

Data Dictionary

Noncredit Program - Activity File

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Revisions

Version	Date	Author	Description
1	February 16, 2025	CGI	Original - Added to support FY26 Pilot of new noncredit fields.
1.1	March 10, 2026	Ralph Masker - CGI	Correct NCP014, NCP015, and NCP016 to have the correct field size, changes from 3 to 6 to match Appendix J Cred Code.
1.2	March 17, 2026	Ralph Masker - CGI	Updated NCP006 to include the "Deleted" option for program added in error or not needed and never used for enrollment.
1.3	May 6, 2026	Monika Patel - CGI	Updated NCP005 definition from "This initial date the NC Program is added to the Noncredit Program File" to "The initial date the NC program became active."
1.4	June 23, 2026	Monika Patel - CGI	Updated data dictionary to address accessibility.
1.5	July 6, 2026	Lindsay Graham - DHE	Updated NCP011 definition.

Data Specification

Terms	Definitions
Data Element	Unique identifier or title of the data element.
Description	Name of the data element.
Definition	A definition of the data element collected.
Data Constraints	Rules or limitations that are applied to the data element.
Data type	Type of data to be entered e.g. alphanumeric, numeric.
Field size	The minimum and maximum number of characters the data item can take. (format: minimum maximum 1 2)
Format/Layout	The structure or pattern the data should follow.
Acceptable Values	The form in which the data is to be entered. Specific set of values that are permitted for a given data field.
Business Rule	Additional Comments or assistance on interpreting, applying or reporting the data item or code set.
Dependency	Refers to a relationship between different data elements where the value of one element is dependent on the value of another element.
Related Fields	List of related fields to the current data element.

Summary

The Noncredit Program (NCP) collection provides a standardized, program-level record of noncredit offerings at institutions. This collection documents the approved structure, characteristics, and intended outcomes of each noncredit program and serves as the foundational reference for all noncredit reporting.

The primary role of the NCP collection is to support Workforce Pell (WFP) eligibility review, program transparency, and statewide workforce analysis. By capturing consistent information about program design—such as clock hours, program length, price, and credential or articulation pathways—the collection enables institutions and the state to evaluate noncredit programs using common definitions and shared expectations.

The NCP collection focuses on the design and intent of the program, rather than student participation or outcomes. Each record identifies the institution offering the program, the program's lifecycle status, and the core structural elements required to understand how the program is delivered. This includes how many courses make up the program, how long the program runs, the instructional time required for completion, and the total tuition and required fees.

In addition, the collection captures how noncredit programs connect to credential and degree pathways and how they align with workforce demand. Data elements describing industry-recognized credentials, occupational licenses, institutional certificates, and micro-credentials provide insight into the credentials students are prepared to earn. Alignment to Classification of Instructional Programs (CIP) and Standard Occupational Classification (SOC) codes further links noncredit offerings to instructional fields and employment opportunities.

The NCP collection also identifies whether programs are targeted for Workforce Pell eligibility, supporting planning, monitoring, and future reporting requirements. When used in combination with the Noncredit Program Completions and Noncredit Student Outcomes collections, the NCP collection establishes the program-level context necessary to interpret participation, completion, credential attainment, and employment outcomes.

This collection is intended for collaborative use by Institutional Research staff and Noncredit program leadership, providing a shared framework for documenting noncredit programs, ensuring consistent reporting practices, and supporting meaningful analysis of noncredit workforce education.

Data Elements

NCP001 - (College ID)

Data Element	NCP001		
Description	College ID		
Definition	An institutional identification code, as assigned by DHE. Code used to identify each college or university in the Commonwealth of Massachusetts.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	3 3	Format/Layout	000
Acceptable Values	See Appendix A: Institutional ID Code Listing		
Business Rule	Mandatory entry		
Dependency			

NCP002 - (NC Program Identifier)

Data Element	NCP002		
Description	NC Program Identifier		
Definition	The unique program identification code assigned to the noncredit program by the institution. Institutionally specific program code assigned by the college that identifies the noncredit program in the college's student record system.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 15	Format/Layout	Varies
Acceptable Values	Each College has its own unique program coding schematic; this field requires the institutionally specific program code.		
Business Rule	Mandatory entry		
Dependency			

NCP003 - (Program Title)

Data Element	NCP003		
Description	Program Title		
Definition	Title applied to the program by the institution. The title applied by the institution to the program i.e. a recognized noncredit business-industry certification program (e.g. CISCO Certification, Oracle DBA, Microsoft Office User).		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 80	Format/Layout	Text
Acceptable Values	Title will vary by institution		
Business Rule	Mandatory entry		
Dependency			

NCP004 - (NC Program Course Description)

Data Element	NCP004		
Description	NC Program Course Description		
Definition	Textual description of the noncredit training program or course. It should align with the official description used in the institution's catalog, curriculum system, or accreditation documents.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 500	Format/Layout	Text
Acceptable Values	Description will vary by institution		
Business Rule	Mandatory entry		
Dependency			

NCP005 - (Initial Date Active)

Data Element	NCP005		
Description	Initial Date Active		
Definition	The initial date the NC Program became active. This date should not change once it is established as the initial date. The date can be in the past to capture when the program was first initiated even if it was several years earlier.		
Data Constraints		Data type	Date
Field size (Min Max)	10 10	Format/Layout	20260203
Acceptable Values	Date in YYYYMMDD format. Must not be a date in the future.		
Business Rule	Mandatory entry		
Dependency			

NCP006 - (NC Program Status)

Data Element	NCP006		
Description	NC Program Status		
Definition	The NC Program's current offering status at the institution. Active: All types of students (new, continuing, and returning) can enroll in the program. Deactivated: Program no longer offered. Deleted: Program added in error or not needed and never used for enrollment.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Active 2 Deactivated 3 Deleted		
Business Rule	Mandatory entry Programs can be deleted if never used for student enrollments. Once a program has had active enrollments it cannot be deleted and must be Deactivated if no longer needed. Status of Deleted is for program that were created in error and never used.		
Dependency			

NCP007 - (NC Program Course Total)

Data Element	NCP007		
Description	NC Program Course Total		
Definition	The total number of courses included in the noncredit Program and required to be taken to fulfill the Program requirements.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 2	Format/Layout	1
Acceptable Values	1-99		
Business Rule	Mandatory entry		
Dependency			

NCP008 - (Workforce Pell Eligible)

Data Element	NCP008		
Description	Workforce Pell Eligible		
Definition	The Program status with regards to Workforce Pell eligibility. Has the program been designated as Workforce Pell eligible or is it targeted by the institution for Workforce Pell eligibility.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Workforce Pell Eligible 2 Targeted for Workforce Eligibility, but not currently eligible 3 Not Workforce Pell eligible, and not targeted to be eligible		
Business Rule	Mandatory entry		
Dependency			

NCP009 - (NC Program Clock Hours)

Data Element	NCP009		
Description	NC Program Clock Hours		
Definition	Total 60-minute instructional hours required to complete the program, excluding breaks and unsupervised activities.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 3	Format/Layout	1
Acceptable Values	1-999		
Business Rule	Mandatory entry		
Dependency			

NCP010 - (NC Program Length)

Data Element	NCP010		
Description	NC Program Length		
Definition	The total number of instructional weeks required for a student to complete the program, calculated from the program start date to the program end date, during which required instruction occurs, and excluding scheduled breaks or periods with no instruction.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 2	Format/Layout	1
Acceptable Values	1-99		
Business Rule	Mandatory entry		
Dependency			

NCP011 - (NC Program Price and Fees)

Data Element	NCP011		
Description	NC Program Price and Fees		
Definition	The self-pay total price (in dollars) to enroll in the course. This is the listed or published price including required fees of the course, before grants or other funding may be provided to reduce or eliminate costs for the student. Also known as the sticker price.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 4	Format/Layout	1200
Acceptable Values	1-9999		
Business Rule	Mandatory entry		
Dependency			

NCP012 - (Pathway to Degree Articulation)

Data Element	NCP012		
Description	Pathway to Degree Articulation		
Definition	Indicates whether the program has a formally documented pathway that allows successful completion of the program to articulate into a credit-bearing degree or certificate program at the institution.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Yes 2 No		
Business Rule	Mandatory entry		
Dependency			

NCP013 - (Pathway to IRC or Occupational License)

Data Element	NCP013		
Description	Pathway to IRC or Occupational License		
Definition	Indicates whether the program is designed to prepare students to pursue and earn an industry-recognized credential (IRC) or a state or federal occupational license upon or following completion of the program.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Yes 2 No		
Business Rule	Mandatory entry		
Dependency			

NCP014 - (NC Credential 1)

Data Element	NCP014		
Description	NC Credential 1		
Definition	Identify the certification, license, or credential that is earned upon completion, or that the noncredit program / course prepares student to obtain by examination. Types of awards possible: Industry Recognized Credential (IRC) - An industry-recognized assessment, certification, or credentialing process that validates skills and competencies aligned with workforce or occupational standards recognized by employers, industry associations, or regulatory agencies. Occupational License - A license issued by a federal, state, or local government agency that legally authorizes the individual to work in a specific occupation or perform regulated professional activities.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	ACC001
Acceptable Values	See Appendix J of valid Industry Credentials		
Business Rule	Mandatory when NCP013 = 1		
Dependency			

NCP015 - (NC Credential 2)

Data Element	NCP015		
Description	NC Credential 2		
Definition	Identify the certification, license, or credential that is earned upon completion, or that the noncredit program / course prepares student to obtain by examination. Types of awards possible: Industry Recognized Credential (IRC) - An industry-recognized assessment, certification, or credentialing process that validates skills and competencies aligned with workforce or occupational standards recognized by employers, industry associations, or regulatory agencies. Occupational License - A license issued by a federal, state, or local government agency that legally authorizes the individual to work in a specific occupation or perform regulated professional activities.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	ACC001
Acceptable Values	See Appendix J of valid Industry Credentials		
Business Rule	Optional, if no secondary credential was earned		
Dependency			

NCP016 - (NC Credential 3)

Data Element	NCP016		
Description	NC Credential 3		
Definition	Identify the certification, license, or credential that is earned upon completion, or that the noncredit program / course prepares student to obtain by examination. Types of awards possible: Industry Recognized Credential (IRC) - An industry-recognized assessment, certification, or credentialing process that validates skills and competencies aligned with workforce or occupational standards recognized by employers, industry associations, or regulatory agencies. Occupational License - A license issued by a federal, state, or local government agency that legally authorizes the individual to work in a specific occupation or perform regulated professional activities.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	ACC001
Acceptable Values	See Appendix J of valid Industry Credentials		
Business Rule	Optional, if no secondary credential was earned		
Dependency			

NCP017 - (NC Institutional Certificate Award)

Data Element	NCP017		
Description	NC Institutional Certificate Award		
Definition	Is an Institutional Certificate awarded upon successful completion of the program / course? Institutional Certificate is a noncredit credential awarded by the institution for programs that include measurable learning outcomes and assessments, often aligned with workforce training or continuing education standards.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Yes 2 No		
Business Rule	Mandatory entry		
Dependency			

NCP018 - (Micro-credential Award)

Data Element	NCP018		
Description	Micro-credential Award		
Definition	Is a Micro-credential awarded upon successful completion of the program / course? Micro-credential / Digital Badge is a credential awarded for completion of a short, focused learning experience that certifies mastery of a specific skill or competency. Typically, stackable and sometimes linked to broader pathways. Micro-credentials can be Institutionally awarded by successful completion of course which likely includes internal assessment. Micro-credentials can be earned post course by passing industry certifying body exam.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Yes 2 No		
Business Rule	Mandatory entry		
Dependency			

NCP019 - (6-Digit Classification of Instructional Programs (CIP))

Data Element	NCP019		
Description	6-Digit Classification of Instructional Programs (CIP)		
Definition	The CIP code assigned to the program by the institution. CIP codes are based on the 2020 CIP listing published by National Center for Education Statistics.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	000001
Acceptable Values	See Appendix B: CIP 2020 Codes		
Business Rule	Mandatory entry		
Dependency			

NCP020 - (SOC 1)

Data Element	NCP020		
Description	SOC 1		
Definition	The Standard Occupational Classification (SOC) code identifying the occupation associated with the program or credential. (6 Digit)		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	000001
Acceptable Values	Valid 6-digit SOC code (#####) from the current U.S. Standard Occupational Classification system.		
Business Rule	Mandatory entry		
Dependency			

NCP021 - (SOC 2)

Data Element	NCP021		
Description	SOC 2		
Definition	The Standard Occupational Classification (SOC) code identifying the occupation associated with the program or credential. (6 Digit)		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	000001
Acceptable Values	Valid 6-digit SOC code (#####) from the current U.S. Standard Occupational Classification system.		
Business Rule	Optional		
Dependency			

NCP022 - (SOC 3)

Data Element	NCP022		
Description	SOC 3		
Definition	The Standard Occupational Classification (SOC) code identifying the occupation associated with the program or credential. (6 Digit)		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	000001
Acceptable Values	Valid 6-digit SOC code (#####) from the current U.S. Standard Occupational Classification system.		
Business Rule	Optional		
Dependency			

NCP023 - (SOC 4)

Data Element	NCP023		
Description	SOC 4		
Definition	The Standard Occupational Classification (SOC) code identifying the occupation associated with the program or credential. (6 Digit)		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	000001
Acceptable Values	Valid 6-digit SOC code (#####) from the current U.S. Standard Occupational Classification system.		
Business Rule	Optional		
Dependency			

NCP024 - (SOC 5)

Data Element	NCP024		
Description	SOC 5		
Definition	The Standard Occupational Classification (SOC) code identifying the occupation associated with the program or credential. (6 Digit)		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	000001
Acceptable Values	Valid 6-digit SOC code (#####) from the current U.S. Standard Occupational Classification system.		
Business Rule	Optional		
Dependency			

NCP025 - (SOC 6)

Data Element	NCP025		
Description	SOC 6		
Definition	The Standard Occupational Classification (SOC) code identifying the occupation associated with the program or credential. (6 Digit)		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	000001
Acceptable Values	Valid 6-digit SOC code (#####) from the current U.S. Standard Occupational Classification system.		
Business Rule	Optional		
Dependency			

NCP026 - (SOC 7)

Data Element	NCP026		
Description	SOC 7		
Definition	The Standard Occupational Classification (SOC) code identifying the occupation associated with the program or credential. (6 Digit)		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	000001
Acceptable Values	Valid 6-digit SOC code (#####) from the current U.S. Standard Occupational Classification system.		
Business Rule	Optional		
Dependency			

NCP027 - (SOC 8)

Data Element	NCP027		
Description	SOC 8		
Definition	The Standard Occupational Classification (SOC) code identifying the occupation associated with the program or credential. (6 Digit)		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	000001
Acceptable Values	Valid 6-digit SOC code (#####) from the current U.S. Standard Occupational Classification system.		
Business Rule	Optional		
Dependency			

NCP028 - (SOC 9)

Data Element	NCP028		
Description	SOC 9		
Definition	The Standard Occupational Classification (SOC) code identifying the occupation associated with the program or credential. (6 Digit)		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	000001
Acceptable Values	Valid 6-digit SOC code (#####) from the current U.S. Standard Occupational Classification system.		
Business Rule	Optional		
Dependency			

NCP029 - (SOC 10)

Data Element	NCP029		
Description	SOC 10		
Definition	The Standard Occupational Classification (SOC) code identifying the occupation associated with the program or credential. (6 Digit)		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	000001
Acceptable Values	Valid 6-digit SOC code (#####) from the current U.S. Standard Occupational Classification system.		
Business Rule	Optional		
Dependency			