**Target Audience – Data Managers, IT Directors, CTE Directors, CTE Staff, High School Principals, School Counselors.**

**The Career and Technical Education data collection includes specific information regarding all RIDE-approved or provisionally approved CTE programs. The data includes CTE program and student-level information that will be used for reporting requirements, including RIDE accountability measures. Some data elements will need the input of the CTE director or instructor. A list of these programs can be found at https://www.eride.ri.gov/doc/DataCollections/CTE_ApprovedPrograms.pdf.**

**All LEAs with a RIDE or provisionally approved CTE program must submit this collection. The CTE-Programs and CTE-Courses submissions must be submitted to RIDE when the school year begins and kept up to date throughout the school year to reflect the CTE programs and courses offered in your LEA/School. The CTE-Programs and CTE-Courses are required for all LEAs/Schools that offer RIDE-approved or provisionally approved CTE programs. The CTE-Students In Program must be submitted at the beginning of the school year and kept up to date throughout the school year. The end-of-year student information must reflect the students who enrolled and completed their specific course. The CTE-Apprenticeship Programs, CTE Recognized Credentials Earned, and CTE-Post Secondary Credit submissions must be submitted as the applicable data becomes available for each CTE student in your LEA/School.**

**Data Specs- CTE Collections**

CTE Files shouldbe uploaded in this order:

1. CTE Programs
2. CTE Courses
3. CTE Students
4. The remaining files can be sent in any order.

CTE – Programs

1. Run the export “RI CTE Programs” from the SIS to check if all expected programs are listed.
    a. Add or edit any CTE Programs if necessary.
2. Verify that the following fields are correct: Program Type, CIP, Post Secondary Credit, Agreement with Higher Education, Recognized Credentials, Advanced Standing in Apprenticeship, Advanced Standing in Training Program, Number of Courses in Progress Sequence, and Concentrator in Sequence.

   a. This information should come from the CTE Director and/or RIDE CTE Coordinator. Another place to locate this information is the Application when the program was approved.
3. NOTE: This file will likely remain the same all year long unless the codes in #2 are changed/updated. This file could be run monthly or weekly instead of daily.

CTE – Courses

1. Have a list of the course requirements for each CTE Program ready to compare to the file, including the sequence of the course in the CTE Program.
   a. The sequence of the courses is found in the approved application or check with the CTE Director.
   b. If one is missing, add it to the SIS, then run the export again.
2. NOTE: This file will likely remain the same all year long unless the codes in #2 are changed/updated. This file could be run monthly or weekly instead of daily.

CTE – Students in Programs

1. At the beginning of each school year - code all new students with CTE program they are participating in.
2. TIP! Create filters in your SIS by program to view students in each program.

3. Throughout the school year - edit any student who joins a program or adds a second CTE Program.
   a. This will ensure that the correct students are reported to RIDE.
   b. Tip! Create a monthly calendar reminder to check on joiners and any student who may have completed any of the 5 “completer” fields.
      i. Any student who drops a CTE Program during the school year should continue to be reported for the current school year.
   c. With the new RIDE tool, the CTE students in the program can be reviewed at will. Set a calendar reminder monthly and encourage the high school CTE staff to do the same.
   d. Maintain the 5 completer fields in the SIS as necessary.
4. NOTE: This file should be uploaded to RIDE daily.
5. End of school year*: Validate export with CTE Director list of students by program.
   a. Compare this to the file or database the CTE Director keeps.
   b. Use the CTE Students in Program tool available at the RIDE portal to verify that all student data is correct, including the 5 completer fields.

c. *TIP!! After reporting is done and you have students who will drop the program or have dropped during the school year (and will not be reported next year), maintain the SIS with this now, or make a note to do it before the start of the school year.*

CTE – Post Secondary Credit

1. Does your high school have courses that students in the CTE program can earn post-secondary credit by taking the class at the high school?
2. How do the students get coded in the SIS with the PS Credit? CTE ONLY for this purpose.
3. Report CTE Students **only** with the correct code of the postsecondary institution where the credit is earned. This designation is found in the approved application for the program.
   a) The non-CTE students who earn postsecondary credit are sent to RIDE via the College/University.
4. Compare the results of the file to the list provided with CTE students earning PS Credit to ensure all PS credit earners are reported.

CTE – Credentials Earned

1. Credentials earned come from various places. Some are End of Course like in PLTW. Others are via an exam the student takes such as NOCTI or OSHEA. Who is adding this information to the SIS so they are included in the file RI CTE Credentials Earned to RIDE?
2. ANY student can take the credential exams, not just the CTE program students. Collect ALL earners for credentials.
   a. *All credential reporting can now be done via Program Core and include both non-CTE students and CTE students.
3. Suggestion: create a shared Google spreadsheet for each credential and have the person responsible add the students with the credential earned. If a unique identifier such as the student's SASID is listed, could you import this into your SIS?
   a. Acceptable Values for RECCREDEARNEDCODE The complete set of acceptable values is available at: https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=RECCREDEARNEDCODE

NOTE: This detailed data from CTE Credentials earned and CTE Post-Secondary Credit will NOT be displayed in the CTE Students in Program Tool; however, it is used by RIDE's CTE Department and in parts of Accountability, such as the Commissioner's Seal.