

Consolidated Annual Report (CAR) – Instructions for Postsecondary Users

Deadline: The CAR III – Participant/Concentrator Enrollment Forms – is due by Friday, November 13th, 2020. Please note reporting on concentrator performance measures (CAR IV) is not required for this reporting period (FY 2020).

CAR III – Participant/Concentrator Enrollment

Overview

- Postsecondary institutions are required to report on all students participating in the CTE programs administered by the institution. This includes students in both Perkins-funded and non-Perkins-funded programs.
- The institution must report both participant and concentrator data for the preceding program year. The reporting period for this report is July 1, 2019 through June 30, 2020.
- The institution must use the definitions below for both participants and concentrators.
 - CTE PARTICIPANT – The term “CTE participant” means an individual who completes not less than one course in a career and technical education program or program of study...”
 - CTE CONCENTRATOR – The term “CTE concentrator” means a student enrolled in the institution who has:
 - Earned at least 12 credits within a career and technical education program or program of study; OR
 - Completed such a program if the program encompasses fewer than 12 credits or the equivalent in total.

The CAR III report is for **CTE Participants Enrollment** and **CTE Concentrator Enrollment** reporting. The report consists of two tables – one for participants and one for concentrators.

1. Postsecondary institutions must report *unduplicated* counts of participants/concentrators broken down by gender, race/ethnicity, and by the following special populations:
 - Individuals with disabilities
 - Individuals from Economically Disadvantaged Families
 - Individuals Preparing for Non-traditional Fields
 - Single Parents
 - Out of Workforce Individuals
 - English Learners
 - Homeless Individuals
 - Youth in Foster Care
 - Youth with Parent in Active Military
2. Counts of participants/concentrators are then cross tabulated by the following career clusters. These counts may contain *duplicated* counts of participants/concentrators.
 - Agriculture, Food, and Natural Resources
 - Architecture & Construction
 - Arts, A/V Technology & Communications
 - Business Management & Administration
 - Education & Training
 - Finance
 - Government & Public Administration
 - Health Science
 - Hospitality & Tourism
 - Human Services
 - Information Technology
 - Law, Public Safety, Corrections & Security
 - Manufacturing
 - Marketing
 - Science, Technology, Engineering & Mathematics (STEM)
 - Transportation, Distribution & Logistics

Unduplicated vs. Duplicated Counts

When reporting unduplicated counts for gender, race/ethnicity, and by special populations, students should be counted no more than once for whichever sub-group you are reporting. However, a student can and should be counted in as many sub-groups as applicable. For example, a student can be considered both “economically disadvantaged” and as an “English Learner”.

When reporting counts for each career cluster, these counts can contain duplicated counts – for example, a student can be counted in both “Health Science” and “STEM” career clusters. Enter the total count for students participating/concentrating in a program within each career cluster.

The disaggregation of data is not required when the number of students in a category would reveal personally identifiable information about an individual student.