

Workforce Training Completers system (WTCS) formerly Noncredit Workforce Completers System (NWCS)

Refer to the Data Dictionary Reference Link for Details

One record per course or course sequence completion

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
1	1	1	Digit	Collection Term	DD2
2	4	4	Digits	Collection Year	DD1
3	8	8	Digits	OPEID(FICE + 2)	DD3
4	9	9	Digits	Identification Number (SSN)	DD5
5	1	1	Digit	Identification Number Type	DD6
6	3	10	Alphanumeric	Data Element will be retired 2024-25 Local Campus Student ID	DD8
7	3	35	Alphabetic	Last Name	DD10
8	1	35	Alphabetic	First Name	DD11
9	0	35	Alphabetic	Middle Name	DD12
10	1	1	Digit	Gender	DD21
11	8	8	Digits	Birthdate	DD27
12	5	5	Digits	Current Zip Code	DD29
13	1	1	Digit	Residency Code	DD110
14	1	1	Digit	Citizenship Indicator	DD165
15	0	1	Alphabetic	Hispanic/Latino Ethnicity	DD25
16	0	1	Digit	White	DD26.1
17	0	1	Digit	Black/African American	DD26.2
18	0	1	Digit	Asian	DD26.3
19	0	1	Digit	American Indian/Native Alaskan	DD26.4
20	0	1	Digit	Native Hawaiian/Pac. Is.	DD26.5
21	3	100	Alphabetic	Sequence Name	DD157
22	5	5	Digit	Subject Area	DD166
23	8	8	Digit	Sequence Start Date	DD158

Note: DD8 will remain in the layout for use in 2024-25, but must be blank for 2025-26. Must populate DD194 for 2025-26.

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Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	
24	8	8	Digit	Sequence Date Completed	DD159	
25	8	8	Digit	Date Conferred	DD160	
26	7	7	Digit	Instructional Hours	DD161	
27	1	1	Digit	Hours Type	DD162	
28	1	1	Digit	Licensure or Certification	DD163	
29	1	2	Digit	Course or Sequence Type <i>(no longer used - Leave blank)</i>		
30 <i>New!</i>	1	1	Numeric	Optional for 2024-25, Required 2025-26 Prison Education Program Completion	DD201	If not reporting for 2024-25: Enter "0"
31 <i>New!</i>	1	2	Numeric	Optional for 2024-25, Required 2025-26 Total Courses	DD202	If not reporting for 2024-25: Enter "0"
32 <i>New!</i>	20	20	Alphanumeric	Optional for 2024-25, Required 2025-26 Institution Assigned Student Identifier	DD194	If not reporting for 2024-25: Blank is allowed