the students participating in the programs and courses enlisted in the military or entered the workforce after graduation (*columns Q, R, S and T in the CDIP Matriculation Template*);
- How money received under the career development success program was used to promote the availability of programs and courses (*'Additional Questions' tab in the CDIP Matriculation Template*); and
- How the participating school district or participating charter school determined which programs and courses to offer, including how the programs and courses are aligned with local workforce needs (*Additional Questions' tab in the CDIP Matriculation Template*).

Your reporting of completion of qualifying approved programs will now need to include these additional data

points.

In addition, current law requires each participating school district and each participating charter school to regularly communicate to all high school students the availability of programs and courses and the benefits a student receives as a result of successfully completing one of the programs or courses. The act expands this requirement to all middle school students and the students' families.

Finally, SB21-119 requires each participating school district and each participating charter school to communicate how industry-recognized credentials and guaranteed-transfer pathways courses that are included in such credentials are aligned with postsecondary degrees and high-skill, high-wage, in-demand jobs, and the [top 10 industry-recognized credentials](#) identified by the department. The communications must be provided in a language that the students and the students' families understand.

A [Communications Toolkit](#) is designed to support school and district leaders to increase student and family access to, awareness of, and engagement in high-demand and low-supply industry credentials in Colorado, and opportunities that students have to prepare for earning them while in high school.

Resources

A recorded webinar explaining the purpose of the submission, along with other related materials, including this document will be posted at: <http://www.cde.state.co.us/postsecondary/hb18-1266>.

Data Specifications



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

Table 1. Submission Template Specifications¹

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, '2020-2021'
SASID	F	State Assigned Student Identifier (2020-2021 enrolled 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 or year of participation in pre=apprenticeship, apprenticeship, residency, or computer science AP course: XXXX (four digits academic year, e.g. 1718; represents 2017-18 school year); please note prior year participation counts towards matriculation for graduates so should be included.
OTHER	O	Include a brief description of internship or residency program here (e.g. Teacher Cadet Internship, CCCS).
"ENROLLED IN POSTSECONDARY INSTITUTION (FOR GRADUATES ONLY)"	Q	Complete this information for graduates only to the best of your ability.
"ENLISTED IN THE MILITARY (FOR GRADUATES ONLY)"	R	Complete this information for graduates only to the best of your ability.
"ATTAINED EMPLOYMENT (FOR GRADUATES ONLY)"	S	Complete this information for graduates only to the best of your ability.

IF ATTAINED EMPLOYMENT, WORKING IN A RELATED FIELD? (FOR GRADUATES ONLY)	T	Complete this information for graduates only to the best of your ability.
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¹**Important:** Please note that failure to follow the required template structure may invalidate your submitted data file and lead to a loss of CDIP funding and/or credit within the accountability matriculation rate calculations. Please contact us with any questions prior to the closing of the submission window for support.

Qualifying Programs

Program Code	Description
1	Industry Certificate/Credential
2	Internship Program
4	Construction Pre-Apprenticeship
5	Construction Apprenticeship
6	Computer Science AP Course

Construction Pre-Apprenticeship Codes (Program #4)

Program Code	Description	Issuing Organization
1	HBI PACT4	1: HBI PACT4
2	Brickmasons and blockmasons	2: Brickmasons and blockmasons
3	Carpenters	3: Carpenters
4	Tile and marble setters	4: Tile and marble setters
5	Cement masons and concrete finishers	5: Cement masons and concrete finishers
6	Construction laborers	6: Construction laborers
7	Operating engineers	7: Operating engineers
8	Drywall and ceiling tile installers	8: Drywall and ceiling tile installers
9	Electricians	9: Electricians
10	Glaziers	10: Glaziers
11	HVAC mechanics and installers	11: HVAC mechanics and installers
12	Insulation workers	12: Insulation workers
13	Painters	13: Painters



14	Plumbers	14: Plumbers
15	Pipefitters	15: Pipefitters
16	Steamfitters	16: Steamfitters
17	Sheet metal workers	17: Sheet metal workers
18	Structural iron and steel workers	18: Structural iron and steel workers

Construction Apprenticeship Codes (Program Code #5)

Program Code	Description	Issuing Organization
1	Brickmasons and blockmasons	Home Builders Institute (HBI)
2	Carpenters	Home Builders Institute (HBI)
3	Tile and marble setters	Home Builders Institute (HBI)
4	Cement masons and concrete finishers	Home Builders Institute (HBI)
5	Construction laborers	Home Builders Institute (HBI)
6	Operating engineers	Home Builders Institute (HBI)
7	Drywall and ceiling tile installers	Home Builders Institute (HBI)
8	Electricians	DORA registered
9	Glaziers	DORA registered
10	HVAC mechanics and installers	DORA registered
11	Insulation workers	DORA registered
12	Painters	DORA registered
13	Plumbers	DORA registered
14	Pipefitters	DORA registered
15	Steamfitters	DORA registered
16	Sheet metal workers	DORA registered
17	Structural iron and steel workers	DORA registered

Computer Science AP Course Codes (Program Code #6)

Program Code	Description	Issuing Organization
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1	AP Computer Science A - College Board (Score 3+)	College Board
2	AP Comp Sci Principles - College Board (Score 3+)	College Board

Note. AP computer sciences courses require a minimum score of 3 on the end of course examination. It is recommended that all students participating in these courses be recorded. CDE will verify their eligibility from obtained scores that will be received from the College Board.

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

Program Code	Description
2	Irrigation Technician
5	Bookkeeper Certification
6	High School of Business
9	Quickbooks
11	Early Childhood Education Certificate
12	ProStart National Certificate of Achievement
13	Certified Nursing Assistant (CNA)
14	Certified Clinical Medical Assistant (CCMA)
15	Dental Assisting
19	National Registry Emergency Medical Technicians
21	National Certification for ICD-10 and Medical Billing
27	Phlebotomist
28	National Health Science Certification
30	National Opticianry Competency Examination
42	ICE Certification (Industry Competency Exam)
43	EPA Certification (Environmental Protection Agency) Exam
45	MasterCam
46	Certified Production Technician (CPT)*
47	SOLIDWORKS- multiple options, such as Certified SOLIDWORKS Associate (CSWA)
48	Certified Fluid Power Connector
49	Retrofit Installer Technician
55	Adobe Illustrator
56	Adobe Certified Associate (ACA): Photoshop
64	AWS Certified Solutions Architect
66	Prince2
67	NetApp Certified Data Administrator (NCDA) [†]
68	Apple Certified Mac Technician (ACMT)
79	CCIE Security
80	CCIE Service Provider
84	CCNP Data Center
85	CCNP Security
86	CCNP Service Provider



91	CCNA Cisco Certified Network Associate
94	Linux Professional Institute-2 (LPIC-2, Linux Engineer)
95	Citrix Certified Associate (CCA) †
99	CompTIA A+
100	CompTIA Advanced Security Practitioner (CASP+)
101	Cloud Essentials
102	Cloud+
104	IT Fundamentals
105	Linux+
106	Network+
107	Security+
112	Certified Ethical Hacker (CEH)
113	ESCA (Security Analyst) †
114	EMCCA †
115	EMCSA †
116	Information Storage Associate †
117	GIAC Mobile Device Security Analyst (GMOB)
118	EnCase Certified Examiner (EnCE)
119	HDI Desktop Support Technician (HDI DST) †
120	HDI Support Center Analyst (HDI-SCA) †
123	Hewlett Packard ASE
127	Certified Information Systems Auditor (CISA)
128	Certified Information Security Manager (CISM)
129	Computer Hacking Forensic Investigator (CHFI V8)
130	Certified Computer Examiner (CCE)
131	Certified Forensic Computer Examiner (CFCE)
133	Juniper Networks Certified Computer Internet Expert-Enterprise (JNCIE-ENT) †
134	Linux Professional Institute-1 (LPIC-1, Systems Administrator)
135	Linux Professional Institute- 3 (LPIC-3, Senior)
138	Microsoft Certified Solutions Associate (MCSA)
139	Microsoft Certified Solutions Developer (MCSA App Builder) †
146	Microsoft Office Specialist - Master (MOS)*
149	Microsoft Technology Associate (MTA): Windows Operating System Fundamentals (Certification expired. Can sub: IT Specialist: Device Configuration and Management)
150	Microsoft Technology Associate (MTA): Database Fundamentals (Certification expired. Can sub: IT Specialist: Databases)
151	Microsoft Technology Associate (MTA): Networking Fundamentals (Certification expired. Can sub: IT Specialist: Networking)
152	Microsoft Technology Associate (MTA): Security Fundamentals (Certification expired. Can sub: IT Specialist: Network Security)
153	Certified Penetration Testing Engineer (CPTe)

154	Certified Novell Engineer (CNE)
155	Novell Certified Network Administrator [†]
156	Business Intelligence Certification(s)
158	Java ME*
159	Oracle Certified Associate (OCA) [†]
160	Oracle Certified Master (OCM)
161	Oracle Certified Professional (OCP)
162	Project Management Professional (PMP)
163	Red Hat Certified Architect (RHCA) [†]
164	Red Hat Certified Engineer (RHCE) [†]
166	GIAC Certified Enterprise Defender (GCED)
167	GIAC Certified Forensic Analyst (GCFA)
168	GIAC Certified Forensic Examiner (GCFE)
169	GIAC Certified Incident Handler (GCIH)
170	GIAC Information Security Professional (GISP)
171	GIAC Security Essentials (GSEC)
172	GIAC Security Leadership (GSLC)
173	SAP (Systems Analysis Program Development) Certifications
176	Certified ScrumMaster (CSM)
180	VCA-DCV (VMware Certified Associate 6-Data Center Virtualization)
181	VCAP-CIA (VMware Certified Professional on Cloud Infrastructure Administration)
184	Wireshark Certified Network Analyst (WCNA) Certification [†]
205	Emergency Medical Responder (EMR)
209	Automation Fundamentals
211	Briggs and Stratton Master Service Technician [†]
212	Apprentice Drafter Certification
214	Energy Industry Fundamentals
215	Qualified Medication Administration Person (QMAP)
217	Adobe Certified Associate (ACA): Premiere Pro
218	Final Cut Pro Certification
219	Certified EKG Technician (CET)
220	Colorado Certified Water Professionals
221	Ducks Unlimited Ecology Conservation and Management
222	Edison Electric Institute Construction and Skilled Trade Selection System Certificate (EEI CAST)
223	Landscape Industry Certified Technician
224	S/P2 Automotive Service*
225	S/P2 Collision Repair and Refinish*
226	Business and Commercial Lending
227	CAPM - Certified Associate in Project Management
230	Certified Hospitality and Management Program Certification (CHTMP)
231	Entrepreneurship and Small Business (ESB) Certification*
232	Google Ads Certification



235	IC3 Digital Literacy Global Standard 5 (GS5) ^t
236	IC3 IC PHP Developer Certification ^t
237	Salesforce CRM certification (Trailhead)
240	START (Skills, Tasks, and Results)
244	Family and Community Services ^t
245	Nutrition, Food, and Wellness
247	ServSafe Manager Certification
248	ServSuccess Certified Restaurant Professional
249	Dementia Care Certification
250	NCCA Personal Trainer Certification
251	Autodesk Certified Professional (ACP): AutoCAD Civil 3D
252	Autodesk Certified User (ACU): Autodesk 3ds MAX
253	Autodesk Certified Professional (ACP): Autodesk AutoCAD
254	Autodesk Certified Professional (ACP): Autodesk Inventor
255	Autodesk Certified User (ACU): Autodesk Maya
256	Autodesk Certified Professional (ACP): Autodesk Revit Architecture
257	Autodesk Certified User (ACU): Autodesk 3ds MAX
258	Autodesk Certified User (ACU): Autodesk AutoCAD
259	Autodesk Certified User (ACU): Autodesk AutoCAD Civil 3D
260	Autodesk Certified User (ACU): Autodesk Fusion 360
261	Autodesk Certified User (ACU): Autodesk Revit
262	Autodesk Certified User (ACU): Autodesk Inventor
263	Automotive Service Excellence (ASE) Entry-Level Automotive Service Technology
264	Automotive Service Excellence (ASE) Entry-Level Maintenance and Light Repair
266	Certified Industry 4.0 Associate II Advanced Operations
267	Certified Industry 4.0 Associate III Robotic Systems Operations
268	Certified Industry 4.0 Associate IV IIOT, Networking, and Data Analytics
269	Certified Logistics Technician
270	Certified Veterinary Assistant
271	Certified Welder
273	Equipment & Engine Training Council (EETC) Certified Engine Technician
274	Electrical Diagnostics Technician
275	Estimator
276	FAA Aircraft Mechanic
277	FAA Drone Pilot Certification
278	Firefighter 1
280	HOME BUILDER'S INSTITUTE (HBI): PACT Building Construction Technology
281	HOME BUILDER'S INSTITUTE (HBI): PACT Carpentry
282	HOME BUILDER'S INSTITUTE (HBI): PACT CORE
283	HOME BUILDER'S INSTITUTE (HBI): PACT Electrical

285	HOME BUILDER'S INSTITUTE (HBI): PACT HVAC
286	HOME BUILDER'S INSTITUTE (HBI): PACT Landscaping
287	HOME BUILDER'S INSTITUTE (HBI): PACT Masonry
288	HOME BUILDER'S INSTITUTE (HBI): PACT Painting & Finishing
289	HOME BUILDER'S INSTITUTE (HBI): PACT Plumbing
291	Mechanical Technician
292	National Center for Construction Education & Research (NCCER) Core
293	Non-structural technician
294	Production Manager
295	Refinish Technician
296	Structural technician
297	Subaru Level 2 Test Out
298	Subaru University - Level 1*
299	Subaru University - Level 2*
300	Toyota Maintenance Technician
301	Woodwork Career Alliance (WCA) Green Credential
302	Snap-On Level 1*
303	Snap-On Level 2
304	Adobe Certified Associate (ACA): After Effects
305	Adobe Certified Associate (ACA): Animate
306	Adobe Certified Associate (ACA): Dreamweaver
307	Adobe Certified Associate (ACA): In Design
308	Android Certified Application Engineer*
309	Apple Certified iOS Technician (ACIT)
311	Apple Proapps Certification
312	Application Development with Swift, Level 1 ^t (Certification expired, can sub: Application Development with Swift, Associate OR Certified User)
313	CCIE nterprise Infrastructure
314	CCIE nterprise Wireless
316	CCP-Data Engineer
317	Certified Junior Associate - Java
318	CompTIA Cybersecurity Analyst (CySA+)
320	G Suite Certification
321	Microsoft Technology Associate (MTA): HTML5 Application Development Fundamentals (Certification expired. Can sub: IT Specialist: HTML5 Application Development)
322	Microsoft Technology Associate (MTA): Introduction to Programming Using HTML and CSS (Certification expired. Can sub: IT Specialist: HTML and CSS)
323	Microsoft Technology Associate (MTA): Introduction to Programming Using Java (Certification expired. Can sub: IT Specialist: Java)
324	Microsoft Technology Associate (MTA): Introduction to Programming Using JavaScript (Certification expired. Can sub: IT Specialist: JavaScript)



325	Microsoft Technology Associate (MTA): Mobility and Devices Fundamentals (Certification expired. Can sub: IT Specialist- Device Configuration and Management)
326	Microsoft Technology Associate (MTA): Software Development Fundamentals (Certification expired. Can sub: IT Specialist - Software Development OR Microsoft Certified Fundamentals)
327	Microsoft Technology Associate (MTA): Windows Server Administration Fundamentals (Certification expired. Can sub: AZ-900 Azure Fundamentals)
328	Microsoft Technology Associate (MTA): Introduction to Programming Using Python (Certification expired. Can sub: IT Specialist: Python)
329	Microsoft Office Specialist - Associate (MOS)*
330	Microsoft Office Specialist - Expert (MOS)
332	NewTek Certified Operator †
333	Oracle Certified Junior Associate (OCJA)
334	SAS (Statistical Analysis System) Certifications
335	Server+
336	Social Media Certification
337	Unity Certified User
338	National Safe Tractor and Machinery Operation/OSHA 10 (NSTMO)*
339	CPASS Comprehensive Agriculture
340	Plant Science
341	LICT Passport to Certification †
342	Fundamentals of Animal Science
343	Food Safety and Science
344	Meat Science
345	Facebook Blueprint Certification
346	Child Development Associate Credential
347	Certified Pharmacy Technician (CPhT)
348	Physical Therapy Aide
349	Registered Behavior Technician
350	Certified Registered Central Service Technician
351	HOME BUILDER'S INSTITUTE (HBI): PACT Solar Installation
352	Snap-On PMI*
353	Mechatronics Certifications
354	Biotechnician Assistant (BACE)
355	FORD ACE Program*
356	Colorado River Watch Certification
357	AVID Certified Pro Tool User
358	Microsoft Certified: Azure Fundamentals (AZ-900)
359	Apple Care Certified Service Technician*
360	Application Development with Swift, Associate
361	Application Development with Swift, Certified User

362	Auto Physical Damage Appraiser
363	Certified Industry 4.0 Associate I Basic Operations
364	FANUC Certified Robot Operator ^t
365	FANUC Certified Robot Technician ^t
366	Google - Associate Cloud Engineer
367	Google IT Support Professional Certificate
368	ITIL Practitioner
369	Teacher Cadet Internship
371	Microsoft Certified Fundamentals
372	IT Specialist: HTML5 Application Development
373	IT Specialist: HTML and CSS
374	IT Specialist: Java
375	IT Specialist: JavaScript
376	IT Specialist- Device Configuration and Management
377	IT Specialist - Software Development
378	IT Specialist: Python
379	IT Specialist: Databases
380	IT Specialist: Networking
381	IT Specialist: Network Security)

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.

*: indicates that the credential is stackable with only the terminal certificate counting. Only the terminal credential is eligible and should be submitted for CDIP funds and/or credit towards calculated matriculation rates.

^t: indicates this is the last submission that the certificate will be able to be submitted (i.e. due to removal from CWDC list). Reasons for removal include low industry demand, no longer offered in Colorado, replaced by new certification, retired, does not align to top jobs list, etc.).