



Massachusetts Department of
**ELEMENTARY & SECONDARY
EDUCATION**

**Instructions for the
Massachusetts Perkins IV Public Two - Year
College/Postsecondary Consortium
Career and Technical Education
Data Report
Fall 2009 Submission**

8-1-09

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Introduction

The official Carl D. Perkins Career and Technical Education Improvement Act of 2006 P.L. 109-270 (Perkins IV) is implemented by the Massachusetts Department of Elementary and Secondary Education (ESE). A link to the official Perkins IV is posted at <http://www.doe.mass.edu/cte/perkins/>. Public two-year colleges and the Perkins Postsecondary Consortium staff should review Perkins IV and other applicable documents in their entirety and not rely solely on excerpts contained in this document.

The Massachusetts Public Two-Year College/Postsecondary Consortium Career and Technical Education Data Report Fall 2009 Submission is hereafter referred to in this document as the ***Report Fall 2009***.

What was new in the FALL 2008 (last year) regarding data reporting? The information that was presented in the Instructions for the Massachusetts Perkins IV Public Two - Year College/Postsecondary Consortium Career and Technical Education Data Report Fall 2008 (*Report Fall 2008*) is reprinted with applicable edits below so that it may be referenced by college/consortium staff as needed.

Perkins IV necessitated revamped data reporting as of the fall 2008. In an effort to ensure that required data is reported to ESE and that ESE accurately reports the required data to the United States Department of Education (USED), instructions and a template were developed and used for the fall 2008. The template is based on the template developed by USED known as the Consolidated Annual Report (CAR). ESE is required to use the CAR template to report aggregated data to USED by December 31 each year. By using the ***Report Fall 2008*** and subsequent *Reports*, e.g., ***Report Fall 2009*** that are based on the CAR, required data is submitted.

The following list includes but is not limited to changes and/or issues in data reporting for public two-year colleges/consortium implemented for the ***Report Fall 2008*** and subsequent *Reports*, e.g., ***Report Fall 2009*** in addition to those cited in the paragraph above.

- **Career Clusters** are used for reporting data. Prior to the ***Report Fall 2008***, each “Career and Technical Education Report” included data organized by individual program Classification of Instructional Program (CIP) Codes. Perkins IV requires reporting by Career Clusters identified by USED. Additional information on Career Clusters is provided under the definition of Career Clusters contained in the Definitions section of this document.
- **PELL Grant** data that is used for computing individual allocations for public two-year colleges/consortium is collected in a separate report titled Massachusetts Career and Technical Education Pell Grant Report.
- **Pre-Health Programs (see Definition of Pre-Health Programs)** Students enrolled in pre-health and similar programs (known by different titles depending on the institution) which serve to educate students who are not yet enrolled in a specific career and technical education program should be reported if the pre-health or similar program meets the Perkins Act definition of career and technical education. Note that the definition specifies that the sequence of courses in a career and technical education program must include at least two technical courses. Public two-year colleges/consortium must make sure that pre-health and similar programs, if reported, meet

the definition. Read the Perkins Act definition of career and technical education contained in Appendix A of the Massachusetts Perkins IV Manual at <http://www.doe.mass.edu/cte/perkins/> for additional requirements.

- **Race/Ethnicity Definitions** Public two-year colleges/consortium report disaggregated data by race and ethnicity using the categories and definitions based on the “The Standards for the Classification of Federal Data on Race and Ethnicity (Statistical Policy Directive No. 15)” that was issued by the Office of Management and Budget (OMB) in 1977. The Standards are given under the definition of Race/Ethnicity in this document.

- **Tech-Prep** in Massachusetts was renamed the Massachusetts Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Initiative in order to convey the purpose and priorities of tech-prep. Funding continues to be from Perkins IV Title II Tech-Prep Education. Perkins IV Title II Tech-Prep Education includes **performance indicators** for the first time. The Massachusetts Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Initiative requires reporting on the tech-prep performance indicators. The *Report Fall 2008* and subsequent *Reports*, e.g., *Report Fall 2009* are used for reporting. The Massachusetts Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual at <http://www.doe.mass.edu/cte/techprep/> contains more information on the Massachusetts Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Initiative. The membership list for consortia is posted on the same site.

WHAT IS NEW FOR THE *Report Fall 2009*?

Each public two-year college and the Perkins Postsecondary Consortium was successful in completing and submitting the *Report Fall 2008*. The following should be noted for the *Report Fall 2009*.

- **Student Names** (for application in Table 9) - In spring 2009, the Massachusetts Department of Elementary and Secondary Education (ESE) signed a Memorandum of Agreement (MOA) with the Massachusetts Community Colleges Executive Office (MCCEO). The MOA provides for community colleges to identify secondary tech-prep participants by sharing the names of secondary student graduates from districts that are members of Secondary Postsecondary Career/Vocational Technical Education Linkage Consortia with ESE through a Security Portal. ESE will then provide each secondary tech-prep participant’s major to the college in order for the college to complete Table 9, Line 1. The sharing of student names will also facilitate the community college completing Table 9, Lines 2 & 3. Instructions for submitting student names will be provided individually to each community college by ESE. In order to facilitate the provision of individual instructions, each community college shall designate one community college staff member to be the submitter. The submitter’s name, email address, and telephone number should be emailed to Ed Abrams at eabrams@doe.mass.edu.

- **Determining Same Major** (for application in Table 9) – The document titled “Same Major Crosswalk for Community College Reporting Fall 2009” will facilitate completion of Table 9, Line 1. Instructions for using the crosswalk are provided in the instructions for completing Table 9.

- **Definition of Industry Recognized Credential and definition of a State License/Certification** (for application in Tables 4 & 9) – The definitions have changed for the

Report 2009 in order to provide consistency. The definitions for the **Report 2009** are given in the Definitions section of this document.

Why report? Perkins IV requires that information be reported on students in career and technical education programs for accountability and funding purposes. The federal Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color National Origin, Sex and Handicap in Vocational Education Programs - 34 CFR, Part 100, Appendix B (Guidelines) requires that information be reported on career and technical education programs for civil rights monitoring purposes.

What Document is used for the Report Fall 2009? An Excel template titled Massachusetts Perkins IV Public Two-Year College/Postsecondary Consortium Career and Technical Education Data Report Template is used. The template will be located on the ESE-Career/Vocational Technical Education website at <http://www.doe.mass.edu/cte/data/>. For simplicity, this template will be referred to hereinafter in this document as the **Report Fall 2009**.

Who Must Submit the Report Fall 2009? The 15 community colleges, Benjamin Franklin Institute of Technology, Quincy College, and the Perkins Postsecondary Consortium must complete and submit the **Report Fall 2009**.

Will the Massachusetts Department of Elementary and Secondary Education audit the Report Fall 2009? The Department may audit the **Report Fall 2009** and subsequent **Reports** as well as the Massachusetts Career and Technical Education Pell Grant Report in order to ensure data quality. Note that the allocation formula for Perkins postsecondary allocation grants uses data from the **Reports** and the Massachusetts Career and Technical Education Pell Grant Report, and thus this data is of special concern.

How many tables are in the Report Fall 2009? Nine (9). A simple list of the nine (9) tables is in the Table of Contents of this document for easy reference.

Of nine (9) tables in the Report Fall 2009, which ones must each public two-year college/consortium complete and submit?

The fifteen (15) public two-year colleges listed below that are the lead agencies for the thirteen (13) Secondary Postsecondary Career/Vocational Technical Education Linkage Consortia must complete and submit all nine (9) tables.

1. **Berkshire Community College** - all nine (9) tables
2. **Bristol Community College** - all nine (9) tables
3. **Bunker Hill Community College** - all nine (9) tables
4. **Cape Cod Community College** - all nine (9) tables
5. **Greenfield Community College** - all nine (9) tables
6. **Holyoke Community College** - all nine (9) tables
7. **Massachusetts Bay Community College** - all nine (9) tables
8. **Massasoit Community College** - all nine (9) tables
9. **Middlesex Community College** - all nine (9) tables
10. **Mount Wachusett Community College** - all nine (9) tables
11. **Northern Essex Community College** - all nine (9) tables
12. **North Shore Community College** - all nine (9) tables

13. **Quinsigamond Community College** - all nine (9) tables
14. **Roxbury Community College** - all nine (9) tables *
15. **Springfield Technical Community College** - all nine (9) tables **

* Roxbury Community College is in a partnership with Bunker Hill Community College for a Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium for which Bunker Hill Community College serves as the lead agency. Roxbury Community College and Bunker Hill Community College will each submit their own **Report Fall 2009**, including their own tech-prep data. ESE will combine the tech-prep data submitted by both colleges to compute performance for the nine (9) tech-prep performance indicators for the Bunker Hill Community College - Roxbury Community College Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium.

** Springfield Technical Community College is in a partnership with Holyoke Community College for a Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium for which Holyoke Community College serves as the lead agency. Springfield Technical Community College and Holyoke Community College will each submit their own **Report Fall 2009**, including their own tech-prep data. ESE will combine the tech-prep data submitted by both colleges to compute performance for the nine (9) tech-prep performance indicators for the Holyoke Community College - Springfield Technical Community College Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium.

The two (2) public two-year colleges and the Perkins Postsecondary Consortium listed below must complete and submit the tables as listed below

Benjamin Franklin Institute of Technology –

Table 1 - all Columns except for Column 3 (# of Full-Time & Part Time Postsec.Tech-Prep Participants)

Table 2 - all Columns that have enrollments by Cluster

Table 3 - all Columns and Lines except for Line 19 (Tech-Prep)

Table 4 - all Columns and all Lines except for Line 19 (Tech-Prep)

Table 5 - all Columns and all Lines except for Line 19 (Tech-Prep)

Table 6 - all Columns and Lines except for Line 19 (Tech-Prep)

Table 7 - all Columns and all Lines except for Line 18 (Tech-Prep)

Table 8 - all Columns and all Lines except for Line 18 (Tech-Prep)

Benjamin Franklin Institute of Technology will not complete and submit Table 9

Quincy College -

Table 1 - all Columns except for Column 3 (# of Full-Time & Part Time Postsec.Tech-Prep Participants)

Table 2 - all Columns that have enrollments by Cluster

Table 3 - all Columns and Lines except for Line 19 (Tech-Prep)

Table 4 - all Columns and all Lines except for Line 19 (Tech-Prep)

Table 5 - all Columns and all Lines except for Line 19 (Tech-Prep)

Table 6 - all Columns and Lines except for Line 19 (Tech-Prep)

Table 7 - all Columns and all Lines except for Line 18 (Tech-Prep)

Table 8 - all Columns and all Lines except for Line 18 (Tech-Prep)

Quincy College will not complete and submit Table 9

.

Perkins Postsecondary Consortium -

Table 1 - all Columns except for Column 3 (# of Full-Time & Part Time Postsec.Tech-Prep Participants)

Table 2 - all Columns that have enrollments by Cluster

Table 3 - all Columns and Lines except for Line 19 (Tech-Prep)

Table 4 - all Columns and all Lines except for Line 19 (Tech-Prep)

Table 5 - all Columns and all Lines except for Line 19 (Tech-Prep)

Table 6 - all Columns and Lines except for Line 19 (Tech-Prep)

Table 7 - all Columns and all Lines except for Line 18 (Tech-Prep)

Table 8 - all Columns and all Lines except for Line 18 (Tech-Prep)

Perkins Postsecondary Consortium will not complete and submit Table 9

Note that school districts that are members of the Perkins Postsecondary Consortium and that have Chapter 74-approved vocational technical education programs at the postsecondary level must also submit the Chapter 74 Vocational Technical Education Postsecondary and Postgraduate Report. Of the eight (8) members, the following seven (7) school districts have Chapter 74-approved vocational technical education programs at the postsecondary level: (1) Assabet Valley Regional Vocational Technical School District (RVTSD), (2) Blue Hills RVTSD, (3) Greater Fall River RVTSD, (4) Greater Lowell RVTSD, (5) Northern Berkshire RVTSD, (6) Southeastern RVTSD, and (7) Upper Cape Cod RVTSD.

Due Date for the Report Fall 2009: November 30, 2009.

Consequences for Failing to Submit the Report Fall 2009: Failure to submit the *Report Fall 2009* by November 30, 2009 may result in the public two-year college/consortium not receiving Perkins IV allocation and/or tech-prep funds.

Completing the Report Fall 2009: Complete the *Report Fall 2009* electronically.

Submitting the Report Fall 2009: The *Report Fall 2009* may be submitted by CD, diskette or email to Ed Abrams, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, email: eabrams@doe.mass.edu.

Technical Assistance: Ed Abrams at 781-338-6883 or eabrams@doe.mass.edu.

Definitions of Terms Used in the *Report Fall 2009*

The definitions given below relate to the *Report Fall 2009*. Additional definitions related to Perkins IV are in the Act itself, and in the Massachusetts Perkins IV Manual both of which are available at <http://www.doe.mass.edu/cte/perkins/>. Additional definitions pertaining to tech-prep are contained in the Massachusetts Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium Manual 2009-2010 at <http://www.doe.mass.edu/cte/techprep/>.

Apprenticeship Program Refer to the definition of registered apprenticeship program later in the Definitions section of this document.

Associate Degree - Bachelor Degree Transfer Program is an associate degree program that is designed to enable students to transfer to a bachelor degree program.

Career Clusters Sixteen (16) clusters recognized by the USED and the National Association for State Directors for Career and Technical Education Consortium are used for Perkins Act reporting as required by USED. The website with crosswalk information from CIP Codes to Career Clusters is <http://www.careerclusters.org/crosswalks.cfm>. Note that Table 2 at this site is applicable.

Career and Technical Education Program Refer to Appendix A of the Massachusetts Perkins IV Manual for the definition. The Massachusetts Perkins IV Manual is at http://www.doe.mass.edu/cte/perkins/funding_manual.doc.

Certificate is any Certificate with any number of credits indicating a level of occupational competency that is issued by a public two-year college or member district of the Perkins Postsecondary Consortium.

Chapter 74-Approved Vocational Technical Education Programs are programs that meet the definition of vocational technical education contained in Massachusetts General Law Chapter 74, and are approved by the Department of Elementary and Secondary Education pursuant to Chapter 74 and the Vocational Technical Education Regulations. Note that all Chapter 74-approved vocational technical education programs meet the federal Perkins Act definition of career and technical education.

CIP Code are codes assigned to programs by the public two-year college/consortium in accordance with the USED's Classification of Instructional Programs. This complete document and additional classification resource can be accessed at <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165>. Note that CIP Codes are not used in the *Report Fall 2009*. The college/consortium will report programs by the Career Clusters.

Completed Technical Course is a technical course for which credits were earned.

Degree is any Degree issued by the public two-year college.

For - Credit Course is a course for institutional or graduation credit.

Full - Time and Part-Time (see below):

Full - Time Postsecondary Career and Technical Program Participant Apply the definition of postsecondary career and technical program participant contained in the Definitions section of this document. Apply the definition of full-time student that the public two-year college/consortium uses, whereas, each institution determines how many credits constitute status as a full-time student.

Part -Time Postsecondary Career and Technical Program Participant Apply the definition of postsecondary career and technical education program participant contained in the Definitions section of this document. Apply the definition of part-time student that the public two-year college/consortium uses, whereas, each institution determines how many credits constitute status as a part-time student.

Full-Time Non-Career and Technical Education Program Participant Apply the definition of postsecondary non-career and technical education program participant contained in the Definitions section of this document. Apply the definition of full-time student that the public two-year college/consortium uses, whereas, each institution determines how many credits constitute status as a full-time student.

Part -Time Non-Career and Technical Education Program Participant Apply the definition of postsecondary non-career and technical education program participant contained in the Definitions section of this document. Apply the definition of part-time student that the public two-year college/consortium uses, whereas, each institution determines how many credits constitute status as a part-time student.

Full -Time Postsecondary Career and Technical Education Program Concentrator Apply the definition of postsecondary career and technical education program concentrator contained in the Definitions section of this document. Apply the definition of full-time student that the public two-year college/consortium uses, whereas, each institution determines how many credits constitute status as a full-time student.

Part -Time Postsecondary Career and Technical Education Program Concentrator This definition is not used in the *Report Fall 2008*.

Full -Time Postsecondary Tech-Prep Participant Apply the definition of postsecondary tech-prep participant contained in the Definitions section of this document. Apply the definition of full-time student that the public two-year college/consortium uses, whereas, each institution determines how many credits constitute status as a full-time student. It is important to read **NOTE 3** under **Table 9 Directions** for information on identifying postsecondary tech-prep participants for the *Report Fall 2009*.

Part -Time Postsecondary Tech-Prep Participant Apply the definition of postsecondary tech-prep participant contained in the Definitions section of this document. Apply the definition of part-time student that the public two-year college/consortium uses, whereas, each institution determines how many credits constitute status as a part-time student. It is important to read **NOTE 3** under **Table 9 Directions** for information on identifying postsecondary tech-prep participants for the *Report Fall 2009*.

Graduated means received a degree, certificate, or other formal award for a career and technical education program from the institution during the specified reporting period.

Industry-Recognized Credential is a credential issued by an industry-recognized organization that indicates a level of occupational competency. For inclusion in the *Report 2009*, the Industry-Recognized Credential must have been issued to a student while the student was enrolled in a CTE program in the college. For inclusion in the *Report 2009*, the Industry-Recognized Credential must have been (1) required by the individual college CTE program for program completion or as a prerequisite in order to advance in coursework or (2) one that was promoted/recommended by the college (e.g., in print or web material) as a CTE program option. This credential is not to be confused with a Certificate (see definition of Certificate) or a State License/Certification (see definition of State License/Certification).

Industry-Recognized Credential is applicable to Tables 4 and 9 of the *Report 2009*.

For instructions on the application to Tables 4 and 9, refer to the directions for Tables 4 and 9.

Migrants are migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to obtain or to accompany such parents or spouses to obtain temporary or seasonal employment in agricultural or fishing work have done at least one of the following: moved from one local education agency (LEA) to another; moved from one administrative area to another in a state that is comprised of a single LEA; resided in an LEA with an area larger than 15,000 square miles and migrated a distance of 20 miles or more to a temporary residence to engage in a fishing activity. (Reference - 34 CFR 200.81)

Non-Chapter 74 Career and Technical Education Programs are programs that meet the federal Perkins Act definition of career and technical education but are not Chapter 74-approved vocational technical education programs.

Nontraditional by Gender Career is a career for which individuals from one gender comprise less than 25 percent of the individuals employed in the career/occupation. Under Perkins IV, Massachusetts uses the lists of nontraditional careers produced by the National Alliance for Partnerships in Equity (NAPE) and the Massachusetts Supplement to the NAPE Nontraditional by Gender Lists. The lists and supplement are available on the ESE - Career/Vocational Technical Education website at <http://www.doe.mass.edu/cte/ntbg/>.

Perkins Postsecondary Consortium includes Assabet Valley Regional Vocational Technical School District (RVTSD), Blue Hills RVTSD, Greater Fall River RVTSD, Greater Lowell RVTSD, Northern Berkshire RVTSD, Shawsheen Valley RVTSD, Southeastern RVTSD, and Upper Cape Cod RVTSD.

Postsecondary Core Indicators. The postsecondary core indicators as quoted from Perkins IV are:

1P1 Technical Skill Attainment - student attainment of challenging career and technical skill proficiencies, including student achievement on technical assessments, that are aligned with industry-recognized standards, if available and appropriate

2P1 Degree, Certificate Credential - student attainment of a degree, certificate, industry-recognized credential

3P1 Student Retention (Still Enrolled) or Transfer - student retention in postsecondary education or transfer to a baccalaureate degree program

4P1 Student Placement - student placement in military service or apprenticeship programs or placement or retention in employment, including placement in high skill, high wage, or high demand occupations or professions

5P1 - Nontraditional Participation - student participation in career and technical education programs that lead to nontraditional careers

5P2 - Nontraditional Completion - student completion of career and technical education programs that lead to employment in nontraditional careers

Postsecondary Career and Technical Education Program Concentrator is a career and technical education program participant (see definition) **who has earned 12 or more college credits.**

Postsecondary Career and Technical Education Program Participant is a student who has been formally admitted to a specific career and technical education program and is enrolled in at least one for-credit course for the fall semester. Note that some postsecondary career and technical education program participants may also be postsecondary career and technical education program concentrators.

Postsecondary Non-Career and Technical Education Program Participant is a student who has been formally admitted to a specific postsecondary non-career and technical education program and is enrolled in at least one for-credit course for the fall semester.

Postsecondary Tech-Prep Participant is a student who was a secondary tech-prep participant while enrolled in high school and is now enrolled in a postsecondary career and technical education program in a public two-year college. The student would also be a postsecondary career and technical education program participant. It is important to read **NOTE 3** under **Table 9 Directions** for information on identifying postsecondary tech-prep participants for the **Report Fall 2009**.

Pre-Health Programs Pre-Health and similar programs (known by different titles depending on the institution) serve to educate students who are not yet enrolled in a specific career and technical education program. Such programs may be reported if they meet the definition of career and technical education program contained in *Appendix A (MA Perkins IV Career and Technical Education Program Checklist)* of the Massachusetts Perkins IV Manual at http://www.doe.mass.edu/cte/perkins/funding_manual.doc.

Public Two-Year Colleges are the fifteen (15) community colleges, Benjamin Franklin Institute of Technology, and Quincy College.

Race/Ethnicity Definitions The public two-year college/postsecondary consortium shall report disaggregated data by race and ethnicity using the categories and definitions based on the “The Standards for the Classification of Federal Data on Race and Ethnicity (Statistical Policy Directive No. 15)” that was issued by the Office of Management and Budget (OMB) in 1977.

The Standards for the Classification of Federal Data on Race and Ethnicity (1977) are:

- **American Indian or Alaskan Native** – A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

- **Asian or Pacific Islander** – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent including, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- **Black (not Hispanic)** – A person having origins in any of the Black racial groups of Africa.
- **Hispanic** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
- **White (not Hispanic)** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- **Race and/or Ethnicity Unknown** – A postsecondary student **only** who does not self-identify a race and/or ethnicity on a local information collection.

Registered Apprenticeship Program is a postsecondary program that is registered with the Massachusetts Department of Workforce Development - Division of Apprentice Training.

Same Major (for application in Table 9) – The document titled “Same Major Crosswalk for Community College Reporting Fall 2009” will facilitate completion of Table 9, Line 1.

Secondary Tech-Prep Participant is a student enrolled in a Chapter 74-approved vocational technical education program in grade 11 or 12, or a career and technical education program in grade 11 or 12 in a school district that has a Perkins Local Plan. The student would also be secondary career and technical education program concentrator or a secondary career and technical education program participant. The school districts with Chapter 74-approved vocational technical education programs and/or Perkins Act Local Plans are included as members of Secondary Postsecondary Career/Vocational Technical Education Linkage Consortia. The membership list is posted at http://www.doe.mass.edu/cte/techprep/consortium_members.html.

Important Notes:

- For the **Report Fall 2008**, colleges **used** the system that has been used for past *Reports* to identify students registered in tech-prep (also known as tech-prep students). For past *Reports*, colleges received information on students registered in tech-prep in different formats depending on the college and the associated consortia.
- For the **Report Fall 2009** and subsequent *Reports*, colleges will identify secondary tech-prep participants by sharing the names of secondary student graduates from districts that are members of Secondary Postsecondary Career/Vocational Technical Education Linkage Consortia with ESE through a Security Portal. ESE will then provide each student’s major to the college in order for colleges to complete Table 9, Line 1.

Secondary Postsecondary Career/Vocational Technical Education Linkage Consortia The membership list for the thirteen (13) consortia is at http://www.doe.mass.edu/cte/techprep/consortium_members.html.

State License/Certification is a license or certification issued to an individual by a state agency (other than a State College) or an agency/organization on behalf of a state agency (other than a State college) and that indicates a level of occupational competency. For inclusion in the **Report 2009**, the State License/Certification must have been issued to a student while the student was enrolled in a CTE program in the college. For inclusion in the **Report 2009**, the State

License/Certification must have been required by the individual college CTE program for program completion or as a prerequisite in order to advance in coursework or (2) one that was promoted/recommended by the college (e.g., in print or web material) as a CTE program option. **State License/Certification** is applicable to Tables 4 and 9 of the *Report 2009*. For instructions on the application to Tables 4 and 9, refer to the directions for Tables 4 and 9.

Special Populations identified in Perkins IV are:

individual with a disability: The term ‘individual with a disability’ means an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)).

individual who is economically disadvantaged: The term “economically disadvantaged” means individuals from economically disadvantaged families, including foster children. The term is also applied to students enrolled in public two-year colleges and school districts who are the recipients of PELL grants.

individual with limited English proficiency: The term ‘individual with limited English proficiency’ means a secondary school student, an adult, or an out-of-school youth, who has limited ability in speaking, reading, writing, or understanding the English language, and— (A) whose native language is a language other than English; or (B) who lives in a family or community environment in which a language other than English is the dominant language.

individual preparing for nontraditional field: The term ‘individual preparing for nontraditional field’ means a student preparing for an occupation or field of work in a nontraditional field. The term ‘nontraditional field’ means occupations or field of work, including careers in computer science, technology, and other current and emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

single parent: The term “single parent” means an unmarried parent. The term “single parent” includes single pregnant women.

displaced homemaker: The term ‘displaced homemaker’ means an individual who— A)(i) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; (ii) has been dependent on the income of another family member but is no longer supported by that income; or (iii) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Student Information Management System (SIMS) is the student-level data collection system that allows ESE to collect and analyze more accurate and comprehensive information, to meet federal and state reporting requirements, and to inform policy and programmatic decisions. SIMS does not collect student-level data beyond grade 12.

Technical Course is a course that provides individuals with occupational safety and health, and/or technical, and/or employability, and/or management & entrepreneurship, and/or technological knowledge and skills required for a specific career or cluster of careers. “Academic” content is embedded in a technical course.

Tech-Prep is the initiative that links secondary career and technical education to postsecondary career and technical education. The initiative has been renamed Secondary Postsecondary Career/Vocational Technical Education Linkage Initiative.

Tech-Prep Performance Indicators. The tech-prep performance indicators as quoted from Perkins IV are:

1STP1 The number and percent of secondary education tech-prep students enrolled in the tech-prep program who enroll in postsecondary education.

1STP2 The number and percent of secondary education tech-prep students enrolled in the tech-prep program who enroll in postsecondary in the same field or major as the secondary education tech-prep students were enrolled at the secondary level.

1STP3 The number and percent of secondary education tech-prep students enrolled in the tech-prep program who complete a state or industry-recognized certification or licensure.

1STP4 The number and percent of secondary education tech-prep students enrolled in the tech-prep program who successfully complete, as a secondary school student, courses that award postsecondary credit at the secondary level.

1STP5 The number and percent of secondary education tech-prep students enrolled in the tech-prep program who enroll in remedial mathematics, writing, or reading courses upon entering postsecondary education.

1PTP1 The number and percent of postsecondary education tech-prep students program who are placed in a related field of employment not later than 12 months after graduation from the tech prep program.

1PTP2 The number and percent of postsecondary education tech-prep students who complete a State or industry-recognized certification or licensure.

1PTP3 The number and percent of postsecondary education tech-prep students who complete a 2-year degree or certificate program within the normal time for completion of such program.

1PTP4 The number and percent of postsecondary education tech-prep students who complete a baccalaureate degree program within the normal time for completion of such program.

Table by Table Directions

Please read and follow the guidance information under the question: Of nine (9) Tables in the Report Fall 2009, which ones must each public two-year college/consortium complete and submit? in the Introduction section that follows the Table of Contents at the beginning of this document.

Table 1 Enrollment of CTE Participants

Table 1 provides basic enrollment data and data for Tech-Prep Performance Indicator 1STP1

Directions for Table 1 - Column 1

Read the definition of *Full -Time Postsecondary Career and Technical Program Participant* in the Definitions section of this document.

Report the **unduplicated** headcount of full-time postsecondary career and technical education program participants as of the institution's official Fall 2008 Freeze Date per the categories listed on the lines in Table 1. Report the race/ethnicity as of the institution's official Fall 2008 Freeze Date as an **unduplicated** headcount using the 1977 Standards. Report the special populations as of the institution's official Fall 2008 Freeze Date as a **duplicated** headcount, i.e., report a student in every category that applies.

Directions for Table 1 - Column 2

Read the definition of *Part -Time Postsecondary Career and Technical Education Program Participant* in the Definitions section of this document.

Report the **unduplicated** headcount of part-time postsecondary career and technical education program participants as of as of the institution's official Fall 2008 Freeze Date per the categories listed on the lines in Table 1.

Report the race/ethnicity as of the institution's official Fall 2008 Freeze Date as an **unduplicated** headcount using the 1977 Standards. Report the special populations as of the institution's official Fall 2008 Freeze Date as a **duplicated** headcount, i.e., report a student in every category that applies.

Directions for Table 1 - Column 3

Read the definition of (1) *Full -Time Postsecondary Tech-Prep Participant*, (2) *Part -Time Postsecondary Tech-Prep Participant* in the Definitions section of this document, and **NOTE 3** under the direction for Table 9.

Report the **unduplicated** headcount of full-time and part-time postsecondary tech-prep participants as of the institution's official Fall 2008 Freeze Date per the categories listed on the lines in Table 1. Note that a postsecondary tech-prep participant should also be reported in Column 1 or Column 2 as applicable.

Report the race/ethnicity as of the institution's official Fall 2008 Freeze Date as an **unduplicated** headcount using the 1977 Standards. Report the special populations as of the institution's official Fall 2008 Freeze Date as a **duplicated** headcount, i.e., report a student in every category that applies.

Directions for Table 1 - Column 4

Read the definition of (1) *Full - Time Postsecondary Non-Career and Technical Education Program Participants*, and (2) *Part - Time Postsecondary Non-Career and Technical Education Program Participants* in the Definitions section of this document.

Report the **unduplicated** headcount of full-time and part-time postsecondary non-career and technical education program participants as of the institution's official Fall 2008 Freeze Date per the categories listed on the lines in Table 1.

Report the race/ethnicity as of the institution's official Fall 2008 Freeze Date as an **unduplicated** headcount using the 1977 Standards. Report the special populations as of the institution's official Fall 2008 Freeze Date as a **duplicated** headcount, i.e., report a student in every category that applies. Note that line 18 (nontraditional by gender) is not applicable to postsecondary non-career and technical education program participants.

Table 2 Enrollment of CTE Concentrators

Table 2 provides basic enrollment data.

Directions for Table 2

Read the definition of (1) *Postsecondary Career and Technical Education Program Concentrator* and (2) *Career Clusters* in the Definitions section of this document.

Report the **unduplicated** headcount of postsecondary career and technical education program concentrators in each *Career Cluster* as of the institution's official Fall 2008 Freeze Date per the categories listed on the lines in Table 2.

Table 3 Technical Skill Attainment

Table 3 provides data for Postsecondary Core Indicator 1P1

Directions for Table 3

Read the definition of (1) *Technical Course*, and (2) *Postsecondary Career and Technical Education Program Concentrator* in the Definitions section of this document.

In **Column 1 (Courses Completed - Numerator)** report the number of technical courses completed by postsecondary career and technical program concentrators during the fall semester 2008.

In **Column 2 (Courses Attempted - Denominator)** report the number of technical courses taken by postsecondary career and technical program concentrators during the fall semester 2008.

Report the race/ethnicity as an **unduplicated** headcount using the 1977 Standards. Report the special populations as a **duplicated** headcount, i.e., report a student in every category that applies.

Table 4 Degree, Certificate, Industry-Recognized Credential, State License/Certification

Table 4 provides data for Postsecondary Core Indicator 2P1

Directions for Table 4

Read the definition of (1) *Degree, Certificate, Industry - Recognized Credential, State License/Certification*, and (2) *Postsecondary Career and Technical Education Program Concentrator* in the Definitions section of this document.

In **Column 1 (Numerator)** report the **unduplicated** headcount of all postsecondary career and technical education program concentrators as of the institution's official Fall 2004 Freeze Date who received a Degree, Certificate, Industry-Recognized Credential, State License/Certification as of the institution's official Fall 2008 Freeze Date. Note that if concentrator received a Degree and a Certificate and an Industry-Recognized Credential, State License/Certification or any combination of one or more of these, the concentrator shall be reported once as receiving one using the following priority list:

1. Degree
2. Certificate
3. Industry-Recognized Credential
4. State License/Certification

In **Column 2 (Denominator)** report the **unduplicated** headcount of postsecondary career and technical education program concentrators as of the institution's official Fall 2004 Freeze Date.

Report the race/ethnicity as an **unduplicated** headcount using the 1977 Standards. Report the special populations as a duplicated headcount, i.e., report a student in every category that applies.

Table 5 Retention (Still Enrolled) or Transfer

Table 5 provides data for Postsecondary Core Indicator 3P1

Directions for Table 5

Read the definition of (1) *Degree, Certificate, Industry-Recognized Credential, State License/Certification*, and (2) *Postsecondary Career and Technical Education Program Concentrator* in the Definitions section of this document.

In **Column 1 (Numerator)** report the **unduplicated** headcount of all postsecondary career and technical education program concentrators enrolled as of the institution's official Fall 2004 Freeze Date who (1) received a Degree, Certificate, Industry-Recognized Credential, State License/Certification, or (2) who have not received a Degree, Certificate, Industry-Recognized Credential, State License/Certification, but were still enrolled, or (3) who transferred to another institution as of the institution's official Fall 2008 Freeze Date

In **Column 2 (Denominator)** report the **unduplicated** headcount of all postsecondary career and technical education program concentrators as of the institution's official Fall 2004 Freeze Date.

Report the race/ethnicity as an **unduplicated** headcount using the 1977 Standards. Report the special populations as a **duplicated** headcount, i.e., report a student in every category that applies.

Table 6 Placement

Table 6 provides data for Postsecondary Core Indicator 4P1.

Directions for Table 6

Read the definition of (1) *Graduated*, and (2) *Postsecondary Career and Technical Education Program Concentrator* in the Definitions section of this document.

In **Column 1 (Numerator)** report the **unduplicated** headcount of postsecondary career and technical education program concentrators who graduated from a career and technical education program between June 2007 and the institution's official Fall 2007 Freeze Date and who were in registered apprenticeship programs, employment, or military service within 9-12 months after graduation (this is the Class of 2007 follow-up). Note that if graduate was in more than one category such as employment and military service, the graduate should be reported once using the following priority list:

1. Registered Apprenticeship
2. Employment
3. Military

In **Column 2 (Denominator)** report the unduplicated headcount of the postsecondary career and technical education program concentrators who graduated a career and technical education program between June 2007 and the institution's official Fall 2007 Freeze Date (this is the Class of 2007 follow-up) and who responded to the follow-up survey.

In **Column 3 (Graduates)** report the unduplicated headcount of postsecondary career and technical education program concentrators who graduated a career and technical education program between June 2007 and the institution's official Fall 2007 Freeze Date (this is the Class of 2007 follow-up).

Report the race/ethnicity as an **unduplicated** headcount using the 1977 Standards. Report the special populations as a **duplicated** headcount, i.e., report a student in every category that applies.

Table 7 Nontraditional by Gender Participation

Table 7 provides data for Postsecondary Core Indicator 5P1

Directions for Table 7

Read the definitions of (1) *nontraditional by gender career*, (2) *Full-Time Postsecondary Career and Technical Education Program Participant*, and (3) *Part-Time Postsecondary Career and Technical Education Program Participant* in the Definitions section of this document.

In **Column 1 (Numerator)** report the **unduplicated** headcount of full and part-time postsecondary career and technical education program **participants** enrolled in a postsecondary career and technical education program that prepared **them** for a career that would be nontraditional for their gender (nontraditional by gender career) as of the institution's official Fall 2008 Freeze Date.

In **Column 2 (Denominator)** report the **unduplicated** headcount of full and part-time postsecondary career and technical education program **participants** enrolled in a postsecondary career and technical education program that prepares **individuals** for a career that would be nontraditional for their gender (nontraditional by gender career) as of the institution's official Fall 2008 Freeze Date.

Report the race/ethnicity as an **unduplicated** headcount using the 1977 Standards. Report the special populations as a **duplicated** headcount, i.e., report a student in every category that applies.

Table 8 Nontraditional by Gender Completion

Table 8 provides data for Postsecondary Core Indicator 5P2

Directions for Table 8

Read the definitions of (1) *nontraditional by gender career*, (2) *Full-Time Postsecondary Career and Technical Education Program Participant*, (3) *Part-Time Postsecondary Career and Technical Education Program Participant*, and (4) *Postsecondary Career and Technical Education Program Concentrator* in the Definitions section of this document.

In **Column 1 (Numerator)** report the **unduplicated** headcount of full and part-time postsecondary career and technical education program **participants**, and postsecondary career and technical education program **concentrators** who graduated between June 2008 and the institution's official Fall 2008 Freeze Date from a postsecondary career and technical education program that prepared **them** for a career that would be nontraditional for their gender (nontraditional by gender career)

In **Column 2 (Denominator)** report the **unduplicated** headcount of full and part-time postsecondary career and technical education program **participants**, and postsecondary career and technical education program **concentrators** who graduated between June 2008 and the institution's official Fall 2008 Freeze Date from a postsecondary career and technical education program that prepares **individuals** for a career that would be nontraditional for their gender (nontraditional by gender career).

Report the race/ethnicity as an **unduplicated** headcount using the 1977 Standards. Report the special populations as a **duplicated** headcount, i.e., report a student in every category that applies.

Table 9 Tech-Prep Performance Indicators

Table 9 provides data for Tech Prep Performance Indicators 1STP2, 1STP4, 1STP5, 1PTP1, 1PTP2, 1PTP3, 1PTP4

NOTE 1: Benjamin Franklin Institute of Technology, Quincy College, and the Perkins Postsecondary Consortium shall not complete and submit Table 9.

NOTE 2: Data for Tech-Prep Performance Indicator **1STP1** is captured in Table 1. Data for Tech-Prep Performance Indicator **1STP3** is captured in SIMS by ESE, thus colleges will not provide data for **1STP3**.

NOTE 3: Per the Memorandum of Agreement (MOA) executed in May 2009 between ESE and the Massachusetts Community Colleges Executive Office, community colleges will identify secondary tech-prep participants by sharing the names of secondary student graduates from districts (high schools) that are members of Secondary Postsecondary Career/Vocational Technical Education Linkage Consortia with ESE through a new Drop Box in the ESE Security Portal. ESE will then provide the each students' major to the college in order for colleges to

complete Table 9, Line 1. The sharing of student names will also facilitate the community college completing Table 9, Lines 2 & 3.

Instructions for submitting student names will be provided individually to each community college by ESE. In order to facilitate the provision of individual instructions, each community college shall designate one community college staff member to be the submitter. The submitter’s name, email address, and telephone number should be emailed to Ed Abrams at eabrams@doe.mass.edu.

NOTE 4: Same Major: The document titled “Same Major Crosswalk for Community College Reporting Fall 2009” will facilitate completion of Table 9, Line 1. Crosswalk Columns A and B titled CIP Code-Postsecondary and CIP Title-Postsecondary respectively, indicate programs that may be in community colleges. Columns C and D titled Program Code-Secondary and State Title-Secondary respectively, indicate programs that are in high schools in Massachusetts. Note that the six-digit Program Codes-Secondary represent Chapter 74-approved vocational technical education programs in Massachusetts and the four-digit Program Codes-Secondary represent non-Chapter 74 career and technical education programs in Massachusetts. Same majors are broadly defined.

Directions for Table 9

Below is a table with instructions for what to enter for each line in Table 9.

Read the definition of **secondary tech-prep participants** and **same major** in the Definitions section of this document.

Line	Indicator	Number of Students in the Numerator	Number of Students in the Denominator
1	1STP2	Unduplicated headcount of secondary tech-prep participants (see NOTE 3 above) who graduated from high school in June 2008 and then enrolled in the college in the same major for the fall semester 2008.	Unduplicated headcount of secondary tech-prep participants (see NOTE 3) who graduated in June 2008 and then enrolled in the college for the fall semester 2008.
2	1STP4	Unduplicated headcount of secondary tech-prep participants (see NOTE 3 above) who graduated from high school in June 2008 and then enrolled in the college for the fall semester 2008, and prior to graduation completed courses that awarded postsecondary credit from the college.	Unduplicated headcount of secondary tech-prep participants (see NOTE 3 above) who graduated in June 2008 and then enrolled in the college for the fall semester 2008.
3	1STP5	Unduplicated headcount of secondary tech-prep participants (see NOTE 3 above) who graduated from high school in June 2008 and then enrolled in the college for the fall semester 2008, and took remedial courses during the fall semester 2008.	Unduplicated headcount of secondary tech-prep participants (see NOTE 3 above) who graduated in June 2008 and then enrolled in the college for the fall semester 2008.

Line	Indicator	Number of Students in the Numerator	Number of Students in the Denominator
4	1PTP1	Unduplicated headcount of full and part-time postsecondary tech-prep participants who graduated from a career and technical education program between June 2007 and the institution's official Fall 2007 Freeze Date and who were employed 9-12 months after graduation.	Unduplicated headcount of full and part-time postsecondary tech-prep participants who graduated from a career and technical education program between June 2007 and the institution's official Fall 2007 Freeze Date (this is the Class of 2007 follow-up) and who responded to the follow-up survey.
5	1PTP2	<p>Unduplicated headcount of full and part-time postsecondary tech-prep participants who graduated from a career and technical education program between June 2008 and the institution's official Fall 2008 Freeze Date and who received an industry-recognized credential or State license/certification during their enrollment in a postsecondary career and technical education program.</p> <p>Note that if participant received one or more Industry-Recognized Credential and one or more State License/Certifications, the participant shall be reported once as receiving one using the following priority list:</p> <ol style="list-style-type: none"> 1. Industry-Recognized Credential 2. State License/Certification 	Unduplicated headcount of full and part-time postsecondary tech-prep participants who graduated from a career and technical education program between June 2008 and the institution's official Fall 2008 Freeze Date.
6	1PTP3	Unduplicated headcount of full and part-time postsecondary tech-prep participants (see NOTE 3 above) as of the institution's official Fall 2004 Freeze Date who received an Associate degree or a Certificate as of the institution's official Fall 2008 Freeze Date.	Unduplicated headcount of full and part-time postsecondary tech-prep participants (see NOTE 3 above) as of the institution's official Fall 2004 Freeze Date who were enrolled in a postsecondary career and technical education Associate degree program or a Certificate program.

Line	Indicator	Number of Students in the Numerator	Number of Students in the Denominator
7	1PTP4	Unduplicated headcount of full and part-time postsecondary tech-prep participants (see NOTE 3 above) who were enrolled in an Associate Degree - Bachelor Degree Transfer Program as of the institution's official Fall 2003 Freeze Date who received a Bachelor's degree as of the institution's official Fall 2008 Freeze Date.	Unduplicated headcount of full and part-time postsecondary tech-prep participants (see NOTE 3 above) who were enrolled in an Associate Degree - Bachelor Degree Transfer Program as of the institution's official Fall 2003 Freeze Date.