

National Student Loan Data System

NSLDS Financial Value Transparency and Gainful Employment (FVT/GE) User Guide Volume 2: FVT/GE Program Submittal Reporting

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Change Log Table

The change log table below is updated each time Volume 2 of the *NSLDS Financial Value Transparency and Gainful Employment (FVT/GE) User Guide* is updated, providing you with a cumulative list of revisions made to the document.

Date	Section	Page(s)	Changes/Note
6/2024	1.1	5	Updated Introduction
6/2024	Chapter 3	15 - 26	Added Program Submittal via NSLDSFAP section
6/2024	Chapter 4	26 - 31	Added FVT/GE Program Spreadsheet Submittal Process section
6/2024	Appendix A	36, 41	Updated Qualifying Graduate Program Field description in fixed-width and CSV file layouts
6/2024	Appendix B	65 - 66	Included State Code Values

Chapter 1: Overview

1.1 Introduction

Volume 2 of the *NSLDS Financial Value Transparency and Gainful Employment (FVT/GE) User Guide* focuses on the reporting of program information to the National Student Loan Data System (NSLDS®).

Schools can choose to report program-specific information through batch reporting via the Student Aid Internet Gateway (SAIG), through online reporting, or the spreadsheet submittal process via the NSLDS Professional Access website. Depending on your school's preferred method, managing the reporting process may require a combination of batch and online access. Please refer to the *Introduction* for instructions on how sign up for FVT/GE Batch Services or online access.

NSLDS batch reporting supports both the fixed-width and comma-separated values (CSV) formats, providing versatility to meet your school's technical requirements and preferences.

This program submittal reporting volume provides schools with details on the descriptions for the FVT/GE Program Batch Submittal File, along with information on the header and trailer details, file formats, data elements, and definitions. This volume also provides the error codes used for the FVT/GE Program Batch Submittal File and their descriptions, as well as detail about the FVT/GE Program File-Level Error File and the FVT/GE Program Error Acknowledgment File. Further information within this volume explains how schools can report FVT/GE program data using both online reporting and the spreadsheet submittal process via the NSLDS Professional Access website.

1.2 Reporting Requirements

The FVT/GE regulations require that schools annually report data to NSLDS by Oct. 1st, after the most recently completed award year. There are two types of data schools will report to NSLDS for programs at the institution (six-digit OPEID) level: student-specific information and program-specific information. This volume will detail the procedures for schools to submit program-specific information to NSLDS. Reporting includes information about each GE or Eligible Non-GE Program at your institution on an annual basis for the most recently completed award year. Schools must report specific information for each GE or Eligible Non-GE Program.

GE Programs and Eligible Non-GE Programs are identified by a combination of an institution's six-digit OPEID number, the program's six-digit Classification of Instructional Programs (CIP) code as assigned by the institution or determined by the Secretary, and the program's credential level

(e.g., associate's degree or bachelor's degree). A GE Program or an Eligible Non-GE Program could include multiple *Title IV*-eligible programs, as defined under 34 CFR 668.8, if the institution offers multiple distinct programs that have the same six-digit CIP code and credential level. There are also some *Title IV*-eligible programs that are neither GE nor Eligible Non-GE Programs. They are not subject to reporting or any other requirements in the FVT/GE regulations.

Table 1: Neither GE nor Eligible Non-GE Programs

These programs do not need to be reported as they are neither GE nor Eligible Non-GE Programs
Approved Comprehensive Transition and Postsecondary (CTP) Programs
Approved Prison Education Programs
Postbaccalaureate Teacher Certification Programs where the institution does not award a credential
Programs at least two academic years in length that are acceptable for full credit toward a bachelor's degree
Preparatory coursework for which eligible students may receive Direct Loan funds

Refer to [GEN-24-04 Regulatory Requirements for Financial Value Transparency and Gainful Employment](#) for more information.

Accuracy in reporting is crucial for schools, as some information provided will be verified against information already stored in NSLDS. This process ensures the Department can generate an accurate Completers List for schools and calculate accurate debt-to-earnings (D/E) rates and earnings premium (EP) measures for the program. The Completers List process and the calculation process will be detailed in future volumes of the *NSLDS FVT/GE User Guide*.

Chapter 2: FVT/GE Program Submittal File

Schools will have various options to submit FVT/GE program-specific data to NSLDS, including the FVT/GE Batch Program Submittal File via SAIG and online reporting functions through the NSLDS Professional Access website. This section will detail how schools can submit their program-specific data through the FVT/GE Batch Program Submittal File via SAIG.

Figure 1 provides the reporting periods and deadlines to report program data to NSLDS for current and future years. The Reporting Period is the period of time for which the school is reporting data.

Figure 1: Reporting Periods and Deadlines

Schools should report FVT/GE program-specific information to the Department on an annual basis. Institutions must provide program information for each eligible program if the program has a total of at least 30 completers over the four most recently completed award years within any group of substantially similar programs. A group of substantially similar programs is defined as all programs in the same four-digit CIP code at an institution.

The Program Submittal file allows schools to submit program data such as the accrediting agency name, whether the program is a qualifying graduate program or a Liberal Arts Program at a proprietary school, the total number of enrolled students in that program, and so forth. The FVT/GE Program Submittal File should only contain program-level data at the 6-digit OPEID level.

2.1 FVT/GE Batch Processing

Schools may submit an FVT/GE Program Submittal file to NSLDS via SAIG using one of the batch file layouts described in Appendix A. After receiving the FVT/GE Program Submittal File, NSLDS will perform validation checks for any file-level errors. If any errors are found, NSLDS will not process the submittal file and return a File-Level Error File to the school. An FVT/GE Program File-Level Error File would typically be returned if there are format issues or issues in the Header or Trailer record. If no File-Level errors are found, the FVT/GE Program Error/Acknowledgment File will be sent to schools for each processed FVT/GE Program Submittal File. This file will only list the first error on a record submitted that triggered the issue. If there are no errors, the FVT/GE Program Error/Acknowledgment file will contain only a Header and Trailer record.

After a school corrects any errors in their FVT/GE Program Submittal File as indicated by either the FVT/GE Program File-Level Error File or the FVT/GE Program Error/Acknowledgment File, the school is then able to resubmit the corrected file to NSLDS.

2.1.1 FVT/GE Program Submittal File Information

The FVT/GE Program Submittal File is the file schools are required to submit to report FVT/GE program data to NSLDS. Institutions must provide program information for each eligible *Title IV* program that has a total of at least 30 completers over the four most recently completed award years within any group of substantially similar programs. Substantially similar is defined as all programs in the same four-digit CIP code at an institution.

The program submittal file contains one Header record, one or more Detail Records, and one Trailer Record.

Table 2 displays the data that must be included when submitting the FVT/GE Program Submittal file Detail Record ('01') to NSLDS. Schools should report this information annually but can report it more frequently.

Table 2: FVT/GE Program Submittal File Detail Record (01)

Program Detail Record Fields
Award Year
Program Identifiers (CIP Code, Credential Level, Length of Program, Length of Program Measurement, Weeks in <i>Title IV</i> Academic Year)
Count of Enrolled Students in the Program (Includes both <i>Title IV</i> and non- <i>Title IV</i> students)
State of Main Campus
Program Prepares Students for Licensure in State of Main Campus
Program Name
CIP Year
Qualifying Graduate Program Indicator
Programmatically Accredited Indicator
Accrediting Agency Name
Liberal Arts Bachelor's Degree Program at Proprietary Institution
Count of Program Graduates who Attempted Licensure Exam

Count of Program Graduates who Passed Licensure Exam
Count of Enrolled Students in the Program
State Two/Three/Four/Five in MSA of Main Campus
Program Prepares Students for Licensure in MSA State Two/Three/Four/Five
Invalid Flag

Additional details on the definitions of these fields can be found in Appendix A below.

Schools can also utilize the Program Submittal File to either update or invalidate a previously submitted FVT/GE record. Schools need to make sure that the values they are reporting (to update or invalidate the existing FVT/GE record) match the information stored with the current record on NSLDS. The following are the fields that must match between the current and existing records:

- Award Year
- CIP Code
- Credential Level
- Published Length of Program
- Published Length of Program Measurement
- Weeks in *Title IV* Academic Award Year

If a match is found and the Invalid Flag field is a 'Y', NSLDS will invalidate the existing record that it was matched to. If the Invalid flag field is 'N' or space, NSLDS will process and update the existing record.

Figures 2 and 3 provide an example of the FVT/GE Program Submittal File. Please note that the images below illustrate different portions of the FVT/GE Program Submittal File: Figure 2 displays positions 1-84, while Figure 3 displays positions 113-255.

Figure 2: FVT/GE Program Submittal File Positions (1-84)

```

1 00345643FVT/GE PROGRAM SUBMITTAL .....05142024S .....
2 0134564320232024Computer Engineering .....238992202004004000Y000000NN .....
3 0134564320232024Biomedical Engineering .....238992202003004000Y000000NN .....
4 0134564320232024Business Administration .....238992202006002000Y000000YN .....
5 99345643000003 .....

```

Figure 3: FVT/GE Program Submittal File Positions (113-255)

1			
2	N0000000000000000096VAX	N	
3	Y00000000000000000102VAX	N	
4	N0000500000047000233VAX	Y	
5			

Enrollment data from NSLDS and the information provided by schools in the submittal file will be utilized to draft the Completers List and calculate the program's debt-to-earnings (D/E) and earnings premium (EP) measure. The Completers List process and the calculation process will be detailed in future volumes of the *NSLDS FVT/GE User Guide*.

2.1.2 Qualifying Graduate Program Information

The Qualifying Graduate Program Indicator field will help NSLDS to determine whether the program is considered a qualifying graduate program or a program other than a qualifying graduate program. A qualifying graduate program is a program whose students must complete required postgraduation training programs to obtain licensure to practice in the field. Such programs must be accredited by an agency that meets State requirements if a State has such requirements for licensure. In order to be considered a qualifying graduate program, at least half of a program's graduates must obtain licensure in a State where the postgraduation training requirements apply. Refer to [GEN-24-04 Regulatory Requirements for Financial Value Transparency and Gainful Employment](#) for more information.

NSLDS identifies if a program is defined as a qualifying graduate program through the following two methods:

- The program's credential level is at the graduate level and the program's CIP code is included in the list created by the Department of Education.
- The school indicated a 'Y' in the Qualifying Graduate Program Indicator field of the FVT/GE Program Submittal File.

When a school indicates a 'Y' in the Qualifying Graduate Program Indicator field to inform NSLDS that the program is eligible, NSLDS verifies its CIP code against the list supplied by the Department to confirm if the program meets the qualifications.

2.2 FVT/GE Program File-Level Error File

After receiving the FVT/GE Program Submittal File, NSLDS will perform validation checks for any file-level errors. If any errors are found, NSLDS will return a File-Level Error File to the school. File-level errors typically relate to file format, header/trailer errors, or an incorrect TG mailbox.

Figure 4 illustrates a portion of the FVT/GE Program Submittal File in CSV format that triggered a file-level error.

Figure 4: FVT/GE Program File-Level Error File

```

1 00,345643,FVT/GE PROGRAM SUBMITTAL,05142024,S
2 01,345643,20232024,Computer Engineering,238992,2020,04,004000,Y,000000,N,N,,N,000000,000000,000096,VA,X,N
3 01,345643,20232024,Biomedical Engineering,238921,2020,03,004000,Y,000000,N,N,,Y,000000,000000,000102,VA,X,N
4 01,345643,20232024,Business Administration,655731,2020,06,002000,Y,000000,Y,N,,N,000050,000047,000233,VA,X,Y
5 99,345642,000003

```

In this example, the FVT/GE Program Submittal File triggered file-level error 13: Value does not equal Institution Code in Header Record. Error code 13 was triggered because the header record was submitted with the six-digit OPEID of '345643', while the trailer record was submitted with a six-digit OPEID '345642' which does not match the six-digit OPEID submitted in the header record.

Figure 5 illustrates a portion of the FVT/GE Program File-Level Error File that would be returned in CSV format and displays file-level error 13.

Figure 5: FVT/GE Program File-Level Error File

```

1 00,345643,FVT/GE FILE-LEVEL PROGRAM ERROR,05152024,F
2 01,000000,000000,,000000,0000,,000000,,000000,,000000,000000,000000,,000000,000000,000000,,13
3 99,345642,000001

```

If the FVT/GE Program Submittal File triggers a file-level error, only one detail record will be returned in the FVT/GE File-Level Error File, as shown in Figure 5. The returned record will be made up of zeros and spaces, with only the Error Code field populated with the file-level error that was triggered. Refer to Table 6 for all file-level error codes and definitions.

2.3 FVT/GE Program Error/Acknowledgement File

The FVT/GE Program Error/Acknowledgement File is returned to schools by NSLDS after the FVT/GE Program Submittal File is submitted and it passes all validation checks for any file-level errors. This file will only list the first error on a record submitted that triggered the issue. If there are no errors, the

FVT/GE Program Error/Acknowledgment file will contain only a Header and Trailer record.

Note: As of this publication, the FVT/GE Program Error/Acknowledgement file will only display one error. However, in the future, the file will display up to five errors.

Figure 6 is an example of an FVT/GE Program Error/Acknowledgement File (fixed-width format) if there are no record-level errors present in the FVT/GE Program Submittal File.

Figure 6: FVT/GE Program Error/Acknowledgement File- No Errors

1	00345643FVT/GE PROGRAM ERROR/ACKNOWLEDGMENT 05142024S
2	99345643000000

2.4 Batch File Formats

Multiple file formats are available for the purpose of FVT/GE reporting. NSLDS will support the use of the fixed-width format and the comma separated values (CSV) format. These formats utilize the same data, but the format varies slightly.

2.4.1 FVT/GE Program Submittal File

The following description outlines the basics of the fixed-width or comma separated values (CSV) FVT/GE Program Submittal File.

The following outlines the basics of the fixed-width or comma separated values (CSV) Submittal file.

- **Header Record** – Each FVT/GE Program file contains a single Header record. The Header record identifies the source of the file and the file's preparation/creation date, as well as other identifying information.
- **Detail Records** – Each FVT/GE file may contain one or more Detail Records. Each program should be submitted in its own Detail Record (01).
- **Trailer Record** – Each FVT/GE Program File contains a single Trailer Record to correspond to the Header Record included in the file. The Trailer Record shows the total number of Detail Records contained in the file.

Format Data – All records must be formatted according to the record layout and field definitions in Appendix A. Verify data and check for formatting errors before submitting a file to NSLDS.

2.4.2 FVT/GE Program File-Level Error File

The following outlines the basics of the fixed-width or comma separated values (CSV) FVT/GE Program File-Level Error File.

- **Header, Detail, and Trailer Record** – Each FVT/GE Program File-Level Error File contains one Header record, one Detail Record '01' with one error code at the end of the record, and one Trailer record. The Header record identifies the source of the file and the date the file-level error was generated, as well as other identifying information. Detail Record '01' contains all spaces and zeros, except for the Error Code 1 field which will identify the file level error present in the FVT/GE Program Submittal File. The Trailer record will show the Detail Record count of one.

Descriptions of the File-Level Error Codes are provided in Appendix A.

2.4.3 FVT/GE Program Error/Acknowledgement File

The following outlines the basics of the fixed-width or comma separated values (CSV) FVT/GE Program Error/Acknowledgement File.

- **Header, Detail, and Trailer Records** – Each FVT/GE Program Error/Acknowledgement File contains a single Header record, one Detail Record with one error code at the end of the applicable record, and a single Trailer record. If there are no errors found in the FVT/GE Program Submittal File, then there will only be a single Header record and a single Trailer record returned to acknowledge NSLDS received the Submittal File. The Header record identifies the source of the file and the date the record-level error was generated, as well as other identifying information. The Detail record identifies the record that has received an error. As noted above, only one record-level error will be returned. In the future, the Detail Record will display up to five errors. Records without errors that were accepted by NSLDS will not be included in the file. The Trailer record shows the number of Detail records contained in the file.

Descriptions of all record level edits are provided in Appendix A.

2.5 Timing

Each file type has a timing component associated with its processing. See Table 3 for the timing of each file.

Table 3: FVT/GE Program Submittal Source, Target, and Timing

File Type	Source/From	Target/To	Frequency/Timing
FVT/GE Program Submittal File	Institutions	NSLDS	Schools are required to submit program data on an annual basis, with the option to report more frequently if desired. All reporting must be completed by Oct. 1 st , after the most recently completed award year.
FVT/GE Program File-Level Error File	NSLDS	Institutions	Within 36 hours of NSLDS successfully processing the FVT/GE Program Submittal File
FVT/GE Program Error/Acknowledgement File	NSLDS	Institutions	Within 36 hours of NSLDS successfully processing the FVT/GE Program Submittal File with no file-level errors.

If a school submits an FVT/GE Program Submittal file and does not receive an FVT/GE File-Level Error File or an FVT/GE Program Error/Acknowledgement within 36-38 hours of submitting, please call the NSLDS Customer Support Center for assistance.

Batch files are submitted using the school's SAIG TG Mailbox associated with the FVT/GE Batch services as designated by the school. Schools will submit the FVT/GE Program Submittal File to the NSLDS TG Mailbox TG50012 and NSLDS will return the File-Level Error File, or the Error/Acknowledgement File from the same TG Mailbox, TG50012.

Table 4 and 5 displays the message classes for the FVT/GE Program Batch Submittal File, FVT/GE Program File-Level Error File, and the FVT/GE Program Error/Acknowledgement File for both the fixed-width format and CSV format.

Table 4: NSLDS FVT/GE files- Sending to NSLDS

Message Class	Description
GEFVPFIN	FVT/GE Program Submittal File – fixed-width
GEFVPCIN	FVT/GE Submittal File – CSV

Table 5: NSLDS FVT/GE files - Receiving from NSLDS

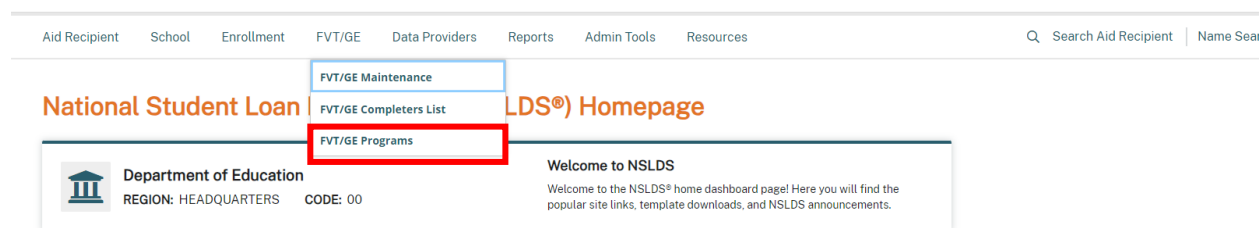
Message Class	Description
GEFVPFOP	- FVT/GE File-Level Error File – fixed-width - FVT/GE Error/Acknowledgement File – fixed-width
GEFVPCOP	- FVT/GE File-Level Error File – CSV - FVT/GE Error/Acknowledgement File – CSV

Chapter 3: Program Submittal via NSLDSFAP

Starting in late summer 2024, schools may choose to submit FVT/GE program data to NSLDS via the NSLDS Professional Access website. In order to report program data via the web, a user associated with your school must have an active NSLDS User ID with Enrollment Update access.

3.1 FVT/GE Programs Page

The FVT/GE Program page can be found by clicking the FVT/GE Programs link under the FVT/GE tab on the NSLDS Professional Access website. This page displays detailed information regarding programs associated with the six-digit OPEID and allows schools to view program data they submitted through either the FVT/GE Program Batch Submittal File or the FVT/GE Spreadsheet Submittal process. Schools will, in the future, be able to add new program data, edit current data, or deactivate previously submitted FVT/GE program records.

Figure 7: NSLDS Homepage - FVT/GE Programs Link**Figure 8: FVT/GE Programs Page - Search**

FVT/GE Programs

The FVT/GE Programs page displays detailed information regarding programs from the selected School Group. Complete the search fields to search through the FVT/GE Programs or click search to view the entire list. Users may add a FVT/GE Program, edit an existing FVT/GE Program, and deactivate an FVT/GE Program.

Search

In order to search through the FVT/GE Programs please select the search fields below.

Award Year

CIP Code (4-digits or 6-digits, no decimal point)

Credential Level

Reset Search

Add Program

Add a New Program to the FVT/GE Programs

Click on the "Add Program" button to add FVT/GE data for a program to the FVT/GE Programs.

Search Returned 2 Unique Program Records

Sort By:

The FVT/GE Programs page allows users to search for specific programs by the following fields:

- **Award Year** – Award year the student was enrolled in the program.
- **CIP Code** – The four or six-digit Classification of Instructional Programs code (without period) identifying a program's academic content.
- **Credential Level** – Credential Level of the program the student was enrolled in during the award year.
 - o 01 – Undergraduate Certificate or Diploma Program
 - o 02 – Associate degree
 - o 03 – Bachelor's Degree
 - o 04 – Post Baccalaureate Certificate
 - o 05 – Master's Degree
 - o 06 – Doctoral Degree
 - o 07 – First Professional Degree
 - o 08 – Graduate/Professional Certificate

Once the user clicks the 'Search' button the FVT/GE Programs Page either displays the entire list of records or a list of records based on the selected criteria. This page will display programs submitted by the school via the web, the FVT/GE Program Batch Submittal File, or the Program Spreadsheet Submittal process. Additionally, the count of records returned will be displayed.

Figure 9: FVT/GE Programs Page - Search Results

Add Program

Add a New Program to the FVT/GE Programs

Click on the "Add Program" button to add FVT/GE data for a program to the FVT/GE Programs.

Search Returned 2 Unique Program Records

Sort By: CIP Code ▼

12.3456 Program Name

Deactivate

Credential Level:	Length of Program:	Length of Program Measurement:	Weeks in Title IV Academic Year:
03 - Bachelor's Degree	123.456	Years	123.456
Award Year:	CIP Year:		
20222023	2020		

▼ FVT/GE Information

Qualifying Graduate Program Indicator: Yes	Programmatically Accredited Indicator: Yes	Accrediting Agency Name: Agency Name
Liberal Arts Bachelor's Degree Program at Proprietary Institution: Yes	Count of Program Graduates who Attempted Licensure Exam: N/R	Count of Program Graduates who Passed Licensure Exam: N/R
Count of Enrolled Students in the Program: N/R		
State of Main Campus: IL	Program Prepares Students for Licensure in State of Main Campus: Yes	
State Two in MSA of Main Campus: N/R	Program Prepares Students for Licensure in MSA State Two: N/R	
State Three in MSA of Main Campus: N/R	Program Prepares Students for Licensure in MSA State Three: N/R	
State Four in MSA of Main Campus: N/R	Program Prepares Students for Licensure in MSA State Four: N/R	
State Five in MSA of Main	Program Prepares Students for	

[Edit](#)

The FVT/GE Programs page will display current and active FVT/GE records. Records that have been deactivated through the web or invalidated via batch will not display on the FVT/GE Programs page. Only 20 records will display per page and users must click 'Next' or 'Previous' to navigate between pages.

3.2 Add FVT/GE Program Data

Starting in late summer 2024, schools may submit FVT/GE Program data through the FVT/GE Programs page. To add data for a program, users must click the 'Add Program' button located below the search section.

Figure 10: FVT/GE Programs Page - Add Program

FVT/GE Programs

The FVT/GE Programs page displays detailed information regarding programs from the selected School Group. Complete the search fields to search through the FVT/GE Programs or click search to view the entire list. Users may add a FVT/GE Program, edit an existing FVT/GE Program, and deactivate an FVT/GE Program.

Search

In order to search through the FVT/GE Programs please select the search fields below.

Award Year

CIP Code (4-digits or 6-digits, no decimal point)

Credential Level

Reset

Search

Add Program

Add a New Program to the FVT/GE Programs

Click on the "Add Program" button to add FVT/GE data for a program to the FVT/GE Programs.

Search Returned 2 Unique Program Records

Sort By:

Once the user clicks the 'Add Program' button, they will be directed to the Add Program Page. Schools may add one unique program at a time via the web.

The following fields are required in order to add a program:

- **Award Year** – Award year the student was enrolled in the program.
- **CIP Code** – The four or six-digit Classification of Instructional Programs code (without period) identifying a program's academic content.
- **Credential Level** – Credential Level of the program the student was enrolled in during the award year.
 - o 01 – Undergraduate Certificate or Diploma Program
 - o 02 – Associate degree
 - o 03 – Bachelor's Degree
 - o 04 – Post Baccalaureate Certificate
 - o 05 – Master's Degree
 - o 06 – Doctoral Degree
 - o 07 – First Professional Degree
 - o 08 – Graduate/Professional Certificate
- **Length of Program** – The length of the instructional program in weeks, months, or years as published by the school.
- **Length of Program Measurement** – The unit of measure for the length of the instructional program as published by the school.

- o Weeks
 - o Months
 - o Years
- **Weeks in Title IV Academic Year** - The total number of weeks of instruction in the program's academic year.

Figure 11: Add Program Page

Add Program

FVT/GE Programs > Add Program

Add a new program to the FVT/GE Programs. Fields with an asterisk are required.

Program Information

Award Year *	Program Name		
20232024	Program Name		
CIP Year	CIP Code *	Credential Level *	
2020	240102	03 - Bachelor's Degree	
Length of Program *	Length of Program Measurement *	Weeks in Title IV Academic Year *	
321 654	Years	321 654	

FVT/GE Information

Qualifying Graduate Program Indicator	Programmatically Accredited Indicator	Accrediting Agency Name	
Yes	Yes	Agency Name	
Liberal Arts Bachelor's Degree Program	Count of Program Graduates who Attempted Licensure Exam	Count of Program Graduates who Passed Licensure Exam	Count of Enrolled Students in the Program *
Yes	Enter Value	Enter Value	Enter Value
State of Main Campus *	Program Prepares Students for Licensure in State of Main Campus *		
MD	Yes		
State Two in MSA of Main Campus	Program Prepares Students for Licensure in MSA State Two	State Three in MSA of Main Campus	Program Prepares Students for Licensure in MSA State Three
Select Value	Select Value	Select Value	Select Value
State Four in MSA of Main Campus	Program Prepares Students for Licensure in MSA State Four	State Five in MSA of Main Campus	Program Prepares Students for Licensure in MSA State Five
Enter Value	Select Value	Select Value	Select Value

The following fields are not mandatory and should only be submitted if they are applicable:

- Program Name
- CIP Year
- Qualifying Graduate Program
- Programmatically Accredited
- Accrediting Agency Name
- Liberal Arts Bachelor's Degree Program at Proprietary Institution
- Count of Program Graduates who Attempted Licensure Exam
- Count of Program Graduates who Passed Licensure Exam

- Count of Enrolled Students in the Program (Title IV and non-Title IV students)
- State of Main Campus
- Program Prepares Students for Licensure in State of Main Campus
- State Two/Three/Four/Five in MSA of Main Campus
- Program Prepares Students for Licensure in MSA State Two/Three/Four/Five

Additional details on the definitions of these fields can be found in Appendix A.

When all applicable fields have been populated with no errors, the user will click the 'Add Program' button to submit the program to NSLDS. Upon successfully adding a program, users will be automatically brought back to the FVT/GE Program page and a message will display stating: 'The FVT/GE Program record was successfully added'.

3.3 Edit FVT/GE Program Data

Starting in late summer 2024, users will have the ability to edit existing FVT/GE Program data via the web, regardless of whether the program data was initially submitted by batch, web, or spreadsheet submittal. However, users are only able to update FVT/GE program information and may not edit program identifiers or the award year. In order to update program identifiers or the award year, you must invalidate the entire program record through batch or deactivate the program record via the web.

To edit Program information, click the 'Edit' link within the respective program record you wish to update

Figure 12: FVT/GE Programs Page - Edit

12.3456 Program Name

Deactivate

Credential Level:	Length of Program:	Length of Program Measurement:	Weeks in Title IV Academic Year:
03 - Bachelor's Degree	123.456	Years	123.456
Award Year:	CIP Year:		
20222023	2020		

▼ FVT/GE Information

Qualifying Graduate Program Indicator:	Programmatically Accredited Indicator:	Accrediting Agency Name:
Yes	Yes	Agency Name
Liberal Arts Bachelor's Degree Program at Proprietary Institution:	Count of Program Graduates who Attempted Licensure Exam:	Count of Program Graduates who Passed Licensure Exam:
Yes	N/R	N/R
Count of Enrolled Students in the Program:		
N/R		
State of Main Campus:	Program Prepares Students for Licensure in State of Main Campus:	
IL	Yes	
State Two in MSA of Main Campus:	Program Prepares Students for Licensure in MSA State Two:	
N/R	N/R	
State Three in MSA of Main Campus:	Program Prepares Students for Licensure in MSA State Three:	
N/R	N/R	
State Four in MSA of Main Campus:	Program Prepares Students for Licensure in MSA State Four:	
N/R	N/R	
State Five in MSA of Main Campus:	Program Prepares Students for Licensure in MSA State Five:	
N/R	N/R	

Edit

Once the user clicks the 'Edit' link, the 'Edit Program' popup will display, allowing the users to make updates. Once all applicable information has been successfully updated, the user will click 'Save'.

Figure 13: Edit Program Popup

Edit Program

FVT/GE Information

Program Name CIP Year

Qualifying Graduate Program Indicator Programatically Accredited Indicator Accrediting Agency Name

Liberal Arts Bachelor's Degree Program Count of Program Graduates who Attempted Licensure Exam Count of Program Graduates who Passed Licensure Exam

Count of Enrolled Students in the Program *

State of Main Campus * Program Prepares Students for Licensure in State of Main Campus *

State Two in MSA of Main Campus Program Prepares Students for Licensure in MSA State Two State Three in MSA of Main Campus Program Prepares Students for Licensure in MSA State Three

State Four in MSA of Main Campus Program Prepares Students for Licensure in MSA State Four State Five in MSA of Main Campus Program Prepares Students for Licensure in MSA State Five

Program Indicator: indicator: Accrediting Agency Name:

Once the record has been successfully updated, a message will appear at the top of the page stating: 'The program record was successfully edited'.

3.4 Deactivate Program

Starting in late summer 2024, if a user needs to remove an existing program record, click the 'Deactivate' button located within the program's card. Once the user clicks the 'Deactivate' button, the 'Deactivate?' popup will display, enabling the user to remove a program record.

Figure 14: FVT/GE Programs Page - Deactivate

12.3456 Program Name

Deactivate

Credential Level:	Length of Program:	Length of Program Measurement:	Weeks in Title IV Academic Year:
03 - Bachelor's Degree	123.456	Years	123.456
Award Year:	CIP Year:		
20222023	2020		

▼ FVT/GE Information

Qualifying Graduate Program Indicator:

Yes

Liberal Arts Bachelor's Degree Program at Proprietary Institution:

Yes

Count of Enrolled Students in the Program:

N/R

State of Main Campus:

IL

State Two in MSA of Main Campus:

N/R

State Three in MSA of Main Campus:

N/R

State Four in MSA of Main Campus:

N/R

State Five in MSA of Main Campus:

N/R

Programmatically Accredited Indicator:

Yes

Count of Program Graduates who Attempted Licensure Exam:

N/R

Program Prepares Students for Licensure in State of Main Campus:

Yes

Program Prepares Students for Licensure in MSA State Two:

N/R

Program Prepares Students for Licensure in MSA State Three:

N/R

Program Prepares Students for Licensure in MSA State Four:

N/R

Program Prepares Students for Licensure in MSA State Five:

N/R

Accrediting Agency Name:

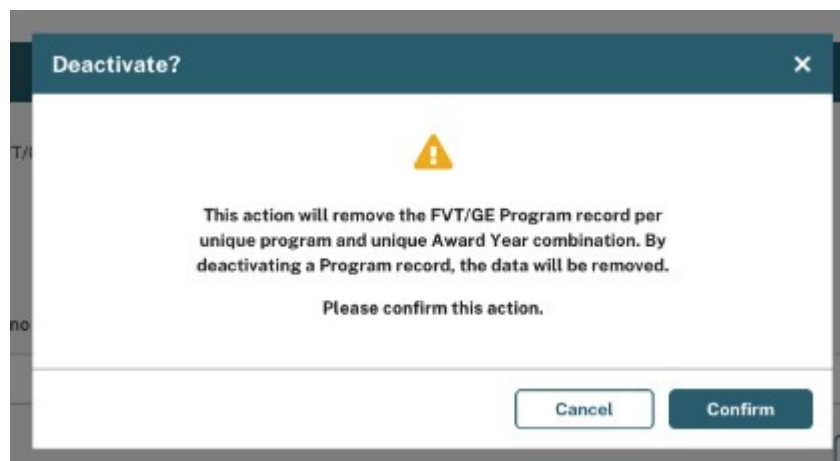
Agency Name

Count of Program Graduates who Passed Licensure Exam:

N/R

Edit

Figure 15: Deactivate? Popup



Upon clicking the 'Confirm' button, a message will display on the FVT/GE Programs page stating, 'The record was successfully deactivated'. As a result, the applicable program record will be removed from the school's Program list for both web and batch processing. Should the user decide to add a program that has been deactivated back, they will need to manually add the program record again via batch, web, or spreadsheet submittal.

Chapter 4: FVT/GE Spreadsheet Submittal Process

The FVT/GE Spreadsheet Submittal process allows schools to report FVT/GE program data to NSLDS via spreadsheet upload on the NSLDS Professional Access website. The FVT/GE Program Spreadsheet Submittal is located on the Spreadsheet Submittal page under the School tab on NSLDSFAP.

This spreadsheet contains the same fields as detailed in Appendix A and will be processed in real-time. Any errors will be presented to the school. Upon successful upload of a file and processing of the data, the information will be used to update the NSLDS database.

Figure 16: Spreadsheet Submittal Page

Teacher Loan Forgiveness

To add students individually, select the Teacher Loan Forgiveness button.

Retrieve up to 30 Aid Recipient records at a time via the Teacher Loan Forgiveness Add page.

Upload Submittal Files

Upload a file below then click the "Submit". The latest submittal template is available via the download link at the bottom of the page.

Select Submittal Type *

FVT/GE Spreadsheet Submittal

Select File *

No file Selected [Upload File](#)

Validate

Validate and Submit

Recently Uploaded Files

[View Upload History >](#)

If the submittal file has records in error, the error file is available for download.

Submittal Type	File Name	Processed Date	Uploaded By	Organization Uploaded By	Total No. of Records	No. of Records Processed	No. of Records with Errors	Download Errors
----------------	-----------	----------------	-------------	--------------------------	----------------------	--------------------------	----------------------------	-----------------

4.1 Creating a Spreadsheet

The FVT/GE Spreadsheet Submittal is another tool that can be used by schools to submit program specific FVT/GE data. Users can create their own spreadsheets or use the template provided. The spreadsheet can be created with the first row containing the field names, found in Appendix A, or by utilizing the template that is available for download on the Spreadsheet Submittal page. In order for NSLDS to accept the spreadsheet template the first row must contain the field names. If the school chooses to create their own spreadsheet template, the fields found in Appendix A must be used as a reference.

It is crucial that the user created spreadsheet is saved securely. It is also recommended that the spreadsheet have a unique name so that it can be easily identified during the upload process. Please ensure that when saving the file, it is saved as a spreadsheet file in a format with an extension of .xls or .xlsx (Excel™ format). Any other extensions will cause the entire file to be rejected.

The spreadsheet has a file size limit of 5,000 KB (5 MB). Any file size over this limit will cause the spreadsheet to be rejected. File size varies depending on amount of data in the spreadsheet.

Figure 17: Program Spreadsheet Submittal Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Record Type	Institution Code	Award Year	Program Name	CIP Code	CIP Year	Credential level	Length of Program	Length of Program Measurement	Weeks in Title IV Academic Year	Qualifying Graduate Program Indicator	Programmatically Accredited Indicator	Accrediting Agency Name	Liberal Arts Bachelor's Degree Program at Proprietary Institution	Count of Program Graduates who Attempted Licensure Exam
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															

4.1.1 Rename Worksheet

If the user is not using the available template for download, the first step in creating the spreadsheet is to rename the worksheet that will be utilized for data entry, and subsequent data upload. To rename the worksheet:

1. Right click on the worksheet tab name.
2. Select Rename.
3. When the current name of the tab is highlighted, type “upload file”.
4. Click out of the tab and the name will be stored.

Figure 18: Rename Worksheet

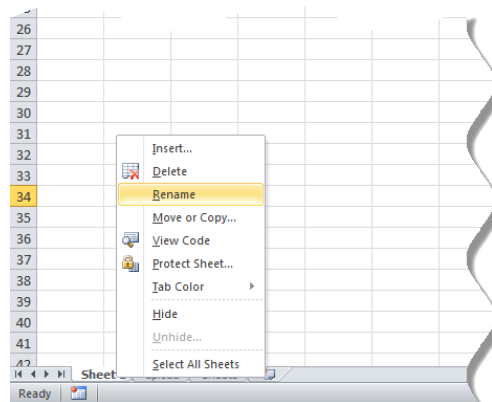
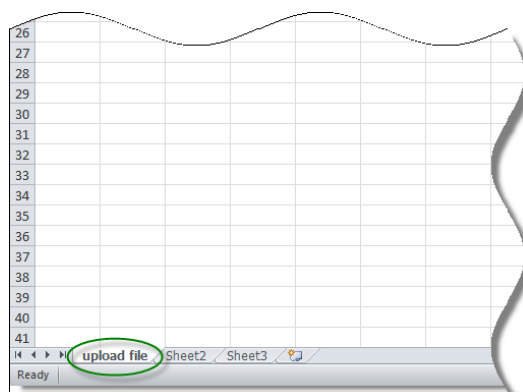


Figure 19: Rename Worksheet



NSLDS will look for a worksheet with the name **“upload file”**. If the worksheet has any other name, NSLDS will attempt to load the data found in the first tab, or Sheet 1, of the spreadsheet. If Sheet 1 is empty, the user will receive the message “Spreadsheet has no data”. It is suggested that the worksheet be correctly labeled for upload.

Also, NSLDS will only process one worksheet per spreadsheet, per upload. Any other worksheets will be ignored if they are present in the file, as will any records they may contain. If there are additional sheets that need to be submitted, after the first worksheet is uploaded, the school can rename the initial uploaded file to a different name and name the next sheet to “upload file”. Submit the file to NSLDS again, and the new page will be uploaded.

4.1.2 Spreadsheet with Field Names

When creating the spreadsheet, the field names are to be created by the user. The names of the fields must match to those presented in Appendix A and each name must be contained within an individual column. The names of the fields will appear in Row One, beginning in column A with “Record Type” and ending in column AB with “Invalid Flag”. Schools are permitted to enter data within columns A through AB. The user created spreadsheet submittal does not require Header and Trailer Records as the batch file does. Fields identified as optional do not require data to be provided. However, the column for the field names must still appear in the spreadsheet, even if the data is not being supplied.

4.2 Uploading a FVT/GE Spreadsheet Submittal File

The Spreadsheet Submittal page is found under the School tab on the NSLDS Professional Access website and allows users the ability to report FVT/GE data via spreadsheet submittal.

The page allows the user to search for the spreadsheet submittal file they would like to submit and upload it from the location where it is securely stored. Because of the sensitivity of the information included in the file, it

must be saved in a secure manner on the local hard drive of the user's computer or stored in a secure manner on an external medium such as a flash drive or network. Once the file is located, the user will then need to select the manner for which errors, if any, will be returned.

Figure 20: Spreadsheet Submittal Page - Upload Submittal Files

Teacher Loan Forgiveness

To add students individually, select the Teacher Loan Forgiveness button.
Retrieve up to 30 Aid Recipient records at a time via the Teacher Loan Forgiveness Add page.

Upload Submittal Files

Upload a file below then click the "Submit". The latest submittal template is available via the download link at the bottom of the page.

Select Submittal Type *

FVT/GE Spreadsheet Submittal

Select File *

No file Selected [Upload File](#)

Validate

Validate and Submit

Recently Uploaded Files

[View Upload History >](#)

If the submittal file has records in error, the error file is available for download.

Submittal Type	File Name	Processed Date	Uploaded By	Organization Uploaded By	Total No. of Records	No. of Records Processed	No. of Records with Errors	Download Errors
----------------	-----------	----------------	-------------	--------------------------	----------------------	--------------------------	----------------------------	-----------------

4.2.1 FVT/GE Spreadsheet Submittal Page Results

After the FVT/GE spreadsheet has been uploaded, validation is done to identify if there are any errors in the file. Users must ensure they click the 'Validate and Submit' button to confirm the spreadsheet was submitted. When the user selects 'Validate and Submit' the system will review and validate all data in the spreadsheet. Any records that were submitted and successfully passed validation with no errors will be processed.

If any record that was submitted triggers an error, a message will display along with the number of records with errors. Additionally, a link will be provided under the 'Download Errors' section on the Spreadsheet Submittal page, enabling the user to identify records that need corrected.

Figure 21: Spreadsheet Submittal Page - Download Errors

Total No. of Records	No. of Records Processed	No. of Records with Errors	Download Errors
3	0	3	 Download Errors

Once the user clicks the Download Errors link, the submitted FVT/GE Spreadsheet Submittal File displays all submitted records and highlights all cells in error for each applicable record. These errors will be highlighted for the user to easily access once they download the Error File. NSLDS will display the errors and their descriptions in the Error (AC) Column.

4.3 Working Errors

All records are validated against the edits described in Appendix A, and any errors will be identified in the Errors (AC) Column of the Errors File. Users have the option to correct data in the Errors File directly or make corrections in the original file that was submitted. If opting to correct errors in the Error File, users should rename the file before resubmitting to maintain a record of prior submittals. Regardless of the chosen method, any records in error must be corrected and resubmitted to NSLDS for processing. If there is a need to remove rows from the spreadsheet, the 'Delete Row' function in Excel should be utilized to ensure complete removal of the applicable data.

Appendix A: FVT/GE Program Submittal File Record Layouts

This appendix outlines the file layout for the FVT/GE Program Submittal File, the file layout for the FVT/GE Program File-Level Error File including the file-level error definitions, and the file layout for the FVT/GE Program Error/Acknowledgment File including the record-level error definitions.

Institutions will submit an FVT/GE Program Submittal file to NSLDS. NSLDS will return an FVT/GE Program File-Level Error File if the submittal file fails file-level validations, or an FVT/GE Program Error/Acknowledgement File if the submittal file passes all file-level validations but contains records-level errors or for NSLDS to confirm receipt of the submittal file.

When an institution receives an FVT/GE File-Level Error File, it indicates that NSLDS could not process the submittal file because it contained file-level errors. File level errors are generally caused by invalid values in the header and/or trailer records, an incorrect TG mailbox or incorrect detail record counts in the trailer record. When an institution receives an FVT/GE Error/Acknowledgement File containing one header record and one trailer record, it indicates that NSLDS received the submittal file with no errors and it was successfully submitted to NSLDS. If the FVT/GE Program Error/Acknowledgement File contains one header, one or more detail records, and one trailer record, NSLDS found record-level errors in the FVT/GE Program Submittal File. Institutions may correct the errors received in the FVT/GE Program File-Level Error File or FVT/GE Program Error/Acknowledgement File and submit the FVT/GE Program Submittal file again to NSLDS.

Appendix A includes information on the following layouts:

- Fixed-Width
- Comma Separated Values (CSV)

The Fixed-Width (FW) layout includes the following information for each field:

- **Pos FR-** (Position From) – Starting position of the field (Please note that Pos FR (Position From) only applies to Fixed-Width).
- **Pos TO-** (Position To) – Ending position of the field (Please note that Pos TO (Position To) only applies to Fixed-Width).
- **Attribute/Name-** Brief, descriptive title of the field.
- **Description-** Short narrative definition of the field.
- **Field Format-** Indicator of the kind of value that must be in the field, as follows:
 - Char. (Character) denotes a field that may contain spaces, letters, or numbers in any combination—for example, 17 Magnolia Street. Character fields not specifically reported

must be filled with spaces. If a field is said to require a value 'greater than spaces', the field must contain at least one letter or number.

- o Num. (Numeric) denotes a field that must contain only numbers- for example, 12345 as a Detail Record Count in a trailer record. Letters, special characters, or spaces in a numeric field are invalid. An entry of T491_24, for example, would not be accepted. Unless otherwise specified in the record layout, numeric fields not specifically reported must be filled with zeroes.

- o Date fields must contain only numeric data, 8 digits, and appear in the format CCYYMMDD, where:

- CC = 2-digit century
- YY = 2-digit year
- MM = 2-digit month designation (01-12)
- DD = 2-digit day designation (01-31, depending on month and year)
- Under this convention, an entry of **20140430** would be accepted, but **043014** would not. Unless otherwise specified in the record layout, date fields not specifically reported must be filled with zeroes.

- **Lth (Length)/Size-** Number of bytes the field occupies (Please note that Lth (Length) only applies to Fixed-Width).

The field composition of the layout description includes all of the information listed above in addition to the following:

- **Comments-** Additional information about the field.
- **Edit(s)-** Description of the error checking that NSLDS applies to the file that is returned.
- **Reporting-** Instructions indicating whether the field must contain data other than spaces or zeros are described below:
 - o *Mandatory-* Fill in this field for every Detail record.
 - o *Optional-* Fill in this field if the information is applicable.

FVT/GE Program Submittal and Error/Acknowledgement File Layout

Fixed Width

Header Record
255

Length=

Pos. Start	Pos. End	Attribute	Description	Field Format	Lth
1	2	Record Type	'00' indicates header record	Num.	2
3	8	Institution Code (OPEID)	The institution's 6-digit ED Office of Postsecondary Education (OPE) code	Num.	6

			used to identify the institution.		
9	43	Header Text	File Name - Must equal 'FVT/GE PROGRAM SUBMITTAL' for Program Submittal file. - Will be 'FVT/GE PROGRAM ERROR/ACKNOWLEDGMENT' for Error/Acknowledgement File	Char.	35
44	51	Submittal Date	Date the file was created. - Date the FVT/GE Program Submittal File was created (CCYYMMDD) - Date the FVT/GE Error/Acknowledgment File was generated (CCYYMMDD)	Date	8
52	52	File Type	Value to indicate the specific type of FVT/GE file. 'S'= Submittal File 'E' = Error/Acknowledgement File	Char.	1
53	255	Filler	Spaces	Char.	203

Detail Record 01
(Length= 255)

(Length=

Pos. Start	Pos. End	Attribute	Description	Field Format	Lth
1	2	Record Type	'01' indicates detail record	Num.	2
3	8	Institution Code (OPEID)	The institution's 6-digit ED Office of Postsecondary Education (OPE) code used to identify the institution.	Num.	6
9	16	Award Year	Award year the student was enrolled in the program. Must be consecutive years. (CCYYCCYY)	Char.	8
17	51	Program Name	The institutional name given to each program.	Char.	35
52	57	CIP Code	The six-digit Classification of Instructional Programs code (without period) identifying a program's academic content.	Num.	6
58	61	CIP Year	The year in which the certified CIP Code used by NSLDS were published. Values are: 2010 2020 Format: CCYY	Char.	4
62	63	Credential Level	Credential Level of the program the student was enrolled in during this award year. Values are: '01' (Undergraduate certificate or Diploma program) '02' (Associate's degree)	Num.	2

			• '03' (Bachelors degree) • '04' (Post baccalaureate certificate) • '05' (Master's degree) • '06' (Doctoral degree) • '07' (First professional degree) • '08' (Graduate / Professional certificate)		
64	69	Published Length of Program	The length of the instructional program in weeks, months, or years as published by the school. Format "nnnnnnn", with an implied decimal point between the third and fourth digit. Thus, schools should report: • "000100" to represent a value of one tenth. • "001000" to represent a value of one. • "010000" to represent a value of ten. • "100000" to represent a value of one hundred. Value must be numeric and greater than zero.	Num.	6
70	70	Published Length of Program Measurement	The unit of measure for the length of the instructional program as published by the school. Values are: • 'W' (Weeks) • 'M' (Months) • 'Y' (Years)	Char.	1
71	76	Weeks in Title IV Academic Year	The total number of weeks of instruction in the program's academic year. Only report when Published Length of Program Measurement is W or M. Format "nnnnnn", with an implied decimal point between the third and fourth digits. For example, schools would report: • 26 weeks: 026000 • 30 weeks: 030000	Num.	6
77	77	Qualifying Graduate Program Indicator	The indicator to show whether the reported program is a qualifying graduate program whose students are required to complete postgraduate training programs. Valid values are: • 'Y' (Yes) • 'N' (No) • Space (N/A - Program will not be considered a Qualifying Graduate Program)	Char.	1
78	78	Programmatically Accredited Indicator	Indicates whether the program is programmatically accredited.	Char.	1

			Valid values are: • 'Y' (Yes) • 'N' (No) • Space (N/A)		
79	113	Accrediting Agency Name	The name of the agency that accredits the program.	Char.	35
114	114	Liberal Arts Bachelor's Degree Program at Proprietary Institution	Indicates if the program is a bachelor's degree program in liberal arts and 1) the institution has been regionally accredited since October 2007; 2) the program has been offered by the institution since January 2009; and 3) the institution offering the program is a proprietary institution. Valid values are: • 'Y' (Yes) • 'N' (No) • Space (N/A) Note: If this field is reported with a 'Y', the Credential Level for the program must equal '03' (Bachelor's degree).	Char.	1
115	120	Count of Program Graduates who Attempted Licensure Exam	The total number of program graduates who took a licensure exam in most recently completed award year.	Num.	6
121	126	Count of Program Graduates who Passed Licensure Exam	The total number of program graduates who passed a licensure exam in most recently completed award year.	Num.	6
127	132	Count of Enrolled Students in the Program	The total number of students enrolled in the program for the most recently completed award year.	Num.	6
133	134	State of Main Campus	The State where the main campus is located.	Char.	2
135	135	Program Prepares Students for Licensure in State of Main Campus	Indicates if the program does or does not prepare students for licensure in the state where the main campus is located. Valid values are: • 'Y' (Yes) • 'N' (No) • 'X' (Not Applicable)	Char.	1
136	137	State Two in MSA of Main Campus	The second State in the metropolitan statistical area (MSA) in which the main campus is located, if applicable.	Char.	2
138	138	Program Prepares Students for Licensure in MSA State Two	Indicates if the program does or does not prepare students for licensure in the second State in the MSA of the main campus.	Char.	1

			Valid values are: • 'Y' (Yes) • 'N' (No) • 'X' (Not Applicable) • 'Space' (No State Two in MSA)		
139	140	State Three in MSA of Main Campus	The third State in the metropolitan statistical area (MSA) in which the main campus is located, if applicable.	Char.	2
141	141	Program Prepares Students for Licensure in MSA State Three	Indicates if the program does or does not prepare students for licensure in the third State in the MSA of the main campus. Valid values are: • 'Y' (Yes) • 'N' (No) • 'X' (Not Applicable) • 'Space' (No State Three in MSA)	Char.	1
142	143	State Four in MSA of Main Campus	The fourth State in the metropolitan statistical area (MSA) in which the main campus is located, if applicable.	Char.	2
144	144	Program Prepares Students for Licensure in MSA State Four	Indicates if the program does or does not prepare students for licensure in the fourth State in the MSA of the main campus. Valid values are: • 'Y' (Yes) • 'N' (No) • 'X' (Not Applicable) • 'Space' (No State Four in MSA)	Char.	1
145	146	State Five in MSA of Main Campus	The fifth State in the metropolitan statistical area (MSA) in which the main campus is located, if applicable.	Char.	2
147	147	Program Prepares Students for Licensure in MSA State Five	Indicates if the program does or does not prepare students for licensure in the fifth State in the MSA of the main campus. Valid values are: • 'Y' (Yes) • 'N' (No) • 'X' (Not Applicable) • 'Space' (No State Five in the MSA)	Char.	1
148	148	Invalid Flag	Flag that indicates if the school is submitting the file to invalidate an existing FVT/GE Record. Valid values are: • 'Y' (Yes) • 'N' (No) • Space (No)	Char.	1

149	150	Error Code 1	Code of error returned to school by NSLDS. Submit spaces in FVT/GE Program Submittal File	Char.	2
151	152	Error Code 2	Code of error returned to school by NSLDS. Submit spaces in FVT/GE Program Submittal File Note: This field is a placeholder for use in the future.	Char.	2
153	154	Error Code 3	Code of error returned to school by NSLDS. Submit spaces in FVT/GE Program Submittal File Note: This field is a placeholder for use in the future.	Char.	2
155	156	Error Code 4	Code of error returned to school by NSLDS. Submit spaces in FVT/GE Program Submittal File Note: This field is a placeholder for use in the future.	Char.	2
157	158	Error Code 5	Code of error returned to school by NSLDS. Submit spaces in FVT/GE Program Submittal File Note: This field is a placeholder for use in the future.	Char.	2
159	255	Filler	Spaces	Char.	97

Trailer Record
(Length= 255)

Pos. Start	Pos. End	Attribute	Description	Field Format	Lth
1	2	Record Type	'99' indicates trailer record	Num.	2
3	8	Institution Code (OPEID)	The institution's 6-digit ED Office of Postsecondary Education (OPE) code used to identify the institution.	Num.	6
9	14	Detail Record Count	Number of detail records - Number of detail records in the submittal file. - Number of detail records in the Error/Acknowledgement file.	Num.	6
15	255	Filler	Spaces	Char.	241

Comma Separated Values

Header Record- CSV

Attribute	Description	Field Format
Record Type	'00' indicates header record	Num.

Comma	Comma	Char.
Institution Code (OPEID)	The institution's 6-digit ED Office of Postsecondary Education (OPE) code used to identify the institution.	Num.
Comma	Comma	Char.
Header Text	File Name: - Must equal 'FVT/GE PROGRAM SUBMITTAL' for Program Submittal file. - Will be 'FVT/GE PROGRAM ERROR/ACKNOWLEDGMENT' for Error/Acknowledgment File.	Char.
Comma	Comma	Char.
Submittal Date	Date the file was created. - Date the FVT/GE Program Submittal File was created (CCYYMMDD) - Date the FVT/GE Error/Acknowledgment File was generated (CCYYMMDD)	Date
Comma	Comma	Char.
File Type	Value to indicate the specific type of FVT/GE file 'S'= Submittal File 'E'= FVT/GE Error/Acknowledgment File	Char.

Detail Record 01 - CSV

Attribute	Description	Field Format
Record Type	'01' indicates detail record	Num.
Comma	Comma	Char.
Institution Code (OPEID)	The institution's 6-digit ED Office of Postsecondary Education (OPE) code used to identify the institution.	Num.
Comma	Comma	Char.
Award Year	Award year the student was enrolled in the program. Must be consecutive years. (CCYYCCYY)	Char.
Comma	Comma	Char.
Program Name	The institutional name given to each program.	Char.
Comma	Comma	Char.
CIP Code	Six-digit Classification of Instructional Programs code (without period) identifying a program's academic content	Num.
Comma	Comma	Char.
CIP Year	The year in which the certified CIP Code used by NSLDS were published. Values are: 2010 2020 Format: CCYY	Char.
Comma	Comma	Char.

Credential Level	Credential Level of the program the student was enrolled in during this award year. Values are: • '01' (Undergraduate certificate or Diploma program) • '02' (Associate's degree) • '03' (Bachelor's degree) • '04' (Post baccalaureate certificate) • '05' (Master's degree) • '06' (Doctoral degree) • '07' (First professional degree) • '08' (Graduate / Professional certificate)	Num.
Comma	Comma	Char.
Published Length of Program	The length of the instructional program in weeks, months, or years as published by the school. Format "nnnnnnn", with an implied decimal point between the third and fourth digit. Thus, schools should report: • "000100" to represent a value of one tenth. • "001000" to represent a value of one. • "010000" to represent a value of ten. • "100000" to represent a value of one hundred. Value must be numeric and greater than zero.	Num.
Comma	Comma	Char.
Published Length of Program Measurement	The unit of measure for the length of the instructional program as published by the school. Values are: • 'W' (Weeks) • 'M' (Months) • 'Y' (Years)	Char.
Comma	Comma	Char.
Weeks in Title IV Academic Year	The total number of weeks of instruction in the program's academic year. Only report when Published Length of Program Measurement is W or M. Format "nnnnnn", with an implied decimal point between the third and fourth digits. For example, schools would report: • 26 weeks: 026000 • 30 weeks: 030000	Num.
Comma	Comma	Char.
Qualifying Graduate Program Indicator	The indicator to show whether the reported program is a qualifying graduate program whose students are required to complete postgraduate training programs. Valid values are:	Char.

	• 'Y' (Yes) • 'N' (No) • Space (N/A - Program will not be considered a Qualifying Graduate Program)	
Comma	Comma	Char.
Programmatically Accredited Indicator	Indicates whether the program is programmatically accredited. Valid values are: • 'Y' (Yes) • 'N' (No) • Space (N/A)	Char.
Comma	Comma	Char.
Accrediting Agency Name	The name of the agency that accredits the program.	Char.
Comma	Comma	Char.
Liberal Arts Bachelor's Degree Program at Proprietary Institution	Indicates if the program is a bachelor's degree program in liberal arts and 1) the institution has been regionally accredited since October 2007; 2) the program has been offered by the institution since January 2009; and 3) the institution offering the program is a proprietary institution. Valid values are: • 'Y' (Yes) • 'N' (No) • Space (N/A) Note: If this field is reported with a 'Y', the Credential Level for the program must equal '03' (Bachelor's degree).	Char.
Comma	Comma	Char.
Count of Program Graduates who Attempted Licensure Exam	The total number of program graduates who took a licensure exam in most recently completed award year.	Num.
Comma	Comma	Char.
Count of Program Graduates who Passed Licensure Exam	Total number of program graduates who passed a licensure exam in most recently completed award year.	Num.
Comma	Comma	Char.
Count of Enrolled Students in the Program	The total number of students enrolled in the reported program for the most recently completed award year.	Num.
Comma	Comma	Char.
State of Main Campus	The State where the main campus is located.	Char.
Comma	Comma	Char.
Program Prepares Students for Licensure in State of Main Campus	Indicates if the program does or does not prepare students for licensure in the state where the main campus is located. Valid values are: • 'Y' (Yes) • 'N' (No) • 'X' (Not Applicable)	Char.

Comma	Comma	Char.
State Two in MSA of Main Campus	The second State in the metropolitan statistical area (MSA) in which the main campus is located.	Char.
Comma	Comma	Char.
Program Prepares Students for Licensure in MSA State Two	Indicates if the program does or does not prepare students for licensure in the second State in the MSA of the main campus. Valid values are: • 'Y' (Yes) • 'N' (No) • 'X' (Not Applicable) • 'Space' (No State Two in MSA)	Char.
Comma	Comma	Char.
State Three in MSA of Main Campus	The third State in the metropolitan statistical area (MSA) in which the main campus is located.	Char.
Comma	Comma	Char.
Program Prepares Students for Licensure in MSA State Three	Indicates if the program does or does not prepare students for licensure in the third State in the MSA of the main campus. Valid values are: • 'Y' (Yes) • 'N' (No) • 'X' (Not Applicable) • 'Space' (No State Three in MSA)	Char.
Comma	Comma	Char.
State Four in MSA of Main Campus	The fourth State in the metropolitan statistical area (MSA) in which the main campus is located.	Char.
Comma	Comma	Char.
Program Prepares Students for Licensure in MSA State Four	Indicates if the program does or does not prepare students for licensure in the fourth State in the MSA of the main campus. Valid values are: • 'Y' (Yes) • 'N' (No) • 'X' (Not Applicable) • 'Space' (No State Four in MSA)	Char.
Comma	Comma	Char.
State Five in MSA of Main Campus	The fifth State in the metropolitan statistical area (MSA) in which the main campus is located.	Char.
Comma	Comma	Char.
Program Prepares Students for Licensure in MSA State Five	Indicates if the program does or does not prepare students for licensure in the fifth State in the MSA of the main campus. Valid values are:	Char.

	• 'Y' (Yes) • 'N' (No) • 'X' (Not Applicable) • 'Space' (No State Five in the MSA)	
Comma	Comma	Char.
Invalid Flag	Flag that indicates if the school is submitting the file to invalidate an existing FVT/GE Record. Valid values are: • 'Y' (Yes) • 'N' (No) • 'Space' (No)	Char.
Comma	Comma	Char.
Error Code 1	Code of error returned to school by NSLDS. • Submit spaces in FVT/GE Program Submittal File	Char.
Comma	Comma	Char.
Error Code 2	Code of error returned to school by NSLDS. • Submit spaces in FVT/GE Program Submittal File Note: This field is a placeholder for use in the future.	Char.
Comma	Comma	Char.
Error Code 3	Code of error returned to school by NSLDS. • Submit spaces in FVT/GE Program Submittal File Note: This field is a placeholder for use in the future.	Char.
Comma	Comma	Char.
Error Code 4	Code of error returned to school by NSLDS. • Submit spaces in FVT/GE Program Submittal File Note: This field is a placeholder for use in the future.	Char.
Comma	Comma	Char.
Error Code 5	Code of error returned to school by NSLDS. • Submit spaces in FVT/GE Program Submittal File Note: This field is a placeholder for use in the future..	Char.

Trailer Record-CSV

Attribute	Description	Field Format
Record Type	'99' indicates trailer record	Num.
Comma	Comma	Char.
Institution Code (OPEID)	The institution's 6-digit ED Office of Postsecondary Education (OPE) code used to identify the institution.	Num.

Comma	Comma	Char.
Detail Record Count	Number of detail records • Number of detail records in the submittal file. • Number of detail records in the Error/Acknowledgement file.	Num.

FVT/GE Program File-Level Error File

Fixed Width

FVT/GE Program File-Level Error File Layout Header Record
(Length= 255)

Pos. Start	Pos. End	Attribute	Description	Field Format	Lth
1	2	Record Type	Record Type will be '00'.	Num.	2
3	8	Institution Code (OPEID)	Institution Cod (OPEID) will be the value reported in the FVT/GE Program Submittal File's first, or only, Header Record.	Num.	6
9	43	Header Text	File Name will be 'FVT/GE PROGRAM FILE-LEVEL ERROR'	Char.	35
44	51	Submittal Date	Date will be the date the FVT/GE Program File-Level Error File was generated	Date	8
52	52	File Type	Value to indicate the specific type of FVT/GE file. 'F' = FVT/GE Program File-Level Error File	Char.	1
53	255	Filler	Spaces	Char.	203

FVT/GE Program File-Level Error File Layout Detail Record
(Length= 255)

Pos. Start	Pos. End	Attribute	Description	Field Format	Lth
1	2	Record Type	Record Type will be '01'.	Num.	2
3	8	Institution Code (OPEID)	Institution Code will be zeros	Num.	6
9	16	Award Year	Award Year will be zeros.	Char.	8
17	51	Program Name	Program Name will be spaces	Char.	35
52	57	CIP Code	CIP Code will be zeros	Num.	6
58	61	CIP Year	CIP Year will be zeros	Char.	4
62	63	Credential Level	Credential Level will be spaces	Num.	2
64	69	Published Length of Program	Published Length of Program will be spaces.	Num.	6
70	70	Published Length of Program Measurement	Published Length of Program Measurement will be zeros.	Char.	1
71	76	Weeks in Title IV Academic Year	Weeks in Title IV Academic Year will be spaces	Num.	6
77	77	Qualifying Graduate	Qualifying Graduate Program	Char.	1

		Program Indicator	Indicator will be a space		
78	78	Programmatically Accredited Indicator	Programmatically Accredited Indicator will be a space	Char.	1
79	113	Accrediting Agency Name	Accrediting Agency Name will be spaces.	Char.	35
114	114	Liberal Arts Bachelor's Degree Program at Proprietary Institution	Liberal Arts Bachelors Degree Program at Proprietary Institution will be a space.	Char.	1
115	120	Count of Program Graduates who Attempted Licensure Exam	Count of Program Graduates who Attempted Licensure Exam will be zeros	Num.	6
121	126	Count of Program Graduates who Passed Licensure Exam	Count of Program Graduates who Passed Licensure Exam will be zeros.	Num.	6
127	132	Count of Enrolled Students in the Program	Count of Enrolled Students in the Program will be zeros.	Num.	6
133	134	State of Main Campus	State of Main Campus will be spaces	Char.	2
135	135	Program Prepares Students for Licensure in State of Main Campus	Program Prepares Students for Licensure in State of Main Campus will be a space	Char.	1
136	137	State Two in MSA of Main Campus	State Two in MSA of Main Campus will be spaces	Char.	2
138	138	Program Prepares Students for Licensure in MSA State Two	Program Prepares Students for licensure in MSA State Two will be a space	Char.	1
139	140	State Three in MSA of Main Campus	State Three in MSA of Main Campus will be spaces	Char.	2
141	141	Program Prepares Students for Licensure in MSA State Three	Program Prepares Students for licensure in MSA State Three will be a space	Char.	1
142	143	State Four in MSA of Main Campus	State Four in MSA of Main Campus will be spaces	Char.	2
144	144	Program Prepares Students for Licensure in MSA State Four	Program Prepares Students for licensure in MSA State Four will be a space	Char.	1
145	146	State Five in MSA of Main Campus	State Five in MSA of Main Campus will spaces	Char.	2
147	147	Program Prepares Students for Licensure in MSA State Five	Program Prepares Students for licensure in MSA State Five will be a space	Char.	1
148	148	Invalid Flag	Invalid Flag will be a space.	Char.	1
149	150	Error Code 1	Error Code 1 will be the file-level error code triggered by NSLDS (Refer to Table 6 for the File-Level Error Codes and their descriptions).	Char.	2
151	152	Error Code 2	Error Code 2 will be spaces.	Char.	2
153	154	Error Code 3	Error Code 3 will be spaces.	Char.	2
155	156	Error Code 4	Error Code 4 will be spaces.	Char.	2

157	158	Error Code 5	Error Code 5 will be spaces.	Char.	2
159	255	Filler	Spaces	Char.	97

FVT/GE Program File-Level Error File Layout Trailer Record
(Length= 255)

Pos. Start	Pos. End	Attribute	Description	Field Format	Lth
1	2	Record Type	Record Type will be the value '99'.	Num.	2
3	8	Institution Code (OPEID)	Institution Code will be the value reported in the FVT/GE Program Submittal file.	Num.	6
9	14	Detail Record Count	Detail Record Count will be one.	Num.	6
15	255	Filler	Spaces	Num.	241

Comma Separate Values

FVT/GE Program File-Level Error File Layout Header Record

Attribute	Description	Field Format
Record Type	Record Type will be '00'	Num.
Comma	Comma	Char.
Institution Code (OPEID)	Institution Cod (OPEID) will be the value reported in the FVT/GE Program Submittal File's first, or only, Header Record.	Num.
Comma	Comma	Char.
Header Text	File Name will be 'FVT/GE PROGRAM FILE-LEVEL ERROR'	Char.
Comma	Comma	Char.
Submittal Date	Date will be the date the FVT/GE Program File-Level Error File was generated	Date
Comma	Comma	Char.
File Type	Value to indicate the specific type of FVT/GE file. 'F' = FVT/GE Program File-Level Error File	Char.

FVT/GE Program File-Level Error File Layout Detail Record

Attribute	Description	Field Format
Record Type	Record Type will be '01'.	Num.
Comma	Comma	Char.
Institution Code (OPEID)	Institution Code will be zeros	Num.
Comma	Comma	Char.
Award Year	Award Year will be zeros.	Char.
Comma	Comma	Char.
Program Name	Program Name will be spaces	Char.
Comma	Comma	Char.
CIP Code	CIP Code will be zeros	Num.

Comma	Comma	Char.
CIP Year	CIP Year will be zeros	Char.
Comma	Comma	Char.
Credential Level	Credential Level will be spaces	Num.
Comma	Comma	Char.
Published Length of Program	Published Length of Program will be spaces.	Num.
Comma	Comma	Char.
Published Length of Program Measurement	Published Length of Program Measurement will be zeros.	Char.
Comma	Comma	Char.
Weeks in Title IV Academic Year	Weeks in Title IV Academic Year will be spaces	Num.
Comma	Comma	Char.
Qualifying Graduate Program Indicator	Qualifying Graduate Program Indicator will be a space	Char.
Comma	Comma	Char.
Programmatically Accredited Indicator	Programmatically Accredited Indicator will be a space	Char.
Comma	Comma	Char.
Accrediting Agency Name	Accrediting Agency Name will be spaces.	Char.
Comma	Comma	Char.
Liberal Arts Bachelor's Degree Program at Proprietary Institution	Liberal Arts Bachelors Degree Program at Proprietary Institution will be a space.	Char.
Comma	Comma	Char.
Count of Program Graduates who Attempted Licensure Exam	Count of Program Graduates who Attempted Licensure Exam will be zeros	Num.
Comma	Comma	Char.
Count of Program Graduates who Passed Licensure Exam	Count of Program Graduates who Passed Licensure Exam will be zeros.	Num.
Comma	Comma	Char.
Count of Enrolled Students in the Program	Count of Enrolled Students in the Program will be zeros.	Num.
Comma	Comma	Char.
State of Main Campus	State of Main Campus will be spaces	Char.
Comma	Comma	Char.
Program Prepares Students for Licensure in State of Main Campus	Program Prepares Students for Licensure in State of Main Campus will be a space	Char.
Comma	Comma	Char.
State Two in MSA of Main Campus	State Two in MSA of Main Campus will be spaces	Char.
Comma	Comma	Char.
Program Prepares Students for Licensure in MSA State Two	Program Prepares Students for licensure in MSA State Two will be a space	Char.
Comma	Comma	Char.

State Three in MSA of Main Campus	State Three in MSA of Main Campus will be spaces	Char.
Comma	Comma	Char.
Program Prepares Students for Licensure in MSA State Three	Program Prepares Students for licensure in MSA State Three will be a space	Char.
Comma	Comma	Char.
State Four in MSA of Main Campus	State Four in MSA of Main Campus will be spaces	Char.
Comma	Comma	Char.
Program Prepares Students for Licensure in MSA State Four	Program Prepares Students for licensure in MSA State Four will be a space	Char.
Comma	Comma	Char.
State Five in MSA of Main Campus	State Five in MSA of Main Campus will spaces	Char.
Comma	Comma	Char.
Program Prepares Students for Licensure in MSA State Five	Program Prepares Students for licensure in MSA State Five will be a space	Char.
Comma	Comma	Char.
Invalid Flag	Invalid Flag will be a space.	Char.
Comma	Comma	Char.
Error Code 1	Error Code 1 will be the file-level error code triggered by NSLDS (Refer to Table 6 for the File-Level Error Codes and their descriptions).	Char.
Comma	Comma	Char.
Error Code 2	Error Code 2 will be spaces.	Char.
Comma	Comma	Char.
Error Code 3	Error Code 3 will be spaces.	Char.
Comma	Comma	Char.
Error Code 4	Error Code 4 will be spaces.	Char.
Comma	Comma	Char.
Error Code 5	Error Code 5 will be spaces.	Char.

FVT/GE Program File-Level Error File Layout Trailer Record

Attribute	Description	Field Format
Record Type	Record Type will be the value '99'.	Num.
Comma	Comma	Char.
Institution Code (OPEID)	Institution Code will be the value reported in the FVT/GE Program Submittal file.	Num.
Comma	Comma	Char.
Detail Record Count	Detail Record Count will be one.	Num.

File Level Errors

Users may experience file level errors not listed in the FVT/GE Program Submittal File Header Record, FVT/GE Program Submittal File Detail Record 01, and FVT/GE Program Submittal File Trailer Record sections below. There are also file level errors not caused by a particular field but caused by the format of the file or issues regarding the TG Mailbox. File level errors are detailed below:

Table 6: File-Level Errors

Edit Level	Error Code	Error
File Level	01	First record is not a Header Record
File Level	02	Header Record count in the file is less than one.
File Level	47	Header Record count does not equal Trailer Record count.
File Level	03	Header Record, Detail Record(s), and Trailer Record are not in correct sequence.
File Level	04	TG Mailbox is not authorized to report on school group
File Level	05	Invalid File Format
File Level	06	Header Record Type not equal to '00'
File Level	07	Institution Code not valid.
File Level	08	Header Text not valid.
File Level	09	Submittal Date not valid.
File Level	10	File Type not valid.
File Level	11	There are no Detail Records in the file
File Level	12	Record Type not equal to '99'
File Level	13	Value does not equal Institution Code in Header Record
File Level	14	Detail Record Count not valid
File Level	15	Detail Record Type not equal to '01'

Reporting Instructions/Edits

FVT/GE Program Submittal File Header Record- Edits

The following section provides the reporting specifications of the Header Record at the beginning of the FVT/GE Program Submittal File.

FVT/GE Program Submittal File Header Record		Record Type	
Mandatory/Optional	Type	Size	Position
	Num.	2	1-2

M			
Description	A 2-digit number that indicates header record.		
Comments	Must be populated with '00'.		
Edit Level	Error Code	Error	
File Level	06	Record Type not equal to '00'	

FVT/GE Program Submittal File Header Record		Header Text	
Mandatory/ Optional	Type	Size	Position
M	Char.	35	9-43
Description	Indicates the type of file.		
Comments	- FVT/GE Program Submittal must equal 'FVT/GE PROGRAM SUBMITTAL'. - File name of the FVT/GE Error/Acknowledgment File. Must equal 'FVT/GE PROGRAM ERROR/ACKNOWLEDGMENT'		
Edit Level	Error Code	Error	
File Level	08	Header Text not valid.	

FVT/GE Program Submittal File Header Record		Submittal Date	
Mandatory/ Optional	Type	Size	Position
M	Date	8	44-51
Description	The date the file was created.		
Comments	Must be valid date in the correct format, and the date cannot be in the future. - The date the FVT/GE Program Submittal File was created. - The date the FVT/GE Program Error/Acknowledgment File was generated. - Format CCYYMMDD.		
Edit Level	Error Code	Error	
File Level	09	Submittal Date not valid.	

FVT/GE Program Submittal File Header Record		File Type	
Mandatory/ Optional	Type	Size	Position
M	Char.	1	52
Description	Value to indicate the specific type of FVT/GE file.		
Comments	'S' = FVT/GE Program Submittal File 'E' = Error/Acknowledgement File		
Edit Level	Error Code	Error	

File Level	10	File Type not valid.
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FVT/GE Program Submittal File Detail Record 01- Edits

The following section provides the reporting specifications of the Detail Record 01 in the FVT/GE Program Submittal File.

FVT/GE Program Submittal File Detail Record		Record Type	
Mandatory/Optional	Type	Size	Position
M	Num.	2	1-2
Description	Two characters that indicates detail record.		
Comments	Must be populated with '01'.		
Edit Level	Error Code	Error	
File Level	15	Record Type not equal to '01'	

FVT/GE Program Submittal File Detail Record		Institution Code (OPEID)	
Mandatory/Optional	Type	Size	Position
M	Num.	6	3-8
Description	The institution's 6-digit ED Office of Postsecondary Education (OPE) code used to identify the institution.		
Comments	OPEID must be 6-digits.		
Edit Level	Error Code	Error	
Record Level	16	Invalid Institution Code	

FVT/GE Program Submittal File Detail Record		Award Year	
Mandatory/Optional	Type	Size	Position
M	Char.	8	9-16
Description	Award year the student was enrolled in the program. Must be consecutive years.		
Comments	- Format: CCYYCCYY - Example: the award year of July 1, 2023 - June 30, 2024 would be identified as 20232024.		
Edit Level	Error Code	Error	
Record Level	17	Required Field	

Record Level	18	Permitted Value Violation
Record Level	19	Award Years not consecutive.

FVT/GE Program Submittal File Detail Record		Program Name	
Mandatory/Optional M	Type Char.	Size 35	Position 17-51
Description	Institutional name of the program the student was enrolled in during the award year.		
Comments	N/A		
Edit Level	Error Code	Error	
N/A	N/A	N/A	

FVT/GE Program Submittal File Detail Record		CIP Code	
Mandatory/Optional M	Type Num.	Size 6	Position 52-57
Description	Six-digit Classification of Instructional Programs code (without period) identifying a program's academic content.		
Comments	- Do not include the '-' or '.' between the first 2 characters and the last 4 characters of the code. - Must be a valid CIP Code from the CIP Year 2010 and 2020 list of available codes.		
Edit Level	Error Code	Error	
Record Level	28	CIP Code must be a valid code	

FVT/GE Program Submittal File Detail Record		CIP Year	
Mandatory/Optional O	Type Char.	Size 4	Position 58-61
Description	The year in which the certified CIP Code used by NSLDS were published.		
Comments	- CIP Year reported must equal to one of the following: '2010' '2020'		

	Format: CCYY	
Edit Level	Error Code	Error
Record Level	21	CIP Code must be a valid code

FVT/GE Program Submittal File Detail Record		Credential Level	
Mandatory/ Optional	Type	Size	Position
M	Num.	2	62-63
Description	Credential Level of the program the student was enrolled in during this award year.		
Comments	Valid values are: '01' (Undergraduate certificate or Diploma program) '02' (Associate's degree) '03' (Bachelor's degree) '04' (Post baccalaureate certificate) '05' (Master's degree) '06' (Doctoral degree) '07' (First professional degree) '08' (Graduate / Professional certificate)		
Edit Level	Error Code	Error	
Record Level	29	Invalid Credential Level	

FVT/GE Program Submittal File Detail Record		Published Length of Program	
Mandatory/ Optional	Type	Size	Position
M	Num.	6	64-69
Description	The length of the instructional program in weeks, months, or years as published by the school.		
Comments	Format "nnnnnn", with an implied decimal point between the third and fourth digit. Thus, schools should report: "000100" to represent a value of one tenth. "001000" to represent a value of one. "010000" to represent a value of ten. "100000" to represent a value of one hundred. Value must be numeric and greater than zero.		
Edit Level	Error Code	Error	
Record Level	23	Invalid Length of FVT/GE Program	

		value
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FVT/GE Program Submittal File Detail Record		Published Length of Program Measurement	
Mandatory/Optional	Type	Size	Position
M	Char.	1	70
Description	The unit of measure for the length of the instructional program as published by the school.		
Comments	• 'W' (Weeks) • 'M' (Months) • 'Y' (Years)		
Edit Level	Error Code	Error	
Record Level	24	Invalid Length of Program Measurement value	

FVT/GE Program Submittal File Detail Record		Weeks in Title IV Academic Year	
Mandatory/Optional	Type	Size	Position
M	Num.	6	71-76
Description	The total number of weeks of instruction in the program's academic year.		
Comments	• Only report when Published Program Length Measurement is W or M. Format "nnnnnn", with an implied decimal point between the third and fourth digits. For example, schools would report: • 26 weeks: 026000 • 30 weeks: 030000		
Edit Level	Error Code	Error	
Record Level	25	Weeks in Title IV Academic Year is not numeric	

FVT/GE Program Submittal File Detail Record		Qualifying Graduate Program Indicator	
Mandatory/Optional	Type	Size	Position
O	Char.	1	77
Description	The indicator to show whether the reported program is a qualifying graduate program whose students are required to complete postgraduate training programs.		

Comments	Valid values are: • 'Y' (Yes) • 'N' (No) • Space (N/A)	
Edit Level	Error Code	Error
Record Level	26	Value other than 'Y', 'N', or Space is submitted.
Record Level	27	Value of 'Y' is reported AND the reported Credential Level is NOT equal to '05', '06', '07', or '08'

FVT/GE Program Submittal File Detail Record		Programmatically Accredited Indicator	
Mandatory/Optional	Type	Size	Position
M	Char.	1	78
Description	Indicates whether the program is programmatically accredited.		
Comments	Valid values are: • 'Y' (Yes) • 'N' (No) • Space (N/A)		
Edit Level	Error Code	Error	
Record Level	28	Value other than 'Y', 'N', or space is submitted	

FVT/GE Program Submittal File Detail Record		Accrediting Agency Name	
Mandatory/Optional	Type	Size	Position
M	Char.	35	79-113
Description	The name of the agency that accredits the program.		
Comments	Report the name of the agency which evaluated and/or awarded programmatic accreditation for the program.		
Edit Level	Error Code	Error	
Record Level	29	Value is blank AND the Programmatically Accredited Indicator	

		is equal to 'Y'.
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FVT/GE Program Submittal File Detail Record		Liberal Arts Bachelor's Degree Program at Proprietary Institution	
Mandatory/ Optional	Type	Size	Position
M	Char.	1	114
Description	Indicates if the program is a bachelor's degree program in liberal arts and 1) the institution has been regionally accredited since October 2007; 2) the program has been offered by the institution since January 2009; and 3) the institution offering the program is a proprietary institution.		
Comments	- Valid values are: 'Y' (Yes) 'N' (No) - Space (N/A) - If this field is reported with a 'Y', the Credential Level for the program must equal '03' (Bachelor's degree).		
Edit Level	Error Code	Error	
Record Level	30	Invalid Value	
Record Level	31	Reported Value does not align with reported credential level	

FVT/GE Program Submittal File Detail Record		Count of Program Graduates who Passed Licensure Exam	
Mandatory/Optional O	Type Num.	Size 6	Position 121-126
Description	The total number of program graduates who passed a licensure exam in most recently completed award year.		
Comments	- Report number of graduates who passed a Licensure Exam in the reported award year as reported to the institution's accrediting agency. - If the institution's accrediting agency does not require the school to provide count of students who pass a licensure exam, report space in this field.		
Edit Level	Error Code	Error	
Record Level	33	Invalid Value	

FVT/GE Program Submittal File Detail Record		Count of Enrolled Students in the Program	
Mandatory/Optional M	Type Num.	Size 6	Position 127-132
Description	The total number of students enrolled in the program for the most recently completed award year.		
Comments	- Number of total students enrolled in the reported program for the reported award year. - Includes both Title IV and non-Title IV students		
Edit Level	Error Code	Error	
Record Level	34	Required Value	

FVT/GE Program Submittal File Detail Record		State of Main Campus	
Mandatory/Optional M	Type Char.	Size 2	Position 133-134
Description	The State where the main campus is located.		
Comments	State Code must be a valid State Code.		
Edit Level	Error Code	Error	
Record Level	35	Required Value	

FVT/GE Program Submittal File Detail Record		Program Prepares Students for Licensure in State of Main Campus	
Mandatory/ Optional	Type	Size	Position
M	Char.	1	135
Description	Indicates if the program does or does not prepare students for licensure in the state where the main campus is located.		
Comments	Valid values are: • 'Y' (Yes) • 'N' (No) • 'X' (Not Applicable)		
Edit Level	Error Code	Error	
Record Level	36	Required Value	

FVT/GE Program Submittal File Detail Record		State Two in MSA of Main Campus	
Mandatory/ Optional	Type	Size	Position
O	Char.	2	136-137
Description	The second State in the metropolitan statistical area (MSA) in which the main campus is located.		
Comments	State Code must be a valid State Code.		
Edit Level	Error Code	Error	
Record Level	37	Invalid Value	

FVT/GE Program Submittal File Detail Record		Program Prepares Students for Licensure in MSA State Two	
Mandatory/ Optional	Type	Size	Position
O	Char.	1	138
Description	Indicates if the program does or does not prepare students for licensure in the second State in the MSA of the main campus.		
Comments	Valid values are: • 'Y' (Yes) • 'N' (No) • 'X' (Not Applicable) • Space (No State Two in MSA)		

Edit Level	Error Code	Error
Record Level	38	Invalid Value

FVT/GE Program Submittal File Detail Record		State Three in MSA of Main Campus	
Mandatory/Optional	Type	Size	Position
O	Char.	2	139-140
Description	The third State in the metropolitan statistical area (MSA) in which the main campus is located.		
Comments	State Code must be a valid State Code.		
Edit Level	Error Code	Error	
Record Level	39	Invalid Value	

FVT/GE Program Submittal File Detail Record		Program Prepares Students for Licensure in MSA State Three	
Mandatory/Optional	Type	Size	Position
O	Char.	1	141
Description	Indicates if the program does or does not prepare students for licensure in the third State in the MSA of the main campus.		
Comments	Valid values are: • 'Y' (Yes) • 'N' (No) • 'X' (Not Applicable) • Space (No State Three in MSA)		
Edit Level	Error Code	Error	
Record Level	40	Invalid Value	

FVT/GE Program Submittal File Detail Record		State Four in MSA of Main Campus	
Mandatory/Optional	Type	Size	Position
O	Char.	2	142-143
Description	The fourth State in the metropolitan statistical area (MSA) in which the main campus is located.		
Comments	State Code must be a valid State Code.		
Edit Level	Error Code	Error	
Record Level	41	Invalid Value	

FVT/GE Program Submittal File Detail Record		Program Prepares Students for Licensure in MSA State Four	
Mandatory/ Optional	Type	Size	Position
O	Char.	1	144
Description	Indicates if the program does or does not prepare students for licensure in the fourth State in the MSA of the main campus.		
Comments	Valid values are: • 'Y' (Yes) • 'N' (No) • 'X' (Not Applicable) • Space (No State Four in MSA)		
Edit Level	Error Code	Error	
Record Level	42	Invalid Value	

FVT/GE Program Submittal File Detail Record		State Five in MSA of Main Campus	
Mandatory/ Optional	Type	Size	Position
O	Char.	2	145-146
Description	The fifth State in the metropolitan statistical area (MSA) in which the main campus is located.		
Comments	State Code must be a valid State Code.		
Edit Level	Error Code	Error	
Record Level	43	Invalid Value	

FVT/GE Program Submittal File Detail Record		Program Prepares Students for Licensure in MSA State Five	
Mandatory/ Optional	Type	Size	Position
O	Char.	1	147
Description	Indicates if the program does or does not prepare students for licensure in the fifth State in the MSA of the main campus.		
Comments	Valid values are: • 'Y' (Yes) • 'N' (No) • 'X' (Not Applicable) • Space (No State Five in MSA)		

Edit Level	Error Code	Error
Record Level	44	Invalid Value

FVT/GE Program Submittal File Detail Record		Invalid Flag	
Mandatory/Optional	Type	Size	Position
O	Char.	1	148
Description	Flag that indicates if the school is submitting the file to invalidate an existing FVT/GE Record.		
Comments	Valid values are: • 'Y' (Yes) • 'N' (No) • Space (No)		
Edit Level	Error Code	Error	
Record Level	45	Invalid Value	
Record Level	46	No existing FVT/GE Record exists for program reported when Invalid Flag is set to 'Y'	

FVT/GE Program Submittal File Detail Record		Error Code 1	
Mandatory/Optional	Type	Size	Position
N/A	Char.	2	149-150
Description	Code of error returned to school by NSLDS.		
Comments	• Submit spaces for FVT/GE Program Submittal File. • Error Code 1 will be returned for each record with error(s) in the FVT/GE Error/Acknowledgment File.		
Edit Level	Error Code	Error	
N/A	N/A	N/A	

FVT/GE Program Submittal File Detail Record		Error Code 2	
Mandatory/Optional	Type	Size	Position
N/A	Char.	2	151-152
Description	Code of error returned to school by NSLDS.		
Comments	• Submit spaces for FVT/GE Program Submittal		

	File. Note: This field is a placeholder for use in the future	
Edit Level	Error Code	Error
N/A	N/A	N/A

FVT/GE Program Submittal File Detail Record		Error Code 3	
Mandatory/Optional	Type	Size	Position
N/A	Char.	2	153-154
Description	Code of error returned to school by NSLDS.		
Comments	Submit spaces for FVT/GE Program Submittal File. <i>Note: This field is a placeholder for use in the future.</i>		
Edit Level	Error Code	Error	
N/A	N/A	N/A	

FVT/GE Program Submittal File Detail Record		Error Code 4	
Mandatory/Optional	Type	Size	Position
N/A	Char.	2	155-156
Description	Code of error returned to school by NSLDS.		
Comments	Submit spaces for FVT/GE Program Submittal File. <i>Note: This field is a placeholder for use in the future.</i>		
Edit Level	Error Code	Error	
N/A	N/A	N/A	

FVT/GE Program Submittal File Detail Record		Error Code 5	
Mandatory/Optional	Type	Size	Position
N/A	Char.	2	157-158
Description	Code of error returned to school by NSLDS.		
Comments	Submit spaces for FVT/GE Program Submittal File. <i>Note: This field is a placeholder for use in the future.</i>		
Edit Level	Error Code	Error	

N/A	N/A	N/A
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FVT/GE Program Submittal File Trailer Record- Edits

The following section provides the reporting specifications of the Trailer Record at the end of the FVT/GE Program Submittal File.

FVT/GE Program Submittal File Trailer Record		Record Type	
Mandatory/ Optional	Type	Size	Position
M	Num.	2	1-2
Description	A 2-digit number that indicates header record.		
Comments	Must be populated with '99'.		
Edit Level	Error Code	Error	
File Level	12	Record Type not equal to '99'	

FVT/GE Program Submittal File Trailer Record		Institution Code (OPEID)	
Mandatory/ Optional	Type	Size	Position
M	Num.	6	3-8
Description	The institution's 6-digit Office of Postsecondary Education Identifier (OPEID).		
Comments	OPEID must be 6-digits.		
Edit Level	Error Code	Error	
File Level	13	Value does not equal Institution Code in Header Record	

FVT/GE Program Submittal File Trailer Record		Detail Record Count	
Mandatory/ Optional	Type	Size	Position
M	Num.	6	9-14
Description	Number of detail records		
Comments	- Number of detail records in the FVT/GE Program Submittal File. - Number of detail records in the FVT/GE Program Error/Acknowledgment File.		
Edit Level	Error Code	Error	
File Level	16	Detail Record Count not valid.	

Appendix B: State Codes

State Codes – this appendix provides the valid State Codes to be used in a Submittal File or on the NSLDS website.

Code	State	Code	State
AK	Alaska	NC	North Carolina
AL	Alabama	ND	North Dakota
AR	Arkansas	NE	Nebraska
AZ	Arizona	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NR	Not Available
DC	District of Columbia	NV	Nevada
DE	Delaware	NY	New York
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
GU	Guam	OR	Oregon
HI	Hawaii	PA	Pennsylvania
IA	Iowa	PR	Puerto Rico
ID	Idaho	RI	Rhode Island
IL	Illinois	SC	South Carolina
IN	Indiana	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UK	Unknown
MA	Massachusetts	UT	Utah
MD	Maryland	VA	Virginia
ME	Maine	VI	Virgin Islands

Code	State	Code	State
MI	Michigan	VT	Vermont
MN	Minnesota	WA	Washington
MO	Missouri	WI	Wisconsin
MS	Mississippi	WV	West Virginia
MT	Montana	WY	Wyoming

Contact Information

If you have questions about the information in this user guide, please contact the NSLDS Customer Support Center at 1-800-999-8219. You can also contact Customer Support by email at nslds@ed.gov.

If you have policy questions about the FVT/GE regulations, please direct them to GE24@ed.gov.