



Apprenticeship Related and Supplemental Instruction (RSI) Reporting Requirements

August 30, 2022

Context

Apprenticeship enrollments are currently claimed for apportionment the 321 RSI report. This document provides guidelines, due dates, and reporting requirements for apprenticeship enrollments.

Internal Reporting Expectations

In addition to state mandated reporting requirements, the San Diego Community College district has created internal procedures to ensure that the 32 reports is correct and vetted by both the District Office and apprenticeship teams at City, Mesa, and Miramar Colleges, and the College of Continuing Education.

At the end of each term, the campuses will provide the Dean of Career Education and Workforce Development at the SDCCD District Office with current enrollment information for apprenticeship students enrolled in their programs. The files should contain the student ID number, name, their program and trade information, and the classes in which they are enrolled. The campuses are expected to provide updated files if changes are made. Microsoft excel is the preferred tool for these reports, and all files with identifiable student information should be shared securely through Microsoft Teams.

The Office of Institutional Effectiveness and Research (OIER) at the SDCCD District Office will provide the campuses with excel drafts of the 321 report 6 weeks prior to the state deadlines, which are detailed in the table on the next page of this document. The campuses are expected to examine the reports and check to ensure that the enrollment information is correct. If there are errors in enrollment information the campuses are expected to notify the Dean of Career Education and Workforce Development, and work with their local admissions and records offices to correct any incorrect enrollment information 2 weeks prior to the report deadlines. If the deadline cannot be made, the information should be updated prior to the next reporting period. All data issues must be corrected prior to the November recalculation.

External Reporting Requirements

The Office of Institutional Effectiveness and Research will submit the validated 321 and 320 reports on or before the CCCCO deadlines via NOVA and the CCCCO 320 reporting portal respectively. Apprenticeship billing is a separate process from the submission of apprenticeship hours, and the campuses are expected to work on this process with their respective business services offices. Currently only apprenticeship program contracts require billing: Associated General Contractors, Black Contractors Association, and SDG&E.

College Reporting Schedule

Summer and Fall Apprenticeship Reporting

- First week of November – Each College with active Apprenticeship Programs will receive a **draft P1 report** with Summer and Fall Apprenticeship RSI information. College Apprenticeship Program Management leads are responsible for reviewing this report and ensuring accuracy.
- Last week of December – Feedback on the draft P1 is due
 - Any errors or discrepancies must be communicated directly to District Career Education & Workforce Development Department and shared with local Admissions and Records
 - Corrections must be made locally by the College's Admissions and Registration Office prior to December 30.
- Last week of December – Summer and Fall apprenticeship student level information must be submitted to the District's Career Education & Workforce Development Department by December 30.
 - Individual Students
 - The specific apprenticeship program they are participating in
 - The specific occupation they are pursuing
 - The specific courses they enrolled in for the summer and fall terms

Spring Apprenticeship Reporting

- First week of March - Each College with active Apprenticeship Programs will receive a **draft P2 Report** with Spring Apprenticeship RSI information. College Apprenticeship Program Management leads are responsible for reviewing this report and ensuring accuracy.
- Last week of March – Feedback on the draft P2 is due
 - Any errors or discrepancies must be communicated directly to District Career Education & Workforce Development Department and shared with local Admissions and Records
 - Corrections must be made locally by the College's Admissions and Registration Office prior to March 30.
- Last week of March – Spring apprenticeship student level information must be submitted to the District's Career Education & Workforce Development Department by March 30.
 - Individual Students
 - The specific apprenticeship program they are participating in
 - The specific occupation they are pursuing
 - The specific courses they enrolled in for the spring term

Summer, Fall, and Spring Final Reporting

- First week of June - Each College with active Apprenticeship Programs will receive a **draft Final Report** with Summer, Fall, and Spring Apprenticeship RSI information. College Apprenticeship Program Management leads are responsible for reviewing this report and ensuring accuracy.
- Last week of June – Feedback on the Final Report is due

- Any errors or discrepancies must be communicated directly to District Career Education & Workforce Development Department and shared with local Admissions and Records
- Corrections must be made locally by the College's Admissions and Registration Office prior to June 30.
- Last week of June – Changes to spring apprenticeship student level information must be submitted to the District's Career Education & Workforce Development Department by June 30.

Recalculation – *final opportunity to make corrections*

- First week of September - Each College with active Apprenticeship Programs will receive a **draft Recalculation Report** with the prior year's Summer, Fall, and Spring Apprenticeship RSI information. College Apprenticeship Program Management leads are responsible for reviewing this report and ensuring accuracy.
- Last week of September – Feedback on the Final Report is due
 - Any errors or discrepancies must be communicated directly to District Career Education & Workforce Development Department and shared with local Admissions and Records
 - Corrections must be made locally by the College's Admissions and Registration Office prior to September 30

2022-23 College Reporting Deadlines

- September 30 – final due date to confirm any changes needed to the 2021-22 report (recalculation process for prior year)
- December 30 – final due date to confirm any changes to the P1 report (Summer and Fall 2022)
- March 30 – final due date to confirm and correct any change to the P2 report (spring 2022)
- June 30 – final due date to confirm and correct any changes to the 2022-23 report (summer, fall, and spring 2022)
- September 30 – final due date to confirm any changes needed to the 2022-23 report (recalculation process)

File Management Reminders

Colleges are required to maintain student level records for each apprentices, their program, occupation, and courses, as well as rosters and sign-in sheets, etc. For a full list of audit ready requirements, please visit the District's Apprenticeship Program Management Resource Page.

District OIER Reporting Timeline

Requirement	Internal/External Requirement	Description	Deadline
Enrollment and Program Information	Internal: Campuses to District	Campuses are expected to send enrollment information including student names, IDs, programs, trades, and enrollments to District Dean of Career Education and Workforce Development, who will then provide to OIER.	At the end of each term and as needed.
Draft of 321 Report	Internal: District to Campuses	District OIER will provide the Dean of Career Education and Workforce Development files for each campus that include all apprenticeship enrollments that are to be included on the 321 report. The Dean will then deliver the files to the campuses for their review.	4-6 weeks before each reporting period
Campuses respond to report drafts	Internal: Campuses to District	Campuses will send verification that the report drafts are correct, or they will notify the District of corrections being made. Each campus will work with admissions and records to make corrections to enrollment data if needed.	1-2 weeks before each report deadline
Period 1 Report	External: District to the CCCCCO	District OIER will submit enrollment data on the 321 report for Summer and Fall.	January 15
Period 2 Report	External: District to the CCCCCO	District OIER will submit enrollment data on the 321 report for Summer, Fall, and most of Spring.	April 15
Period 3 (or final) Report	External: District to the CCCCCO	District OIER will submit enrollment data on the 321 report for Summer, Fall, Spring, and any enrollments in the following summer that must be claimed in the first fiscal year.	July 15
Recalculation Report	External: District to the CCCCCO	District OIER will submit any corrections to enrollment data on the 321 report for Summer, Fall, Spring, and any enrollments in the following summer that must be claimed in the first fiscal year.	November 1