



## INTRODUCTION

The Coherent Sequence is a list of career and technical education (“CTE”) courses that a school offers or plans to offer. Schools have the opportunity annually to update their coherent sequence if new CTE programs are offered or if some programs are discontinued at the school. For each program that is added to a school’s coherent sequence, some courses are required, and optional courses are available. A school must add the required courses to their coherent sequence for each CTE program selected. For any course, the school must also indicate if the course will be taught at the school itself (non-articulated course) or if it will be taught elsewhere (articulated course).

The coherent sequence in the CTE Data Portal lists CTE programs and courses as they appear in the State Course Catalog, the Statewide CTE coherent sequence, and on the approved programs list for the selected fiscal year. Districts and schools may opt to title their CTE courses differently, but the coherent sequence must remain consistent with the actual approved CTE program and course titles. The CTE Program and Course numbers (CIP codes) are federally regulated, and districts must use the program and course numbers that appear on the coherent sequence.

## COHERENT SEQUENCE AND ENROLLMENT REPORTING

A program and course must exist on a school’s coherent sequence in order for the school to record CTE student enrollment in that program and course. When recording enrollment, the program, course, and location where the course is taught (non-articulated or articulated) must match the coherent sequence for the enrollment record to process successfully. A program/course may exist on the coherent sequence in multiple locations (non-articulated and articulated).

A coherent sequence is required for each school within a participating LEA.

The coherent sequence for all CTE programs is available, by fiscal year, on the CTE website here:  
[www.azed.gov/cte/programs](http://www.azed.gov/cte/programs).

## ARTICULATION ON THE COHERENT SEQUENCE

Courses on the coherent sequence for a school must be designated as nonarticulated or articulated. Schools report their own student’s enrollment at any location (non-articulated or articulated).

- Nonarticulated courses are those courses taught at the school (the school at which the coherent sequence exists), on campus, by that school’s instructional staff.
- Articulated courses are those courses that are taught somewhere other than the school at which the coherent sequence exists – this may be another school within the district, at a community college, or at a career and technical education district (CTED) campus.
  - Courses taught at a CTED leased land central campus co-located on school grounds should be reported as articulated courses. Leased central campuses are different than CTED satellite campuses.
- Articulated courses taught at a community college may or may not involve a CTED – if an articulated course is funded by a CTED, it must be reported using the CTED community college CTDS number on the coherent sequence rather than the CTDS number for the college itself.
  - Below is a list of all such entities:

**LIST OF CTEDs AT POSTSECONDARY SITES**

<b>CTED Name</b>	<b>CTED at Postsecondary Site Name</b>	<b>Site CTDS</b>
Cobre Valley Institute of Technology District	CVIT - Central Campus EAC Gila Pueblo	110802007
Cobre Valley Institute of Technology District	CVIT - Central Campus CAC Aravaipa	110802009
Cochise Technology District	CTD - Cochise College	020801012
Coconino Association for Vocation Industry and Technology	CAVIAT - CCC Central Campus	030801009
Coconino Association for Vocation Industry and Technology	CAVIAT - Flagstaff Central Campus	030801014
Coconino Association for Vocation Industry and Technology	CAVIAT - Page Central Campus	030801010
Gila Institute for Technology	GIFT - Gila Institute for Technology (EAC Thatcher)	050802001
Mountain Institute JTED	MIJTED - Yavapai College CTEC	130802008
Northern Arizona Vocational Institute of Technology	NAVIT - NAVIT Courses (Welding Shop)	090835206
Northern Arizona Vocational Institute of Technology	NAVIT - Gila Community College	090835217
Northern Arizona Vocational Institute of Technology	NAVIT - Northland Pioneer College WMC	090835212
Northern Arizona Vocational Institute of Technology	NAVIT - Northland Pioneer College STJ	090835216
Northern Arizona Vocational Institute of Technology	NAVIT - Northland Pioneer College SCC	090835213
Northern Arizona Vocational Institute of Technology	NAVIT - Northland Pioneer College SPE	090835218
Northern Arizona Vocational Institute of Technology	NAVIT - Northland Pioneer College PDC	090835214
Northern Arizona Vocational Institute of Technology	NAVIT - Northland Pioneer College LCC	090835215
Pima County JTED	Pima County JTED/Pima Community College	100811218
Southwest Technical Education District of Yuma (STEDY)	STEDY- Arizona Western College	140801008
Valley Academy for Career and Technology Education	VACTE - Yavapai College Sedona Center	130801007

West-MEC - Western Maricopa Education Center	West-MEC - Glendale Community College North	070802286
West-MEC - Western Maricopa Education Center	West-MEC - Glendale Community College	070802284
West-MEC - Western Maricopa Education Center	West-MEC - Estrella Mt Community College	070802285
West-MEC - Western Maricopa Education Center	West-MEC - Gateway Community College	070802280
Western Arizona Vocational District #50	WAVE Arizona Western College	080850007
Western Arizona Vocational District #50	WAVE Mohave Community College	080850008

### **DEFINITION OF CTED CENTRAL CAMPUS TYPES** **A.R.S. § 15-363(Z)**

“Centralized campus” (AKA “Central Campus”) means a facility that is owned and operated by a career and technical education district to offer career technical education programs or career technical education courses.

“Leased centralized campus” (AKA “Leased-land Central Campus”) means a facility that is leased and operated by a career and technical education district to offer career technical education programs or career technical education courses.

“Satellite campus” means a facility that is owned or operated by a school district or charter school to offer career technical education district programs or career technical education courses.

### **ARTICULATION AND EDUCATOR CERTIFICATION**

All CTE courses must be taught by appropriately certified educators with the exception of courses taught at community colleges (through the CTED) by community college instructors. Since Community College instructors do not receive educator certifications from the Arizona Department of Education, their certification/qualifications to teach CTE courses cannot be verified. All other courses must be taught by appropriately certified teachers regardless of course location.

### **ARTICULATION WITH CTED CENTRAL CAMPUSES**

The following applies only to satellite campuses of Career and Technical Education Districts (CTED) and CTED central campuses. The following does not apply to non-CTED member districts/non-satellite campuses.

**Districts:** For school districts/high schools with articulated enrollment where the course is taught at a CTED central location (central campus or community college), both the CTED central campus and the satellite campus will report the student’s enrollment in the CTE Data Portal. Districts should work with their CTED to ensure that the articulated location for such courses matches the CTED’s coherent sequence for the same course.

**CTEDs:** For CTEDs that teach students that articulate from satellite campuses, both the satellite campus and the CTED central campus will report the student's enrollment in the CTE Data Portal (given that the satellite campus is a CTE participating school). CTEDs should work with their member districts and satellite campuses to ensure that the satellite campus' coherent sequence matches the CTEDs coherent sequence for each course.

**For both Districts & CTEDs:** The following elements must match on each entity's coherent sequence to ensure seamless data alignment between CTED and satellite campus (for articulated courses taught at a CTED):

- Program Number
- Course Number
- District Articulation Location (CTDS) must match CTED's central campus (CTDS)

### **ARTICULATION BETWEEN DISTRICT SCHOOLS (NO CTED)**

**In-District:** Districts should report students that travel between schools within the district as articulated students at their regular school ("home" school, "school of residence") and should not report the student as a nonarticulated student at the school where they are taught. This will ensure that the student's record(s) are kept at their regular school rather than splitting records between schools. In AzEDS, students may be concurrently (AKA ancillary) enrolled at the school at which they are taking their concurrent enrollment courses and should be exited with a "CC" (Completed Concurrent) exit code at the end of the year or with the appropriate mid-year withdrawal code rather than an end-of-year exit code such as "G" (Graduates) or "P" (Promoted).

**Out-of-District:** Districts that send students to schools (non-CTED) outside of the student's regular school district should not report such students in the CTE Data Portal as the school district that is teaching the student will report these students. This will ensure that students are not double-reported, and that record(s) and enrollment funding will be kept with the district that is providing instruction.

### **INACTIVE PROGRAMS**

Any CTE program (including LOP) without enrollment for two consecutive years is considered inactive and is automatically removed from a school's coherent sequence (the CTE Data Portal moves the course to an "Inactive" section on the Coherent Sequence page).

If a school resumes offering the inactive course, they must re-add the course to their coherent sequence. Districts/schools with inactive local occupational programs must contact CTE Program Services for further assistance.