Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students

How-To Guide

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**COMMONWEALTH OF PENNSYLVANIA**

**DEPARTMENT OF EDUCATION**

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# Background

The Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students (Non-CTE ICN/WBL) data set is used to document credentials and work-based learning experiences earned by students outside the scope of an approved Career and Technical Education (CTE) program. Credentials and experiences earned within the scope of an approved program are reported in the CTE Student Industry Credential and CTE Student Fact templates in the Career and Technical Education data set.

This collection directly impacts the calculation of the Industry-Based Learning indicator on the Future Ready PA Index. This indicator displays the percentage of 12th grade students who have, and any time in grades 7-12, scored proficient or advanced on the NOCTI or NIMS assessments, earned an industry-recognized credential, or completed a work-based learning experience.

Accurate reporting in this data set ensures complete and accurate data about a student's education is available to inform policy decisions and has value beyond the Future Ready PA Index scores.

# Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students

The Industry-Based Learning measure is calculated for charter schools, comprehensive career and technology centers (CTC), occupational CTCs, and school districts.

The percentage of students meeting the benchmark for their grade level is calculated as follows:

 School Districts, Charter Schools, and Comprehensive CTCs:

The accountable local education agency (LEA) is the school district, charter school, or comprehensive CTC in which the student appears in the May Every Student Succeeds Act (ESSA - refer to the Elementary/Secondary Data Collection Calendar for the exact date of the May ESSA Snapshot) snapshot with the following criteria:

* Student is in grade 12,
* Status is not A (Home-schooled student attending public school part-time) or 0 (Non-Public student attending a public school part-time or full-time), and
* The LEA has reported its own AUN in field 217, AUN of Enrollment, indicating that the LEA is providing the majority of the student’s academics.

Occupational CTCs:

The accountable LEA is the Occupational CTC in which the student appears in the May ESSA snapshot with the following criteria:

* Student is in grade 12, and
* Status is not A (Home-schooled student attending public school part-time) or 0 (Non-Public student attending a public school part-time or full-time).

From among these students for whom an LEA is accountable, those who have been reported by any LEA at any time while in grades 7-12,

* scored proficient or advanced on the NOCTI or NIMS assessments,
* earned an industry-recognized credential within the scope of an approved CTE program as reported in the CTE Student Industry Credential template,
* completed a work-based learning experience within the scope of an approved CTE program as reported in the CTE Student Fact template,
* earned an industry-recognized credential or completed a work-based learning experience outside the scope of an approved CTE program as reported in the Student Award Fact template. It is the students in this group who are the subject of this data set.

# PIMS Reporting for Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students

Reporting LEAs

The following LEA Types are expected to report in this data set.

* Approved Private Schools
* Career and Technical Centers
* Charter Schools
* Intermediate Units
* Private Residential Rehabilitation Institutions
* School Districts
* State Juvenile Correctional Institutions

Student Snapshot

As with all internal student snapshots, the May ESSA student snapshot is based on data each LEA reports in the Student and School Enrollment templates. It is imperative that the data in these templates reflect accurate and timely information regarding each student reported by the LEA.

Student Award Fact Template for Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students

LEAs use the Student Award Fact template to report industry-recognized credentials and work base learning experiences earned outside the scope of an approved CTE program. Specific reporting instructions are found in the [PIMS Manual](https://www.education.pa.gov/DataAndReporting/PIMS/ManualsCalendar/Pages/default.aspx), Volume 1, Student Award Fact Template for Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students.

Common Reporting Errors

Student Template

Reporting a student’s grade, status, or AUN of enrollment incorrectly: this can result in grade-appropriate students being excluded from the calculation of this measure or incorrectly include students who are not in a measured grade.

Reporting a student’s EL status, economically disadvantaged status, race/ethnicity, or special education status incorrectly: This will cause the student to be attributed to the incorrect subgroup.

School Enrollment Template

Failure to report a student’s withdrawal from the LEA: this will result in a student being incorrectly included in the denominator of the calculation for this measure.

Student Snapshot Errors

Once the Student Snapshot has been taken, the errors described above cannot be corrected.

Reports to run

 Student Award Fact Template Details report

This report is a detailed list of the students, credentials, and experiences reported in this data set for the selected LEA and school year.

Student Award Fact Accuracy Certification Statement (ACS).

This report provides a summary of the data reported in this data set for the selected LEA and school year including:

* The number of industry-recognized credentials reported
* The number of work-based learning experiences reported
* The number of students with one or more industry-recognized credentials reported
* The number of students with one or more work-based learning experiences reported
* The number of students reported

# Frequently Asked Questions (FAQs)

Q: How do I determine the appropriate group code to use when reporting a credential or experience?

A: Most credentials and experiences will clearly fall into one of the groups listed in the PIMS Manual, Volume 2, Appendix AM – Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students. For those that do not, it will be helpful to consider the student’s career goals in determining the group code to use.

Q: Can a cardio-pulmonary resuscitation (CPR) credential be reported in this data set?

A: Because CPR is a required component of students’ curriculum, a CPR-only credential is not reportable in this data set. Credentials that combine CPR with other skills are reportable.

Q: A student in an approved program earned an industry-recognized credential that is not in the scope of their approved program. How is this credential reported?

A: This credential is reported in the Student Award Fact template, as it was earned outside the scope of an approved program.

Q: A student who is not in an approved program earns an industry-recognized credential through coursework at the local CTC. Which LEA should report?

A: Generally, it makes sense that the LEA at which the credential was earned would report the credential in the Student Award Fact template, as this is the LEA with first-hand information about the credential. By mutual agreement, either LEA can report, since the information will “follow” the student regardless of which LEA reports.

Q: A 9th grade student engages in a work-based learning experience. When should this be reported?

A: Credentials and experiences are reported in the school year in which they are earned, regardless of the student’s grade. When the student is in 12th grade, any credentials or experiences reported while the student is in grades 7-12 will be counted.

Q: A student earns two credentials that are reported in with the same Award Code on the same date. Attempting to report both will result in a DQE error because key fields are duplicated. How can I report this?

A: If more than one credential or experience is reported with the same award code and award type is awarded on the same date, the date of one may be changed to allow the reporting of both records.

Q: I learned that last year, a 10th grade student engaged in a work-based learning experience that was not reported. Can I report it in this year’s data set?

A: This cannot be reported in this year’s data set, as the award date must be in the school year reported. Contact PIMS Application Support to request an override to upload to the previous year’s data set.