



Commission on Teacher Credentialing

1900 Capitol Avenue Sacramento, CA 95811

www.ctc.ca.gov

MEMORANDUM

DATE: June 2015

TO: County Office of Education Credential Analysts and Technical Support Staff

SUBJECT: Weekly Document Data Files for County Offices of Education; ***New Format Phase-In***

CTC is phasing in a slight change to the weekly exchange file. Entities that receive data through CSIS will receive files in the new format; they may request through CSIS the obsolete file format. COEs receiving data from CTC will receive both formats through **December 2015** to allow them time to update their systems.

Each week the Commission creates files containing document information using the county of employment field. The county offices generally use this information to update their records for assignment and payroll purposes. The authority for this sharing of credential information can be found in Education Code §44230.

The Commission creates the following data files and the county office may receive any and all formats:

- a pdf file that contains the documents that were issued for that week.
- an electronic file containing the document information in a fixed-length format.
- an electronic file contain the document information in a tab-delimited format.

Electronic files are placed on the Commission's SFTP server hosted by OTECH; the SFTP server encrypts the data both in transmission and while at rest. Counties maintain their passwords to access their SFTP directory in accordance with OTECH requirements. For additional security the data is encrypted using PGP software and a different password from their SFTP access.

Attached is the:

- list of the data that the Commission includes in the electronic document information file.
- data dictionary that defines each of the fields.

Contact Information:

Contact the CTC Help Desk, hdesk@ctc.ca.gov

REVISIONS:

Ver	Date	Author	Description
1.1	01/29/2008	RHowe	Fields modified: Authorization codes occurs increased to 10. Renewal codes occurs increased to 10. Added fields: SEID STAFF WAIVER-CONDITION
1.2	06/26/2015	RHowe	Fields modified: Width of Recom-Inst field increased to 50. New table: Authorized Institutions, to go along with the expanded Recom-Inst field.

Attachment 1: List of data elements

SSN	Alphanumeric	9	
NAME-LAST	Alphanumeric	26	
NAME-FIRST	Alphanumeric	20	
NAME-MIDDLE	Alphanumeric	26	
FORMER-NAMES	Alphanumeric	26	OCCURS 4 TIMES
STREET-1	Alphanumeric	26	
STREET-2	Alphanumeric	26	
CITY	Alphanumeric	20	
STATE	Alphanumeric	2	
ZIP1-5	Alphanumeric	5	
ZIP6-9	Alphanumeric	4	
PHONE-HOME	Alphanumeric	10	
PHONE-WORK	Alphanumeric	10	
DOCUMENT-NO	Alphanumeric	12	
CRED-TITLE	Alphanumeric	4	
CRED-ACTION-TYPE	Alphanumeric	2	
TERM	Alphanumeric	2	
BASIS	Alphanumeric	1	
CNTY-EMPLOYED	Alphanumeric	2	
AUTH-CODES	Alphanumeric	4	OCCURS 10 TIMES
RENEW-CODES	Alphanumeric	4	OCCURS 10 TIMES
GRADES	Alphanumeric	4	
SPECIAL-GRADES	Alphanumeric	4	
TC-REQUIREMENTS	Alphanumeric	12	
RESTRICTIONS			OCCURS 2 TIMES
RESTR-CODE	Alphanumeric	1	
RESTR-CNTY	Alphanumeric	2	
RESTR-DISTR	Numeric	5	
RESTR-AGENCY	Alphanumeric	4	
DATE-OF-ISSUE	Numeric	6	
DATE-EXPIRE	Numeric	6	
DATE-ORIG-ISSUE	Numeric	6	
MAJORS			OCCURS 7 TIMES
MAJ-CODE	Alphanumeric	4	
MAJ-TITLE	Alphanumeric	66	
MAJ-ADD-DATE	Numeric	4	
MINORS			OCCURS 7 TIMES
MIN-CODE	Alphanumeric	4	
MIN-TITLE	Alphanumeric	66	
MIN-ADD-DATE	Numeric	4	
GRANT-DATE	Numeric	6	
RECOM-INST	Alphanumeric	50	
OLD-DOC-NO	Alphanumeric	12	
SEID	Alphanumeric	10	
STAFF-REC	Alphanumeric	24	
WAIVER-CONDITION	Alphanumeric	672	

Attachment 2: Data Dictionary

SSN

FIELD TYPE: Alphanumeric
FIELD LENGTH: 9, Position 1 through 9

DEFINITION: Social Security Number
NOTES: If first three bytes = 000, then CTC assigned temporary SSN.

NAME-LAST

FIELD TYPE: Alphanumeric
FIELD LENGTH: 26, Position 10 through 35

DEFINITION: Last Name
NOTES:

NAME-FIRST

FIELD TYPE: Alphanumeric
FIELD LENGTH: 20, Position 36 through 55

DEFINITION: First Name
NOTES:

NAME-MIDDLE

FIELD TYPE: Alphanumeric
FIELD LENGTH: 26, Position 56 through 81

DEFINITION: Middle Name
NOTES:

FORMER NAMES-1

FIELD TYPE: Alphanumeric
FIELD LENGTH: 26, Position 82 through 107

DEFINITION: Also Known As

NOTES:

FORMER NAMES-2

FIELD TYPE: Alphanumeric
FIELD LENGTH: 26, Position 108 through 133

DEFINITION: Also Known As

NOTES:

FORMER NAMES-3

FIELD TYPE: Alphanumeric
FIELD LENGTH: 26, Position 134 through 159

DEFINITION: Also Known As

NOTES:

FORMER NAMES-4

FIELD TYPE: Alphanumeric
FIELD LENGTH: 26, Position 160 through 185

DEFINITION: Also Known As

NOTES:

STREET-1

FIELD TYPE: Alphanumeric
FIELD LENGTH: 26, Position 186 through 211

DEFINITION: Postal street address

NOTES: Foreign address is contained within STREET-1, STREET-2 and City

STREET - 2

FIELD TYPE: Alphanumeric
FIELD LENGTH: 26, Position 212 through 237

DEFINITION:
NOTES: Extension of STREET-1 (optional)

CITY

FIELD TYPE: Alphanumeric
FIELD LENGTH: 20, Position 238 through 257

DEFINITION: Postal city address
NOTES:

STATE

FIELD TYPE: Alphanumeric
FIELD LENGTH: 2, Position 258 through 259

DEFINITION: Postal state address
NOTES:

ZIP1-5

FIELD TYPE: Alphanumeric
FIELD LENGTH: 5, Position 260 through 264

DEFINITION:
NOTES:

ZIP6-9

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 265 through 268

DEFINITION:
NOTES:

PHONE-HOME

FIELD TYPE: Alphanumeric
FIELD LENGTH: 10, Position 269 through 278

DEFINITION:
NOTES: 3 digit area code followed by 7 digit telephone number

PHONE-WORK

FIELD TYPE: Alphanumeric
FIELD LENGTH: 10, Position 279 through 288

DEFINITION:
NOTES: 3 digit area code followed by 7 digit telephone number

DOCUMENT-NO

FIELD TYPE: Alphanumeric
FIELD LENGTH: 12, Position 289 through 300

DEFINITION:
NOTES: Waivers begin with a “W” all others the first 2 bytes represent the year

CRED-TITLE

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 301 through 304

DEFINITION:
NOTES: Description of these codes can be referenced from the T01DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

CRED-ACTION-TYPE

FIELD TYPE: Alphanumeric
FIELD LENGTH: 2, Position 305 through 306

DEFINITION:
NOTES: Description of these codes can be referenced from the T03DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

TERM

FIELD TYPE: Alphanumeric
FIELD LENGTH: 2, Position 307 through 308

DEFINITION:

NOTES: Description of these codes can be referenced from the T04DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

APPLICATION BASIS

FIELD TYPE: Alphanumeric
FIELD LENGTH: 1, Position 309 through 309

DEFINITION:

NOTES: Description of these codes can be referenced from the T05DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

CNTY-EMPLOYED

FIELD TYPE: Alphanumeric
FIELD LENGTH: 2, Position 310 through 311

DEFINITION:

NOTES: Description of these codes can be referenced from the T16DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

AUTH-CODES-01

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 312 through 315

DEFINITION:

NOTES: Description of these codes can be referenced from the T06DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

AUTH-CODES-02

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 316 through 319

DEFINITION:

NOTES: Description of these codes can be referenced from the T06DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

AUTH-CODES-03

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 320 through 323

DEFINITION:

NOTES: Description of these codes can be referenced from the T06DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

AUTH-CODES-04

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 324 through 327

DEFINITION:

NOTES: Description of these codes can be referenced from the T06DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

AUTH-CODES-05

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 328 through 331

DEFINITION:

NOTES: Description of these codes can be referenced from the T06DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

AUTH-CODES-06

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 332 through 335

DEFINITION:

NOTES: Description of these codes can be referenced from the T06DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

AUTH-CODES-07

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 336 through 339

DEFINITION:

NOTES: Description of these codes can be referenced from the T06DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

AUTH-CODES-08

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 340 through 343

DEFINITION:

NOTES: Description of these codes can be referenced from the T06DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

AUTH-CODES-09

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 344 through 347

DEFINITION:

NOTES: Description of these codes can be referenced from the T06DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

AUTH-CODES-10

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 348 through 351

DEFINITION:

NOTES: Description of these codes can be referenced from the T06DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

RENEW-CODES-01

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 352 through 355

DEFINITION:

NOTES: Description of these codes can be referenced from the T07DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

RENEW-CODES-02

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 356 through 359

DEFINITION:

NOTES: Description of these codes can be referenced from the T07DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

RENEW-CODES-03

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 360 through 363

DEFINITION:

NOTES: Description of these codes can be referenced from the T07DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

RENEW-CODES-04

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 364 through 367

DEFINITION:

NOTES: Description of these codes can be referenced from the T07DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

RENEW-CODES-05

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 368 through 371

DEFINITION:

NOTES: Description of these codes can be referenced from the T07DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

RENEW-CODES-06

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 372 through 375

DEFINITION:

NOTES: Description of these codes can be referenced from the T07DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

RENEW-CODES-07

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 376 through 379

DEFINITION:

NOTES: Description of these codes can be referenced from the T07DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

RENEW-CODES-08

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 380 through 383

DEFINITION:

NOTES: Description of these codes can be referenced from the T07DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

RENEW-CODES-09

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 384 through 387

DEFINITION:

NOTES: Description of these codes can be referenced from the T07DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

RENEW-CODES-10

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 388 through 391

DEFINITION:

NOTES: Description of these codes can be referenced from the T07DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

GRADES

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 392 through 395

DEFINITION:

NOTES: K = Kindergarten,
ADUL = Adult,
1-14 = Grade level

First two characters represent the beginning grade level and the last two characters represent the end grade level. Example: "K 12" means kindergarten through 12th grade.

SPECIAL-GRADES

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 396 through 399

DEFINITION:

NOTES: K = Kindergarten,
ADUL = Adult,
1-14 = Grade level

First two characters represent the beginning grade level and the last two characters represent the end grade level. Example: "K 12" means kindergarten through 12th grade.

TC-REQUIREMENTS

FIELD TYPE: Alphanumeric
FIELD LENGTH: 12, Position 400 through 411

DEFINITION:

NOTES: Description of these codes can be referenced from the T07CODE [note: *not* T07DATA] file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

Each character in the field represents a separate phrase. Thus, if the letters CIP appear, consider each separately, like so:

C = Computer Education
I = RICA
P = CPR

RESTR-CODE-1

FIELD TYPE: Alphanumeric
FIELD LENGTH: 1, Position 412 through 412

DEFINITION:

NOTES: Descriptions of the values:

2 = restricted to the county schools

"Restricted to service in the schools under the jurisdiction (Name of County)"

3 = restricted to a non-public school in a county – Issue date BEFORE 7/1/1995

"Restricted to service in a non-public school located in (Name of County)"

or restricted to a non-public school – Issue date AFTER 7/1/1995

"Restricted to service in the following non-public school or agency: (Name of NPS/NPA)"

4 = restricted to an IHE and nonpublic school or agency for an internship

"Restricted to service under the joint supervision of (Name of IHE) and (Name of NPS/NPA), (Name of County)"

5 = restricted to an IHE and district or county for an internship

"Restricted to service under the joint supervision of (Name of IHE) and (Name of District), (Name of County)"

6 = restricted to the county and district or to an agency or charter school

"Restricted to service in (Name of School District or Charter School), (Name of County)"

or

"Restricted to service in (Name of Agency or Charter School)"

RESTR-CNTY-1

FIELD TYPE: Alphanumeric
FIELD LENGTH: 2, Position 413 through 414

DEFINITION:

NOTES: Description of these codes can be referenced from the T16DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

RESTR-DISTR-1

FIELD TYPE: Numeric
FIELD LENGTH: 5, Position 415 through 419

DEFINITION:

NOTES: Description of these codes can be referenced from the T19DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

RESTR-AGENCY-1

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 420 through 423

DEFINITION:

NOTES: Description of these codes can be referenced from the T18DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

RESTR-CODE-2

FIELD TYPE: Alphanumeric

FIELD LENGTH: 1, Position 424 through 424

DEFINITION:

NOTES: Descriptions of the values:

2 = restricted to the county schools

“Restricted to service in the schools under the jurisdiction (Name of County)”

3 = restricted to a non-public school in a county – Issue date BEFORE 7/1/1995

“Restricted to service in a non-public school located in (Name of County)”

or restricted to a non-public school – Issue date AFTER 7/1/1995

“Restricted to service in the following non-public school or agency: (Name of NPS/NPA)”

4 = restricted to an IHE and nonpublic school or agency for an internship

“Restricted to service under the joint supervision of (Name of IHE) and (Name of NPS/NPA), (Name of County)”

5 = restricted to an IHE and district or county for an internship

“Restricted to service under the joint supervision of (Name of IHE) and (Name of District), (Name of County)”

6 = restricted to the county and district or to an agency or charter school

“Restricted to service in (Name of School District or Charter School), (Name of County)”

or

“Restricted to service in (Name of Agency or Charter School)”

RESTR-CNTY-2

FIELD TYPE: Alphanumeric

FIELD LENGTH: 2, Position 425 through 426

DEFINITION:

NOTES: Description of these codes can be referenced from the T16DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

RESTR-DISTR-2

FIELD TYPE: Numeric

FIELD LENGTH: 5, Position 427 through 431

DEFINITION:

NOTES: Description of these codes can be referenced from the T19DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

RESTR-AGENCY-2

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 432 through 435

DEFINITION:

NOTES: Description of these codes can be referenced from the T18DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

DATE-OF-ISSUE

FIELD TYPE: Numeric
FIELD LENGTH: 6, Position 436 through 441

DEFINITION:

NOTES:

DATE-EXPIRE

FIELD TYPE: Numeric
FIELD LENGTH: 6, Position 442 through 447

DEFINITION:

NOTES:

DATE-ORIG-ISSUE

FIELD TYPE: Numeric
FIELD LENGTH: 6, Position 448 through 453

DEFINITION: The initial issue date for the credential.

NOTES:

MAJ-CODE-01

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 454 through 457

DEFINITION:

NOTES: Description of these codes can be referenced from the T12DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

If MAJ-CODE begins with an “X”, it will not be on the Subject table T12DATA file. These unusual subjects are the reason the county transfer file includes the full title of the major.

MAJ-TITLE-01

FIELD TYPE: Alphanumeric

FIELD LENGTH: 66, Position 458 through 523

DEFINITION: The full text of the major/subject printed on the document.

NOTES:

MAJ-ADD-DATE-01

FIELD TYPE: Numeric

FIELD LENGTH: 4, Position 524 through 527

DEFINITION: The date subject was added to the document if it did not appear on the document when it was initially issued.

NOTES:

MAJ-CODE-02

FIELD TYPE: Alphanumeric

FIELD LENGTH: 4, Position 528 through 531

DEFINITION:

NOTES: Description of these codes can be referenced from the T12DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

If MAJ-CODE begins with an “X”, it will not be on the Subject table T12DATA file. These unusual subjects are the reason the county transfer file includes the full title of the major.

MAJ-TITLE-02

FIELD TYPE: Alphanumeric

FIELD LENGTH: 66, Position 532 through 597

DEFINITION: The full text of the major/subject printed on the document.

NOTES:

MAJ-ADD-DATE-02

FIELD TYPE: Numeric

FIELD LENGTH: 4, Position 598 through 601

DEFINITION: The date subject was added to the document if it did not appear on the document when it was initially issued.

NOTES:

MAJ-CODE-03

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 602 through 605

DEFINITION:

NOTES: Description of these codes can be referenced from the T12DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

If MAJ-CODE begins with an “X”, it will not be on the Subject table T12DATA file. These unusual subjects are the reason the county transfer file includes the full title of the major.

MAJ-TITLE-03

FIELD TYPE: Alphanumeric
FIELD LENGTH: 66, Position 606 through 671

DEFINITION: The full text of the major/subject printed on the document.

NOTES:

MAJ-ADD-DATE-03

FIELD TYPE: Numeric
FIELD LENGTH: 4, Position 672 through 675

DEFINITION: The date subject was added to the document if it did not appear on the document when it was initially issued.

NOTES:

MAJ-CODE-04

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 676 through 679

DEFINITION:

NOTES: Description of these codes can be referenced from the T12DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

If MAJ-CODE begins with an “X”, it will not be on the Subject table T12DATA file. These unusual subjects are the reason the county transfer file includes the full title of the major.

MAJ-TITLE-04

FIELD TYPE: Alphanumeric
FIELD LENGTH: 66, Position 680 through 745

DEFINITION: The full text of the major/subject printed on the document.
NOTES:

MAJ-ADD-DATE-04

FIELD TYPE: Numeric
FIELD LENGTH: 4, Position 746 through 749

DEFINITION: The date subject was added to the document if it did not appear on the document when it was initially issued.
NOTES:

MAJ-CODE-05

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 750 through 753

DEFINITION:
NOTES: Description of these codes can be referenced from the T12DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

If MAJ-CODE begins with an “X”, it will not be on the Subject table T12DATA file. These unusual subjects are the reason the county transfer file includes the full title of the major.

MAJ-TITLE-05

FIELD TYPE: Alphanumeric
FIELD LENGTH: 66, Position 754 through 819

DEFINITION: The full text of the major/subject printed on the document.
NOTES:

MAJ-ADD-DATE-05

FIELD TYPE: Numeric
FIELD LENGTH: 4, Position 820 through 823

DEFINITION: The date subject was added to the document if it did not appear on the document when it was initially issued.
NOTES:

MAJ-CODE-06

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 824 through 827

DEFINITION:

NOTES: Description of these codes can be referenced from the T12DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

If MAJ-CODE begins with an “X”, it will not be on the Subject table T12DATA file. These unusual subjects are the reason the county transfer file includes the full title of the major.

MAJ-TITLE-06

FIELD TYPE: Alphanumeric
FIELD LENGTH: 66, Position 828 through 893

DEFINITION: The full text of the major/subject printed on the document.

NOTES:

MAJ-ADD-DATE-06

FIELD TYPE: Numeric
FIELD LENGTH: 4, Position 894 through 897

DEFINITION: The date subject was added to the document if it did not appear on the document when it was initially issued.

NOTES:

MAJ-CODE-07

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 898 through 901

DEFINITION:

NOTES: Description of these codes can be referenced from the T12DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

If MAJ-CODE begins with an “X”, it will not be on the Subject table T12DATA file. These unusual subjects are the reason the county transfer file includes the full title of the major.

MAJ-TITLE-07

FIELD TYPE: Alphanumeric
FIELD LENGTH: 66, Position 902 through 967

DEFINITION: The full text of the major/subject printed on the document.
NOTES:

MAJ-ADD-DATE-07

FIELD TYPE: Numeric
FIELD LENGTH: 4, Position 968 through 971

DEFINITION: The date subject was added to the document if it did not appear on the document when it was initially issued.
NOTES:

MIN-CODE-01

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 972 through 975

DEFINITION:
NOTES: Description of these codes can be referenced from the T13DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

If MIN-CODE begins with an “X”, it will not be on the Supplementary Authorization table T13DATA file. These unusual subjects are the reason the county transfer file includes the full title of the minors.

MIN-TITLE-01

FIELD TYPE: Alphanumeric
FIELD LENGTH: 66, Position 976 through 1041

DEFINITION: The full text of the minor/subject printed on the document.
NOTES:

MIN-ADD-DATE-01

FIELD TYPE: Numeric
FIELD LENGTH: 4, Position 1042 through 1045

DEFINITION: The date subject was added to the document if it did not appear on the document when it was initially issued.
NOTES:

MIN-CODE-02

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 1046 through 1049

DEFINITION:

NOTES: Description of these codes can be referenced from the T13DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

If MIN-CODE begins with an “X”, it will not be on the Supplementary Authorization table T13DATA file. These unusual subjects are the reason the county transfer file includes the full title of the minors.

MIN-TITLE-02

FIELD TYPE: Alphanumeric
FIELD LENGTH: 66, Position 1050 through 1115

DEFINITION: The full text of the minor/subject printed on the document.

NOTES:

MIN-ADD-DATE-02

FIELD TYPE: Numeric
FIELD LENGTH: 4, Position 1116 through 1119

DEFINITION: The date subject was added to the document if it did not appear on the document when it was initially issued.

NOTES:

MIN-CODE-03

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 1120 through 1123

DEFINITION:

NOTES: Description of these codes can be referenced from the T13DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

If MIN-CODE begins with an “X”, it will not be on the Supplementary Authorization table T13DATA file. These unusual subjects are the reason the county transfer file includes the full title of the minors.

MIN-TITLE-03

FIELD TYPE: Alphanumeric
FIELD LENGTH: 66, Position 1124 through 1189

DEFINITION: The full text of the minor/subject printed on the document.
NOTES:

MIN-ADD-DATE-03

FIELD TYPE: Numeric
FIELD LENGTH: 4, Position 1190 through 1193

DEFINITION: The date subject was added to the document if it did not appear on the document when it was initially issued.
NOTES:

MIN-CODE-04

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 1194 through 1197

DEFINITION:
NOTES: Description of these codes can be referenced from the T13DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

If MIN-CODE begins with an “X”, it will not be on the Supplementary Authorization table T13DATA file. These unusual subjects are the reason the county transfer file includes the full title of the minors.

MIN-TITLE-04

FIELD TYPE: Alphanumeric
FIELD LENGTH: 66, Position 1198 through 1263

DEFINITION: The full text of the minor/subject printed on the document.
NOTES:

MIN-ADD-DATE-04

FIELD TYPE: Numeric
FIELD LENGTH: 4, Position 1264 through 1267

DEFINITION: The date subject was added to the document if it did not appear on the document when it was initially issued.
NOTES:

MIN-CODE-05

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 1268 through 1271

DEFINITION:

NOTES: Description of these codes can be referenced from the T13DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

If MIN-CODE begins with an “X”, it will not be on the Supplementary Authorization table T13DATA file. These unusual subjects are the reason the county transfer file includes the full title of the minors.

MIN-TITLE-05

FIELD TYPE: Alphanumeric
FIELD LENGTH: 66, Position 1272 through 1337

DEFINITION: The full text of the minor/subject printed on the document.

NOTES:

MIN-ADD-DATE-05

FIELD TYPE: Numeric
FIELD LENGTH: 4, Position 1338 through 1341

DEFINITION: The date subject was added to the document if it did not appear on the document when it was initially issued.

NOTES:

MIN-CODE-06

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 1342 through 1345

DEFINITION:

NOTES: Description of these codes can be referenced from the T13DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

If MIN-CODE begins with an “X”, it will not be on the Supplementary Authorization table T13DATA file. These unusual subjects are the reason the county transfer file includes the full title of the minors.

MIN-TITLE-06

FIELD TYPE: Alphanumeric
FIELD LENGTH: 66, Position 1346 through 1411

DEFINITION: The full text of the minor/subject printed on the document.
NOTES:

MIN-ADD-DATE-06

FIELD TYPE: Numeric
FIELD LENGTH: 4, Position 1412 through 1415

DEFINITION: The date subject was added to the document if it did not appear on the document when it was initially issued.
NOTES:

MIN-CODE-07

FIELD TYPE: Alphanumeric
FIELD LENGTH: 4, Position 1416 through 1419

DEFINITION:
NOTES: Description of these codes can be referenced from the T13DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

If MIN-CODE begins with an “X”, it will not be on the Supplementary Authorization table T13DATA file. These unusual subjects are the reason the county transfer file includes the full title of the minors.

MIN-TITLE-07

FIELD TYPE: Alphanumeric
FIELD LENGTH: 66, Position 1420 through 1485

DEFINITION: The full text of the minor/subject printed on the document.
NOTES:

MIN-ADD-DATE-07

FIELD TYPE: Numeric

FIELD LENGTH: 4, Position 1486 through 1489

DEFINITION: The date subject was added to the document if it did not appear on the document when it was initially issued.

NOTES:

GRANT-DATE

FIELD TYPE: Numeric

FIELD LENGTH: 6, Position 1490 through 1495

DEFINITION: Date document was printed at CTC.

NOTES:

RECOM_INST

FIELD TYPE: Alphanumeric

FIELD LENGTH: 50, Position 1496 through 1545

DEFINITION:

NOTES: Description of these codes can be referenced from the 22DATA file located in the **Credential Information Guide** website in the **Table Files** link under **Resources** on the left side of the page. If you are a county the tables are located in your data download site.

OLD-DOC-NO

FIELD TYPE: Alphanumeric

FIELD LENGTH: 12, Position 1546 through 1557

DEFINITION:

NOTES: Waivers begin with a "W" all others the first 2 bytes represent the year

SEID

FIELD TYPE: Alphanumeric

FIELD LENGTH: 10, Position 1558 through 1567

DEFINITION: Statewide Educator Identifier

NOTES: All SEID's are unique randomly assigned to an educator's SSN. If an educator's SSN is incorrectly entered into CASE it will receive a new unique SEID for the new SSN.

STAFF-REC

FIELD TYPE: Alphanumeric

FIELD LENGTH: 24, Position 1568 through 1591

DEFINITION:

NOTES:

WAIVER-CONDITION

FIELD TYPE: Alphanumeric

FIELD LENGTH: 672, Position 1592 through 2263

DEFINITION: A Waiver condition description.

NOTES:

<End of Data Dictionary>