

User Reference: Maine Career and Technical Education (CTE)

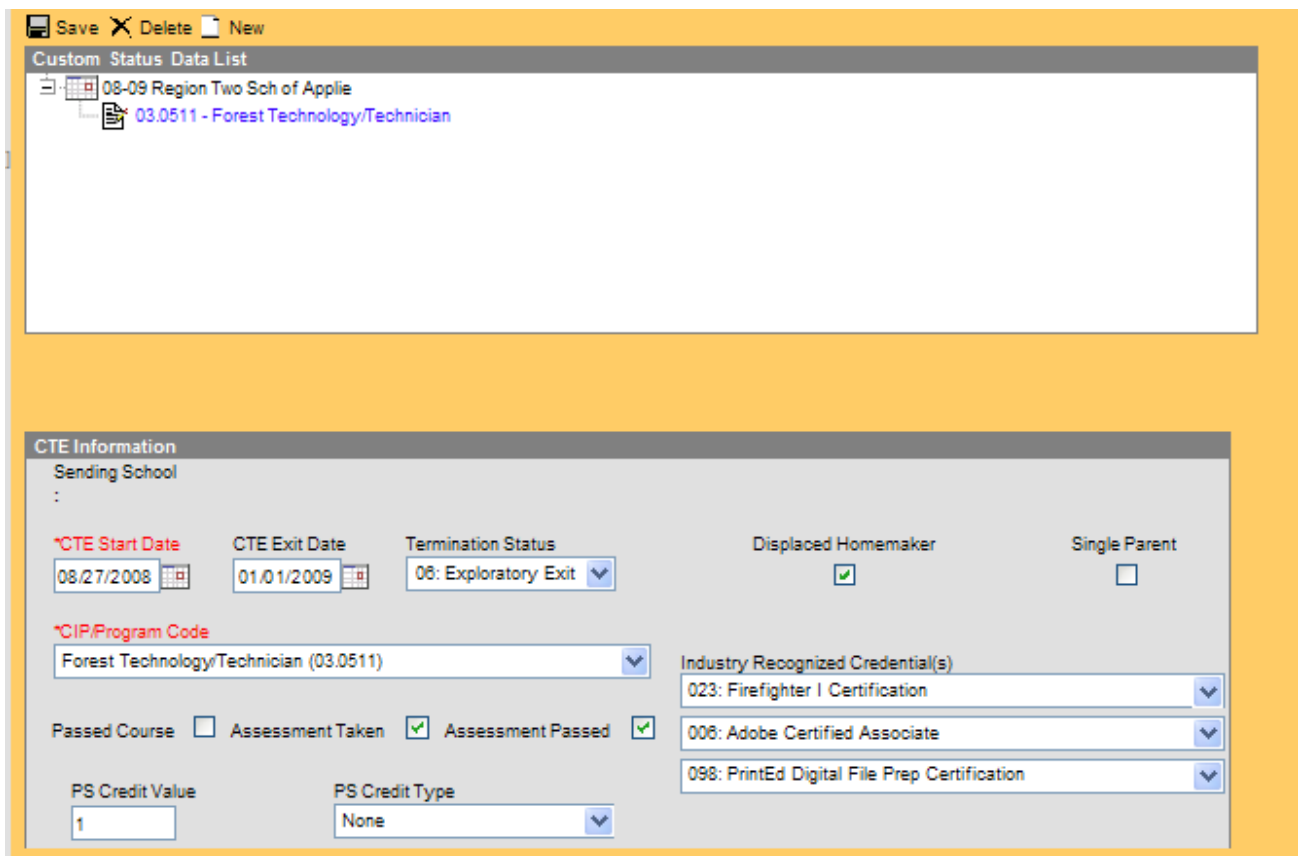
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This document provides end-user information related to use of the Maine Career and Technical Education (CTE) data tab in Student information.

Overview

Path: Student Information > General > CTE

The Maine Career and Technical Education (CTE) data tab captures student program information, demographic data, course information and third-party assessment information needed for the Perkins Consolidated Annual Report.



The screenshot displays the 'Custom Status Data List' window with a tree view showing the path: 08-09 Region Two Sch of Applie > 03.0511 - Forest Technology/Technician. Below this is the 'CTE Information' form with the following fields:

- Sending School:** (empty)
- *CTE Start Date:** 08/27/2008
- CTE Exit Date:** 01/01/2009
- Termination Status:** 08: Exploratory Exit
- Displaced Homemaker:**
- Single Parent:**
- *CIP/Program Code:** Forest Technology/Technician (03.0511)
- Industry Recognized Credential(s):**
 - 023: Firefighter I Certification
 - 008: Adobe Certified Associate
 - 098: PrintEd Digital File Prep Certification
- Passed Course:**
- Assessment Taken:**
- Assessment Passed:**
- PS Credit Value:** 1
- PS Credit Type:** None

Users will need the standard tool rights of Read, Write, Add or Delete, depending on their role at the building, to access and properly maintain CTE information for students.

Data elements on the CTE tab are available in the Ad hoc Reporting Filter Designer in the CTE Information directory.

NOTE: A valid partial enrollment must exist for the student before CTE Information can be added. Please consult separate documentation for procedural guidance on enrollment of a new student.

Adding CTE Program Data

1. Select the **New** icon from the **CTE** tab. A **CTE Information** editor will appear below the **Custom Status Data List**.
2. Verify that the **CTE Start Date** for the student's participation in the program is accurate. This field is defaulted to the start date of the student's primary enrollment. Dates can be entered in *mmdyy* format, or use the calendar icon to select a date.
3. Determine if the student is a **Displaced Homemaker** and/or a **Single Parent**. If yes, mark the appropriate checkboxes.
4. Select a **CIP/Program Code** from the dropdown list. The list of available codes is maintained by the State Department of Education and is available on a by-school basis. This means only programs approved by the state for the selected school in the Campus toolbar will appear in the dropdown list.
5. Click the **Save** icon when finished. The new CTE program enrollment will be listed by the calendar year.

Maintaining Student Program Enrollment Data

When a student completes or leaves a program, school staff should modify the student's program information for the following:

1. Enter the **CTE Exit Date**. This is the date the student completed or left the program. This field can be left blank if the student completed the year; in this situation, the exit date will be entered en masse.
2. Select the **Termination Status** from the dropdown list. See the table of Termination Status Options on page 3. The selected option should be the one which most accurately fits the student.
 - If a student completed and passed the first year of a two-year program, or has completed the entire program, choose the Termination Status of *03: Completer* and mark the **Passed Course** checkbox.
 - **[FOR THIS YEAR ONLY]** If a student took the entire course but did not pass the course, the Termination Status of *03: Completer* should be chosen. Because the course was not passed, the **Passed Course** checkbox should not be chosen.
3. Determine if the student passed the course. If yes, mark the **Passed Course** checkbox.
4. Determine if a third party assessment was taken. If yes, mark the **Assessment Taken** checkbox.
5. Determine if the student took and passed a third-party assessment. If yes, mark the **Assessment Passed** checkbox.
6. Choose any credentials the student earned through third-party assessments in the dropdown lists under **Industry-Recognized Credential(s)**.

7. Enter the post-secondary credits available for this course in the **Post-Secondary (PS) Credit Value**.
 - If this course has an articulation or dual enrollment agreement with a post-secondary school, enter the number of credits awarded.
 - If there is an articulation or dual enrollment agreement offered by more than one post-secondary school, and the number of credits is not the same for the two post-secondary schools, enter the larger number of credits.
8. Select the **Post-Secondary (PS) Credit Type** from the dropdown list. If there is both an articulation agreement and a dual enrollment agreement, select Dual Enrollment.

Definitions of CTE Information

CTE Data Elements

Element	Definition	Required	Ad hoc Element
Sending School	Auto-populates with the state school number and name of the school of the student’s primary enrollment.	Yes	cte.sendingSchoolID cte.sendingSchoolName cte.sendingSchoolNumber
Start Date	This is the month, day and year when the student began the program. Field will automatically populate with the start date of enrollment for the selected calendar. This can be changed to any date within the selected calendar.	Yes	cte.startDate
End Date	This is the month, day and year when the student completed or left the program.	No	cte.endDate
Termination Status	Indicates the status of the student upon exiting the program. See options following.	Yes	cte.terminationStatus
Displaced Homemaker	When marked, indicates student meets federal guidelines of a Displaced Homemaker household, defined as an individual who: <ul style="list-style-type: none"> • has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; • has been dependent on the income of another family member but is no longer supported by that income; • is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; or • is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. 	No	cte.displacedHomemaker
Single Parent	When marked, indicates the student meets the federal guidelines of a Single Parent household, defined as an individual who: <ul style="list-style-type: none"> • is unmarried or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody; or • is a student who is pregnant. 	No	cte.singleParent
CIP/Program Code	Dropdown list shows the available and approved programs assigned to the school. List of programs is hard-coded and is updated yearly.	Yes	cte.CIPCode

Element	Definition	Required	Ad hoc Element
Passed Course	Indicates the student passed the course successfully.	No	cte.passedCourse
Assessment Taken	Indicates the student took a third-party assessment.	No	cte.takenAssessment
Assessment Passed	Indicates the student took and passed a third-party assessment.	No	cte.passedAssessment
Post Secondary (PS) Credit Value	Indicates the numeric value of credits awarded by post-secondary school through an articulation or dual enrollment agreement. Allows for up to a two-decimal place value.	No	cte.postSecondaryCredits
Post Secondary (PS) Credit Type	Indicates which kind of post-secondary credit awarded by the post-secondary school. See options following.	No	cte.postSecondaryCredit Type
Industry Recognized Credential	Indicates the industry-recognized credential earned by the student. More than one credential may be awarded to a student.	No	cte.credential1 cte.credential2 cte.credential3

Termination Status

Code	Label	Definition
03	Completer	NOTE: For this year only. A completer is any student who was in class for the whole year. This includes students completing the first year of a two-year program and students who were in the class all year but did not pass the class. If the student did not pass the class, the checkbox labeled Passed Course is not marked.
04	Transfer	A student who transferred to another school outside the CTE school catchment area.
05	Leaver/Dropout	A student who left the class before the end of the school year.
06	Exploratory Exit	A student taking a CTE class that provides an overview of different CTE programs.
07	Death	A student enrolled in CTE who died before the end of the school year.

Post-Secondary (PS) Credit Type

Label	Definition
None	Program does not have an articulation or dual-enrollment agreement.
Articulated Credit Bearing	A formal, written agreement that identifies courses or sequence of courses at a career and technical center which successful completion assures the Community College that the student has the necessary background, instruction and preparation to enable the student to progress to the next level of instruction at the Community College.
Enhanced Articulated Credit	An articulation that is a systematically planned process linking a secondary career and technical education school program to a postsecondary career and technical education system program. Enhanced Articulation Agreements between secondary career and technical programs and postsecondary institutions must allow students to earn a minimum of 3 college credits.
Dual Enrollment	Student is enrolled concurrently in a secondary CTE program and the corresponding Community College course. Students enrolled in dual credit courses earn college and high school credits by successfully completing these courses.