



# **CTE Data Portal**

**for Secondary School Districts/Charter Schools**

**Arizona Department of Education  
Career and Technical Education  
FY 2021 - 2022**

# Meeting



Meeting will be recorded and posted online.



Please mute microphones when not speaking and turn off cameras if you don't wish to appear in the recording.



Please post questions in the chat box and we will monitor throughout.



There will be time for Q & A at the end of the session.

Chat  
Window



Mute/Unmute



# Agenda

- **Introduction**
- **CTE Data Collection timeline**
- **CTEDs**
- **The Technical**
  - **Contacts**
  - **Home Page**
  - **Coherent Sequence**
  - **Enrollment**
  - **Credentials**
  - **Participant/Concentrators**
  - **Placement Survey**

# CTE Accountability Team

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# Introduction

## The CTE Data Portal is...

- ...Arizona's CTE data management system.
- ...used to collect CTE program information, including programs and courses offered at each CTE school, student-level enrollment in CTE, 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). <https://www.azed.gov/sites/default/files/2021/08/Accessing-the-CTE-Data-Portal-through-ADEConnect.pdf>

# Timeline

Find most up-to-date timeline on CTE website and on CTE Data Portal Homepage.

**ARIZONA DEPARTMENT OF EDUCATION** SY 2021-2022 Students & Families Educators Administrators P

Home / Career and Technical Education / CTE Data Portal Information

## CTE Data Portal Information

### CTE Data Portal User Guides and Resources

- [FY 2022 CTE Data Portal Important Dates and Deadlines - Districts ~ CTEDs](#)
- [Click here to view CTE Administrator resources, including upcoming meetings and recordings of previous meetings](#)
- [Click here to view the CTE Data Portal Secondary User Guide for FY2021 \(SY2020-2021\)](#)
- [FY 2021 CTE Data Portal Training \(CTE Data, Coherent Sequence, Enrollment, Credentials\) - PDF ~ PowerPoint ~ Video](#)
- [Click here to view the Career and Technical Education Data Guide](#)

### 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](http://www.azed.gov/data/data-request-form).



## FY/SY 2021-2022 CTE Data Portal Important Dates/Deadlines

### CTE Districts & Charters

<b>October 1, 2021</b>	- FY 2022 CTE Data Portal data collection begins. <ul style="list-style-type: none"><li>o FY 2022 Coherent Sequence</li><li>o FY 2022 Enrollment</li><li>o FY 2022 Credentials</li><li>o FY 2021 Placement Survey</li></ul>
<b>October 15, 2021</b>	- Fall term enrollment capture date. <ul style="list-style-type: none"><li>o Enrollment file is not due until June 15, 2022.</li></ul>
<b>February 15, 2022</b>	- Spring term enrollment capture date. <ul style="list-style-type: none"><li>o Enrollment file is not due until June 15, 2022.</li></ul>
<b>June 15, 2022 through June 30, 2022</b>	- Fall and Spring enrollment is due. <ul style="list-style-type: none"><li>- CTE Data Portal enrollment data collection &amp; placement survey are temporarily paused.</li><li>- 2022 coherent sequence, and 2022 credentials are not paused.</li><li>- Preliminary funding is calculated.</li><li>- 2022 Participants/Concentrator records are created (view only).</li></ul>
<b>June 30, 2022</b>	- FY 2021 Credentials data collection ends. <ul style="list-style-type: none"><li>- FY 2022 Credentials data collection continues.</li></ul>
<b>July 1, 2022</b>	- CTE Data Portal enrollment & placement survey collection resumes.
<b>July 31, 2022</b>	- CTE Data Portal data collection ends. <ul style="list-style-type: none"><li>o FY 2022 coherent sequence is closed for updates.</li><li>o FY 2022 enrollment data upload is closed.</li><li>o FY 2021 Placement Survey is closed for updates/uploads.</li><li>o FY 2022 Credentials does not close until June 30, 2023.</li></ul>
<b>August 2022</b>	- CTE final funding is calculated. Final funding is based on 2022 enrollment and on 2021 related placements. <ul style="list-style-type: none"><li>- FY 2022 Participants/Concentrators are updated with any new credits/students from FY 2022 enrollment data.</li></ul>
<b>September 2022</b>	- Final funding reports available in CTE Data Portal
<b>June 30, 2023</b>	- FY 2022 Credentials data collection ends.

<https://www.azed.gov/cte/cte-data-portal-information>

# CTE Data Portal Timeline – FY 2022

Date	Event/Item Description
October 1, 2021	FY 2022 CTE Data Portal collection begins: <ul style="list-style-type: none"> <li>- 2022 Contacts</li> <li>- 2022 Coherent Sequence</li> <li>- 2022 Enrollment (10/15)</li> <li>- 2022 Credentials (10/15)</li> <li>- 2021 Placement Survey (TBD)</li> </ul>
October 15, 2021	Fall term enrollment capture date for FY 2022
February 15, 2022	Spring term enrollment capture date for FY 2022
June 15 – June 30, 2022	<p><b>Fall and Spring Enrollment is due by June 15, 2022.</b></p> <p>2022 Enrollment and 2021 Placement Survey are temporarily closed.</p> <p>Preliminary Funding is calculated.</p> <p>2021 Credentials closes June 30, 2022.</p>
July 1, 2022	2022 Enrollment and 2021 Placement Survey collection resumes. Review preliminary funding reports for discrepancies.
July 31, 2022	<b>FY 2022 CTE Data Portal collection ends.</b> <i>Except 2022 credentials.</i>
August 2022	Final funding is calculated based on 2022 enrollment and 2021 related placements.
September 2022	Final funding is available in CTE Data Portal.
June 30, 2023	2022 Credentials data collection ends.

# CTE Website

CTE website is a great resource

## CTE Data Portal Information

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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](http://www.azed.gov/data/data-request-form).

### CTE Accountability

Use the links below (or in the side menu) to navigate to each CTE Accountability section:

- [Coherent Sequence](#)
- [Enrollment](#)
- [Accountability & Participants/Concentrators](#)
- [CTE Industry Credentials](#)
- [Placement](#)

[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](#)

[Arizona School Counselors](#)

[CTE Administrator Resources](#)

[Work-Based Learning](#)

- CTE Data Portal user guide
- Data and Accountability handbook
- CTE Data Portal upload templates
- Information on Industry Credentials
- Placement Survey handbook
- Placement Survey form
- and more...


<https://www.azed.gov/cte/cte-data-portal-information>



# Logging into the CTE Data Portal

**Log in to the CTE Data Portal through ADEConnect.**

Your District Name	[-]
AzEDS Portal	☆ ↗
CTE Data Portal	☆ ↗



**Help on setting up CTE Data Portal in ADEConnect (for new users):**

<https://www.azed.gov/sites/default/files/2021/08/Accessing-the-CTE-Data-Portal-through-ADEConnect.pdf>



**CTED**

- **CTEDs will report data for all central – owned, central – leased, and community college campuses within the CTED. CTEDs will not report data for satellite campuses.**
- **Data reporting timeline is identical for both CTED and Districts.**
- **However, for students that are attending a CTED central campus *from a satellite campus*, both the CTED and the student's satellite campus will report the student (CTED as nonarticulated, satellite as articulated)\*. This duplication will be used to verify the accuracy of the data submitted by both entities.**
- **Reporting responsibilities for Districts has not changed.**

**\* Does not apply to Member districts of East Valley Institute of Technology (EVIT)**

## New – CTEDs are now in CTE Data Portal

- Member Districts/Satellite campuses will be able to view their CTED central campus data through Reports.
  - **Coherent Sequence** for each CTED central campus
  - **Enrollment Summary** for each CTED central campus
  - **Credentials** and **Placement Survey** data can be seen in your own CTE Data Portal log in! Shared student data will be updated automatically.
- Enrollment is reported twice for your (CTED) articulated students – once by you (as articulated) and once by the CTED (as nonarticulated).
- Use the “**CTED/District Enrollment Discrepancy Report**” to see any unmatched student enrollment.
- Work with your CTED central administration to ensure that your data matches!

- Check your 2022 Coherent Sequence! It was copied from last year.
- Pay close attention to the articulated location name and ensure that it matches the CTED's location names & CTDS numbers exactly.
  - Most common for CTED courses at postsecondary locations.
  - For example, these are two distinct entities:
    - “Estrella Mountain Community College” ([070601012](#))
    - “[West-MEC](#) Estrella Mountain Community College” ([070802285](#))
  - West-MEC will be using the second one – be sure to match if that is also your intended course location.
  - Update your coherent sequence if you need to.
- Example on next slide.

# CTED

## Coherent Sequence at Yuma High School (member of STEDY)

### 2022 Coherent Sequence

[Click here for instructions](#)

Fiscal Year: 2022

School Name: Yuma High School (CTDS: 14-05-70-201)  
District Name: Yuma Union High School District (CTD: 14-05-70)

#### NonArticulated (participating at school of record) Programs

Show 50 entries

Search: X

Action	Program	New Program	Recent Start Year	Program Description	CTE Course Number	Course Title	Modified Date
No matching records found							

Showing 0 to 0 of 0 entries (filtered from 34 total entries)

Previous Next

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

Show 50 entries

Search: Drafting X

Action	Program	New Program	Recent Start Year	Program Description	CTE Course Number	Course Title	Articulated Course Provided By (participating at other than the school of record)	Modified Date
<a href="#">View</a>	15130200		2021	Drafting CAD Technology (NT-F)	15130210	Drafting CAD Technology I	Az Western College	
<a href="#">View</a>	15130200		2021	Drafting CAD Technology (NT-F)	15130220	Drafting CAD Technology II	Az Western College	
<a href="#">View</a>	15130200		2021	Drafting CAD Technology (NT-F)	15130230	Drafting CAD Technology III	Az Western College	
<a href="#">View</a>	15130200		2021	Drafting CAD Technology (NT-F)	15130240	Drafting CAD Technology IV	Az Western College	

Showing 1 to 4 of 4 entries (filtered from 37 total entries)

## Coherent Sequence at STEDY – Arizona Western College

### 2022 Coherent Sequence

[Click here for instructions](#)

#### FINALIZE COHERENT SEQUENCE

Click the Finalize button to submit the coherent sequence to ADE. Any subsequent sequence will require re-finalization.

Campus Name: STEDY- Arizona Western College (CTDS: 14-08-01-008)  
District Name: Southwest Technical Education District of Yuma (STEDY) (CTD: 14-08-01)

[Create New Program](#)

#### NonArticulated Programs

Show 50 entries

	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130210	Drafting CAD Technology I	9/7/2021
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130220	Drafting CAD Technology II	9/7/2021
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130230	Drafting CAD Technology III	9/7/2021
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130240	Drafting CAD Technology IV	9/7/2021

Showing 1 to 4 of 4 entries

Previous 1 Next

**Locations don't match!**  
Articulated location at Yuma HS (Student's SOR with articulated enrollment) must match CTED's Central Campus.

# CTED

Yuma HS must update coherent sequence to the correct location.

## Instructions

1. From coherent sequence landing page, click “Modify” next to any course in the program.
2. From the popup box, click “Modify” to the right of each course. It will move to the top of the table.
3. In the “Articulated Course” dropdown, select the correct location. Type the name of the CTED central campus as it appears for the CTED.
4. Do this for each articulated course that needs to be updated.
5. Click “Save All Changes”.

### Coherent Sequence Record

Program Name: 15130200 : Drafting CAD Technology (NT-F)

#### Required Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
15130210 : Drafting CAD Technology I	Az Western College (CTDS: 14-06-01-001)	<a href="#">Update</a>
15130210 : Drafting CAD Technology I	STEDY- Arizona Western College	<a href="#">Modify</a>
15130220 : Drafting CAD Technology II	STEDY- Arizona Western College (CTDS: 14-08-01-008)	<a href="#">Modify</a>
15130230 : Drafting CAD Technology III	Az Western College (CTDS: 14-06-01-001)	<a href="#">Modify</a>

#### 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 -	<a href="#">Add</a>
15130240 : Drafting CAD Technology IV	Az Western College (CTDS: 14-06-01-001)	<a href="#">Modify</a> <a href="#">Delete</a>

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

This name/CTDS must match CTED campus.

## Coherent Sequence at Yuma High School (member of STEDY)

Campus Name: Yuma High School (CTDS: 14-05-70-201)  
 District Name: Yuma Union High School District (CTD: 14-05-70)

[Create New Program](#)

### NonArticulated Programs

Show 50 entries

Search: X

	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
No matching records found						

Showing 0 to 0 of 0 entries (filtered from 34 total entries)

Previous Next

### Articulated Programs

Show 50 entries

Search: Drafting

	Action	Program	Program Description	CTE Course Number	Course Title	Articulated Course Provided By (partially or other than the school of record)	Modified Date
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130210	Drafting CAD Technology I	STEDY- Arizona Western College	9/7/2021
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130220	Drafting CAD Technology II	STEDY- Arizona Western College	9/7/2021
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130230	Drafting CAD Technology III	STEDY- Arizona Western College	9/7/2021
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130240	Drafting CAD Technology IV	STEDY- Arizona Western College	9/7/2021

## Coherent Sequence at STEDY – Arizona Western College

### 2022 Coherent Sequence

[Click here for instructions](#)

**FINALIZE COHERENT SEQUENCE**

Click the Finalize button to submit the coherent sequence to ADE. Any changes to the coherent sequence will require re-finalization.

Campus Name: STEDY- Arizona Western College (CTDS: 14-08-01-008)  
 District Name: Southwest Technical Education District of Yuma (STEDY) (CTD: 14-08-01)

[Create New Program](#)

### NonArticulated Programs

Show 50 entries

	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130210	Drafting CAD Technology I	9/7/2021
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130220	Drafting CAD Technology II	9/7/2021
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130230	Drafting CAD Technology III	9/7/2021
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130240	Drafting CAD Technology IV	9/7/2021

Showing 1 to 4 of 4 entries

Previous 1 Next

**Course Locations match!**  
 Now the coherent sequences match between the two locations.



## Working with CTEDs

Both CTED central offices and satellite campuses/member districts will be working in the Portal and will be reporting the same students.

- *CTED central campus will report as nonarticulated any students that attend the central campus.*
- *Satellite campuses will report as articulated any student that attend the CTED central campus from the satellite campus.*

Since data is duplicative, it can be used to verify and match up student records.

It is important that your data match your CTED campus' data and vice versa.

The processes are the same, except Districts will use slightly different templates for reporting data (articulated vs. nonarticulated).

# CTED

## Working with CTED to create Enrollment Upload Templates

### Theirs: CTED Enrollment Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ctds	term	ProgramNbr	CourseNbr	LocalCourseTitle	EducatorId	TeacherFirstName	TeacherLastName	TeacherEmail	Period	suid	BirthDate	CreditsEarned	StudentType	SOR_CTDS	FileType
2	70802234	1	15030000	15030010	West-MEC Test	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	9	30389502	8/5/2003	1.5	1	70297241	CTED
3	70802234	1	15030000	15030010	West-MEC Test 2	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	6	30563827	12/3/2003	1.5	1	70289225	CTED
4	70802234	1	15030000	15030010	West-MEC Test 3	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	9	30724372	3/4/2004	1.5	1	70297233	CTED
5	70802234	1	15030000	15030010	West-MEC Test 4	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	9	35388074	1/11/2004	1.5	1	70297241	CTED

### Yours: District Articulated Enrollment Template (1 of 2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	CTDS	Term	Program Number	Course Number	Local Course Title	Teacher First Name	Teacher Last Name	Teacher Email Address	Period	Articulated CTDS	SUID	Student Birthdate	Credits Earned	Student Type
2	70297241	1	15030000	15030010	West-MEC Test	Robert	Chambers	robert.chambers@west-mec.org	8	70802234		8/5/2003	1.5	1
3	70297241	1	15030000	15030010	West-MEC Semester 2	Robert	Chambers	robert.chambers@west-mec.org	8	70802234		1/11/2004	1.5	1

#### To be considered a “matching record”:

- CTED CTDS (A) = District Articulated CTDS (J)
- Term = Term
- Program Number = Program Number
- Course Number = Course Number
- Teacher EIN = Teacher EIN OR
- Teacher Last Name = Teacher Last name
- Period = Period
- SUID = SUID

#### No matching done on:

Local Course Title  
Student Type indicator  
Credits Earned\*

\*Will show on mismatch report

## Working with Member Districts – Enrollment Discrepancy Report

The CTE Data Portal contains an “Enrollment Discrepancy” report that shows any “unmatched” enrollment records where a match is expected.

### A match is expected when:

A CTED uploads an enrollment record where the student is coming from a high school (and the student’s high school’s CTDS number is provided). The match is expected at the high school as an articulated enrollment record where the articulated location is this CTED.

-OR-

A District high school uploads an enrollment record where the student is attending the course at a CTED. The match is expected at the CTED as a nonarticulated enrollment record where the student’s high school/SOR CTDS is this district high school.

## Working with Member Districts – Enrollment Discrepancy Report



AZ Department of Education  
Career and Technical Education  
School Year 2020 - 2021

### CTED/School Articulated Enrollment Discrepancy Report

Program Number	Program Name	Course Number	Course Name	Course Taught By	Term	Teacher Name
47060050	Aircraft Mechanics (NT-F)	47060014	Aircraft Mechanics I	070802234 West- Mec - Central Campus	1	1234567 Teacher Name
Students Reported by District			Students Reported by CTED Site			
Agua Fria High School(070516201)			West-MEC - Central Campus(070802234)			
SUID	Student Name	Credits Earned	SUID	Student Name	Credits Earned	Match
12345678	Peter Pupil	1.5	12345678	Peter Pupil	1.5	Y
10020030	Graphic Design	10020030	Graphic Design II	070802234 West- Mec - Central Campus	1	12345678 Teacher Name 1
Students Reported by District			Students Reported by CTED Site			
Millennium High School (070516202)			West-MEC - Central Campus(070802234)			
SUID	Student Name	Credits Earned	SUID	Student Name	Credits Earned	Match
			87654321	Lauren Learner	1	N



# Contacts

# Contacts

## Contacts

[Click here for instructions](#)

The missing contact titles are CTE Data Reporter, CTE Director, District Business Manager, District Superintendent.

### 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

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# Contacts

## Contacts

### Contacts Instructions:

- On an annual basis, all e
- This is to ensure that we
- If an individual works in
- All fields are required, ex
- Users will not be able to
- Entities can update existi
- also be deleted.
- To add a new contact, cli
- Please Note: Based on t
- Whether you are modify

[Create New Contact](#)

Show 50 ▾ entries

Action	Contact

Showing 0 to 0 of 0 entries

### Contact Record

**Salutation:\***

- Select Salutation - ▾

**First Name:\***

**Last Name:\***

**Suffix:**

**District:**

High School District

**Title:\***

- Select Contact Title - ▴

- Select Contact Title -

- CTE Director
- CTE Data Reporter
- District Business Manager
- District Superintendent
- Student Information System SIS Data Reporter
- Career Awareness Development Director

**Email:\***

**Phone Number:\***

**Phone Number  
Extension:**

Complete form for  
each required  
contact type.

Search:

on	Modified Date

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# Contacts

Once all required  
contacts are  
entered, system is  
“unlocked”.



## 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
<a href="#">Modify</a> <a href="#">Delete</a>	CTE Director	Mrs.	Edna	Educator		Edna.Educator@testschool.net	602-364-1946		
<a href="#">Modify</a> <a href="#">Delete</a>	CTE Data Reporter	Mr.	Dan	DataGuy		Data.Dataguy@testschool.net	602-364-1946		
<a href="#">Modify</a> <a href="#">Delete</a>	District Business Manager	Ms.	Betty	Business		Betty.Business@testschool.net	602-364-1946		
<a href="#">Modify</a> <a href="#">Delete</a>	District Superintendent	Dr.	Sarah	Super		Sarah.Super@testschool.net	602-364-1946		

Showing 1 to 4 of 4 entries

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# Home Page



CTE Data Portal

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

Welcome to the CTE Data Portal!

## Announcements

### 2022 Coherent Sequence Now Open

The 2022 Coherent Sequence module is now open for review/modifications. CTE Districts should review existing programs/courses and add, change, or delete programs/courses as necessary. Reminder that courses must be present on the coherent sequence in order to report enrollment in that course. For articulated enrollment, please ensure that articulated location is correct.

Watch for  
announcements  
from CTE.

2022 Coherent Sequence module is now open for review/modifications. CTE Districts should review existing programs/courses and add, change, or delete programs/courses as necessary. Reminder that courses must be present on the coherent sequence in order to report enrollment in that course. For articulated enrollment, please ensure that articulated location is correct. CTE Data Portal enrollment will open on or slightly after that date and will remain open until June 15th, 2022. 2021 Placement survey module are still under construction. Users will be notified once these modules are open.

### Funding Reports Now Available

Final Funding reports for 2021-2022 CTE State Priority Grant are now available in CTE Data Portal reports. Funding is based on your district's 2021 Enrollment and 2020 related placements. Funding will be allocated to your grant in the Grants Management system (GME) in October.

## Timeline/Calendar

[2020-2021 CTE Data Portal Timeline - REVISED 7/12/2021](#)

[2021-2022 CTE Data Portal Timeline \(School Districts\)](#)

[2021-2022 CTE Data Portal Timeline \(CTEDs\)](#)

Keep an eye on  
upcoming  
deadlines for data  
reports.



# **2022 COHERENT SEQUENCE**

# Before we begin....

- Existing Coherent Sequence have been rolled over from past school year to current school year
- Must use CIP/CTE Course Numbers, not School's Course Numbers
- All required courses must be listed even if not offering current school year
- Cannot not be uploaded
- Some programs/courses have changed
- Linked to Enrollment
- Link to Program Codes and Titles:  
<https://www.azed.gov/cte/programs>

# **Program Name Changes and Course Numbers Changes**

- **Animation has changed to Digital Animation**
- **Computer Maintenance has changed to Technology Devices Maintenance**
- **Many programs and courses have changed program and course numbers**
- **All changes including name and CIP (courses in Program) have been updated in the CTE Data Portal for FY 2022**

# 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 by a CTED or Community College

# Creating New Programs/Courses, Non-Articulated and Articulated



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Welcome **Chavez, Tammie** ! [Log Off](#)

SAMPLE DISTRICT - (123456) - (99999)

## 2022 Coherent Sequence

[Click here for instructions](#)

Fiscal Year: 2022

School Name:

District Name:

[Create New Program](#)

Click create New Programs

## NonArticulated Programs

Show  entries

Search:

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	<a href="#">Modify</a>	46040020	Construction Technologies (NT-F)	46040011	Construction Technologies I	
<input type="checkbox"/>	<a href="#">Modify</a>	46040020	Construction Technologies (NT-F)	46040020	Construction Technologies II	
<input type="checkbox"/>	<a href="#">Modify</a>	46040020	Construction Technologies (NT-F)	46040075	Construction Technologies Internship	
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I	
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121020	Early Childhood Education II	
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121075	Early Childhood Education Internship	

Coherent Sequence Record

Choose your program

Program Name: \*

- Select Program Name -

Required Courses:

- Select Program Name -

- 52030100 : Accounting
- 12040900 : Aesthetics (NT-M)
- 01000000 : Agriscience
- 28010100 : Air Force JROTC (NT-F)
- 49010000 : Air Transportation (NT-F)
- 47060050 : Aircraft Mechanics (NT-F)
- 15130020 : Architectural Drafting (NT-F)
- 28030100 : Army JROTC
- 48050020 : Automation and Robotics (NT-F)

CTE Course Name

- Select Course Name -

at other than the school of record)

Save All Changes

Delete Entire Program

Cancel & Close

# Creating a New Non Articulated Program/Courses

## Coherent Sequence Record

Program Name: \* 52030100 : Accounting

### 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 -	
52030110 : Accounting I		<a href="#">Modify</a>
52030120 : Accounting II		<a href="#">Modify</a>

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 -	<a href="#">Add</a>

## Coherent Sequence Record

Program Name: \* 52030100 : Accounting

### Required Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
52030110 : Accounting I	- Select Articulated School Name -	<a href="#">Update</a>
52030110 : Accounting I		<a href="#">Modify</a>
52030120 : Accounting II		<a href="#">Modify</a>

2. Update each course



# Creating New Articulated Program/Courses

## Coherent Sequence Record

Program Name: \* 52030100 : Accounting

### 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 -	
52030110 : Accounting I		<a href="#">Modify</a>
52030120 : Accounting II		<a href="#">Modify</a>

1. Click on 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 -	<a href="#">Add</a>

## 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 -	<a href="#">Update</a>
10020015 : Animation I	<input type="text" value="sam"/>	<a href="#">Modify</a>
10020060 : Animation II	SAMPLE SCHOOL (CTDS: 12-34-56-001)	<a href="#">Modify</a>
	SAMPLE SCHOOL II (CTDS: 12-34-56-002)	

2. Click on modify and select location course is offered

3. Click Update

### Additional Courses:

# Adding 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		<a href="#">Modify</a>
52030020 : Accounting II		<a href="#">Modify</a>

**Additional Courses:**

Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	<a href="#">Add</a>

Select, add, modify, update

52030010 : Accounting I

52030020 : Accounting II

**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](#)

## Coherent Sequence Record

Program Name: \* 52030100 : Accounting

### 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 -"/>	
52030110 : Accounting I	SAMPLE SCHOOL II (CTDS: 12-34-56-002)	<a href="#">Modify</a>
52030120 : Accounting II	SAMPLE SCHOOL II (CTDS: 12-34-56-002)	<a href="#">Modify</a>

### 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 -"/>	<a href="#">Add</a>
52030130 : Accounting III	SAMPLE SCHOOL II (CTDS: 12-34-56-002)	<a href="#">Modify</a> <a href="#">Delete</a>

Click to save all changes

Save All Changes

Delete Entire Program

Cancel & Close

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"/>	<a href="#">Modify</a>	52030100	Accounting	52030110	Accounting I	SAMPLE SCHOOL II	9/30/2021
<input type="checkbox"/>	<a href="#">Modify</a>	52030100	Accounting	52030120	Accounting II	SAMPLE SCHOOL II	9/30/2021
<input type="checkbox"/>	<a href="#">Modify</a>	52030100	Accounting	52030130	Accounting III	SAMPLE SCHOOL II	9/30/2021
<input type="checkbox"/>	<a href="#">Modify</a>	52030100	Accounting	52030140	Accounting IV	SAMPLE SCHOOL II	9/30/2021

# Modifying Existing Program/Courses



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Welcome **Chavez, Tammie** ! [Log Off](#)

SAMPLE DISTRICT - (123456) - (99999)

## 2022 Coherent Sequence

[Click here for instructions](#)

Fiscal Year: 2022

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

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

[Create New Program](#)

## NonArticulated Programs

Show 50 entries

Search:

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	<a href="#">Modify</a>	6040020	Click modify	46040011	Construction Technologies I	
<input type="checkbox"/>	<a href="#">Modify</a>	46040020		46040020	Construction Technologies II	
<input type="checkbox"/>	<a href="#">Modify</a>	46040020	Construction Technologies (NT-F)	46040075	Construction Technologies Internship	
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I	
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121020	Early Childhood Education II	
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121075	Early Childhood Education Internship	

## Coherent Sequence Record

Program Name: 13121000 : Early Childhood Education (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 -	
13121010 : Early Childhood Education I		<a href="#">Modify</a>
13121020 : Early Childhood Education II		<a href="#">Modify</a>

Click on modify to modify existing course  
-OR-  
Click on add to add new 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 -	<a href="#">Add</a>

Program Name: 13121000 : Early Childhood Education (NT-M)

### Required Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
13121010 : Early Childhood Education I	SAMPLE SCHOOL II (CTDS: 12-34-56-002)	<a href="#">Update</a>
13121010 : Early Childhood Education I		<a href="#">Modify</a>
13121020 : Early Childhood Education II		<a href="#">Modify</a>

Click on update

## Coherent Sequence Record

Program Name: 13121000 : Early Childhood Education (NT-M)

### Required Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
13121010 : Early Childhood Education I	SAMPLE SCHOOL II (CTDS: 12-34-56-002)	<a href="#">Update</a>
13121010 : Early Childhood Education I		<a href="#">Modify</a>
13121020 : Early Childhood Education II		<a href="#">Modify</a>

### Additional Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
13121025 : Early Childhood Education...	SAMPLE SCHOOL (CTDS: 12-34-56-001)	<a href="#">Update</a>
13121025 : Early Childhood Education III		<a href="#">Modify</a> <a href="#">Delete</a>

Click Save All Changes

Save All Changes

Delete Entire Program

Cancel & Close

Courses have changed

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I	

Showing 1 to 1 of 1 entries (filtered from 29 total entries)

Previous **1** Next

### Articulated 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"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121020	Early Childhood Education II	SAMPLE SCHOOL II	9/30/2021
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121025	Early Childhood Education III	SAMPLE SCHOOL II	9/30/2021

# Deleting A Program



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Welcome **Chavez, Tammie** ! [Log Off](#)

SAMPLE DISTRICT - (123456) - (99999)

## 2022 Coherent Sequence

[Click here for instructions](#)

Fiscal Year: 2022

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

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

[Create New Program](#)

## NonArticulated Programs

Show 50 entries

Search:

<input type="checkbox"/>	Action		CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	<a href="#">Modify</a>	46040011	Construction Technologies (NT-F)	46040011	Construction Technologies I
<input type="checkbox"/>	<a href="#">Modify</a>	46040020	Construction Technologies (NT-F)	46040020	Construction Technologies II
<input type="checkbox"/>	<a href="#">Modify</a>	46040020	Construction Technologies (NT-F)	46040075	Construction Technologies Internship
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121020	Early Childhood Education II
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121075	Early Childhood Education Internship

**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		<a href="#">Modify</a>
46040020 : Construction Technologies II		<a href="#">Modify</a>

**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 -	<a href="#">Add</a>

Click Delete Entire program

Save All Changes

Delete Entire Program

Cancel & Close

**2022 Coherent Sequence**

[Click here for instructions](#)

**FINALIZE COHERENT SEQUENCE**

Click the Finalize button to submit the coherent sequence to ADE. Any changes to the coherent sequence will require re-finalization.

Fiscal Year: 2022

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

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

[Create New Program](#)

**NonArticulated Programs**

Show 50 entries

Search:

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I	
<input type="checkbox"/>	<a href="#">Modify</a>	15000000	Engineering (NT-F)	15000014	Algebra II - Part 2	9/9/2021
<input type="checkbox"/>	<a href="#">Modify</a>	15000000	Engineering (NT-F)	15000020	Engineering II	9/9/2021



# Deleting Additional Courses

[Create New Program](#)

## NonArticulated Programs

Show  entries

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title
<input type="checkbox"/>	<a href="#">Modify</a>	46040020	Construction Technologies (NT-F)	46040011	Construction Technologies I
<input type="checkbox"/>	<a href="#">Modify</a>	46040020	Construction Technologies (NT-F)	46040020	Construction Technologies II
<input type="checkbox"/>	<a href="#">Modify</a>	46040020	Construction Technologies (NT-F)	46040075	Construction Technologies III
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121020	Early Childhood Education II
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121075	Early Childhood Education Internship

Please remember  
only additional  
courses can be  
deleted

## 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 -"/>	<a href="#">Add</a>
46040075 : Construction Technologies Internship		<a href="#">Modify</a> <a href="#">Delete</a>
46040025 : Construction Technologies III		<a href="#">Modify</a> <a href="#">Delete</a>

Click delete

Save All Changes

Delete Entire Program

Cancel & Close

## Coherent Sequence Record

Program Name: 46040020 : Construction T

### Required Courses:

ctedataportalazedsuataps.azurewebsites.net says

Do you want to delete the record?

Click ok

OK

Cancel

### CTE Course Name

### Articulated Course Provided By (participating at other than the school of record)

### Action

- Select Course Name -

- Select Articulated School Name -

### 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](#)

46040025 : Construction Technologies III

[Modify](#) [Delete](#)

Click save all changes

Save All Changes

Delete Entire Program

Cancel & Close

# Copying Programs/Courses

Concurrent sequence will require re-initialization.

Campus Name:   
District Name:

[Create New Program](#)

## NonArticulated Programs

School Name:

Copy Selected Records

1. Select school to copy selected records

Show

Search:

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-F)			
<input type="checkbox"/>	<a href="#">Modify</a>	15000000	Engineering (NT-F)			
<input type="checkbox"/>	<a href="#">Modify</a>	15000000	Engineering (NT-F)	15000020	Engineering II	9/9/2021
<input type="checkbox"/>	<a href="#">Modify</a>	15000000	Engineering (NT-F)	15000030	Engineering III	9/9/2021
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	50060200	Film and TV Production (NT-F)	50060216	Film and TV Production I	

2. Can select individual programs and courses

-OR-

Show  entries

Search:

3. Select here to copy all programs for selected school

<input checked="" type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	15000000	Engineering (NT-F)	15000014	Algebra II - Part 2	9/9/2021
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	15000000	Engineering (NT-F)	15000020	Engineering II	9/9/2021
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	15000000	Engineering (NT-F)	15000030	Engineering III	9/9/2021
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	50060200	Film and TV Production (NT-F)	50060216	Film and TV Production I	
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	50060200	Film and TV Production (NT-F)	50060290	Film and TV Production II	
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	50060200	Film and TV Production (NT-F)	50060295	Film and TV Production III	
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	50060200	Film and TV Production (NT-F)	50060283	Film and TV Production Internship	
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	50060200	Film and TV Production (NT-F)	50060299	Film and TV Production IV	
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	50040900	Graphic Design	50040912	Graphic Design I	
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	50040900	Graphic Design	50040930	Graphic Design II	

## 2022 Coherent Sequence

[Click here for instructions](#)

**FINALIZE COHERENT SEQUENCE**

Click the Finalize button to submit the coherent sequence to ADE. Any changes to the coherent sequence will require re-finalization.

Fiscal Year: 2022 ▼

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

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

[Create New Program](#)

### NonArticulated Programs

Programs have been added

Show 50 ▼ entries

Search:

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I	
<input type="checkbox"/>	<a href="#">Modify</a>	15000000	Engineering (NT-F)	15000014	Algebra II - Part 2	
<input type="checkbox"/>	<a href="#">Modify</a>	15000000	Engineering (NT-F)	15000020	Engineering II	
<input type="checkbox"/>	<a href="#">Modify</a>	15000000	Engineering (NT-F)	15000030	Engineering III	
<input type="checkbox"/>	<a href="#">Modify</a>	50060200	Film and TV Production (NT-F)	50060210	Film and TV Production I	
<input type="checkbox"/>	<a href="#">Modify</a>	50060200	Film and TV Production (NT-F)	50060290	Film and TV Production II	
<input type="checkbox"/>	<a href="#">Modify</a>	50060200	Film and TV Production (NT-F)	50060295	Film and TV Production III	

# Finalizing Coherent Sequence

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

Agua Fria Union High School District - (070516) - (4289)

[Click here for instructions](#)

**FINALIZE COHERENT SEQUENCE**

Click the Finalize button to submit the coherent sequence to ADE. Any changes to the coherent sequence will require re-finalization.

Fiscal Year: 2022

**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.

Approve Cancel

NonArticulated Programs

Show 50 entries

Action	Program	Program Description	Course Title	Modified Date
--------	---------	---------------------	--------------	---------------

## 2022 Coherent Sequence

[Click here for instructions](#)

**FINALIZE COHERENT SEQUENCE**

Coherent Sequence has been finalized

Fiscal Year:

2022

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

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

[Create New Program](#)

### NonArticulated Programs

Show 50 entries

Search:

	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	<a href="#">Modify</a>	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I	
<input type="checkbox"/>	<a href="#">Modify</a>	15000000	Engineering (NT-F)	15000014	Algebra II - Part 2	
<input type="checkbox"/>	<a href="#">Modify</a>	15000000	Engineering (NT-F)	15000020	Engineering II	
<input type="checkbox"/>	<a href="#">Modify</a>	15000000	Engineering (NT-F)	15000030	Engineering III	
<input type="checkbox"/>	<a href="#">Modify</a>	50060200	Film and TV Production (NT-F)	50060216	Film and TV Production I	
<input type="checkbox"/>	<a href="#">Modify</a>	50060200	Film and TV Production (NT-F)	50060290	Film and TV Production II	
<input type="checkbox"/>	<a href="#">Modify</a>	50060200	Film and TV Production (NT-F)	50060295	Film and TV Production III	
<input type="checkbox"/>	<a href="#">Modify</a>	50060200	Film and TV Production (NT-F)	50060283	Film and TV Production Internship	

# Coherent Sequence Report

## ARIZONA DEPARTMENT OF EDUCATION CAREER AND TECHNICAL EDUCATION COHERENT SEQUENCE INFORMATION

Fiscal Year: 2022

District: SAMPLE DISTRICT

School: SAMPLE SCHOOL (123456001)

Located under  
Coherent  
Sequence  
Information under  
the Reports Tab of  
CTE Data Portal

Program Number	Program Title	New Program	Recent Start Year	CTE Course Number	ADE Course Title*
NonArticulated (participating at school of record) Program					
47060030	Automotive Collision Repair (NT-F)	YES		47060012	Automotive Collision Repair I
47060030	Automotive Collision Repair (NT-F)	YES		47060030	Automotive Collision Repair II
47060030	Automotive Collision Repair (NT-F)	YES		47060035	Automotive Collision Repair III
46040020	Construction Technologies (NT-F)	YES		46040011	Construction Technologies I
46040020	Construction Technologies (NT-F)	YES		46040020	Construction Technologies II
46040020	Construction Technologies (NT-F)	YES		46040025	Construction Technologies III
46040020	Construction Technologies (NT-F)	YES		46040031	Construction Technologies IV
47060040	Diesel Engine Repair (NT-F)	YES		47060013	Diesel Engine Repair I
47060040	Diesel Engine Repair (NT-F)	YES		47060040	Diesel Engine Repair II
15000000	Engineering (NT-F)	YES		15000011	Algebra II - Other Part 1
15000000	Engineering (NT-F)	YES		15000012	Algebra II - Other Part 2
15000000	Engineering (NT-F)	YES		15000010	Engineering I
15000000	Engineering (NT-F)	YES		15000020	Engineering II
15000000	Engineering (NT-F)	YES		15000030	Engineering III



# CTE ENROLLMENT DATA REPORTING

## School Year 2021-2022

By: Janet Silao  
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## QUICK REMINDERS

- CTE Data Portal will open for FY 2022 Fall Enrollment data upload on October 15<sup>th</sup>



FALL TERM= 40<sup>th</sup> day

SPRING TERM= 100<sup>th</sup>  
day



FALL TERM= Oct 15, 2021

SPRING TERM= Feb 15, 2022

- Fall & Spring enrolment data is due June 15
- Enrolment is tied to Coherent Sequence- courses must exist on the school's coherent sequence to upload enrolment records



## HOW DO YOU SUBMIT ENROLLMENT DATA

- Method of 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>

CTE Enrollment | Arizona Department of Education

<https://www.azed.gov/cte/cte-enrollment>

UAT CDP ED ID SEARCH- OA...

About ADE ADEConnect

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.

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](#).

[2022 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

**CTE Enrollment**

- 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 &



Enrollment data elements

Number of Minutes

Number of Weeks

Student Type



REMOVED/ NOT A REQUIRED ELEMENT

NEW REQUIRED ELEMENT

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

**1. NON-ARTICULATED COURSE ENROLLMENT**- course taught at the school of record

- Use Enrollment Non-Articulated Template

	A	B	C	D	E	F	G	H	I	J	K	L
1	CTDS	Term	Program Number	Course Number	Local Course Title	Educator's ID	Teacher's Email Address	Period	SUID	Student Birthdate	Credits Earned	Student Type
2												
3												
4												

NonArticulatedBulkUploadTemplat

Data elements required for non-articulated courses →

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

**! MINUTES PER WEEK  
NUMBER OF WEEKS**

A	B	C	D
1	BULK UPLOAD FILE INSTRUCTIONS:		
2	File format is Excel (xls or xlsx extensions )		
3	Enrollment - Nonarticulated File Upload Template instructions		
4	Element Name	Length	Data Type
5	CTDS	9	Numeric
6	Term	1	Numeric
7	Program Number	8	Numeric
8	Course Number	8	Numeric
9	Local Course Title	100	Alphanumeric
10	Educator's ID	7	Numeric
11	Teacher Email Address	100	Alphanumeric
12	Period	60	Alphanumeric
13	SUID	10	Numeric
14	Student BirthDate	10	mm/dd/yyyy
15	Credits Earned	NN.NN	NN.NN
16	Student Type	1	Numeric
17			
18			
19			
20			
21			

Comments	
School of Residence CTDS	
Fall = 1; Spring/Summer = 2	
CTE Program Number	
CTE Course Number	
CTE Local Course Title	
7 for EducatorID; no dash, no space	
Mandatory field; must be valid teacher organization email address	
Any characters, numbers, or special characters are allowed; up to 60	
Student's Unique ID (SAISID)	
Student's Date of Birth	
Number of credits earned by student in the course	
Type of Student - see categories below	
1 CTE participating public school/charter school	
2 Homeschool (non-ESA recipient)	
3 Non-CTE participating public school/charter school	
4 Private school/private charter school	

NEW

Instructions

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

- Use Enrollment Articulated Template

	A	B	C	D	E	F	G	H	I	J	K	L	M
	CTDS	Term	Program Number	Course Number	Local Course Title	Educator's ID	Teacher's Email Address	Period	Articulated CTDS	SUID	Student Birthdate	Credits Earned	Student Type
1													
2													
3													
4													

A	B	C	D
1	BULK UPLOAD FILE INSTRUCTIONS:		
2	File format is Excel (xls or xlsx extensions)		
3	Enrollment - Articulated File Upload Template instructions		
4	Element Name	Length	Data Type
5	CTDS	9	Numeric
6	Term	1	Numeric
7	Program Number	8	Numeric
8	Course Number	8	Numeric
9	Local Course Title	100	Alphanumeric
10	Educator's ID	7	Numeric
11	Teacher Email Address	100	Alphanumeric
12	Period	60	Alphanumeric
13	Articulated CTDS	9	Numeric
14	SUID	10	Numeric
15	Student BirthDate	10	mm/dd/yyyy
16	Credits Earned	NN.NN	NN.NN
17	Student Type	1	Numeric
18			
19			
20			
21			

ArticulatedBulkUploadTemplat

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)

NEW

Instructions

1 CTE participating public school/charter school  
2 Homeschool (non-ESA recipient)  
3 Non-CTE participating public school/charter school  
4 Private school/private charter school

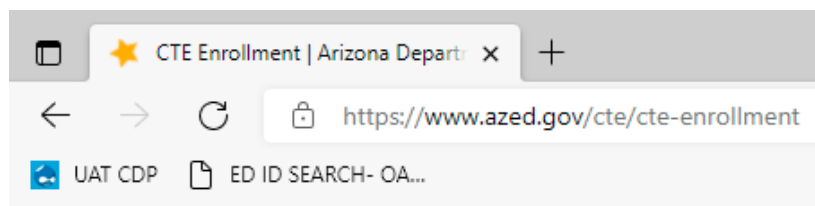
Articulated Course Provided By CTDS



TEACHER/S MUST BE PROPERLY CERTIFIED

Teachers teaching the program courses must be properly certified  
by MAY 1, 2022

For the list of Teacher Certification Requirements, see "Additional Resources"



#### Additional Resources:

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

[FY 2022 Teacher Certification Requirements](#)

#### FY 2022 CTE Teacher Certification Requirements by Program

At least one certification in the "Certification Required" column is needed to be considered properly certified for the programs below.

Exceptions to this are:

Internship courses: Any CTE certification, cooperative education endorsement is NOT required.

Cooperative Education courses: Appropriate CTE Certification for the program from table below, cooperative education endorsement (CEN) IS required.

Diversified Cooperative Education courses: Any CTE certification, cooperative education endorsement (CEN) IS required.

LOP - Local Occupational Program - District must be approved to offer LOP

CTE Programs Website: <https://www.azed.gov/cte/programs>

ADE Certification Website: <https://www.azed.gov/educator-certification>

Program Number	Program Name	LO	Certification Required	Certification Abbreviations
52030100	Accounting	No	SCTBM; SSCTEBM	Abbreviation Certification Name
01000000	Agriscience	No	SCTA; SSCTEA	SCTA CTE Agriculture, K-12
28010100	Air Force JROTC	No	SCTIET; SSCTEET	SSCTEA
49010000	Air Transportation	No	SCTIET; SSCTEET	SCTBM CTE Business and Marketing, K-12
47060050	Aircraft Mechanics	No	SCTIET; SSCTEET	SSCTEBM
15130020	Architectural Drafting	No	SCTIET; SSCTEET	SCTET CTE Education and Training, K-12
28030100	Army JROTC	No	SCTIET; SSCTEET	SSCTET
48050020	Automation and Robotics	No	SCTIET; SSCTEET	SCTF CTE Family and Consumer Sciences, K-12
47060030	Automotive Collision Repair	No	SCTIET; SSCTEET	SSCTEFCS
47060020	Automotive Technologies	No	SCTIET; SSCTEET	SCTHC CTE Health Careers, K-12
41010000	Bioscience	No	SCTA; SCTHC; SCTIET; SSCTEA; SSCTEHC; SSCTEET	SSCTEHC
52020100	Business Management	No	SCTBM; SSCTEBM	SCTIET CTE Industrial and Emerging Technologies, K-12
52040800	Business Operations	No	SCTBM; SSCTEBM	SSCTEET
48070300	Cabinetmaking	No	SCTIET; SSCTEET	
46040030	Carpentry	No	SCTIET; SSCTEET	
46040020	Construction Technologies	No	SCTIET; SSCTEET	
12040000	Cosmetology and Related Services	No	SCTIET; SSCTEET	
12050000	Culinary Arts	No	SCTF; SSCTEFCS	
51060000	Dental Assisting	No	SCTHC; SSCTEHC	

### 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



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	CTDS	Term	Program Number	Course Number	Local Course Title	Teacher First Name	Teacher Last Name	Teacher Email Address	Period	Articulated CTDS	SUID	Student Birthdate	Credits Earned	Student Type
1														
2														
3														

PostSecArticUploadTemplate

Instructions

Data elements required for courses articulated to Postsecondary

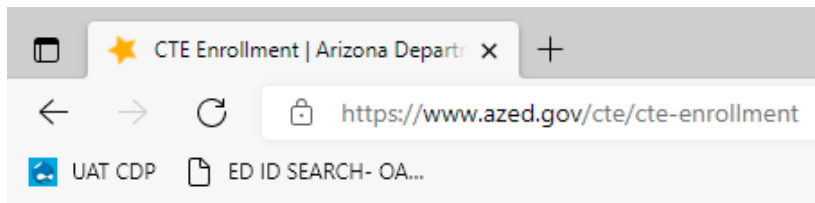
Teacher educator ID not required

BULK UPLOAD FILE INSTRUCTIONS:			
File format is Excel (xls or xlsx extensions)			
Enrollment - PostSecondary Articulated File Upload Template instructions			
Element Name	Length	Data Type	Comments
CTDS	9	Numeric	School of Residence CTDS
Term	1	Numeric	Fall = 1; Spring/Summer = 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
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
Student Type	1	Numeric	Type of Student - see categories below
1 CTE participating public school/charter school 2 Homeschool (non-ESA recipient) 3 Non-CTE participating public school/charter school 4 Private school/private charter school			

NEW

Instructions

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



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
100811218	PCJTED - Pima Community College
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”

CTE Data Portal

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

2022 Enrollment Uploaded files [Click here for instructions](#) Fiscal Year: 2022

Select file to upload: Choose File No file chosen Upload

Show 50 entries Search:

Upload ID	District Name	Uploaded On	Uploaded By	File Name	Invalid Records	Reports	Action
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

After file upload, you will see the history information:

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

**2022 Enrollment Uploaded files** [Click here for instructions](#) Fiscal Year: 2022 ▼

Select file to upload:  No file chosen

Uploaded Files

Show 50 ▼ entries Search:

Upload ID	District Name	Uploaded On	Uploaded By	File Name	Invalid Records	Reports	Action
15737	District	10/1/2022	cteadmin1@test.com	<a href="#">District Enrollment Articulated File Upload Template FY2022 (1).xlsx</a>	4 out of 10	<a href="#">Records Not Added</a>	<a href="#">Delete</a>
15736	District	10/1/2022	cteadmin1@test.com	<a href="#">District Enrollment Articulated File Upload Template FY2022 (1).xlsx</a>	10 out of 10	<a href="#">Records Not Added</a>	<a href="#">Delete</a>

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

**2022 Fall Course Enrollment**

Campus Name:

District Name:

**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: 2022

**NonArticulated Enrollments**

Show 50 entries Search:

Action	Program	Program Description	CTE Course Number	Course Title	Local Course Title	Period	Grade Total
<a href="#">Delete Detail</a>	50060200	Film and TV Production (NT-F)	50060290	Film and TV Production II	Film and TV Production II A/B	4	2

Showing 1 to 1 of 1 entries Previous 1 Next

**Articulated Enrollments**

Show 50 entries Search:

Action	Program	Program Description	CTE Course Number	Course Title	Local Course Title	Period	Grade Total	Attending School
<a href="#">Delete Detail</a>	47060050	Aircraft Mechanics (NT-F)	47060014	Aircraft Mechanics I	WestMEC Central Campus course	8	1	West-MEC - Central Campus

Showing 1 to 1 of 1 entries Previous 1 Next

Records added

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

The screenshot shows the '2022 Fall Course Enrollment' interface. At the top, there is a red button labeled 'Delete All Fall Courses' and a 'FINALIZE FALL ENROLLMENT' button. A red arrow points from the 'Delete All Fall Courses' button to a 'Delete Confirmation' dialog box. This dialog box asks: 'Are you sure you want to delete all the courses and the associated current year credential(s) for the fall enrollment for the school?'. Below this dialog is a yellow box labeled 'For ALL COURSE DELETION'. Another red arrow points from the 'Delete Detail' link in the table to a second 'Delete Confirmation' dialog box. This dialog box asks: 'Are you sure you want to delete the course and the associated current year credential(s) for the Fall enrollment for the school?'. Below this dialog is a yellow box labeled 'For SINGLE COURSE DELETION'. A red arrow points from the 'Yes' button of the second dialog to an 'Information Message' dialog box that states: 'Successfully deleted the course enrollment record.'.

**Delete All Fall Courses**

**2022 Fall Course Enrollment**

[Click here for instructions](#)

**FINALIZE FALL ENROLLMENT**

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: 2022

Campus Name:

District Name:

**NonArticulated Enrollments**

Show 50 entries

Action	Program	Program Description
<a href="#">Delete Detail</a>	50060200	Film and TV Production (NT-F)
<a href="#">Delete Detail</a>	50060200	Film and TV Production (NT-F)
<a href="#">Delete Detail</a>	50060200	Film and TV Production (NT-F)
<a href="#">Delete Detail</a>	50060200	Film and TV Production (NT-F)

Showing 1 to 4 of 4 entries

**Delete Confirmation**

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

Yes No

**For ALL COURSE DELETION**

**Delete Confirmation**

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

Delete All Fall Courses

2022 Fall Course Enrollment

Campus Name:

District Name:

Show 50 entries

Action	Program
<a href="#">Delete Detail</a>	50060200
<a href="#">Delete Detail</a>	50060200
<a href="#">Delete Detail</a>	50060200
<a href="#">Delete Detail</a>	50060200

Showing 1 to 4 of 4 entries

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: 2022

Course Enrollment Record

Enrollment Type: Non-Articulated

Program Number & Name: 50060200 : Film and TV Production (NT-F)

CTE Course Number & Name: 50060290 : Film and TV Production II

Local Course Title: Film and TV Production II A/B

Teacher Information

Educator Id:

Teacher Name:

Email Address:

Appropriately Certified: Yes

Enrollment Information

Period: 1

Enrollment Counts

Grade Count:	Grade 9:	0	Grade 10:	14	Grade 11:	7	Grade 12:	1
--------------	----------	---	-----------	----	-----------	---	-----------	---

Gender Count:	Female:	11	Male:	11
---------------	---------	----	-------	----

Special Population:	Special Needs:	0	Economically Disadvantaged:	2	Single Parent:	0	Non-Trad Gender:	11
	English Learner:	0	Homeless:	0	Foster Care:	0	Military Parent Active Duty:	0
	Migrant:	0						

Student Details

Make sure to submit the credits earned by each student

al Course Title	Period	Grade Total
nd TV Production II A/B	2	9

Student Details

Search:

Grade	Credits Earned
9	0.5
9	0.5
9	0.5
10	0.5
11	0.5
10	0.5
9	0
9	0.5

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

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

After adding/uploading your Enrollment records and reviewing them for accuracy, make sure you click the **FINALIZE FALL ENROLLMENT** button

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



Fiscal Year: 2022 

**2022 Fall Course Enrollment**

Campus Name:  Desert Edge High School (CTDS: 07-05-16-203)

District Name: Agua Fria Union High School District (CTD: 07-05-16)

**NonArticulated Enrollments**



Show  50 entries Search: 

Action	Program	Program Description	CTE Course Number	Course Title	Local Course Title	Period	Grade Total
<a href="#">Delete Detail</a>	50060200	Film and TV Production (NT-F)	50060290	Film and TV Production II	Film and TV Production II A/B	1	19
<a href="#">Delete Detail</a>	50060200	Film and TV Production (NT-F)	50060290	Film and TV Production II	Film and TV Production II A/B	4	13
<a href="#">Delete Detail</a>	50060200	Film and TV Production (NT-F)	50060290	Film and TV Production II	Film and TV Production II A/B	5	21
<a href="#">Delete Detail</a>	50060200	Film and TV Production (NT-F)	50060290	Film and TV Production II	Film and TV Production II A/B	6	17

Showing 1 to 4 of 4 entries

Previous1Next

**Articulated Enrollments**

Show  50 entries Search: 

Action	Program	Program Description	CTE Course Number	Course Title	Local Course Title	Period	Grade Total	Attending School
<a href="#">Delete Detail</a>	47060050	Aircraft Mechanics (NT-F)	47060014	Aircraft Mechanics I	WestMEC Central Campus course	8	1	West-MEC - Central Campus



Enrollment and funding reports are all AVAILABLE online!!  
Current and previous years' reports are also available

- Click on Reports tab
- Choose the fiscal year
- Select the report
- Click on Generate Report

The screenshot shows a web browser window with the URL <https://cte.azed.gov/Report>. The page features a dark blue navigation bar with the following links: Home, Contacts, CAR III, CAR IV, Coherent Sequence, Enrollment, Participant/Concentrator, Placement Survey, Credentials, Upload, Exemption, and Reports. A red arrow points to the Reports link. Below the navigation bar, the page displays "2022 Reports By District" with a link to "Click here for instructions". A "Fiscal Year:" dropdown menu is set to "2022", with a red arrow pointing to it. Below this, a "Report Name:" dropdown menu is open, showing a list of reports under the "Enrollment & Funding" category. The reports listed are: Enrollment Summary, Funded District Course Detail, Funded School Course Detail, Funding Summary, Improper Teacher Certification, NonFunded District Course Detail, NonFunded School Course Detail, Records Not Added, and Related Placement Funding. The footer of the page includes the copyright notice "©2021 Arizona Department of Education", links to "Statewide Policies", "Acceptable Use Policy", and "Help", and social media icons for Facebook and Twitter.

CTE Data Portal

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

2022 Reports By District [Click here for instructions](#)

Fiscal Year: 2022

Report Name: Select a Report

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

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## 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, 2022
- Exemption Request is submitted via CTE Data Portal
  - Click on Exemption tab
  - Click on Create New Request

CTE Data Portal

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

[Create New Request](#) ←

**2022 Exemption Requests** [Click here for instructions](#)

Fiscal Year: 2022

Print Summary Print Approved Print Not Approved

Show 50 entries

Action	Request ID	Request Type	Requester Name	School Name	Program Name	Status	Submit Date
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

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f t

## Exemption Request

Please submit one request per program. Requests must be submitted by  
Please contact Janai Nesby - at - Janai.Nesby@azed.gov or call (602) 364-1846 if you have questions.

### Requester Information

Request Type :*	- Select Request Type -
School Name:*	- Select School Name -
Contact Person:*	District, CTE User
Phone Number:*	
Email:*	cteuser1@test.com
Program :*	- Select Program Name -

### Upload Information

Attachments:  No file chosen

Additional Comments:

Request type:

- Teacher Certification
- No Reported Concentrators
- No Reported Placements
- Other

- May be submitted any time during the school year, prior to the deadline date in June
- Will be approved or disapproved by the Program Specialist
- If granted, it's good for one year



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



# **Credentials**

# Reporting Credentials

The CTE Data Portal will allow users to report two years of credential data.

- Student must still have an enrollment record in the same year!
  - To report a 2021 credential, student must have 2021 enrollment.
  - To report a 2022 credential, student must have 2022 enrollment.

The screenshot shows the CTE Data Portal interface. At the top is a dark blue navigation bar with the CTE Data Portal logo and menu items: Home, Contacts, Coherent Sequence, Enrollment, Participant/Concentrator, Placement Survey, Credentials, Upload, Exemption, Reports, and Help. Below the navigation bar, a welcome message reads 'Welcome District, CTE User ! Log Off'. The main content area is titled 'Credential 2022' and includes a link to 'Click here for instructions'. There are input fields for 'School Name' and 'District Name', and a 'Fiscal Year' dropdown menu set to '2022'. A link 'Add Student Credential' is also present. Below these fields is a table with columns: 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 currently displays 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' navigation links.

CTE Data Portal

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

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

Credential 2022 [Click here for instructions](#) Fiscal Year: 2022

School Name: District Name:

[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
No data available in table											

Showing 0 to 0 of 0 entries Previous Next

Industry Credentials website:

<https://www.azed.gov/cte/cte-industry-credentials>

# Credentials

- Schools should report ALL credential attempts, even unsuccessful ones.
- Credential data is used in Perkins V performance measure 5S1
  - Number of CTE concentrators who graduated from high school during the reporting year and **earned** a recognized credential for their program divided by the number of CTE concentrators who graduated from high school during the reporting year and **attempted to earn** a recognized credential for their program.
  - FY 2022 state-determined level of performance for 5S1 is 33.50%.
    - 90% of SDLP is 30.15%.
- Credentials in CTE Data Portal are not currently used for Industry Credential Incentive Program.
- Credentials in CTE Data Portal will be used for Industry Credential Incentive Program once 4 years of data is gathered.

# Credentials

Credentials may be added two ways:

1. Via the website interface on the Credentials menu page
  - Click “Add New Credential”
  - Search for student using SUID – must have existing enrollment
  - Add credential by filling in the grid
2. Via template upload
  - Get template here:
  - Template requires a credential code to indicate the credential earned.
    - Get Credential Code from the same web page.
    - Credential codes change from year to year – be sure to use most up-to-date list from website.
    - Student must have existing enrollment and template must match



# Online Credentials

## 2022 Credentials

Change Student

Back to List

### Student Information

Student Unique ID: Student Name: Birth Date: Gender: M Grade: 12 Cohort Year: 2022 Race: White Ethnicity: Hispanic/Latino Student Enrollment Status:  
School Of Residence: Special Population Status: Student Type: CTE participating public school/charter school

### 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/Y"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No			<a href="#">Create</a> <a href="#">Clear</a>
West-MEC - Central Campus	12040900 : Aesthetics (NT-M)	Aesthetics I	West-MEC - Central Campus	Arizona Aesthetician Licens	09/03/2021	YES		2022	<a href="#">Modify</a> <a href="#">Delete</a>
Verrado High School	15120040 : Software and App Design	Software and App Design II	West-MEC - Central Campus	Microsoft Technology Associate					

Credentials page will show where credential was recorded. In example, student earned credential in Aesthetics and Software and App Design. Both were taught at West-MEC – Central Campus, but West-MEC reported one and Verrado High School reported one. System found matching enrollment, so credential is visible at both locations.

Fill out the grid using the options in the dropdowns. Click "Create" to add the credential. Click "Modify" on an existing credential to change it.

# Credentials Template

	A	B	C	D	E	F	G	H	I	J	K	L
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												

- Credential will be created at school in Column B (“School of Residence CTDS”)
- Program and Course Numbers must match student’s enrollment in the same fiscal year – if no enrollment, credential can’t be added
- Course Taught By CTDS is location of course – can be the same as Column B if course was taught at school of residence
- Get Credential Code from website: <https://www.azed.gov/cte/cte-industry-credentials>

# Credentials Code List for Template



## 2022 CTE Industry Credentials List with Codes for File Upload

Use the **Credential Code** from this list on the 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
52030100	Accounting	1868	Certificate of Proficiency: Bookkeeping (CTED/Eastern Arizona College only)
52030100	Accounting	1869	Microsoft Office Specialist (MOS) – Associate for 2016
52030100	Accounting	1870	Microsoft Office Specialist (MOS) – Associate for 2019
52030100	Accounting	1871	Microsoft Office Specialist (MOS) – Associate for Office 365
52030100	Accounting	1872	Microsoft Office Specialist (MOS) – Expert for 2016
52030100	Accounting	1873	Microsoft Office Specialist (MOS) – Expert for 2019
52030100	Accounting	1874	Microsoft Office Specialist (MOS) – Expert for Office 365
52030100	Accounting	1875	NAFTrack Certification – Academy of Finance
52030100	Accounting	1876	QuickBooks Certified User (QBCU) Desktop 2016
52030100	Accounting	1877	QuickBooks Certified User (QBCU) Desktop 2017
52030100	Accounting	1878	QuickBooks Certified User (QBCU) Desktop 2019 Pro
52030100	Accounting	1879	QuickBooks Certified User (QBCU) Online – U.S.
12040900	Aesthetics	1929	Arizona Aesthetician License
12040900	Aesthetics	2027	OSHA 10 – Healthcare
01040100	Agricultural and Food Products Processing	2011	Agricultural Biotechnology Certification
01040100	Agricultural and Food Products Processing	2012	Agriculture Pesticide Handler
01040100	Agricultural and Food Products Processing	2013	Bayer Crop Science Plant Science Certification
01040100	Agricultural and Food Products Processing	2014	OSHA 10 – General

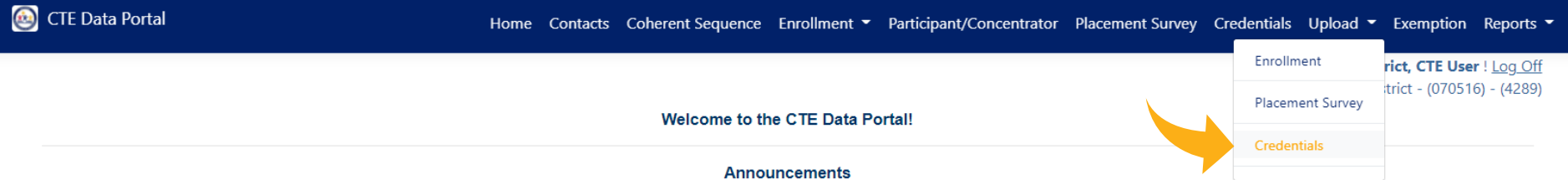
Certificates of Proficiency are specified in credential name.

- Credential codes change by year – be sure to use the 2022 codes.
- Be sure to use the correct program if credential appears in more than one program!

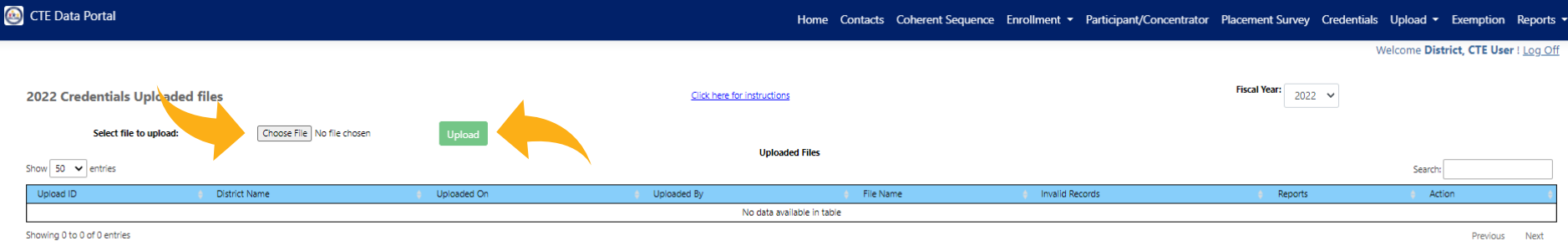
Use this number in the “Credential Code” column on the template.

# Upload Credentials

1. In CTE Data Portal, hover over Upload, then click on Credentials.



2. Click “Browse” to find the complete credential template, then click “Upload”.



# Upload Credentials

## 1. See uploaded file.

CTE Data Portal

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

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

2022 Credentials Uploaded files [Click here for instructions](#) Fiscal Year: 2022

Select file to upload:  No file chosen

Show 50 entries

Uploaded Files

Upload ID	District Name	Uploaded On	Uploaded By	File Name	Invalid Records	Reports	Action
15757		10/5/2021	cteuser1@test.com	<a href="#">FY2022-Credential-File-Upload-Template Example.xlsx</a>	None out of 2		<a href="#">Delete</a>

Showing 1 to 1 of 1 entries

Search:

Previous 1 Next

If there are any errors, you will see an error report.

Fix errors and reupload.



# CTE Data Portal Fall Training: Participants-Concentrators Placement Surveys Performance Measures Reports



CTE Data Portal

[Home](#) [Contacts](#) [CAR III](#) [CAR IV](#) [Coherent Sequence](#) [Enrollment](#) [Participant/Concentrator](#) [Placement Survey](#) [Credentials](#) [Upload](#) [Exemption](#) [Reports](#) [Help](#) [Admin](#)

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

Welcome to the CTE Data Portal!

## Announcements

### 2022 Coherent Sequence Now Open

The 2022 Coherent Sequence module is now open for review/modifications. CTE Districts should review existing programs/courses and add, change, or delete programs/courses as necessary. Reminder that courses must be present on the coherent sequence in order to report enrollment in that course. For articulated enrollment, please ensure that articulated location is correct.

2022 Enrollment fall term capture date is October 15th. CTE Data Portal enrollment will open on or slightly after that date and will remain open until June 15th, 2022.

2022 Credentials module and 2021 Placement survey module are still under construction. Users will be notified once these modules are open.

### Funding Reports Now Available

Final Funding reports for 2021-2022 CTE State Priority Grant are now available in CTE Data Portal reports. Funding is based on your district's 2021 Enrollment and 2020 related placements. Funding will be allocated to your grant in the Grants Management system (GME) in October.

# Perkins V Definitions

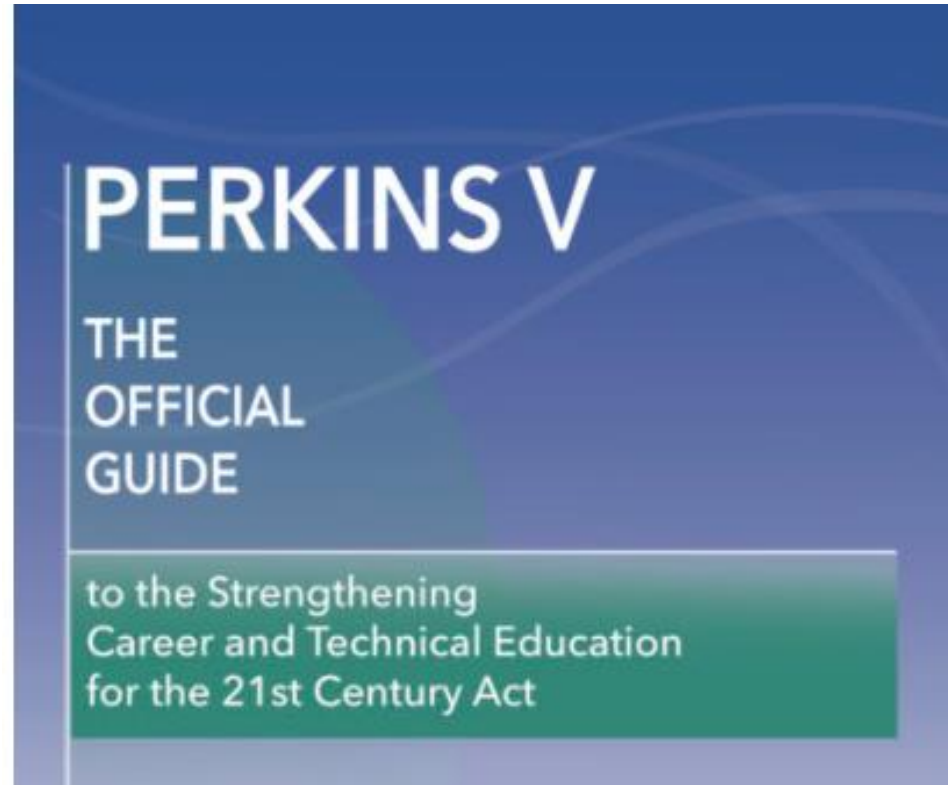
## Participants-Concentrators

### •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.

### •CTE Participant definition

- A student who has completed and passed a single course in a CTE program in the reporting year. (includes Internship, cooperative education, and diversified cooperative education courses).



# Participants-Concentrators

## CTE participants and CTE concentrators are tracked in the CTE Data Portal.

- The portal automatically creates and updates the list of participants and concentrators for each district using historical data and current year enrollment data. This creation is done twice each school year: once prior to Preliminary State Priority Funding and once prior to Final State Priority Funding.



### FY/SY 2021-2022 CTE Data Portal Important Dates/Deadlines

#### CTE Districts & Charters

<b>October 1, 2021</b>	- FY 2022 CTE Data Portal data collection begins. <ul style="list-style-type: none"><li>o FY 2022 Coherent Sequence</li><li>o FY 2022 Enrollment</li><li>o FY 2022 Credentials</li><li>o FY 2021 Placement Survey</li></ul>
<b>October 15, 2021</b>	- Fall term enrollment capture date. <ul style="list-style-type: none"><li>o Enrollment file is not due until June 15, 2022.</li></ul>
<b>February 15, 2022</b>	- Spring term enrollment capture date. <ul style="list-style-type: none"><li>o Enrollment file is not due until June 15, 2022.</li></ul>
<b>June 15, 2022 through June 30, 2022</b>	- Fall and Spring enrollment is due. <ul style="list-style-type: none"><li>- CTE Data Portal enrollment data collection &amp; placement survey are temporarily paused.</li><li>- 2022 coherent sequence, and 2022 credentials are not paused.</li><li>- Preliminary funding is calculated.</li><li>- 2022 Participants/Concentrator records are created</li></ul>



# Participants-Concentrators

## 2022 Participants-Concentrators

- Created automatically using 2022 Enrollment and prior-year credits from prior-year Participants-Concentrators June 15 – June 30, 2022
- CTE Districts can view 2022 Participant-Concentrator data using these district tools:
  - Online in the CTE Data Portal 2022 Participant-Concentrator web page
  - 2022 Participant-Concentrator Verification Report
  - 2022 Participant-Concentrator CSV download (download to Excel)
  - 2022 Participant-Concentrator Summary Report (New in SY2021-2022 Reports)

The screenshot shows the CTE Data Portal interface. A red rectangle highlights the 'Participant/Concentrator' link in the top navigation bar. A large blue arrow points from this link down to the '2022 Participant Concentrator' section. In this section, a blue arrow points from the 'Verification Report' link to the '2022 Participant Concentrator' title. Another blue arrow points from the 'FINALIZE PARTICIPANT/CONCENTRATOR' button to the error message. A third blue arrow points from the 'CSV Download' link to the 'Fiscal Year' dropdown menu. The error message states: 'The finalize button is disabled for one or more of the reasons stated below: 1. There is an error in participant concentrator tab of error report. 2. There is no data to save.'

CTE Data Portal

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

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

### 2022 Participant Concentrator

School Name:  
District Name:

Show 50 entries

[Click here for instructions](#)

**FINALIZE PARTICIPANT/CONCENTRATOR**

The finalize button is disabled for one or more of the reasons stated below:  
1. There is an error in participant concentrator tab of error report.  
2. There is no data to save.

Fiscal Year: 2022

[CSV Download](#)

Search:

# Participants-Concentrators

## 2022 Participants-Concentrators District Tools:

- 2022 Participant-Concentrator Verification Report (totals on page 1, each student in each program on following pages).
- 2022 Participant-Concentrator CSV download (download to Excel)
- Click on a column heading to sort records by that heading
- Use the Search box to limit the view to a single program or a single student



### 2022 Participant-Concentrator Verification Report

CTD: <input type="text"/>						
CTDS: <input type="text"/>						
Program Number	Program Description	2022 Participants	2022 Concentrators	2022 Others	Took Assessment	Passed Assessment
10.0200.30	Graphic Design	95	42	163	24	9
10.0200.90	Film and TV Production (NT-F)	103	74	146	59	46
12.0400.00	Cosmetology and Related Services (NT-M)	3	2	1	0	0
12.0500.00	Culinary Arts (NT-F)	0	0	3	0	0
13.1210.00	Early Childhood Education (NT-M)	85	35	150	26	24
15.0000.00	Engineering (NT-F)	0	0	2	0	0
15.0612.00	Energy and Industrial Technology (NT-F)	3	3	0	0	0
15.1200.40	Software and App Design	46	23	58	17	17
28.0101.00	Air Force JROTC (NT-F)	83	57	70	0	0
41.0100.00	Bioscience	1	1	0	0	0
43.0100.00	Law and Public Safety (NT-F)	43	10	174	4	2
46.0300.20	Electrical Power Transmission Installation (NT-F)	1	1	0	0	0
46.0400.20	Construction Technologies (NT-F)	127	38	42	25	4
47.0600.20	Automotive Technologies (NT-F)	3	3	0	1	0
47.0600.40	Diesel Engine Repair (NT-F)	0	0	1	0	0
47.0600.50	Aircraft Mechanics (NT-F)	1	2	1	2	0



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

Welcome District, CTE User! Log Off

2022 Participant Concentrator

[Click here for instructions](#)

FINALIZE PARTICIPANT/CONCENTRATOR

The finalize button is disabled for one or more of the reasons stated below:

1. There is an error in participant concentrator tab of error report.
2. There is no data to save.

Fiscal Year: 2022

[Verification Report](#)



CSV Download

Search:

Download to Excel

# Participants-Concentrators

- Concentrators displayed on this list are used for Perkins Performance Measures and for CTE data reporting purposes.
- 2022 Participants-Concentrators are composed of:
  - Rolled-over still enrolled 2021 Participant-Concentrator students updated with 2022 enrollment credit, rolled over to the school where the student was most recently taught at, to create an updated 2022 Participant-Concentrator student record.
  - Students who have new 2022 enrollment credit and who do not have existing 2021 Participant-Concentrator student records (new 2022 Participant-Concentrator student record is created)
- CTE programs 3 years or older must have at least one concentrator for the program to be considered eligible for funding

CTE Data Portal

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

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

### 2022 Participant Concentrator

[Click here for instructions](#)

**FINALIZE PARTICIPANT/CONCENTRATOR**

The finalize button is disabled for one or more of the reasons stated below:

1. There is an error in participant concentrator tab of error report.
2. There is no data to save.

Fiscal Year: 2022

School Name: | District Name: | [Verification Report](#)

Show 50 entries

[CSV Download](#)

Search:

- 2021 Still Enrolled 'E1' Participant-Concentrators rolled over to 2022 Participant-Concentrators
- 2022 New Enrollment students – create New 2022 Participant-Concentrators

# Placement Surveys

- **Placement surveys are required** for all active programs at a school that has had at least one approved program for three or more years. If an established program runs for four consecutive years without a placement, the program will be considered unapproved for state funding purposes.
- **Placement information should be collected** for all CTE concentrators who left secondary education in the reporting year (those who placed in the second quarter after exiting high school).
- **Related Placement Funding** is a part of annual state funding. Related Placement Funding dollars are paid for each student with qualifying related placement (a student can be paid only once, even if the student has several programs with related placements).
- **Placement data is also used in Performance Measure 3S1** – Placement. Performance Measure 3S1 includes students who graduated (including mid-term and summer graduates), dropped out, aged out, or attained a GED.
- **Students who** are in postsecondary education, advanced training, in military service, in a service program that receives assistance through the National and Community Service Act of 1990, are in the Peace Corps, or are employed are considered placed. National Service Program or Peace Corps placement is also considered “related placement” for funding purposes.

# Placement Surveys

- **Placement surveys are no longer restricted only to concentrators who graduate.** Under Perkins V, placement information should be collected for all CTE concentrators who left secondary education in the reporting year (those who placed in the second quarter after exiting high school). Performance Measure 3S1 includes students who graduated (including mid-term and summer graduates), dropped out, aged out, or attained a GED.
- **CTE Perkins V Concentrators who have left school** with the following leave codes/exit codes will appear on the CTE Data Portal Placement Survey summary page:
  - A – Attendees
  - G – Graduated (at year-end)
  - W4/S4 – Status unknown
  - W5/S5 – Dropout
  - W6/S6 – Aged out (22+)
  - W7/S7 – Graduate (mid-year and summer)
  - W11/S11 – GED

# Placement Surveys

## CTE Accountability ▲

CTE Data Portal Information

Coherent Sequence

Enrollment

Accountability &  
Participants/Concentrators

CTE Industry Credentials

Placement

Visit OpenBooks

Ombudsman-Citizens Aide

Get the facts on COVID-19



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Home / Career and Technical Education / CTE Placement

## CTE Placement

The after high school activities of CTE concentrators is captured by Placement Surveys. Placement surveys are required for all active programs at a school that has had at least one approved program for three or more years. If an established program runs for four consecutive years without a placement, it will be considered unapproved for state funding purposes. Failure to submit placement data will impact state funding. Placement data is also used in performance measure 3S1 – Placement.

[2021 Placement Survey Form](#)

ADE-CTE has also prepared a survey form that can be used to collect the required information for Placement records. While this form is optional, it is recommended as it contains all fields that are required by the CTE Data Portal for uploading or creating a Placement record. The survey form can be downloaded and saved as a PDF and printed or filled out on the computer.

# Placement Surveys

## 2021 Placement Survey Form

CTE has also prepared a survey form that can be used to collect the required information for Placement records. While this form is optional, it is recommended as it contains all fields that are required by the CTE Data Portal for uploading or creating a Placement record. The survey form is available on the CTE Accountability/Placement webpage and can be downloaded and saved as a PDF and printed or filled out on the computer. Provide this placement survey form to CTE teachers and staff now, to aid in gathering student placement information, that can then be entered into the CTE Data Portal.

Program:		CTE Placement Survey		School Year:	
<b>Student Information</b>	First Name	Last Name		SUID/SAISID	
	Street Address			<i>SUID is the ADE-generated Student Unique Identification number, formerly known as SAISID number. Do not use the student's school ID number.</i>	
	City/Town, State, and Zip code				
	Phone Number (optional)	Email Address (optional)			
<b>Postsecondary Education</b>	Are you enrolled in postsecondary education?			Yes <input type="radio"/>	No <input type="radio"/>
	If yes, what is the name of your college/university? →				
	If yes, what level of education are you pursuing? →				
	If yes, does your program relate to the skills learned in the program listed above?			Yes <input type="radio"/>	No <input type="radio"/>
<b>Advanced Training</b>	Are you in an advanced training program?			Yes <input type="radio"/>	No <input type="radio"/>
	If yes, what is the name of your training provider? →				
	If yes, is your advanced training a registered apprenticeship?			Yes <input type="radio"/>	No <input type="radio"/>
	If yes, does your program relate to the skills learned in the program listed above?			Yes <input type="radio"/>	No <input type="radio"/>

# Placement Surveys

2021 Placement Surveys can be added manually in the CTE Data Portal

Log into the CTE Data Portal.


Click on **Placement Survey** function.

Click on Modify to update qualifying Placement Survey records and add student placement.

Has Placement will appear as **Yes** if the student has placement information.

Has Placement will appear as **No** if the student only has a name and address.

Click on Finalize Placement Survey red button when all placement information is complete.

 CTE Data Portal

Home | Contacts | Coherent Sequence | Enrollment ▾ | Participant/Concentrator | **Placement Survey** | Credentials | Upload ▾ | Exemption | Reports ▾

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

**2021 Placement Survey** [Click here for instructions](#)

**FINALIZE PLACEMENT SURVEY**

Fiscal Year: 2021 ▾

School Name:  
District Name

[Verification Report](#)

Show 50 ▾ entries

[CSV Download](#)

Search:

Action	SUID	Last Name	First Name	Program Number	Program Description	Modified Date	Has Placement
<a href="#">Modify</a>				12050000	Culinary Arts (NT-F)		
<a href="#">Modify</a>				10020040	Digital Communication		
<a href="#">Modify</a>				12050000	Culinary Arts (NT-F)		
<a href="#">Modify</a>				13121000	Early Childhood Education (NT-M)		
<a href="#">Modify</a>				13120000	Education Professions		



# Placement Surveys

2021 Placement Surveys can be uploaded via Excel file into the CTE Data Portal. Use the new template available on the CTE webpage>CTE Accountability>Placement:

## [2021 Placement Survey File Upload Template](#)

Create the file and save it and log into the CTE Data Portal.

Click on Upload function and choose Placement Survey.

Browse to the file to be uploaded.

When the file appears in the Choose File area, click on Upload button.

After file is uploaded, the success of the file (and any errors) will appear on the screen.

Go to Placement function to see updated placement information for students.

The screenshot displays the CTE Data Portal interface. At the top, a dark blue navigation bar contains the CTE Data Portal logo and a menu with items: Home, Contacts, Coherent Sequence, Enrollment, Participant/Concentrator, Placement Survey, Credential, Upload (highlighted with a red box), Exemption, and Reports. Below the navigation bar, a welcome message reads "Welcome District, CTE User | Log Off".

The main content area is titled "2021 Placement Uploaded files" and includes a link "Click here for instructions". On the right, a "Fiscal Year:" dropdown menu is set to "2021".

The upload section features a "Select file to upload:" label, a "Choose File" button (with a blue arrow pointing to it), and a "No file chosen" status. To the right is a green "Upload" button (with a blue arrow pointing to it).

Below the upload section, there is a "Show 50 entries" dropdown and a "Search:" input field. The main part of the interface is a table with the following columns: Upload ID, District Name, Uploaded On, Uploaded By, File Name, Invalid Records, Reports, and Action.

# Placement Surveys

2021 Placement Surveys District tools – after placement survey information has been added:

- Verification Report – placement totals by program on page 1, each student in each program on following pages.
- CSV Download (downloads to Excel file)
- Click on a column heading to sort records by that heading (program description, has placement, etc.)
- Use the Search box to limit the view to a single program or a single student

CTE Data Portal

Home Contacts Coherent Sequence Enrollment Participant/Concentration **Placement Survey** Credentials Upload Exemption Reports

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

### 2021 Placement Survey

[Click here for instructions](#)

**FINALIZE PLACEMENT SURVEY**

You must click on FINALIZE PLACEMENT SURVEY button in order to submit your placement survey data to ADE. The data is used in determining a portion of the CTE State Priority Funding and the Performance Measures Reports.

Fiscal Year: 2021

School Name:  
District Name

Show 50 entries

[Verification Report](#)

[CSV Download](#)

Search:

Action	SUID	Last Name	First Name	Program Number	Program Description	Modified Date	Has Placement
<a href="#">Modify</a>				12050000	Culinary Arts (NT-F)		
<a href="#">Modify</a>				10020040	Digital Communication		
<a href="#">Modify</a>				12050000	Culinary Arts (NT-F)		
<a href="#">Modify</a>				13121000	Early Childhood Education (NT-M)		
<a href="#">Modify</a>				13120000	Education Professions		

# Placement Surveys

## [2021 Placement Survey Instructions and Follow Up Guide](#)

The Placement Survey Instructions and Follow-up Guide serves to provide extensive instructions for completing the CTE Placement Survey in the CTE Data Portal as well as to provide recommendations for conducting the CTE Placement Survey at the local level. The guide is available on the CTE webpages under CTE Accountability/Placement:

<https://www.azed.gov/cte/cte-placement>



Arizona Department of Education  
Career and Technical Education

### **Placement Survey Instructions & Recommendations for Conducting Follow-up**

For students that left secondary education in school year 2020 – 2021

# Performance Measures

## CTE Accountability ▲

CTE Data Portal Information

Coherent Sequence

Enrollment

Accountability & Participants/Concentrators



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Home / Career and Technical Education / CTE Accountability & Participants/Concentrators

## CTE Accountability & Participants/Concentrators

Section 113 of the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) requires that each state establish a performance accountability system to “assess the effectiveness of the State and the eligible recipients of the State in achieving statewide progress in career and technical education, and to optimize the return of investment of Federal funds in career and technical education activities”.

### Secondary Performance Measures

- [Click here to view the CTE Data and Accountability Guide](#)
- [Click here to view all Secondary Perkins V Performance Measures, including SDLP \(one sheet\)](#)

# Performance Measures

## Secondary Performance Measures

- [Click here to view the CTE Data and Accountability Guide](#)

Very Important  
Guide!

Very Wonderful  
Guide!

Must  
Download!



STATE OF ARIZONA  
DEPARTMENT OF EDUCATION

## CAREER AND TECHNICAL EDUCATION DATA & ACCOUNTABILITY GUIDE

REVISED JUNE 2021

# Performance Measures

## Secondary Performance Measures

- [Click here to view the CTE Data and Accountability Guide](#)
- [Click here to view all Secondary Perkins V Performance Measures, including SDLP \(one sheet\)](#)

CTE Performance Measures (Secondary)	SY2019 - 2020		SY2020 - 2021		SY2021 - 2022		SY2022 - 2023	
	SDLP	90% SDLP	SDLP	90% SDLP	SDLP	90% SDLP	SDLP	90% SDLP
<b>1S1 Graduation Rate (Four-Year Adjusted Cohort Graduation Rate)</b> Numerator: Number of CTE concentrators who graduate with their cohort in the reporting year. Denominator: Number of CTE concentrators in the cohort in the reporting year.	92.00%	82.80%	92.25%	83.03%	92.50%	83.25%	92.75%	83.48%
<b>2S1 Reading/Language Proficiency</b> Numerator: Number of CTE concentrators in the reporting year cohort who met or exceeded all the reading standards measured on a State Reading Assessment test and left secondary education in the reporting year. Denominator: Number of CTE concentrators in the reporting year cohort who took a State Reading Assessment test and left secondary education in the reporting year.	24.25%	21.83%	24.50%	22.05%	24.75%	22.28%	25.00%	22.50%
<b>2S2 Mathematics Proficiency</b> Numerator: Number of CTE concentrators in the reporting year cohort who met or exceeded all the mathematics standards measured on a State Mathematics Assessment test and left secondary education in the reporting year. Denominator: Number of CTE concentrators in the reporting year cohort who took a State Mathematics Assessment and left secondary education in the reporting year.	28.00%	25.20%	28.25%	25.43%	28.50%	25.65%	28.75%	25.88%
<b>2S3 Science Proficiency</b> Numerator: Number of CTE concentrators in the reporting year cohort who met or exceeded all the science standards measured on a State Science Assessment test and left secondary education in the reporting year. Denominator: Number of CTE concentrators in the reporting year cohort who took a State Science Assessment test and left secondary education in the reporting year.	20.00%	18.00%	20.25%	18.23%	20.50%	18.45%	20.75%	18.68%
<b>3S1 Placement</b> Numerator: Number of CTE concentrators who, in the second quarter after exiting from secondary education, were placed in postsecondary education or advanced training, in military service, in a service program that receives assistance through the National & Community Service Act of 1990, in the Peace Corps, or employed. Denominator: Number of CTE concentrators who left secondary education in the reporting year.	76.00%	68.40%	76.25%	68.63%	76.50%	68.85%	76.75%	69.08%
<b>4S1 Nontraditional</b> Numerator: Number of nontraditional CTE concentrators in a nontraditional program in the reporting year. Denominator: Number of CTE concentrators in a nontraditional program in the reporting year.	33.00%	29.70%	33.25%	29.93%	33.50%	30.15%	33.75%	30.38%
<b>5S1 Industry Recognized Credential</b> Numerator: Number of CTE concentrators who graduated from high school during the reporting year and earned a recognized postsecondary credential for their program. Denominator: Number of CTE concentrators who graduated from high school during the reporting year and attempted to earn a recognized credential for their program.	33.00%	29.70%	33.25%	29.93%	33.50%	30.15%	33.75%	30.38%
<b>5S4 Technical Skill Assessment</b> Numerator: Number of CTE concentrators who graduated from high school during the reporting year and passed the technical skills assessment for their program. Denominator: Number of CTE concentrators who graduated from high school during the reporting year who took the technical skills assessment for their program.	70.00%	63.00%	70.25%	63.23%	70.5%	63.45%	70.75%	63.68%

# Performance Measures

## Create Performance Measures Reports

The screenshot shows the CTE Data Portal interface. At the top, a dark blue navigation bar contains the 'CTE Data Portal' logo and a series of links: Home, Contacts, Coherent Sequence, Enrollment, Participant/Concentrator, Placement Survey, Credentials, Upload, Exemption, Reports, and Help. The 'Reports' link is highlighted with a red square. Below the navigation bar, the text 'Welcome District, CTE User | Log Off' is visible. On the right side, there is a 'Fiscal Year' dropdown menu set to '2021', with a large blue arrow pointing to it. In the center, the '2021 Reports By District' section is displayed, featuring a list of report names under the heading 'Performance Measures': 'Performance Measures Results by District', 'Performance Measures Results By District by Program', 'Performance Measures Results by School', and 'Performance Measures Results by School by Program'. A green 'Generate Report' button is located at the bottom of this list. A large blue arrow points from the 'Create Performance Measures Reports' text on the left towards the 'Generate Report' button.

CTE Data Portal

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

Welcome District, CTE User | Log Off

Fiscal Year: 2021

2021 Reports By District

Report Name

Performance Measures

- Performance Measures Results by District
- Performance Measures Results By District by Program
- Performance Measures Results by School
- Performance Measures Results by School by Program

Generate Report

- Click on Reports function
- Choose Fiscal Year = 2021
- Scroll to the Performance Measures reports section
- Choose a report – and a school and/or program – defaults to your district
- Click on Generate Report button to create report

# Performance Measures

2021 Participants-Concentrators and 2020 Placement Surveys are gathered to create 2021 Performance Measures reports.

➤ When 2021 Performance Measures reports are available, click on Reports in the Portal. Choose FY2021 and click on each type of Performance Measure report.

➤ All qualifying concentrators and placements are counted in each Performance Measure.

➤ Concentrators and placements must meet each criteria of each measure to be counted in the Performance Measure.


## Performance Measures

Performance Measures Results by District

Performance Measures Results By District by Program

Performance Measures Results by School

Performance Measures Results by School by Program

 CTE CTD: District:	2021	Performance Measures Results by District District Level of Performance (DLP)		
	Date: 9/13/2021			

Measure 1S1 Graduation Rates		90% of SDLP		
N. Number of CTE concentrators who graduate with their cohort in the reporting year.	1679	Local Performance:	97.3%	97.3%
D. Number of CTE concentrators in the cohort in the reporting year.	1725	State Performance:	92%	82.8%
		Meet State Level of Performance?	Y	Y

Measure 2S1 Reading Language Proficiency				
N. Number of CTE concentrators in the reporting year cohort who met or exceeded all reading standards as measured on a State Reading Assessment and left secondary education in the reporting year.	407	Local Performance:	24.8%	24.8%
D. Number of CTE concentrators in the reporting year cohort who took a State Reading Assessment and left secondary education in the reporting year.	1642	State Performance:	24.25%	21.825%
		Meet State Level of Performance?	Y	Y

Measure 2S2 Mathematics Proficiency				
N. Number of CTE concentrators in the reporting year cohort who met or exceeded all Math standards as measured on a State Math Assessment and left secondary education in the reporting year.	500	Local Performance:	31.2%	31.2%
D. Number of CTE concentrators in the reporting year cohort who took a State Math Assessment and left secondary education in the reporting year.	1605	State Performance:	28%	25.2%
		Meet State Level of Performance?	Y	Y

Measure 2S3 Science Proficiency				
N. Number of CTE concentrators in the reporting year cohort who met or exceeded all science standards as measured on a State Science Assessment and left secondary education in the reporting year.	245	Local Performance:	28.7%	28.7%
D. Number of CTE concentrators in the reporting year cohort who took a State Science Assessment and left secondary education in the reporting year.	854	State Performance:	20%	18%
		Meet State Level of Performance?	Y	Y

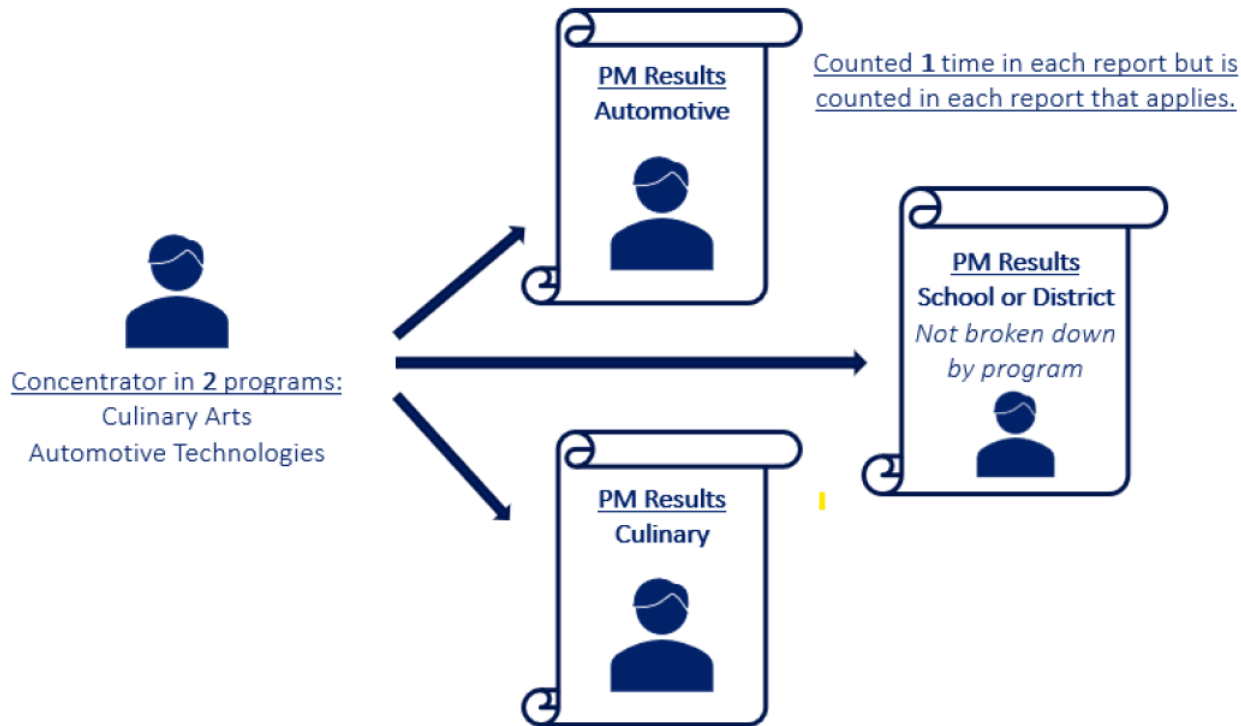
Measure 3S1 Placement				
N. Number of CTE concentrators who, in the second quarter after exiting from secondary education, were placed in postsecondary education or advanced training, in military service, in a service program that receives assistance through the National & Community Service Act of 1990, in the Peace Corps, or employed.	1202	Local Performance:	83.1%	83.1%
D. Number of CTE concentrators who left secondary education in the reporting year.	1446	State Performance:	76%	68.4%
		Meet State Level of Performance?	Y	Y

Measure 4S1 Nontraditional				
N. Number of nontraditional (gender) CTE concentrators in a nontraditional program in the reporting year.	504	Local Performance:	30.7%	30.7%
D. Number of CTE concentrators in a nontraditional program in the reporting year.	1641	State Performance:	33%	29.7%
		Meet State Level of Performance?	N	Y



# Performance Measures

- Students are deduplicated in each report.
  - Counted only once in the District-Level or School-Level report.
  - Counted only once per program in program-level reports.



# Performance Measures

2021 Performance Measures District Level of Performance (DLP) report:

➤ Must be PDF'd and saved and uploaded into your district's Perkins Grant every year.

➤ Totals of all qualifying students per Performance Measure for all CTE programs and schools in your district appear in each Performance Measure in the District Level of Performance (DLP) report.

➤ CTE Districts must meet 90% of each 2021 State Performance Level on the District Level of Performance (DLP) report.

➤ If a district does not meet 90% of each 2021 State Performance Level at the District-Level, an Improvement Plan must be provided to CTE by November 30, 2021.


## Performance Measures

Performance Measures Results by District

Performance Measures Results By District by Program

Performance Measures Results by School

Performance Measures Results by School by Program



2021

Performance Measures Results by District  
 District Level of Performance (DLP)

CTD:

District:

Date: 9/13/2021

Measure 1S1 Graduation Rates		90% of SDLP	
N. Number of CTE concentrators who graduate with their cohort in the reporting year.	1679	Local Performance:	97.3%
D. Number of CTE concentrators in the cohort in the reporting year.	1725	State Performance:	92%
Meet State Level of Performance?		Y	Y
Measure 2S1 Reading Language Proficiency			
N. Number of CTE concentrators in the reporting year cohort who met or exceeded all reading standards as measured on a State Reading Assessment and left secondary education in the reporting year.	407	Local Performance:	24.8%
D. Number of CTE concentrators in the reporting year cohort who took a State Reading Assessment and left secondary education in the reporting year.	1642	State Performance:	24.25%
Meet State Level of Performance?		Y	Y
Measure 2S2 Mathematics Proficiency			
N. Number of CTE concentrators in the reporting year cohort who met or exceeded all Math standards as measured on a State Math Assessment and left secondary education in the reporting year.	500	Local Performance:	31.2%
D. Number of CTE concentrators in the reporting year cohort who took a State Math Assessment and left secondary education in the reporting year.	1605	State Performance:	28%
Meet State Level of Performance?		Y	Y
Measure 2S3 Science Proficiency			
N. Number of CTE concentrators in the reporting year cohort who met or exceeded all science standards as measured on a State Science Assessment and left secondary education in the reporting year.	245	Local Performance:	28.7%
D. Number of CTE concentrators in the reporting year cohort who took a State Science Assessment and left secondary education in the reporting year.	854	State Performance:	20%
Meet State Level of Performance?		Y	Y
Measure 3S1 Placement			
N. Number of CTE concentrators who, in the second quarter after exiting from secondary education, were placed in postsecondary education or advanced training, in military service, in a service program that receives assistance through the National & Community Service Act of 1990, in the Peace Corps, or employed.	1202	Local Performance:	83.1%
D. Number of CTE concentrators who left secondary education in the reporting year.	1446	State Performance:	76%
Meet State Level of Performance?		Y	Y
Measure 4S1 Nontraditional			
N. Number of nontraditional (gender) CTE concentrators in a nontraditional program in the reporting year.	504	Local Performance:	30.7%
D. Number of CTE concentrators in a nontraditional program in the reporting year.	1641	State Performance:	33%
Meet State Level of Performance?		N	Y

# Questions?

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