



Arizona Department of Education

Career Technical Education District : Frequently Asked Questions

Updated: December 7, 2022

Q: How should the new fields be reported for a district that has two different enrollments for their career and technical education students?

- A. Only Career and Technical Education District (CTED) memberships should have instructional time or community college credits submitted. Career and technical education courses that are not part of a CTED are not required to have this data. The new data collection requirements and Average Daily Membership calculations apply specifically to CTEDs pursuant to A.R.S. § 15-393.

Q: If a student is taking five career and technical education courses, should the sum of the hours for all five courses be reported or only the courses that are being reported through a CTED satellite?

- A. Instructional hours and community college credits should only be reported for CTED enrollments. It is not necessary to report instructional hours or community college credits for career and technical education courses that are not offered through Career and Technical Education Districts (CTEDs).

In the example above, if all five courses were taken through a CTED, all of the hours would be reported. If four career and technical education courses were taken through the home high school and only one course was taken through a CTED, the hours should only be reported for the course taken through the CTED.

Q: If a course is counted within the Community College CTE credits field, would we also count that course in the planned instructional hours field?

- A. No, planned instructional hours should only be reported for courses for which community college credits are not reported.



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Q: Will Average Daily Membership (ADM) be calculated based on 600 hours or by course?

A. ADM that is based on reported instructional time for CTED enrollments is calculated by dividing reported instructional hours by 600. For a CTED satellite course that meets for less than 150 hours total, 150 hours of instruction should be reported for students that are enrolled for the duration of the course and actual instructional time should be reported for students that are not enrolled by the entire duration of the course.

Q: What report will show me CTED ADM in AzEDS?

A. The ADM15 report will continue to show CTED ADM. However, a new CTEDADM15 report will be available in the near future and will include additional data that does not appear in the ADM15 report. The new data in the CTEDADM15 report will enable reconciliation of Average Daily Membership to the reported instructional time and community college credits.

Q: Can passing time be included for CTED instructional hour requirements?

A. No, passing time should not be included in reported CTED instructional time.

Q: Can a CTED use an Instructional Time Model (ITM)?

A. No, Instructional Time Models (ITMs) are not applicable to CTEDs

Q: Where can I find the CTED Facility Type Definitions?

A. CTED facility types are defined in the guidance document.



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Q: What is the correct tuition payer code to use for CTED students in 9th grade and in the year immediately following high school graduation? When will this tuition payer code be required?

A. The correct tuition payer code to use for 9th graders and students in the school year immediately following high school graduation is tuition payer code 9. It is possible to submit this tuition payer code today, but use of the code will not be required until FY24

Q: How should absences be recorded for students enrolled in both a High School and CTE class?

A. The enrollments are separate, and absences should be reported for each school from which a student is absent.

ARS 15-901.a.5 describes High School Attendance as 0.25 for each 60 minutes of attendance. If a student is present for four 60-minute periods, the student would be in attendance for the full day. If an absence occurs during the regular HS attendance period it should be reported from the high school. If an absence occurs during a CTED period, the absence should be reported from the CTED satellite.

Q: How do I change CTED satellite reporting from the CTED to the Local Education Agency (LEA)?

A. This can be changed by submitting an Entity Profile Request in Help Desk. The supporting documentation that is required to establish this relationship is either an intergovernmental agreement (IGA) between the CTED and LEA that states the LEA will submit data on behalf of the CTED or a letter signed by both the CTED and LEA Superintendents.