

Protocol for Submitting New Programs: SOC and CIP

Code Identification

When submitting a new program for WTCS approval, colleges should follow this structured protocol to ensure accurate identification of the appropriate SOC (Standard Occupational Classification) and CIP (Classification of Instructional Programs) codes.

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Classification of Instructional Programs (CIP)

The **Classification of Instructional Programs (CIP)** is a taxonomic scheme developed by the National Center for Education Statistics (NCES) to support the accurate tracking and reporting of fields of study and program completions. Here are some key points:

- **Purpose:** CIP codes are used to classify and report on educational programs and fields of study. They help in organizing and analyzing data on postsecondary education programs.
- **Structure:** CIP codes are organized into a hierarchical structure with three levels:
 - **2-digit series:** Broad categories (e.g., 01 for Agriculture, Agriculture Operations, and Related Sciences).
 - **4-digit series:** Intermediate groupings within the broad categories.
 - **6-digit series:** Specific programs of study (e.g., 01.0101 for Agricultural Business and Management, General).

- **Usage:** Postsecondary institutions use CIP codes to report program data to the government, which helps in creating reports on educational trends and informing policy decisions++

Browse the CIP Codes on the [CIP User Site](#).

Standard Occupational Classification (SOC)

The **Standard Occupational Classification (SOC)** system is used by federal agencies to classify workers into occupational categories for the purpose of collecting, calculating, and disseminating data. Here are some key points:

- **Purpose:** SOC codes are used to classify and report on occupations. They help in organizing and analyzing data on employment and wages.
- **Structure:** SOC codes are organized into a hierarchical structure with four levels:
 - **Major groups:** Broad categories of occupations (e.g., 11-0000 for Management Occupations).
 - **Minor groups:** Intermediate groupings within the major groups.
 - **Broad occupations:** More specific groupings within the minor groups.
 - **Detailed occupations:** Specific job titles and roles (e.g., 11-1011 for Chief Executives).
- **Usage:** SOC codes are used by various federal and state agencies to collect and report data on employment, wages, and job duties. This information is crucial for workforce development, policy making, and educational program alignment.

Browse SOC codes on the [Bureau of Labor Statistics website](#) and see Department of Labor's [O*NET site](#) for detailed occupational information.

CIP-SOC Protocol

Step 1: Initial Research on Existing WTCS Programs

- **Identify the same or similar programs in our System via the [WTCS Portal](#)** (see the 'Program Info' section) to assess which CIP code is currently used.
- **Consult the WTCS Program to SOC Crosswalk excel spreadsheet [[Link to myWTCS TSA/CIP/SOC page](#)]:** Review existing programs to see how similar programs are coded. This will provide a baseline for your program's classification. Be aware that WTCS Program to SOC Crosswalk may not perfectly

align with the current CIP-SOC crosswalk from the Department of Education (NCES). Always verify against the latest CIP-SOC Crosswalk.

Step 2: Check CIP-SOC Combinations

- **Use the IPEDS Crosswalk:** Refer to the [IPEDS CIP-SOC crosswalk](#) for guidance on which CIPs map to which SOC codes. This resource can help ensure that your program is classified correctly based on current standards.
 - For 1-year and longer programs, it is expected that at least one of the program's SOC codes will align with the identified CIP code.
 - For short-term programs (aid code 61 or 30), there is some flexibility and these could be reported with SOC codes that do not have an associated CIP code within the IPEDS CIP-SOC crosswalk (see screenshot below). This would result in a unique (non-standard) CIP-SOC combination.

SOC2018Coc	SOC2018Title	CIP2020Coc	CIP2020Title
13-1074	Farm Labor Contractors	99.9999	NO MATCH
25-3031	Substitute Teachers, Short-Term	99.9999	NO MATCH
25-3041	Tutors	99.9999	NO MATCH
27-1023	Floral Designers	99.9999	NO MATCH
27-2023	Umpires, Referees, and Other Sports Officials	99.9999	NO MATCH
27-4099	Media and Communication Equipment Workers, All Other	99.9999	NO MATCH
31-1132	Orderlies	99.9999	NO MATCH
31-9095	Pharmacy Aides	99.9999	NO MATCH
33-3041	Parking Enforcement Workers	99.9999	NO MATCH
33-9011	Animal Control Workers	99.9999	NO MATCH
33-9091	Crossing Guards and Flaggers	99.9999	NO MATCH
33-9093	Transportation Security Screeners	99.9999	NO MATCH
33-9094	School Bus Monitors	99.9999	NO MATCH
33-9099	Protective Service Workers, All Other	99.9999	NO MATCH
35-2011	Cooks, Fast Food	99.9999	NO MATCH
35-2015	Cooks, Short Order	99.9999	NO MATCH
35-2021	Food Preparation Workers	99.9999	NO MATCH
35-3023	Fast Food and Counter Workers	99.9999	NO MATCH
35-3031	Waiters and Waitresses	99.9999	NO MATCH
35-3041	Food Servers, Nonrestaurant	99.9999	NO MATCH
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	99.9999	NO MATCH
35-9021	Dishwashers	99.9999	NO MATCH
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	99.9999	NO MATCH
35-9999	Food Preparation and Serving Related Workers, All Other	99.9999	NO MATCH

- When selecting SOC codes that do not map to the identified CIP code for the program, ensure that the skills and job titles for the SOC code line up with the program outcomes and advisory committee guidance. See [O*NET](#) and [BLS](#) websites.
- Responsiveness to industry and local college needs is a foundational strength of the System. Unique (non-standard) combinations of CIP-SOC may be appropriate and allowable in

limited circumstances. Consult appropriate [WTCS Director](#) to confirm whether a unique CIP-SOC combination applies to your proposed new program.

Step 3 (if necessary): CIP Code Guidance on General vs. Other CIPs

- **General CIPs:** Use these for undifferentiated or generalized programs.
- **Other CIPs:** These should be applied to specific programs in either (1) emerging fields without an aligned CIP code or (2) niche programs available at a few institutions.
 - *When new CIP codes are released from IPEDS, reassess to see if these CIP codes better fit the program.*

See screenshot for example of general vs. other CIP codes in Agriculture:



Conclusion

Following this protocol will help ensure that new programs are accurately classified, facilitating smoother approval processes and alignment with educational standards. If you have any questions or need further clarification, please reach out to the [WTCS Director](#) for the program's instructional area and Hilary Barker, State Director for CTE (hilary.barker@wtcsystem.edu).