

Work-Based Learning Reporting

Work-Based Learning Reporting Element	Program Codes	How is it used?	When can I report?
Experience Program Codes	305012: Internship Completion 305014: Apprenticeship/Pre-Apprenticeship 305016: Apprenticeship Acceptance 305018: Apprenticeship Completion 305099: Other Work-Based Learning	Used to calculate performance on the CTPD & Traditional District Report Cards.	Can be reported in the Student (S) collection or the Graduate (G) collection.

Hours Program Codes

Work-Based Learning Hours Ranges:

310040: >0 and <40 hours

310099: 40-99 hours

310249: 100-249 hours

310499: 250-499 hours

310500: 500+ hours

Used to calculate performance for the CTE Quality Program Review and Perkins V accountability systems; calculations occur at the pathway and CTPD level, respectively. Used to determine graduation progress in ODDEX.

Can be reported in the Student (S) collection or the Graduate (G) collection; should always represent the cumulative total of hours, across grades 9-12.

Helpful Tips

- Please refer to the [EMIS Manual](#) for more information and definitions for each program code and/or reporting element.
- There are no minimum hours required to report the Experience Program Codes; hours should be reported as specified above for the Hours Program Codes.
- Completion of a minimum of 250 hours of work-based learning experience (reported using the Work-Based Learning Program Codes) can also be used as a demonstration of competency in meeting the [Graduation Requirements for the Class of 2023 and Beyond](#).
- For Joint Vocational School Districts – If you do not report in the Student (S) collection, coordinate with your member schools to ensure this information is accurately reported in the Graduate (G) collection.
- All Reporting Elements should be reported, as applicable, for all students.
- If you have additional questions about reporting work-based learning experiences, please **first** reach out to your ITC.