

Strengthening Career and Technical Education for the 21st Century Act-Perkins V

Postsecondary Career and Technical Education

Data Collection

**“Report 2020”**

**April, 2020**

**Massachusetts Department of Elementary and Secondary Education**

Office for College, Career and Technical Education

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# Introduction

The **Strengthening Career and Technical Education for the 21st Century Act-Perkins V Postsecondary Allocation Grant** is administered by the Massachusetts Department of Elementary and Secondary Education (DESE). A link to Perkins V is available at <http://www.doe.mass.edu/ccte/cvte/perkins-v/>. Postsecondary institutions should review Perkins V material in their entirety.

Postsecondary institutions & collaboratives should use the Perkins V Postsecondary CTE Data Collection (**Report 2020**) to report on Postsecondary Perkins programs for accountability, funding, and monitoring purposes.

**Notes:**

* The **Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Public Law 109-270)** commonly known as Perkins IV was reauthorized on July 26, 2018.  The new law is titled **Strengthening Career and Technical Education for the 21st Century Act,** and is referred to as Perkins V.
* During the 2020 school year (2019-2020) Massachusetts is transitioning from Perkins IV to Perkins V. Details are covered in the Massachusetts Perkins V Transition Manual available at <http://www.doe.mass.edu/cte/perkins/> .
* Beginning in the 2021 school year (2020-2021), the Perkins Postsecondary Collection will change to a student-level data collection. Details of this change are available on the [Perkins V website](http://www.doe.mass.edu/ccte/cvte/perkins-v/). (Report 2021)

**How is this data collection conducted?**

An Excel template, Massachusetts Perkins V Postsecondary Career and Technical Education Data Collection Template (Report 2020), is used. The template is located on the DESE CVTE Reporting/Data website at <http://www.doe.mass.edu/cte/data/>.

**Who Must Submit the Report 2020?**

The 15 community colleges, Benjamin Franklin Institute of Technology, Quincy College, and the Perkins Postsecondary Consortium must complete and submit the **Report 2020**.

**Will the Massachusetts Department of Elementary and Secondary Education audit the Report 2020?**

The Department may audit **Report 2020** and subsequentreports to ensure data quality.

* + The **Strengthening Career and Technical Education for the 21st Century Act Perkins V** 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.

**Due Date:**

**Report 2020** is due the last Friday in June, 2020.

Failure to submit the **Report 2020** by this date may result in the institution not receiving Perkins allocation funds.

**Submitting the Report 2020:** Complete the **Report 2020** electronically and submit it via email to Jen Appleyard at Jennifer.E.Appleyard@mass.gov .

**Technical Assistance**: If you have questions regarding this, contact Jen Appleyard at 781 338 3909 or Jennifer.E.Appleyard@mass.gov .

# Definitions of Terms Used in Report 2020

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## Additional definitions related to this are in the [Perkins IV Manual,](http://www.doe.mass.edu/ccte/cvte/perkins/) the Perkins Act itself and on the [DESE Perkins V website](http://www.doe.mass.edu/ccte/cvte/perkins-v/).

**Associate Degree – Bachelor Degree Transfer Program** is an associate degree program that has an agreement with a four-year institution to allow students to transfer into a specific program to complete a bachelor degree. This program option is discussed in the college course catalogue.

**Career Clusters** Sixteen 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 <https://careertech.org/crosswalks> . Table 2 at this site is applicable.

**Career and Technical Education Program -** Refer to Appendix A of the [Massachusetts Perkins IV Manual](http://www.doe.mass.edu/ccte/cvte/perkins/) and [Perkins V resources](http://www.doe.mass.edu/ccte/cvte/perkins-v/) (Perkins V Checklist) for the definition.

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.

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:**

**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**.**

**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 2020:**

* the Industry-Recognized Credential must have been issued to a student while the student was enrolled in a CTE program in the college, and
* the Industry-Recognized Credential must have been
	+ required by the individual college CTE program for program completion or as a prerequisite in order to advance in coursework, or
	+ one that was promoted/recommended by the college (e.g., in print or web material) as a CTE program option.

This is not to be confused with a Certificate or a State License/Certification.

**Non-Chapter 74 Career and Technical Education Programs** are programs that meet the federal Perkins Act definition of career and technical education although 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 V, 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 at <http://www.napequity.org/nontraditional-occupations-crosswalk/> and <http://www.doe.mass.edu/ccte/cvte/ntbg/>

**Postsecondary Core Indicators.** The postsecondary core indicators to be reported on this Transition Year only are from Perkins IV and Perkins V*.* These are:

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

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

**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

**New in 2020: Nontraditional Concentrator – s**tudent concentrator in career and technical education programs that lead to nontraditional careers

**Postsecondary Career and Technical Education Program Concentrator** is a Career and Technical Education Program Participant 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.

**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 (see above).

**Race/Ethnicity Definitions** - The Postsecondary institutions 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 1997.

**The Standards for the Classification of Federal Data on Race and Ethnicity (1997) are**:

* **American Indian or Alaskan Native** **–** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
* **Asian –**  A person having origins in any of the original peoples of the Far East, East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
* **Black or African American –** A person having origins in any of the Black racial groups of Africa.
* **Hispanic or Latino –** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.
* **Native Hawaiian or Other Pacific Islander –**  A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
* **White –** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
* **Two or More Races –** A person belonging to two or more racial groups.
* **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.

**State License/Certification** is alicense or certification issued to an individual by a state agency (other than a State University) 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 2020**:

* the State License/Certificationmust have been issued to a student while the student was enrolled in a CTE program in the college; and
* the State License/Certificationmust have beenrequired by the individual college CTE program for program completion or as a prerequisite in order to advance in coursework, or one that was promoted/recommended by the college (e.g., in print or web material) as a CTE program option.

Under Perkins IV, **Special Populations** 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 (English language learner)** **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.

Under Perkins V, the term ‘‘special populations’’ refers to the populations below. Students may self-identify in any of the populations:

**Individual with disabilities:** An individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)).

Individual from **economically disadvantaged** families, including low-income youth and adults

**Single parent**, including single pregnant women

**Out-of-workforce individual:** (A) an individual who is a displaced homemaker, as defined in section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102); or (B) an individual who— (i) (I) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; or (II) 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 (ii) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

**English Learner:** An adult or an out-of-school youth who has limited ability in speaking, reading, writing, or understanding the English language and— (i) whose native language is a language other than English; or (ii) who lives in a family environment or community in which a language other than English is the dominant language.

**Homeless Individual:** A student as described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a).

**Foster:** Youth who are in, or have aged out of, the foster care system

**Military:** Youth with a parent who (i) is a member of the armed forces (as such term is defined in section 101(a)(4) 8 of title 10, United States Code); and (ii) is on active duty (as such term is defined in section 101(d)(1) of such title).

**Individuals preparing for Non-traditional fields:** Individuals preparing for 'non-traditional fields’ which are occupations or fields of work, such as 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.

**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.

# Table Directions

Each postsecondary institution must complete and submit all tables. On each Table worksheet, the data cells have been locked so that users may only enter data in some cells that should contain data.

##

## Table 1 Enrollment of CTE Participants

Table 1 provides basic enrollment data.

###

### Directions for Table 1 - Column 1

Report the **unduplicated** headcount of full-time postsecondary career and technical education program participants as of the institution’s official Fall 2019 Freeze Date per the categories listed on the lines in Table 1. Report the race/ethnicity as of the institution’s official Fall 2019 Freeze Date as an **unduplicated** headcount using the 1997 Standards. Report the special populations as of the institution’s official Fall 2019 Freeze Date as a **duplicated** headcount, i.e., report a student in every category that applies.

###

### Directions for Table 1 - Column 2

Report the **unduplicated** headcount of part-time postsecondary career and technical education program participants as of as of the institution’s official Fall 2019 Freeze Date per the categories listed on the lines in Table 1.

Report the race/ethnicity as of the institution’s official Fall 2019 Freeze Date as an **unduplicated** headcount using the 1997 Standards. Report the special populations as of the institution’s official Fall 2019Freeze Date as a **duplicated** headcount, i.e., report a student in every category that applies.

### Directions for Table 1 - Column 3

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 2019 Freeze Date per the categories listed on the lines in Table 1.

Report the race/ethnicity as of the institution’s official Fall 2019Freeze Date as an **unduplicated** headcount using the 1997 Standards. Report the special populations as of the institution’s official Fall 2019 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.

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## Table 2 Enrollment of CTE Concentrators

Table 2 provides basic enrollment data.

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### Directions for Table 2

Report the **unduplicated** headcount of postsecondary career and technical education program concentrators in each ***Career Cluster*** as of the institution’s official Fall 2019 Freeze Date per the categories listed on the lines in Table 2.

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## Table 3 Technical Skill Attainment

THIS TABLE IS SKIPPED IN 2020.

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

### Directions for Table 4

In **Column 1** (**Numerator**) report the **unduplicated** headcount of all postsecondary career and technical education program concentrators as of the institution's official Fall 2015 Freeze Date who received a Degree **or** Certificate **or** Industry-Recognized Credential **or** State License/Certificationas of the institution's official Fall 2019Freeze 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 2015 Freeze Date.

Report the race/ethnicity as an **unduplicated** headcount using the 1997 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

### Directions for Table 5

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 2015 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 2019 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 2015Freeze Date.

Report the race/ethnicity as an **unduplicated** headcount using the 1997 Standards. Report the special populations as a **duplicated** headcount, i.e., report a student in every category that applies.

## Table 6 Placement

### Directions for Table 6

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 January 2018 and the institution's official Fall 2018 Freeze Date and who were in registered apprenticeship programs, employment, or military service within 9-12 months after graduation (this is the Class of 2018 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 January 2018 and the institution's official Fall 2018 Freeze Date (this is the Class of 2018 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 January 2018 and the institution's official Fall 2018 Freeze Date (this is the Class of 2018 follow-up).

Report the race/ethnicity as an **unduplicated** headcount using the 1997 Standards. Report the special populations as a **duplicated** headcount, i.e., report a student in every category that applies.

## Table 7 Nontraditional by Gender Concentrator

### Directions for Table 7

In **Column 1** (**Numerator**) report the **unduplicated** headcount of full and part-time postsecondary career and technical education program **Concentrators** enrolled in a postsecondary career and technical education programthat prepared **them** for a career that would be nontraditional for their gender (nontraditional by gender career) as of the institution's official Fall 2019 Freeze Date.

In **Column 2** (**Denominator**) report the **unduplicated** headcount of full and part-time postsecondary career and technical education program **concentrators** enrolled in a postsecondary career and technical education programthat prepares **individuals** for a career that would be nontraditional for their gender(nontraditional by gender career) as of the institution's official Fall 2019 Freeze Date.

Report the race/ethnicity as an **unduplicated** headcount using the 1997 Standards. Report the special populations as a **duplicated** headcount, i.e., report a student in every category that applies.