2023-24 CBO Supplemental Information Format

The supplemental format is **<u>only required</u>** for the reporting of industry certification information for students who have taken an industry certification examination or postsecondary courses that are enrolled in an Integrated Education and Training (IET) program. A separate record is required for each Industry Certification or Postsecondary Course earned by the student.

Please note, a supplemental file is not required if there are no industry certifications and postsecondary courses to report for students enrolled in an IET program.

KEY FIELDS:

The key fields for this format are item numbers 4, 5, 6, 9, 11, 12 and 19. If a key field needs to be changed, the record must be deleted and resubmitted as an add.

Item No	From-To	Size	Field Char.	Excel Field Format	Field Description
1	1-3	3	N	General	Community Based Organization Number
1A	4-6	3	N	General	Institutional Site
2	7-10	4	N	General	Reporting Year
3	11-12	2	N	General	Survey Period Code
4	13-22	10	A/N	Text	Student Number Identifier
5C	23-29	7	A/N	Text	CTE/Adult General Education Program Code
6C	30-36	7	A/N	Text	Course Number
19C	38-42	5	A/N	Text	Section Number
5S	37-37	1	A/N	Text	Postsecondary Course Status
6S	43-50	8	A/N	Text	Industry Certification Identifier
7S	51-51	1	A/N	Text	Industry Certification Outcome
8S	52-59	8	N	Date (*3/14/2012)	Industry Certification Date Earned