

Spring Inters Instructions

I would HIDE (not delete) all columns except A, B, Q, R, W, X, AC, and the blue highlighted columns. This will make it easier for you to enter data.

1. AB Column—(Pathway Code) Put n/a for all sophomores and freshman. Look at the CTE course that the junior and senior is taking and find the closest Pathway Code to match it. It may be easiest if you organize the spreadsheet in course offerings.
2. AL Column— (Completion) You will only enter a "1" if the student earned 6 credits in the course AND took an approved Indiana Assessment or Dual credit ECA. Leave all other cells blank. Again they must earn 6 credits during the year AND take a state approved test or dual credit eca.
3. AM Column—(Concentrator) Earned 6 credits in the course. Put a "1" in the cell if yes. Leave blank if no.
4. AN-How many dual credits did they earn in the class during the year.
5. AO and AP Columns are optional. DO NOT FILL THEM OUT
6. AQ- (Assessment) Look at the Indiana Approved Assessment guide. List the abbreviation for any test that the student PASSED. DO NOT LIST A TEST IF THE STUDENT DID NOT PASS. If the student took a Dual credit ECA and PASSED the test. List "dual" as the test.
7. AR-(Assessment Passed) Once again put a "1" if yes the student passed and nothing if they didn't.
8. AS and AT are optional. Do not do them.
9. AU- (Earned Credits) List "y" if they earned all of credit offered or you can put the number of credit earned if they earned less than what was offered. Typically all entries will be Y or ALL if they completed the course. Leave blank if they dropped the class.

Pathway Codes	Pathway
ACCOUNT	Accounting & Finance
ADVMANUF	Advanced Manufacturing
AGRIBUS	Agribusiness
ANIMAL	Animal Science
ARCHITECT	Architectural
AUTOREPAIR	Automotive Collision Repair
AUTOTECH	Automotive Technology
AVIATION	Aviation
BIOTECH	Biotechnology
COMFACMAN	Commercial & Residential Facilities Management
COMPHOTO	Commerical Photography
CONST	Construction
COSMO	Cosmetology
CRIMINAL	Criminal Justice
CULINARY	Culinary Arts
DENTAL	Dental
DIESEL	Diesel Services Technology
EARLYCHILD	Early Childhood
EDUCATION	Education Careers
ELECTRICAL	Electrical
ELECTRONICS	Electronics
EMT	EMT/Paramedic
ENGINEERING	Engineering
ENTREPREN	Entrepreneurship & Management, Entrepreneurship focus
FACMAINT	Building & Facility Maintenance
FACMANAGE	Building & Facilities Management
FASHION	Fashion, Textiles, & Design
FIRERESCUE	Fire & Rescue
FOOD	Food Science
HEALTH	Health Career Specialities
HEAVY	Heavy Equipment
HOSPITALITY	Hospitality Management
HUMAN	Human & Social Services
HVAC	HVAC
LANDSCAPE	Horticulture & Landscape
LOGISTICS	Logistics & Supply Chain Management
MACHINE	Machine Tool
MANAGEMENT	Entrepreneurship & Management, Business Management Focus
MARKETHOSP	Marketing Management , Hospitality & Tour
MARKETING	Marketing Management , Marketing
MARKETSPORTS	Marketing Management, Sports and Entertainment
MECHANICAL	Mechanical
MEDIA	Interactive Media
MOBILE	Recreation & Mobile Equipment
NATURAL	Natural Resources
NETWORKING	Networking

NURSING	Nursing
NUTRITION	Dietetics & Nutrition Science
PCSUPPORT	PC Support
PLANTS	Plants & Soil
PROGRAMMING	Programming
RADIOTV	Radio/TV
TRACTOR	Tractor Trailer Operations
VET	Veterinary
VISUAL	Visual Communication
WELDING	Welding

AssessmentTakenName	AssessmentTakenCode
Adobe Certified Associate/Expert	ACE
Aircraft Operator-Private Pilots License/Maintenance License-FAA	AOPPL
A + Certification	APLUS
ASE Certification-Automotive Service Excellence	ASE
ASE Refrigerant Recovery/Recycle Certification	ASER
American Welding Society (AWS) Certification	AWS
Cisco Certified Network Associate (CCNA)	CCNA
Child Development Association (CDA)	CHDA
CISCO (Cisco Network Design, Cisco Network Support, Cisco Router Fundamentals)	CISCO
Certified Novell Administrator	CNOA
State Board of Cosmetology	COSMO
Emergency Medical Technician (EMT)	EMT
Lodging Management Program (LMP)-Certificate of Achievement	LMP
Microsoft Office Specialist Certification	MICRO
Microsoft Office Specialist (MOS) Access Expert	MOSA
Network Plus Certification	NETP
National Institute for Metalworking Skills (NIMS)-Level 1	NIMS
Indiana State Certified Nursing Assistant (CNA)	NURSE
Pro-Start National Certificate of Achievement-National Restaurant Association Education Foundation	RAEF
Society of Broadcast Engineers Certification	SBEC
Server Plus Certification	SPC
PLTW end of course assessment (bundle-at least 3)	PLTW
ASE Student Certification	CRRT
Fashion, Textiles and Apparel Pre-PAC	FTA
Manufacturing Skill Standards Council (MSSC) - Maintenance Awareness	MSSCM
Manufacturing Skill Standards Council (MSSC) --Certified Production Technician	MSSC
NCCER Entry Level Assessment	ELA
Pharmacy Technician Associate	PHATC
PrintED Certification	PED
Associated Certified Electronics Technicians	ACET
Interior Design Fundamentals Pre-PAC	IDFCS
Firefighter 1 Certification	FIR1
Firefighter 2 Certification	FIR2
Manufacturing Skill Standards Council (MSSC) - Safety	MSSCS
Manufacturing Skill Standards Council (MSSC) - Quality	MSSCQ
Manufacturing Skill Standards Council (MSSC) - Processes and Production	MSSCP

AssessmentTakenName	AssessmentTakenCode
Dual Credit Assessment	DUAL
Manufacturing Skill Standards Council (MSSC) - Certified Logistics Associate (CLA) certificate	240
Manufacturing Skill Standards Council (MSSC) - Certified Logistics Technician CLT certificate	243
Manufacturing Skill Standards Council (MSSC) - Certified Green Production Worker	244
Manufacturing Skill Standards Council (MSSC) - (Manufacturing Skill Standards Council): Certified Logistics Associate (CLA)	251
ASE Certification- Brakes	260
Microsoft Office Specialist (MOS) Excel Expert	263
Microsoft Office User Specialist (MOUS) Certificate	267
Microsoft Office Specialist (MOS) Intermediate Certificate	269
National Institute for Metalworking Skills, Inc. (NIMS) Certification - CNC Lathe Operator Level One	270
National Institute for Metalworking Skills, Inc. (NIMS) Certification - CNC Mill Operator Level One	271
Manufacturing Skill Standards Council (MSSC) - (Manufacturing Skill Standards Council): Certified Logistics Technician (CLT)	274
National Institute For Metalworking Skills, Inc. (NIMS) Certification	284
Manufacturing Skill Standards Council (MSSC) - (Manufacturing Skill Standards Council): Certified Production Technician (CPT)	287
National Healthcareers Association Clinical Medical Assisting (CCMA)	300
National Healthcare Foundation Skills Assessment (NCHSE)	NCHSE
Home Builders Institute Basic Carpentry	HBI CARP
Home Builders Institute Basic Wiring	HBI WIRE
Home Builders Institute Basic HVAC	HBI HVAC
Culinary Arts Pre-Pac	CA PRE-PAC
Early Childhood Education Professional Assessment and Certification Exam (Pre-PAC)	ECEPP
Education Fundamentals Pre-PAC	EFPP
Food Science Fundamentals Pre-Pac	FOODSCIE
Family and Community Services Pre-Pac	HUMANSER
QuickBooks Certification	506
ETSA SET-Student Electronics Technician	577
Manufacturing Skill Standards Council (MSSC) - (Manufacturing Skill Standards Council) Certificate	578
ESPA Certified Electronic Systems-Electronic Systems Technician (EST)	585
Manufacturing Skills Standard Council Quality Certificate	587
Certified Internet Webmaster (CIW) Foundations	596

AssessmentTakenName	AssessmentTakenCode
Certified Internet Webmaster (CIW) Site Designer	597
Certified Internet Webmaster (CIW) Database Design	598
Certified Veterinary Assistant (TVMA)	634
Microsoft Office Specialist (MOS) Master	639
Certified Solid Works Associate (CSWA)	705
AutoCAD Certified Associate	716
HVAC Excellence	760
ASE Certification-Medium/Heavy Truck	TRUCKREPAIR
AWS SENSE	SENSE
Autodesk Inventor	INVEN
Housing and Furnishings Pre-PAC	HOUS
National Healthcareer Association Certified Pharmacy Technician (EXCPT)	970
National Healthcareer Association Certified Patient Care Tech (CPCT)	1008
Indiana Nursery & Landscape Association-Softscape Installation	LAND
National Healthcareer Association Certified Phlebotomy Technician	PHLEB
Association of Public-Safety Communications Officials	APCO
Emergency Telecommunicator Certification	NAED

DIRECTIONS FOR FILLING OUT INTERS

Spring Data

COLUMN LETTER	COLUMN HEADER	REPORT DATE	INSTRUCTIONS	RULES
AB	Pathway Code	Spring	<p>All students must have a Pathway, and the code must be entered. Codes are attached in my email.</p> <p>If the pathway is not known for freshmen and sophomore students, leave the entry blank. Make sure a pathway is entered for junior and senior students.</p>	Must be filled out, if left blank will cause errors
AL	Completion Status	Spring	<p>Completion Status – Use the following codes for student’s completion status.</p> <p>2 – If a student is a concentrator (earned six (6) or more credits in a single CTE program AND took a State or Industry Licensing Exam (List of exams is attached in my email) then place a “2” in this column. Does not have to pass the ECA or certification exam...just attempt it.</p> <p>Example – Took Auto 1 her Junior Year and took Auto 2 her Senior Year and attempted an ASE exam they would need to be marked with the #2.</p> <p>Note: All Dual Credit exams that your student take for any Dual credit counts. Please look the list of acceptable exams over very closely.</p> <p>Anything else.....LEAVE BLANK</p>	This field is only filled out in the spring
AM	Concentrator	Spring	<p>A CONCENTRATOR is:</p> <p>Yes – 1 No - 0</p> <p>A secondary student who has earned six (6) or more credits in a single CTE program sequence (could be one full year of a 3 credit course), OR four (4) credits (could be one full year of a 2 credit course) in a single CTE program sequence which is only 8 credits (2 full years of 2 credit courses) in length.</p> <p>This definition would include the following:</p> <p>* A student who takes three year-long 1</p>	This field is only filled out in the spring

			<p>credit per semester courses within a program – totaling 6 credits earned.</p> <p>* A student who takes one year-long 3 credit per semester course – totaling 6 credits earned.</p> <p>* A student takes a combination of 1 credit and multi credit courses within a program and reaches the credit hour threshold outlined in the above definition.</p> <p>The definition would include the following if your district/school has 2 credit course sequences:</p> <p>This definition would NOT include the following:</p> <p>* A student who takes one year-long 1 credit course.</p>	
AN	Dual Credit Transcribed	Spring	Dual Credits Transcribed - Enter the number of dual credits that are earned for that course. Transcribed credits can be transferred to any college or university that accepts credits from the granting college or university.	This filed is filled out only in the spring
AQ	Assess Taken	Spring	Enter the assessment exam that the student completed. Use the attached codes in my email.	This filed is filled out only in the spring
AR	Assess Pass/Fail	Spring	Enter a 1 if the student passed the exam. Enter a 0 or leave blank if student did not pass the exam	This filed is filled out only in the spring.
AU	Earned credits	Spring	<p>Did the student earn the High School credits? How many High School credits did they earn? “All” will be the most common code. If the student earned “All” the credits available to them in the class then mark all. If the student dropped out of the program at the end of the 1st semester then mark how many they earned.</p> <p>All 0 1 2 3 4 5 6 7 8</p>	This filed is filled out only in the spring