

L. Career Technical Education District

L-1. Definitions

A Career Technical Education District (CTED) is a district that provides courses as part of a career technical education (CTE) program approved by the CTE division of the Arizona Department of Education (ADE) and further defined in [A.R.S. § 15-391](#). CTED sites are further defined in [A.R.S. § 15-393](#):

- **Centralized campus** is a facility owned and operated by a CTED to offer CTE programs and courses.
- **Leased centralized campus** is a facility leased and operated by a CTED to offer CTE programs or courses. Leases entered by CTEDs must be between two parties, in writing, for a specified period, and approved by the Joint Committee on Capital Review (JCCR). A building or land may be leased if owned by the CTED. The lease must be at fair market value if the facility is on a member district's site. The CTED must report enrolled students who are residents within the leased centralized campus boundaries as residents of the CTED, and ADM cannot be shared with a member district.
- **Satellite campus** is a facility owned or operated by a school district or charter school to offer CTED programs or CTE courses.
- **Community college campus** means the CTED has signed a written agreement with the college to provide approved CTE courses.
- **Member district** is a charter or school district formed and approved by voters within the predetermined district boundaries to receive services from a CTED.

L-1a. Intergovernmental Agreement (IGA)

Any agreement between the governing board of a CTED and another CTED, a school district, a charter school or a community college district shall be in the form of an intergovernmental agreement or other written contract and must include the following:

- The allocation of ADM between the member district and CTED must be clearly outlined.
- Dated with specified effective and expiration dates.
- Indicate the location where the CTED instruction will take place.
- Include provisions for responsibilities, quality of instruction, transportation services, financial contributions, payment for services, and minimum services for member districts, as well as an itemized listing of other goods and services provided.
- The IGA must be approved with signatures from the CTED and authorized representatives from the other facility.
- Readily available to the ADE and Auditors upon request in case of an Audit. Documents should be maintained and kept up to date; copies should be retained for at least 5 years. See [Retention Schedule CS-1137](#)

The CTED is responsible for ensuring CTE staff is properly certified as defined by state requirements. For more information, refer to [CTE Certification Requirements](#).

Refer to the requirements list in [A.R.S § 15-393\(L\)](#).

L-1b. CTDS Numbers

Every entity is given a unique County Type District School (CTDS) number and Entity ID managed in the ADE Education Organization System (EOS). In most cases, the CTED site must have a unique CTDS number and provide specific information about the site to ADE. If a single course is offered at multiple locations, only the primary location needs a CTDS number. Intergovernmental Agreements (IGAs) between the CTED and member districts are required for each CTED satellite site. Students enrolled in CTED-specific programs and classes at community colleges can be reported under a single CTDS number, even if the community college has multiple campuses. A CTDS number is necessary for each community college for which an IGA is required.

L-2. AzEDS Reporting

L-2a. CTED Calendars

Each CTED site is required to have an Instructional Calendar in AzEDS. A community college can have one instructional calendar for all campuses.

The AzEDS Instructional Calendar should align with the CTED calendar, despite the individual student's course start and end dates. Absences may be reported and should only be reported for students on the days on which instruction is scheduled. The CTED's reported calendar must follow the [Defining the Instructional Calendar](#) guideline.

L-2b. Course Data

As agreed in the IGA between the member district or charter and the CTED, the reporting school shall report the CTE courses where the students are enrolled. The student's membership does not need to end when the course ends; for example, during winter breaks, the student does not need to be withdrawn from membership.

Additionally, the CTED should be able to provide a comprehensive list of all courses offered at all sites in case of audit. The list should contain the following:

- A master bell schedule with course start and end dates
- A list of course offerings and locations of the course offered
- A list of the courses' start and end time to support the calculation of the total instructional hours of enrollment

L-3. Membership Requirements

L-3a. State Aid Eligibility and Tuition Payer Codes

Students should be reported to AzEDS with one of the following tuition payer codes:

Tuition Payer Code 1:

- Students are eligible to receive state aid.

Tuition Payer Code 2:

- Students not eligible for state aid, including 9th-grade students **not** enrolled in a Regionally Identified High-Need program.

- Empowerment Scholarship Account (ESA) students.
 - For information on ESA students, contact ESACallCenter@azed.gov.

Tuition Payer Code 9:

- A 9th-grade student enrolled in a Regionally Identified High-Need CTE program
- A student who has graduated from any high school and is enrolled in the Regionally Identified High-Need CTE program
- A student reported to AzEDS by the CTED with a grade of 12 (Continuation students)
- Reported to the [CTE Data Portal](#) in ADEConnect

L-3b. Regionally Identified High-Need Program

Arizona students in grades 9 - 12 can be reported to AzEDS and may generate fundable ADM if specific criteria are met. Beginning in FY 2022, CTED students who are in Regionally Identified High Need Programs, as identified by the Office of Economic Opportunity (OEO) and approved by the Arizona Career and Technical Education Quality Commission (ACTEQC), may generate funding if enrolled on the 40th day of their 11th grade. Students who have been coded as having graduated from an Arizona school and enrolled in a CTED in the subsequent year may generate ADM funding if enrolled in a Regionally Identified High-Need program and reported to the [CTE Data Portal](#) in ADEConnect.

Grade 9 students enrolled in a CTED and in a Regionally Identified High Need program may generate grade 11 funding if the following criteria are met:

- Has a 9th-grade student enrollment, reported with a tuition-payer code 9 in AzEDS
- Enrolled in a Regionally Identified High-Need CTE program
- Has an 11th-grade CTE enrollment on day 40 of the CTED's instructional calendar
- Reported to the [CTE Data Portal](#) in ADEConnect

School Finance will verify students' participation in the Regionally Identified High-Need program by using student data with a tuition payer code 9 to calculate the appropriate ADM payment in the year the student is in Grade 11 and has met additional criteria listed in the next section.

"Grade 13" students are considered continuation students enrolled in a CTED program and may generate funding if the following criteria are met:

- Reported with a grade of 12 to AzEDS for their CTE enrollment and reported with a tuition-payer code 9 in AzEDS
- Enrolled in a Regionally Identified High-Need CTE program
- Student coded as graduating from any high school in the immediate previous school year. [A.R.S. 15-393 \(9\)](#)
- Reported to the [CTE Data Portal](#) in ADEConnect

Funding for students who have continued their CTED participation after graduation will be calculated manually by School Finance in the subsequent fiscal year. Students in grade 12 who graduate early and are classified as a W7 from the member district will not be eligible for funding for the rest of the school

year. The school year is defined as running from July 1 to June 30, according to [A.R.S. 15-901](#). If the student continues their enrollment in the CTED in the following school year, they may be eligible for funding and must be reported by the CTED with a tuition payer code of 9.

While students can receive funding for 9th grade or the year after their graduation, they are prohibited from receiving CTED funding for more than four years, even if they attend more than one CTED.

L-4. Average Daily Membership

Either the CTED or the member district (not both) may claim average daily membership (ADM) for a student enrolled in a CTE course provided at either a CTED centralized campus (owned and operated by the CTED) or a CTED satellite campus, as agreed upon and outlined in their IGA. Membership for the calculation of ADM for students at a centralized or leased centralized campus must be reported by the CTED. CTEDs may not generate additional ADM add-on weights for students with a Gifted Need or Free and Reduced-Price Lunch (FRPL) need.

ADM and Full-time equivalency (FTE) for CTED students is determined in part by the type of CTED site at which they are enrolled. For students enrolled at CTED satellite campuses, FTE should be reported as 0.25 per course. For students enrolled in a CTE course or program provided by a community college, FTE should be reported as 0.25 for every three credit hours of CTE courses (this does not apply to community college courses that are dropped and refunded to the CTED).

L-4a. Community College Credits

A CTE course or program provided by a community college will generate 0.25 ADM for every three credit hours of enrollment in CTE courses.

College Credits Enrolled	Reported FTE	Maximum ADM
3.00	0.25	0.25
6.00	0.50	0.50
9.00	0.75	0.75
12.00	1.00	1.00

L-4b. Total Planned Instructional Hours

A student enrolled in a CTED satellite, centralized, or leased-centralized campus will generate ADM equal to the total reported instructional hours of enrollment divided by 600 hours, up to the student's reported FTE *. A student may generate ADM for instruction received at any hour of the day and on any day of the week, of each fiscal year. This applies when the student is enrolled in a school district that is a member of the same CTED. [A.R.S. § 15-393\(O\) \(P\) and \(Q\)](#)

The table below provides examples of the ADM that would be generated based on certain reported instructional hours of enrollment.

Instructional Hours of Enrollment	Reported FTE	Maximum ADM
≥150 and <300 hours	0.25	0.25
≥300 and <450 hours	0.50	0.50

≥450 and <600 hours	0.75	0.75
≥600 hours	1.00	1.00

* There is one exception to the ADM calculations above. Except where single-period courses are 150 minutes daily (150 X 180 days = 450 hours). Discussed in the paragraph below.

Students enrolled in **CTED Centralized** and **CTED-Leased Centralized** campuses taking courses that meet for 150 minutes (excluding breaks) or longer per day may be reported with an FTE of 0.75. The statute does not provide for proration of FTE for incremental portions of the 150 minutes. Passing time should not be included as part of the 150 minutes since passing time is already considered when allowing for 0.75 FTE for 150 minutes. [A.R.S. § 15-393\(P\) and \(Q\)](#)

Students eligible for a Grand Canyon Diploma (GCD) may be enrolled in a full-time CTED instructional program but must meet additional requirements outlined in [A.R.S. § 15-792.03\(C\)](#).

L-5. ADM Limiting

Arizona state law sets the maximum amount of ADM students that can be generated annually. The ADM will be allocated proportionally based on the amount generated at the districts, charters, and CTEDs where the student was enrolled during the fiscal year. The total combined ADM generated by a single student includes all enrollments in public schools in Arizona.

CTED Type	Maximum ADM Generated	Statue Reference
Satellite Campus	1.250	A.R.S. § 15-393(N)(O)
Centralized Campus	1.750	A.R.S. § 15-393(P)
Leased Centralized Campus	1.750	A.R.S. § 15-393(Q)
Community College	1.750	A.R.S. § 15-393(P)
Facilities not included	1.000	A.R.S. § 15-393(D) and (O)

The ADM Calculation Engine (ACE) determines and limits ADM for each student's membership across all schools each fiscal year. The Limiting Factor is the ratio of available ADM used to limit each student's membership proportionally. Limited Membership Days are calculated by multiplying the total membership days by this ratio.

$$\text{Limiting Factor} = \frac{\text{Maximum Membership Days for the Student}}{\text{Total Membership Days for the Student}}$$

L-5a. Limiting Examples

The following examples demonstrate the limiting process. Districts, charters, and CTEDs can review the LMTADM25 report in AzEDS to see the impact of limiting on specific students.

L-5ai. CTED Limiting Example 1, Sharing ADM with Member District

If a student has an ADM of 1.00 with "School District A" and has a 1.00 ADM at a CTED Centralized Campus, School District A will share the maximum allowable ADM of 1.750 with the CTED Centralized Campus, provided that all statutory requirements for FTE calculation are met.

School	Reported FTE	ADM Before Limiting	Limiting Factor	Limited ADM
Member District School	1.00	1.000	175/200	0.875
CTED Centralized Site	1.00	1.000	175/200	0.875

The ADM Before Limiting for this student is represented by 100 fundable membership days at each site. To find the Limiting Factor, divide the allowable membership days for both schools by the total membership days. The student can generate up to 1.750 ADM, which equals 175 days. Divide 175 by 200 membership days, to get a Limiting Factor of 0.875.

To find Limited ADM: $((\text{Limiting Factor}) \times (\text{Fundable Membership Days})) \div 100 = \text{Limited ADM}$.

L-5aii. CTED Limiting Example 2, Sharing ADM Between 3 Schools

If the same student has fundable membership days at a third school and attends a total of 230 fundable membership days at each site, ADM will be proportionately distributed using the ADM limiting factor as follows:

School	Reported FTE	ADM Before Limiting	Limiting Factor	Limited ADM
Member District School A	1.00	1.000	175/230	0.7609
Non-Member District School B	1.00	0.300	175/230	0.228
CTED Centralized Site	1.00	1.000	175/230	0.7609

This student is allowed up to 1.750 ADM, which is 175 days divided by the student's 230 total fundable membership days, resulting in a Limiting Factor of 0.7609. School District A and School District B must be member districts of the CTED.

L-6. Contact

If you have any questions about this policy, please contact the School Finance Account Analyst Team via a [HelpDesk](#) ticket.