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## COURSE NUMBERING CONVENTION

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**(a) Numbering Convention: - All courses offered by an approved provider must have a CTEC course number. (See CP11(d) for bundled course numbers.)** The CTEC computer system assigns course numbers based on the procedure outlined below. Numbers are assigned to each individual course in sequential order. For example, a course may be presented at numerous locations over an extended period and is assigned a single number. The course numbers are assigned using the following elements:

- (1) First 4 characters** are the curriculum provider's CTEC assigned 4-digit identification number (automatically generated when reported online);
- (2) Digits 5 and 6** are either the letters CE, QE, or CA. CE is assigned to continuing education courses, QE is assigned to qualifying education courses, and CA is assigned to experience in lieu of education courses (automatically generated when reported online); and,
- (3) Final 4 characters** are numeric, automatically assigned by CTEC in sequential order from 0001 to 9999.

**Example:** Assume the curriculum provider's CTEC assigned number is 4278, the course is a CE course with CTEC identification number 0005. The reporting course number must be 4278-CE-0005.

Approved November 19, 2010

Curriculum Provider Standards Committee

**Responsibility: Curriculum Provider Standards Committee**

**Research and References: Standards for Curriculum Providers**