



Perkins V

NOVA Step by Step Headcount Certification Process

The following are instructions on completing student headcount certification for the Perkins 1C funding allocation for fiscal year 2024-25. **Note: Only a Chief Executive Officer (CEO) or their designee may complete the headcount certification process.**

Step 1 – Login to NOVA

- Visit nova.cccco.edu to login or for more information on logging into NOVA, [click here](#).

Step 2 – Locate your District's Headcount Certification page

Once you are in NOVA, navigate to the headcount certification page using the menu bar on the left. You will need to

- Click on Programs;
- Click on Perkins;
- Click on Title IC;
- Click on Headcount;
- Choose your district and complete the certification process.

Step 2 – Verify Headcount.

Should there be a discrepancy, please contact Chancellor's Office, Management Information System (MIS) using this form ([Contact MIS](#)).

Step 3 – Verify that the CEO or designee and contact information for your district is current and accurate in NOVA.

If there has been a change in your district's CEO or if the CEO would like to designate another person to complete headcount reporting, the Project Director has NOVA permissions to change. Should this not be an option, please submit a [Help Desk ticket](#) through NOVA.

Step 4 – Certifying District Data

Each district will certify the CTE economically disadvantaged student counts (Column 5 within Report 1). For more step-by-step instructions on how to complete the Perkins Headcount Certification process, [watch the NOVA tutorial video](#).

Contact for Questions and Support

If you have any questions regarding headcount certification or issues completing the process, please contact JeanClaude Mbomeda at jmbomeda@cccco.edu. For technical issues related to NOVA, please submit a [Help Desk ticket](#).