

Reporting Locally-Issued Certificates

Colleges have the option of creating low-unit certificates that do not need approval from the Chancellor's Office. These certificates do not appear on students' transcripts, but may certify that students have critical skills that align with high-demand jobs, help them stay current with job requirements, or enable them to transition to another field.

Colleges have the option of reporting student attainment of local certificates to the Chancellor's Office MIS system as part of their annual data upload, without requiring that they seek Chancellor's Office approval.

What are the Benefits of Uploading Data on Local Certificates?

Data Will Be Visible in the LaunchBoard

- *Track labor supply:* Get a more comprehensive understanding of how many students are completing training at neighboring colleges, to inform supply-and-demand analyses.
- *View employment data:* See the employment and earnings outcomes of students who earn local certificates, to determine the impact of these awards.

Strengthen Information in Statewide Tools

- *Skills-builder metrics:* Students who have earned local certificates, but for whom no statewide data are available, may be erroneously included in other categories, such as the skills-builder metrics in the Student Success Scorecard, Data Mart, and the LaunchBoard.
- *More CTE Outcomes Survey data:* Students with reported local certificates will be included in the CTE Outcomes Survey, which can help capture students who didn't meet the inclusion criteria for non-completers (9+ units in the same 2-digit TOP code, where at least one course is coded as non-introductory).
- *More accurate information in Data Mart:* Once local certificates are reported to MIS, they can be included in the Program Awards Summary Report in Data Mart.

How do I find out if my local certificates are being reported?

You can easily see if specific certificates are being reported in [the LaunchBoard Community College Pipeline](#).

Select your college, program area, credit status, and academic year from the drop down menu and then click "View." Select the "Success" tile, and the first item on the Summary section will show you whether local certificates were reported by your college.

This information can also be found in Data Mart under the [Program Awards](#) query or in the Chancellor's Office Curriculum Inventory (COCI) under [Programs](#).

How can my college start reporting local certificates to the Chancellor's Office?

Your institution can submit information on local awards by following the procedures found in [SP04 Student-Program-CO-Unique-Code](#). Talk with the person at your college who is responsible for managing the annual upload of data to the Chancellor's Office to determine how to flag local certificates and include them in the MIS submission process. Your college will need to resubmit program-level data for the years that were missing the local certificate information. In most cases, resubmission will need to be approved by an administrator before it can take place. If resubmission is not practical, your college can update its local student information system so that subsequent MIS files will have local certificate information.