

## 2026-27 CBO Supplemental Information Format

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The supplemental format is used for the reporting of industry certification information, postsecondary course enrollments as part of an Integrated Education and Training (IET) program and reporting adult general education diplomas earned in the year after exit. A separate record is required for each.

Please note, a supplemental file **is not required** if there are no industry certifications, postsecondary courses or lagged AGE diplomas to report.

**For the purpose of reporting Industry Certification Identifier and Industry Certification Outcome earned in the year after exit:** Submit a separate record for each Industry Certification earned by the student. For these records, report the associated CBO number, institutional site number, year, survey, student number identifier, program code, and industry certification date. Postsecondary Course Status and diploma type is to be Z filled, course number must equal to all zeros, and the diploma date must be blank.

**For the purpose of reporting Postsecondary Career and Technical Education Course enrollments due to Integrated Education Training program enrollment:** Submit a separate record for each course taken by an IET participant. For these records, report the associated CBO number, institutional site number, year, survey, student number identifier, program code, course number, section number and postsecondary course status. Diploma Type must be Z filled, industry certification identifier must be equal to all zeros, and diploma date, industry certification outcome, and industry certification date must be blank.

**For the purpose of reporting Adult General Education diplomas earned in the year after exit:** Submit a separate record for each Diploma Type earned by the student in the year after exit and record the Adult General Education Diploma date earned. For these records, report the associated CBO number, institutional site number, year, survey, student number identifier, and Adult General Education program code. Postsecondary Course Status must be Z filled, Course Number and Industry Certification Identifier must be equal to all zeros, and the Diploma Date, Industry Certification Outcome, and Industry Certification must be blank.

### KEY FIELDS:

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The key fields for this format are item numbers 1, 2, 3, 4, 5C, 6C, 6S and 7S. If a key field needs to be changed, the record must be deleted and resubmitted.

Item No	From-To	Size	Field Char.	Excel Field Format	Field Name	Field Description
1	1-3	3	N	General	CBO_NUM	Community Based Organization Number

1A	4-6	3	N	General	INSTITUTIONAL_SITE	Institutional Site
2	7-10	4	N	General	YEAR	Reporting Year
3	11-12	2	N	General	SURVEY	Survey Period Code
4	13-22	10	A/N	Text	STUDENT_ID	Student Number Identifier
5C	23-29	7	A/N	Text	VOC_PROGRAM_CODE	CTE/Adult General Education Program Code
6C	30-36	7	A/N	Text	COURSE	Course Number
19C	38-42	5	A/N	Text	SECTION	Section Number
5S	37-37	1	A/N	Text	PSSTATUS	Postsecondary Course Status
6S	43-50	8	A/N	Text	CERTID	Industry Certification Identifier
7S	51-51	1	A/N	Text	CERTOUTCOME	Industry Certification Outcome
8S	52-59	8	N	Date (*3/14/2012)	ICDTEEARNED	Industry Certification Date Earned
13C	60-62	3	A/N	Text	DIPLOMA_TYPE	Diploma Type
14C	63-70	8	N	Date (*3/14/2012)	DIPLOMA_DATE	Diploma Date