



Occupational Completion Points

Data Reporting Training Module

Prepared by the Division of Career and Adult Education

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This module covers:

1. Defining Occupational Completion Points (also known as OCPs).
2. Where to find more information on OCPs.
3. How to report secondary and postsecondary OCPs.
4. How OCPs are important to Perkins and federal reporting requirements.
5. Some common reporting issues related to OCPs.

Definition of an Occupational Completion Point

- Represents a group of competencies or skills associated with a career and technical education program which are tied to a specific occupation (section 1004.02(21), Florida Statutes)
- Also known as OCPs

Where are OCPs identified?

- OCPs are included as part of the curriculum frameworks for secondary and clock hour Career and Technical Education, or CTE, programs
 - If a program has at least one OCP associated with it, there will be a chart of the series of courses that lead to it included in the curriculum framework
- OCPs for secondary and postsecondary programs are included in Appendix S of the Workforce Development Information System (WDIS) database handbook
 - Appendix S includes an indication if the OCP is considered terminal and if the program is considered non-traditional
- OCPs for the Florida College System are available under “CIP Codes” in the “Reporting & Non-Traditional Codes” section of the “College Data Portal.”

Secondary CTE Programs and OCPs

- Below is an example of a chart from a curriculum framework which shows the series of courses that lead to OCPs in a secondary program
- **Veterinary Assisting (8115110)**

A	8111510 8111540 8111550	Veterinary Assisting 1 Veterinary Assisting 2 Veterinary Assisting 3
B	8111520	Veterinary Assisting 4
C	8111530	Veterinary Assisting 5

- There are three OCPs associated with this program

Reporting of Secondary OCPs

- Should be reported once a student has met all the competencies in the course or courses that lead to that OCP

In the example below, a student can be reported with OCP A once they have met the competencies for Veterinary Assisting 1, 2, and 3

OCP	Course Number	Course Title
A	8111510	Veterinary Assisting 1
	8111540	Veterinary Assisting 2
	8111550	Veterinary Assisting 3

Reporting of Secondary OCPs

- Reported on the CTE Student Course Schedule in the PK-12 Database
 - Reported with data element Career and Technical Education /Adult General Education Completion Point Code
 - Only reported in survey 5
- Included in the Perkins Technical Skills Attainment measure
- Many OCPs are not “stackable”*
 - OCP B may be reported for a student even if the student has not been reported with OCP A
 - The OCP is only tied to the competencies and skills in the specific courses associated with the OCP and not to other courses in the same program

* Regulated programs must follow the course sequence in the program frameworks

Postsecondary CTE Programs and OCPs

- Below is an example of a chart from a curriculum framework which shows the series of courses that lead to OCPs in a postsecondary program
- Medical Coder/Biller (H170529)

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A	HIM0009	Introduction to Health Information Technology*
B	HIM0091	Medical Coder/Biller I
	HIM0092	Medical Coder/Biller II
	HIM0093	Medical Coder/Biller III

- There are two OCPs associated with this program

Reporting of Postsecondary OCPs

- Should be reported once a student has met all the competencies in the course or courses that lead to that OCP

In the example below, a student can be reported with OCP B once they have met the competencies for Medical Coder/Biller courses I, II and III

OCP	Course Number	Course Title
B	HIM0091	Medical Coder/Biller I
	HIM0092	Medical Coder/Biller II
	HIM0093	Medical Coder/Biller III

Reporting of Postsecondary OCPs

- Reporting
 - Districts report using the Career and Technical Education /Adult General Education Completion Point Code on the CTE Student Course Schedule format in WDIS
 - Colleges report using the Occupational Completion Point Indicator, Data Element #2104, in FCS
 - May be reported in any survey
- Included in the Perkins Technical Skills Attainment measure
- Many OCPs are not “stackable”*
 - OCP B may be reported for a student even if the student has not been reported with OCP A
 - The OCP is only tied to the competencies and skills in the specific courses associated with the OCP and not to other courses in the same program

* Regulated programs must follow the course sequence in the program frameworks

Common Questions: OCPs

Is an OCP tied to “passing” a class?

OCPs, identified in the curriculum frameworks, represent a specific set of CTE instructional standards and benchmarks that are annually approved by the State Board of Education. Local school districts have the responsibility of teaching the standards and benchmarks in courses. As such they are responsible for selecting the appropriate curriculum, planning the instruction (lesson plans, instructional calendars, etc.), appropriately assessing the instruction and setting policy for final course grade calculation/determination

Common Questions: OCPs

What are OCPs used for?

- The state uses OCPs as a proxy measure for technical skill attainment (both secondary and postsecondary) for Perkins federal accountability measures.
- At the local level, districts use OCPs (postsecondary) to calculate completion rates for institutional accreditation and to comply with federal financial aid gainful employment regulations.
- Also at the local level (secondary and postsecondary), OCP certificates are presented to students to demonstrate knowledge, skills and abilities to potential employers.
- Sometimes, depending on your local agency policy, these are also used for local teacher evaluations.

Common Questions: OCPs

What documentation must I maintain locally to support any OCPs reported?

Determination and documentation of student mastery of standards/benchmarks associated with an OCP are at the discretion of the agency. Examples of local documentation might include interim and formative assessment outcomes (theory/practical), industry certification outcomes, copies of certificates awarded, etc. We recommend you have a local written policy that delineates supporting documentation.

Common Questions: OCPs

What is a terminal OCP?

Some OCPs are considered “terminal OCPs.” A terminal OCP is considered a common exit point from which a student can enter employment with a set of competencies required for a specific occupation. Some programs will have multiple terminal OCPs.

For Practical Nursing, OCP C is considered the terminal OCP, as shown in this image from Appendix S of the WDIS database handbook.

CIP Number	Program Number	Program Title	Non-Trad	Total Program Hours	Credit Type
OCP/Terminal	SOC Code	SOC Title	Occupational Title	OCP Hours	Cumulative Hours
0351390100	H170605	Practical Nursing	M	1350	Clock Hours
A	319099	Healthcare Support Workers, All Other	Basic Healthcare Worker	90	0090
B	311014	Nursing Assistants	Nurse Aide and Orderly (Articulated)	75	0165
C T	292061	Licensed Practical and Licensed Vocational Nurses	Licensed Practical Nurse	1185	1350

Common Questions: OCPs

What is a modified OCP?

A modified occupational completion point or MOCP may be reported for students with disabilities when modifications to the expectations or outcomes of the curriculum are allowable

To be reported:

- Student is enrolled in a secondary CTE program
- Student is an ESE student who has a current Individual Educational Plan that includes the MOCP and takes access courses and participates in the alternate assessment
- Modifications to curriculum outcomes should be considered only after all appropriate accommodations are in place

Note: MOCPs may not be reported for secondary students' dual-enrollment coursework. Additionally, there are no MOCPs for postsecondary study.

Common Reporting Issues: OCPs

- Local MIS systems that have been programmed to automatically assign OCPs
 - OCP is assigned once the student takes the last course in series
 - This can be a problem if the student didn't pass one or more courses required to report an OCP, or did not take one or more courses
- Lack of familiarity with the frameworks
- Missing OCPs