

CIP Type	State List	Enrollment Count
24) Liberal Arts and Sciences, General Studies and Humanities	Georgia (GA)	1
24) Liberal Arts and Sciences, General Studies and Humanities	Kansas (KS)	41
26) Biological and Biomedical Sciences	Kansas (KS)	1
43) Homeland Security, Law Enforcement, Firefighting and Related P	Kansas (KS)	1
43) Homeland Security, Law Enforcement, Firefighting and Related P	Texas (TX)	1
50) Visual and Performing Arts	Kansas (KS)	1
51) Health Professions and Related Programs	Arizona (AZ)	3
51) Health Professions and Related Programs	Georgia (GA)	1
51) Health Professions and Related Programs	Kansas (KS)	28
51) Health Professions and Related Programs	Maryland (MD)	1
51) Health Professions and Related Programs	Michigan (MI)	1
51) Health Professions and Related Programs	Missouri (MO)	4
51) Health Professions and Related Programs	Nebraska (NE)	1
51) Health Professions and Related Programs	Texas (TX)	1
51) Health Professions and Related Programs	Utah (UT)	1
51) Health Professions and Related Programs	Wisconsin (WI)	1
51) Health Professions and Related Programs	West Virginia (WV)	2

OOSLP Template Instructions:

1. Enter your data on the OOSLP TEMPLATE tab.
 - a. Your template should contain three columns of data. Each field in column 1 should contain the 2-digit CIP code (with name) of the placement; column 2 should contain the state of the placement; and column 3 should contain the count of OOSLPs in that state.
 - b. Column 1 will only accept values that match a pre-programmed 2-digit CIP code. Acceptable values can be found on the State & CIP Lookup tab.
 - c. Column 2 will only accept values that match a built in State. Acceptable values can be found on the State & CIP Lookup tab. Non-SARA member states are included.
 - d. If you are copying data from another spreadsheet, please be sure your values match those on the State & CIP Lookup tab, or you will receive an error.
 - e. Be sure your file does not include any placements in your institution's home state, or you will receive an error.
 - f. If you include any additional fields (like a summary to confirm your total), please delete these fields before you save your file.

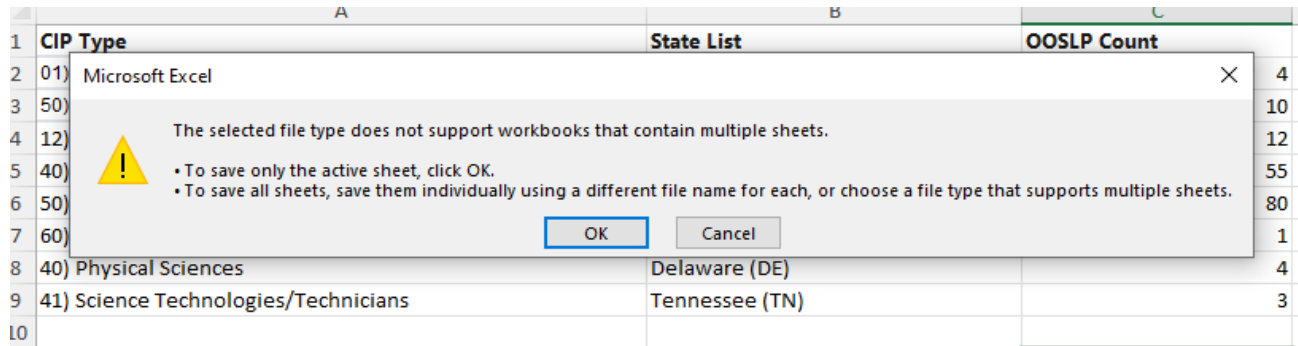
Sample populated template. This is an example only. Do not enter your data here. Enter your institution's data on the OOSLP TEMPLATE tab.

	A	B	C
1	CIP Type	State List	Enrollment Count
2	01) Agriculture, Agriculture Operations, and Related Sciences	Alabama (AL)	4
3	50) Visual and Performing Arts	Colorado (CO)	10
4	12) Culinary, Entertainment, And Personal Services	Indiana (IN)	12
5	40) Physical Sciences	Tennessee (TN)	55
6	50) Visual and Performing Arts	Delaware (DE)	80
7	60) Residency Programs	Colorado (CO)	1
8	40) Physical Sciences	Delaware (DE)	4
9	41) Science Technologies/Technicians	Tennessee (TN)	3

2. Save your data as a .csv file.

To save your completed worksheet, use the **Save As** feature in your spreadsheet software and choose .csv as the file type. Comma-separated values files (.csv) are plain text files that store the data in a table-structured format. This file type is required to upload the data to the data reporting portal.

- a. Please be sure the OOSLP TEMPLATE tab is showing on your screen when saving.
- b. You will likely be prompted to save only the active sheet (i.e. the tab showing on your screen) – click ok.



3. Upload your file here: <https://nc-sara.my.site.com/data/s/>

✓MPLATE tab:

State List	CIP Type
Alabama (AL)	01) Agriculture, Agriculture Operations, and Related Sciences
Alaska (AK)	03) Natural Resources and Conservation
American Samoa (AS)	04) Architecture and Related Services
Arizona (AZ)	05) Area, Ethnic, Cultural, Gender, and Group Studies
Arkansas (AR)	09) Communication, Journalism, and Related Programs
California (CA)	10) Communications Technologies/Technicians and Support Services
Colorado (CO)	11) Computer and Information Sciences and Support Services
Connecticut (CT)	12) Culinary, Entertainment, And Personal Services
Delaware (DE)	13) Education
District of Columbia (DC)	14) Engineering
Federated States of Micronesia (FM)	15) Engineering / Engineering-Related Technologies / Technicians
Florida (FL)	16) Foreign Languages, Literatures, and Linguistics
Georgia (GA)	19) Family and Consumer Sciences/Human Sciences
Guam (GU)	22) Legal Professions and Studies
Hawaii (HI)	23) English Language and Literature/Letters
Idaho (ID)	24) Liberal Arts and Sciences, General Studies and Humanities
Illinois (IL)	25) Library Science
Indiana (IN)	26) Biological and Biomedical Sciences
Iowa (IA)	27) Mathematics and Statistics
Kansas (KS)	28) Military Science, Leadership and Operational Art
Kentucky (KY)	29) Military Technologies and Applied Sciences
Louisiana (LA)	30) Multi/Interdisciplinary Studies
Maine (ME)	31) Parks, Recreation, Leisure, Fitness, and Kinesiology
Maryland (MD)	32) Basic Skills and Developmental/Remedial Education
Massachusetts (MA)	33) Citizenship Activities
Marshall Islands (MH)	34) Health-related Knowledge and Skills
Michigan (MI)	35) Interpersonal and Social Skills
Minnesota (MN)	36) Leisure and Recreational Activities
Mississippi (MS)	37) Personal Awareness and Self-improvement
Missouri (MO)	38) Philosophy and Religious Studies
Montana (MT)	39) Theology and Religious Vocations
Nebraska (NE)	40) Physical Sciences
Nevada (NV)	41) Science Technologies/Technicians
New Hampshire (NH)	42) Psychology
New Jersey (NJ)	43) Homeland Security, Law Enforcement, Firefighting and Related Protective Services
New Mexico (NM)	44) Public Administration and Social Service Professions
New York (NY)	45) Social Sciences
North Carolina (NC)	46) Construction Trades
North Dakota (ND)	47) Mechanic and Repair Technologies/Technicians
Northern Mariana Islands (CNMI)	48) Precision Production
Ohio (OH)	49) Transportation and Materials Moving
Oklahoma (OK)	50) Visual and Performing Arts
Oregon (OR)	51) Health Professions and Related Programs

Palau (PW)	52) Business, Management, Marketing, and Related Support Services
Pennsylvania (PA)	53) High School/Secondary Diplomas and Certificates
Puerto Rico (PR)	54) History
Rhode Island (RI)	60) Residency Programs
South Carolina (SC)	
South Dakota (SD)	
Tennessee (TN)	
Texas (TX)	
U. S. Virgin Islands (VI)	
Utah (UT)	
Vermont (VT)	
Virginia (VA)	
Washington (WA)	
West Virginia (WV)	
Wisconsin (WI)	
Wyoming (WY)	