Guidance: CTE CCP Generic Cluster Course Codes

A new system, based on the information below, will be phased in from the Spring of 2017 through the 2017-2018 SY for CTE Career and College Promise (CCP) courses.

New CTE CCP Coding System
1. Continue to use the existing unique codes for CTE CCP courses that are part of the Comprehensive Articulation Agreement.
2. Continue to use the existing unique codes for CTE CCP courses that have been designated as honors.
3. Begin using generic cluster codes for courses that do not have assigned unique codes (see instructions below).
4. Use generic cluster codes or existing unique codes for non-CAA or non-honors courses for which unique codes have already been established. The unique codes will be inactivated at the end of the 2017-2018 SY. All non-CAA and non-honors courses will use the generic cluster codes beginning with the 2018-19 SY. The full list of courses that will be inactivated can be found at: http://www.nc-sis.org/courses.html.

This change was made to allow LEAs to count the courses in appropriate clusters based on the local agreement, not on a state setting. By using this system, you should avoid having to make overrides on the student academics screen for the course to count correctly. This will also allow students to be enrolled in CCP courses without a delay waiting for the course to be set up.

CTE Generic Course Code Scheduling Guidance
A. Courses must be part of a local CTE Pathway agreement between the local education agency and a community college. At the time the course is added to the agreement, the LEA and Community College should determine how it counts in a cluster based on the approved CTE Pathway.
1. As a general rule, courses must have a required community college prerequisite to count as Level 2 (completer) courses.
2. Community College courses must count as Level 1 or Level 2. Enhancement courses are not available.
3. Non-technical courses cannot count in a cluster even if they are in the CTE Pathway.

B. The person enrolling students should select the course code for the appropriate cluster and level.
1. Generic CTE CCP courses have "WC" in the first two digits and "2X" in the fifth and sixth digits.
2. Use the Community College course code (with no spaces) and the Community College title as the local description.

3. If the course meets state board requirements for greater than 1 credit, the LEA can change the credits shown in the credits field. LEAs MUST follow the state board policy (CCRE-001) below, which is based on the total semester hour credits given for the course in the Community College Combined Course Catalog. For clarity, the value used to determine the HS credit is the community college course "credit," not the "class" or "lab" hours.
    a. Prior to 2018-19 SY:
        i. 1-4 semester hour credits = 1 HS Credit
        ii. 5-8 semester hour credits = 2 Credits
        iii. 9 or more semester hour credits = 3 HS Credits
    b. Beginning with the 2018-19 SY:
        i. 1-2 semester hour credits = 0 HS Credit
        ii. 3-4 semester hour credits = 1 HS Credit
        iii. 5-8 semester hour credits = 2 HS Credits
        iv. 9 or more semester hour credits = 3 HS Credits
    c. If the course is taught in multiple parts, the credit can be distributed among the parts as appropriate. The sum of the credit of all parts must equal the total credit in the course as shown in the Combined Course Catalog.
C. LEAs are subject to audit to ensure course coding is done correctly

CTE Generic Cluster Course Codes

Course Number	Course Title
WC012X0	CCP Ag, Food & Natural Resources I
WC022X0	CCP Ag, Food & Natural Resources II
WC032X0	CCP Architecture & Construction I
WC042X0	CCP Architecture and Construction II
WC052X0	CCP Arts, AV Techn & Comm I
WC062X0	CCP Arts, AV Techn & Comm II
WC072X0	CCP Business Management & Admin I
WC082X0	CCP Business Management & Admin II
WC092X0	CCP Education & Training I
WC102X0	CCP Education & Training II
WC112X0	CCP Finance I
WC122X0	CCP Finance II
WC132X0	CCP Government & Public Admin I
WC142X0	CCP Government & Public Admin II
WC152X0	CCP Health Science I
WC162X0	CCP Health Science II
WC172X0	CCP Hospitality & Tourism I
WC182X0	CCP Hospitality & Tourism II
WC192X0	CCP Human Services I
WC202X0	CCP Human Services II
WC212X0	CCP Information Technology I
WC222X0	CCP Information Technology II

WC232X0	CCP Law, Public Safety, Corr & Sec I
WC242X0	CCP Law, Public Safety, Corr & Sec II
WC252X0	CCP Manufacturing I
WC262X0	CCP Manufacturing II
WC272X0	CCP Marketing I
WC282X0	CCP Marketing II
WC292X0	CCP Science, Technol, Eng & Math I
WC302X0	CCP Science, Technol, Eng & Math II
WC312X0	CCP Transp, Distribution & Logistics I
WC322X0	CCP Transp, Distribution & Logistics II
WC335X0	Combined CAA CCP CTE STEM Pathway