

# Work-Based Learning Reporting

Reporting Element	Program Codes	How is it used?	When can I report?
<b>Career Technical Program Codes</b>	305012: Internship Completion 305014: Apprenticeship/Pre-Apprenticeship 305099: Other Work-Based Learning	Used to calculate performance on the Career & Postsecondary Success Measure on the CTPD Report Card.	Can be reported in the Student (S) collection or the Graduate (G) collection.
<b>Work-Based Learning Program Codes</b>	<u>Work-Based Learning Hours Ranges:</u> 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 building pathway and CTPD level, respectively.	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.
<b>Cumulative Work-Based Learning Hours</b>	Reported as part of the March (D) Follow-Up; only work-based learning hours aligned to the Program of Concentration will be reported.  An exact number of hours 0000-9999 will be entered.	Used to provide additional data regarding what portion of accumulated hours was aligned to the program of study reported in March (D).	Reported as part of the March (D) Follow-Up; only represents hours completed during 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 Career Technical Program Codes; hours should be reported as specified above for the Work-Based Learning Program Codes and Cumulative Work-Based Learning Hours element.
- 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 the Career Technical Program Codes and/or the cumulative total of hours through the Work-Based Learning Program Codes 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 CTE Concentrators.
- If you have additional questions about reporting work-based learning experiences, please reach out to your ITC or contact Brenna Bartlett at [Brenna.Bartlett@education.ohio.gov](mailto:Brenna.Bartlett@education.ohio.gov).