

THE INSTITUTIONAL PROFILE
FY'14 Perkins IV Application

Please note an important change on the Institutional Profile: there are now two workbooks in the same spreadsheet, one for CTE students and one for TOTAL ENROLLMENT. The “Institutional Profile Attachment 1” is no longer required, as its content is now in the Institutional Profile spreadsheet.

The Institutional Profile (IP) provides numeric information about student enrollment in career and technical education programs and supports the institution's choice of major efforts. It indicates whether or not the effort is of sufficient size and scope to be funded. The IP provides information on the institution's efforts to provide services to students who are members of special populations and numbers and categories of students with a disability. It is also used in providing required information to the U.S. Department of Education (USDOE) regarding enrollment in career clusters, the ethnicity of career/technical education students, and enrollees' special population status. The Institutional Profile is required for civil rights purposes. The data will enable SED to compare the characteristics of CTE students with the TOTAL POPULATION of the Institution (Refer to the 2013-2014 Guideline, page 34).

Please read the following before completing the EXCEL file

- Where a consortium exists, EACH member of the consortium MUST submit a separate Institutional Profile. Combined Profiles will NOT be accepted.
- ONLY list credit-bearing programs that are assigned HEGIS codes 5000-5599. Do NOT list credit-bearing programs in other HEGIS codes.
- List all eligible credit-bearing programs in numeric order by HEGIS code, followed by all eligible noncredit-bearing programs in CIP code order.
- Report **Fall 2012** enrollments in each credit-bearing and noncredit-bearing career/technical program. ONLY report Fall 2012 enrollments in each program. Do NOT list programs that did not have any students enrolled in Fall 2012.
- Non-credit programs reported must include academic and occupational learning combined toward the attainment of a **specific occupational skill** and be 100 or more hours in length. Non-credit programs reported must include the CIP code assigned to that program.
- **New: PLEASE BE SURE TO TOTAL EACH COLUMN (D-AA) Tab 1 only.**
- The Profile may ONLY be submitted electronically; do NOT include a hard copy with your application; however, it is suggested that a copy be maintained with your files.

- The Profile **MUST** be submitted no later than the application due date, May 24, 2013. Institutions are encouraged to transmit their IP at the earliest possible date but no later than May 24, 2013.
- Applications **CANNOT** be approved for funding without a complete IP containing the required data.

Instructions for completing the Institutional Profile

Attached with this document is the Excel file “Institutional Profile Fall 2012” which you will complete and then transmit via E-Mail.

CTE PROGRAMS Workbook(Tab1)

- Cells C2-C5 contains your institution’s identifying information. Be certain to identify the name of the individual who will be able to answer specific questions about the completed Profile.
- Begin reporting the first career/technical program in Cell B11.

Column A:Career Cluster. This column is shaded in red and labeled **“FOR SED USE ONLY”**. You are **NOT** to input anything into this column.

Column B:HEGIS or CIP Code. Credit-bearing two-year programs should use HEGIS codes; non-credit programs should use CIP codes. Use one or the other; do not use both.

Column C:Program Title. **DO NOT ABBREVIATE THE PROGRAM TITLE OR USE CODES THAT ARE UNIQUE TO YOUR INSTITUTION.** For example, do NOT list program titles such as “DTN” or “GSWS”. You may, however, use such common abbreviations as “Tech”, “Mgmt”, or “Admin.” Profiles that do not follow these instructions will be rejected.

Columns D-E defines the gender distribution of career/technical program enrollees. The data reported in these columns are **UNDUPLICATED.**

- Column D:Male
- Column E:Female

Column F defines the Ethnicity (U.S. Domestic and Resident Alien Students Only). The data in this column is **UNDUPLICATED.**

Columns G-M defines the Race (U.S. Domestic and Resident Alien Students Only). The data in these columns are **UNDUPLICATED.**

- Column G: Not reported
- Column H: American Indian /Alaskan Native
- Column I: Asian
- Column J: Black/African American
- Column K: Native Hawaiian/Pacific Islander
- Column L: White
- Column M: Two or More Races

Column N defines International Students or Non-Resident Alien.

Note: The totals of Columns G-M +N MUST equal the total of D-E.

Columns O-T defines the Special Population status of enrollees in career/technical programs. The data reported in these columns are **DUPLICATED** (if a student belongs to more than one Special Population category, they are to be counted in EACH category. Special Population categories are defined by USDOE. (For more specific definitions of each category see “**Section I. – Definitions**” of the FY’ 14 Guidelines.)

- Column O: ADA Disabled
- Column P: Economically Disadvantaged Individuals
- Column Q: Individuals preparing for nontraditional training and employment
- Column R: Single Parents
- Column S: Displaced Homemakers
- Column T: Individuals with Limited English Proficiency

Column U defines the **unduplicated** count of enrollees who are members of any Special Population category. Each enrollee is now to be counted **once** if they belong to **any** of the Special Population categories listed in Columns O-T. SED is required to report this data to USDOE. **THIS COLUMN IS SHADED IN YELLOW TO IDENTIFY IT AS DIFFERENT FROM THE PRECEDING COLUMNS.**

Note: The number reported in Column U cannot be lower than the highest number reported in Columns O-T.

- Column U: Number of students who belong to any Special Population category (**TOTAL UNDUPLICATED** Spec Pop Enrollees)

Columns V-AA defines Type of ADA Disability.

- Column V: Learning Disabled
- Column W: Mobility Impaired
- Column X: Visually Impaired
- Column Y: Hearing Impaired

- Column Z: Multiple Disabilities (Multiple)
- Column AA: Other (health) Impairment (Other)

Note: Multiple Disabilities (Column Z) refers to individuals who have disabilities in more than one category; e.g., the person is both Mobility and Visually Impaired, or Learning Disabled and Visually Impaired. If the student qualifies to be reported in Column AA, they are **NOT** to be reported in any other columns V-Z. The total of Columns V-AA **MUST** equal Column O.

TOTAL ENROLLMENT Workbook(Tab2)

- Cells B5-B8 contains your institution's identifying information. Be certain to identify the name of the individual who will be able to answer specific questions about the completed Profile.

Column A: This column is **FOR SED USE ONLY**. You are **NOT** to input anything into this column.

Columns B-C defines the gender distribution of TOTAL enrollees. The data reported in these columns are **UNDUPLICATED**.

- Column B:Male
- Column C:Female

Column D defines the Ethnicity (U.S. Domestic and Resident Alien Students Only). The data in this column is **UNDUPLICATED**.

Columns E-K defines the Race (U.S. Domestic and Resident Alien Students Only). The data in these columns are **UNDUPLICATED**.

- Column E: Not reported
- Column F: American Indian /Alaskan Native
- Column G: Asian
- Column H: Black/African American
- Column I: Native Hawaiian/Pacific Islander
- Column J: White
- Column K: Two or More Races

Column L defines International Students or Non-Resident Alien.

Note: The totals of Columns E-K +L **MUST** equal the total of B-C.

Columns M-R define the Special Population status of enrollees in the institution. The data reported in these columns are **DUPLICATED** (if a student belongs to more than one Special Population category, they are to be counted in EACH category. Special Population categories

are defined by USDOE. (For more specific definitions of each category see “**Section I. – Definitions**” of the FY’14 Guidelines.)

- Column M: ADA Disabled
- Column N: Economically Disadvantaged Individuals
- Column O: Individuals preparing for nontraditional training and employment
- Column P: Single Parents
- Column Q: Displaced Homemakers
- Column R: Individuals with Limited English Proficiency

Column S defines the **unduplicated** count of enrollees who are members of any Special Population category. Each enrollee is now to be counted **once** if they belong to **any** of the Special Population categories listed in Columns M-R. SED is required to report this data to USDOE. **THIS COLUMN IS SHADED IN YELLOW TO IDENTIFY IT AS DIFFERENT FROM THE PRECEDING COLUMNS.**

Note: The number reported in Column S cannot be lower than the highest number reported in Columns M-R.

- Column S: Number of students who belong to any Special Population category (**TOTAL UNDUPLICATED** Spec Pop Enrollees)

Columns T-Y defines Type of ADA Disability.

- Column T: Learning Disabled
- Column U: Mobility Impaired
- Column V: Visually Impaired
- Column W: Hearing Impaired
- Column X: Multiple Disabilities (Multiple)
- Column Y: Other (health) Impairment (Other)

Note: Multiple Disabilities (Column X) refers to individuals who have disabilities in more than one category; e.g., the person is both Mobility and Visually Impaired, or Learning Disabled and Visually Impaired. If the student qualifies to be reported in Column Y, they are **NOT** to be reported in any other columns T-X. The total of Columns T-Y **MUST** equal Column M.

Questions regarding the completion of the Institutional Profile should be addressed to Mary Groat at (518) 486-6042, or Perkins@mail.nysed.gov

The completed Institutional Profile (two workbooks in the same spreadsheet, one for CTE students and one for ALL students) is to be submitted via E-Mail to SED at Perkins@mail.nysed.gov no later than May 24, 2013.