

# CEPA (Colorado)

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**Classic View:** *Student Information > General > CEPA*

**Search Terms:** CEPA

The CEPA (Concurrent Enrollment Programs Act (CEPA) tab tracks student credit, hours and total courses taken by a student outside of the high school setting. Students may be enrolled in CEPA only or in a combination of high school courses and CEPA courses. CEPA information is reported on the Student October File Report.

## CEPA Editor

The following fields are available for entry.

Field	Description
<b>Start Date</b> <i>Required</i>	Indicates the date the student enrolled in CEPA courses. Dates are entered in <i>mmddyy</i> format or can be chosen by selecting the calendar icon. The default start date is the current date.
<b>End Date</b>	Indicates the date the student was no longer enrolled in CEPA courses. Dates are entered in <i>mmddyy</i> format or can be chosen by selecting the calendar icon.
<b>1st/2nd Semester A/Semester B Participation</b>	Indicates whether or not a student participated in Postsecondary Programs and whether or not the school district paid tuition for the student. Available options are: <ul style="list-style-type: none"> <li>• 0: Not Applicable</li> <li>• 1: ASCENT Program (12 only)</li> <li>• 2: Concurrent Enrollment (9-12)</li> <li>• 7: Early College (9-12)</li> <li>• 8: Community College Dropout Recovery (Age: 16-12)</li> <li>• 9: Carry Forward ASCENT</li> <li>• 10: ASCENT Carryforward - Part-Time</li> <li>• 15: P-TECH - Years 1-4</li> <li>• 16: P-TECH - Years 5-6</li> <li>• 17: TREP Year 5</li> </ul>
<b>1st/2nd Semester A/B Institution Code</b>	The four-digit code assigned by CDE to Colorado institutions of higher education, indicating where the student is receiving education services during the first and/or second semester.
<b>1st/2nd Semester A/B Credit Hours</b>	Number of college credit hours a student has earned in each semester. Available options are: <ul style="list-style-type: none"> <li>• 0: Not Applicable</li> <li>• 1: 1-6 hours</li> <li>• 2: 7 or more hours</li> </ul>
<b>1st/2nd Semester A/B Courses Taken</b>	Total number (value of 1-99) of courses a student has taken for the semester through CEPA participation.
<b>Concurrent Enrollment Only</b>	When marked, indicates all of the student's education is being provided by the institution of higher education, regardless of the number of courses taken.

## Enter CEPA Information

1. Click the **Add CEPA** icon at the top of the tab. A CEPA Editor displays.
2. Enter the **Start Date**.
3. Select the appropriate option for **Semester Participation**.
4. Enter the appropriate **Institution Code**.

5. Select the appropriate option for **Credit Hours**.
6. Enter the total number of **Courses Taken**.
7. Mark **Attends CEPA Only** if appropriate.
8. Click the **Save** icon when finished.

When a student is no longer enrolled in an institution of higher education, select the record and enter an end date.

## Manage Documents

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights may also complete the following tasks.

- [Upload Documents](#)
  - [Delete Documents](#)
  - [Replace Documents](#)
  - [Edit a Document Name or File Description](#)
  - [Download Documents](#)
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