REFERENCE FILE SPECIFICATIONS

Reference careerclusters

Version 1.5.0

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General Information

This document describes the data elements collected by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS). Valid values and data validation rules that can be performed prior to data submission are listed where appropriate.

High-Level Data Collection Workflow

Scope

All students enrolled in courses (for credit AND/OR noncredit) at the institution for given academic year.

File Names

File Specification	*File Name*
Reference careerclusters	#####_reference_careerclusters_YYYY_##.csv

Where	Represents
#####	IPEDS Institution ID
YYYY	Academic Year Ending
##	Optional sequence Number

Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: *NSWERS Field Name [File Specification: Field Name (Field Number)] where:

- An asterisk (*) indicates the data element is a mandatory field. A non-blank or non-null value must be supplied in all mandatory fields for each record, or the data loading process will reject the record.
- NSWERS Field Name represents the name of the data element commonly used by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS).
- File Specification indicates the formal name of the file specification.
- Field Name indicates the formal name of the field within the file specification.
- Field Number indicates the position of the field within the file specification.

Academic Year Ending

The academic year is understood as July 1 – June 30. Postsecondary data will be organized by academic year using Academic Year Ending. For example, the

Academic Year Ending field for 2020 – 2021 will simply read: “2021”.

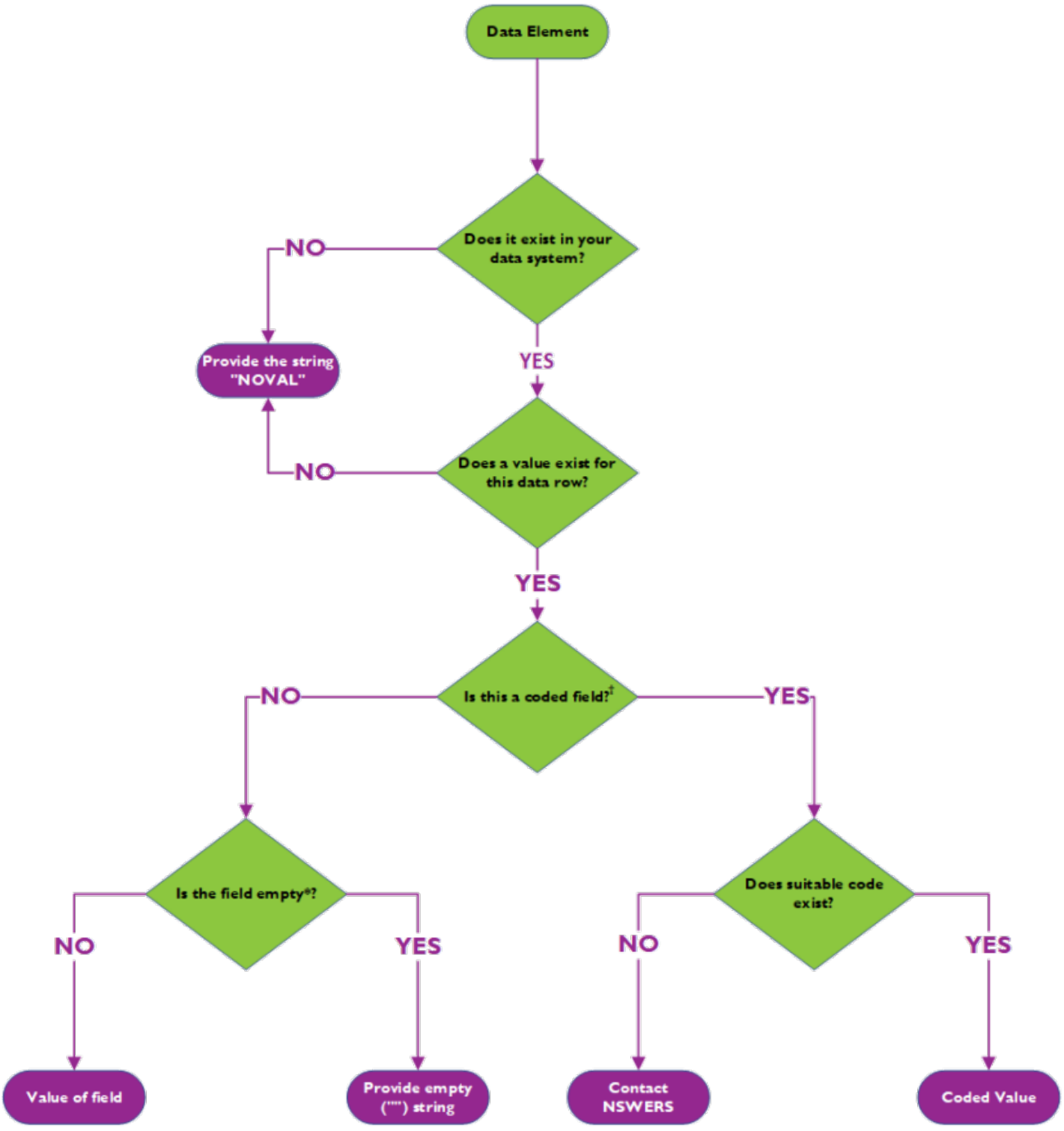
Notes of Importance

- Any values that contain a comma must be enclosed with quotes.
- Data fields should be ordered in the same sequence as identified in this document.

All files should be submitted in .csv format.

To maintain data privacy and security, and to preserve the informational chain of custody, NSWERS staff cannot edit original source data files. It is the responsibility of each data contributing partner to resolve errors discovered during data submission, validation, and certification processes. Corrected data files should be re-uploaded by partners into the NSWERS data system.

Decision Tree: Reporting for Nonmandatory Data Elements



†The field is represented by a code in the data specifications (e.g. gender, GED Status, etc)

*The field is blank or represented by a blank placeholder in your data system

Reference careerclusters

Additional details can be found on our website at
https://nswers.orgs/insights/data-dictionary-and-elements/

Cip [Reference careerclusters:cip (1)]

Six-digit CIP program code used as the lookup key. The record maps this source code to cluster_id and cluster_name; the code is not calculated in this table.

The Classification of Instructional Programs (CIP) codes (2020 version) are provided by IPEDS.

Format
##.####

Verification Details
CIP codes must be six-digits long in format ##.#### – leading and terminal zeros must be included, where applicable.

Title [Reference careerclusters:title (2)]

CIP program title associated with cip, retained from the source classification taxonomy.

Cluster Id [Reference careerclusters:cluster_id (3)]

Numeric career-cluster code assigned to cip by the NSWERS career-cluster crosswalk; paired with cluster_name.

Code	*Description*	*Explanation of Use*
1	Agriculture, Food & Natural Resources	
2	Architecture & Construction	
3	Arts, Audio/Video Technology & Communications	
4	Business Management & Administration	
5	Education & Training	
6	Finance	

Code	*Description*	*Explanation of Use*
7	Government & Public Administration	
8	Health Science	
9	Hospitality & Tourism	
10	Human Services	
11	Information Technology	
12	Law, Public Safety, Corrections & Security	
13	Manufacturing	
14	Marketing	
15	Science, Technology, Engineering & Mathematics	
16	Transportation, Distribution & Logistics	
17	No Cluster	The loader uses code 17 as an explicit no-cluster category; it may not appear in every source crosswalk.

Cluster Name [Reference careerclusters:cluster_name (4)]

Career-cluster label corresponding to cluster_id for the CIP record.

Reference careerclusters

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	Cip	String	7	##.####
	2	Title	String		
	3	Cluster Id	Integer	2	(one of set)
	4	Cluster Name	String		