

SUBJECT: Overview of the Update to the Instructional Program Data Standard

The Department of Education's National Center for Education Statistics (NCES) has issued its year 2000 edition of the Classification of Instructional Programs (CIP-2000), thus requiring the updating of OPM's Instructional Program data standard. The updated standard will be effective as of **January 1, 2003**, for personnel processing and Central Personnel Data File (CPDF) submission. To give agencies time to update their records, the old Instructional Program codes will continue to be valid for CPDF submission until **July 1, 2003**, at which time only the updated Instructional Program codes will be valid.

Detailed information about the Update is provided in the files shown below (IP2CIP2000.PDF, IP3DataStandard.PDF, IP4DataStandard.TXT, IP5NewCodes.TXT, and IP6CodeChanges.TXT). To access the files, open the PDF files using an Adobe Acrobat Reader. Open the TXT files using a word processor. For proper display, use a Courier font. If you have any questions, please contact Steve Goldstein at (202) 606-1162 or email address [smgoldst@opm.gov](mailto:smgoldst@opm.gov).

- (1) File IP2CIP2000.PDF describes the CIP-2000. For CPDF purposes, only the six-digit codes (with the embedded periods removed) are used. Note that the following Instructional Program series (indicated by the first two digits of the code) are **not** applicable for personnel processing and CPDF submission: 21 (Technology Education/Industrial Arts), 28 (Reserve Officer Training Corps (JROTC, ROTC)), 32 (Basic Skills), 33 (Citizenship Activities), 34 (Health-Related Knowledge and Skills), 35 (Interpersonal and Social Skills), 36 (Leisure and Recreational Activities), 37 (Personal Awareness and Self-Improvement), 53 (High School/Secondary Diplomas and Certificate Programs), and 55 (French (Canadian) Language and Literature/Letters). Also, the translations have significantly changed for two codes that continue to be used: Code 390604, which had been used for Rabbinical and Talmudic Studies (MHL/Rav), is now used for Pre-Theology/Pre-Ministerial Studies. Code 3990605, which had been used for Pre-Theological/Pre-Ministerial Studies, is now used for Rabbinical Studies (MHL/Rav).
- (2) File IP3DataStandard.PDF shows the updated Instructional Program data standard.
- (3) File IP4DataStandard.TXT shows the updated Instructional Program codes in ASCII text format to facilitate the automated validity checking of codes. Following is the record description:

<u>Position</u>	<u>Data</u>
1-6	Instructional Program Code
7-116	Instructional Program Title (with trailing blanks truncated)

(4) File IP5NewCodes.TXT shows the new codes in ASCII text format to facilitate use in automated systems. Each record on the file shows a new code and its title. Following is the record description:

<u>Position</u>	<u>Data</u>
1-6	Instructional Program Code
7-8	Blank
9-118	Instructional Program Title (with trailing blanks truncated)

(5) File IP6CodeChanges.TXT shows the code changes in ASCII text format to facilitate the automated conversion of the old Instructional Program codes to those of the updated standard. The records in the file come in pairs, with each pair separated by a blank line. The first record in the pair shows the old code and title. The second record in the pair shows the updated code and title. Following is the record description:

<u>Position</u>	<u>Data</u>
1-6	Instructional Program Code
7-8	Blank
9-118	Instructional Program Title (with trailing blanks truncated)