



2024-2025 Designated Agency – File Layout

Designated Agency Data Collection Purpose:

Pursuant to Colorado Revised Statute 22-2-112(q), the Colorado Department of Education is directed to collaborate with the department of higher education to prepare an annual report on the effectiveness of educator preparation programs, which include higher education institutions and alternative educator preparation programs. The Colorado Department of Education shall work cooperatively with each alternative educator preparation program to collect candidate data that are required to fulfill CRS 22-2-112(q).

Dependencies:

This file has no dependencies.

Record Expectation:

Designated Agencies should submit 1 record per candidate per Designated Agency for any candidate enrolled.


Designated Agencies are required to submit a valid Social Security Number for any candidate enrolled.

Use Summary:



Fields from this file are used in the following CDE Collections, which require Designated Agency effort.

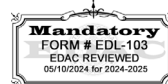
[Designated Agency Data Collection](#)

File Notes:

-  Indicates primary key
- * indicates a required field
- **No blanks are allowed for required fields**
- A header row is required for .csv and .xlsx files

Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Designated Agency Code * 	4	1	4	1	A2	1234	Reference website for codes
Program Code (Subprogram Code)	4	5	8	2	B2	1234	Reference website for codes; leave blank if no subprogram code is assigned
Social Security Number * 	9	9	17	3	C2	123456789	





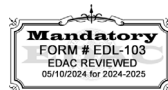
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Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
First Name *	30	18	47	4	D2		
Last Name *	30	48	77	5	E2		
Gender *	2	78	79	6	F2	01	01-Female, 02-Male, 03-Non-Binary, 04-Prefer Not to Respond
Date of Birth *	8	80	87	7	G2	01011980	Format is MMDDYYYY
Candidate’s Ethnicity: Hispanic or Latino *	1	88	88	8	H2	0	0-No or 1-Yes
Candidate’s Race: American Indian or Alaska Native *	1	89	89	9	I2	0	0-No or 1-Yes
Candidate’s Race: Asian *	1	90	90	10	J2	0	0-No or 1-Yes
Candidate’s Race: Black *	1	91	91	11	K2	0	0-No or 1-Yes
Candidate’s Race: White *	1	92	92	12	L2	0	0-No or 1-Yes
Candidate’s Race: Native Hawaiian or Other Pacific Islander *	1	93	93	13	M2	0	0-No or 1-Yes
Enrollment Date *	8	94	101	14	N2	07012016	Format is MMDDYYYY
Teacher or Principal *	1	102	102	15	O2	1	1-Teacher or 2-Principal
Year in Program *	1	103	103	16	P2	1	1-First Year, 2-Second Year, 3-Third Year
Endorsement Area *	4	104	107	17	Q2	1234	eKey
Enrollment Status *	1	108	108	18	R2	1	1-Currently rolled full-time, 2-Completed, 3-Candidate withdrew
Program Recommendation	1	109	109	19	S2	1	0-No or 1-Yes Cannot be blank if Enrollment Status is “2”; otherwise leave blank
Completion Date	8	110	117	20	T2	07012017	Format is MMDDYYYY Cannot be blank if Enrollment Status is “2” otherwise leave blank

Data Field Descriptions:

Designated Agency Code

A unique 4-digit code assigned to each designated agency by CDE. Refer to the Excel workbook on CDE’s website for a list of codes.





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Program Code

Only applicable for designated agencies with multiple programs; program code is required for applicable agencies. A unique code assigned to each designated agency with a program by CDE. Refer to the Excel workbook on CDE’s website for a list of codes.

Social Security Number

A 9-digit code assigned to an individual under the Federal Insurance Contribution Act.

First Name

An individual’s first name.

Last Name

An individual’s last name.

Gender

An individual’s sex.

Code	Description
01	Female
02	Male
03	Non-Binary
04	Prefer Not to Respond

Date of Birth

The month, date and year on which an individual was born.

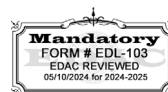
Candidate’s Ethnicity: Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. The term, “Spanish origin” can be used in addition to “Hispanic or Latino.” **Field response is required for all individuals. Please also make sure one of the five race options is marked “yes” to avoid data errors.**

Code	Description
0	No - Not Hispanic or Latino
1	Yes - Hispanic or Latino

Candidate’s Race: American Indian or Alaska Native

A person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community recognition.





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Code	Description
0	No - Not American Indian or Alaska Native
1	Yes - American Indian or Alaska Native

Candidate’s Race: Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Code	Description
0	No - Not Asian
1	Yes - Asian

Candidate’s Race: Black or African American

A person having origins in any of the Black racial groups of Africa.

Code	Description
0	No - Not Black
1	Yes - Black

Candidate’s Race: White

A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Code	Description
0	No - Not White
1	Yes - White

Candidate’s Race: Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

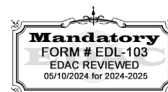
Code	Description
0	No - Not Native Hawaiian or Other Pacific Islander
1	Yes - Native Hawaiian or Other Pacific Islander

Enrollment Date

Date first enrolled in alternative education program.

Enrollment Status

Candidate’s current enrollment status.





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Code	Description
1	Currently enrolled - full time
2	Completed
3	Candidate withdrew

Teacher or Principal

Candidate’s school role.

Code	Description
1	Teacher
2	Principal

Year in Program

The program year in which the candidate is currently enrolled or registered.

Code	Description
1	First Year
2	Second Year
3	Third Year

Endorsement Area

The endorsement for which the candidate is currently enrolled or registered. Each designated agency may only indicate endorsements for which they are authorized. **Refer to the Excel workbook on CDE’s website for a list of eKey codes.**

Program Recommendation

Candidate has completed all the necessary requirements for program recommendation towards licensure.

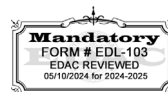
Code	Description
1	Yes
0	No

Completion Date

Date candidate completed program.

Document Changes:

Date	Description of Change	Reason for Change	Element(s) Affected
9/28/2017	Document Created		





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Date	Description of Change	Reason for Change	Element(s) Affected
4/1/2023	Updated gender	Added non-binary and prefer not to respond to gender options	Gender

