

Data Collection for Perkins and CTE

Using Classification of Instructional Programs (CIP) Codes

On the TOPSpro™ Enterprise menu, go to **Organization–Classes–Class Definitions**. Select *CIP Code*.

The screenshot shows the 'Class Definition Information' form. The top section, 'Class Definition Information', has a blue header and contains the following fields: 'Agency/Site:' with value '4908 / 01 - 01: RHAS Site Campus', 'Class ID:' with value 'CNAHHA' and 'Extended ID:' with value 'FA24', 'Course Code:' with value 'CNAHHACE', and 'Test Units Available:'. Below this is the 'Class Definition' section with a light blue header. It contains: 'Class ID:' with a text box containing 'CNAHHA' and 'Extended ID:' with a text box containing 'FA24'; 'Course Code:' with a text box containing 'CNAHHACE'; 'Class Description:' with a text box containing 'Certified Nursing Assistant/Home Health Aide Continuing Education'; 'CIP Code:' with a dropdown menu showing 'nursing'; and 'A22 Course Code:' with a list box showing a list of nursing-related CIP codes. The list box is currently open, showing the following options: '511105 Pre-Nursing Studies' (highlighted), '513801 Registered Nursing/Registered Nurse', '513802 Nursing Administration', '513803 Adult Health Nurse/Nursing', '513805 Family Practice Nurse/Nursing', '513806 Maternal/Child Health and Neonatal Nurse/Nursing', '513807 Nurse Midwife/Nursing Midwifery', and '513808 Nursing Science'.

Class Definition Information	
Agency/Site:	4908 / 01 - 01: RHAS Site Campus
Class ID:	CNAHHA
Extended ID:	FA24
Course Code:	CNAHHACE
Test Units Available:	

Class Definition	
Class ID:	CNAHHA
Extended ID:	FA24
Course Code:	CNAHHACE
Class Description:	Certified Nursing Assistant/Home Health Aide Continuing Education
CIP Code:	nursing
A22 Course Code:	511105 Pre-Nursing Studies 513801 Registered Nursing/Registered Nurse 513802 Nursing Administration 513803 Adult Health Nurse/Nursing 513805 Family Practice Nurse/Nursing 513806 Maternal/Child Health and Neonatal Nurse/Nursing 513807 Nurse Midwife/Nursing Midwifery 513808 Nursing Science

- Search by title, keyword, or CIP code number by typing into the field at the top of the drop box.
- Select the appropriate CIP code.

Key Principles for CIP Code Assignment

- **Hierarchy Structure:** Codes are organized into 2-digit (broad area), 4-digit (intermediate group), and 6-digit (specific program) levels.
- **Curriculum-Driven:** Codes are assigned based on the approved curriculum, learning outcomes, and program focus, not just the job titles of graduates.
- **Best Fit Selection:** Users are advised to select the 6-digit code that most closely aligns with the curriculum.

- **Handling Ambiguity:** If a program is generalized or does not fit a specific code, it should be placed in the "general" category at the beginning of a 4-digit series or the "other" (99) category.
- **Consistency:** The same CIP code should generally apply (but not always) to all levels of certificates and degrees for a particular field.
- **IPEDS Reporting:** Postsecondary schools receiving federal aid must use these codes for Integrated Postsecondary Education Data System (IPEDS) reporting.

For more information about CIP codes go to the federal Website:

<https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>

Entering Class Start Date and Class End Date

In TE, go to **Organization – Classes – Instances**.

Click the drop box to input the first scheduled day of class in *Class Start Date* and the last scheduled day in *Class End Date*.

Marking Student Wage

In TE, go to **Records – Students – Records**.

Student Wage. Mark student wage related information under *Other*.

 **Other**

Annual Income Threshold:

☒ N/A
☐ Single person and income below the federal poverty level
☐ Married and combined income below the federal poverty level

Work Hours Per Week:

Hourly Wage:

Quarterly Wage:

At the time of student enrollment, input either the **Hourly Wage** or **Quarterly Wage**, based on student's knowledge and specific type of job.

Annual Income Threshold. Mark if income is below federal poverty level.

Work Hours Per Week. Mark the number of hours the student works each week.