

Postsecondary Instructions

DEADLINE: The due date for both the CAR III & CAR IV submission is Friday, November 13th, 2020. We will have a single due date for both submissions this year.

- An eligible agency must report on all students participating in public CTE in the State, meaning that an eligible agency must report on both its Perkins-funded and non-Perkins funded public CTE programs.
- Please note that you can save your data by clicking the "Save" button at the bottom of each page. You may go back in at any time to continue working on your data.
- To "Save" the page, you **must have entered an integer into each box on the page**-- no boxes can be empty. Also, you **must resolve any error messages to successfully save the page** as well (the error messages will appear at the top of the page in red). If you leave the page without successfully saving the data, your data will be lost.
- When your data is complete (and no error messages are showing at the top of the page) you must officially submit your data to ADE by clicking the red button at the top of the page. Once it is successfully submitted to ADE, the button will turn green.
- If you have already submitted your data to ADE and decide you must make a modification, you can simply make the changes, save the changes by clicking the button at the bottom of the page and then resubmit your data to ADE (by clicking the red button at the top of the page again).
- You may only make changes until due date noted above. If you make changes, be sure that you resubmit to ADE--- all pages of each report should show the green button to indicate a complete submission to ADE.
- For further information on Race-Ethnicity reporting, please follow the enclosed link:

[Race-Ethnicity Reporting](#)

CAR IV Annual Report- Postsecondary Reporting

The CAR IV collects information on Career and Technical Education postsecondary performance measures for programs. The measures reported include:

Measure

Description

1P1: Retention and Placement

Numerator: Number of CTE concentrators who, during the second quarter after program completion, remain enrolled in postsecondary education or advanced training, enter military service, a service program that receives assistance through the National & Community Service Act of 1990, the Peace Corps or were employed.

Denominator: Number of CTE concentrators who completed their CTE program in the reporting year.

2P1: Credential, Certificate or Degree

Numerator: Number of CTE concentrators who attained a recognized postsecondary credential during participation in a CTE program or within one year of program completion.

Denominator: Number of CTE concentrators who left postsecondary education during the reporting year.

3P1: NonTraditional Enrollment

Numerator: Number of nontraditional students who concentrated in a nontraditional CTE program in the reporting year.

Denominator: Number of students who concentrated in a nontraditional CTE program in the reporting year.

Business Rules for 1P1 Retention and Placement:

Reporting Time Period: A 1-year lag exists between cohort year and program year. This allows for the collection of placement data for the exiting cohort.

For Example:

Program Year-	2015-2016
Enrolled Cohort Timeframe-	07/01/14 – 06/30/15
Cohort Exit Year-	2014 - 2015

Cohort:

- The student is tracked for 5 years from first enrollment or until the student meets the requirement of “transfer,” “graduate” or “placement.”
- Student may only be counted one (1) time even though the student meets the criteria for multiple programs.
- A student that meets the definition of “concentrator.”
- The student has left the institution during the cohort timeframe. Use enrollment data in the fall term following the cohort timeframe to determine if the student has left.
- High school students should be excluded.

Numerator: Number of CTE concentrators who, during the second quarter after program completion, remain enrolled in postsecondary education or advanced training, enter military service, a service program that receives assistance through the National & Community Service Act of 1990, the Peace Corps or were employed.

Denominator: Number of CTE concentrators who completed their CTE program in the reporting year.

FAQ for 1P1 Retention and Placement:

- Is there a denominator for the Sub-Indicator/Disaggregate Indicator?
 - There is no denominator for this indicator.

Business Rules for 2P1 Industry Recognized Credential, Certificate or Degree:

Reporting Time Periods: A 1-year lag exists between report year and cohort exit year. This allows time for the collection of data for the exiting cohort.

For Example:

Program Year-	2015 - 2016
Enrolled Cohort Timeframe-	07/01/14 – 06/30/15
Cohort Exit Year-	2014 – 2015

Cohort:

- The student is tracked for 5 years from first enrollment or until the student meets the requirement of “transfer,” “graduate” or “placement.”
- Student may only be counted one (1) time even though the student meets the criteria for multiple programs.
- A student that meets the definition of “concentrator.”
- Students have exited from the institution during the cohort timeframe. Use enrollment data in the fall term following the cohort timeframe to determine if the student has exited (left).
- Exclude all high school students.

Numerator: Number of CTE concentrators who attained a recognized postsecondary credential during participation in a CTE program or within one year of program completion.

Denominator: Number of CTE concentrators who left postsecondary education during the reporting year.

FAQ for 2P1 Industry Recognized Credential, Certificate or Degree:

- In the Sub-Indicator/Disaggregate Indicator section, is the count duplicated or unduplicated?
 - Unduplicated
- Under Sub-Indicator/Disaggregate Indicator where do you count the person who received both a certificate and a degree?
 - You decide, but only count the student one time.
- How do you define “exited or left” the institution?
 - A student is not enrolled in any classes at the institution. The exit year is the last year of the last enrollment in classes.
- What if a student who has exited or left returned to the institution and enrolls in another program?
 - That student is considered a new student and may be counted because they are not concurrently enrolled in two programs.
- If a student completed the requirements for an award, but did not receive an award, can that student be counted in the numerator?
 - No, the student must have received the award.

Business Rules for 3P1 Nontraditional Enrollment:

Reporting Time Periods: A 1-year lag exists between cohort year and program year. This allows time for the collection of data for the cohort.

For Example:

Program Year-	2015 - 2016
Enrolled Cohort Timeframe-	07/01/14 – 06/30/15
Cohort Exit Year-	2014 – 2015

Cohort:

- The student is tracked for 5 years from first enrollment or until the student meets the requirement of “transfer,” “graduate” or “placement.”
- The student may only be counted one (1) time even though the student meets the criteria for multiple programs.
- A student that meets the definition of “concentrator.”
- A gender unknown designation is not allowed. For those students with an unclassified gender:
 - Split the number evenly into male and female categories OR
 - Designate the gender based on name OR
 - Do not include in the numbers at all OR
 - Use your known ratio for the program
- High school students should be excluded.

Numerator: Number of nontraditional students who concentrated in a nontraditional CTE program in the reporting year.

Denominator: Number of students who concentrated in a nontraditional CTE program in the reporting year.

FAQ for 3P1 Nontraditional Enrollment:

How do I determine what are “nontraditional” programs?

- ADE prepares the list of programs considered nontraditional.
- If a student completed the requirement for a program, but did not receive an award, can that student be counted in the numerator and denominator?
 - No, the student must have received an award.