

| <b>Workforce Training Completers system (WTCS)</b> formerly Noncredit Workforce Completers System (NWCS)<br><b>Refer to the Data Dictionary Reference Link for Details</b><br>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                                        | <a href="#">DD2</a>       |
| 2                                                                                                                                                                                                                                 | 4                    | 4                    | Digits       | Collection Year                                        | <a href="#">DD1</a>       |
| 3                                                                                                                                                                                                                                 | 8                    | 8                    | Digits       | OPEID(FICE + 2)                                        | <a href="#">DD3</a>       |
| 4                                                                                                                                                                                                                                 | 9                    | 9                    | Digits       | Identification Number (SSN)                            | <a href="#">DD5</a>       |
| 5                                                                                                                                                                                                                                 | 1                    | 1                    | Digit        | Identification Number Type                             | <a href="#">DD6</a>       |
| 6                                                                                                                                                                                                                                 | 0                    | 10                   | Alphanumeric | <b>Discontinued 2025-26</b><br>Local Campus Student ID | <a href="#">DD8</a>       |
| 7                                                                                                                                                                                                                                 | 3                    | 35                   | Alphabetic   | Last Name                                              | <a href="#">DD10</a>      |
| 8                                                                                                                                                                                                                                 | 1                    | 35                   | Alphabetic   | First Name                                             | <a href="#">DD11</a>      |
| 9                                                                                                                                                                                                                                 | 0                    | 35                   | Alphabetic   | Middle Name                                            | <a href="#">DD12</a>      |
| 10                                                                                                                                                                                                                                | 1                    | 1                    | Digit        | Gender                                                 | <a href="#">DD21</a>      |
| 11                                                                                                                                                                                                                                | 8                    | 8                    | Digits       | Birthdate                                              | <a href="#">DD27</a>      |
| 12                                                                                                                                                                                                                                | 5                    | 5                    | Digits       | Current Zip Code                                       | <a href="#">DD29</a>      |
| 13                                                                                                                                                                                                                                | 1                    | 1                    | Digit        | Residency Code                                         | <a href="#">DD110</a>     |
| 14                                                                                                                                                                                                                                | 1                    | 1                    | Digit        | Citizenship Indicator                                  | <a href="#">DD165</a>     |
| 15                                                                                                                                                                                                                                | 0                    | 1                    | Alphabetic   | Hispanic/Latino Ethnicity                              | <a href="#">DD25</a>      |
| 16                                                                                                                                                                                                                                | 0                    | 1                    | Digit        | White                                                  | <a href="#">DD26.1</a>    |
| 17                                                                                                                                                                                                                                | 0                    | 1                    | Digit        | Black/African American                                 | <a href="#">DD26.2</a>    |
| 18                                                                                                                                                                                                                                | 0                    | 1                    | Digit        | Asian                                                  | <a href="#">DD26.3</a>    |
| 19                                                                                                                                                                                                                                | 0                    | 1                    | Digit        | American Indian/Native Alaskan                         | <a href="#">DD26.4</a>    |
| 20                                                                                                                                                                                                                                | 0                    | 1                    | Digit        | Native Hawaiian/Pac. Is.                               | <a href="#">DD26.5</a>    |
| 21                                                                                                                                                                                                                                | 3                    | 100                  | Alphabetic   | Sequence Name                                          | <a href="#">DD157</a>     |
| 22                                                                                                                                                                                                                                | 5                    | 5                    | Digit        | Subject Area                                           | <a href="#">DD166</a>     |
| 23                                                                                                                                                                                                                                | 8                    | 8                    | Digit        | Sequence Start Date                                    | <a href="#">DD158</a>     |
| 24                                                                                                                                                                                                                                | 8                    | 8                    | Digit        | Sequence Date Completed                                | <a href="#">DD159</a>     |

Note: DD8 is discontinued for MHEC collections for 2025-26, but institutions may continue to use it for their own purposes.

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One record per course or course sequence completion

| Item # | Minimum<br>Field Length | Maximum<br>Field Length | Field Type   | Data Element                                                            | Data Dictionary<br>Reference |
|--------|-------------------------|-------------------------|--------------|-------------------------------------------------------------------------|------------------------------|
| 25     | 8                       | 8                       | Digit        | Date Conferred                                                          | <a href="#">DD160</a>        |
| 26     | 7                       | 7                       | Digit        | Instructional Hours                                                     | <a href="#">DD161</a>        |
| 27     | 1                       | 1                       | Digit        | Hours Type                                                              | <a href="#">DD162</a>        |
| 28     | 1                       | 1                       | Digit        | Licensure or Certification                                              | <a href="#">DD163</a>        |
| 29     | 1                       | 2                       | Digit        | Course or Sequence Type-<br><i>(no longer used - Leave blank)</i>       |                              |
| 30     | 1                       | 1                       | Numeric      | Required 2025-26 - Clarification<br>Prison Education Program Completion | <a href="#">DD201</a>        |
| 31     | 1                       | 2                       | Numeric      | Required 2025-26<br>Total Courses                                       | <a href="#">DD202</a>        |
| 32     | 20                      | 20                      | Alphanumeric | Required 2025-26<br>Institution-Assigned Student Identifier             | <a href="#">DD194</a>        |