



SCED Codes for Work-Based Learning Indicator Perkins V Secondary Indicator

This document is organized to identify a list of SCED codes used to collect data on the courses used for the work-based learning secondary indicator for Perkins V. For more information on the references made to course naming and coding, please review the [Work-Based Learning Course Naming and Coding Guidance](#).

High School Internships

Districts offering an internship experience should include “internship” in the course title.

Definition of an Internship:

Internships are a professional training experience that provides students the opportunity to gain professional and technical skills while under the supervision of an industry professional in a career path of interest. Internships are structured experiences for a set period of time that require student interns to complete real work to reach the specific learning goals. Internships provide student learners with the opportunity to participate in training while gaining experience in problem-solving, decision-making and skill-building projects at the internship site. Internships may be paid or unpaid opportunities. Internship programs provide ample support from the work-based learning coordinator, including regular visits to the internship site, regular evaluations and program documentation with training agreements and student-individualized training plans. Work-based learning coordinators, including those with a multioccupations endorsement or work experience coordinator endorsement, should place students in experiences that align with the student’s career goals and regard the experience as an internship to prepare students for future career success.

The internship definition is located in the [Iowa Work-Based Learning Guide](#) with expectations for high school internship programs outlined in the [Iowa Internship Toolkit](#).

Internship Course Administration

Internship Course Overseeing Placements	Keyword to Include in the Title of the Course	SCED Code for the Course
All Career Areas	Internship	22998

If your district offers a year-long internship course and provides classroom learning around employability skills prior to internship placement, your district could code your course as outlined below.

Year-Long Course Name: Internship		
Term	Content	SCED Codes for the Course
Fall Term	Employability Skills	22152 *This code will not be collected for Perkins V.
Spring Term	Internship Experience	22998 *Qualifies under the Perkins V Secondary Performance Indicator

Important notes for districts offering an internship course with SCED 22998:

- If your district is offering an internship course with the instructor overseeing student internships in all career paths, then your district should view your internship course as a capstone experience. As a capstone experience, the internship course should be shared among all CTE programs. By sharing this course with all your CTE programs, CTE concentrators will be identified in all applicable CTE programs.
- All instructors overseeing internship programs under SCED code 22998 will need the [multioccupations endorsement](#).
- During the secondary CTE reporting application period, a simple survey will be requested by the Department for a program to provide a numerical breakdown of the number of student internships in each career pathway, i.e., two students in architecture and construction, four in business, management and administration, etc.

College Credit for High School Internship Courses

If your high school internship program is contracted as a postsecondary concurrent enrollment course, there are a few guidelines that need to be followed with regards to local program naming and SCED codes.

- Naming
 - Due to the different nature of the internship experience in high school versus college, the potential concurrent enrollment course title will most likely not contain the word “internship.”
 - Your local high school course name/title can be different from the college course title as long as your district acknowledges the course as a college-level course through the following:
 - Districts must clearly articulate within their school’s registration handbook/course guide the college course name, course number and college credits earned if successfully completed.
 - Districts must clearly articulate through the college syllabus the college’s name, course title, course number, course description and any additional policy elements required by the contracting community college.
 - Districts currently utilizing the college course title to reflect their local course name/title, are encouraged to maintain this practice. However, the Department strongly recommends the addition of the identified keywords as outlined in this resource to ensure recognition for the work-based learning credit experiences available to students through the concurrent enrollment program.
- SCED codes
 - Districts will continue to use the SCED code aligned with the college course as outlined in the “SCED Codes and Contact Minutes for Community College Courses” document.

Career and Technical Education - Content Specific Internship Programs

Internship Course Overseeing Placements in:	Keyword to Include in the Title of the Course	SCED Code for the Course
Agriculture	Internship	18998
Construction	Internship	17048
Business	Internship	12998
Information Solutions	Internship	10998
Health Science	Internship	14298
Family and Consumer Science	Internship	19298
Public, Protective & Government Service	Internship	15998
Restaurant, Food & Beverage Services	Internship	16098
Education	Internship	19198
Manufacturing	Internship	13998

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High School Apprenticeship

If your district is offering credit for the on-the-job training portion of your registered apprenticeship, include “apprenticeship” in the course title. If your district prefers to use an abbreviation for apprenticeship, please use “apprent” to clearly indicate the course is an apprenticeship credit-bearing course. Please use the following coding and naming for the apprenticeships outlined below. If you have a course for an apprenticeship program that does not align with the list below, please reach out to the Department’s [work-based learning consultant](#).

Definition of Apprenticeship:

Apprenticeships are training experiences that provide on-the-job training or learning (OJT/OJL) with related technical or classroom instruction (RTI), enabling students to earn compensation while they learn a career or trade. Apprentices are employed by the employer/organization during an apprenticeship. An apprenticeship that meets certain requirements set forth by the United States Department of Labor is called a Registered Apprenticeship (RA) program. A special feature of RAs is that they provide opportunities for apprentices-earned wages to increase as progression is made through the program. In addition, portable industry credentials are awarded to those who complete RAs. RAs can last between one and five years and a recommended minimum of 44 hours of RTI.

For more information on apprenticeships, reference the [Iowa High School Registered Apprenticeship Playbook 2.0](#). The apprenticeship definition listed above is located in the [Iowa Work-Based Learning Guide](#).

Apprenticeship Course for On-the-Job-Training	Keyword to Include in the Title of the Course	SCED Code for the Course
Agricultural Service Worker Apprenticeship	Apprenticeship or Apprent	18248
Animal Technician	Apprenticeship or Apprent	18148
Aerospace Engineering (Engineering Assistant)	Apprenticeship or Apprent	21048
Automotive Tech Specialist	Apprenticeship or Apprent	13348
Carpenter	Apprenticeship or Apprent	17048
Childcare Development Specialist	Apprenticeship or Apprent	19198
Computer Support Specialist	Apprenticeship or Apprent	10298
CNC - Milling & Turning	Apprenticeship or Apprent	13098
Electrical	Apprenticeship or Apprent	17048
Machinist	Apprenticeship or Apprent	13098
Nursing Assistant	Apprenticeship or Apprent	14098
Software Engineer	Apprenticeship or Apprent	21998
Welder, Combination	Apprenticeship or Apprent	13248

College Credit for High School Apprenticeship Courses

If your high school apprenticeship program is contracted as a postsecondary concurrent enrollment course, there are a few guidelines that need to be followed with regards to local program naming and SCED Codes.

- Naming
 - Your local high school course name/title can be different from the college course title as long as your district acknowledges the course as a college level course through the following:

- Districts must clearly articulate within their school’s registration handbook/course guide the college course name, course number and college credits earned if successfully completed.
 - Districts must clearly articulate through the college syllabus the college’s name, course title, course number, course description, and any additional policy elements required by the contracting community college.
- Districts currently utilizing the college course title to reflect their local course name/title, are encouraged to maintain this practice. However, the Department strongly recommends the addition of the identified keywords as outlined in this resource to ensure recognition for the work-based learning credit experiences available to students through the concurrent enrollment program.
- SCED codes
 - Districts will continue to utilize the SCED code aligned with the college course as outlined in the [“SCED Codes and Contact Minutes for Community College Courses”](#) document.

School-Based Enterprise

New codes for school-based enterprises developed just for Iowa. The new SCED codes for school-based enterprises are found on the Department’s SRI webpage under the subheading Course Coding and Supplementary Weighting in the latest SCED code resource. Use one of the SCED codes below for your school-based enterprise if it aligns with the following course description.

New Iowa SCED Code Description for School-Based Enterprise Course: School-based enterprise courses provide students the opportunity to learn and manage an entrepreneurial operation within a school setting. Classroom content includes, but is not limited to, operations, product services management, pricing, distribution channel management and promotion. The enterprise is managed and operated by students who develop professional and career skills with the instructor overseeing student skill development. Industry expert consultation provided (when needed) to align with professional expectations.

- If a school district wishes to use their school-based enterprise for the Perkins V work-based learning indicator, districts will need to use the appropriate SCED code for the course credit associated with the experience.
- Using the identified SCED code below will automatically identify your school-based enterprise, allowing the course name to reflect the local enterprise choice name.

Content Area	Keyword to Include in the Title of the Course	SCED Code for the Course
Information Technology - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	10902
Communication and Audio/Visual Technology - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	11902
Business and Marketing - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	12902
Manufacturing - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	13902
Health Care Sciences - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	14902
Public, Protective and Government Services - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	15902

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Hospitality and Tourism - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	16902
Architecture and Construction - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	17902
Agriculture, Food and Natural Resources - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	18902
FCS - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	19902
Transportation, Distribution and Logistics - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	20902
Engineering and Technology - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	21902
Miscellaneous - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	22902

For more information on school-based enterprises, visit the Department's [work-based learning webpage](#) for the latest resources.

Workplace Project-Based Learning (Authentic Learning)

New codes for workplace project-based learning courses have been developed just for Iowa. The new SCED codes for workplace project-based learning are found on the Department's SRI webpage under the subheading Course Coding and Supplementary Weighting in the latest SCED code resource. Use the following SCED code for your workplace project-based learning course if it follows the course description.

Workplace Project-Based Learning (Authentic Projects) SCED Course Description: Workplace project-based learning courses are intended to develop attitudes, skills, and strategies applicable for professional situations, with emphasis on personal growth and development, interpersonal skills, intercultural understanding, leadership and the use of ethics. Students learn the concept of project-based learning in the workplace, and develop and implement projects in cooperation with local businesses, community organizations, or non-profit agencies. Projects are developed and supported under the supervision of an instructor.

Content Area	Keyword to Include in the Title of the Course	SCED Code for the Course
Information Technology - Workplace Project-Based Learning	Local Decision on Course Title	10901
Communication and Audio/Visual Technology - Workplace Project-Based Learning	Local Decision on Course Title	11901
Business and Marketing - Workplace Project-Based Learning	Local Decision on Course Title	12901
Manufacturing - Workplace Project-Based Learning	Local Decision on Course Title	13901

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Health Care Sciences - Workplace Project-Based Learning	Local Decision on Course Title	14901
Public, Protective, and Government Services - Workplace Project-Based Learning	Local Decision on Course Title	15901
Hospitality and Tourism - Workplace Project-Based Learning	Local Decision on Course Title	16901
Architecture and Construction - Workplace Project-Based Learning	Local Decision on Course Title	17901
Agriculture, Food, and Natural Resources - Workplace Project-Based Learning	Local Decision on Course Title	18901
Family and Consumer Sciences (Human Services) - Workplace Project-Based Learning	Local Decision on Course Title	19901
Transportation, Distribution, and Logistics - Workplace Project-Based Learning	Local Decision on Course Title	20901
Engineering and Technology - Workplace Project-Based Learning	Local Decision on Course Title	21901
Miscellaneous - Workplace Project Based-Learning	Local Decision on Course Title	22901

Qualified Service Area Examples

Additional opportunities in career and technical education service areas are included in the Perkins V data collection but may not have a course (and SCED code) dedicated to the content. If the experiences outlined below do not have a course SCED code identified in the prior sections, you will need to complete the steps in this section for the spring secondary CTE reporting application.

Agriculture

Supervised Agriculture Experience (SAE) with 120 hours completed in ten different skill areas documented through SAE records and cross-walked with AFNR standards (including career ready practices). SAE Records data is used to validate the Work Based Learning indicator and program aggregate data submitted.

- **Who sets the hour requirement(s):** Chapter Degree (State FFA Constitution);
- **Who Supervises the student(s):** Instructor, industry partner supervisor, and parent

Health Science

CNA & Advanced CNA

- Hours set by the Iowa Department of Inspections.
- **Who sets the hour requirement(s):** Iowa Department of Inspections/Federal Government
- **Who Supervises the student(s):** Instructor and Long-term care facility nurse

Human Services/Family and Consumer Sciences

ProStart

- Minimum 400 hours over a period of one to three years
- **Who sets the hour requirement(s):** National Restaurant Association
- **Who Supervises the student(s):** Instructor/work-based learning coordinator and industry partner

Early Childhood Education

- Minimum 480 hours working with children within three years of beginning CDA application, obtained over a period of one to three years
- **Who sets the hour requirement(s):** Council for Professional Recognition, Iowa Association for the Education of Young Children (Iowa AEYC)
- **Who Supervises the student(s):** Instructor/work-based learning coordinator and industry partner

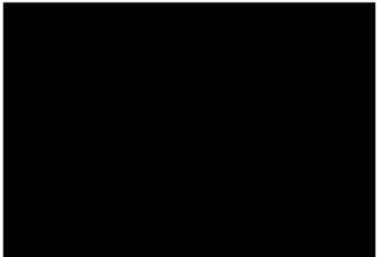
Reporting the Qualified Service Area Examples in the Spring Secondary CTE Reporting Application:

1. Select the appropriate course where the students would have completed the experience outlined in this section.
2. Select the students meeting the criteria in the qualified service area examples section by placing a checkmark in the WBL column. *See image below.
3. The saved selections will submit once you have completed the additional requirements in the application.

Program Student Breakdown ×

Single Parent Column = Student is themselves a single parent or is pregnant
 Concentrator Column = Student has accumulated 2.0 Carnegie units in a CIP/CTE Program
 WBL Column = If a student is currently enrolled and participating in a course that offers embedded workplace experience but is not part of a work-based learning class using one of these [Sced Codes](#), check this box. Examples include and are limited to: Registered Apprenticeships, Pre-Apprenticeship, Health Science CNA, Early Childhood Education CDA, Agriculture SAE*(120 Hours), and ProStart.

[Download Enrolled](#)

Enrolled	Concentrator	Single Parent	WBL	Action		
186	79	0	85	Mark Reviewed		
Student Name	State ID	Program Total Units	Concentrator	Student is Single Parent	WBL	
		0.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
		1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
		0.5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Units
		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Units
		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Units
		2.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Units
		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units