

FY 2022 Industry Credentials Instructions

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.

Approved industry credentials, certificates, or licenses can be entered into the CTE Data Portal for accountability and tracking purposes. A credential may be entered into the Portal for any program in which a student is enrolled (i.e. an enrollment record exists for the student in the same year).

Entering Credentials into the CTE Data Portal

There are two methods for entering student's credentials into the CTE Data Portal: manual entry and file upload. After logging into the CTE Data Portal and selecting a school, use the instructions below to enter student credentials:

Manual Entry

To enter credentials manually, click on the "Credentials" tab in the CTE Data Portal.

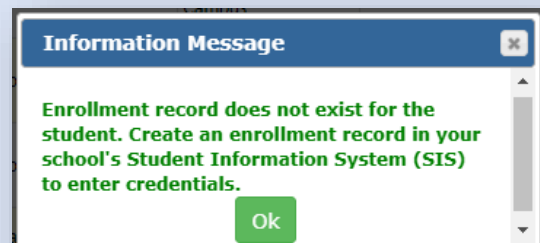
1. Click on "Add Student Credential" in the top left corner.
2. You will be prompted to enter a student's ID number. Enter the SUID number for the student for whom you wish to enter the credential and click "Search".
 - a. *Be sure to remove the default '0' from the SUID field.*
3. A student's credential page will appear. The dropdown fields in the "Credentials" table will be populated from the student's enrollment records. This ensures that credentials are only entered for programs/courses that a student has actually completed.
4. Select the appropriate program and course from the dropdowns
5. In the "Course Taught By" column, select the school at which the student was taught.
6. Select the appropriate credential from the "Credential Name" dropdown. The dropdown is populated from the approved credential list for the selected program.
7. Enter a test date – this should be the date that the student took the test to receive the credential.
8. Select "Yes" or "No" for the "Passed" column. If the student passed and "Yes" is selected, an optional "Certificate/License #" field appears to the right. Provide the optional credential number if available.
9. Click "Create" in the "Action" column to add the credential to the student's record.

Duplicate Credentials Message

Please note that a credential can only be added once per student. If you attempt to add a duplicate credential, an error message will appear indicating: "The credential record exists for the student".

Information Message - Enrollment

When entering an SUID in Step 2 above, you may encounter the error message to the right. If you see this message, the SUID that was entered does not match an SUID in the enrollment records for the selected school and fiscal year. Please ensure that an enrollment record exists in the CTE Data Portal before attempting to enter a credential.



File Upload

To enter credentials using the file upload method, use the file template and credentials codes list available for download on the CTE website: www.azed.gov/cte/cte-industry-credentials.

1. Download the "FY2022 Credential File Upload Template" template from the website listed above.
2. Download the "FY2022 Credentials List with Credentials Codes for File Upload Template" document from the website listed above.
3. Fill in the Credential File Upload template (Excel workbook) with credential data.
 - a. Fiscal Year must equal "2022" (without quotes) for all credentials uploaded in FY 2022.
 - b. School of Residence CTDS must be the CTDS number for the student' school of residence. This is the school at which the student's enrollment record exists in the CTE Data Portal. Do not enter dashes; enter only digits in this column.
 - c. Program Number must be a valid CTE program number. The program number that is entered must match the student's enrollment record program number. Do not enter any periods (.) in this column; enter only digits in this column.
 - d. Course Number must be a valid CTE course number. The course number that is entered must match the student's enrollment record and must correctly correspond to the program number that is entered in the Program Number column. Do not enter any periods (.) in this column; enter only digits in this column.
 - e. Course Taught by CTDS must be the CTDS number of the location where the course was taught. The Course Taught by CTDS number must match the school's coherent sequence for the given program and course. If the course is taught by the school of residence, enter the CTDS for the school of residence (in this case, this column would match the School of Residence column). Do not enter any dashes; enter only digits in this column.
 - f. The Test Date column must be a date format (mm/dd/yyyy). Enter the date that the student was tested for the credential (the date the student sat for and took the test).
 - g. Pass/Fail column must be either a "Y" or "N" (without quotes). If the student passed the test for the credential, enter a "Y". If the student did not pass the test, enter an "N". Do not enter any other values in this field (i.e. do not enter "Yes", "n", or any other characters).
 - h. Credential Code column must be the credential code that corresponds to the credential that the student attempted to earn. The credential code for each credential can be found on the "FY2022 Credentials List with Credentials Codes for File Upload Template" document available for download on the website listed above. Enter the credential code only; do not type the credential name.
 - i. Certificate/License number is the only optional field. If the student passed the credential test and received a credential, provide the credential number/license number, if available. This field may be left blank.
4. Upload the completed credential upload template into the CTE Data Portal by using the Upload → Credentials menu tab.
5. After the file is successfully processed, confirm that the credential data loaded into the CTE Data Portal by viewing the uploaded records on the Credentials tab. If records contain any errors, an error report link will appear near the uploaded file. View the file to review any errors. Address the errors and reupload the file.

Credentials Codes

Please note that the credential codes change from year to year. Always be sure to use the most up to date credential code list downloaded from the CTE website: www.azed.gov/cte/cte-industry-credentials.

Upload Template

Please be sure to use the credentials upload template downloaded directly from the CTE website: www.azed.gov/cte/cte-industry-credentials. Please do not alter the template in any way, including the column headers. Please do not recreate the template for uploading. Copy and paste any credential data directly into the template downloaded from the website before uploading into the CTE Data Portal.

Credential Upload Error Report

Any errors on the credential upload file will be displayed on the Error Report. View the error report on the Upload – Credentials page within the CTE Data Portal. Credential records that do not appear on the file are considered successfully processed and will still appear in the CTE Data Portal Credentials tab until they are deleted, or the uploaded file is deleted.

Modifying or Deleting Credentials

Existing credential records can be modified individually or deleted. Please note that modifying a credential record will overwrite any previously saved or uploaded credential data. Credentials are associated with a student's course enrollment data, so if enrollment data is deleted, any corresponding credentials will also be deleted. If enrollment data is added back into the system after deleting, please be sure to confirm that any appropriate credentials are also added back into the system.

Modifying Existing Credentials

Once a credential is added into the system, you can edit or modify the credential record. Any credentials that have been added will appear on the Credentials summary list on the Credentials tab (the default view after clicking the Credentials tab). To modify a credential record:

1. In the Credentials summary list, find the credential record you wish to modify.
2. Click on "Modify" in the Action column (far left) for the credential record. The student's credentials list will appear on a new page.
3. Click on "Modify" in the Action column (far right) for the specific credential you wish to modify. The credential will become editable in the top row of the list.
4. Make your modifications to any part of the credential record.
5. Click "Save" in the Action column to save the credential record.

Deleting Existing Credentials

Once a credential is added into the system either manually or via file upload, you can delete individual credentials. Any credentials that have been added will appear on the Credentials summary list on the Credentials tab (the default view after clicking the Credentials tab).

To delete an individual credential record:

1. In the Credentials summary list, find the credential record you wish to delete.
2. Click "Delete" in the Action column (far left).
3. A confirmation message box will appear. Click "Delete" in the popup box to delete the record.

You can also delete a credential from a student's credential list after clicking "Modify" from the credential summary list. If you click "Modify" on any student's credential but then decide to delete the record, click "Delete" in the Action column (far right) to delete the record. A confirmation message will also prompt you to delete the record.

Deleting Uploaded Credentials

Deleting an uploaded credential file template will also delete any credentials that were contained on the file, unless the credential had previously been saved on the Credentials tab. Please be sure to confirm that all credentials are present on the Credentials tab after uploading/re-uploading/deleting credential file upload templates.

Credentials Reports

Two reports exist to review credential data. View all reports in the CTE Data Portal → Reports tab. Both reports display all credentials that have been loaded and saved in the CTE Data Portal, including the Program/Course information, Student name and demographics, the credential itself, and if the credential is eligible for related programs. All reports are exportable to PDF, Excel format, or CSV file.

The two credentials reports are:

1. Disaggregated Credentials by District
2. Disaggregated Credentials by School

Credentials Data

Any credential data uploaded into the CTE Data Portal is used to calculate performance measure 5S1 Industry Recognized Credential. The performance indicator measures the number of CTE concentrators who graduated from high school in the reporting year and earned a recognized credential for their program divided by the number of CTE concentrators who graduated from high school in the reporting year and *attempted* to earn a recognized credential for their program. It is important to enter all credential attempts, even if the student did not pass the test, so that this measure is accurate. For more information on Perkins V performance indicators at the secondary school level, please see the Secondary Performance Measures guidelines on the CTE website.

Governor's Incentive Funding

Please note that Credential data entered into the CTE Data Portal for FY 2022 is NOT used for the Governor's Incentive Fund grant at this time, but may be used in the future. Credential data for that grant program is collected outside of the CTE Data Portal. Please contact CTE Fiscal/Grants for more information on this program.

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CTED Credentials

Credentials are entered by high schools for all students, including students that attend courses off campus at a Career and Technical Education District (CTED) campus. The student's school of residence (SOR) is responsible for entering credential data for all of their students. CTEDs are not required (at this time) to provide credential data for their central campus students. The student's SOR must report credential data for students that attend articulated courses at their CTED.

Information regarding CTE Industry Credentials can be found online at <https://www.azed.gov/cte/cte-industry-credentials>.