

Apprenticeship Data Reporting Guidance

Florida College System

This apprenticeship data reporting guidance applies to the 2022-23 reporting year and forward. For the current reporting year, 2022-23, application of guidance is optional. For reporting year 2023-24 and thereafter, application of guidance will be required.

Please review and let the Division of Career and Adult Education (DCAE) know if there are questions, comments, concerns or additional assistance needed. Send direct emails to Brittany C. Ross, Director of Research & Evaluation, Brittany.Ross@fldoe.org.

Apprenticeship Data Reporting Guidance

Florida College System (FCS) institutions that serve as a local education agency (LEA) and provide related training and instruction (RTI) for registered apprenticeship programs have the ability to provide a student pathway to earning multiple credentials. Colleges may have a local practice where apprenticeship program courses that fulfill RTI are additionally used toward the completion of another program of study. This apprenticeship program model, termed “Traditional Plus,” is for which this document seeks to provide data reporting guidance. Examples are provided below.

FCS institutions should use the following reporting guidance when reporting apprentices to the state via the Community College & Technical Center Management Information Systems (CCTCMIS).

Apprenticeship Program Models

Apprenticeship Program Model	Definition
Traditional	Postsecondary courses taken by apprentices are used, solely to satisfy apprenticeship program RTI requirements. Upon program completion, apprentices earn the apprenticeship certificate of completion only.
Traditional Plus	Postsecondary courses taken by apprentices are used to satisfy apprenticeship program RTI requirements <u>and</u> course requirements for another program of study. Upon program completion, apprentices earn the apprenticeship certificate of completion and the additional program of study credential, if completed. This model is signified by the overlapping use of courses for program completion; fully or partially.

Data Reporting Guidance

If an FCS institution utilizes the “Traditional Plus” apprenticeship program model, use the following data reporting guidance and illustrative crosswalk. The table only includes the most common programs of enrollment in which FCS institutions additionally enroll apprentices College Credit Certificates (CCC) and Continuing Workforce Education (CWE). If apprenticeship program RTI is used to fulfill the requirements of any additional program of enrollment, listed here or not, the same guidance must be followed.

1. Report program records for all programs of enrollment. An apprenticeship program record must be reported.
 - CCTCMIS does not limit the number of program records submitted per student. Colleges must report a program record for all programs of study in which a student is enrolled.
 - For example, if a student is a registered apprentice and seeking a CCC, the student must be reported with two programs records (Record Type 4 – Program Information Record Format) - one program record for the apprenticeship program and another program record for the CCC program.
2. An Apprenticeship Sponsor Code, data element 2022, must be reported on each program record that has a course(s) being dually used toward the completion of the apprenticeship program and the non-apprenticeship program. This allows the apprenticeship and non-apprenticeship program(s) of study to be linked.
3. Courses used to dually satisfy apprenticeship RTI, and non-apprenticeship program requirements must use the Apprenticeship – Class ICS (1.29.97) Course ICS (data element 3001).
 - If the additional program of study is CWE, use of the Apprenticeship – Class ICS (1.29.97) is allowable. See [Section \(s.\) 1011.80, Florida Statutes \(F.S.\)](#).
4. Report a completion record with all appropriate Classification of Instructional Programs (CIP) codes for all earned completions.

Data Elements					
Programs of Study		Program of Study - CIP, Data Element 2002	Program of Study - Level, Data Element 2005	Apprenticeship Sponsor Code, Data Element 2022	Course ICS, Data Element 3001
	Apprenticeship Program	Apprenticeship program CIP	Apprenticeship- 'P'	Six-digit apprenticeship sponsor code of apprenticeship program	Apprenticeship – Class ICS (1.29.97)
	College Credit Certificate	CCC program CIP	College Credit Certificate = '8'	Six-digit apprenticeship sponsor code of apprenticeship program	Apprenticeship – Class ICS (1.29.97)
	Continuing Workforce Education	9999999999	Best applicable per agency.	Six-digit apprenticeship sponsor code of apprenticeship program	Apprenticeship – Class ICS (1.29.97)

Reporting Changes

Edits

1. Apprenticeship Sponsor Code (data element 2022)
 - Modified edit 2022_3 from critical to informational which allows an apprenticeship sponsor code to be reported on a non-apprenticeship program record. This will be necessary when reporting data element 2022 on the non-apprenticeship program record.
 - This edit change is effective immediately for 2022-23 reporting.

Data Elements

2. Course Fee Kind (data element 3006)
 - This data element will be updated, effective 2023-24, to include a new value specifically for Registered Apprentices. Each course used to satisfy RTI requirements, including courses used dually toward the completion of another program, is required to be reported with the new Registered Apprenticeship fee exemption value.

Important Notes

1. Per s.1009.25, F.S., apprentices enrolled at public institutions are exempt from paying registration, matriculation, and lab fees. If a course(s) is used toward apprenticeship program RTI as well as the completion, partial or otherwise, of another program, the student must be exempt from fees for that course.
2. If an agency's management information system (MIS) does not allow for the reporting of multiple programs of study, it is incumbent upon the agency to work with their MIS provider for such allowances. Per, Rule 6A-1.0014, Florida Administrative Code (F.A.C.), an agency's local MIS must be "compatible with, the statewide comprehensive management information system". This includes the ability to capture and report more than one program of study.
3. Student database data elements provide a code for apprenticeship completions with the expectation and understanding that the college partnership contributed to the completion. Therefore, institutions bear responsibility for these students and the reporting of enrollment as well as completion on them. The issuance of an apprenticeship certificate of completion is no different than the issuance of an earned industry certification. Neither are issued by the institution; however, agencies report earned industry certifications. Apprenticeship certificates of completion are to be treated no differently. If an agency receives and spends state funds on a program, then there is an obligation to collect enrollment AND performance data. Please work with your apprenticeship program sponsors/partners to establish a data sharing process by which they will provide the agency with program completions that can, in turn, be reported to the state.