



# CTE Data Portal

**for Career and Technical Education Districts**

Arizona Department of Education

*Career and Technical Education*

FY 2021-2022



# Topics/Agenda

- **Introduction**
- **CTE Data Collection timeline**
- **Logging into the CTE Data Portal**
- **The Technical**
  - **Home Page**
  - **Contacts**
  - **Coherent Sequence**
  - **Enrollment**
  - **Participant/Concentrator records**
  - **Roles and Responsibilities**

# CTE Accountability Team

## **Janet Silao**

Education Program Specialist

[Janet.Silao@azed.gov](mailto:Janet.Silao@azed.gov)

602-542-5485

## **Tammie Chavez**

Program Project Specialist

[Tammie.Chavez@azed.gov](mailto:Tammie.Chavez@azed.gov)

602-542-3839

## **Donna Kerwin**

CTE Business Analyst

[Donna.Kerwin@azed.gov](mailto:Donna.Kerwin@azed.gov)

602-542-7881

## **Samuel Irvin**

CTE Accountability Lead

[Samuel.Irvin@azed.gov](mailto:Samuel.Irvin@azed.gov)

602-364-1946

## **Bobby Neves**

Director of Fiscal, Grants, & Accountability

[Bobby.Neves@azed.gov](mailto:Bobby.Neves@azed.gov)

602-542-5137

# Introduction

**Career and Technical Education Districts will begin an expanded role in reporting data to ADE-CTE through the CTE Data Portal website.**

**This expanded role will include:**

- **Creating a coherent sequence for each CTED site**
- **Reporting student-level enrollment for each CTED site**
- **Reporting student credential attainment data for each CTED site**
- **Conducting and recording a placement survey for all eligible concentrators at each CTED site**
- **Working with member districts/satellite campuses to ensure that consistent, quality data is submitted by the member districts/satellite campuses.**

# Notes for Presentation

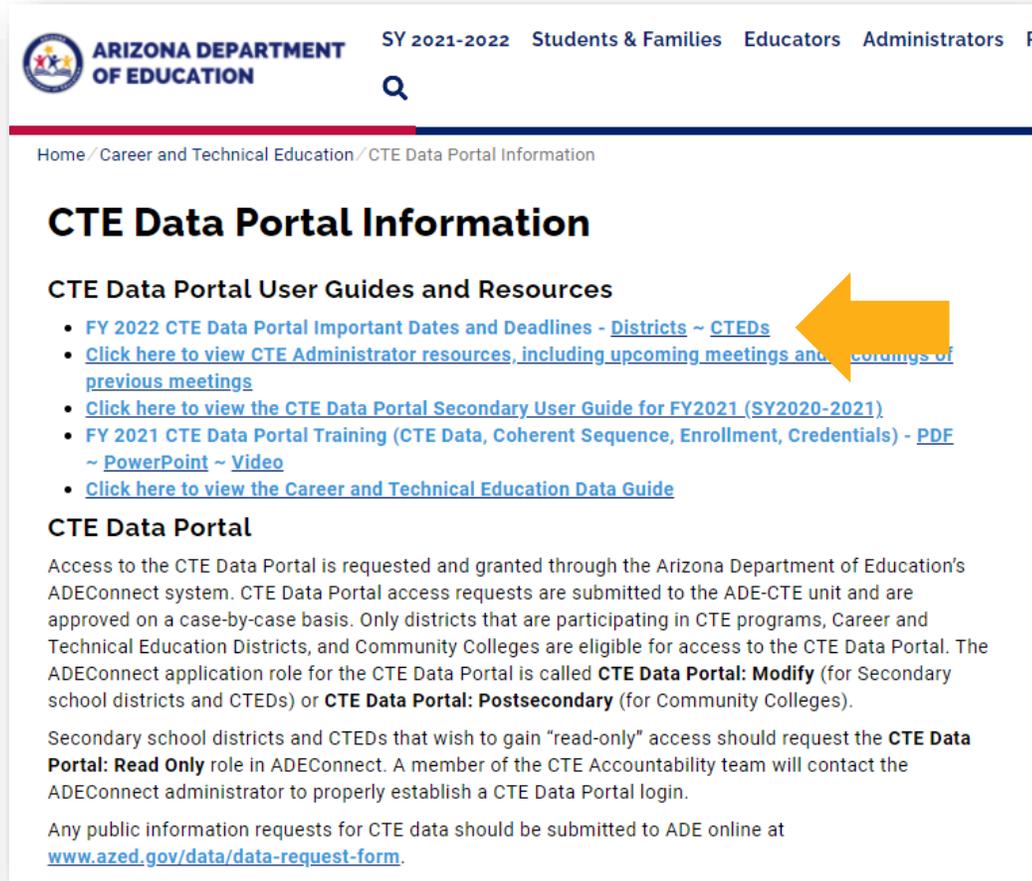
**CTEDs will report data for all central – owned, central – leased, and community college campuses within the CTED. CTEDs will not report data for satellite campuses. Throughout this presentation (and other training materials), these will commonly be referred to as “central campuses” or “central sites”.**

**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.**

**The screens/examples shown in this presentation do not include any sensitive student information. Real CTED names/locations are used, but no sensitive information is displayed.**

# CTE Data Portal 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).

Career and Technical Education Districts (CTED Central and Community College campuses)	
<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></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 is temporarily paused.</li><li>- 2022 coherent sequence and 2022 credentials are not paused.</li><li>- 2022 Participants/Concentrator records are created (view only).</li></ul>
<b>July 1, 2022</b>	- CTE Data Portal enrollment data 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></ul>
<b>August 2022</b>	- FY 2022 Participants/Concentrators are updated with any new credits/students from FY 2022 enrollment data.
<b>June 30, 2023</b>	- FY 2022 Credentials data collection ends.

# CTE Data Portal Timeline - Deadlines

## Career and Technical Education Districts (CTED Central and Community College campuses)

<b>October 1, 2021</b>	- FY 2022 CTE Data Portal data collection begins. <ul style="list-style-type: none"><li>○ FY 2022 Coherent Sequence</li><li>○ FY 2022 Enrollment</li><li>○ FY 2022 Credentials</li></ul>
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Important Deadline – June 15, 2022

Important Deadline – July 31, 2022

# CTE website is a great resource

## CTE Data Portal Information

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### CTE Data Portal

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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](#)

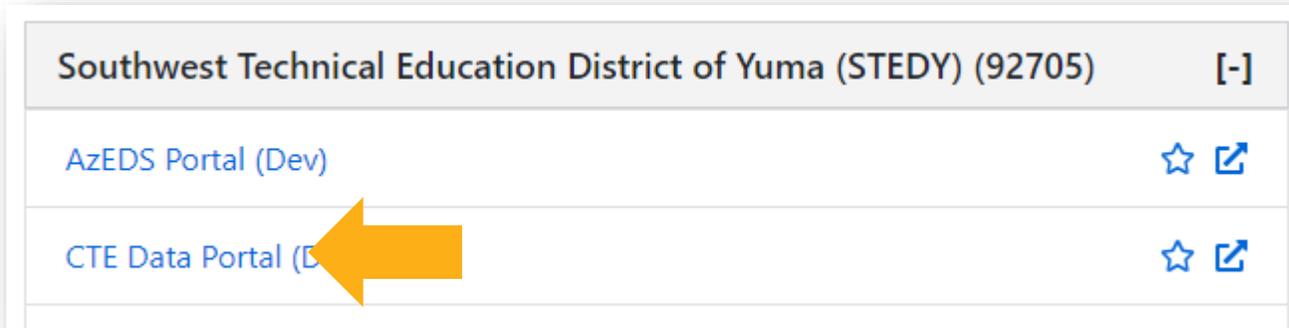
[CTE Administrator Resources](#)

[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...**

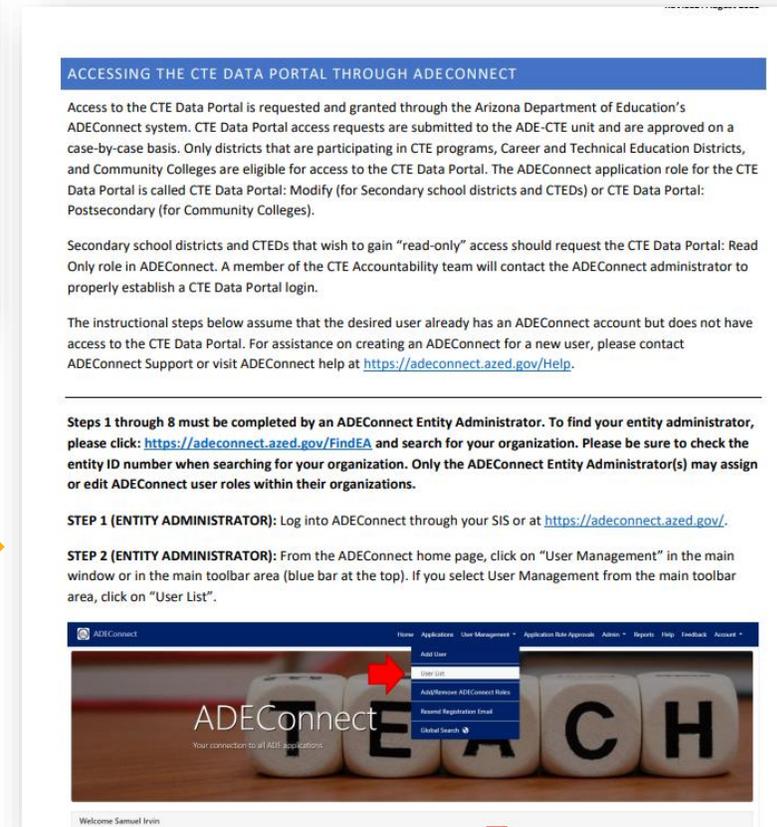
# Logging into the CTE Data Portal

CTEDs will continue to log into the CTE Data Portal through ADEConnect.



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 Statement of Assurance

## Career and Technical Education District - CTED 2021 - 2022 Statement of Assurance



By affirming, the Career and Technical Education District (CTED) assures that each program/sequence of courses reported for CTED Average Daily Membership (ADM) purposes for the school year meet the requirements of ARS §15-391.3(a-g) and ARS §15-391.5(a-o) as stated in the following program assurances:

- Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.
- Is part of a program that requires students to obtain a passing score of at least sixty percent (60%) on an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry for that program of study.
- Is part of an approved Career and Technical Education District program.
- Is not a course or any variation of a course, including honors, that is required under the minimum course of study pursuant to section ARS §15-701.01 in order to graduate from high school.
- Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment except for community college courses.
- Has demonstrated a need for extra funding in order to provide the Career and Technical Education District course.
- Requires specialized equipment in order to provide instruction to students that exceeds the cost of a standard education course.
- Requires an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry or an assessment necessary for certification, if appropriate, or for career readiness and entry-level employment, in and acceptance by that vocation or industry. Any assessment adopted pursuant to this subdivision shall require a passing score of at least sixty percent.(60%)
- Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment, and requires career and technical student organization participation, except for community college courses..
- Demonstrates alignment through a curriculum, instructional model and course sequence to meet the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.
- Has a defined pathway to career and postsecondary education in a specific vocation or industry as determined by the career and technical education division of the department of education.
- Is approved by the career and technical education division of the department of education based on the requirements prescribed in this paragraph after the submission of all required documentation.
- Is certified by the Career and Technical Education District governing board to have met all the requirements prescribed in this article.
- Is offered only to students in grades nine, ten, eleven and twelve.
- Fills a high-need vocational or industry need as determined by the career and technical education division of the department of education.
- Requires a single or stackable credential as described in subdivision (l) of this paragraph or a skill that will allow a student to obtain work as described in subdivision (l) of this paragraph on graduation before receiving an associate's degree or baccalaureate degree.
- Leads to certification or licensure, if available, or to career readiness and entry-level employment where relevant certification or licensure does not exist in that industry, in the designated vocation or industry that has been verified and accepted by that vocation or industry and that qualifies the person for employment. If there is no certification or licensure that is accepted by the vocation or industry, or if business practicalities do not require certification or licensure, completion of the program must qualify the student for at least entry-level employment.
- Requires instruction and instructional materials in courses that are substantially different from and exceed the scope of standard instruction and that include vocational skills, competencies and knowledge to be successful in the designated Career and Technical Education District program vocation or industry.
- An industry or vocation has agreed to provide financial or technical support to the Career and Technical Education District for a specific Career and Technical Education District program. For the purposes of this subdivision, "Financial support" includes in-kind contributions and donations.
- A Career and Technical Education District has demonstrated a need for extra funding in order to provide the Career and Technical Education District program.



Agree

List below all participating education institutions for which an IGA will be completed:

# Contacts

# Contacts

## Contacts

[Click here for instructions](#)

The missing contact title is 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 50 entries

Search:

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

Showing 0 to 0 of 0 entries

Previous Next

**Contacts are required for key positions.**

**This page has not changed from prior years for CTED users.**

**The system is "locked" until all required contacts are provided.**

# Contacts

## Contacts

[Create New Contact](#)

Show 50 entries

Action	Contact Title	Salutation
--------	---------------	------------

Showing 0 to 0 of 0 entries

### Contact Record

**Salutation:\***

- Select Salutation -

**First Name:\***

**Last Name:\***

**Suffix:**

**District:**

Southwest Technical Education District of Yuma (STEDY) - (140801) - (92705)

**Title:\***

- Select Contact Title -

**Email:\***

- Select Contact Title -

Superintendent

Business Manager

CTE Director

CTE Data Reporter

Student Information System SIS Data Reporter

**Phone Number:\***

**Phone Number  
Extension:**

Search:

Extension Modified Date

Previous Next

Complete form for  
each required contact  
type.

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>	Superintendent	Mr.	Super	Intendent		Super.Intendent@STEDY.org	602-364-1946		
<a href="#">Modify</a> <a href="#">Delete</a>	Business Manager	Mrs.	Betty	Business		Betty.Business@STEDY.org	602-123-9876		
<a href="#">Modify</a> <a href="#">Delete</a>	CTE Director	Ms.	Edna	Educator		Edna.Educator@STEDY.org	602-999-1123		
<a href="#">Modify</a> <a href="#">Delete</a>	CTE Data Reporter	Dr.	Dennis	Dataguy		Dennis.Dataguy@STEDY.org	602-321-7890		

Showing 1 to 4 of 4 entries

Previous  Next

# Home Page

All new menu options!

## Welcome to the CTE Data Portal - CTED!

Watch for announcements from CTE.

### Announcements

- 2021 Enrollment uploads have been re-opened for corrections.
- 2021 Participant/Concentrator records have been created.
- 2021 Preliminary Funding Reports are now available.

### Upcoming Deadlines:

(see Calendar for more details)

#### **August 15th, 2021**

- 2021 Enrollment Uploads closes
- 2020 Placement Survey closes

- 2021 Participant/Concentrator updates closes

Keep an eye on upcoming deadlines for data reports.

For FY 2021, all Enrollment data will be uploaded manually into the CTE Data Portal. Please see [website](#) for more information.

# Coherent Sequence

# Coherent Sequence

**CTEDs will need to create a coherent sequence of courses for all CTE program at each central site:**

- Central (Owned)**
- Central (Leased)**
- Community College**

**CTE Data Portal lists these sites within each CTED.**

**CTEDs are not responsible for creating a coherent sequence for any *satellite* campus. Satellite campuses will continue to maintain their own coherent sequence.**

**All courses will be considered “nonarticulated”, even those at community colleges. This is intentional – it allows for the system to check enrollment in AzEDS and bring in some data for the student (name, grade, demographics, etc.).**

# Coherent Sequence

CTE Programs website has full coherent sequence by year:

The screenshot shows the Arizona Department of Education website. The header includes the logo and navigation links: SY 2021-2022, Students & Families, Educators, Administrators, Programs & Supports, About ADE, and ADEConnect. The breadcrumb trail is Home / Career and Technical Education / CTE Programs and Standards. The main heading is "CTE Programs and Standards". Below it, the text "CTE Program Lists and Information:" is followed by two buttons: "Elements of an Approved CTE Program" and "Approved CTE Program Lists". A yellow arrow labeled "2" points to the "Approved CTE Program Lists" button. Below this button is a list of links for various CTE program lists and coherent sequences, including "CTE Programs Coherent Sequence Approved 2021-2022 - Excel ~ PDF". A yellow arrow labeled "1" points to the "Approved Program List" link in the right-hand sidebar menu. Below the list, there is a paragraph: "Below is an alphabetical list of all programs that includes program descriptions, industry credentials, coherent sequences, technical standards, blueprints, equipment lists, and more."

ARIZONA DEPARTMENT OF EDUCATION

SY 2021-2022 Students & Families Educators Administrators Programs & Supports About ADE ADEConnect

Home / Career and Technical Education / CTE Programs and Standards

## CTE Programs and Standards

CTE Program Lists and Information:

- ▶ Elements of an Approved CTE Program
- ▼ Approved CTE Program Lists

- CTE Program List Approved Sorted by 2022 Rank - [Excel](#) ~ [PDF](#)
- CTE Program List Approved Sorted by 2021 Rank - [Excel](#) ~ [PDF](#)
- CTE Programs Coherent Sequence Approved 2021-2022 - [Excel](#) ~ [PDF](#)
- CTE Programs Coherent Sequence Approved 2020-2021 - [PDF](#)
- CTE Program List Approved Sorted by 2020 Rank - [Excel](#) ~ [PDF](#)
- CTE Programs Coherent Sequence Approved 2019-2020 - [PDF](#)
- CTE Equipment Guidelines - [PDF](#)

Below is an alphabetical list of all programs that includes program descriptions, industry credentials, coherent sequences, technical standards, blueprints, equipment lists, and more.

AZ CTE Home Page

CTE Programs and Standards ▲

- Program Standards
- Approved Program List ← 1
- ADE Quality and Compliance Monitoring Form
- Local Occupational Programs
- Embedded Academic Credit

CTED - Career & Technical Education District

CTE Postsecondary

# Coherent Sequence

## Coherent Sequence for 2021-2022 CTE Programs

(Highlighted CIP codes are new)

### CTE Coherent Sequence School Year 2021-2022

CIP	Carnegie Units	CTSO	Program	Subject Area Code	Course Code	SCED Code
52.0301.00	2	FBLA	<b>Accounting</b>			
			52.0301.10 Accounting I	AZ12	104	12104
			and			
			52.0301.20 Accounting II	AZ12	132	12132
			and program may elect to add:			
			52.0301.30 Accounting III	AZ12	133	12133
			or			
			52.0301.40 Accounting IV	AZ12	134	12134
			or			
52.0301.70 Accounting - DCE (Diversified Cooperative Education)	AZ12	137	12137			
or						
52.0301.75 Accounting - Internship	AZ12	138	12138			
or						
52.0301.80 Accounting - Cooperative Education	AZ12	139	12139			
01.0000.00	3	FFA	<b>AgriScience</b>			
			01.0000.10 AgriScience I	AZ18	801	18901
			and			
			01.0000.20 AgriScience II	AZ18	802	18902
			and			
			01.0000.25 AgriScience III	AZ18	803	18903
			and program may elect to add:			
			01.0000.30 AgriScience IV	AZ18	804	18904
			or			
01.0000.70 AgriScience - DCE (Diversified Cooperative Education)	AZ18	904	18904			
or						
01.0000.75 AgriScience - Internship	AZ18	905	18905			
or						

Program Number →

Course Number →

Use the program and course numbers from the coherent sequence for your CTE Data Portal uploads (without periods).

# Coherent Sequence - LOP

If your CTED has been approved for a Local Occupational Program (LOP), that LOP will appear in the program dropdown when you click “Create New Program”.

LOP application is on CTE website: <https://www.azed.gov/cte/programs>.

(look for “Local Occupational Programs” menu, then “Proposed LOP Request Form link. Deadline is December 15<sup>th</sup> of each year.)

Please contact CTE Accountability if there is an approved LOP that is not appearing in your Programs list.

# Coherent Sequence

## 2022 Coherent Sequence

[Click here for instructions](#)

**FINALIZE COHERENT SEQUENCE**

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

Fiscal Year: 2022

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

Search:

Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

### Inactive Programs

Show 50 entries

Search:

Program	Program Description	CTE Course Number	Course Title	Recent Start Year	Recent End Year
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

Comments:

Save Comments

# Coherent Sequence

## 2022 Coherent Sequence

[Click here for instructions](#)

**FINALIZE COHERENT SEQUENCE**

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

1. There is an error in coherent sequence tab of error report.
2. There is no data to save.

Fiscal Year: 2022

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

Search:

Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

### Inactive Programs

Show 50 entries

Search:

Program	Program Description	CTE Course Number	Course Title	Recent Start Year	Recent End Year
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

Comments:

Save Comments

# Coherent Sequence

Select a CTED central campus

Includes all central or community college campuses

Fiscal Year: 2022

## 2022 Coherent Sequence

Campus Name: STEDY- Arizona  
District Name: Southwest Tec

[Create New Program](#)

### NonArticulated Programs

Show 50 entries

Action
--------

Showing 0 to 0 of 0 entries

### 2022 Coherent Sequence

[Click here](#)

Campus Name: STEDY- Arizona Western College (CTDS: 14-08-01-008)  
District Name:  (CTD: 14-08-01-010)

[Create New Program](#)

**NonArticulated Programs**

### Inactive Programs

Show 50 entries

Program	Program Description	CTE Course Number	Course Title	Recent Start Year	Recent End Year
No data available in table					

Showing 0 to 0 of 0 entries

Comments:

Save Comments

# Coherent Sequence

## 2022 Coherent Sequence

[Click here for instructions](#)

**FINALIZE COHERENT SEQUENCE**

The finalize button is disabled for one or more of the reasons stated below:  
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2. There is no data to save.

Fiscal Year: 2022

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

Search:

Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

### Inactive Programs

Show 50 entries

Search:

Program	Program Description	CTE Course Number	Course Title	Recent Start Year	Recent End Year
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

Comments:

Save Comments

# Coherent Sequence

### Coherent Sequence Record

**Program Name:** \* - Select Program Name -

**Required Courses:** - Select Program Name -

**CTE Course Name:** - Select Course Name -

	Action

**Buttons:** Save All Changes, Delete Entire Program, Cancel & Close

### 2022 Coherent Sequence

Campus Name: STEDY- Arizona  
District Name: Southwest T

[Create New Program](#)

### NonArticulated Programs

Show 50 entries

Action

Showing 0 to 0 of 0 entries

### Inactive Programs

Show 50 entries

Program

Showing 0 to 0 of 0 entries

Comments:

Save Comments

Search:

Date

Previous Next

Search:

Year

Previous Next

# Coherent Sequence

### Coherent Sequence Record

**Program Name:** \* 52030000 : Accounting

**Required Courses:**

CTE Course Name	Action
- Select Course Name -	
52030010 : Accounting I	<a href="#">Modify</a>
52030020 : Accounting II	<a href="#">Modify</a>

**Additional Courses:**

CTE Course Name	Action
- Select Course Name -	<a href="#">Add</a>

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

[Create New Program](#)

**NonArticulated Programs**

Show 50 entries

Action

Showing 0 to 0 of 0 entries

**Inactive Programs**

Show 50 entries

Program

Showing 0 to 0 of 0 entries

Comments:

[Save Comments](#)

Search:

Date

Previous Next

Search:

Program

Previous Next

# Coherent Sequence

### Coherent Sequence Record

Program Name: \* 52030000 : Accounting

**Required Courses:**

CTE Course Name	Action
- Select Course Name -	
52030010 : Accounting I	<a href="#">Modify</a>
52030020 : Accounting II	<a href="#">Modify</a>

**Additional Courses:**

CTE Course Name	Action
- Select Course Name -	<a href="#">Add</a>

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

Red outline indicates course is not added!

1

[Create New Program](#)

**NonArticulated Programs**

Show 50 entries

Action

Showing 0 to 0 of 0 entries

**Inactive Programs**

Show 50 entries

Program

Showing 0 to 0 of 0 entries

Comments:

[Save Comments](#)

Search:

Date

Previous Next

Search:

Program

Previous Next

# Coherent Sequence

### Coherent Sequence Record

Program Name: \*52030000 : Accounting

**Required Courses:**

CTE Course Name	Action
52030010 : Accounting I	<a href="#">Update</a>
52030010 : Accounting I	<a href="#">Modify</a>
52030020 : Accounting II	<a href="#">Modify</a>

**Additional Courses:**

CTE Course Name	Action
- Select Course Name -	<a href="#">Add</a>

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

Course moves to the top of the table.



2

# Coherent Sequence

### Coherent Sequence Record

Program Name: \* 52030000 : Accounting

**Required Courses:**

CTE Course Name	Action
- Select Course Name -	
52030010 : Accounting I	<a href="#">Modify</a>
52030020 : Accounting II	<a href="#">Modify</a>

**Additional Courses:**

CTE Course Name	Action
- Select Course Name -	<a href="#">Add</a>

1 ←      → 2

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

Red outline is removed once course is successfully modified.

## 2022 Coherent Sequ

Campus Name: STEDY- Arizona  
District Name: Southwest Tec

[Create New Program](#)

### NonArticulated Programs

Show 50 entries

Action

Showing 0 to 0 of 0 entries

### Inactive Programs

Show 50 entries

Program

Showing 0 to 0 of 0 entries

Comments:

Save Comments

Search:

Filter

Previous Next

Search:

Filter

Previous Next

# Coherent Sequence

### Coherent Sequence Record

Program Name: \* 52030000 : Accounting

**Required Courses:**

CTE Course Name	Action
- Select Course Name -	
52030010 : Accounting I	<a href="#">Modify</a>
52030020 : Accounting II	<a href="#">Modify</a>

**Additional Courses:**

CTE Course Name	Action
- Select Course Name -	<a href="#">Add</a>
52030030 : Accounting III	<a href="#">Modify</a> <a href="#">Delete</a>

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

If you click Cancel, no courses will be added.

# Coherent Sequence

## 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: 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

Search:

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	<a href="#">Modify</a>	52030000	Accounting	52030010	Accounting I	8/30/2021
<input type="checkbox"/>	<a href="#">Modify</a>	52030000	Accounting	52030020	Accounting II	8/30/2021
<input type="checkbox"/>	<a href="#">Modify</a>	52030000	Accounting	52030030	Accounting III	8/30/2021

Showing 1 to 3 of 3 entries

Previous 1 Next

### Inactive Programs

Show 50 entries

Search:

Program	Program Description	CTE Course Number	Course Title	Received
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

All three Accounting courses were added.

Comments:

Save Comments

# Coherent Sequence Error Message

If you attempt to add a course more than once, you will see an error message.

### Coherent Sequence Record

**The course already exists, please select a different articulated school for the course number.**

Program Name: 52030000 : Accounting

**Required Courses:**

CTE Course Name	Action
- Select Course Name -	
52030010 : Accounting I	<a href="#">Modify</a>
52030020 : Accounting II	<a href="#">Modify</a>

**Additional Courses:**

CTE Course Name	Action
52030030 : Accounting III	<a href="#">Add</a>
52030030 : Accounting III	<a href="#">Modify</a> <a href="#">Delete</a>

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

# Coherent Sequence Copy Feature

## 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: 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

School Name: STEDY- Central Campus (CTDS: 14-08-01-010)

Copy Selected Records

Show 50 STEDY- Central Campus (CTDS: 14-08-01-010)

Search:

<input type="checkbox"/>	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	52030000	Accounting	52030010	Accounting I	8/30/2021
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	52030000	Accounting	52030020	Accounting II	8/30/2021
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	52030000	Accounting	52030030	Accounting III	8/30/2021
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	52030000	Accounting	52030040	Accounting IV	8/30/2021

Showing 4 entries

Previous 1 Next

Select at least one row to activate copy feature.

# Coherent Sequence

## 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: STEDY- Arizona Western College (CTDS: 14-08-01-008)

District Name: Southwest Technical Education District of Yuma (STEDY) (CTD: 14-08-01)

Successfully copied the selected coherence sequence information. Duplicate course records are excluded.

[Create New Program](#)

### NonArticulated Programs

School Name: STEDY- Central Campus (CTDS: 14-08-01-010)

Copy Selected Records

Show 50 entries

Search:

	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	52030000	Accounting	52030010	Accounting I	8/30/2021
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	52030000	Accounting	52030020	Accounting II	8/30/2021
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	52030000	Accounting	52030030	Accounting III	8/30/2021
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	52030000	Accounting	52030040	Accounting IV	8/30/2021

Showing 1 to 4 of 4 entries

Previous 1 Next

Success message when courses are copied.

# Coherent Sequence

Verify that courses were copied.



## 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: STEDY- Central Campus (CTDS: 14-08-01-010)

District Name: Southwest Technical Education District of Yuma (STEDY) (CTD: 14-08-01)

[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>	52030000	Accounting	52030010	Accounting I	
<input type="checkbox"/>	<a href="#">Modify</a>	52030000	Accounting	52030020	Accounting II	
<input type="checkbox"/>	<a href="#">Modify</a>	52030000	Accounting	52030030	Accounting III	
<input type="checkbox"/>	<a href="#">Modify</a>	52030000	Accounting	52030040	Accounting IV	

Showing 1 to 4 of 4 entries

Previous 1 Next

# Complete Coherent Sequence

Complete coherent sequence for this campus.  
Click "Finalize".

**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

## 2022 Coherent Sequence

[Click here for instructions](#)

Campus Name:

District Name: Southwest Technical Education District of Yuma (STEDY) (CTD: 14-08-01)

[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>	01000000	Agriscience	01000010	AgriScience I	
<input type="checkbox"/>	<a href="#">Modify</a>	01000000	Agriscience	01000020	AgriScience II	
<input type="checkbox"/>	<a href="#">Modify</a>	01000000	Agriscience	01000025	AgriScience III	
<input type="checkbox"/>	<a href="#">Modify</a>	52020100	Business Management	52020110	Business Management I	
<input type="checkbox"/>	<a href="#">Modify</a>	52020100	Business Management	52020120	Business Management II	
<input type="checkbox"/>	<a href="#">Modify</a>	10030400	Digital Animation	10030415	Digital Animation I	
<input type="checkbox"/>	<a href="#">Modify</a>	10030400	Digital Animation	10030460	Digital Animation II	
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130210	Drafting CAD Technology I	
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130220	Drafting CAD Technology II	
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130230	Drafting CAD Technology III	
<input type="checkbox"/>	<a href="#">Modify</a>	15130200	Drafting CAD Technology (NT-F)	15130240	Drafting CAD Technology IV	
<input type="checkbox"/>	<a href="#">Modify</a>	15030300	Electrical Technology (NT-F)	15030310	Electrical Technology I	
<input type="checkbox"/>	<a href="#">Modify</a>	15030300	Electrical Technology (NT-F)	15030320	Electrical Technology II	
<input type="checkbox"/>	<a href="#">Modify</a>	15030300	Electrical Technology (NT-F)	15030330	Electrical Technology III	
<input type="checkbox"/>	<a href="#">Modify</a>	47020000	Heating Ventilation and Air Conditioning (NT-F)	47020010	Heating, Ventilation and Air Conditioning I	
<input type="checkbox"/>	<a href="#">Modify</a>	47020000	Heating Ventilation and Air Conditioning (NT-F)	47020020	Heating, Ventilation and Air Conditioning II	
<input type="checkbox"/>	<a href="#">Modify</a>	51080100	Medical Assisting Services (NT-M)	51080115	Medical Assisting Services I	
<input type="checkbox"/>	<a href="#">Modify</a>	51080100	Medical Assisting Services (NT-M)	51080160	Medical Assisting Services II	
<input type="checkbox"/>	<a href="#">Modify</a>	11020200	Software and App Design	11020213	Software and App Design I	
<input type="checkbox"/>	<a href="#">Modify</a>	11020200	Software and App Design	11020240	Software and App Design II	

# Working with Member Districts

**Member districts will continue to report articulated enrollment for courses taught at a CTED central/community college campus.**

**Member districts' coherent sequence must match CTED coherent sequence to successfully report their articulated enrollment.**

**The following elements must match:**

- Program number/CIP**
- Course number/CIP**
- District articulated location (CTDS) = CTED location (CTDS)**

# 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

Action	Program	New Program	Recent Start Year	Program Description	CTE Course Number	Course Title	Articulated Course Provided By (participating school)
<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)

Next

Exercise: this won't work as expected. Why?  
"Az Western College" CTDS number is 14-06-01-001.

# 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](#)

STEDY – Arizona Western College (CTDS: 14-08-01-008)

### NonArticulated Programs

Show 50 entries

Search:

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

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

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

School Name:  District Name:

**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

Action	Program	New Program	Recent Start Year	Program Description	CTE Course Number	Course Title	Articulated Course Provider (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) Previous 1 Next

# Coherent Sequence at STEDY – Arizona Western College

2022 Coherent Sequence [Click here for instructions](#) **FINALIZE COHERENT SEQUENCE**

Campus Name:  District Name:

[Create New Program](#)

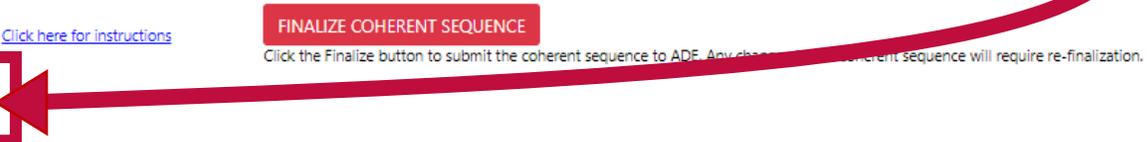
**NonArticulated Programs**

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.



## Yuma HS must update coherent sequence to the correct location.

### 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	<b>STEDY- Arizona Western College (CTDS: 14-08-01-008)</b>	<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	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.

## Instructions for District

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 at Yuma High School (member of STEDY)

Campus Name:   
District Name:

[Create New Program](#)

**NonArticulated Programs**

Show  entries Search:

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  entries Search:

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>	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:   
District Name:

[Create New Program](#)

**NonArticulated Programs**

Show  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  Next

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

# Enrollment Reporting

# Enrollment

All enrollment data is at the student level.

All enrollment data is **uploaded into the CTE Data Portal** on an Excel template.

- Get the template here → <https://www.azed.gov/cte/cte-enrollment>

(look for “2022 Enrollment CTED Central Campus Template”)

All enrollment data is split by term (Fall and Spring semesters) and is a “snapshot” of specific days (plus credits earned at the end of the term):

- Fall term enrollment: **October 15, 2021**

- Spring term enrollment: **February 15, 2022**

Your member districts/satellite campuses will be doing the same (for their articulated enrollment), so getting an accurate list of students from your SIS for those specific dates is critical!

# Enrollment - Credit

Enrollment is entered by Term, so be sure that the credit is accurate for the term. If a student is enrolled all year, they will be uploaded twice (two rows on the template) – one for the Fall term (0.5 credits) and one for the Spring term (0.5 credits) (given that the course results in 1 credit).

Credit is used to determine CTE concentrators – **a student must complete at least two courses within the coherent sequence** (and earn at least one credit in each) to be a concentrator). **Internship, cooperative education, and diversified cooperative education courses are not considered when determining concentrator status.**

**It is critical that credits are input during the enrollment data collection phase to ensure that the student's credit history is accurate. Credits cannot be entered after this phase is complete!**

# A note about the Enrollment template

The CTE Data Portal is sensitive!

Please always use the most up-to-date template when uploading your enrollment (download from website).

**Please do not alter the template**, such as adding or removing columns, reordering columns, or adding/removing tabs.

Template must have all **16 columns** in the **correct order**.

Please refrain from using special characters in the template (stick to the allowed characters on the “Instructions” tab).

Multiple programs/courses, terms, students can be on the same template.

# Who to report?

**Report all students enrolled in CTE courses at your CTED sites.**

**Enrollment template has column for “Student Type” which will allow you to identify the student’s relationship with another school, if there is one.**

## **Student Type values:**

- 1 – CTE participating public/charter school**
- 2 – Homeschooled (non-ESA recipient)**
- 3 – Non-CTE participating public/charter school**
- 4 – Private school/private charter school**
- 5 – Empowerment Scholarship Account (ESA) recipient**

**The system will only look for matching records where the student type is 1 and the CTDS for the student’s regular school is provided.**

# Who to report?

**Report students that were enrolled on 10/15 (fall) and 2/15 (spring) of the fiscal year. Students that were not enrolled (withdrew prior to one of those dates or transferred in after one of those dates) should not be counted in that term's enrollment data.**

**The CTE Data Portal will restrict how many times a student can be recorded in a specific course, by term. Only one CTED site (out of all CTED sites in the system) may record a student in the same course in the same term.**

**If term or course number is different, the student may be recorded.**

# Duplicative/Identical Records

	CTED Site A record	CTED Site B record	Allowed?
<b>Student</b>	John Doe (ID: 123)	John Doe (ID: 123)	<b>No</b> , whichever CTED site that attempted to record this student second would be rejected. <i>Where was student enrolled on 10/15?</i>
<b>Term</b>	Fall	Fall	
<b>Course</b>	Agriscience I	Agriscience I	

	CTED Site A record	CTED Site B record	Allowed?
<b>Student</b>	Jane Doe (ID: 321)	Jane Doe (ID: 321)	<b>Yes</b> , both CTED sites would be allowed to record these students as shown. <i>Course is different.</i>
<b>Term</b>	Fall	Fall	
<b>Course</b>	Agriscience I	Agriscience II	

	CTED Site A record	CTED Site B record	Allowed?
<b>Student</b>	Sammy Student (ID: 456)	Sammy Student (ID: 456)	<b>Yes</b> , both CTED sites would be allowed to record these students as shown. <i>Term is different.</i>
<b>Term</b>	Fall	Spring	
<b>Course</b>	Digital Animation I	Digital Animation I	

# Teacher Certification

CTED teachers must be appropriately certified for the course.  
Postsecondary instructors (without an EIN) will not be validated.

Two places to check required certification by program:

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

(look for programs under the Alphabetical headers, then “Program Description/Industry Credentials/Coherent Sequence/Teacher Certification” document on each program’s page)

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

(look for “FY 2022 Teacher Certification Requirements” under Additional Resources)

Certification Abbreviations	
Abbreviation	Certification Name
SCTA	CTE Agriculture, K-12
SSCTEA	
SCTBM	CTE Business and Marketing, K-12
SSCTEBM	
SCTET	CTE Education and Training, K-12
SSCTET	
SCTF	CTE Family and Consumer Sciences, K-12
SSCTEFCS	
SCTHC	CTE Health Careers, K-12
SSCTEHC	
SCTIET	CTE Industrial and Emerging Technologies, K-12
SSCTEIET	

# Teacher Certification, Continued

## **Internships**

Any CTE certification

## **Cooperative Education**

CTE certification specific to the program + cooperative education endorsement (CEN)

## **Diversified Cooperative Education**

Any CTE certification + cooperative education endorsement (CEN)

Check certification of teachers using Arizona Online Certification Information System (OACIS) or by verifying teacher's certificate.

**OACIS** → <https://oacis.azed.gov/PublicOACIS/NormalPages/Educators.aspx>

Teachers must be certified by May 1<sup>st</sup> of the fiscal year to be considered appropriately certified.

# Student Information

The CTE Data Portal brings in the following information using the student's SUID.

- Name (first, last)
- Gender
- Enrollment status AKA "leave code" (at the school)
- Grade level
- Race/Ethnicity indicators
- Special Population indicators
  - Individuals with a disability
  - Economically disadvantaged individuals
  - English Learners
  - Homeless Individuals
  - Foster Care
  - Parent in Active Military Duty
  - Migrant
  - Single Parents

This info is used for reporting and research and is seen on most CTE Data Portal reports and pages.

If you see something that is incorrect, please check with whomever in your organization is responsible for AzEDS reporting and/or your member districts SIS reporters.

New menu options  
for Fall and Spring  
enrollment.

Enrollment - Fall

Enrollment - Spring

Delete All Fall Courses

[Click here for instructions](#)

FINALIZE FALL EN

Fiscal Year: 2022

2022 Fall Course Enrollment

Campus Name: West-MEC - Central Campus (CTDS: 07-08-02-234)

District Name: West-MEC - Western Maricopa Education Center (CTD: 07-08-02)

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.

NonArticulated Enrollments

Show 50 entries

Search:

Action	Program	Program Description	CTE Course Number	Course Title	Local Course Title	Period	Grade Total
<a href="#">Delete</a> <a href="#">Detail</a>	12040900	Aesthetics (NT-M)	12040910	Aesthetics I	Aesthetics	8	4
<a href="#">Delete</a> <a href="#">Detail</a>	15120200	Technology Devices Maintenance (NT-F)	15120211	Technology Devices Maintenance I	TEST UAT	8	4
<a href="#">Delete</a> <a href="#">Detail</a>	43010000	Law and Public Safety (NT-F)	43010010	Law and Public Safety I	WESTMEC Central Campus course	8	1
<a href="#">Delete</a> <a href="#">Detail</a>	47060050	Aircraft Mechanics (NT-F)	47060014	Aircraft Mechanics I	WestMEC Central Campus course	8	5
<a href="#">Delete</a> <a href="#">Detail</a>	49010000	Air Transportation (NT-F)	49010010	Air Transportation I	Air Transportation 1	8	2

Showing 1 to 5 of 5 entries

Previous 1 Next

# Enrollment Screen – Parts of the Page

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



Fiscal Year: 2022

Campus Name: West-MEC - Central Campus (CTDS: 07-08-02-234)  
District Name: West-MEC - Western Maricopa Education Center (CTD: 07-08-02)



### 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>	12040900	Aesthetics (NT-M)	12040910	Aesthetics I	Aesthetics	8	4
<a href="#">Delete Detail</a>	15120200	Technology Devices Maintenance (NT-F)	15120211	Technology Devices Maintenance I	TEST UAT	8	4
<a href="#">Delete Detail</a>	43010000	Law and Public Safety (NT-F)	43010010	Law and Public Safety I	WESTMEC Central Campus course	8	1
<a href="#">Delete Detail</a>	47060050	Aircraft Mechanics (NT-F)	47060014	Aircraft Mechanics I	WestMEC Central Campus course	8	5
<a href="#">Delete Detail</a>	49010000	Air Transportation (NT-F)	49010010	Air Transportation I	Air Transportation 1	8	2

Showing 1 to 5 of 5 entries

Previous 1 Next

# Enrollment Upload 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		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		12/3/2003	1.5		1	70289225	CTED
4	70802234	1	15030000	15030010	West-MEC Test 2	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	9		3/4/2004	1.5		1	70297233	CTED
5	70802234	1	15030000	15030010		3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	9		1/11/2004	1.5		1	70297241	CTED

	A	B	C	D	E
1	ctds	term	ProgramNbr	CourseNbr	LocalCourseTitle
2	70802234	1	15030000	15030010	West-MEC Test
3	70802234	1	15030000	15030010	West-MEC Test 2
4	70802234	1	15030000	15030010	West-MEC Test 2
5	70802234	1	15030000	15030010	

**CTDS:** Your CTED central campus CTDS number (no dashes). **Excel may drop a leading 0, this is OK.**

**Term:** Fall = 1; Spring = 2

**Program Number:** 8-digit CTE program number (no periods). **Excel may drop a leading 0, this is OK.**

**Course Number:** 8-digit CTE course number (no periods) **Excel may drop a leading 0, this is OK.**

**Local Course Title:** Name of course at the CTED, should match for all students in the class

# Enrollment Upload 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		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		12/3/2003	1.5	1	70289225	CTED
4	70802234	1	15030000	15030010	West-MEC Test 2	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	9		3/4/2004	1.5	1	70297233	CTED
5	70802234	1	15030000	15030010	West-MEC Test 2	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	9		1/11/2004	1.5	1	70297241	CTED

F	G	H	I
EducatorId	TeacherFirstName	TeacherLastName	TeacherEmail
3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org
3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org
3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org
3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org

**Educator ID:** AZ-issued Educator ID Number (EIN), not required if postsecondary teacher, will be used to verify teacher certification, if applicable (Community College instructors may not have an EIN)

**Teacher First Name:** Teacher’s first name

**Teacher Last Name:** Teacher’s last name

**Teacher Email:** Teacher’s district/college email

# Enrollment Upload 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		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		12/3/2003	1.5	1	70289225	CTED
4	70802234	1	15030000	15030010	West-MEC Test 2	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	9		3/4/2004	1.5	1	70297233	CTED
5	70802234	1	15030000	15030010	West-MEC Test 2	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	9		1/11/2004	1.5	1	70297241	CTED

J	K	L	M	N	O	P
Period	suid	BirthDate	CreditsEarned	StudentType	SOR_CTDS	FileType
9		8/5/2003	1.5	1	70297241	CTED
6		12/3/2003	1.5	1	70289225	CTED
9		3/4/2004	1.5	1	70297233	CTED
9		1/11/2004	1.5	1	70297241	CTED

**Period:** Class period, should match for all students in the class

**SUID:** AZ-issued student unique ID number, will be used to verify enrollment at CTDS in column A

**Birthdate:** Student's date of birth, will be used to verify student

**Credits Earned:** Credit earned by the student in the class, in the term in column B

**Student Type:** Code value for student, check template instructions for code values

**Student's School of Residence CTDS:** CTDS of student's school of residence, if applicable.

**File Type:** Type "CTED" for all rows

# Enrollment Upload 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		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		12/3/2003	1.5	1	70289225	CTED
4	70802234	1	15030000	15030010	West-MEC Test 2	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	9		3/4/2004	1.5	1	70297233	CTED
5	70802234	1	15030000	15030010	West-MEC Test 2	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	9		1/11/2004	1.5	1	70297241	CTED

## Teacher Identification

The system is programmed to recognize the course location using the CTDS in Column A.

- If the CTDS is a CTED central campus (not a community college campus), then a valid EIN is required in Column F and will be used to validate the teacher's certification.
- If the CTDS is a CTED community college campus, then an EIN is not required, and the system will use the name and email provided in Columns G:I.
- If CTDS is a CTED central campus (not a community college campus), then system will ignore names typed in columns G:I.
- IF CTDS is a CTED community college campus, then system will ignore EIN in column F (and will use teacher name on file with EIN).

# Enrollment Upload Template - Complete

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
ctds	term	ProgramNbr	CourseNbr	LocalCourseTitle	EducatorId	TeacherFirstName	TeacherLastName	TeacherEmail	Period	suid	BirthDate	CreditsEarned	StudentType	SOR_CTDS	FileType
70802234	1	15030000	15030010	West-MEC Test 1	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	8		11/25/2003	1.5	1	70516203	CTED
70802234	1	15030000	15030010	West-MEC Test 1	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	8		11/4/2004	1.5	1	70516202	CTED
70802234	2	15030000	15030020	West-MEC Test 1	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	8		11/25/2003	1.5	1	70516203	CTED
70802234	2	15030000	15030020	West-MEC Test 1	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	8		11/4/2004	1.5	1	70516202	CTED
70802234	1	15120040	15120013	West-MEC Test 1	4748959	KYLE	PECK	kyle.peck@west-mec.org	8		11/21/2003	1.5	2		CTED
70802234	1	15120040	15120013	West-MEC Test 1	4748959	KYLE	PECK	kyle.peck@west-mec.org	8		9/21/2003	1.5	1	70516204	CTED
70802234	1	15120040	15120013	West-MEC Test 1	4748959	KYLE	PECK	kyle.peck@west-mec.org	8		1/10/2004	1.5	3		CTED
70802234	1	15120040	15120013	West-MEC Test 1	4748959	KYLE	PECK	kyle.peck@west-mec.org	8		3/17/2004	1.5	1	70516206	CTED
70802234	2	15120040	15120040	West-MEC Test 1	4748959	KYLE	PECK	kyle.peck@west-mec.org	8		11/21/2003	1.5	4		CTED
70802234	2	15120040	15120040	West-MEC Test 1	4748959	KYLE	PECK	kyle.peck@west-mec.org	8		9/21/2003	1.5	2		CTED
70802234	2	15120040	15120040	West-MEC Test 1	4748959	KYLE	PECK	kyle.peck@west-mec.org	8		1/10/2004	1.5	1	70516202	CTED
70802234	2	15120040	15120040	West-MEC Test 1	4748959	KYLE	PECK	kyle.peck@west-mec.org	8		3/17/2004	1.5	1	70516206	CTED
70802234	1	43010000	43010010	West-MEC Test 1	5877911	KATHERINE	MCCLELLAN	katherine.mcclellan@west-mec.org	8		9/29/2003	1.5	1	70516201	CTED

This would be a valid file (SUIDs have been removed from example).

- File can support different terms, programs, courses, local courses, teachers, periods, and student types.
- File cannot support more than one teacher per class, so if two teachers, select only one to include in the upload.
- Excel may drop leading zero on CTDS numbers, program and course numbers, or student's birthdate.
  - This is ok – please don't reformat the cell to get the leading zero to stay.
- Cells may be formatted (highlighted, bolded, italics, etc.), but for best performance, try removing formatting before uploading.
- Pay close attention to birthdates – Excel may convert to numbers, be sure that they are in proper date format.
- For cases where student's SOR does not exist, you can leave the field blank.

# What CTED sites are considered postsecondary/community college?

Get a complete list of “CTED at Postsecondary Site” campuses on the CTE enrollment website:

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

If one of these location is listed (CTDS in Column A), the course location is considered postsecondary CTED location.

*\*School Districts will need to use the postsecondary articulated template to upload to these locations!*

## [2022 Enrollment CTED Central Campus Template](#)

For CTEDs Only: Use this template to upload course enrollment for CTEDs. Districts and charter schools should not use this template to upload any course enrollment into the CTE Data Portal.

This template requires the following data for each student enrolled in a CTE course:

- CTDS
- Term
- Program Number
- Course Number
- Local Course Title
- Educator's ID
- Teacher First Name
- Teacher Last Name
- Teacher Email Address
- Period
- SUID
- Student Birthdate
- Credits Earned
- Student Type
- Student's School of Residence
- File Type

### Additional Resources:

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

[FY 2022 Teacher Certification Requirements](#)



CTDS	Campus Name
020801012	CTD - Cochise College
110802009	CVIT - Central Campus CAC Aravaipa
110802007	CVIT - Central Campus EAC Gila Pueblo
130802010	MIJTED - Yavapai College Agribusiness & Technology Center
130802008	MIJTED - Yavapai College CTEC
130802009	MIJTED - Yavapai College Prescott Valley
090835217	NAVIT - Gila Community College
090835215	NAVIT - Northland Pioneer College LCC
090835214	NAVIT - Northland Pioneer College PDC
090835213	NAVIT - Northland Pioneer College SCC
090835218	NAVIT - Northland Pioneer College SPE
090835216	NAVIT - Northland Pioneer College STJ
090835212	NAVIT - Northland Pioneer College WMC
100811216	PCJTED - Aztec Middle College
100811215	PCJTED - Aztec Middle College Desert Vista
100811213	PCJTED - Aztec Middle College East
100811214	PCJTED - Aztec Middle College North West
100811285	PCJTED - Central Campus
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

**Please contact CTE Accountability for any updates to this list.**

# Enrollment Template Validations/Checks

When the enrollment template is uploaded, the system will validate the following:

File Header	Validation
<b>CTDS</b> (Column A)	Must be a valid CTDS number for one of your CTED central sites, no periods or dashes.
<b>Term</b> (Column B)	Must be a 1 or a 2. 1 is for Fall term and 2 is for Spring term.
<b>Program Number</b> (Column C)	Must be a valid CTE program number and must appear on the site's coherent sequence (site in Column A).
<b>Course Number</b> (Column D)	Must be a valid CTE course number, must be valid for the program listed in column C, and must be on the site's coherent sequence (site in column A).
<b>Local Course Title</b> (Column E)	No checks on this field.
<b>Educator ID</b> (Column F)	Must be a valid EIN, must be numbers only. Only checked where applicable.
<b>Teacher First Name</b> (Column G)	Cannot be blank, only checked where applicable.
<b>Teacher Last Name</b> (Column H)	Cannot be blank, only checked where applicable.
<b>Teacher Email</b> (Column I)	Cannot be blank (all cases), must be in valid email format.
<b>Period</b> (Column J)	Cannot be blank
<b>SUID</b> (Column K)	Must be a valid SUID, student must be enrolled in site (site in Column A) in the school year
<b>Student's Date of Birth</b> (Column L)	Cannot be blank, must match DOB on file in AzEDS for the student in Column K.
<b>Credits Earned</b> (Column M)	Cannot be blank, may be 0.
<b>Student Type</b> (Column N)	Must be a valid student type code (see instructions tab in workbook).
<b>Student's SOR</b> (Column O)	If student type (Column N) is 1, SOR is required and must be a CTE school.
<b>File Type</b> (Column P)	Should be "CTED" (without quotes) for all rows.

# Enrollment Template Validations/Checks

There are a few other validations:

Validation	Description
User must be authorized.	<p>If you try to record data for a school that is not within your organization, you will get an error message that you are not authorized to enter data for the school. The CTDS in column A must appear in your CTE Data Portal Enrollment page school dropdown menu for you to be considered authorized to record data.</p> <p>If you feel there is a school missing, please contact CTE Accountability.</p>
Duplicate Records – Same file	<p>If the file contains a duplicate record within the same file (usually a copy/paste issue), you will see an error message that the record is a duplicate within the same file. <b>Please note that in these cases, neither duplicate record is uploaded!</b></p>
Duplicate Records – Already Existing enrollment record	<p>If the file contains a record which is an exact match to one that already exists in the CTE Data Portal (on your enrollment pages), you will get an error message that that the record already exists. It will not process, but the existing record will not be changed. Please note that the credit field is not included in this, so if every field <i>except</i> the credit field, matches, the record will still be considered a duplicate to an existing record.</p> <p>If you wish to change an existing record, delete the record from the enrollment pages and re-upload with the corrections.</p>
Duplicate Record – Different CTED	<p>If the file contains a record which is an exact match to one that already exists in the CTE Data Portal at a different CTED site (either within your own CTED or within another CTED's central sites), you will get an error message that the student is already enrolled in the course at a different site.</p> <p>Students may be enrolled in a course (by term) in a single CTED site. This validation does not compare district and CTED files, only CTED to CTED files.</p>

# Uploading the Enrollment Template

Hover over "Upload" and click on "Enrollment".

CTE Data Portal

Home Contacts Coherent Sequ Placement Survey Credentials Upload Reports

Welcome to the CTE Data Portal! - CTED

Announcements

Click on "Choose File" to search for your completed template.

CTE Data Portal

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

Welcome **User, JTED** ! [Log Off](#)  
Southwest Technical Education District of Yuma (STEDY) - (140801) - (92705)

Fiscal Year: 2022

Select file to upload: Choose File No file chosen Upload

Uploaded Files

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

# Uploading the Enrollment Template

The screenshot shows the CTE Data Portal interface. At the top left, it says "CTE Data Portal". On the right, there are navigation menus for "Enrollment", "Participant/Concentrator", "Placement Survey", "Credentials", "Upload", and "Reports". Below the navigation, it says "Welcome User, JTED ! Log Off" and "Southwest Technical Education District of Yuma (STEDY) - (140801) - (92705)". There is a "Fiscal Year:" dropdown menu set to "2022".

The main section is titled "2022 Enrollment Uploaded files". It has a "Select file to upload:" section with a "Choose File" button and a file name "CTED Enroll... STEDY 1.xlsx". Next to it is a green "Upload" button. A yellow callout box with an arrow points to this "Upload" button, containing the text: "Once you select a file, click on 'Upload'".

Below the upload section is a table titled "Uploaded Files". The table has columns: "Upload ID", "District Name", "Uploaded On", "Uploaded By", "File Name", "Invalid Records", "Reports", and "Action". The table is currently empty, with the text "No data available in table" in the center. There is a "Search:" input field to the right of the table. At the bottom left, it says "Showing 0 to 0 of 0 entries". At the bottom right, there are "Previous" and "Next" navigation links.

The screenshot shows a modal dialog box titled "Upload Confirmation". It has a blue header bar with the title and a close button. The main content area contains the question: "Are you sure you want to continue with processing of uploaded file ?". Below the question are two buttons: a green "Yes" button and a "No" button.

Click "Yes" in the confirmation pop up.

# Uploading the Enrollment Template

**Information Message**

2 rows read from upload,  
0 rows skipped from upload,  
Successfully processed the file.  
0 Course Enrollment Records,  
0 Course Enrollment Teacher Records,  
0 Course Enrollment Student Records,  
5 Course Enrollment Error Records

Ok

Information message tells you how many records were processed.

File was processed, but there was an error.

CTE Data Portal

Home Contacts Coherent Sequence Enrollment Participant/Concentrator P

Southwest Technical Ed

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

Select file to upload:  No file chosen

Show 50 entries

Upload ID	District Name	Uploaded On	Uploaded By	File Name	Invalid Records	Reports	Action
15694	Southwest Technical Education District of Yuma (STEDY)	9/9/2021	cte;t eduser@mailinator.com	<a href="#">CTED Enrollment File Upload Template FY2022 - STEDY 1.xlsx</a>	1 out of 1	<a href="#">Records Not Added</a>	<a href="#">Delete</a>

Showing 1 to 1 of 1 entries

Search:

Previous 1 Next

# Uploading the Enrollment Template

VOCI 11-2

Printed: 9/9/2021 2:32:27 PM



AZ Department of Education  
Career and Technical Education  
Course Enrollment Verification Report  
School Year 2021 - 2022

## Records Not Added to the CTE Enrollment File

CTD 140801 SCH:010  
COUNTY YUMA  
DISTRICT Southwest Technical Education District of Yuma (STEDY)  
CAMPUS STEDY- Central Campus

### Student Data

Program # Program Title	Course # Course Title	Local Course Title	Articulated Name	Articulated CTDS	Term	Period	Educator ID	Teacher Name	Teacher Email	SUID	Student Birth Date	Credit Earned
	52030010	STEDY - PBI 106041			1	1	3748800	Albert TEST-DAVIS	adavis@phoenixunion.org	99966855	11-Jun-2005	0.5

- Must be a valid CTE program number  
- Non Articulated Coherent Sequence record does not exist for the course.  
- Student DOB does not match the DOB for the SUID entered.  
- SUID is not currently enrolled at this CTDS.  
- Must be a valid CTE Course Number or the CTE Course Number is not valid for the program.

Review "Records Not Added" report + Error messages to see what went wrong.

Fix these errors in the file and reupload. You may want to delete the file before reuploading.



# Uploading the Enrollment Template – Success!

CTE Data Portal

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

Welcome **User, JTED** ! [Log Off](#)  
Western Arizona Vocational District #50 - (080850) - (90123)

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

Select file to upload:  No file chosen

Show 50 entries Search:

Upload ID	District Name	Uploaded On	Uploaded By	File Name	Invalid Records	Reports	Action
15697	Western Arizona Vocational District #50	9/9/2021	ctejteduser@mailinator.com	<a href="#">CTED Enrollment File Upload Template FY2022 - WAVE 1.xlsx</a>	None out of 1		<a href="#">Delete</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

“None out of X”  
number of records  
means everything  
was successful!

# Verifying/Reviewing Data with Reports

## Enrollment Summary Report

Shows aggregate count of student enrollment records, by program and course, term, and class (local course title, teacher, period). Parameters: by Campus or Program

## Disaggregated Student Enrollment Summary Report

Shows a list of the individual student enrollment records broken by program and course, term, and class (local course, teacher, period). Parameters: by Campus

## Improper Teacher Certification Report

Shows the certification status of each teacher that is not properly certified to teach the CTE course for which they were recorded as the teacher. Parameters: by Campus

## Records Not Added Report

Shows all records that are not added – a combination of all “Records Not Added” reports from the Upload > Enrollment page. Parameters: by Campus

# Report Examples

## Enrollment Summary Report

Shows aggregate count of student enrollment records, by program and course, term, and class (local course title, teacher, period). Parameters: by Campus or Program

Shows total number of student enrollment records, not students (broken down by term, class).

Program Totals in the grey bar at the bottom of each program section.

Example is from Kingman High School but yours would be for your CTED central campuses.

CTD COUNTY DISTRICT SCHOOL		080220 SCH: 202 MOHAVE Kingman Unified School District Kingman High School		Special Populations										Enrollment Counts				Articulated (participating at other than the school of record) Enrollment		Location Name		
Program Title Program # CTED Eligible Status	Course Title	Term	Min Per Week	Weeks	Teacher Number	Teacher Name	Teacher Email	CEBT	Special Needs	English Learner	ECON Dis Adv	SP	Males	Females	9	10	11	12	Total		Count	CTDS
Agriscience (NT-F) 01000000 Eligible																						
	AgrScience I 01000010	1	1	252	17	3847305	JERRY MC GUIRE jmcgui@kUSD.org	Y	2	0	14	0	20	0	0	14	2	4	20	0		
	AgrScience I 01000010	1	1	252	17	5221909	CODY YOUNG coyoung@kUSD.org	Y	6	0	18	0	13	13	4	5	9	8	26	0		
	AgrScience I 01000010	1	2	252	17	5221909	CODY YOUNG coyoung@kUSD.org	Y	4	0	19	0	14	14	22	3	2	1	28	0		
	AgrScience I 01000010	1	4	252	17	3847305	JERRY MC GUIRE jmcgui@kUSD.org	Y	1	0	13	0	14	5	0	11	4	4	19	0		
	AgrScience I 01000010	1	6	252	17	3847305	JERRY MC GUIRE jmcgui@kUSD.org	Y	7	1	9	0	14	4	0	3	7	8	18	0		
	AgrScience I 01000010	1	7	252	17	5221909	CODY YOUNG coyoung@kUSD.org	Y	4	2	20	0	13	11	2	8	9	5	24	0		
	AgrScience I 01000010	2	1	252	20	5221909	CODY YOUNG coyoung@kUSD.org	Y	5	0	13	0	11	7	2	5	6	5	18	0		
	AgrScience I 01000010	2	2	252	20	5221909	CODY YOUNG coyoung@kUSD.org	Y	2	0	13	0	9	13	19	3	0	0	22	0		
	AgrScience I 01000010	2	7	252	20	5221909	CODY YOUNG coyoung@kUSD.org	Y	4	1	14	0	11	5	3	4	7	2	16	0		
	AgrScience II 01000020	1	3	252	17	3847305	JERRY MC GUIRE jmcgui@kUSD.org	Y	0	0	1	0	0	3	0	0	2	1	3	0		
	AgrScience II 01000020	1	7	252	17	3847305	JERRY MC GUIRE jmcgui@kUSD.org	Y	5	0	12	0	10	5	0	12	3	0	15	0		
	AgrScience II 01000020	2	1	252	20	3847305	JERRY MC GUIRE jmcgui@kUSD.org	Y	1	0	9	0	14	0	0	9	1	4	14	0		
	AgrScience II 01000020	2	3	252	20	3847305	JERRY MC GUIRE jmcgui@kUSD.org	Y	0	0	1	0	1	3	0	0	3	1	4	0		
	AgrScience II 01000020	2	4	252	20	3847305	JERRY MC GUIRE jmcgui@kUSD.org	Y	2	0	12	0	12	3	0	9	3	3	15	0		
	AgrScience II 01000020	2	6	252	20	3847305	JERRY MC GUIRE jmcgui@kUSD.org	Y	2	0	7	0	10	3	0	2	5	6	13	0		
	AgrScience III 01000025	1	3	252	17	3847305	JERRY MC GUIRE jmcgui@kUSD.org	Y	0	0	2	0	0	3	0	1	0	2	3	0		
	AgrScience III 01000025	2	3	252	20	3847305	JERRY MC GUIRE jmcgui@kUSD.org	Y	0	0	2	0	0	3	0	1	0	2	3	0		
	AgrScience III 01000025	2	7	252	20	3847305	JERRY MC GUIRE jmcgui@kUSD.org	Y	4	0	8	0	6	4	0	8	2	0	10	0		
Program Totals			1 & 2						49	4	187	0	172	99	52	98	65	56	271	0		

# Report Examples

## Disaggregated Student Enrollment Summary Report

Shows a list of the individual student enrollment records broken by program and course, term, and class (local course, teacher, period).  
Parameters: by Campus

Shows each individual student enrollment record, that student's demographic information, and any special populations.

Report is very large; it is recommended to view in Excel and not as a PDF.

Example is from Kingman High School but yours would be for your CTED central campuses.

Student Enrollment Detail Printed: 9/9/2021 3:11:15 PM



AC Department of Education  
Career and Technical Education  
Student Enrollment Report  
School Year 2020 - 2021

Student Enrollment Summary Report

District Name	School Name CTDS	CTE Program Number	CTE Program Title	CTE Course Number	CTE Course Title	Local Course Title	Term	Period	Teacher Name	Last Name	First Name	SUID
Kingman Unified School District	Kingman High School ( 080220202 )	01000000	Agriscience	01000010	AgriScience I	Horticulture 1A	1	1	CODY YOUNG	Anderson	Andy	
Kingman Unified School District	Kingman High School ( 080220202 )	01000000	Agriscience	01000010	AgriScience I	Horticulture 1A	1	1	CODY YOUNG	Andres	Autumn	
Kingman Unified School District	Kingman High School ( 080220202 )	01000000	Agriscience	01000010	AgriScience I	Ag. Biology A	1	2	CODY YOUNG	Anguiano	Felicia	
Kingman Unified School District	Kingman High School ( 080220202 )	01000000	Agriscience	01000010	AgriScience I	Ag. Biology B	2	2	CODY YOUNG	Anguiano	Felicia	

# Report Examples

## Improper Teacher Certification Report

Shows the certification status of each teacher that is not properly certified to teach the CTE course for which they were recorded as the teacher. Parameters: by Campus

Shows the course info, the teacher info, their current certifications, and the required certifications.

Community college/postsecondary instructors will not appear on this list.

Example is from Kingman High School but yours would be for your CTED central campuses.

VOCI 17-1 Printed: 9/9/2021

CTD 080220 SCH: 202  
COUNTY MOHAVE  
DISTRICT Kingman Unified School District  
SCHOOL Kingman High School

Course Number Course Title	Term	Period	Teacher Number	Teacher Name	Teacher Certification	Teacher Endorsement	Course Certification Requirement	Course Endorsement Requirement
51390010 Nursing Services I	2	3	5526965	KRISTEN CUNNINGHAM kcunningham@kUSD.org	SCTF - 2032-10-15	SEI - 2032-10-15	SCTHC- SSCTEHC-	
51390020 Nursing Services II	1 2	2 6	5526965	KRISTEN CUNNINGHAM kcunningham@kUSD.org	SCTF - 2032-10-15	SEI - 2032-10-15	SCTHC- SSCTEHC-	
52020010 Business Management I	1	7	6139571	CHRISTOPHER MILLER chmiller@kUSD.org	SSP - 2033-08-11		SCTBM- SSCTEBM-	

\* - Certifications that have expired  
^ - Certifications with expiration date of 2021-05-01 or earlier

Page 1 of 1

# Working with Member Districts

Both CTED central offices and satellite campuses 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 attends the CTED central campus from their 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 satellite campus' data and vice versa.

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

# Working with Member Districts to create Enrollment Upload Templates

## 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		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		12/3/2003	1.5	1	70289225	CTED
4	70802234	1	15030000	15030010	West-MEC Test 2	3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	9		3/4/2004	1.5	1	70297233	CTED
5	70802234	1	15030000	15030010		3789533	ROBERT	CHAMBERS	robert.chambers@west-mec.org	9		1/11/2004	1.5		70297241	CTED

## 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
- SUID = SUID
- Birthdate = Birthdate

### No matching done on:

- Local Course Title
- Period
- 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

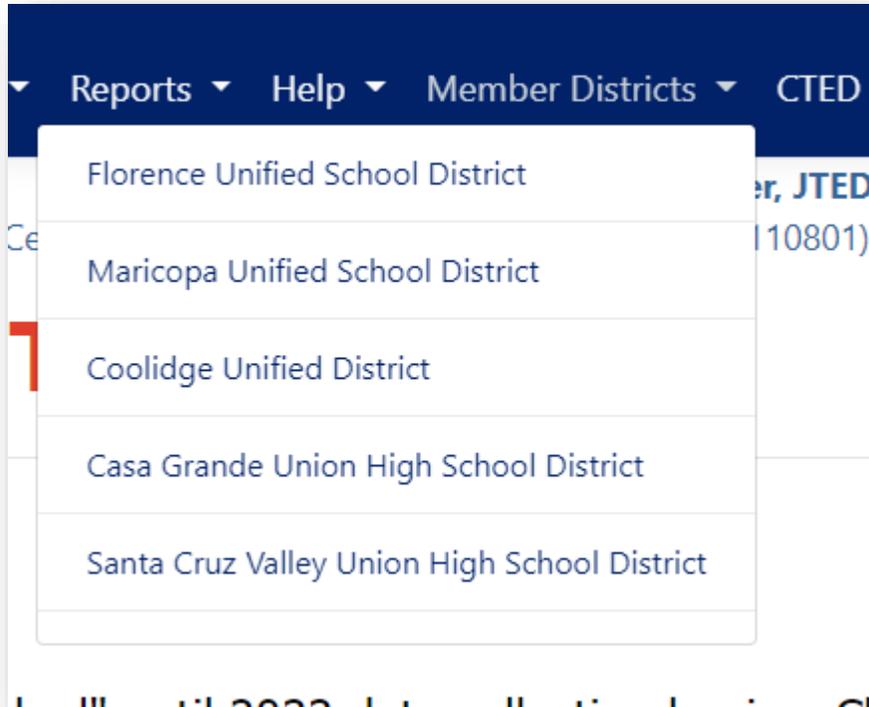


AZ Department of Education  
Career and Technical Education  
School Year 2020 - 2021

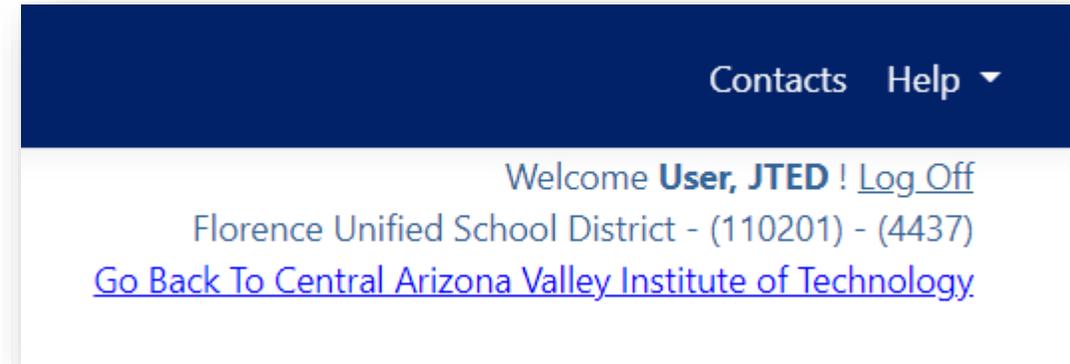
## CTED/School Articulated Enrollment Discrepancy Report

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
	Nicole Perez Fernandez	1.5		Nicole Perez Fernandez	1.5	Y
10020030	Graphic Design	10020030	Graphic Design II	070802234 West- Mec - Central Campus	1	1234567 8 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
				Aaron Contreras	1	N

# Working with Member Districts – View Member Districts



Navigate to member districts (view only) by selecting a district from the “Member District” menu option.



Go back to CTED by clicking “Go back to...” link in top right corner.

# Other Tools Available in Enrollment

## Deletion

- Delete an individual student enrollment record
- Delete an entire course enrollment record
- Delete an entire term's course enrollment records

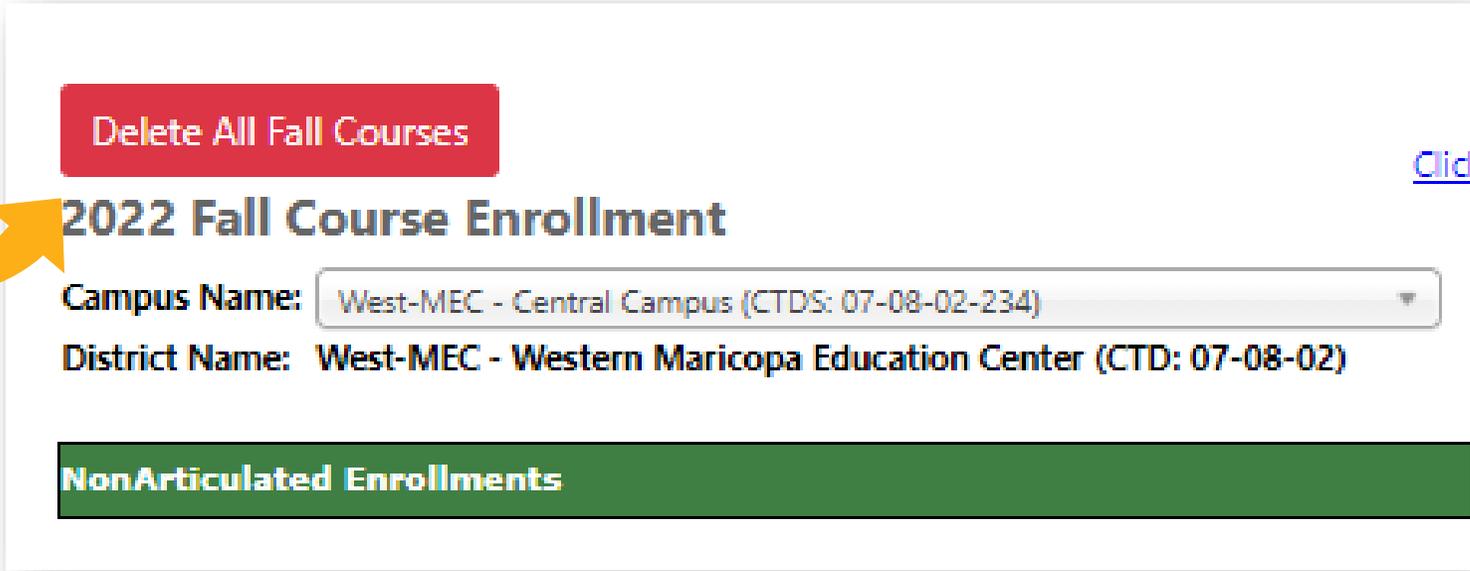
When to delete? **You must delete existing enrollment records and re-upload if you wish to modify the record.**

**Please note that deleting an enrollment record will also delete any corresponding credentials that have been entered!**

**Deleting an uploaded file also deletes any record that was on that file.**

# Other Tools Available in Enrollment

Click this button to delete All Fall term course/student enrollment records. Same option available for Spring.



The screenshot shows a web interface for managing enrollment. At the top left is a red button labeled "Delete All Fall Courses". To its right is a blue link labeled "Click". Below these is the heading "2022 Fall Course Enrollment". Underneath is a form with two fields: "Campus Name:" with a dropdown menu showing "West-MEC - Central Campus (CTDS: 07-08-02-234)" and "District Name:" with the text "West-MEC - Western Maricopa Education Center (CTD: 07-08-02)". At the bottom of the form is a green bar with the text "NonArticulated Enrollments".

# Other Tools Available in Enrollment

## NonArticulated Enrollments

Show  entries

Action	Program	Program Description	
<a href="#">Delete</a> <a href="#">Detail</a>	12040900	Aesthetics (NT-M)	120
<a href="#">Delete</a> <a href="#">Detail</a>	14100100	Electronic Technologies (NT-F)	141
<a href="#">Delete</a> <a href="#">Detail</a>	14100100	Electronic Technologies (NT-F)	141
<a href="#">Delete</a> <a href="#">Detail</a>	15120200	Technology Devices Maintenance (NT-F)	151
<a href="#">Delete</a> <a href="#">Detail</a>	43010000	Law and Public Safety (NT-F)	430
<a href="#">Delete</a> <a href="#">Detail</a>	47060050	Aircraft Mechanics (NT-F)	470
<a href="#">Delete</a> <a href="#">Detail</a>	49010000	Air Transportation (NT-F)	490

Showing 1 to 7 of 7 entries

Click "Delete" to delete the course enrollment record (row).

# Other Tools Available in Enrollment

The finalize button has been reset because there has been a change in the data. Please review changes and re-finalize

## Course Enrollment Record

Care: Active Duty

Migrant: 0

### Student Details

Show 50 entries Search:

Student ID	Student Name	Grade	Credits Earned	Select For Deletion
26730165		12	1.5	<input checked="" type="checkbox"/>
26883472		12	1.5	<input checked="" type="checkbox"/>
34448113		12	1.5	<input type="checkbox"/>
76261851		12	1.5	<input type="checkbox"/>

Showing 1 to 4 of 4 entries Previous

[Save Changes](#) [Cancel & Close](#)

Check the box for each student you wish to delete. They will be deleted when you click "Save Changes".

# Credentials

# Credentials Reporting

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

**Student must have a current year enrollment record for a credential to be recorded.**

The screenshot displays the CTE Data Portal interface. At the top, there 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 white header area contains a welcome message: 'Welcome District, CTE User ! Log Off'. The main content area is titled 'Credential 2022' and includes a link for 'Click here for instructions' and a 'Fiscal Year' dropdown menu set to '2022'. There are input fields for 'School Name' and 'District Name'. A link for 'Add Student Credential' is present, along with a 'Show 50 entries' dropdown and a search box. Below these elements is a table with the following headers: 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 body is empty, displaying the message 'No data available in table'. At the bottom left, it says 'Showing 0 to 0 of 0 entries', and at the bottom right, there are 'Previous' and 'Next' navigation buttons.

## Other Tools Available in Enrollment

- 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%.
- Your credentials reporting will affect your member districts!

# Industry Credential Incentive Program

- 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.

# Recording Credentials

Credentials may be added two ways:

## 1. Via the website interface on the Credentials menu page

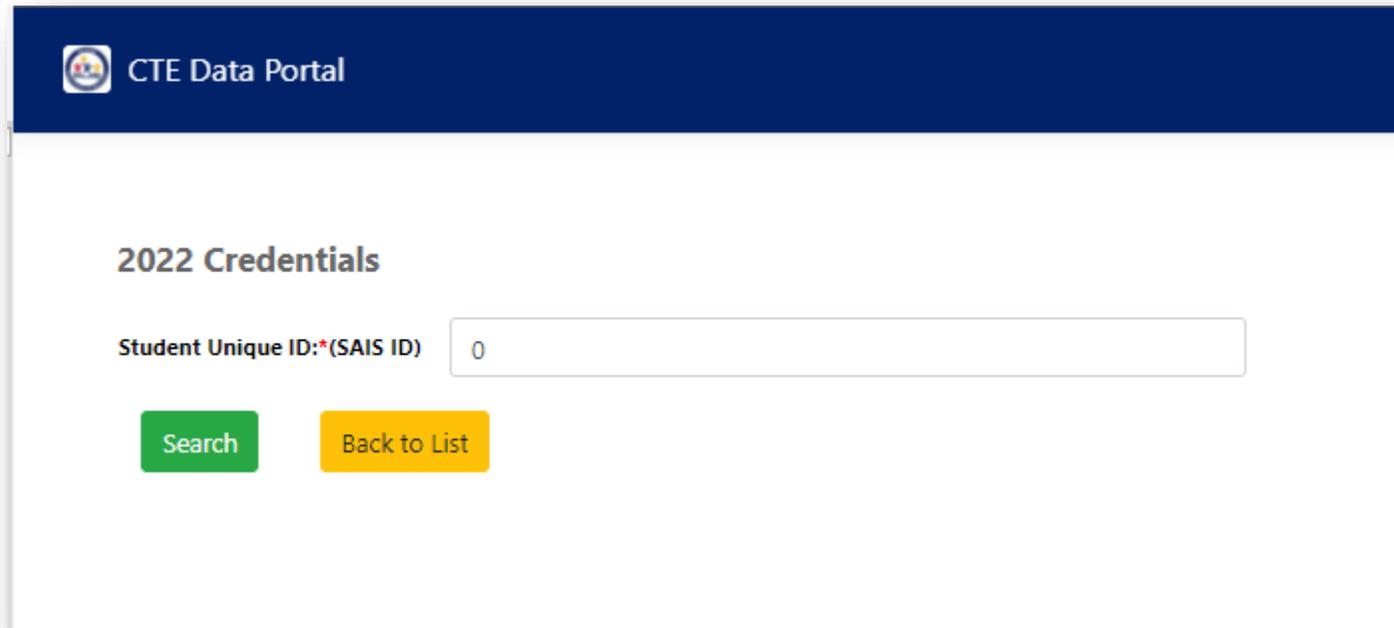
- Click “Add New Credential”
- Search for student using SUID – must have existing enrollment
- Add credential by filling in the grid

## 2. Via template upload

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

# Recording Credentials – Manual Entry

1. Via the website interface on the Credentials menu page
  - Click “Add New Credential”
  - Search for student using SUID – must have existing enrollment



The screenshot displays the CTE Data Portal interface. At the top, there is a dark blue header with the CTE logo and the text "CTE Data Portal". Below the header, the page title "2022 Credentials" is centered. Underneath, there is a label "Student Unique ID:\*(SAIS ID)" followed by a text input field containing the number "0". Below the input field, there are two buttons: a green "Search" button and a yellow "Back to List" button.

# Recording Credentials – Manual Entry

CTE Data Portal Home Contacts Coherent Sequence Enrollment Participant/Concentrator Placement Survey Credentials Upload Reports

Welcome User, JTED | [Log Off](#)

### 2022 Credentials

[Change Student](#) [Back to List](#)

---

**Student Information**

**Student Unique ID:** 26730165 **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 License	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 (MTA)	05/03/2021	YES		2021	

Add credential by filling in top row of table (dropdowns) and click “Create”.

Dropdowns will show the selected student’s enrollment in the same year.

A passing credential may only be recorded once. Non-passing credentials may be recorded more than once.

Click “Modify” to modify the credential record (including any uploaded credentials).

# Recording Credentials – Manual Entry

CTE Data Portal Home Contacts Coherent Sequence Enrollment Participant/Concentrator Placement Survey Credentials Upload Reports

Welcome User, JTED | [Log Off](#)

### 2022 Credentials

[Change Student](#) [Back to List](#)

---

**Student Information**

**Student Unique ID:** 26730165 **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 License	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 (MTA)	05/03/2021	YES		2021	

The first column shows who recorded the credential, but both parties can view the credential if matching enrollment exists.

“Course Taught By” column shows the name of the school that taught the student in that course.

# Recording Credentials – Upload

	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 CTED (and credential is being recorded by CTED)
- Get Credential Code from website: <https://www.azed.gov/cte/cte-industry-credentials>

# Recording Credentials – Upload



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

Use the **Credential Code** from this list on the Credential File Upload template.

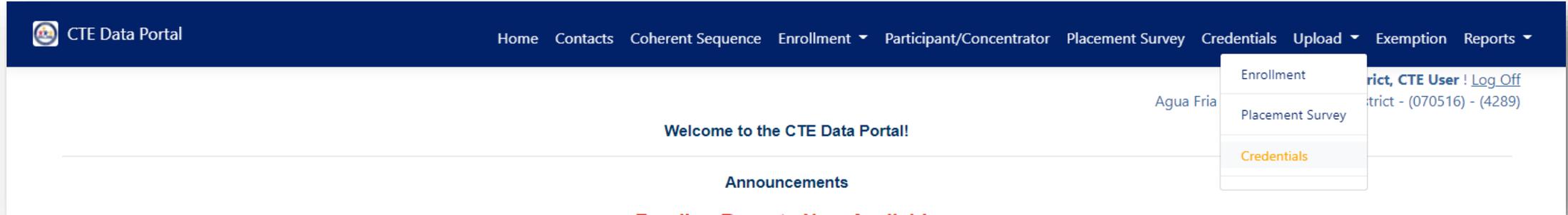
Please note that Credential Codes change on an annual basis - please be sure to use the most up-to-date version of this list downloaded from the CTE website: <https://www.azed.gov/cte/cte-industry-credentials>

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

- Use the appropriate credential code on the file upload.
- Be sure to use the credential in the correct/appropriate program.

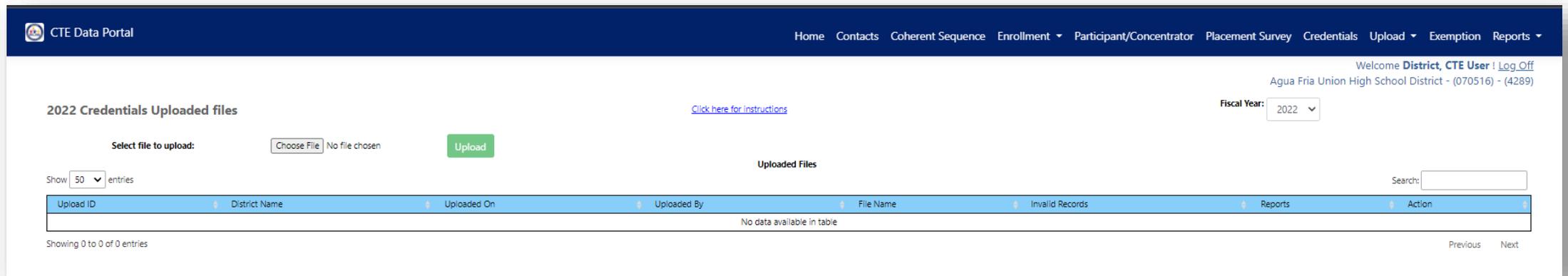
# Recording Credentials – Upload

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



The screenshot shows the CTE Data Portal interface. The top navigation bar is dark blue with white text. The 'Upload' menu item is highlighted, and its dropdown menu is open, showing options for 'Enrollment', 'Placement Survey', and 'Credentials'. The 'Credentials' option is highlighted in orange. The main content area is white and contains a 'Welcome to the CTE Data Portal!' message and an 'Announcements' section. The user's name and district information are visible in the top right corner.

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



The screenshot shows the '2022 Credentials Uploaded files' page in the CTE Data Portal. The page has a dark blue header with the CTE Data Portal logo and navigation links. The main content area is white and contains a 'Select file to upload:' section with a 'Choose File' button and an 'Upload' button. Below this is an 'Uploaded Files' table with columns for 'Upload ID', 'District Name', 'Uploaded On', 'Uploaded By', 'File Name', 'Invalid Records', 'Reports', and 'Action'. The table is currently empty, displaying 'No data available in table'. There is a search bar and a 'Fiscal Year' dropdown set to '2022'.

# Recording Credentials – Upload

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

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

Select file to upload:  No file chosen

Show 50 entries

Upload ID	District Name	Uploaded On	Uploaded By	File Name	Invalid Records	Reports	Action
15757	Agua Fria Union High School District	10/5/2021	ctuser1@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

Previous 1 Next

Click on file name to view file itself.

If any invalid records, review error report in the “Reports” column.

# Recording Credentials – Upload Error Report

Uploaded : 10/15/2021 17:00

CTD  
COUNTY  
DISTRICT  
SCHOOL

070516 SCH:201  
MARICOPA  
Agua Fria Union High School District  
Agua Fria High School

Program # Program Title	SUID	Date Of Birth	Fiscal Year	SOR CTDS	Course Taught By	Course Number	Test Date	Pass/Fail	Credential Code	Certificate/License Number
52180020										
	██████	██████	2021	070516201	070516201	52180011	01-Oct-2020	Y	1907	
<ul style="list-style-type: none"><li>- Credential code is invalid for the selected program</li><li>- Fiscal year entered is invalid</li><li>- The test date should be in current year</li></ul>										

# Participants & Concentrators

# Definitions

## **CTE Participant**

- A student that completes not less than one course in a CTE program.
- Course must be worth at least one credit.

## **CTE Concentrator**

- A student that completes not less than two courses within a single CTE program.
- Both courses must be worth at least one credit each.
- Internships, Co-op, and DCE courses cannot be used.

# Participants & Concentrators

- **The system will create your participant and concentrator records using the credits that the student has earned in the Enrollment.**
- **Credits are aggregated by program and are maintained from year to year and are “rolled forward” each year.**
- **System will bring in “leave code” (AzEDS entry/exit codes) from the student’s school of residence to determine eligibility for Placement Survey.**
- **CTEDs will not have PC records until after June 2022.**

# Participants & Concentrators Uses

- Your member districts rely on PC records for their Perkins V Performance Measures and funding eligibility.
  - CTEDs are not subject to this requirement.
- Participant and Concentrator records will be used to create the CTED Annual Achievement profiles ([ARS §15-393.01](#)) data files.
  - Program Completion
  - TSA Pass Rate
  - Graduation Rate
  - Placement Rates

# Participants & Concentrators Uses

CTE Data Portal

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

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

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

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

Show 50 entries Search: [ ] [CSV Download](#)

Action	SAIS ID	Student Name	Grade	Program Number	Program Description	LC	L-C-P	Current Year Enrolled	New CTE	Assessment	Special Pops	C/U	P	C	Modified Date
<a href="#">View</a>	[Redacted]	[Redacted]	12	10020090	Film and TV Production (NT-F)	NP		NO	NO		YES	0.5			
<a href="#">View</a>	[Redacted]	[Redacted]	12	10020090	Film and TV Production (NT-F)	NP		NO	NO		YES	1			
<a href="#">View</a>	[Redacted]	[Redacted]	12	10020090	Film and TV Production (NT-F)	NP		NO	NO		NO	0.5			
<a href="#">View</a>	[Redacted]	[Redacted]	12	10020090	Film and TV Production (NT-F)	NP		NO	NO		YES	1			
<a href="#">View</a>	[Redacted]	[Redacted]	12	15000000	Engineering (NT-F)	NP		NO	NO		YES	1			
<a href="#">View</a>	[Redacted]	[Redacted]	12	01000000	Agriscience (NT-F)	G	5/27/2021	YES	NO	Passed	NO	4.5		C	
<a href="#">View</a>	[Redacted]	[Redacted]	12	01000000	Agriscience (NT-F)	G	5/27/2021	YES	NO		NO	3.5		C	
<a href="#">View</a>	[Redacted]	[Redacted]	12	01000000	Agriscience (NT-F)	G	5/27/2021	YES	NO		NO	3.5		C	
<a href="#">View</a>	[Redacted]	[Redacted]	12	01000000	Agriscience (NT-F)	G	5/27/2021	YES	NO	Passed	NO	5.5	P	C	
<a href="#">View</a>	[Redacted]	[Redacted]	12	01000000	Agriscience (NT-F)	G	5/27/2021	YES	NO	Passed	NO	4.5		C	

Main page contains list of all PC records. Records are kept until student leaves secondary education.

LC: Leave code – AzEDS Exit code from Student’s SOR

LCP: Date that leave code was posted.

# Participants & Concentrators Uses

CTE Data Portal

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

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

## 2021 Participant Concentrator

### Student Information

Student Unique ID: [REDACTED] Student Name: [REDACTED] Birth Date: [REDACTED] Gender: F Grade: 12 Cohort Year: 2021 Race: White Ethnicity: Non-Hispanic/Latino Student Enrollment Status: NP Special Population Status: Economically Disadvantaged Single Parent: NO 504 Student: NO  
School Of Residence: Agua Fria High School (070516201) School Of Attendance: Agua Fria High School (070516201)

### CTE Carnegie Units earned in fiscal year

Program Name	Total CU	2021	2020	2019	2018	2017	.10 Intro Course	CU Units Required	CTE Assessment Data
10020090 : Film and TV Production (NT-F)	0.5	0	0	0	0.5	0	0	2	

Showing 1 to 1 of 1 entries

Individual PC record shows credit history, student demographics, and student's SOR.

# Leave Codes

Leave code will be brought in from student's school of residence rather than using the CTED leave code.

EXITED SECONDARY EDUCATION		
G	Year-end graduate	Student completed a course of study for high school and passed all three high school assessments or completed an IEP and the requirements specified within their IEP.
S7	Summer graduate	
W7	Mid-year graduate	
S5	Summer dropout	Student has left secondary education with no intentions of returning to complete their high school education.
W5	Dropout	
S6	Summer aged out (22+)	Student has turned 22 and is no longer school age.
W6	Aged out (22+)	
S11	Summer GED	Student has exited secondary education with the expressed purpose of obtaining a GED.
W11	GED	
A	Attendees	Student is a 12 <sup>th</sup> grade student who did not fulfill a course of student OR did not complete an IEP OR turned 22 years of age OR attended school as a 12 <sup>th</sup> grade foreign exchange student.
STILL ENROLLED		
E1	Still enrolled	Student is still enrolled in school and is expected to return next year. CTE Data Portal converts multiple "Still Enrolled" exit codes to E1 for simplicity.

TRANSFERS		
W1	Transferred	Student has transferred to another school which grants an accredited high school diploma to continue their studies.
S1	Summer Transferred	
W99, S99	Transferred (within District)	
W21, S21	Transferred (out of state)	
W22, S22	Transferred (out of country)	
OTHER (‘W’ codes indicate midterm exit; ‘S’ codes indicate summer exit)		
C	Completer	Student completed a course of study at a Career and Technical Education District (CTED), before or after graduation.
W2, S2	Illness	Student has a chronic illness.
W3, S3	Expelled	Student has been expelled or has received long-term suspension.
W4, S4	Status Unknown	Student's status is unknown.
W8, S8	Deceased	Student is deceased.
W9, S9	Homeschool	Student has withdrawn for homeschooling.
W10, S10	State Detention Facility	Student has been transferred to a state detention facility.
NP	Not Posted	No valid leave code found in AzEDS (this is not an AzEDS code)

**Questions?**