

# CareerTech Information Management System (CTIMS)

Technology Center  
Adult & Career Development (ACD)  
&  
Workforce & Economic  
Development (WED)  
Enrollment Guidebook



**OKLAHOMA**  
**CareerTech**

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**IMD**

Information Management Division

April 2024

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## CTIMS Support

If you have questions about submitting information in CTIMS please contact CTIMS Support at [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov), or contact:

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Administrative Assistant

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Email: [Mika.Hickman@careertech.ok.gov](mailto:Mika.Hickman@careertech.ok.gov)

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Technical Support Specialist

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Manager, Information Management Division

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Email: [Carol.Hall@careertech.ok.gov](mailto:Carol.Hall@careertech.ok.gov)

## [Help and Troubleshooting](#)

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov). Send a message describing your problem. Include your school name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

If you have forgotten your password, click the **Forgot your password?** link to reset.  
For helpful tips, see the [CTIMS Helpful Hints](#) section of this document.

### **CTIMS Customer Support Contact**

Elizabeth Richardson

Office: (405) 743-5134

Email: [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)

## WED Enrollment Guidelines

For complete guidelines regarding eligibility for the various types of training available for funding purposes, contact the Workforce & Economic Development Department, or view the guidelines online at <https://www.okcareertech.org/about/state-agency/divisions/imd/ctims>, scroll down to the *EDI* and/or *Technology Centers* section and select the WED Guidelines link for the current fiscal year.

**NOTE:** All courses and enrollments must be submitted a minimum of once each quarter. The course/enrollment files should include only courses that were completed during the reporting period. Submit Safety, Industry Specific, Training for Industry Growth, Training for Industry Programs, and Firefighter courses monthly for timely reimbursement.

If a student never attended a course or dropped prior to attending at least 50% of the course, do not include them.

Report courses as they are advertised to the individual or to the organization served. Do not report a course multiple times based on the topic unless it is offered/advertised in that manner at different times. For example, if you are offering an Intermediate Word course and the topics covered are Intermediate Word tables, macros, and merging documents, and the student enrolls in Intermediate Word (not the individual topics), then report that as one course. If the course is offered three times, and the student has the option to enroll in tables and/or macros, and/or merging documents, then it could be considered three different courses and reported accordingly.

**NOTE:** This applies to all program types. If unclear on how to report courses, do not hesitate to contact the Information Management Division (IMD) office for assistance.

### Ineligible Activities

Listed below are examples of activities not eligible for reimbursement using any of the WED funding sources:

- Professional development for technology center personnel or boards of education (with the exception of safety training).
- Political or community fund raising activities.
- Religious organization meetings or functions.
- Receptions, meal functions or style shows.
- Commercial exhibits, fairs or promotional activities.
- Open houses or student organization meetings.
- Industry, public school or organizational staff meetings, conventions, or team meetings.
- Non-commercial driver education courses, DUI school or driver improvement and defensive driving courses delivered as open enrollment courses.
- Job search, career exploration, employment skills, career development and career search.
- Training conducted for incarcerated people or students who are not residents of Oklahoma.
- Driving time.
- Hunter safety, boat safety or concealed weapons training and recreational activities/training.
- Third-party rental of facility use.
- Lab preparation time.

Even though the above-mentioned courses are not eligible for reimbursement using the WED funding sources, they may be reported as Informal Training (Type 60), Community Services (Type 61), Career Services (Type 62), or Facility Usage Only (Type 75), all of which are classified as non-reimbursable courses.

## **Accountability**

To demonstrate accountability for formula funds supporting Career and Technology Education, the collection of complete and accurate data on students and courses is essential. Staff will be available to assist school personnel with any questions or concerns that may occur while uploading data to IMD and/or in record keeping.

The following documents shall be kept on file for review purposes for three years prior to the current year in the event there is a need for an audit of data. If there are specific state and/or federal requirements that exceed this timeframe, they will take precedence over these requirements.

## **Technology Center WED Enrollment Student Data**

The original source document must be maintained, such as intake forms, an enrollment form that is completed by the student or a combination of data sources. A computer-generated report will not suffice for documentation purposes unless the student enrolled on-line. Clock hours reported will be based on the enroll date and end/drop date of the student. Transcripts should be maintained on a permanent basis.


## **Technology Center WED Enrollment Course Data**

The following will be on file to document the course data elements submitted:

- A course outline or syllabus that includes the instructor's name, course title as it appears in the school brochure/website, short description that describes what the participants should be qualified to do once he/she completes the course, and specific objectives describing a pattern of performance that participants should be able to demonstrate at the end of the course.
- Attendance roster, either individually signed by students or roll taken and the instructor signature verifying the students' attended courses.
- Date(s) of the training.
- Beginning and ending times of training conducted. Any lunch break should be documented and not included in the hours reported.
- Contact information for the instructor.

## [Logging into CTIMS](#)

Sign in using your school email and CTIMS password at [Contact — CareerTech \(CT\) - okcareertech.org](https://okcareertech.org).



**Sign in to your CareerTech CTIMS account.**

Email:

Password:

☐ Remember me?

[Forgot your password?](#)




Or go to [CTIMS \(CareerTech Information Management System\) \(oklahoma.gov\)](https://oklahoma.gov/ctims) and select the green CTIMS Login button.

## CTIMS (CareerTech Information Management System)

### CTIMS Login and Assistance

Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00

For help with CTIMS, contact the Information Management Division via email:  
[CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)

Microsoft Edge , Mozilla Firefox , or Google Chrome  are currently the only browsers compatible with CTIMS.

Click here to login to CTIMS



## WED Enrollment Due Dates:

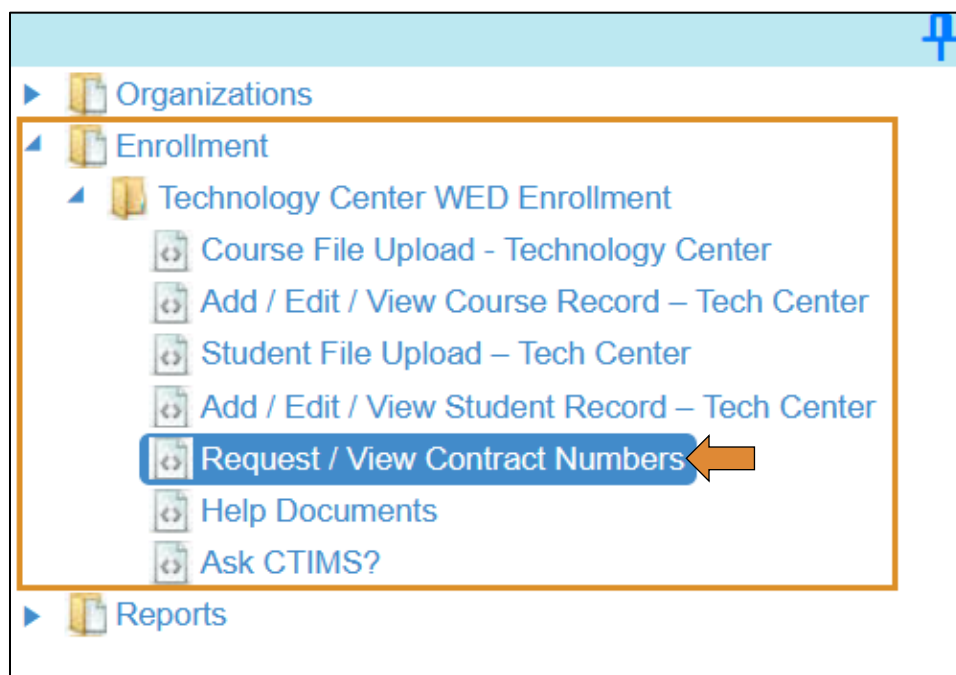
Quarters	Quarter Dates	Submission Due Dates
1 <sup>st</sup> Quarter	July 1 – September 30	October 15
2 <sup>nd</sup> Quarter	October 1 – December 31	January 15
3 <sup>rd</sup> Quarter	January 1 – March 31	April 15
4 <sup>th</sup> Quarter	April 1 – June 30	July 15
All Corrections Made		July 15

## Request/View Contract Numbers

This screen option allows you to request additional contract numbers or to view contract numbers assigned to your school for the selected year.

### View Contract Numbers

- Click the arrows next to **Enrollment & Technology Center WED Enrollment**.
- Click on the **Request / View Contract Numbers** link.





Complete the Course **File Upload** screen. The tagged numbers in the screen shot below corresponds to the instruction steps. The asterisks represent required fields.

1. **Fiscal Calendar Year\*** – should default to current calendar year.
2. **Organization Type\*** – switch to Technology Sites.
3. **Organization\*** – select your school by clicking the drop-down menu.
4. Click the **Search** button.
5. Go to the **Use Status** column, in the grid, click on the filter symbol and click the radio button beside **No** to view all unused contract numbers.

Dashboard Request / View Contract Numbers X

### Request/View Contract Numbers

Fiscal Calendar Year \* 20 -20 (Available Contracts: ) 1.

Organization Type \* Technology Sites 2.

Organization \* Technology Center 3.

Allocate\* 1

Export to Excel

Search 4.

+ Submit

5.

Calendar Code	Allocated On	Contract Number	Total Contract Hrs	Total Contract Class	Use Status
20 -20	8/19/2022	K7479	0		
20 -20	8/19/2022	K7480	0		
20 -20	8/19/2022	K7481	0		
20 -20	8/19/2022	K7482	0		

Show items with value that:  
☐ Yes ☐ No  
 Filter Clear

## Request Contract Numbers

Complete the Course **File Upload** screen. The tagged numbers in the screen shot below corresponds to the instruction steps. The asterisks represent required fields.

1. **Fiscal Calendar Year\*** – should default to current calendar year.
2. **Organization Type\*** – switch to Technology Sites.
3. **Organization\*** – select your school by clicking the drop-down menu.
4. **Allocate** - choose the number of contract numbers you need by clicking the drop-down menu.
5. Click the **Submit** button.

Dashboard Request / View Contract Numbers X

### Request/View Contract Numbers

Fiscal Calendar Year \* 20 -20 (Available Contracts: ) 1.

Organization Type \* Technology Sites 2.

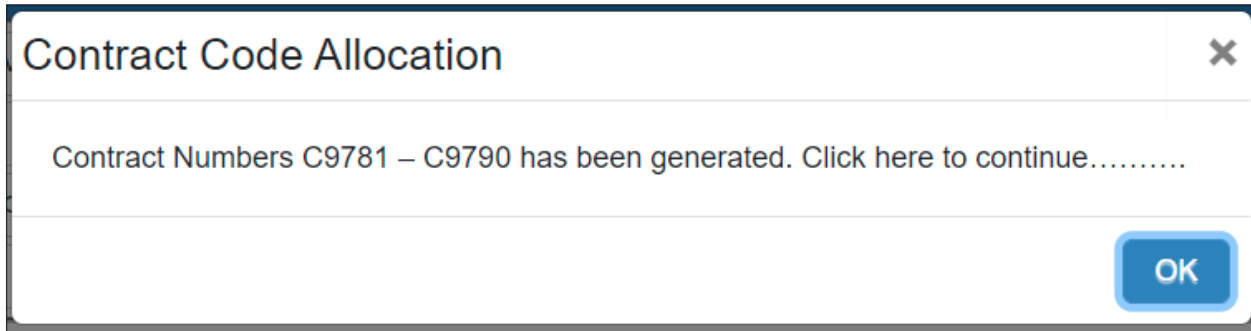
Organization \* Technology Center 3.

Allocate\* 1 4.

Search

+ Submit 5.

- After clicking the submit button, the following message will appear on the screen.



- **Hint:** Click on the **Allocated On** header to sort by date
- **Hint:** Click on the **Contract Number** header to sort by contract number.

Dashboard
Request / View Contract Numbers

Request/View Contract Numbers

Fiscal Calendar Year \*
20 -20 (Available Contracts: )
1.

Organization Type \*
Tech Sites
2.

Organization \*
Technology Center
3.

Allocate\*
10
4.

Search
+ Submit
5.

Export to Excel

Calendar Code	Allocated On	Contract Number	Total Contract Hrs	Total Contract Class	Use Status
20 -20	11/29/2021	C9781	0		No

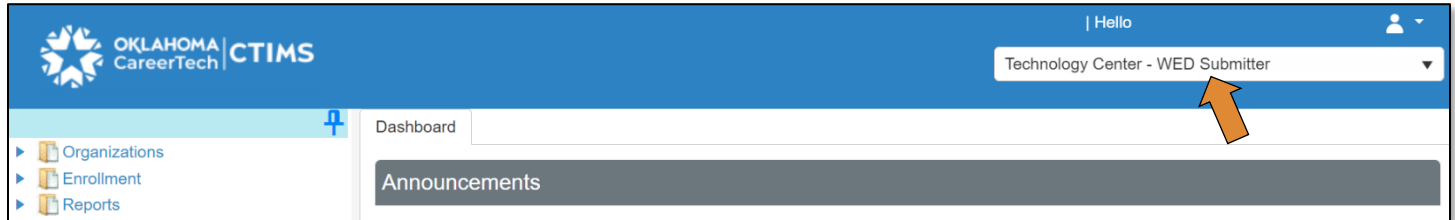
## Request New Business Code or View Business Master

Refer to the **Business Master Technical Guidebook** at [Business Master \(oklahoma.gov\)](https://businessmaster.oklahoma.gov), scroll down to the Business Master section and select the technical guidebook link.

## WED Course Data

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **Technology Center – WED Submitter** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

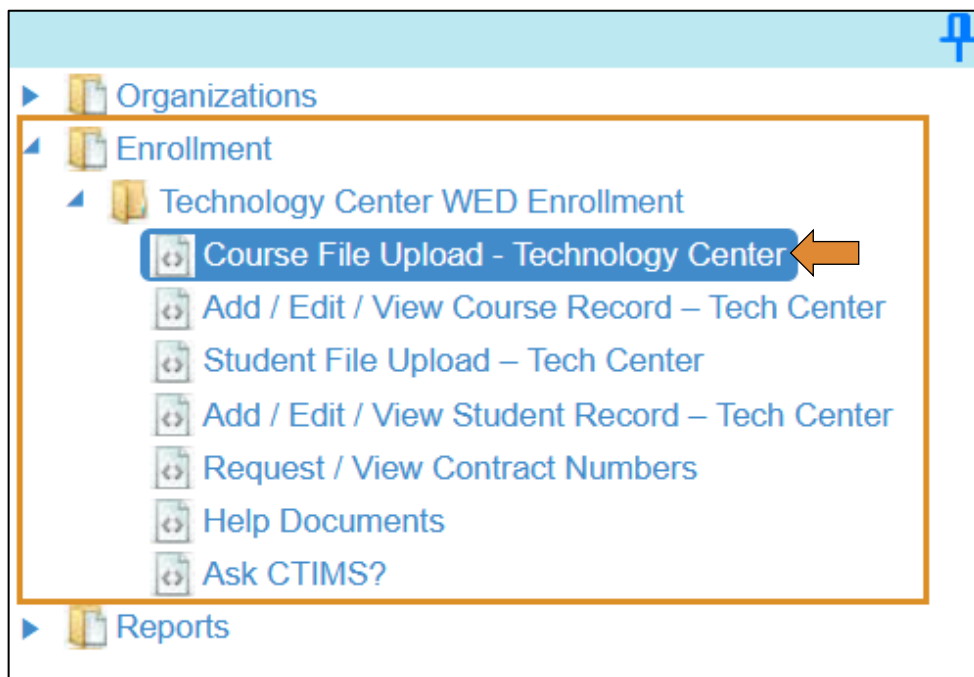
If you do not see **Technology Center – WED Submitter**, contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)



## Submitting WED Course File (Step 1)

\*\*Make sure to upload the course file first otherwise the student file will not validate.

- Click the arrows next to **Enrollment & Technology Center WED Enrollment**.
- Click on the **Course File Upload – Technology Center** link.



Complete the **Course File Upload** screen. The tagged numbers on the following screen shot corresponds to the instruction steps below. The asterisks represent required fields. Some of the fields may be defaulted, already, according to your sign-in credentials.

1. **Element Type\*** - should default to Tech Centers Workforce & Economic Development.
2. **Organization Type\*** - should default to Technology Sites.
3. **School Name\*** - should default to your school name.
4. **Calendar Year\*** - should default to the current school year.
5. **Session\*** - select the quarter you are inputting.
6. **Validation\*** - provides two options: Validate and Upload or Validate Only. The validation process may take several minutes to check your data. Do not select the Load File button again.
  - a. **Validate and Upload** will check your data for errors and save the data if no errors are found.
  - b. **Validate Only** will check your data for errors and provide a report of errors found in your file to be corrected. Your data will not be saved using Validate Only option. If you use this option, if there are no errors, load your file again, and select Validate and Upload.
7. Select the **File Format\*** from the drop-down menu to identify the type of file you will be uploading. Options are:
  - a. **Fixed Format** - Fixed Text File.
  - b. **XLS** - Microsoft Excel Worksheet File for files made with 2003 version of Excel and older.
  - c. **XLSX** - Microsoft Excel Worksheet File for files made with 2007 version of Excel and later.
  - d. **CSV** - comma-separated values (CSV) file.
8. Select the **Browse\*** button to select the file from your computer.
9. Select **Load File** to upload the data to the screen.
10. Select **Submit** to process your data.
11. To refresh your screen, click the **Reset** button (if needed.)

[Dashboard](#)
Course File Upload - Technology Center

### Course File Upload

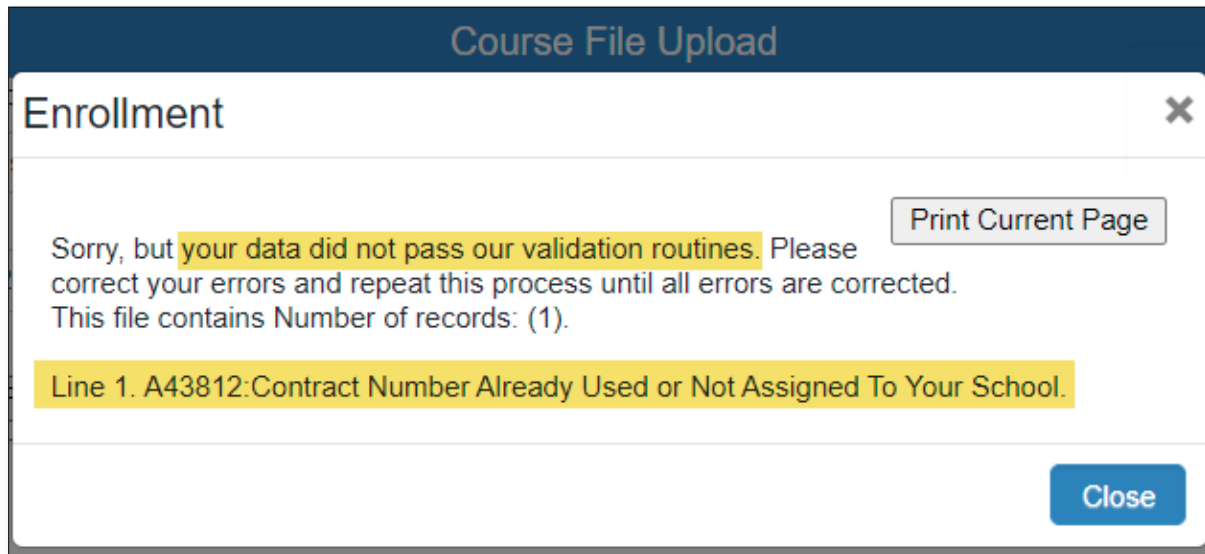
<b>Element Type*</b> 1. Tech Centers Workforce & Economic Development ▼	<b>Organization Type:*</b> 2. Technology Sites ▼	<b>School Name*</b> 3. Technology Center ▼
<b>Calendar Year*</b> 4. ▼	<b>Session*</b> 5. Quarter ▼	<b>Validation: *</b> 6. Validate and Upload ▼
<b>File Format:*</b> 7. -----Select----- ▼	<b>Browse:*</b> 8. Browse... No files selected.	9. 10. 11. <div> <div>⊕ Load File...</div> <div>✓ Submit</div> <div>↺ Reset</div> </div>

### If Your File Has Errors:

If errors are detected, a popup screen appears identifying the file errors and/or records by line number with error descriptions. Correct the errors in your system and recreate the file to upload again. You can print the error page to help you correct the errors in your file.

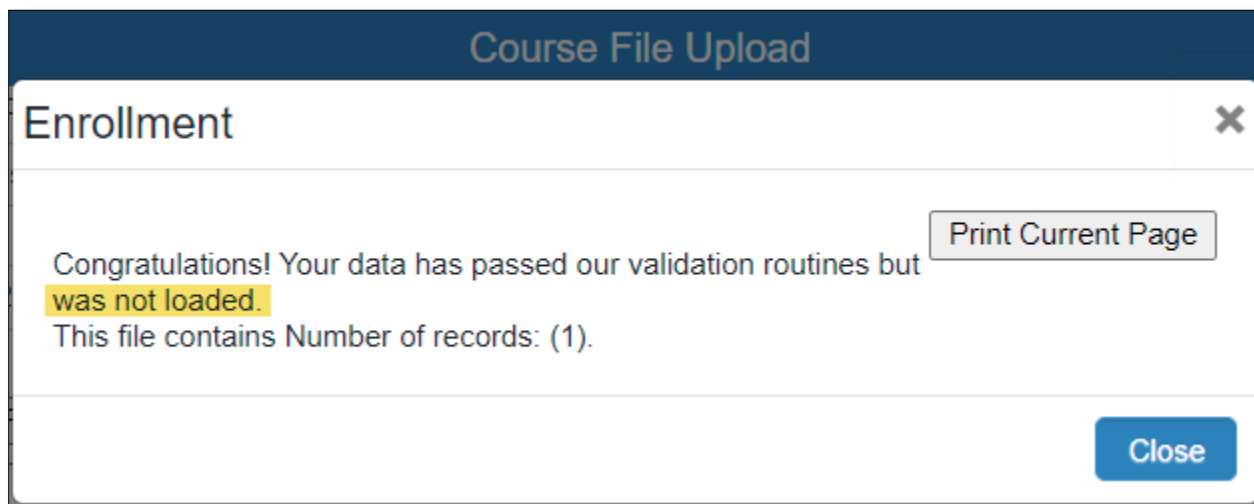
If you cannot figure out the issue, email [Brandy Elliott](#).

- Click on the **Print Current Page** button to print your error message list, if needed.



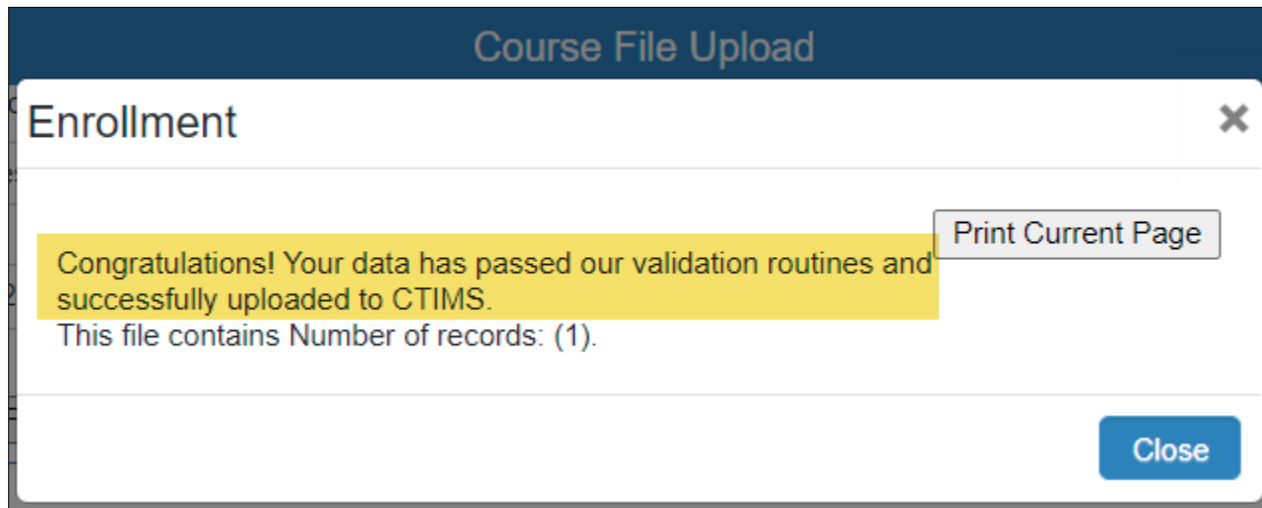
### If Your File Does NOT have Errors:

If your file does not have errors and you selected **Validate Only**, you will see the following message. Notice it states, "was not loaded." You will need to go back and choose the Validate and Load option, then re-submit.



If your file does not have errors and you selected **Validate and Load**, you will see the following message.

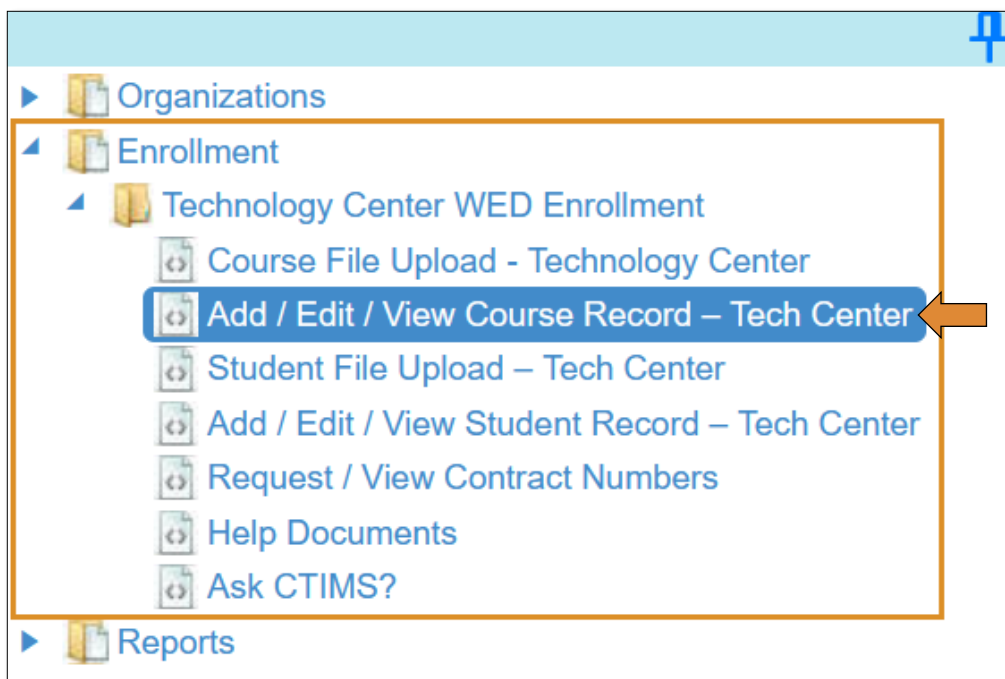
- Click on the **Print Current Page** button to print your successful validation and upload, if needed for your records.



### [Add / Edit / View Course Record – Tech Center \(Step 2\)](#)

Once a course record has been uploaded into CTIMS, it can be viewed and/or edited. New Courses should be added through your school student accounting system and uploaded into CTIMS. Do not use the **Check to Add New Record** box for Course Records.

- Click the arrows next to **Enrollment & Technology Center WED Enrollment**.
- Click on the **Add / Edit / View Course Record – Tech Center** link.



Complete the **Course File Upload** screen. The tagged numbers on the following screen shot corresponds to the **instruction steps below**. The asterisks represent required fields. Some of the fields may be defaulted, already, according to your sign-in credentials.

1. **Element Type\*** - should default to **Tech Centers Workforce & Economic Development**.
2. **Organization Type\*** - should default to **Technology Sites**.
3. **School Name\*** - should default to your school name.
4. **Calendar Year\*** - select the **calendar year** you are wanting to pull up.
5. **Session\*** - select the **quarter** you are inputting or check the **All\*** box.
6. **Uploaded By\*** - check the **All\*** box.
7. **Upload File\*** - check the **All\*** box.
8. **Contract No.** – you do not need a **contract number** to view all the data uploaded.
9. Select **Search** to view/edit your data.
10. Click the **Reset** button (if needed).

The screenshot shows the 'Add / Edit / View Enrollment Record' form. The fields and buttons are numbered as follows:

- 1. Element Type\* (dropdown menu)
- 2. Organization Type\* (dropdown menu)
- 3. School Name\* (dropdown menu)
- 4. Calendar Year\* (dropdown menu)
- 5. Session\* (checkbox for All, dropdown menu)
- 6. Uploaded By\* (checkbox for All, text input field)
- 7. Upload File\* (checkbox for All, text input field)
- 8. Contract No. (text input field)
- 9. Search button
- 10. Reset button

### Viewing/Editing Course Data (Step 3)

Select the line you want to edit and click inside the box. Make any necessary changes, then click **Save Changes** to save, or **Cancel Changes** to cancel the changes you made. You can also select **Export to Excel** to export all your records.

The screenshot shows the 'Add / Edit / View Enrollment Record' form. The 'Export to Excel', 'Save Changes', and 'Cancel Changes' buttons are highlighted with an orange box and an arrow pointing to them. Below the form is a table of course data.

Contract No.	Status	Clock. Hrs	No of Students	Class Name	Teacher SSN	Teacher First Name	Teacher Last Name	Program Types
A2053	Active	1.00	2	Driver's License Testing	#####			62-Career Development Services

## WED Course Data Definitions & Formatting

The following information provides specific definitions and coding information to be used when reporting course data.

### Course Record Layout

Use the format below when submitting TXT files and use the same order of the fields listed below when submitting CSV or excel files.

*\*\*Make sure to upload the course file **first** otherwise the student file will not validate.*

Field # / Excel Column	Field Title	Columns	Length	Format
1/A	*Contract Number	1-5	5	
2/B	Teacher's SSN	6-14	9	
3/C	*Teacher First Name	15-24	10	
4/D	*Teacher Last Name	25-34	10	
5/E	*Course Name	35-74	40	
6/F	*Program Type	75-76	2	
7/G	*Begin Date	77-84	8	YYYYMMDD
8/H	*End Date	85-92	8	YYYYMMDD
9/I	*Clock Hours of Course	93-99	7	XXXX.XX
10/J	MIS Code	100-103	4	
11/K	*Number of Students in Course	104-107	4	

For complete guidelines regarding eligibility for the various types of training available, for funding purposes, contact the Workforce & Economic Development Department. Or you can view their guidelines online at [Technology Centers \(oklahoma.gov\)](https://www.ok.gov/workforce/technology-centers) under the **Enrollment – Technology Centers** headings.



## Course Data Field & Program Type Descriptions

**Contract Number:** A contract number must be assigned to each course reported. At the beginning of the fiscal year, each school will receive a list of contract numbers to be used during the fiscal year from Information Management Division. These numbers should be used in consecutive order and should not be repeated. If additional contract numbers are needed for your school, refer to Section 5 for instructions.

**Teacher's Social Security Number (SSN):** Report the teacher's social security number if available. Otherwise, leave this field blank.

**Teacher's First Name:** Report the teacher's first name. Do not include hyphens, apostrophes, commas or other special characters.

**Teacher's Last Name:** Report the teacher's last name. For On-Line courses, use the name of the developer or the individual that coordinated the course. Do not include hyphens, apostrophes, commas or other special characters.

**Course Name -** Provide the course name being reported. Abbreviate as little as possible. If the course is being taught multiple times, be sure the course name is consistent.

**NOTE: On-Line courses** should have **(OLT)** after the course name, e.g., Word (OLT). These are self-paced or instructor-facilitated courses that are considered a complete instructional unit delivered over the Internet or via the computer to students primarily located at distance learning locations. In reporting On-Line Training, use the number of completion hours established by the course developer as the number of clock hours, and report all students who completed the training during the quarter. Only report a student once per course. The maximum number of times any specific on-line course would be reported during a fiscal year is four. The name of the developer can be listed in the space provided for "Instructor's name." Online courses should be reported in no less than 30-minute increments. For a full description and detailed guidelines, refer to page

In the event the On-Line course was conducted in a program type 31, 42, or 52, please use the following criteria to determine course size.

- For organizations of 100 or more employees, on-line courses will be reported in groups of 25 or more.
- For organizations of 99 employees or less, online courses will be reported in groups of at least four.

**Program Type:** The following considerations should be used when determining eligibility for WED funding and appropriate program type for reporting training services provided. Specific questions regarding funding, guidelines and program type should be directed to the appropriate Regional Coordinator.

All courses for which enrollments are submitted must indicate the appropriate type of course from the following codes:

**01 - Apprenticeship:** This program type is used to document a school's support of apprenticeships occurring within an Oklahoma company. The apprenticeships may be registered or unregistered. Schools can receive funding for providing Related Technical Instruction (RTI) in support of the apprenticeship. Note: Beginning FY21, Apprenticeship Type 01 is eligible for CST Formula Funding.

**15 - Adult and Career Development:** ACD training offers technical skills training, continuing education, professional development, career development and personal enrichment learning opportunities to individuals 16 years or older. They are offered as open enrollment, short-term classes, seminars and occupational preparation classes. **ACD classes must contain a stated career objective in course syllabus to be eligible for Type 15.** Report all personal interest classes as a non-reimbursable type code listed on page 19. Eligible entities are explained on page 13 of the [wed-guidelines \(oklahoma.gov\)](http://wed-guidelines.oklahoma.gov)

**21 - Safety for Government Entities or Safety for Industry:** Safety training intended to help private or public organizations plan and provide ongoing training to assure safe work environments for Oklahomans. This program type is used only for proactive safety training such as back safety or fall prevention. **Reactive training such as CPR, First Aid, and Train the Trainer is reported under program type 31.**

**22 - Skills to Rebuild:** Specific training done in direct response to a declared emergency by the Governor's office or a direct response to a natural disaster. Approval and funding is provided on a case- by-case basis.

**28 - Agricultural Business Management:** Seminars or Courses taught by Agricultural Business Management (ABM) Coordinators in conjunction with an approved ODCTE program. **Use program type 73 to report client consulting hours.**

**31 - Customized Industry Training / Government Entity Training:** Customized training that is designed specifically for the employees of one or a specific group of businesses or industries or public sector organizations. The majority of students enrolled in the class must be employer sponsored. Training must be job-related.

**32 - Client-based Consulting Services:** Client-based consulting services provided for small business owners and aspiring entrepreneurs by coordinators at the technology center. These programs may be focused locally as business and entrepreneurial services, business development programs, self- employment training, small business management, agribusiness management, incubator, and/or management development group.

**NOTE:** Courses or seminars taught or coordinated should be submitted as Type 31 so the contact hours may be included in the formula and performance funding calculations. To qualify, the coordinator must have material participation in the delivery of the courses and seminars.

**35 - Employee Assessment and Retraining Network (EARN):** Training to provide Oklahoma residents who have been laid off from their jobs through no fault of their own or who are under-employed.

**42 - Training for Industry Growth (TIG):** Training to accommodate industry-identified skilled workforce shortages within an occupational area by providing customized training for needs of that industry within a defined geographic region of the state.

**44 - Truck Driver Training:** Refresher courses designed for individuals who are not receiving training to become professional truck drivers through the statewide truck driver training program at Central Technology Center. Examples of these courses would be training the trainer or bus driver training. Clock hours for these courses will not be calculated in the state funding formula.

**52 - Training for Industry Program (TIP):** High quality training for new companies considering coming to Oklahoma or for Oklahoma companies that have plans to expand their workforce resulting in a net-new jobs in Oklahoma.

**60 - Informal Training (non-reimbursable):** Technical assistance using organizational development tools or processes (needs assessment, surveys, strategic planning). Includes consulting hours provided by Coordinators of non-funded Small Business or WED/ACD Programs, phone consultation and preparation time, but it does not include professional development meetings, professional association meetings or marketing-related activities (cold calls, informal visits, public appearances, etc.). This training is not eligible for formula funding. Technology centers are encouraged to have documentation on file that outlines the objectives, the service or product delivered and the individual(s) responsible for providing the product or service. **Type 60 must be reported with at least one student to indicate for whom the consulting was provided.**

**61 - Community Services (non-reimbursable):** Courses conducted and/or coordinated by the technology centers that are typically not occupational in nature but meet the needs of the community interests. Examples are ACT workshops, soap making, hunter safety, staff development and yoga. Courses and activities reported under this program type are not eligible for formula funding. **Type 61 can be reported without submitting separate student data.**

**62 - Career Development Services (non-reimbursable):** Services provided to adults to assist them in achieving career development goals such as career advisement assessments, guidance and counseling services, testing and industry credential certification assessments. **Type 62 can be reported without submitting separate student data.**

**64 - Tinker Training / Mid-Del Technology Center Training:** Courses conducted at Tinker Air Force Base by Mid-Del/Tinker Technology Center.

**68 - Incubators:** Reports consulting hours for clients that are using business incubators at the technology center. Training that the clients may take should be reported as program type 31.

**73 - Agriculture Business Management Clients:** Report client consulting hours being served by the Agriculture Business Management Coordinator and should be submitted once at the end of the fiscal year. **Use program type 28 to report seminars or courses taught.**

**75 - Facility Usage Only:** Report courses, meetings or activities conducted at the technology centers in which the only involvement by the technology center is facilitating the usage of the building such as Red Cross blood drives, chamber of commerce meetings, Boy Scout meetings or any courses conducted by outside entities. Courses reported under this program type are not eligible for formula funding. **Type 75 can be reported without submitting separate student data.**

**78 - Technology Center Collaboration Partnerships:** Report training that is offered in cooperation with a partnering technology center. This code is **not** eligible for formula funding and **will not** be used in the cost report. The Course name must contain the contract number the other technology center is submitting, for example "Word (A1234)". **Type 78 should not have student data since it is reported by the partnering technology center.**

**79 - Oklahoma Procurement Technical Assistance Center (OkPTAC):** Reports clients who are participating in the Oklahoma Bid Assistance Network; used to provide marketing and technical assistance to Oklahoma businesses interested in selling products and services to federal, state and local governments and other highly structured markets. Submit one course at the end of the fiscal year with student data.

**83 - Firefighting Training Initiative:** To accommodate the increased demand placed on technology centers for training and teaching of firefighters who are members of volunteer fire department in Oklahoma. This training shall include firefighter training as well as first responder training and associated testing.

**90 - Safety Training Grants:** To assist in offsetting some of the costs related to purchasing new equipment, upgrading equipment, and instructional libraries and/or instructor training. Safety training grants shall be applied for in CTIMS and will be considered for approval on a project-by-project basis. No course or student enrollments will use this program type. See the Workforce & Economic Development Economic & Workforce Development Guidelines for detailed description.

**91 - Innovation Training Grants:** To assist in offsetting some of the costs related to purchasing new equipment, upgrading equipment, instructional libraries and/or instructor training. Innovation training grants shall be applied for in CTIMS and will be considered for approval on a project-by-project basis. No course or student enrollments will use this program type. See the Workforce & Economic Development Economic & Workforce Development Guidelines for detailed description.

**Begin Date:** Provide the beginning course date.

**End Date:** Actual date the course ends. The end date should correspond to the fiscal year for which the course is being submitted (July 1 to June 30). If a course crosses over fiscal years, report it in the fiscal year it actually ended.

**Clock Hours:** The number of hours of instruction provided. Courses conducted simultaneously (i.e., Computer I and Computer II) by a single instructor must be reported as a single course. **Prep time, lunch breaks, and/or driving time by the instructor are not to be included in the clock hours.**

**MIS Code:** Enter the four-digit MIS code for the course being reported. See [Appendix C](#) for a listing of MIS codes.

**Number of Students:** Report the total number of students that attended the course. **Do not include students that enrolled but did not attend the course, and/or students that did not attend at least 50% of the course.**

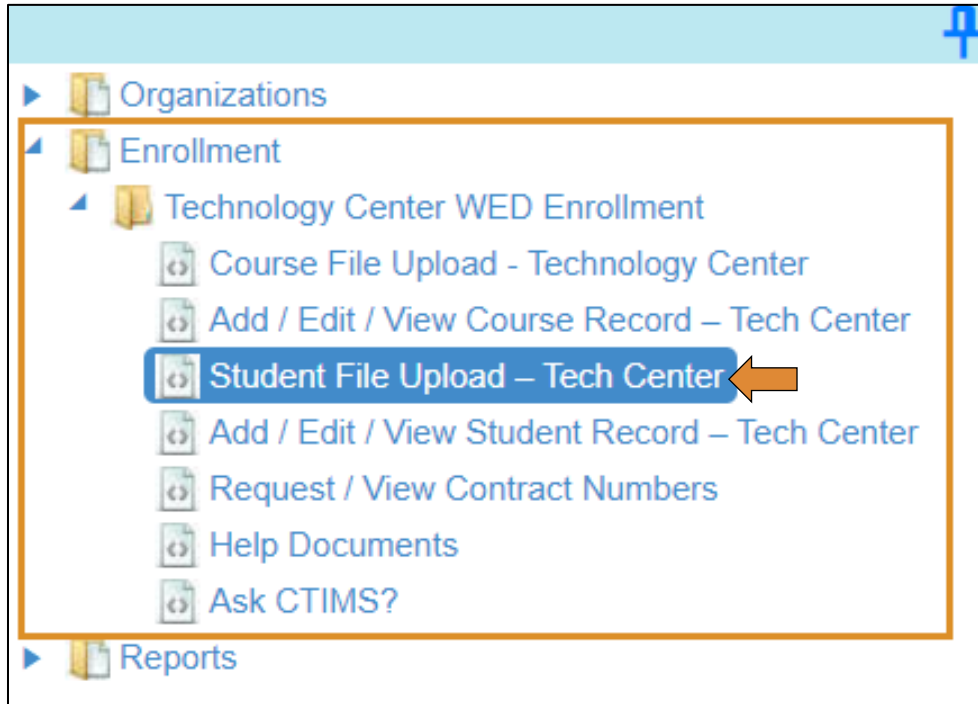
If additional details are needed visit [wed-guidelines \(oklahoma.gov\)](http://wed-guidelines.oklahoma.gov)

## WED Student Data

### Submitting WED Student Data – Step 1

\*\*Make sure to upload the course file first otherwise the student file will not validate.

- Click the arrows next to **Enrollment & Technology Center WED Enrollment**.
- Click on the **Student File Upload – Tech Center** link.



Complete the **Student File Upload** screen. The tagged numbers on the following screen shot corresponds to the instruction steps below. The asterisks represent required fields. Some of the fields may be defaulted, already, according to your sign-in credentials.

1. **Element Type\*** - should default to Tech Centers Workforce & Economic Development.
2. **Organization Type\*** - should default to Technology Sites.
3. **School Name\*** - should default to your school name.
4. **Calendar Year\*** - should default to the current school year.
5. **Session\*** - select the quarter you are inputting.
6. **Validation\*** - provides two options: Validate and Upload or Validate Only. The validation process may take several minutes to check your data. Do **not** select the Load File button again.
  - a. **Validate and Upload** will check your data for errors and save the data if no errors are found.
  - b. **Validate Only** will check your data for errors and provide a report of errors found in your file to be corrected. Your data will not be saved using Validate Only option. If you use this option, if there are no errors, load your file again, and select Validate and Upload.
7. Select the **File Format\*** from the drop-down menu to identify the type of file you will be uploading. Options are:
  - a. **Fixed Format** - Fixed Text File.
  - b. **XLS** - Microsoft Excel Worksheet File for files made with 2003 version of Excel and older.
  - c. **XLSX** - Microsoft Excel Worksheet File for files made with 2007 version of Excel and later.
  - d. **CSV** - comma-separated values (CSV) file.
8. Select the **Browse\*** button to select the file from your computer.
9. Select **Load File** to upload the data to the screen.
10. Select **Submit** to process your data.
11. To refresh your screen, click the **Reset** button (if needed.)

The screenshot shows the 'Student File Upload' form with the following fields and callouts:

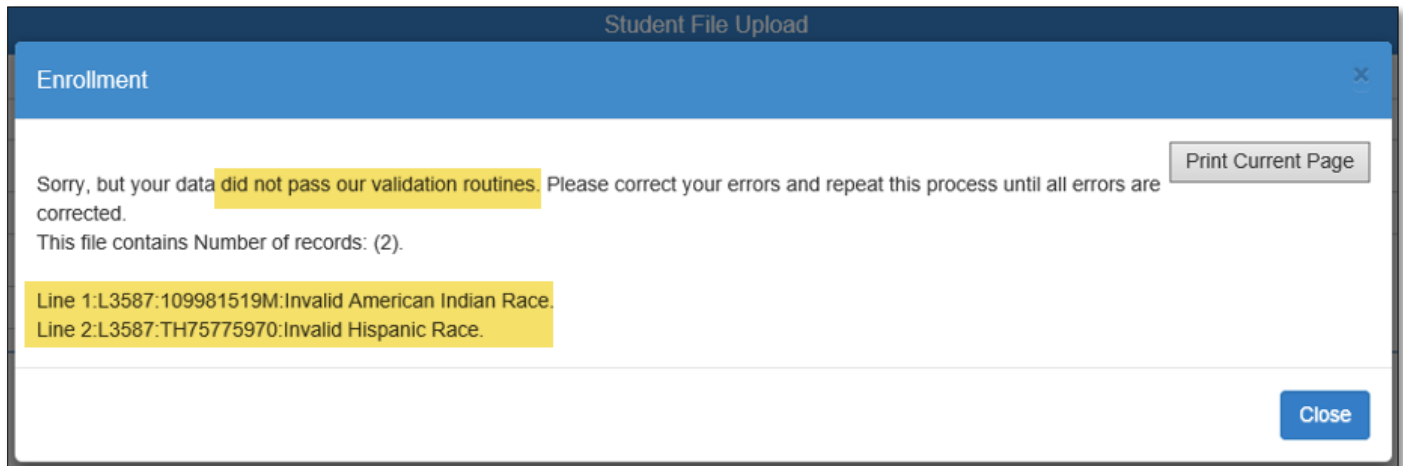
- 1.** Element Type\* (dropdown menu)
- 2.** Organization Type\* (dropdown menu)
- 3.** School Name\* (dropdown menu)
- 4.** Calendar Year\* (dropdown menu)
- 5.** Session\* (dropdown menu)
- 6.** Validation\* (dropdown menu)
- 7.** File Format\* (dropdown menu)
- 8.** Browse\* (button)
- 9.** Load File... (button)
- 10.** Submit (button)
- 11.** Reset (button)

At this point, your file is being checked for errors. Please be patient. This step may take several minutes.

### If Your File Has Errors:

If errors are detected, a pop-up window appears identifying the records by line number with error descriptions. Correct the errors in your system, save the changes, and recreate the student file to upload again.

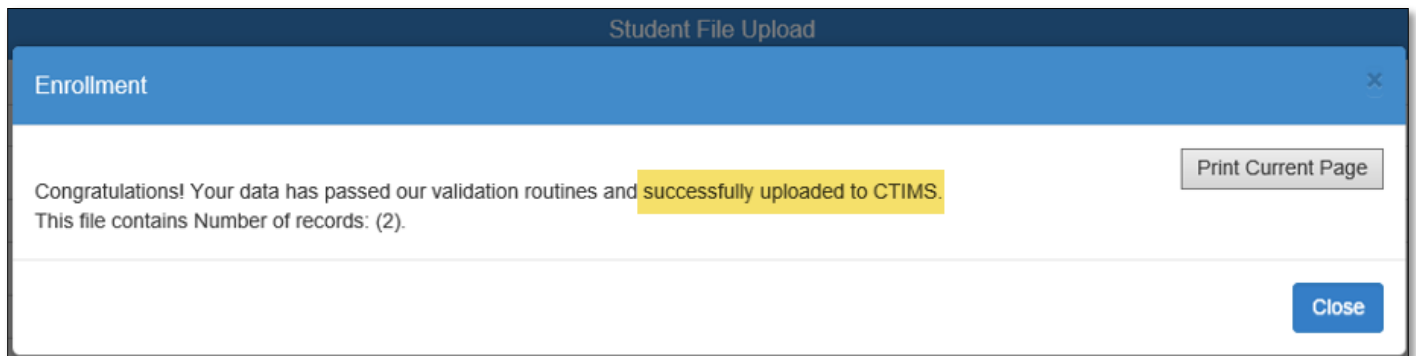
- Click on the **Print Current Page** button to print your error message list, if needed.



### If Your File Does NOT have Errors:

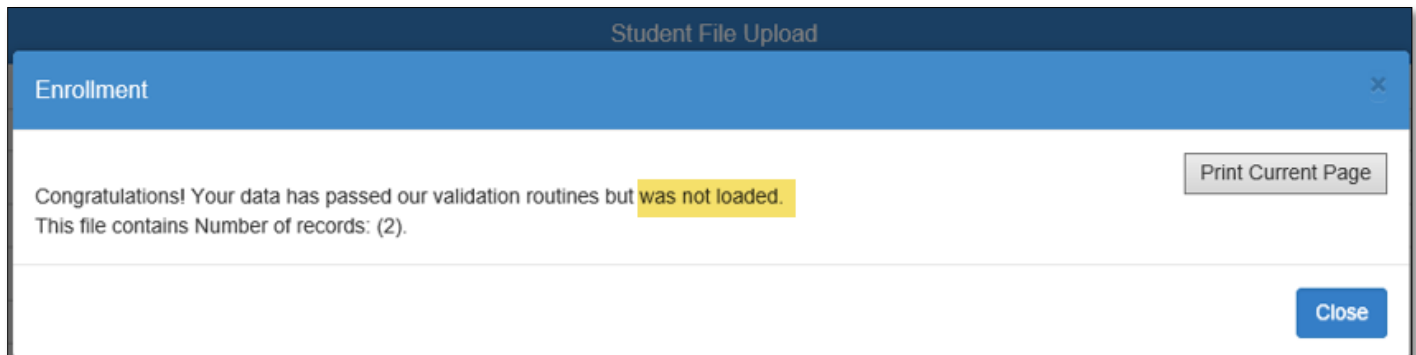
If your files does not have errors and you selected Validate and Load, you will see the following screen.

- Click on the **Print Current Page** button to print your successful validation and upload, if needed for your records.



If your file does not have errors and you selected **Validate Only**, you will see the following screen. Notice the records were **not** loaded, you will need to load your file again and use the **Validate and Upload** option.

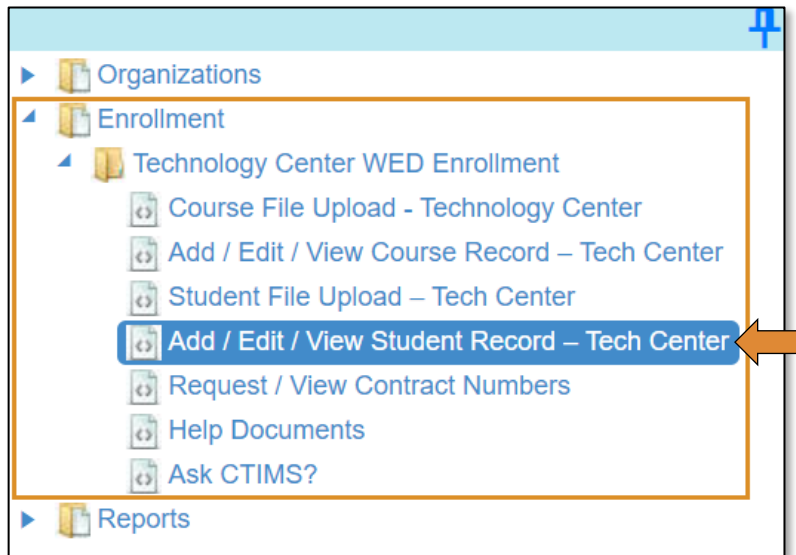
- Click on the **Print Current Page** button to print your successful validation and upload, if needed for your records.



## [Add / Edit / View Student Record \(Step 2\)](#)

Once a course record has been uploaded into CTIMS, it can be viewed and/or edited. New Courses should be added through your school student accounting system and uploaded into CTIMS. **Do not** use the **Check to Add New Record** box for Course Records.

- Click the arrows next to **Enrollment & Technology Center WED Enrollment**.
- Click on the **Add / Edit / View Student Record – Tech Center** link.



Complete the **Course File Upload** screen. The tagged numbers on the following screen shot corresponds to the instruction steps below. The asterisks represent required fields. Some of the fields may be defaulted, already, according to your sign-in credentials.

1. **Element Type\*** - should default to **Tech Centers Workforce & Economic Development**.
2. **Organization Type\*** - should default to **Technology Sites**.
3. **School Name\*** - should default to your school name.
4. **Calendar Year\*** - select the **calendar year** you are wanting to pull up.
5. **Session\*** - select the **quarter** you are inputting or check the **All\*** box.
6. **Uploaded By\*** - check the **All\*** box.
7. **Upload File\*** - check the **All\*** box.
8. **Contract No.** – you do not need a **contract number** to view all the data uploaded.
9. Select **Load** to view/edit your data.
10. Click the **Reset** button (if needed).



### [Viewing/Editing Course Data \(Step 3\)](#)

Select the line you want to edit and click inside the box. Make any necessary changes, then click **Save Changes** to save, or **Cancel Changes** to cancel the changes you made. You can also select **Export to Excel** to export all your records.

[Dashboard](#) | [Add / Edit / View Student Record – Tech Center](#) ✕

### Add / View / Edit Student Record

☐ [Check to Add new record](#)

Element Type\*  
Tech Centers Workforce ... ▼

School Name\*  
Technology Center -... ▼

Session ☒ All \*  
--Select--

Upload File ☒ All \*  
--Select--

Organization Type\*  
Technology Sites

Calendar Year\*

Uploaded By ☒ All \*  
Start with minimum 1 character of submitter person...

Contract No.  
Enter Minimum 2 characters of contract no.

Search

Reset

Export to Excel

☒ Save Changes

☐ Cancel Changes

Contract No. ▼	Status ▼	Student Last Name ▼	Student First Name ▼	Suffix ▼	Clock Hours ▼	Student SSN ▼
A0949	Active				16.00	

## WED Student Data Definitions & Formatting

The following information provides specific definitions and coding information to be used when providing student enrollment data.

### Student Record Layout

Use the format below when submitting TXT files and use the same order of the fields listed below when submitting CSV or excel files.

**\*\*Make sure to upload the course file first otherwise the student file will not validate.**

Field # / Excel Column	Field Title	Type	Columns	Length	Format
A	*Contract Number	Alpha/Nu	1-5	5	
B	*School Code	Alpha/Nu	6-14	9	
C	*First Name	Alpha	15-34	20	
D	*Last Name	Alpha	35-54	20	
E	Suffix	Alpha/Nu	55-57	3	
F	Student SSN	Numeric	58-66	9	
G	*Student Testing Number	Numeric	67-76	10	
H	*School ID	Alpha/Nu	77-86	10	
I	*Gender	Alpha	87	1	
J	Date of Birth	Numeric	88-95	8	YYYYMMDD
K	*Hispanic	Numeric	96	1	
L	*American Indian	Numeric	97	1	
M	*Asian	Numeric	98	1	
N	*Black	Numeric	99	1	
O	*Hawaiian/Pacific Islander	Numeric	100	1	
P	*White	Numeric	101	1	
Q	*Unknown	Numeric	102	1	
R	*Educational Level	Numeric	103-104	2	
S	*Clock Hours	Numeric	105-111	7	
T	*Business Code	Numeric	112-116	5	
U	Certificate Number 1	Numeric	117-120	4	
V	Certificate Number 2	Numeric	121-124	4	
W	Certificate Number 3	Numeric	125-128	4	
X	Certificate Number 4	Numeric	129-132	4	
Y	Certificate Number 5	Numeric	133-136	4	
Z	Certificate Number 6	Numeric	137-140	4	
AA	Certificate Number 7	Numeric	141-144	4	
AB	Certificate Number 8	Numeric	145-148	4	
AC	Certificate Number 9	Numeric	149-152	4	
AD	Certificate Number 10	Numeric	153-156	4	

## Student Data Field Descriptions

**Contract Number:** Use the same contract number as listed on the course data record. Schools can allocate additional contract numbers in CTIMS during the year if needed.

**School Code:** List the 9-digit alpha/numeric school code that identifies the technology center submitting enrollment data.

**First Name:** List the student's first name. Do not include hyphens, apostrophes, commas or special characters.

**Last Name:** List the student's last name. Do not include hyphens, apostrophes, commas or special characters. Do not include their Suffix in this field (e.g., Jr., Sr., and III)

**Suffix:** List the student's name suffix, if applicable (e.g., Jr, Sr, and III). Do not include hyphens, apostrophes, commas or special characters.

**Social Security Number (SSN):** Should be included, when available, for all students enrolled. If a social security number is not available, leave this field blank. Do not use the student's driver's license number, school ID, or partial social security number in this field.

**Student Testing Number (STN):** For secondary students, provide the 10-digit numeric Student Testing Number (STN). The STN has been assigned for all secondary students in Oklahoma by the State Department of Education and is available from the student's home school. All secondary students will be required to have this number with the exception of those attending private schools, home schooled students or students from out-of-state. A STN can be provided for adult students if they were assigned a STN while attending as a secondary student. Otherwise, leave this field blank.

**School ID:** Provide the unique alpha/numeric ID assigned to each student by your school.

**Gender:** Coding for Gender is as follows: M=Male, F=Female, U=Unknown

**Date of Birth:** Enter the student's date of birth. If not available, leave blank.

**Race/Ethnicity Data:** All students should be asked to respond to two questions regarding Race/Ethnicity.

- Are they Hispanic/Latino?
- The next question should ask them to select one or more of the remaining races.

For reporting purposes to ODCTE, each racial category should be indicated using the definitions provided below.

### **Racial Definitions:**

- **Hispanic / Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. 0 = Not Hispanic, 1 = Hispanic
- **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including central America) who maintains cultural identification through tribal affiliation or community attachment. 0 = Not American Indian, 1 = American Indian
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, for example; Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. 0 = Not Asian, 1 = Asian

- **Black or African American** - A person having origins in any of the black racial groups of Africa.  
0 = Not Black, 1 = Black
- **Native Hawaiian or Other Pacific Islander** - A person having any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. 0 = Not Hawaiian / Pacific Islander, 1 = Hawaiian / Pacific Islander
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.  
0 = Not White, 1 = White
- **Unknown** - A person of unknown origin. 0 = Not Unknown, 1 = Unknown

### Educational Level

- **Secondary:** For students enrolled in a comprehensive school, use the appropriate educational (grade) level in which the student is currently enrolled (05, 06, 07, 08, 09, 10, 11 or 12). Secondary students enrolled in WED classes should reflect their high school education level (e.g., 11, 12) unless they are school dropouts, in which case they would be coded with the appropriate adult code.
- **Adult:** Use the appropriate educational level as follows (only for students not presently enrolled in a comprehensive school):
  - 30 – Less than a High School Diploma
  - 31 – High School Graduate
  - 32 – Some College, No Degree
  - 33 – Technical Diploma
  - 34 – Associate Degree
  - 35 – Bachelor degree
  - 36 – Master’s Degree
  - 37 – Doctorate Degree
  - 38 – GED
  - 99 – Unknown

**Clock Hours:** Enter the number of clock hours the student has attended in the course reported.

- Attendance records need to be kept for multiple day courses and hours reflected for each student.
- Clock hours may be different for each student.
- Clock hours are used to determine the contact hours for each course.

**Business Code** - Provide the business code if the student is ‘sponsored’ by their business/industry or place of employment to attend the class. Sponsored is defined as paying or reimbursing tuition or allowing time off from work to attend work-related instruction. This does not include individuals who, on their own, are upgrading their skills for work-related reasons. This does not include other entities paying for tuition such as Veterans Administration. Students must be **employed by the business** listed on their record. Use business code “99999” if the training is not industry sponsored.

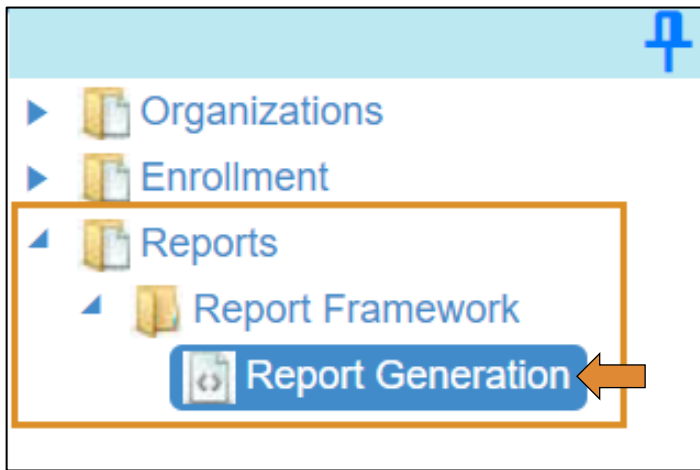
**Certification Code** - If a student obtains a certificate as a result of the instruction they received from the WED class, provide the 4 digit certification code from the “Approved Assessment List” [Oklahoma Competency Testing](#), located on the Testing division’s web page. The certification can only be added in the same school year that the course was attended. If the certification is not found on the assessment list. Send an “Approved Assessment Request” to the Testing division. Here is a link to that request form: [Oklahoma Competency Testing](#), located at the bottom of the page, titled “Approved Assessment Request”.

## WED Enrollment Reports

To access enrollment reports:

*(These reports contain confidential student information.)*

- Click the arrows next to **Reports & Report Framework**.
- Click on the **Report Generation** link.



Complete **Report Manager** screen. The tagged numbers on the screen shot correspond to the instruction steps below. The asterisks represent a required field.

1. **Module\*** – Select Enrollment.
2. **Sub Module\*** – Select ACD / WED Reports from drop-down menu.
3. **Report Title\*** – Click inside the box for a drop-down list of all the reports available.

#### Reports available

- a. WED Course Report – 502
  - b. WED Enrollment by NAICS Code – 505
  - c. WED Enrollment Detail by Program Type – 506
  - d. WED Enrollment Discrepancy Report – 503
  - e. WED Enrollment Summary by Course – 509
  - f. WED Industry Comparison Report – 510
  - g. WED Multiple PEF – 511
  - h. WED Performance Data Verification – 512
  - i. Contract Number Allocation Status – 500
4. **Report Type/School Type\*** – Click inside the box for a drop-down list to choose Site.
    - a. **Note:** Some reports will have the District or Statewide options.
  5. **Calendar Code\*** – Choose desired school year.
  6. **Organization Type\*** – Choose Technology Sites.
    - a. **Note:** Some reports will have District and Statewide options.
    - b. **Note:** When choosing District or Statewide it might take longer to generate.
  7. **Organization\*** – Choose your school that pulls up in the drop-down.
 

**Session Type\*** **Note:** This section only shows up on certain reports. Select which quarter you want to run. You can select the individual quarters or yearly or all.
  8. **Generate Report** – Select to generate the report. It will load into a grid at the bottom screen.
  9. For all reports, you will have the option to export the report by clicking on the blue diskette button.

[Dashboard](#)
[Report Generation](#)

### Report Manager

Select Report

Module: **Enrollment**
Sub Module: **ACD / WED Reports**

Report Title: **Tech Center: WED Course Report - 502**
Report Type/School Type: **Site**

Calendar Code\*

Organization Type\* **Technology Sites**

Organization\* **Technology Center**

Session Type\* **ALL**

☒ Generate Report

1 of 2 ? Find | Next

#### Tech Center: WED Course Report

Calendar Year	School Name	Contract Number		End Date	Clock Hoursof Class	No Of Student In Class	Status	Tch First Name
	Technology Center	A1229	Medic Basic Plus	8/28/2021	7/28/2021	6.00	2	Active
	Technology Center	A1833	Enid SHRM Train	9/9/2021	9/9/2021	1.00	12	Active
	Technology Center	C9230	Heartsaver First	9/22/2021	9/22/2021	6.00	2	Active

## MIS Codes

\*MIS Codes are sorted alphabetically.

Description	Code
A+ Certification	5220
A+ Hardware	5221
Abrasive Blasting	6173
Abusive Residents	6168
Academic Enhancement	3201
Access	1117
Accident Investigation	6030
Accountability	3408
Accounting	5203
Administering Medications	5143
Administrative Assistant and Secretarial	5214
Adobe Creative Suite	1222
Adult Daycare	5144
Advertising	0808
AED - Automated External Defibrillator	5160
Aerial Lift Safety	6000
Aerobics	3602
Ag Production	0103
Agriculture Business Management	0121
Air Conditioning Maintenance	4711
Aircraft Technician	4722
Allegations of Abuse	2006
Alzheimer's & Dementia	6165
Ammonia Safety	6008
Anatomy and Physiology	5134
Anhydrous	6075
Apparel and Textile Marketing Management	2003
Apparel Design	2017
Apparel Marketing	2019
Appraisal	5225
Aquaculture	0101
Arson Detection	4315
Art	3603
Asbestos Awareness	6001
Asbestos Safety	6068
Asbestos Worker	6069
at Management	0108
ATV Repair	4723
Auditing	5211
Auto Body and Repair	4724

Description	Code
Auto Extrication	4316
Auto Insurance Laws	0817
Auto Maintenance	4725
Auto Suspension and Alignment	4726
Auto CAD	4802
Avionics Mechanics	4727
Avoiding Heat Stress	6027
Baby Signs	2010
Back Injury Prevention	6003
Back Safety	6072
Backhoe Operations	4908
Backhoe Safety	6004
Bad Faith Awareness	0811
Baldrige	9103
Banjo	3625
Behavior and Guidance	2012
Benzene Awareness	6161
Bicycle Maintenance	4728
Blood Pressure Screener	5136
Bloodborne Pathogens	6005
Blowout Prevention	6006
Blueprint Reading	4809
Bomb Threats	6007
Boot, Shoe, and Leather Repair	4806
Bricklaying	4606
Bridge Crane Safety	6010
Building/Property Maintenance	4604
Bus Driver Training	4903
Business Administration	5202
Business Analytics & intelligence	1225
Business Coaching	3406
Business Communications	5240
Business Law	5205
Business Operations Support	5204
Business Plans	0804
Business Writing	3412
Cabinet Making	4608
Cake Decorating	1209
Car Securement	6153
Carbon Monoxide	6076
Career Development	3301
Career Exploration	3306
Career Preparation and Enhancement	3501
Career Readiness	3401



Description	Code
Carpentry	4602
Catering	1207
Cattle Nutrition Program	0122
CDA Block Course	2014
Center for Municipal Excellence	8000
Ceramic Tiling	4607
Certified Medication Aide	5145
Certified Nurse's Aide	5146
Change Manage	3706
Chef Training	1208
Chemical Handling	6077
Child Development	2016
CISCO	5222
Class A Burn	4308
Cleet Training	4303
Cloud	1226
CNA I	5110
CNA II	5111
CNA III	5112
CNC Machining	4714
Cold Weather Safety	6124
Collecting Antiques	3604
Commercial and Advertising Art	5005
Commercial Driver License	4904
Commercial Photography	5006
Company Orientation	5206
Compressed Gas Safety	6022
Computer Aided Drafting and Design	4804
Computer Repair	4707
Computer Virus's	1121
Confine Space	6009
Conflict in the Workplace	6070
Conflict Resolution	3413
Consulting Services	2500
Container Gardening	0114
Controlling Spills	6078
Cosmetology	1204
Couponing	3630
CPAT	4309
CPR	5137
Crane and Hoist Safety	6047
Crane Operator Training	4907
Creating A Positive Environment	6133
Crime Scene Investigations	4304

Description	Code
Criminal Justice	4301
Crochet and Knitting	3605
Crop Production/Management	0102
Crystal Reports	1101
Culinary Arts	1205
Customer Service	5216
Cyber Bullying	5238
Cyber Security	5224
Dairy Husbandry	0104
Dancing	3606
Data Entry	5217
Dental Assistant	5113
Dental Hygienist	5114
Dental Laboratory Technician	5115
Design and Applied Arts	5004
Developmental Disabled Care	5147
Diagnostic Services	5148
Diesel Mechanics	4729
Digital Communications	5007
Direct Patient Care	5108
Disclosure Law	5226
Disruptive Behavior	6167
Drafting	4801
Drawing	3607
Dreamweaver	1102
Driver Safety	6154
Driving Safety	6012
Drop Stop and Call	6155
Drug and Alcohol Awareness	6002
Drug Free Workplace	6117
Drywall	4609
E-Bay	0801
E-Commerce	0802
EKG	5128
Electrical Codes	4613
Electrical Motor Controls	4715
Electrical Wiring	4614
Electrician	4603
Electronics	4708
Electronics Equipment Installation and Repair	4701
Email	1118
Embroidery	3627
Emergency Action Plan	6118
Emergency Medical Responder	5129

Description	Code
Emergency Preparedness	6011
Emergency Vehicle Operations	4317
Employee Wellness	6169
Energy: Natural Gas	7005
Energy: Petroleum	7004
Energy: Solar	7007
Energy: Wind	7006
English as a Second Language	1602
Entrepreneurship	0803
Entry Safety	6085
Equine Management	0105
Equine Muscle Therapy	0110
Equine Production	0107
Equipment Installation	4709
E-Rate	1120
Ergonomics	6014
Ethics	0812
Excel	1104
Eye Injury Prevention	6015
Eye Protection	6096
Facials and Make-up	1206
Fair Housing	5227
Fall Arrest Safety	6098
Fall Protection	6016
Fashion and Fabric Consultant	2018
Fertilizer & Weed Control	0125
Fiction Writing	3628
Finance	5237
Financial Planning	5234
Fire Academy	4310
Fire Brigade	4311
Fire Extinguisher Safety	6017
Fire Fighter Training	4312
Fire Science/Firefighter Training	4302
First Aid Awareness	5138
Flammable Liquids Safety	6079
Floor Hand Safety	6018
Floral Arrangements	0115
Floral Design	0116
Floriculture	0132
Food Handling	2020
Food Line Worker	2008
Food Preparation	2040
Food Processing	2004

Description	Code
Food Safety	6019
Food Sanitation	2011
Food Services	2013
Foot Safety	6020
Forklift Driver Training	4905
Forklift Safety	6021
Formaldehyde	6080
Franchising	0805
Front-end Loader Safety	6074
Furniture Construction	4610
Fused Glass	3629
Gardening	0117
GED	3302
Genealogy Research	3631
General Safety	6054
Generational Diversity	3411
German	1603
Global Harmonization	6163
Going Green	0133
Grant Writing	3632
Graphic Design	5008
Greenhouse	0118
Guitar Basics	3624
Gunsmithing	4815
H2S Gas Safety	6101
Hand and Power Tool Safety	6023
Hand Safety	6103
Hazardous Communications	6024
Hazardous Material	6038
Hazwoper	6025
Health and Wellness	3703
Health Unit Clerk	5117
Healthcare Basic Skills	5109
Hearing Conservation	6026
Hearing Noise	6108
Heartsaver	5139
Heat Illness	6109
Heat Stress	6164
Heating Maintenance	4712
Heating, AC, Ventilation and Refrigeration Maintenance	4702
Heavy Equipment Skid Steer Loader	4734
Heavy Equipment Training	4906
Hoists	6114
Home Accessories	2021

Description	Code
Home Business Operations	0806
Home Furnishing	2005
Home Health Care. CTC	5149
Home Inspection	0819
Home Safety for the Elderly	6040
Horse Discipline	0111
Horse Science & Horse Savvy	0112
Horseshoeing	0113
Horticulture	0106
Hotel Safety	6028
Hotwork/Safework	6172
Housekeeping Safety	6029
Human Relation Skills	3405
Human Resource Management	5207
Human Trafficking	4314
Hunter Safety	3623
Hydraulics/Pneumatics	4716
ICS 400	6139
Illustration	5009
Incident Reporting	6110
Indoor Cranes Safety	6088
Industrial Electricity	4615
Industrial Ergonomics	6094
Industrial Machine Shop	4717
Industrial Production	4718
Industrial Production & Industrial Equipment Maintenance	4703
Infection Control	6135
Insurance	0810
Insurance Licensing	0814
Insurance Pre-licensing	0815
Interior Design	2007
Internet Training	1105
Interviewing	3305
IPC	9105
ISO Training	9098
IT Process/Project Management	1227
Italian	1604
Jailer's Training	4305
Jewelry Making	3619
Jig Lift Safety	6065
Job Safety Assessment	6174
Job Seeking	3303
Job Skills	3307
Just 4 Kids Food Program	1211

Description		Code
Just-in-time Manufacturing		5208
Juvenile Law and Procedures		4306
Keyboarding		1106
Kinesitherapy		5152
Kitchen Safety		6031
Knitting		3608
Lab Safety		6032
Ladders and Working Surfaces		6033
Lamination		4719
Landscaping		0119
Lawn Mower Maintenance		4730
Lead Base Paint Risk Assessment		6034
Lead Safety		6111
Lean Manufacturing Training		9099
Lean Office		9104
Leatherworking and Upholstery		4803
Leisure and Recreation Activates		3601
Livestock Handling		6036
Livestock Nutrition		0126
Livestock Production		0109
Lockout/Taut		6053
Locksmith		4616
Logistics and Materials Management		5209
Long Term Care Aide		5150
Machine Guarding		6037
Machine Tool		4810
Machinist		4811
Major Appliance Repair		4710
Management/Leadership		3407
Managing Personal Anger		3707
Manicure and Pedicure		1229
Marine Repair		4736
Marketing Research and Planning		0807
Masonry		4601
Massage - Intro to Energy Healing		5158
Massage Therapy		5135
Math		3202
Math for Healthcare	5140	
Meat Cutting		2015
Medical Coding		5118
Medical Insurance Coding and Billing		5119
Medical Office Assistant		5107
Medical Office Management		5121
Medical Records		5122

Description	Code
Medical Terminology	5124
Medical Transcription	5125
Medical Update	5126
Medical Waste Handling	6039
Medication Administration	5159
Meeting Management	3410
Mexican Cuisine	1210
MFG Plant Operations	7002
MFG Production	7003
Microsoft Project	1127
Microsoft Visio	1128
Miner Safety	6055
Miscellaneous	9006
Miscellaneous Child Care Classes	2002
Miscellaneous Dental Courses	5106
Miscellaneous Language Classes	1601
Miscellaneous Software Training	1103
Mobile Crane Safety	6129
Motor Vehicle Accident Prevention	6089
Motorcycle Repair	4731
MSDS Sheets	6105
MSDS/SDS Sheets	6126
Music	3609
NEC - National Electrical Code	6128
Negotiating Skills	3414
Network Administrator	1228
Network Certifications	5223
Networking and Telecommunication	5212
New Course Listing	9999
NFPA 70E	6127
NIMS Compliance	6140
NO DESCRIPTION	1905
Nurse Assisting	5116
OB Technician	5130
Occupational Therapy	5153
OERB	7001
Office Ergonomics	6095
Office Management and Supervision	5210
Office Safety	6041
Oil/Gas Training	7000
One-Note	1224
Operation Lifesaver	6090
Oracle	1107
Orthotics/Prosthetics	5154

Description	Code
OSHA Training	6112
Outlook	1108
Pain Management	6157
Painter	4617
Painting	3610
PALS	5141
Pandemic Flu	6150
Paramedic	5131
Parliamentary Procedure	5229
Patient Safety	6042
Paving Safety	6132
PC Maintenance & Repair	4735
Pecan Workshop	0129
Personal Computer	1122
Personal Protective Equipment Awareness	6043
Personal Resource Management	3702
Pesticide Safety	6082
Pet Ownership and Care	3611
Pharmacy Technician	5132
Phlebotomy	5133
Photoshop	1109
Physical Therapy	5155
Physical Therapy Aide	5156
Pipefitting	4618
Pipeline Emergency Response	6151
Pipeline Safety	6162
Pipeline Training	7009
Play Writing	3612
Plumbing	4605
PowerPoint	1110
PR Workflow	1123
Precision Machining	4812
Precision Metal Workers	4805
Presentation Skills	3409
Preventing Back Injury	6073
Preventing Sexual Harassment	6071
Problem Solving	3402
Programmable Logic Controllers	4720
Propagation 101	0134
Propane Safety	6102
Proposal Writing	3633
Public Relations	5218
Public Works	7008
Publisher	1223



Description	Code
Quality	9096
Quality Training	9097
QuickBooks	1112
Quicken	1113
Quilting	3613
Reading	3203
Real Estate	5215
Record Keeping and Tax Compliance	5213
Refrigeration Maintenance	4713
Rehabilitation Counseling	5157
Rehabilitation/Therapeutic Services	5123
Rescue Safety	6086
Resident Rights	6166
Residential Care	5151
Respirator Fit Test	6044
Respiratory Equipment	6115
Restaurant Safety	6045
Resume' Writing	3304
Retail Safety	6046
Rigging Safety	6116
Road Rage	6091
Roofer	4611
Safe Lifting	6035
Safeland Safety Orientation	6130
Safety Culture	6180
Safety in the Workplace	6048
Safety Meetings	6119
Safety Orientation	6120
Safety Plan	6121
Sales Operations	0809
Sanitation and Hygiene for Food Workers	6100
Scaffolding Safety Training	6131
Science	3204
Scissor Lift Safety	6066
Scrapbooking	3614
Seat Belt Safety	6092
Security Guard Training	4307
Self Defense Training	3621
Service Excellence	5236
Severe Weather	6152
Sewing	3616
Sexual Harassment	5230
Sheet Metal	4813
Sign Language	1605

Description	Code
Six Sigma	9102
Skytrak Safety	6160
Slips, Trips, and Falls	6049
Small Engine Repair	4732
Social Networking	1119
Solid State Devices	4721
SolidWorks	1129
Spanish	1606
Special Ed Paraprofessional	5239
Specialty Design	2009
Spill Prevention	6083
Sports	3615
Stained Glass	3617
Stocks Bonds and Investing	5235
Strategic Planning	5231
Stress Management	3705
Substance Abuse	6122
Supply Chain Management	5232
Tape, Bed & Texturing	4620
Taxidermy	3618
Team Building	3403
Telephone Answering Techniques	5219
Tile Laying	4619
Time Management	3704
Tobacco Control	6134
Total Quality Management	9101
Touch Star	1125
Toxins & Poisons	6084
Tractor Mechanics	4733
Train the Trainer	6156
Trench Awareness	6171
Trenching and Shoring	6050
Upholstery	4808
Value Based Insurance	0816
Value Stream Mapping	9100
Valuing Differences	3404
Vehicle and Equipment Operators	4902
Vehicle and Mobile Repair/Mechanics	4706
Vet Tech Assisting	0123
Visual Basic	1114
Vital Signs	5142
Ward Clerk	5127
Waste Certifications	4622
Watershed Training	0130

Description	Code
Website Creation	1126
Weed Control	0131
Welding	4814
Welding Safety	6051
Wellness/Personal Fitness	3620
Windows	1115
Winter Crop School	0120
Winter Safety	6052
Woodworking	4612
Word	1116
Work and Family Studies	3701
Workers Compensation	0818
Workplace Safety	6170
World Class Operation Management	5233
Writing	3205