



Ensuring Quality APR Data MSIP 5: Standard 3: 5-6 Students Employed 180 Days After Graduation.

This document contains instructions for earning credit for students directly employed at the time of graduation or within six months of graduation during the February Follow-Up. These instructions **do not** apply to students in a post-secondary institution, technical school or branch of the military.

To get credit for employed graduates, the school must enter the program type and Classification for Instructional Programs (CIP) Code for a corresponding approved Career and Technical Education (CTE) course into their student information system (SIS). Personal Finance is the most common example because it is a statewide graduation requirement. **However, any approved CTE course is valid** for getting credit for employed students as long as the student completed that particular course.

To find a CTE approved course and the corresponding program type and CIP Code, follow these instructions:

1. Go to dese.mo.gov
2. Click on “Web Applications” on the home page

Welcome to dese.mo.gov. We hope you enjoy the site, and we welcome your feedback.

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION™

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Educator Certification Web Applications Report Card

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3. Login with your username and password

DESE Secured Web Application Logon

IMPORTANT NOTICE:

- | | |
|------------------------------------|--|
| Inactive Account | - Received an email concerning your inactive account? If so, please click HERE for more information. |
| Food and Nutrition Services | - USER MANAGERS – The Food and Nutrition Services applications are only allowed one Authorized Representative. |
-

If you already have a User Name, enter it below. Click [LogIn]

User Name:

Password:

To view information available to the general public, Click [View Public Applications]

4. Click on “Core Data”

▼ **User Applications**

▼ **DESE Web Applications**

- Adult Computer Enrollment System (ACES)
- Annual Report of the County Clerk
- Consultant Logs
- **Core Data Collection**
- Data Request Maintenance
- DESE Migrant Education
- Eligible Participant Maintenance
- ePeGS
- Missouri Comprehensive Data System (MCDS)
- Prop C Compliance
- User Manager
- Virtual Learning Platform

▼ **Report**

- Report Menu -- All data and/or reports are now :

▼ **User Information**

- Change Password
- Edit User Profile
- Edit Security Question/Answer
- Logon/Logoff

5. Click on “Reports” on the left-hand navigation bar

Year: 2019-2020 ▾

Location: Core Data Collection



▼ **Core Data Collection**

- ▶ August Cycle
- ▶ October Cycle
- ▶ December Cycle
- ▶ February Cycle
- ▶ June Cycle
- ▶ **Reports**
- ▶ Edit Reports
- ▶ Statewide Reports
- ▶ DESE Web Application Menu
- ▶ Logon/Logoff

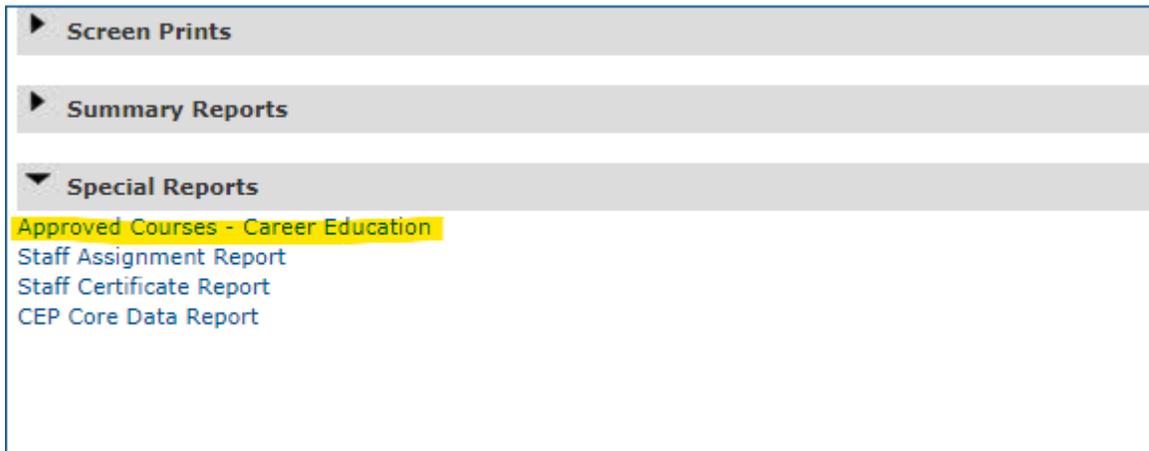
6. Click on “Special Reports”

▶ Screen Prints

▶ Summary Reports

▶ **Special Reports**

7. Click on “Approved Courses – Career Education”



8. Pick a course CIP code and program type for the desired course

Pgm-Ty	Cipcode	Course Number	Course Name
0104			
	01.0101	016741	AGRIBUSINESS SALES & MARKETING
	01.9999	016807	AGRICULTURAL BUSINESS, RESEARCH & DEVELOPMENT
	01.0101	016742	AGRICULTURAL COMMUNICATIONS AND LEADERSHIP
	01.0201	016770	AGRICULTURAL CONSTRUCTION
	01.0201	016753	AGRICULTURAL MACHINERY
	01.0101	016730	AGRICULTURAL MANAGEMENT AND ECONOMICS
	01.0201	016751	AGRICULTURAL POWER 1
	01.0201	016752	AGRICULTURAL POWER 2
	01.9999	016806	AGRICULTURAL POWER AND TECHNOLOGY
	01.0000	016710	AGRICULTURAL SCIENCE 1 (ANIMAL SCIENCE)
	01.0000	016760	AGRICULTURAL SCIENCE 2 (PLANT SCIENCE)
	01.0201	016720	AGRICULTURAL STRUCTURES
	01.9999	016803	ANIMAL AND PLANT BIOTECHNOLOGY
	01.0901	016711	ANIMAL SCIENCE
	01.0901	016743	BIOTECHNOLOGY
	03.0101	016759	CONSERVATION OF NATURAL RESOURCES
	01.0601	016761	CROP SCIENCE
	01.0901	016744	EQUINE SCIENCE
	01.0601	016763	FLORICULTURE

9. Enter both the program type number and the CIP code into your SIS for the employed student

Note: Because SISs differ between schools, the steps to input this information into your SIS may vary. Please contact your SIS vendor for further assistance.