



CTE Data Portal Overview

March/April 2021

CTE Data Portal Agenda

We will cover:

1. CTE Data Cycle – how is your CTE data used in the CTE Data Portal?
2. Updating Contacts
3. Creating/Updating a Coherent Sequence
4. CTE Student Enrollment
5. Creating Student Credentials
6. What's next
7. Q & A

The CTE Data Portal is...

- ...Arizona's CTE data management system.
- ...used to collect CTE program information, including programs and courses, student-level enrollment, CTE participants/concentrators, post-high school placements, and more.
- ...used to calculate Perkins V performance measures and (some) funding.
- ...accessed through ADEConnect (ADE's online applications portal).
See www.azed.gov/cte/cte-data-portal-information for instructions.

CTE Data Portal

azed.gov/cte/cte-data-portal-information

Visit OpenBooks Ombudsman-Citizens Aide Get the facts on COVID-19

Select Language

ARIZONA DEPARTMENT OF EDUCATION

COVID-19 Students & Families Educators Administrators Programs & Supports About ADE ADEConnect

Home / Career and Technical Education / CTE Data Portal Information

CTE Data Portal Information

CTE Data Portal User Guides and Resources

- [Click here to view a CTE Data Portal User Guide \(Secondary school districts\)](#)
- [Click here to view CTE Data Portal Timeline for FY 2021 \(Secondary school districts\)](#)
- [Click here to view CTE Administrator resources, including upcoming meetings and recordings of previous meetings](#)

CTE Data Portal

Access to the CTE Data Portal is requested and granted through the Arizona Department of Education's ADEConnect system. CTE Data Portal access requests are submitted to the ADE-CTE unit and are approved on a case-by-case basis. Only districts that are participating in CTE programs, Career and Technical Education Districts, and Community Colleges are eligible for access to the CTE Data Portal. The ADEConnect application role for the CTE Data Portal is called **CTE Data Portal: Modify** (for Secondary school districts and CTEDs) or **CTE Data Portal: Postsecondary** (for Community Colleges).

Secondary school districts and CTEDs that wish to gain "read-only" access should request the **CTE Data Portal: Read Only** role in ADEConnect. A member of the CTE Accountability team will contact the ADEConnect administrator to properly establish a CTE Data Portal login.

Any public information requests for CTE data should be submitted to ADE online at www.azed.gov/data/data-request-form.

AZ CTE Home Page

CTE Programs and Standards

CTED - Career & Technical Education District

CTE Postsecondary

CTE Industry Credentials

CTE Technical Skills Assessments (TSAs)

CTE Grants

CTE Accountability

CTE Data Portal Information

Coherent Sequence

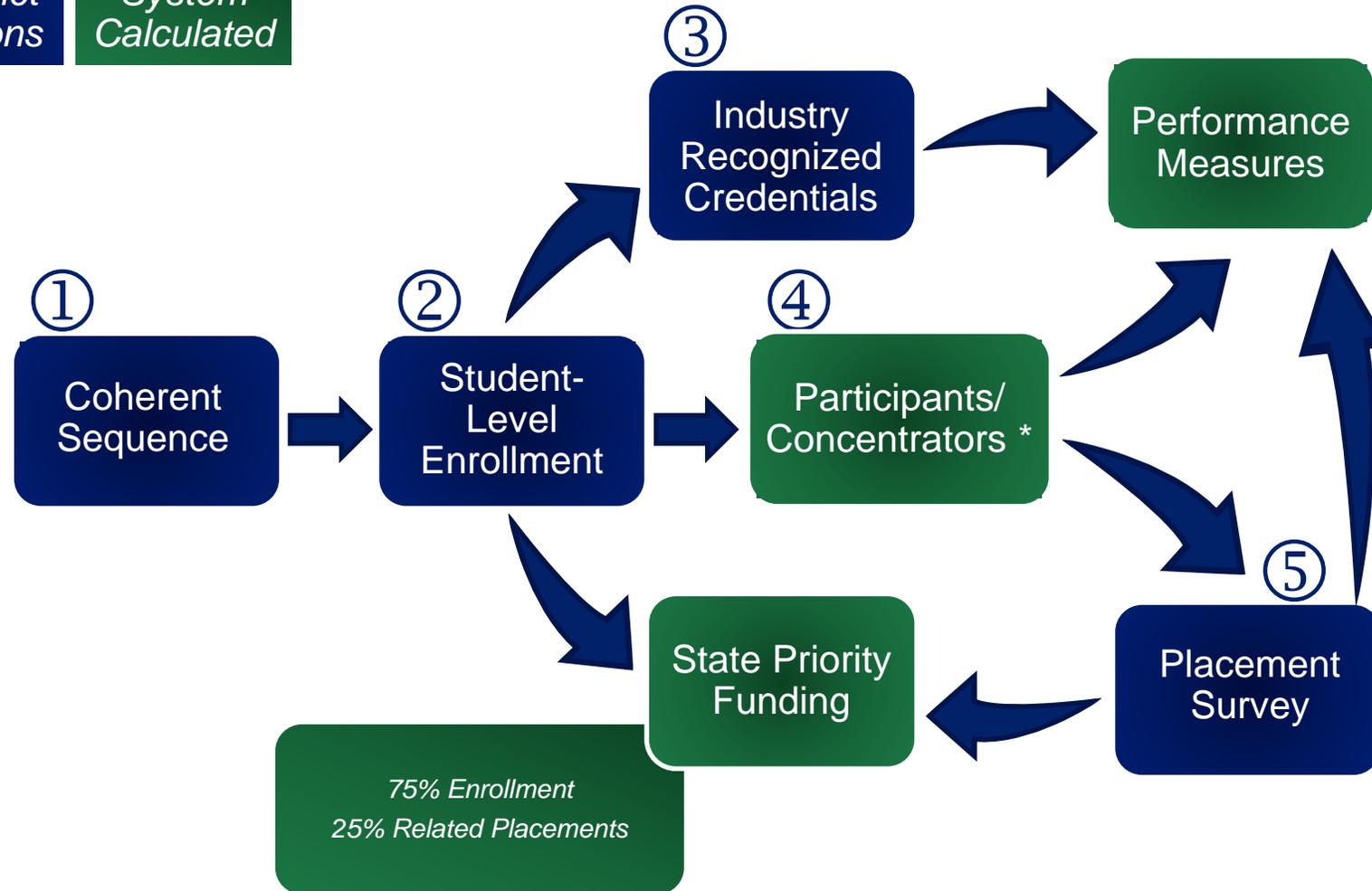
Enrollment

Accountability & Participants/Concentrators

www.azed.gov/cte/cte-data-portal-information

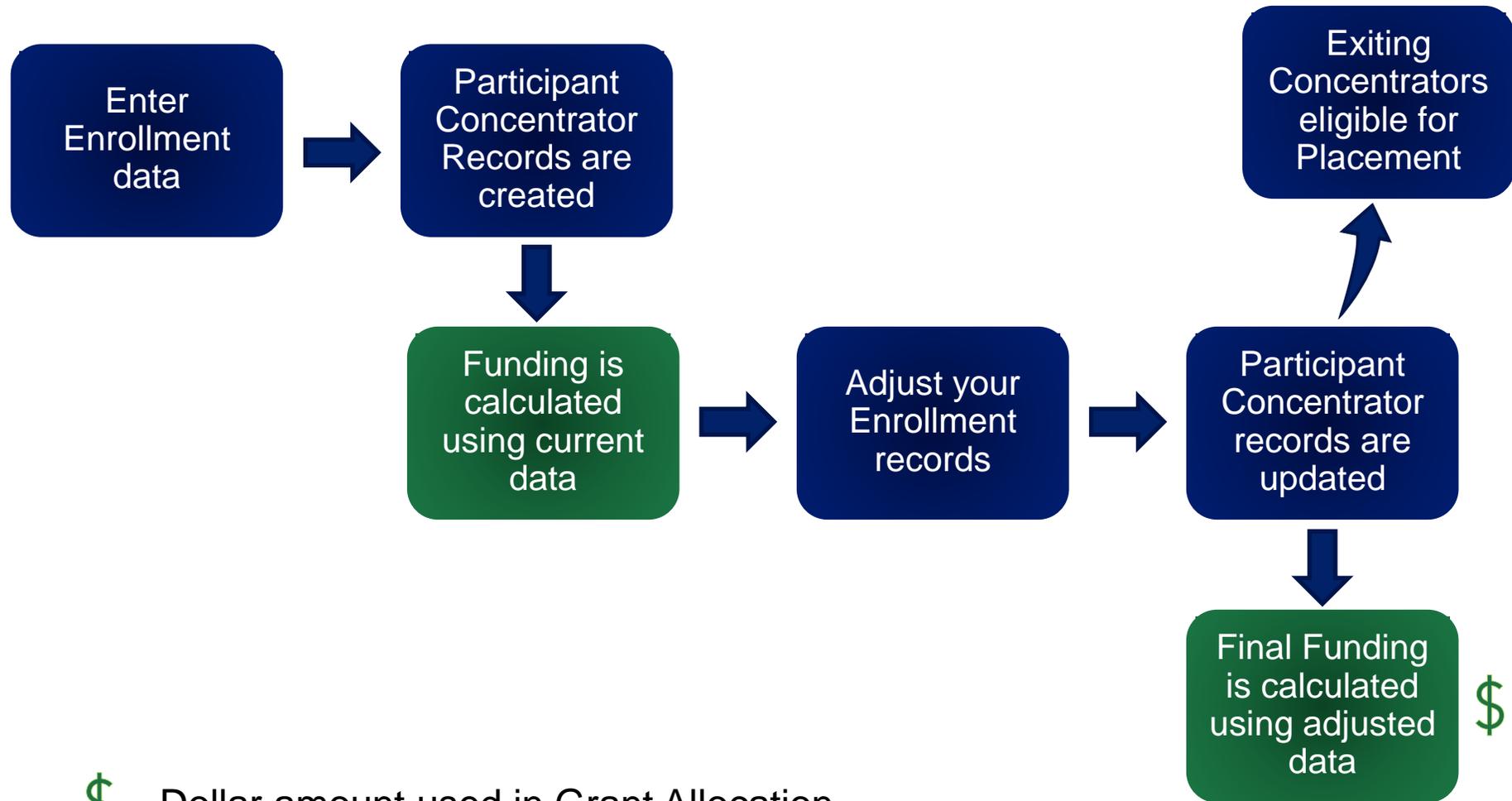
CTE Data Portal

District Actions *System Calculated*



* Districts can edit credits earned in years prior to FY 2020.

Two-Step process for Enrollment & Participants/Concentrators



\$ = Dollar amount used in Grant Allocation

CTE Data Portal

- **CTE State Priority Grant Funding**
 - 25% is based on Related Placements
 - from prior year's data, next year's allocation
 - 75% is based on CTE Course Enrollment
 - from current year data, next year's allocation
- **Performance Measures**
 - 1S1 Graduation Rate
 - 2S1, 2S2, 2S3 Academic Proficiency
 - 3S1 Placement
 - 4S1 Nontraditional Enrollment
 - 5S1 Industry Recognized Credential
 - 5S4 Technical Skills Assessment
- **3S1** – We use placement records from prior year
- **5S1** – We use Credential data matched to Concentrator records.
- **5S4** – We bring in TSA attempts and match to Concentrator records.

CTE Data Portal

Learning that works for Arizona
CTE™

CTE Data Portal

Welcome Irvin, Samuel ! [Log Off](#)

Home Contacts CAR III CAR IV Coherent Sequence Enrollment Participant/Concentrator Placement Survey Credentials Upload Exemption Reports Help LOP Admin

Welcome to the CTE Data Portal!

2021 Coherent Sequence and Enrollment are open for updates.

2021 Credentials are open for updates.

2020-2021 CTE Data Portal Timeline - REVISED 1/14/2021

To change the Fiscal Year, all the CTE Data Portal tabs must appear on one screen. Use CTRL - (minus) to shrink the screen, CTRL + to enlarge the screen.

Refresh the page: Click on CTRL+F5 to refresh the webpage

Search to find a teacher's Educator ID - use OACIS website: [OACIS site](#)

CTE Vision: Develop Arizona's competitive workforce through the power of Career and Technical Education.

CTE Mission: Career and Technical Education will engage Arizona learners in relevant experiences leading to purposeful and economically viable careers.

CTE Data Portal homepage has...

...menu “tabs” for each function.

...recent announcements and due dates.

...links to recent documents.

Contacts

Contacts

Help

Contacts

[Click here for instructions](#)

The missing contact titles are CTE Data Reporter, CTE Director, District Business Manager, District Superintendent, Student Information System SIS Data Reporter.

Contacts Instructions:

- On an annual basis, all entities within the CTE Data Portal will be asked to provide contact information for specific positions prior to entering the application.
- This is to ensure that we have the most up-to-date contact information for primary system users.
- If an individual works in multiple roles for the entity, their information must be entered for each applicable position.
- All fields are required, except for a Phone Number Extension which is optional.
- Users will not be able to see any other CTE Data Portal functions or update data in the system until the required contact information is entered and saved.
- Entities can update existing contact information for an individual by clicking the “Modify” button and making necessary changes. If an individual is no longer working in the position they may also be deleted.
- To add a new contact, click on “Create New Contact” and enter all required fields (identified with *).
- Please Note: Based on the entity type (District, CTED or Community College), there are a minimum number of required contacts (which are listed in the “Title” drop down box).
- Whether you are modifying existing positions or adding a new contact, you must “Save Changes” to update the system.

[Create New Contact](#)

Show entries

Search:

Action	Contact Title	Salutation	First Name	Last Name	Suffix	Email	Phone Number	Phone Extension	Modified Date
No data available in table									

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

Contacts

Contacts

Help

Contacts

[Click here for instructions](#)

The missing contact titles s

Contacts Instructions:

- On an annual basis, all entities within the
- This is to ensure that we have the most u
- If an individual works in multiple roles fo
- All fields are required, except for a Phon
- Users will not be able to see any other C
- Entities can update existing contact info
- the position they may also be deleted.
- To add a new contact, click on "Create N
- Please Note: Based on the entity type (D
- down box).
- Whether you are modifying existing posit

[Create New Contact](#)

Show 50 entries

Action	Contact Title	Salutation

Showing 0 to 0 of 0 entries

Contact Record

Salutation:*

Mr. ▾

First Name:*

John

Last Name:*

Doe

Suffix:

District:

Bicentennial Union High School District - (150576) - (4515)

Title:*

District Business Manager ▾

Email:*

John.Doe@schooldistrict.org

Phone Number:*

602-364-1946

Phone Number Extension:

Save Changes

Cancel & Close

Contacts

Contacts [Click here for instructions](#)

[Create New Contact](#)

Show entries Search:

Action	Contact Title	Salutation	First Name	Last Name	Suffix	Email	Phone Number	Phone Extension	Modified Date
Modify Delete	CTE Director	Ms.	Jane	Doe		Jane.Doe@schooldistrict.org	602-542-5555		
Modify Delete	CTE Data Reporter	Mr.	Nancy	Sample		nsample@schooldistrict.org	602-555-4321		
Modify Delete	District Business Manager	Mr.	John	Doe		John.Doe@schooldistrict.org	602-364-1946		
Modify Delete	District Superintendent	Dr.	Jim	Sample		Jim.Sample@schooldistrict.org	602-555-1234		
Modify Delete	Student Information System SIS Data Reporter	Ms.	Jane	Doe		Jane.Doe@schooldistrict.org	602-542-5555		1/25/2021

Showing 1 to 5 of 5 entries Previous Next

Once all required contacts are entered, the menu tabs appear at the top of the screen.

Remember, contacts will be refreshed on an annual basis.



2021 COHERENT SEQUENCE

UPDATES



Things to Remember....

- **Must use CIP/CTE Course Numbers**
- **Cannot enter School's Course Numbers**
- **Must list all required courses even if not offering current school year**
- **Cannot not be uploaded**
- **Existing Coherent Sequence will be rolled over from past school year to current school year**
- **Courses are not brought in from AzEDS – all changes are done within CTE Data Portal**
- **Projected year course to begin no longer needed**
- **Linked to Enrollment**

Programs Codes and Titles

<https://www.azed.gov/cte/programs>

Coherent Sequence for 2020-2021 CTE Programs

CTE Coherent Sequence School Year 2020-2021										
CIP	Carnegie Units	CTSD	Program	Subject Area Code	Course Code	SCED Code	SCED Subject Area Code	SCED Course Code		
52.0300.00	2	FBJA	Accounting							
			52.0300.10 Accounting I	AZ12	104	12104	12	104		
			and							
			52.0300.20 Accounting II	AZ12	132	12132	12	104		
			and program may elect to add:							
			52.0300.30 Accounting III	AZ12	133	12133	12	147		
			or							
			52.0300.40 Accounting IV	AZ12	909	12909	12	104		
			or							
			52.0300.70 Accounting - DCE (Diversified Cooperative Education)	AZ12	910	12910	12	104		
or										
52.0300.75 Accounting - Internship	AZ12	134	12134	12	149					
or										
52.0300.80 Accounting - Cooperative Education	AZ12	135	12135	12	148					
01.0100.90	3	FFA	Agribusiness Systems* (Beginning Fall 2018, AgriScience (01.0000.00) will replace Agribusiness Systems, Animal Systems, Plant Systems and Power Structural and Technical Systems)							
			<i>*The Agribusiness Systems program is being discontinued. The final year a district may offer an Agribusiness Systems program will be the 2020-2021 school year. The program will continue to be eligible for CTE Federal Perkins and CTE State Priority funding for the 2019-2020, and 2020-2021 school years.</i>							
			01.0100.12 Agribusiness Systems II	AZ18	003	18003	18	003		
			and							
			01.0100.90 Agribusiness Systems III	AZ18	201	18201	18	201		
			and program may elect to add:							
			01.0100.95 Agribusiness Systems IV	AZ18	922	18922	18	201		
			or							
			01.0100.70 Agribusiness Systems - DCE (Diversified Cooperative Education)	AZ18	912	18912	18	005		
			or							
01.0100.75 Agribusiness Systems - Internship	AZ18	249	18249	18	249					
or										
01.0100.80 Agribusiness Systems - Cooperative Education	AZ18	248	18248	18	248					
01.0000.00	3		AgriScience (Beginning Fall 2018, AgriScience (01.0000.00) will replace Agribusiness Systems, Animal Systems, Plant Systems and Power Structural and Technical Systems)							
			01.0000.10 AgriScience I	AZ18	900	18900	18	003		
			and							
			01.0000.20 AgriScience II	AZ18	901	18901	18	003		
			and							
			01.0000.25 AgriScience III	AZ18	902	18902	18	003		
and program may elect to add:										

Discontinued Courses

**The following programs are being discontinued.
FY/SY 2020-2021 is the final year they may be offered:**

- **Agribusiness Systems (01.0100.90)**
- **Animal Systems (01.0100.40)**
- **Plant Systems (01.0100.30)**
- **Industrial Electrician (46.0300.30)**

Non-Articulated Courses and Articulated Courses

Non-Articulated

- CTE programs are offered and taught at the student's school of residence

Articulated

- CTE program that is taught somewhere other than the student's school of residence:
 - Community College
 - CTED
 - Another school

Creating Non-Articulated New Programs/Courses

2021 Coherent Sequence

Home | Contacts | Coherent Sequence | Enrollment | Participant/Concentrator | Placement Survey | Credentials | Upload | Exemption | Reports | Help | LOP

[Click here for instructions](#) **FINALIZE COHERENT SEQUENCE** Coherent Sequence has been finalized Fiscal Year: 2021

School Name: SAMPLE SCHOOL (CTDS: 12-34-56-001)
District Name: SAMPLE DISTRICT (CTD: 12-34-56)

[Create New Program](#)

Click create New Programs

Non-Articulated (participating school of record) Programs

Show 50 entries Search:

Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/> Modify	28010100	Air Force JROTC (NT-F)	28010110	Air Force JROTC I	2/26/2021
<input type="checkbox"/> Modify	28010100	Air Force JROTC (NT-F)	28010120	Air Force JROTC II	
<input type="checkbox"/> Modify	28010100	Air Force JROTC (NT-F)	28010130	Air Force JROTC III	
<input type="checkbox"/> Modify	28010100	Air Force JROTC (NT-F)	28010140	Air Force JROTC IV	
<input type="checkbox"/> Modify	46040020	Construction Technologies (NT-F)	46040011	Construction Technologies I	
<input type="checkbox"/> Modify	46040020	Construction Technologies (NT-F)	46040020	Construction Technologies II	
<input type="checkbox"/> Modify	46040020	Construction Technologies (NT-F)	46040075	Construction Technologies Internship	
<input type="checkbox"/> Modify	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I	
<input type="checkbox"/> Modify	13121000	Early Childhood Education (NT-M)	13121020	Early Childhood Education II	
<input type="checkbox"/> Modify	13121000	Early Childhood Education (NT-M)	13121075	Early Childhood Education Internship	
<input type="checkbox"/> Modify	10020090	Film and TV Production (NT-F)	10020016	Film and TV Production I	
<input type="checkbox"/> Modify	10020090	Film and TV Production (NT-F)	10020090	Film and TV Production II	
<input type="checkbox"/> Modify	10020090	Film and TV Production (NT-F)	10020095	Film and TV Production III	

Choose your program

Coherent Sequence Record

Program Name: * - Select Program Name -

Required Courses:

CTE Course Name: - Select Course Name -

at other than the school of record) **Action**

Cancel & Close

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- Select Program Name -
- 52030000 : Accounting (NT-M)
- 01000000 : Agriscience (NT-F)
- 28010100 : Air Force JROTC (NT-F)
- 49010000 : Air Transportation (NT-F)
- 47060050 : Aircraft Mechanics (NT-F)
- 10020060 : Animation
- 15130020 : Architectural Drafting (NT-F)
- 28030100 : Army JROTC
- 48050020 : Automation and Robotics (NT-F)

Coherent Sequence Record

Program Name: *52030000 : Accounting (NT-M)

Required Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	
52030010 : Accounting I		Modify
52030020 : Accounting II		Modify

1. Click modify

Additional Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	Add

Save All Changes

Delete Entire Program

Cancel & Close

Coherent Sequence Record

Program Name: *52030000 : Accounting (NT-M)

Required Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
52030010 : Accounting I	- Select Articulated School Name -	Update
52030010 : Accounting I		Modify
52030020 : Accounting II		Modify

2. Update each course

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	Add

Save All Changes

Delete Entire Program

Cancel & Close

Additional Courses

Coherent Sequence Record

Program Name: *52030000 : Accounting (NT-M)

Required Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	
52030010 : Accounting I		Modify
52030020 : Accounting II		Modify

Additional Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	Add

52030030 : Accounting III

52030040 : Accounting IV

52030070 : Accounting Diversified Cooperative Education

52030075 : Accounting Internship

52030080 : Accounting Cooperative Education

[Save All Changes](#) [Delete Entire Program](#) [Cancel & Close](#)

Select,
add,
modify,
update

Coherent Sequence Record

Program Name: *52030000 : Accounting (NT-M)

Required Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	
52030010 : Accounting I		Modify
52030020 : Accounting II		Modify

Additional Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	Add
52030030 : Accounting III		Modify Delete

Save all changes

School Name: SAMPLE SCHOOL (CTDS: 12-34-56-001)
 District Name: SAMPLE DISTRICT (CTD: 12-34-56)
 School Name: Agua Fria High School (CTDS: 07-05-16-201)
 District Name: Agua Fria Union High School District (CTD: 07-05-16)

Home | Contacts | Coherent Sequence | Enrollment | Participant/Concentrator | Placement Survey | Credentials | Upload | Exemption | Reports | Help | LOP

[Click here for instructions](#) Coherent Sequence has been finalized

Fiscal Year: 2021

[Create New Program](#)

NonArticulated (participating at school of record) Programs

Show 50 entries Search:

Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
Modify	52030000	Accounting (NT-M)	52030010	Accounting I	3/8/2021
Modify	52030000	Accounting (NT-M)	52030020	Accounting II	3/8/2021
Modify	52030000	Accounting (NT-M)	52030030	Accounting III	3/8/2021
Modify	28010100	Air Force JROTC (NT-F)	28010110	Air Force JROTC I	2/26/2021

Program and courses added

Creating New Articulated Programs/Courses

Coherent Sequence Record

Program Name: * - Select Program Name -

Required Courses: - Select Program Name -

CTE Course Name: - Select Course Name -

52030000 : Accounting (NT-M)

01000000 : Agriscience (NT-F)

28010100 : Air Force JROTC (NT-F)

49010000 : Air Transportation (NT-F)

47060050 : Aircraft Mechanics (NT-F)

10020060 : Animation

15130020 : Architectural Drafting (NT-F)

at other than the school

1. Select Program

Coherent Sequence Record

Program Name: *10020060 : Animation

Required Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
10020015 : Animation I	- Select Articulated School Name -	Update
10020015 : Animation I	saml	Modify
10020060 : Animation II	SAMPLE SCHOOL (CTDS: 12-34-56-001)	Modify

Additional Courses:

2. Click on modify and select location course is offered

3. Click Update

Required Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
<input type="text" value="- Select Course Name -"/>	<input type="text" value="- Select Articulated School Name -"/>	
10020015 : Animation I	SAMPLE SCHOOL II (CTDS: 12-34-56-002)	Modify
10020060 : Animation II	SAMPLE SCHOOL II (CTDS: 12-34-56-002)	Modify

Additional Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
<input type="text" value="- Select Course Name -"/>	<input type="text" value="- Select Articulated School Name -"/>	Add

Click to save all changes

Save All Changes Delete Entire Program Cancel & Close

Articulated (participating at other than the school of record) Programs

Show 50 entries

Search:

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Articulated Course Provided By (participating at other than the school of record)	Modified Date
<input type="checkbox"/>	Modify	10020060	Animation	10020015	Animation I	SAMPLE SCHOOL II	3/8/2021
<input type="checkbox"/>	Modify	10020060	Animation	10020060	Animation II	SAMPLE SCHOOL II	3/8/2021

Showing 1 to 2 of 2 entries

Previous Next

Modifying Existing Coherent Sequence



CTE Data Portal

Welcome District, CTE User ! [Log Off](#)
Agua Fria Union High School District - (070516) - (4289)

[Home](#) [Contacts](#) [Coherent Sequence](#) [Enrollment](#) [Placement Survey](#) [Credentials](#) [Exemption](#) [Reports](#) [Help](#)

2021 Coherent Sequence [Click here for instructions](#) **FINALIZE COHERENT SEQUENCE** Fiscal Year: 2021

Final Perkins Grant Approval requires a finalized Coherent Sequence. You must click on FINALIZE COHERENT SEQUENCE button in order to notify your Grant Program Specialist that this has been completed.

School Name: SAMPLE SCHOOL (CTDS: 12-34-56-001)
District Name: SAMPLE DISTRICT (CTD: 12-34-56)

[Create New Program](#)

NonArticulated (participating at school of record) Programs

Show 50 entries Search:

Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/> Modify	52030000	Accounting (NT-M)	52030010	Accounting I	3/8/2021
<input type="checkbox"/> Modify	52030000	Accounting (NT-M)	52030020	Accounting II	3/8/2021
<input type="checkbox"/> Modify	52030000	Accounting (NT-M)	52030030	Accounting III	3/8/2021
<input type="checkbox"/> Modify	28010100	Air Force JROTC (NT-F)	28010110	Air Force JROTC I	2/26/2021

Click on modify

Coherent Sequence Record

Program Name: 52030000 : Accounting (NT-M)

Required Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	
52030010 : Accounting I		Modify
52030020 : Accounting II		Modify

1. Click add, if want to add new course, or modify if want to modify existing course

Additional Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	Add
52030030 : Accounting III		Modify Delete

Additional Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
52030030 : Accounting III	- Select Articulated School Name -	Update
52030030 : Accounting III	<input type="text" value="sam"/> SAMPLE SCHOOL (CTDS: 12-34-56-001) SAMPLE SCHOOL II (CTDS: 12-34-56-002)	Modify Delete

2. Click update

Save All Changes

Delete Entire Program

Cancel & Close

Additional Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
<input type="text" value="- Select Course Name -"/>	<input type="text" value="- Select Articulated School Name -"/>	Add
52030030 : Accounting III	SAMPLE SCHOOL II (CTDS: 12-34-56-002)	Modify Delete

Save All Changes

Delete Entire Program

Cancel & Close

Click Save All Changes

Articulated (participating at other than the school of record) Programs

Show entries

Search:

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Articulated Course Provided By (participating at other than the school of record)	Modified Date
<input type="checkbox"/>	Modify	52030000	Accounting (NT-M)	52030030	Accounting III	SAMPLE SCHOOL II	3/8/2021
<input type="checkbox"/>	Modify	12040900	Aesthetics (NT-M)	12040910	Aesthetics I	SAMPLE SCHOOL II	3/8/2021
<input type="checkbox"/>	Modify	12040900	Aesthetics (NT-M)	12040920	Aesthetics II	SAMPLE SCHOOL II	3/8/2021

Courses have changed

Deleting Additional Courses

Show entries

Search

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title
<input type="checkbox"/>	Modify	52030000	Accounting (NT-M)	52030010	Accounting I
<input type="checkbox"/>	Modify	52030000	Accounting (NT-M)	52030020	Accounting II
<input type="checkbox"/>			on Technologies (NT-F)	46040011	Constr
<input type="checkbox"/>			on Technologies (NT-F)	46040020	Const
<input type="checkbox"/>	Modify	46040020	Construction Technologies (NT-F)	46040025	Construc
<input type="checkbox"/>	Modify	13121000	Early Childhood Education (NT-M)	13121010	Early Ch

Click modify



040011 : Construction Technologies I	Modify
040020 : Construction Technologies II	Modify

Additional Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
Select Course Name -	- Select Articulated School Name -	Add
040025 : Construction Technologies III		Modify Delete

Click delete

Coherent Sequence Record

Program Name: 46040020 : Constructi

Required Courses:

CTE Course Name	Articulated Course Provided by (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	
46040011 : Construction Technologies I		Modify
46040020 : Construction Technologies II		Modify

Additional Courses:

ctedataportaluat.azurewebsites.net says

Click ok

Do you want to delete the record?

OK Cancel

Program Name: 46040020 : Construction Technologies (NT-F)

Required Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	
46040011 : Construction Technologies I		Modify
46040020 : Construction Technologies II		Modify

Additional Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	Add

Save All Changes Delete Entire Program Cancel & Close

Click save all changes

Deleting A Program



Learning that works for Arizona

CTE Data Portal

Welcome District, CTE User! [Log Out](#)
SAMPLE DISTRICT - (123456) - (99999)

- Home
- Contacts
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2021 Coherent Sequence [Click here for instructions](#) FINALIZE COHERENT SEQUENCE Fiscal Year: 2021 ▼
Coherent Sequence has been finalized

School Name:

District Name:

[Create New Program](#)

NonArticulated (participating at school of record) Programs

Show entries Search:

	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	52030000	Accounting (NT-M)	52030010	Accounting I	3/8/2021
<input type="checkbox"/>	52030000	Accounting (NT-M)	52030020	Accounting II	3/8/2021
<input type="checkbox"/>	46040020	Construction Technologies (NT-F)	46040011	Construction Technologies I	
<input type="checkbox"/>	46040020	Construction Technologies (NT-F)	46040020	Construction Technologies II	
<input type="checkbox"/>	46040020	Construction Technologies (NT-F)	46040075	Construction Technologies Internship	
<input type="checkbox"/>	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I	
<input type="checkbox"/>	13121000	Early Childhood Education (NT-M)	13121020	Early Childhood Education II	

Click modify



Required Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	
46040011 : Construction Technologies I		Modify
46040020 : Construction Technologies II		Modify

Additional Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	Add

Click Delete Entire program

Save All Changes

Delete Entire Program

Cancel & Close

2021 Coherent Sequence

[Click here for instructions](#)

Fiscal Year: 2021

School Name: SAMPLE SCHOOL (CTDS: 12-34-56-001)

District Name: SAMPLE DISTRICT (CTD: 12-34-56)

NonArticulated (participating at school of record) Programs

Program deleted

Show 50 entries

Search:

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	Modify	52030000	Accounting (NT-M)	52030010	Accounting I	3/8/2021
<input type="checkbox"/>	Modify	52030000	Accounting (NT-M)	52030020	Accounting II	3/8/2021
<input type="checkbox"/>	Modify	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I	

Copying Programs/Courses

NonArticulated (participating at school of record) Programs

Search: sam

- SAMPLE SCHOOL (CTDS: 12-34-56-001)
- SAMPLE SCHOOL II (CTDS: 12-34-56-002)

Copy Selected Records

3. Select school and click Copy Selected Records

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input checked="" type="checkbox"/>	Modify	52030000	Accounting (NT-M)	52030010	Accounting I	3/8/2021
<input checked="" type="checkbox"/>	Modify	52030000	Accounting (NT-M)	52030020	Accounting II	3/8/2021
<input type="checkbox"/>	Modify	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I	
<input type="checkbox"/>	Modify	13121000	Early Childhood Education (NT-M)	13121020	Early Childhood Education II	
<input type="checkbox"/>	Modify	13121000	Early Childhood Education (NT-M)	13121075	Early Childhood Education Internship	
<input checked="" type="checkbox"/>	Modify	10020090	Film and TV Production (NT-F)	10020016	Film and TV Production I	
<input checked="" type="checkbox"/>	Modify	10020090	Film and TV Production (NT-F)	10020090	Film and TV Production II	
<input type="checkbox"/>	Modify	10020090	Film and TV Production (NT-F)	10020095	Film and TV Production III	

1. Can select individual programs and courses

NonArticulated (participating at school of record) Programs

Search: sam

- SAMPLE SCHOOL (CTDS: 12-34-56-001)
- SAMPLE SCHOOL II (CTDS: 12-34-56-002)

Copy Selected Records

3. Select school and click Copy Selected Records

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input checked="" type="checkbox"/>	Modify	52030000	Accounting (NT-M)	52030010	Accounting I	3/8/2021
<input checked="" type="checkbox"/>	Modify	52030000	Accounting (NT-M)	52030020	Accounting II	3/8/2021
<input checked="" type="checkbox"/>	Modify	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I	
<input checked="" type="checkbox"/>	Modify	13121000	Early Childhood Education (NT-M)	13121020	Early Childhood Education II	
<input checked="" type="checkbox"/>	Modify	13121000	Early Childhood Education (NT-M)	13121075	Early Childhood Education Internship	
<input checked="" type="checkbox"/>	Modify	10020090	Film and TV Production (NT-F)	10020016	Film and TV Production I	
<input checked="" type="checkbox"/>	Modify	10020090	Film and TV Production (NT-F)	10020090	Film and TV Production II	
<input checked="" type="checkbox"/>	Modify	10020090	Film and TV Production (NT-F)	10020095	Film and TV Production III	
<input checked="" type="checkbox"/>	Modify	10020090	Film and TV Production (NT-F)	10020083	Film and TV Production Internship	

2. Or all programs

2021 Coherent Sequence

[Click here for instructions](#)

FINALIZE COHERENT SEQUENCE

Final Perkins Grant Approval requires a finalized Coherent Sequence. You must click on FINALIZE COHERENT SEQUENCE button in order to notify your Grant Program Specialist that this has been completed. Fiscal Year: 20

School Name:

District Name: SAMPLE DISTRICT (CTD: 12-34-56)

[Create New Program](#)

NonArticulated (participating at school of record) Programs

Show entries

Programs have been added

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title
<input type="checkbox"/>	Modify	52030000	Accounting (NT-M)	52030010	Accounting I
<input type="checkbox"/>	Modify	52030000	Accounting (NT-M)	52030020	Accounting II
<input type="checkbox"/>	Modify	01000000	Agriscience (NT-F)	01000010	AgriScience I
<input type="checkbox"/>	Modify	01000000	Agriscience (NT-F)	01000020	AgriScience II
<input type="checkbox"/>	Modify	01000000	Agriscience (NT-F)	01000025	AgriScience III
<input type="checkbox"/>	Modify	01000000	Agriscience (NT-F)	01000075	AgriScience Internship
<input type="checkbox"/>	Modify	01000000	Agriscience (NT-F)	01000030	AgriScience IV
<input type="checkbox"/>	Modify	10020090	Film and TV Production (NT-F)	10020016	Film and TV Production I

Finalizing Coherent Sequence

Home | **Contacts** | **Coherent Sequence** | Enrollment | Placement Survey | Credentials | Exemption | Reports | Help

FINALIZE COHERENT SEQUENCE

2021 Coherent Sequence [Click here for instructions](#)

School Name:

District Name:

[Create New Program](#)

Final Perkins Grant Approval requires a finalized Coherent Sequence. **FINALIZE COHERENT SEQUENCE** button in order to notify your Grant Program Sponsor that the Coherent Sequence is completed.

Click Finalize

NonArticulated (participating at school of record) Programs

Show entries

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	Modify	52030000	Accounting (NT-M)	52030010	Accounting I	
<input type="checkbox"/>	Modify	52030000	Accounting (NT-M)	52030020	Accounting II	
<input type="checkbox"/>	Modify	01000000	Agriscience (NT-F)	01000010	AgriScience I	
<input type="checkbox"/>	Modify	01000000	Agriscience (NT-F)	01000020	AgriScience II	

completed.

School Name:

District Name:

[Create New Program](#)

NonArticulated (participating at school of record) Programs

Show entries

Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
Modify	52030000	Accounting (NT-M)	52030010	Accounting I	
Modify	52030000	Accounting (NT-M)	52030020	Accounting II	
Modify	01000000	Agriscience (NT-F)	01000010	AgriScience I	

Submission Confirmation

I certify that the information submitted is true and correct to the best of my knowledge, and that documentation will be maintained for auditing and monitoring purposes.

Finalized Coherent Sequence

Please remember the finalize button has to be clicked for each school



- Home
- Contacts
- Coherent Sequence
- Enrollment
- Placement Survey
- Credentials
- Exemption
- Reports
- Help

2021 Coherent Sequence

[Click here for instructions](#)

FINALIZE COHERENT SEQUENCE

Fiscal Year:

Coherent Sequence has been finalized

School Name:

District Name:

[Create New Program](#)

NonArticulated (participating at school of record) Programs

Show entries

Search:

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	Modify	52030000	Accounting (NT-M)	52030010	Accounting I	
<input type="checkbox"/>	Modify	52030000	Accounting (NT-M)	52030020	Accounting II	
<input type="checkbox"/>	Modify	01000000	Agriscience (NT-F)	01000010	AgriScience I	
<input type="checkbox"/>	Modify	01000000	Agriscience (NT-F)	01000020	AgriScience II	
<input type="checkbox"/>	Modify	01000000	Agriscience (NT-F)	01000025	AgriScience III	
<input type="checkbox"/>	Modify	01000000	Agriscience (NT-F)	01000075	AgriScience Internship	
<input type="checkbox"/>	Modify	01000000	Agriscience (NT-F)	01000030	AgriScience IV	

Coherent Sequence Report

Located under Reports Tab of CTE Data Portal



[Click here for instructions](#)

Fiscal Year: 2021

Report Name: Coherent Sequence Information

CoherentSequenceInformation

District Name: SAMPLE DISTRICT(12-34-56)

School Name: - All Schools -

Program Name: - All Programs -

Generate Report

Cancel

ARIZONA DEPARTMENT OF EDUCATION
CAREER AND TECHNICAL EDUCATION
COHERENT SEQUENCE INFORMATION

Report Date: 3/5/2021
Page 1 of 3

Fiscal Year: 2021

District: SAMPLE DISTRICT

School: SAMPLE SCHOOL(123456001)

Program Number	Program Title	CTE Course Number	ADE Course Title*	Course taught at another school	Modified Date
Articulated (participating at other than the school of record) Program					
47060050	Aircraft Mechanics (NT-F)	47060014	Aircraft Mechanics I	West-MEC - Central Campus	
47060050	Aircraft Mechanics (NT-F)	47060050	Aircraft Mechanics II	West-MEC - Central Campus	
47060050	Aircraft Mechanics (NT-F)	47060055	Aircraft Mechanics III	West-MEC - Central Campus	
47060050	Aircraft Mechanics (NT-F)	47060060	Aircraft Mechanics IV	West-MEC - Central Campus	
52040000	Business Operations (NT-M)	52040010	Business Operations I	Agua Fria High School	
52040000	Business Operations (NT-M)	52040020	Business Operations II	Agua Fria High School	
47060040	Diesel Engine Repair (NT-F)	47060045	Diesel Engine Repair III	West-MEC - Central Campus	

Inactive Programs

Program Number	Program Description	Course	Course taught at another school	Recent Start Year	Recent End Year
01010090	Agribusiness Systems (NT-F)	01010012 - Agribusiness Systems II		2017	2017

Comments:



CTE ENROLLMENT DATA REPORTING

School Year 2020-2021

By: Janet Silao
janet.silao@azed.gov/ 602-542-5485



BEFORE WE BEGIN, QUICK REMINDERS

- CTE Data Portal is now open for FY 2021 Fall/Spring Enrollment reporting
- Fall & Spring enrollment data is due June 15
- Fall is 40th day/ Spring is 100th day
- Enrolment is tied to Coherent Sequence- courses must exist on the school's coherent sequence to upload enrolment records
- METHOD OF SUBMISSION- file upload data submission

File Upload Data Submission- CREATE YOUR FILE

- USE the CTE Data Portal Templates available for download in <https://www.azed.gov/cte/cte-enrollment>
- Complete instructions included in the templates

Home / Career and Technical Education / CTE Enrollment

CTE Enrollment

CTE Course Enrollment is used to calculate grant funding, Carl D. Perkins Act performance measures, and to monitor program effectiveness. All CTE Course Enrollment is provided bi-annually in the CTE Data Portal by secondary school districts and by Career and Technical Education districts. Course Enrollment is provided for the 40th (Fall term) and 100th day (Spring term) of each school year.

Instructions for uploading CTE Course Enrollment can be found in the CTE Data Portal User Guide or by clicking "Click here for instructions" on the Enrollment pages within the CTE Data Portal.

CTE Course Enrollment Upload Templates

All CTE Course Enrollment is uploaded into the CTE Data Portal using the templates linked below. The Non-Articulated and Articulated templates required a teacher's Educator ID Number (EIN). You can use the Online Arizona Certification Information System (OACIS) website to search for a teacher's EIN: [OACIS](#).

[2021 Enrollment Non-Articulated Template](#)

Use this template to upload non-articulated course enrollment (course is taught at the school of record). This template requires the following data for each student enrolled in a CTE course:

- CTDS
- Term (semester)
- CTE Program Number
- CTE Course Number
- Local Course Title
- Teacher's Educator ID (EIN)

AZ CTE Home Page

CTE Programs and Standards ▾

CTED - Career & Technical Education District

CTE Postsecondary

CTE Industry Credentials

CTE Technical Skills Assessments (TSAs)

CTE Grants ▾

CTE Accountability ▲ ←

CTE Data Portal Information

Coherent Sequence

Enrollment ←

Accountability & Participants/Concentrators

CTE Industry Credentials

Placement

There are **3** templates to choose from:

- 1. NON-ARTICULATED COURSE ENROLLMENT**- course taught at the school of record
 - Use Enrollment Non-Articulated Template

The image shows two overlapping Excel spreadsheets. The background spreadsheet is a data table with columns: CTDS, Term, Program Number, Course Number, Local Course Title, Educator's ID, Teacher's Email Address, Period, Minutes Per Week, Number of Weeks, SUID, Student Birthdate, and Credits Earned. The foreground spreadsheet is titled 'NonArticulatedBulkUploadTemplat' and contains 'BULK UPLOAD FILE INSTRUCTIONS'. It lists data elements with their lengths, data types, and comments. A red circle highlights the 'NonArticulatedBulkUploadTemplat' tab in the background spreadsheet and the 'Instructions' tab in the foreground spreadsheet.

Element Name	Length	Data Type	Comments
CTDS	9	Numeric	School of Residence CTDS
Term	1	Numeric	Fall = 1; Spring = 2
Program Number	8	Numeric	CTE Program Number
Course Number	8	Numeric	CTE Course Number
Local Course Title	100	Alphanumeric	CTE Local Course Title
Educator's ID	7	Numeric	7 for EducatorID; no dash, no space
Teacher Email Address	100	Alphanumeric	Mandatory field; must be valid teacher organization email address
Period	60	Alphanumeric	Any characters, numbers, or special characters are allowed; up to 60
Minutes per Week	4	Numeric	See Allowable Minutes range below
Number of Weeks	2	Numeric	Weeks range allowed - 4 through 52
SUID	10	Numeric	Student's Unique ID (SAISID)
Student BirthDate	10	mm/dd/yyyy	Student's Date of Birth
Credits Earned	NN.NN	NN.NN	Number of credits earned by student in the course

Allowable Minutes Per Week range:
DCE/COOP: Minimum -100, Maximum - 2000
Internship: Minimum -100, Maximum - 2000
All other CTE courses: Minimum -100, Maximum - 1500

Data elements required for non-articulated courses →

Teacher educator ID is required- make sure your teachers are properly certified

2. **ARTICULATED COURSE ENROLLMENT**- course taught at a school other than the school of record

- Use Enrollment Articulated Template

Data elements required for articulated courses →

Teacher educator ID is required- get educator ID from CTED

! DO NOT use this template for a course taught at a Postsecondary institution or for a CTED course at a Postsecondary site (by a community college teacher)

Element Name	Length	Data Type	Comments
CTDS	9	Numeric	School of Residence CTDS
Term	1	Numeric	Fall = 1; Spring = 2
Program Number	8	Numeric	CTE Program Number
Course Number	8	Numeric	CTE Course Number
Local Course Title	100	Alphanumeric	CTE Local Course Title
Educator's ID	7	Numeric	7 for EducatorID; no dash, no space
Teacher Email Address	100	Alphanumeric	Mandatory field; must be valid teacher organization email address
Period	60	Alphanumeric	Any characters, numbers, or special characters are allowed; up to 60
Minutes per Week	4	Numeric	See Allowable Minutes range below
Number of Weeks	2	Numeric	Weeks range allowed - 4 through 52
Articulated CTDS	9	Numeric	Articulated Course Provided By CTDS
SUID	10	Numeric	Student's Unique ID (SAISID)
Student BirthDate	10	mm/dd/yyyy	Student's Date of Birth
Credits Earned	NN.NN	NN.NN	Number of credits earned by student in the course

Allowable Minutes Per Week range:
 DCE/COOP: Minimum -100, Maximum - 2000
 Internship: Minimum -100, Maximum - 2000
 All other CTE courses: Minimum -100, Maximum - 1500



YOUR TEACHER/S MUST BE PROPERLY CERTIFIED

- Teachers teaching the program courses must be properly certified by MAY 1, 2021 .
- Teacher Certification Requirements for Programs- Use the Course Description/Coherent Sequence/Certification Information as your guide in knowing what certification your teacher needs, <https://www.azed.gov/cte/programs>

[Home](#) / [Career and Technical Education](#) / [CTE Programs and Standards](#)

CTE Programs and Standards

CTE Program Lists and Information:

▶ [Approved CTE Program Lists](#)

▶ [Local Occupational Programs](#)

Links to Program Descriptions, Coherent Sequences, Certification Information, Technical Standards, and Equipment Lists:

▶ [A-B](#)

▶ [C-E](#)

▶ [F-L](#)

▶ [M-Z](#)



ADDITIONAL INFORMATION ON TEACHER CERTIFICATION

- **INTERNSHIP course**
Teacher is required to have a valid CTE certificate in any program area; not required to have a Cooperative Education Endorsement (CEN)
- **COOPERATIVE EDUCATION (COOP) course**
Teacher is required to have a valid CTE certificate in the appropriate program with a Cooperative Education Endorsement (CEN)
- **DIVERSIFIED COOPERATIVE EDUCATION (DCE) course**
Teacher is required to have a CTE certificate in any program with a Cooperative Education Endorsement (CEN)

3. ARTICULATED TO POSTSECONDARY COURSE ENROLLMENT- taught at a postsecondary institution/community college or a CTED course taught at a Postsecondary site by a postsecondary teacher

- Use Postsecondary Articulated Template

PostSecArticUploadTemplate Instructions

Element Name	Length	Data Type	Comments
CTDS	9	Numeric	School of Residence CTDS
Term	1	Numeric	Fall = 1; Spring = 2
Program Number	8	Numeric	CTE Program Number
Course Number	8	Numeric	CTE Course Number
Local Course Title	100	Alphanumeric	CTE Local Course Title
Teacher First Name	50	Alphanumeric	Mandatory field; must be valid teacher first name
Teacher Last Name	50	Alphanumeric	Mandatory field; must be valid teacher last name
Teacher Email Address	100	Alphanumeric	Mandatory field; must be valid teacher organization email address
Period	60	Alphanumeric	Any characters, numbers, or special characters are allowed; up to 60
Minutes per Week	4	Numeric	See Allowable Minutes range below
Number of Weeks	2	Numeric	Weeks range allowed - 4 through 52
Articulated CTDS	9	Numeric	Articulated Course Provided By CTDS
SUID	10	Numeric	Student's Unique ID (SAISID)
Student BirthDate	10	mm/dd/yyyy	Student's Date of Birth
Credits Earned	NN.NN	NN.NN	Number of credits earned by student in the course

Allowable Minutes Per Week range:
 DCE/COOP: Minimum -100, Maximum - 2000
 Internship: Minimum -100, Maximum - 2000
 All other CTE courses: Minimum -100, Maximum - 1500

Teacher educator ID not required

Data elements required for courses articulated to Postsecondary

Teacher educator ID not required

For the list of eligible postsecondary CTED sites, see "Additional Resources"

← → ↻ 🏠 azed.gov/cte/cte-enrollment

📱 Apps 📊 Performance Measu... 🏠 ADE Intranet 📄 bds

Additional Resources:

[FY 2021 Enrollment Upload Instructions](#)

[CTED Enrollment Upload Template](#)

[List of CTED Locations at a Postsecondary Campus](#) →

Site CTDS	CTED at Postsecondary Site Name
020801012	CTD - Cochise College
110802009	CVIT - Central Campus CAC Aravaipa
110802007	CVIT - Central Campus EAC Gila Pueblo
130802010	MIJTED - Yavapai College Agribusiness & Technology Center
130802008	MIJTED - Yavapai College CTEC
130802009	MIJTED - Yavapai College Prescott Valley
090835217	NAVIT - Gila Community College
090835215	NAVIT - Northland Pioneer College LCC
090835214	NAVIT - Northland Pioneer College PDC
090835213	NAVIT - Northland Pioneer College SCC
090835218	NAVIT - Northland Pioneer College SPE
090835216	NAVIT - Northland Pioneer College STJ
090835212	NAVIT - Northland Pioneer College WMC
100811216	PCJTED - Aztec Middle College
100811215	PCJTED - Aztec Middle College Desert Vista
100811213	PCJTED - Aztec Middle College East
100811214	PCJTED - Aztec Middle College North West
140801008	STEDY - Arizona Western College
130801007	VACTE - Yavapai College Sedona Center
080850007	WAVE - Arizona Western College
080850008	WAVE - Mohave Community College
070802285	West-MEC Estrella Mountain Community College
070802280	West-MEC Gateway Community College
070802284	West-MEC Glendale Community College
070802286	West-MEC Glendale Community College - North



ALWAYS USE the template from the website
to avoid getting errors

BEGIN ENROLLMENT REPORTING- upload the enrollment file using the CTE Data Portal

Click on Upload, choose Enrollment

- Select file to upload, then click Upload
- Information Message will pop up saying “Successfully processed the file”

The screenshot displays the CTE Data Portal interface. At the top, the navigation menu includes Home, Contacts, CAR III, CAR IV, Coherent Sequence, Enrollment, Participant/Concentrator, Placement Survey, Credentials, Upload, Exemption, Reports, Help, and LDP. The 'Upload' menu is open, showing options for Enrollment, Placement Survey, and CTED Enrollments. A red arrow points to the 'Upload' menu item, and another red arrow points to the 'Enrollment' option within the dropdown. Below the navigation, the '2021 Enrollment Uploaded files' section is visible. It includes a 'select file to upload:' area with a 'Choose File' button and an 'Upload' button. A red arrow points to the 'Upload' button. Below this is a table with columns: Upload ID, District Name, Uploaded On, Uploaded By, File Name, Invalid Records, and Reports. The table is currently empty, displaying 'No data available in table'. The URL in the browser address bar is https://cte.azed.gov/Upload?ut=CQvOk834xOs=.

After file upload, you will see the history information:

- Date
- Email address of the uploader
- File Name
- Number of valid/invalid records
- Reports

Upload ID	District Name	Uploaded On	Uploaded By	File Name	Invalid Records	Reports	Action
10858	High School District	3/3/2021	ctouser1@test.com	FY2021 Post-Sec Test Bulk Upload.xlsx	1 out of 1	Records Not Added	Delete
10854	High School District	3/3/2021	ctouser1@test.com	Test Enrollment Upload.xlsx	None out of 1		Delete
10853	High School District	3/3/2021	ctouser1@test.com	Test Enrollment Upload.xlsx	6 out of 6	Records Not Added	Delete
10851	High School District	3/3/2021	ctouser1@test.com	Copy of Agua Fria Non-Articulated with errors.xlsx	8 out of 12	Records Not Added	Delete

Click on the link to open the file you uploaded

Click on Records Not Added link to open the error report

all records uploaded will be deleted

- The enrollment records that were successfully uploaded will appear in either Fall or Spring; review and verify them for accuracy
- Incorrect record/s can be deleted- Delete All Courses or Single Course delete

[Home](#)
[Contacts](#)
[Coherent Sequence](#)
[Enrollment](#)
[Placement Survey](#)
[Credentials](#)
[Exemption](#)
[Reports](#)
[Help](#)

[Delete All Fall Courses](#)
[FINALIZE FALL ENROLLMENT](#)

[Click here for instructions](#)
 You must click on FINALIZE FALL ENROLLMENT button in order to submit your enrollment data to ADE. Enrollment data is used to determine a portion of the CTE State Priority Allocation.

Fiscal Year:

School Name:
 District Name:

NonArticulated (participating at school of record) Enrollments

Show entries

Action	Program	Program Description	CTE Course Number	Course Title	Local Course Title	Period	Grade Total	
Delete Detail	10020030	Graphic Design	10020012	Graphic Design I	GRAPHIC DESIGN I	1	1	
Delete Detail	10020030	Graphic Design	10020012	Graphic Design I	GRAPHIC DESIGN II	2	1	
Delete Detail	12040900	Aesthetics (NT-M)	12040910	Aesthetics I	AESTHETICS I	11	1	
Delete Detail	12050000	Culinary Arts (NT-F)	12050010	Culinary Arts I	CULINARY I	11	1	
Delete Detail	15120040	Software and App Design	Records added		and App Design I	SOFTWARE/APP DESIGN I	2	1
Delete Detail	51080050	Sports Medicine and Rehabilitation (NT-M)	51080014	Sports Medicine and Rehabilitation I	SPORTS/MED REHAB	5	1	

When Delete All Courses or Single Course delete is selected, a delete confirmation message will be displayed

! Deleting a course or courses will delete the associated current year credential(s) and the respective students enrolled for the term

Home Contacts Coherent Sequence Enrollment Placement Survey Credentials Exemption Reports Help

FINALIZE FALL ENROLLMENT

Delete All Fall Courses

2021 Fall Course Enrollment

School Name: Agua Fria High School (CTDS: 07-05-16-201)

District Name: Agua Fria Union High School District (CTD: ...)

NonArticulated (participating at school of record)

Show 50 entries

Action	Program	Program Description	CTE Course Number	
Delete Detail	10020030	Graphic Design	10020012	
Delete Detail	10020030	Graphic Design	10020012	
Delete Detail	12040900	Aesthetics (NT-M)	12040910	
Delete Detail	12050000	Culinary Arts (NT-F)	12050010	Culinary Arts I
Delete Detail	15120040	Software and App Design	15120013	Software and App
Delete Detail	51080050	Sports Medicine and Rehabilitation (NT-M)	51080014	Sports Medicine a

Are you sure you want to delete all the courses and the associated current year credential(s) for the fall enrollment for the school?

For ALL COURSE DELETION

Are you sure you want to delete the course and the associated current year credential(s) for the Fall enrollment for the school?

Yes No

For SINGLE COURSE DELETION

Information Message

Successfully deleted the course enrollment record.

Ok

- Detail link- click this link to see “Course Enrollment Record
- Review student details for accuracy

Home Contacts Coherent Sequence Enrollment Placement Survey Credentials Exemption Reports Help

Delete All Fall Courses [Click here for instructions](#) **FINALIZE FALL ENROLLMENT** Fiscal Year: 2021

2021 Fall Course Enrollment

School Name: District Name:

NonArticulated (participating)

Show 50 entries

Action	Program
Delete Detail	10020030
Delete Detail	10020030
Delete Detail	12040900
Delete Detail	12050000

Course Enrollment Record

Enrollment Type: Non-Articulated (participating at the school of record)
 Program Number & Name: 10020030 : Graphic Design
 CTE Course Number & Name: 10020012 : Graphic Design I
 Local Course Title: GRAPHIC DESIGN I - MULTIMEDIA
 Funding Status: Program is eligible for CTED funding

Teacher Information

Educator Id: Teacher Name:
 Email Address: Appropriately Certified: Yes

Enrollment Information

Period: 2 Minutes Per Week*: 20
 Number Of Weeks: 18

Enrollment Counts

Grade Count: Grade 9: 25 Grade 10: 4
 Gender Count: Female: 20 Male: 10
 Special Population: Special Needs: 0 Economically Disadvantaged: 1
 English Learner: 1 Homeless: 1 Foster Care: 0 Military Parent Active Duty: 0
 Migrant: 0

Student Details

Show 50 entries

Student ID	Student Name	Grade	Credits Earned
1		9	0.5
3		9	0.5
3		9	0.5
3		10	0.5
3		11	0.5
3		10	0.5
3		9	0
3		9	0.5

Make sure to submit the credits earned by each student

zero

Delete one or more or all students within a single course

- Click on Details to open the course enrollment record

! Associated current year credential(s) of the selected student/s will be deleted

Course Enrollment Record

Gender Count: Female: 0 Male: 1

Special Population: Special Needs: 0 Economically Disadvantaged: 1 Single Parent: 0 Non-Trad Gender: 1
English Learner: 0 Homeless: 0 Foster Care: 0 Military Parent Active Duty: 0
Migrant: 0

Student Details

Show 50 entries Search:

Student ID	Student Name	Grade	Credits Earned	Select For Deletion
10020030	...	11	0.5	<input checked="" type="checkbox"/>
15120040	...	11	0.5	<input type="checkbox"/>

Save Changes Cancel & Close

Will delete ALL students

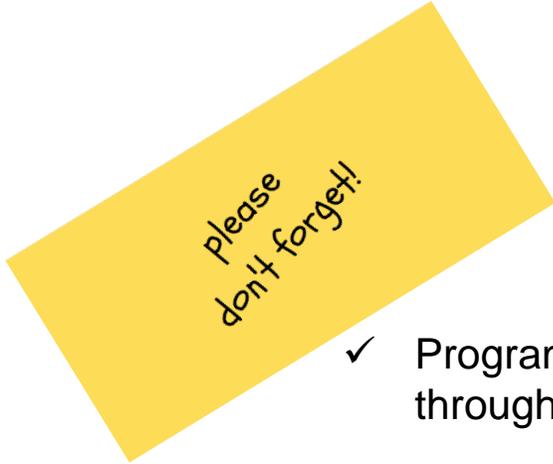
Are you sure you want to delete the student(s) enrollment for the course along with any related credential(s) in the current year?

Confirm Cancel

EXEMPTION REQUEST

- Submit an exemption request if a requirement will not be in place by the due date
- Deadline of submission of exemption request is JUNE 15, 2021
- Exemption Request is submitted via CTE Data Portal

The screenshot shows a web browser window with the URL cte.azed.gov/ExemptionRequest. The page header includes the CTE logo and the text "Learning that works for Arizona". The main navigation menu contains several items, with "Exemption" highlighted by a red circle. Below the navigation, the page displays "2021 Exemption Requests" with a "Fiscal Year" dropdown set to "2021". There are links for "Click here for instructions", "Print Summary", "Print Approved", and "Print Not Approved". A search box is present, and a table with columns for Action, Request ID, Request Type, Requester Name, School Name, Program Name, Status, and Submit Date is shown. The table currently contains no data, displaying "No data available in table". The page also shows "Showing 0 to 0 of 0 entries" and "Previous Next" navigation links.



Please
don't forget!

- ✓ Program/s and course/s information can only be added through bulk file upload
- ✓ You MUST click the “Finalize” button after reviewing your data
- ✓ All errors must be fixed/corrected and reuploaded for the records to be counted
- ✓ If the course is not already in the coherent sequence you will get an error for the enrollment bulk upload



Accountability & CTE Data Portal

March 11, 2021

Donna Kerwin

CTE Business Analyst

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(602) 542-7881

CTE Data Portal – Bulk Upload

**2021
Enrollment**



- CTE Data Portal validates student enrollment in AzEDS:
 - Student (SUID) must be enrolled (in AzEDS) in the current year in the CTDS (School of Residence CTDS) in the 2021 Enrollment bulk upload file
 - AzEDS validates using School of Residence **CTDS, SUID, DOB**
 - If validation successful, student records will be uploaded and AzEDS student demographics pulled into CTE Data Portal student records
 - If validation unsuccessful, student record rejects – will appear on upload Error Report and Records Not Added report

A	B	C	D
BULK UPLOAD FILE INSTRUCTIONS:			
File format is Excel (xls or xlsx extensions)			
Enrollment - Nonarticulated File Upload Template instructions			
Element Name	Length	Data Type	Comments
CTDS	9	Numeric	School of Residence CTDS ←
Term	1	Numeric	Fall = 1; Spring = 2
Program Number	8	Numeric	CTE Program Number
Course Number	8	Numeric	CTE Course Number
Local Course Title	100	Alphanumeric	CTE Local Course Title
Educator's ID	7	Numeric	7 for EducatorID; no dash, no space
Teacher Email Address	100	Alphanumeric	Mandatory field; must be valid teacher organization email address
Period	60	Alphanumeric	Any characters, numbers, or special characters are allowed; up to 60
Minutes per Week	4	Numeric	See Allowable Minutes range below
Number of Weeks	2	Numeric	Weeks range allowed - 4 through 52
SUID	10	Numeric	Student's Unique ID (SAISID) ←
Student BirthDate	10	mm/dd/yyyy	Student's Date of Birth ←
Credits Earned	NN.NN	NN.NN	Number of credits earned by student in the course

CTE Data Portal – Enrollment Details

AzEDS Student demographic details will appear in Enrollment details:

- Grade level totals
- Gender totals
- Special Pops totals

Only for valid student Enrollment records successfully uploaded

Course Enrollment Record
✕

Enrollment Type: Non-Articulated (participating at the school of record)

Program Number & Name: 46040020 : Construction Technologies (NT-F)

AzEDS Course Number: AZ17930

CTE Course Number & Name: 46040011 Construction Technologies I

Local Course Title: Construction I A/B

Local Course Code: CTE2240-1021

Funding Status: Program is eligible for CTED funding

Course Enrollment Record
✕

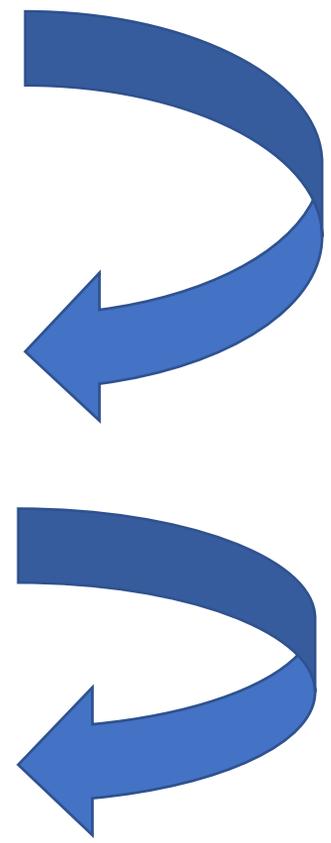
Enrollment Counts

Grade Count:	Grade 9:	0	Grade 10:	7	Grade 11:	10	Grade 12:	3
<hr/>								
Gender Count:	Female:	2	Male:	18				
<hr/>								
Special Population:	Special Needs:	1	Economically Disadvantaged:	16	Single Parent:	0	Non-Trad Gender:	2
	English Learner:	1	Homeless:	1	Foster Care:	0	Military Parent Active Duty:	0
	Migrant:	0						

Student Details

Show 50 entries Search:

Student ID	Student Name	Grade	Credits Earned
		11	0.5
		12	0.5
		10	0.5
		11	0.5



CTE Data Portal – Participant-Concentrator

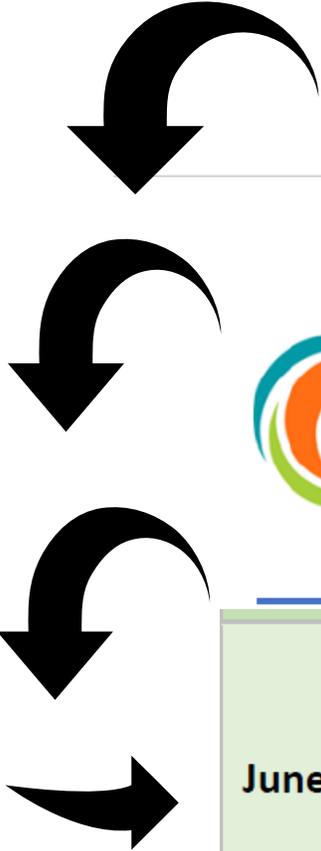
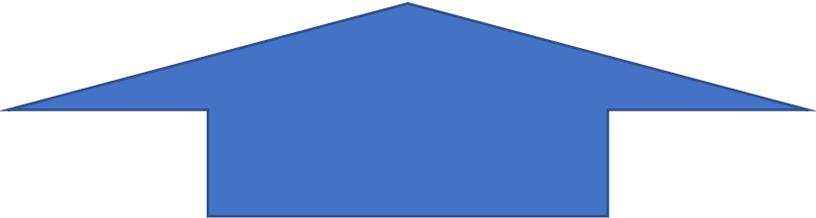
CTE IT will generate 2021 Participant-Concentrator student records after 2021 Enrollment closes for the first time



Arizona Department of Education Career & Technical Education CTE Data Portal Timeline for FY 2021 (School Districts)



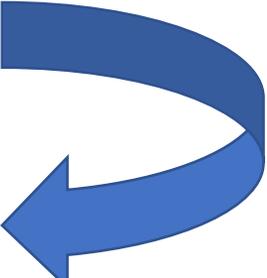
June 16-17, 2021	CTE/IT staff generate Participant/Concentrators for Districts based on Enrollment data and records carried forward from the prior year.
	Participants/Concentrators opens for FY 2021. Credits missing from FY 2019 and prior can be updated. Credits in FY 2020 and FY 2021 are tied to Enrollment records and cannot be updated via the Participant/Concentrator record.



CTE Data Portal – Participant-Concentrator

Current Year Enrollment Credits Earned in a CTE program/courses:

Program	Program Description	AzEds Course Number	CTE Course Number	Course Title	Local Course Title
12050000	Culinary Arts (NT-F)	AZ16059	12050020	Culinary Arts II	Culinary Arts Applications
12050000	Culinary Arts (NT-F)	AZ16059	12050020	Culinary Arts II	Culinary Arts Applications
12050000	Culinary Arts (NT-F)	AZ16099	12050075	Culinary Arts Internship	Culinary Arts - Internship
12050000	Culinary Arts (NT-F)	AZ16058	12050010	Culinary Arts I	Fundamentals of Culinary Arts



Prior Year Credits Earned in a CTE program:

CTE Carnegie Units earned in fiscal year

	Program Name	Total CU	2020	2019	2018	2017	2016	.10 Intro Course
	12050000 : Culinary Arts(NT-F)	2	1	1	0	0	0	0



Used to create 2021 Participant-Concentrator student record

CTE Data Portal

Welcome District, CTE User | [Log Off](#)

Home
Contacts
Coherent Sequence
Enrollment
Participant/Concentrator
Placement Survey
Credentials
Upload
Exemption
Reports
Help
LOP

2021 Participant-Concentrator

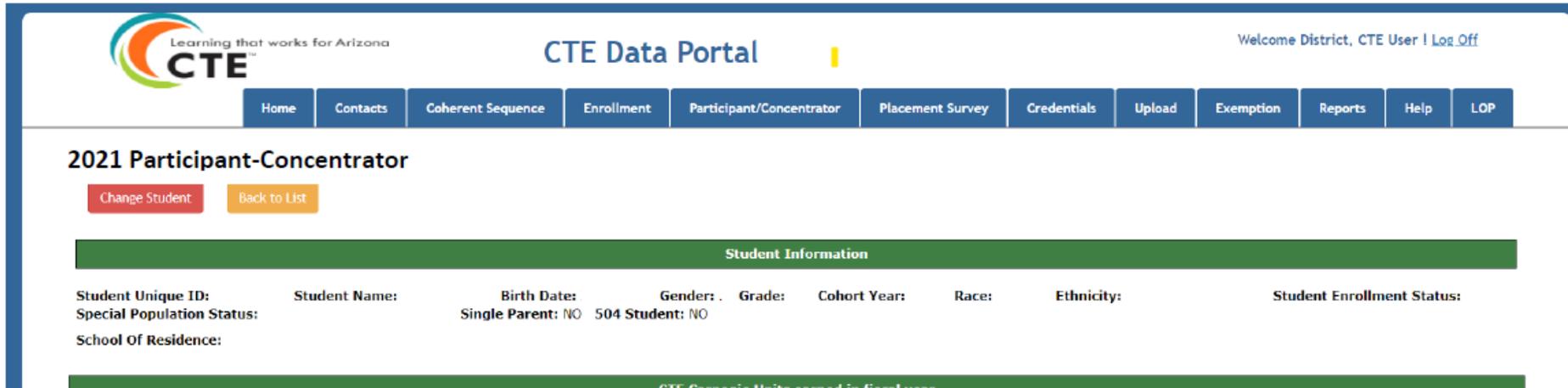
Change Student
Back to List

Student Information

Student Unique ID:	Student Name:	Birth Date:	Gender: .	Grade:	Cohort Year:	Race:	Ethnicity:	Student Enrollment Status:
Special Population Status:		Single Parent: NO	504 Student: NO					
School Of Residence:								



CTE Data Portal – Participant-Concentrator



The screenshot displays the CTE Data Portal interface. At the top left is the CTE logo with the tagline "Learning that works for Arizona". The main header reads "CTE Data Portal" and includes a user greeting "Welcome District, CTE User | Log Off". A navigation menu contains buttons for Home, Contacts, Coherent Sequence, Enrollment, Participant/Concentrator (which is highlighted), Placement Survey, Credentials, Upload, Exemption, Reports, Help, and LOP. Below the navigation is the "2021 Participant-Concentrator" section, featuring "Change Student" and "Back to List" buttons. A green bar labeled "Student Information" is followed by a form with fields for Student Unique ID, Student Name, Birth Date, Gender, Grade, Cohort Year, Race, Ethnicity, Student Enrollment Status, Special Population Status, Single Parent, 504 Student, and School of Residence. A partially visible green bar at the bottom indicates "CTE Career Units earned in from Leave".

CTE IT will create the 2021 Participant-Concentrator records for CTE Districts

AzEDS Student demographic details will appear in Participant-Concentrator student details:

- Student SUID
- Student Name
- Student Birth Date
- Student Gender
- Student Grade Level
- Student Cohort Year
- Student Race and Ethnicity
- Student Enrollment Status (current leave code/exit code)
- Student Special Populations status including Single Parent status
- Student School of Residence (current school of student)

CTE Data Portal – Placement Survey

Placement Survey records are Perkins V Concentrators with specific leave codes/exit codes

Perkins V CTE Concentrator definition:

A student who has completed and passed at least 2 courses worth 1 credit each in a single career and technical education program. Internship, cooperative education, and diversified cooperative education courses are not included in defining a CTE Concentrator.

Only Perkins V CTE Concentrators who exited with the following specific leave codes will appear on the Placement Survey pages:

- A – Attendees
- G – Graduated
- S4 – Summer status unknown
- S5 – Summer dropout
- S6 – Summer aged out (22+)
- S7 – Summer graduate
- S11 – Summer GED
- W4 – Status unknown
- W5 – Dropout
- W6 – Aged out (22+)
- W7 – Mid-year graduate
- W11 – GED

AzEDS
Leave Codes/Exit Codes
Used in Placement Surveys

AzEDS Student demographic details will appear in Placement Survey student details:

- Student SUID
- Student Name
- Student Gender
- Student Enrollment Status (current leave code/exit code)

CTE Data Portal – Credentials

Credentials can only be created for a student with Current Year Enrollment

Program	Program Description	AzEds Course Number	CTE Course Number	Course Title	Local Course Title
12050000	Culinary Arts (NT-F)	AZ16059	12050020	Culinary Arts II	Culinary Arts Applications
12050000	Culinary Arts (NT-F)	AZ16059	12050020	Culinary Arts II	Culinary Arts Applications

Learning that works for Arizona
CTE

CTE Data Portal

Welcome Kerwin, Donna ! [Log Off](#)

Home Contacts CAR III CAR IV Coherent Sequence Enrollment Participant/Concentrator Placement Survey Credentials Upload Exemption Reports Help LOP Admin

Credential 2021 [Click here for instructions](#) Fiscal Year: 2021

School Name:

District Name:

Show entries Search:

Action	SUID	Student Name	Grade	Program Name	Course Associated with Credential	Course Taught By	Credential Name	Test Date	Passed	Recent Credential Year	Modified Date
--------	------	--------------	-------	--------------	-----------------------------------	------------------	-----------------	-----------	--------	------------------------	---------------

- **Click on the Credentials tab to view or add to your district's student credentials.**
 - **If no student credentials exist yet, credentials may only be added for existing Current Year Enrollment student records.**
 - **A student credential cannot be created by itself; it must be added (associated with) an existing Current Year Enrollment student record.**
- **Credentials cannot be entered twice for the same student, even if a Credentials can apply to multiple CTE programs.**
 - **Credentials are associated with a course in a CTE program.**
 - **Both the Course Associated with Credential and Course Taught By must be entered.**
 - **Course Taught By is who (LEA) was teaching the course when the student took the Credential.**

CTE Data Portal – Reports – Enrollment Reports

The screenshot shows the CTE Data Portal interface. At the top left is the CTE logo with the tagline "Learning that works for Arizona". The main header is "CTE Data Portal". On the right, it says "Welcome Kerwin, Donna ! [Log Off](#)". Below the header is a navigation menu with buttons for Home, Contacts, CAR III, CAR IV, Coherent Sequence, Enrollment, Participant/Concentrator, Placement Survey, Credentials, Upload, Exemption, Reports, Help, LOP, and Admin. The "Reports" button is highlighted. Below the menu, the page title is "2021 Reports By District" with a link "Click here for Instructions". There is a "Fiscal Year:" dropdown menu set to "2021". A "Report Name:" dropdown menu is set to "Select a Report". At the bottom are two buttons: "Generate Report" (green) and "Cancel" (orange).

2021 Enrollment reports available now in the CTE Data Portal/Reports after 2021 Enrollment data successfully uploaded:

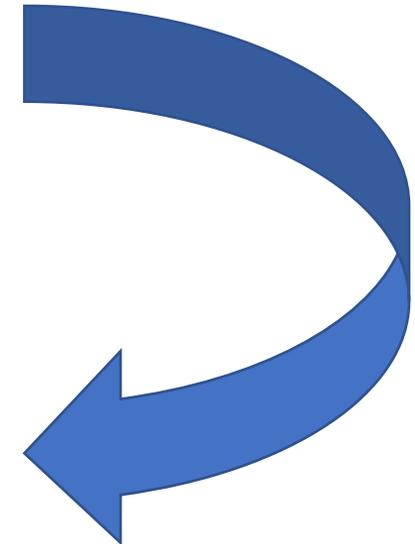
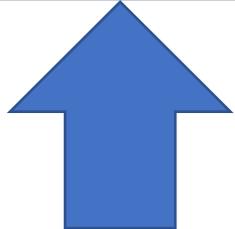
- Enrollment Summary report - all valid Enrollment records by District/School/Program
- Records Not Added report (errors report)
- Improper Teacher Certification report (updated nightly)
- Student Enrollment Summary report – disaggregated student enrollment details by District/School/Program/Course
 - *All Funding reports for 2021 will be available after 2021 Preliminary State Priority Funding has been run*

Enrollment and Funding reports:

- Enrollment Summary report
- Records Not Added report
- Improper Teacher Certification report
- Funded District Course Detail report
- Funded School Course Detail report
- NonFunded District Course Detail report
- NonFunded School Course Detail report
- Related Placement Funding report
- Funding Summary report

Student Enrollment Summary Report

- Disaggregated Student Enrollment report





**Questions?
Thank you!**

Donna Kerwin

CTE Business Analyst

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Participant/Concentrators

- A **CTE Concentrator** is a student who has completed at least 2 courses worth at least 1 credit each in an approved CTE program. Internships, Cooperative Education, and Diversified Cooperative Education courses cannot be used to define a concentrator.
- A **CTE Participant** is a student who has completed at least 1 course worth at least 1 credit in an approved CTE program in the reporting year.
- Participant/Concentrator records are kept on file until a student graduates or otherwise leaves the school and are updated annually with any new credits the student earns.
- A Participant/Concentrator record is the record of the credits a student has earned in a single CTE program, meaning a student can have more than one PC record.
- Concentrators are used to determine which students are eligible for post-high school Placements and are used in calculating Performance Measures required by the Perkins Act.

Credentials

- When students attain *or attempt to attain* an industry recognized credential for their CTE program, enter the attempt and the results of the attempt into the CTE Data Portal.
- Credential data is used in Performance Measures reporting (5S1)

Home Contacts Coherent Sequence Enrollment Participant/Concentrator Placement Survey **Credentials** Upload Exemption Reports Help LOP

2021 Credentials [Click here for instructions](#) Fiscal Year: 2021

School Name: [Redacted]
District Name: [Redacted]

[Add Student Credential](#)

Show 50 entries Search: []

Action	SUID	Student Name	Grade	Program Name	Course Associated with Credential	Course Taught By	Credential Name	Test Date	Passed	Recent Credential Year	Modified Date
Modify Delete	123456789	John Doe	12	51080050: Sports Medicine and Rehabilitation	51080050: Sports Medicine and Rehabilitation II	Sample High School	OSHA 10 - Healthcare	05/07/2020	Y	2021	11/12/2020 3:21:11 PM
Modify Delete	987654321	Jane Doe	11	46040020: Construction Technologies	46040011: Construction Technologies I	Sample High School	OSHA 10 - Construction Industry	05/06/2020	Y	2021	11/13/2020 2:17:18 PM

Credentials

- When students attain *or attempt to attain* an industry recognized credential for their CTE program, enter the attempt and the results of the attempt into the CTE Data Portal.
- Credential data is used in Performance Measures reporting (5S1)

2021 Credentials [Click here for instructions](#)

School Name:
District Name:

[Add Student Credential](#)

Show entries

Search:

Action	SUID	Student Name	Grade	Program Name	Course Associated with Credential	Course Taught By	Credential Name	Test Date	Passed	Recent Credential Year	Modified Date
Modify Delete	123456789	John Doe	12	51080050: Sports Medicine and Rehabilitation	51080050: Sports Medicine and Rehabilitation II	Sample High School	OSHA 10 - Healthcare	05/07/2020	Y	2021	11/12/2020 3:21:11 PM
Modify Delete	987654321	Jane Doe	11	46040020: Construction Technologies	46040011: Construction Technologies I	Sample High School	OSHA 10 - Construction Industry	05/06/2020	Y	2021	11/13/2020 2:17:18 PM

Credentials

- When students attain *or attempt to attain* an industry recognized credential for their CTE program, enter the attempt and the results of the attempt into the CTE Data Portal.
- Credential data is used in Performance Measures reporting (5S1)

The screenshot displays the '2020 Credentials' section of the CTE Data Portal. At the top, there is a navigation bar with buttons for 'Home', 'Contacts', 'Coherent Sequence', 'Enrollment', and 'Participant/Concentrator'. Below this, the '2020 Credentials' title is followed by a search form. The search form includes a label 'Student Unique ID:*(SAIS ID)' and an input field containing the number '0'. Below the input field are two buttons: a green 'Search' button and an orange 'Back to List' button. To the left of the search form, there is a link labeled 'Add Student Credential' which is highlighted with a red box. Below the search form, there is a table with columns for 'Action', 'SUID', 'Student Name', 'Grade', 'Program Name', 'Course Associated with Credential', 'Course Taught By', 'Credential Name', 'Test Date', 'Passed', 'Recent Credential Year', and 'Modified Date'. The table contains two rows of data.

Action	SUID	Student Name	Grade	Program Name	Course Associated with Credential	Course Taught By	Credential Name	Test Date	Passed	Recent Credential Year	Modified Date
Modify Delete	123456789	John Doe	12	51080050: Sports Medicine and Rehabilitation	51080050: Sports Medicine and Rehabilitation II	Sample High School	OSHA 10 - Healthcare	05/07/2020	Y	2021	11/12/2020 3:21:11 PM
Modify Delete	987654321	Jane Doe	11	46040020: Construction Technologies	46040011: Construction Technologies I	Sample High School	OSHA 10 - Construction Industry	05/06/2020	Y	2021	11/13/2020 2:17:18 PM

Credentials

2021 Credentials

Change Student

Back to List

Student Information

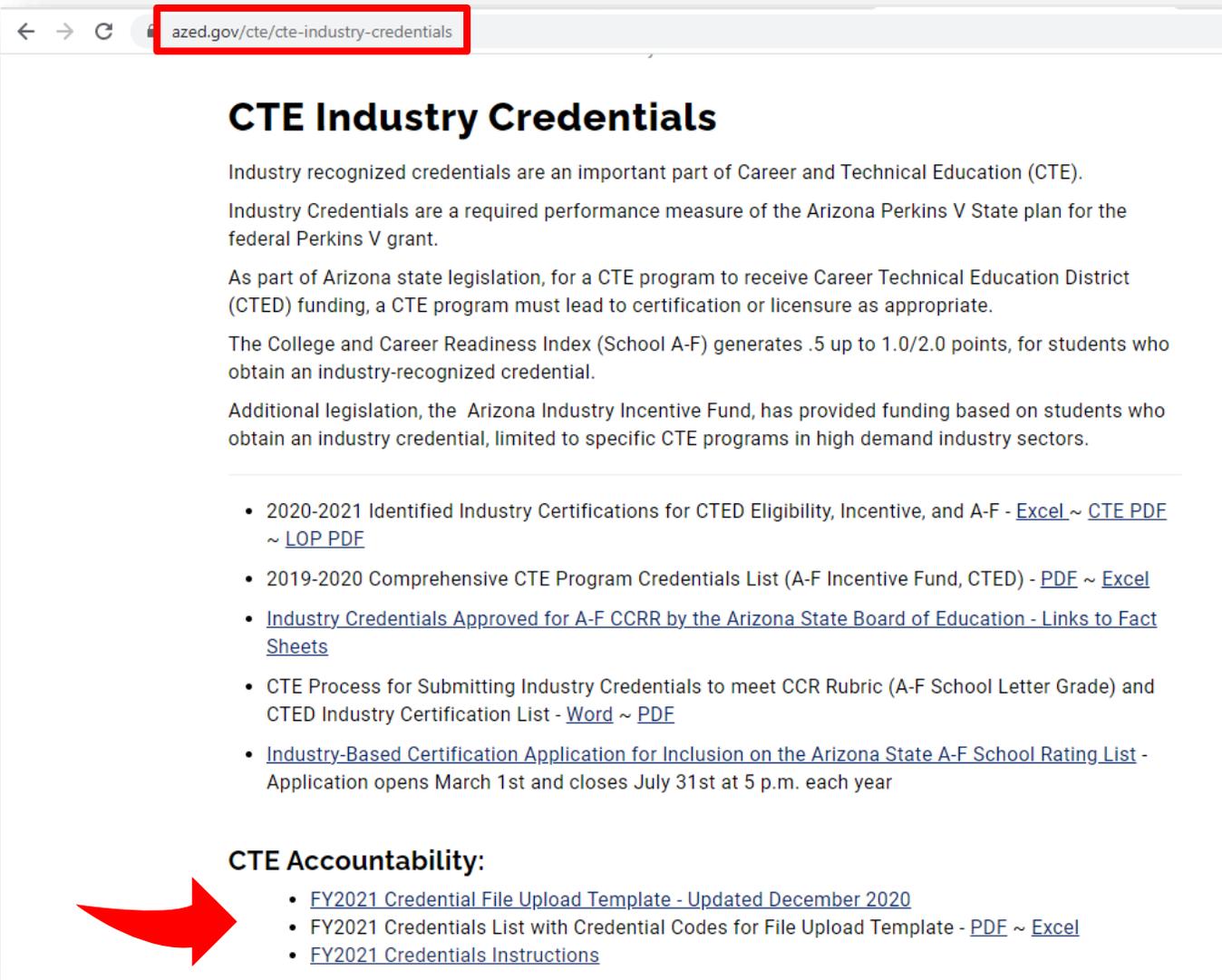
Student Unique ID: 123456789 Student Name: Jane Doe Birth Date: 01/01/1900 Gender: F Grade: 12 Cohort Year: 2020 Race: White Ethnicity: Hispanic/Latino Student Enrollment Status:
School Of Residence: Special Population Status: Economically Disadvantaged

Credentials

School of Residence	Program Name	Course Associated with Credential	Course Taught By	Credential Name	Test Date	Passed	Certificate/License #	Fiscal Year	Action
	<input type="text" value="- Select Program Name -"/>	<input type="text" value="- Select Course Name -"/>	<input type="text" value="- Select School Course Taught At -"/>	<input type="text" value="- Select Certification Name -"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No			Create Clear
Sample School	<input type="text" value="51080050 : Sports Medicine and Rehabilitation (NT-M)"/>	Sports Medicine and Rehabilitation II	Sample School	OSHA 10 - Healthcare	05/07/2020	YES		2020	Modify Delete

- Credential details page shows programs in which student is enrolled.
- Once a program (and course) is selected, the “Credential Name” populates with approved, industry recognized credentials.
- Enter all credential attempts, even if the student didn’t earn the credential. (Use the “Yes” or “No” radio buttons in the “Passed” column to indicate if the attempt was successful).

Credentials



The screenshot shows a web browser window with the address bar containing www.azed.gov/cte/cte-industry-credentials. The page title is "CTE Industry Credentials". The main content includes an introductory paragraph, three paragraphs of text explaining the importance and requirements of CTE industry credentials, and a list of five bullet points with links to various documents and resources. At the bottom, there is a section titled "CTE Accountability:" with three bullet points. A red arrow points to the first bullet point in this section.

azed.gov/cte/cte-industry-credentials

CTE Industry Credentials

Industry recognized credentials are an important part of Career and Technical Education (CTE).

Industry Credentials are a required performance measure of the Arizona Perkins V State plan for the federal Perkins V grant.

As part of Arizona state legislation, for a CTE program to receive Career Technical Education District (CTED) funding, a CTE program must lead to certification or licensure as appropriate.

The College and Career Readiness Index (School A-F) generates .5 up to 1.0/2.0 points, for students who obtain an industry-recognized credential.

Additional legislation, the Arizona Industry Incentive Fund, has provided funding based on students who obtain an industry credential, limited to specific CTE programs in high demand industry sectors.

- 2020-2021 Identified Industry Certifications for CTED Eligibility, Incentive, and A-F - [Excel](#) ~ [CTE PDF](#) ~ [LOP PDF](#)
- 2019-2020 Comprehensive CTE Program Credentials List (A-F Incentive Fund, CTED) - [PDF](#) ~ [Excel](#)
- [Industry Credentials Approved for A-F CCRR by the Arizona State Board of Education - Links to Fact Sheets](#)
- CTE Process for Submitting Industry Credentials to meet CCR Rubric (A-F School Letter Grade) and CTED Industry Certification List - [Word](#) ~ [PDF](#)
- [Industry-Based Certification Application for Inclusion on the Arizona State A-F School Rating List](#) - Application opens March 1st and closes July 31st at 5 p.m. each year

CTE Accountability:

- [FY2021 Credential File Upload Template - Updated December 2020](#)
- FY2021 Credentials List with Credential Codes for File Upload Template - [PDF](#) ~ [Excel](#)
- [FY2021 Credentials Instructions](#)

- www.azed.gov/cte/cte-industry-credentials
- Get list of approved credentials by program
- Get Credential Upload template
- Get list of Credential codes (used with upload template)

Credentials

File Home Insert Page Layout Formulas Data Review View Add-ins Help Team Search

G9

	A	B	C	D	E	F	G	H	I	J	K
1	FiscalYear	School of Residence CTDS	Program Number	Course Number	Course Taught By CTDS	Student SUID Number	Student Birth Date	Test Date	Pass/Fail	Credential Code	Optional Certificate/License Number
2											
3											
4											

Learning that works Arizona
CTE

2021 CTE Industry Credential List with Codes for File Upload

Use the **Credential Code** from this list on the FY 2021 Credential File Upload template.
Please note that Credential Codes change on an annual basis - please be sure to use the most up-to-date version of this list downloaded from the CTE website: <https://www.azed.gov/cte/cte-industry-credentials>

Program Number	Program Name	Credential Code	Credential Name
52030000	Accounting	1181	Certificate of Proficiency: Bookkeeping (CTED/Eastern Arizona College only)
52030000	Accounting	1182	Microsoft Office Specialist (MOS) – Associate for 2016
52030000	Accounting	1183	Microsoft Office Specialist (MOS) – Associate for 2019
52030000	Accounting	1184	Microsoft Office Specialist (MOS) – Associate for Office 365
52030000	Accounting	1185	Microsoft Office Specialist (MOS) – Expert for 2016
52030000	Accounting	1186	Microsoft Office Specialist (MOS) – Expert for 2019
52030000	Accounting	1187	Microsoft Office Specialist (MOS) – Expert for Office 365
52030000	Accounting	1188	NAFTrack Certification – Academy of Finance
52030000	Accounting	1189	QuickBooks Certified User (QBCU) Desktop 2016
52030000	Accounting	1190	QuickBooks Certified User (QBCU) Desktop 2017
52030000	Accounting	1191	QuickBooks Certified User (QBCU) Desktop 2019 Pro

Always check the website – Credential Codes change from year to year!

Always use the most up-to-date template downloaded from the website.

What's Next

When	What
▶ March 1 – June 15	Coherent Sequence, Fall/Spring Enrollment, Exemptions Requests, and Industry Credentials open in CTE Data Portal.
June 15	<u>2020</u> Placement Survey closes
June 16 – July 15	Participant/Concentrators open in CTE Data Portal
~ July 16 – August 15	Coherent Sequence, Fall/Spring Enrollment, and <u>2020</u> Placement Survey RE-OPEN for corrections/adjustment
August 16 – August 31	Participants/Concentrators RE-OPEN for corrections/adjustment
September 1	Final Funding is calculated for Priority grant allocations
September 30	FY 2021 Credentials closes

▶ This is where we are now.

CTE Accountability Team

Team Member	Email	Phone
Tammie Chavez	Tammie.Chavez@azed.gov	602-542-3839
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<https://www.azed.gov/cte/cte-data-portal-information>



Questions?