

# Career Education Data Reporting

## Certified and Non-Certified Programs



Certified and non-certified career education programs are part of the larger Career Education data collection in WISEdata used to collect student participation in college and career readiness experience(s), including quality work-based learning (WBL) and industry recognized credentials (IRCs). The reporting of students participating in these programs are used to satisfy Career and Technical Education (CTE) and College and Career Readiness (CCR) data reporting requirements. All public local education agencies (LEAs) are required to report annually on student participation in certified and non-certified career education programs for students in grades 9-12 that fall under one of these three categories:

1. Work-based learning
2. Industry recognized credentials
3. Other career education programs

**How to:** Districts should review all certified and non-certified career education programs, including program names and definitions in the tables below. Next, districts should assess and review local programs offered for the reporting year and determine if the programs meet the definition of any of the certified and non-certified program names. Report the appropriate program type and program name by using the definitions below. See the Reporting Details column for additional reporting information for each program name. Districts should refer to training resources and customer service provided by their individual student information system (SIS) for specific instructions on submitting courses and student characteristic details. Individuals with WISEdata Portal access can view SIS vendor recorded training under the Vendor Resources tab.

[Certified and non-certified career education programs](#) can be reported to DPI in two ways, listed below. Districts should create a system to organize and enter this data. Data entry personnel will need to communicate with CTE teachers about students enrolled and progress toward completion of WBL and IRC for each school year.

1. Report the experience **as associated with a course** section taken by the student. Courses are reported to WISEdata by use of a Roster/SCED code. Reference the [Courses](#) webpage for the current year Roster/SCED codes. DPI recommends using the [WBL roster coding document](#) for consistent reporting of quality WBL programs that are scheduled as courses. Students scheduled into these courses will have the certified or non-certified program added to their record. Each SIS vendor has directions on how to edit student records if an individual student in the course does not pass or complete the WBL or IRC.
2. Report the experience **at the student level**. If the experience is typically not reported as a course, submit the experience at the student level. This means that the experience should be recorded on the student record as a student program association. Each SIS vendor has instructions on how to add the WBL or IRC as a student CTE program association to each individual student record. The school will need to be strategic about maintaining communication and lists of students from the teacher during the school year the student is enrolled in the WBL or IRC experience.

**Reporting Work-based Learning:** For the purposes of state reporting, DPI follows the federal Strengthening Career and Technical Education for the 21st Century Act (Perkins V) legislation definition of work-based learning which is as follows:

Work-based Learning means a sustained interaction with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field that are aligned to curriculum and instruction.

In order for a career education or career based learning experience to be considered a qualifying work based learning experience for data reporting purposes, specific criteria must be met. This guidance is provided to assist with accurate reporting for Perkins accountability. Work based learning experiences must meet the following criteria:

1. Involves sustained interactions, either paid or unpaid, with industry or community professionals;
  - Sustained = minimum of 90 hours, can be rotated among employers and/or positions, the employer is engaged throughout the experience. Can take place in one semester, an entire year, the summer, or even a 6 week period.
  - Interactions = must be more than just observing and include direct communication and involvement with industry or community professionals.

2. Takes place in real workplace settings (as practicable) or simulated environments at an educational institution.
3. Fosters in-depth, firsthand engagement with the tasks required in a given career.
4. Aligns with a course (generally speaking should be a minimum one semester). It is highly encouraged to provide credit for the work-based learning experience as well as credit for the school based course.
5. A work-based learning experience must include a training agreement between the student, employer/business, and school that defines the roles and responsibilities of the student, the employer, and the school.
6. Business and education partners work together to evaluate and supervise the experiences, which must be documented with training or learning plans and evaluation forms.

**As a result of these requirements, districts should only report WBL programs and experiences if all of the criteria listed above are met.** Map each experience with an appropriate program type (certified or non-certified) and the appropriate program name. Certified work-based learning programs (Youth Apprenticeship, State Co-op, and Employability Skills Certificate) are designed to meet all six criteria. School districts, however, should verify that non-certified WBL programs meet all six criteria listed above before including participating students or courses in WBL program data reporting.

WORK-BASED LEARNING (CERTIFIED AND NON-CERTIFIED)			
Program Type	Program Name	Definition	Reporting Details
Certified Career Education Program	Youth Apprenticeship	Also known as YA, this is a specific state-certified, school-supervised work-based learning program, operated by Wisconsin’s Department of Workforce Development (DWD). It integrates school-based and work-based learning to instruct students in employability and occupational skills defined by Wisconsin industries. All YA Programs include Employability Skills Certification. Some YA Programs may include a DWD-certified Pre-Apprenticeship Program Certification. Students receive a minimum 450 hours in one calendar year for a Level I YA and a minimum 900 hours in two calendar years for a Level II YA.	Refers to the work-place experience of the Youth Apprenticeship and not the related instructional courses.  Can be submitted at the course level or student level. <a href="#">Certificated Program Status</a> required at end of grading.  <b>Meets all quality work-based learning criteria.</b>
Certified Career Education Program	State Co-op Education Skill Standards--DPI Occupational	A state-certified, school-supervised work-based learning program operated by the Wisconsin Department of Public Instruction (DPI). Taught by an occupationally licensed teacher, State-Certified Co-Op is a one-year elective program that combines mentored on-the-job learning with classroom instruction. Students receive a minimum of 480 hours (occupational) in academic and technical skills training aligned to industry standards.	Refers to the work-place experience of the State Skills Co-Op and not the related instructional courses.  Can be submitted at the course level or student level. <a href="#">Certificated Program Status</a> required at end of grading.  <b>Meets all quality work-based learning criteria.</b>
Certified Career Education Program	State Co-op Education Skill Standards--DPI Employability Skills	A state-certified, school-supervised, work-based learning program operated by the Wisconsin Department of Public Instruction (DPI), the State-certified Employability Skills Co-Op is an elective program taught by a DPI-licensed teacher. Students receive mentored on-the-job learning combined with classroom instruction for a minimum of 90 hours in academic and technical skills training aligned to industry standards.	Refers to the work-place experience of the State Skills Co-Op and not the related instructional courses.  Can be submitted at the course level or student level. <a href="#">Certificated</a>

			<p><a href="#">Program Status</a> required at end of grading.</p> <p><b>Meets all quality work-based learning criteria.</b></p>
Non-Certified Career Education Program	Internship/local Co-op	An internship or a local cooperative educational experience is a school approved training program in which the student is placed with an employer for a limited period of time. Planned activities and learning objectives are structured to give the student an understanding of a particular business or occupation.	<p>Can be submitted at the course level or student level.</p> <p><b>Only submit if ALL six work-based learning criteria are met (see above).</b></p>
Non-Certified Career Education Program	Supervised Agricultural Experience	Also known as SAEs, these are student-led, instructor supervised career based learning experiences that result in measurable outcomes within a predefined, agreed-upon set of Agriculture, Food and Natural Resources (AFNR) Technical Standards and Career Ready Practices aligned to a related career pathway.	<p>Can be submitted at the course level or student level.</p> <p><b>Only submit if ALL six work-based learning criteria are met (see above).</b></p>
Non-Certified Career Education Program	Simulated Worksite	Mirrors a live employment setting and may include facilities, resources, and equipment provided by the employer and/or the school. A simulated worksite could include a DWD <a href="#">Certified Pre-Apprenticeship Program Certification</a> .	<p>Can be submitted at the course level or student level.</p> <p><b>Only submit if ALL six work-based learning criteria are met (see above).</b></p>
Non-Certified Career Education Program	School-based Enterprise	School stores and School-Based Enterprises (SBE) are enhanced entrepreneurial operations set within the school building. The school may provide facilities, inputs, resources, and equipment.	<p>Can be submitted at the course level or student level.</p> <p><b>Only submit if ALL six work-based learning criteria are met (see above).</b></p>
Non-Certified Career Education Program	Entrepreneurship Student Business	Similar to school-based enterprises (SBEs), an entrepreneurial student business is student-developed and -led, usually with a school staff or community mentor. Outside sources may provide facilities, inputs, resources, and equipment in the business operation, which develops skills and competencies necessary to succeed in business.	<p>Can be submitted at the course level or student level.</p> <p><b>Only submit if ALL six work-based learning criteria are met (see above).</b></p>

**Reporting Industry Recognized Credentials:** Industry Recognized Credentials (IRC) are part of Career Education data reporting. State statute ([Wis. Stat. 115.385](#)) requires DPI to report course data annually in Accountability Report Cards. This is presented in district and high school report cards for grades 9-12.

- “the number of pupils earning industry-recognized credentials through a technical education program established by a school board as described in s. 118.33 (1) (g) 1. c.”
  - “Successfully completes a technical education program, established by the school board, in a subject or subjects.” 118.33 (1) (g) 1. c.

Industry Recognized Credentials are certifications, credentials, or licenses that are vetted by employers and serve to recognize skill attainment needed for recruitment, screening, hiring, retention, advancement, or to mitigate workforce shortages. The IRC is endorsed by a nationally recognized trade association or organization in a particular industry. An IRC is a verification of a students’ qualification or competence through a technical education program.

District CTE teams will also utilize IRC data to strengthen career pathway development. IRC's are used as one of the five size, scope, and quality components of a career pathway as defined by [Carl D. Perkins: Strengthening CTE for the 21st Century Act](#). CTE teams can utilize WISEdash for District to analyze IRC participation.

INDUSTRY RECOGNIZED CREDENTIALS (CERTIFIED)			
Program Type	Program Name	Definition	Reporting Details
Certified Career Education Program	IRC State Approved WTCS--Embedded Technical Diploma	A series of dual enrollment courses, that result in a technical diploma from a local technical college. These are only considered Industry Recognized Credentials if they have been State-Approved by the Wisconsin Technical College System Office. Verify state-approval status with the local technical college.	Can be submitted at the course level or student level. <a href="#">Certificated Program Status</a> required at end of grading.
Certified Career Education Program	IRC State Approved WTCS--Technical Diploma	A series of dual enrollment courses, that result in a completed technical diploma from a local technical college. These are only considered Industry Recognized Credentials if they have been State-Approved by the Wisconsin Technical College System Office. Verify state-approval status with the local technical college	Can be submitted at the course level or student level. <a href="#">Certificated Program Status</a> required at end of grading.
Certified Career Education Program	IRC State Approved WTCS--Associates	A series of dual enrollment courses, that result in a completed Associate Degree from a local technical college. These are only considered Industry Recognized Credentials if they have been State-Approved by the Wisconsin Technical College System Office. Verify state-approval status with the local technical college.	Can be submitted at the course level or student level. <a href="#">Certificated Program Status</a> required at end of grading.
Certified Career Education Program	IRC State Approved Business & Industry	Industry Recognized Credentials that have been determined to meet minimum criteria for CTE incentive grant funding earned through business and industry credentialing agencies, associations, or licensing agencies. See the <a href="#">current State-Approved list</a> maintained by the Department of Workforce Development (DWD).	Can be submitted at the course level or student level. <a href="#">Certificated Program Status</a> required at end of grading.
Certified Career Education Program	IRC--Not State Approved	Industry Recognized Certifications earned by students that are not currently eligible for incentive grant funding on the <a href="#">current State-Approved list</a> maintained by the Department of Workforce Development (DWD). IRCs are certifications, credentials, or licenses that are vetted by employers and serve to recognize skill attainment needed for recruitment, screening, hiring, retention, advancement, or to mitigate workforce shortages. The IRC is endorsed by a nationally recognized trade association or organization in a particular industry. An IRC is a verification of a students' qualification or competence through a technical education program.	Can be submitted at the course level or student level. <a href="#">Certificated Program Status</a> required at end of grading.

OTHER CAREER EDUCATION PROGRAMS (CERTIFIED)			
Program Type	Program Name	Definition	Reporting Details
Certified Career Education Program	State Co-op Youth Leadership Skills	<p>Wisconsin's Youth Leadership Certificate is a statewide program that fosters a student's mastery and exhibition of leadership skills valued by employers, communities, and organizations. The certificate allows:</p> <ol style="list-style-type: none"> <li>1. Students to document their leadership skills and service hours</li> <li>2. Employers and community organizations to assess the skills necessary for success, and</li> <li>3. Educators to customize instruction and experiences in order to help students acquire valuable leadership skills.</li> </ol> <p>The Youth Leadership Certificate consists of the following components:</p> <ol style="list-style-type: none"> <li>1. Reinforcing 21st Century Skills in the form of collaboration, creativity, communication, and critical thinking skills in Leadership Skills and Attitudes and</li> <li>2. Completion of 90 leadership or service hours.</li> </ol>	Can be submitted at the course level or student level. <a href="#">Certificated Program Status</a> required at end of grading.

