

Contract Education Data Collection Tool

COLLEGE/DISTRICT REPORTING:	
CONTACT:	
PHONE:	
EMAIL:	

Company/Agency Name	Contract #	Date	1. Federal Employer ID# (EIN)	2. SIC	3. Size (SML)	New	Re-peat	# Participants	Instr. Hrs	Non-Training Services	Employer-paid Revnue	FTES	Fee Based
Current totals													



1. Federal Employer ID (EIN) This number is 9 numbers long. 00-00-00002.

2. SIC CODES

- A. Agriculture, Fishing, Mining
- B. Construction
- C. Manufacturing (includes wide array of products: food, textile, wood, industrial; commercial machinery & computers; transportation equipment)
- D. Transportation
- E. Communications
- F. Utilities
- G. Wholesale Trade
- H. Retail Trade (includes eating and drinking places)
- I. Finance, Insurance, Real Estate
- J. Health Services
- K. Educational Services
- L. Other Services (includes lodging places and other services; personnel, business, auto repair, motion pictures, amusement & recreational, legal, engineering/accounting/research/management)
- M. Public Administration (government agencies, police, fire departments, publicly funded agencies)

3. Size: S = < M = 250 L = 500

Non-training services are things such as employee assessments, organizational assessments, development of job aids, curriculum development, consulting, etc

Employer-paid includes all funds paid by the employer including administrative costs. for credit, (FTES) courses

FTES = Apportionment Generating State Funding - If employer-paid credit put under Employer-paid revenue

FTES = # of students X instructional hrs/525 (i.e., 25 x 40 = 1000/525 = 1.9 FTES)

FTES Income=FTES X Your Institution's Funding Amount (i.e., 1.9 X \$3144 = \$5973.60)

Fee-based courses are those paid by individuals.



Other items to track											
Instr.	Dev	Benefits	Travel	Mat	Fees	Fac/Oth	Indirect	Income	Expenses	Paid	CTO