



# Maryland Annual Collection Systems

## Workforce Training Registration System (WTRS)

### **Maryland Higher Education Commission**

Office of Information Technology

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## Workforce Training Registration System Population Scope

### Selection Criteria

The Workforce Training Registration System (WTRS) was developed to capture course registration activity for noncredit courses with the Course Intent of A (Workforce Development/Job Preparatory), B (Workforce Development/Licensure or Certification), or C (Workforce Development/Job Skill Enhancement). Courses with intent codes of A, B, or C include courses that qualify for identifiable occupations or that provide a comprehensive body of knowledge leading to career advancement.

Courses with the intent of A, B, or C will be referenced as *workforce training courses* throughout this document. Individuals *registered* to take these courses will be referred to as *students* throughout this document.

### Reporting Timeframe

This file is an annual file and contains student registration records that span the fiscal year, from July 1st to June 30th. Student registration records are included in this collection if the majority (50 percent or more) of the instructional time for the course falls within this time frame. A course can be on-going at the time the data is reported. Registration records for students who do not meet the 50 percent threshold test are held for the next collection year.

### Frequently Asked Questions (FAQs)

This section provides guidance on the criteria to be used for selecting students to include in the WTRS file. See the Data Elements FAQs section for additional guidance on selection criteria and correct use of data element codes (to be added when file layout and DDs are finalized).

1. Which students should be included?
  - 1.1. Community College students
  - 1.2. All students registered for all courses with intent code A, B, or C regardless of student eligibility (See Section 5. “Who is an ineligible student?” for more information) or course eligibility (See Section 6. “What is an ineligible course” for more information)

Student Type	Course Type	
	Eligible	Ineligible
Eligible	Yes	Yes
Ineligible	Yes	Yes

- 1.3. Both full-time equivalent (FTE) eligible and ineligible students
- 1.4. Students registered in workforce training courses in any modality (face to face, online, hybrid, etc.)

- 1.5. Students for both open enrollment and contract training, provided the course has the intent code of A, B, or C
- 1.6. Students who register for the course, regardless of attendance or completion, provided registration continued until at least the census or effective registration date
- 1.7. Students regardless of course outcome (successful outcome or unsuccessful outcome) or course status (completed, withdrawn, or in-progress)

2. Which courses should be included?

- 2.1. All courses with intent code A, B, or C with registered students regardless of student eligibility or course eligibility

Student Type	Course Type	
	Eligible	Ineligible
Eligible	Yes	Yes
Ineligible	Yes	Yes

- 2.2. Courses where the majority (50 percent or more) of the instruction occurs within the reporting timeframe
- 2.3. Courses that start before the reporting timeframe or end after the reporting time, provided 50 percent or more of the instruction occurs within the reporting timeframe
- 2.4. Workforce training courses in any modality (face to face, online, hybrid, etc.)
- 2.5. Open enrollment and contract training, provided the course has the intent code of A, B, or C

3. Which students and courses should be excluded?

- 3.1. Students who (by the 50 percent rule) were in the earlier reporting year, even if the course was in-progress at the time of reporting in the prior year
- 3.2. Students who (by the 50 percent rule) should be held until the next reporting year
- 3.3. Students who have not registered in a noncredit workforce course or sequence during the fiscal year
- 3.4. Students who register in a course, but drop the course (either student-initiated withdrawal or administratively-initiated withdrawal) by the census date
- 3.5. Do not include students in Youth Programs or Kids on Campus unless the course has an intent code of A, B, or C
- 3.6. Students who are registered in courses with a course intent of D (Basic Skills) or E (General Education)

4. What is the collection year?

- 4.1. The collection year is July 1 to June 30

- 4.2. The majority (50 percent) of the course must be completed during the reporting period. A course may start before the collection period and/or end after the collection period.
5. Who is an ineligible student?
  - 5.1. Students who are ineligible to be claimed for State aid include:
    - 5.1.1. Students who have not registered prior to the 20 percent point of a course (census date) and who are not enrolled at the 20 percent point
    - 5.1.2. Students categorized as out-of-state or foreign students, unless permitted by State law
    - 5.1.3. Students younger than 16 years of age on the day of the first class session, unless otherwise permitted by State law
    - 5.1.4. High school students concurrently enrolled in continuing education courses that are part of the student's high school curriculum
    - 5.1.5. An employee of the college who is enrolled in continuing education
    - 5.1.6. Courses without payment of tuition, either through tuition waiver, tuition payment reimbursement, or by direct finance of the course work by individual college departments
    - 5.1.7. A dependent or spouse of college faculty or staff members enrolled without tuition charge
    - 5.1.8. Students whose total costs are funded by federal, State or locally funded contracts or grants
6. What is an ineligible course?
  - 6.1. Courses developed to satisfy individual interests and hobbies which are not associated with an occupation, essential life skill, or traditional academic discipline. Recreational courses are not intended to provide basic skill development, general education, or workforce development. Recreational courses are explicitly declared ineligible to receive State funding in Section 13B.07.02.02B(5) of the Code of Maryland Regulations.
  - 6.2. Some courses may be eligible but the course section offered is ineligible because of special circumstances, such as:
    - 6.2.1. Offered to specific populations
    - 6.2.2. Offered as contract training to a non-Maryland company
    - 6.2.3. Fully funded by a federal grant
    - 6.2.4. Tuition is not being charged
    - 6.2.5. Fees that are charged but waived are still eligible