

2024-25 CBO Supplemental Information Format

The supplemental format is **only required** for reporting industry certification information for students who have taken (pass or fail) an industry certification examination or reporting postsecondary course enrollments as part of an Integrated Education and Training (IET) program. A separate record is required for each Industry Certification or Postsecondary Course enrollment.

Please note, a supplemental file is not required if there are no industry certifications or 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 Name	Field Description
1	1-3	3	N	General	CBO_NUM	Community Based Organization Number
1A	4-6	3	N	General	INSTITUTIONAL_SITE	Institutional Site
2	7-10	4	N	General	YEAR	Reporting Year
3	11-12	2	N	General	SURVEY	Survey Period Code
4	13-22	10	A/N	Text	STUDENT_ID	Student Number Identifier
5C	23-29	7	A/N	Text	VOC_PROGRAM_CODE	CTE/Adult General Education Program Code
6C	30-36	7	A/N	Text	COURSE	Course Number
19C	38-42	5	A/N	Text	SECTION	Section Number
5S	37-37	1	A/N	Text	PSSTATUS	Postsecondary Course Status
6S	43-50	8	A/N	Text	CERTID	Industry Certification Identifier
7S	51-51	1	A/N	Text	CERTOUTCOME	Industry Certification Outcome
8S	52-59	8	N	Date (*3/14/2012)	ICDTEEARNED	Industry Certification Date Earned