3.1 Career Technical Education

Introduction   LEAs are required to submit the following information to CALPADS:

- Student information and course completion information for all students (including primary, secondary, and short-term enrollment) in departmentalized classes in grades 7–12.

From these submitted data, the CDE creates required **federal Perkins reports.**

All LEAs are required to submit career technical education (CTE) data for grade 7–12 students to CALPADS, including LEAs who receive funding for the Carl Perkins Program.

This section describes what, when, and how the data that LEAs have submitted to CALPADS will be used to create the LEAs' federal Perkins reports. It should be noted that CALPADS data will not satisfy all Perkins reporting requirements, and some additional data will continue to be collected through the CDE program office.

What data must be provided by CTE program staff?   CTE program staff must provide the following data for submission to CALPADS:

- Each student who is a CTE concentrator.
- The pathway of each CTE concentrator (provide one pathway per CTE concentrator).
- Each CTE concentrator who has completed a pathway.
- The local courses that are not designated with CTE State Course Codes (4000–5000 series) that contain CTE content, and that are part of CTE pathways.
- Any local course that is designated as a Technical Preparation Course and is part of a CTE technical career pathway or program that has been articulated with a post-secondary education institution in which a student earns college credit.
- The academic year in which a student completed a specific Career Technical Education Pathway.

What defines a CTE participant?   A CTE participant is a student who has been enrolled in any CTE course.

What defines a CTE concentrator?   A CTE concentrator is a student who has completed 50 percent of a planned program sequence (in hours or credits) in a state-recognized CTE sequence and is enrolled in the next course in that sequence, or has completed 50 percent of a single state-recognized multi-hour course and is enrolled in the second half of that course.

3.1 Career Technical Education, Continued

CTE data elements

The following data elements are specific to CTE. LEAs must submit these data in order for the CDE to create the required federal Perkins reports.

Student CTE Information
(submitted in the Student Career Technical Information [SCTE] file)

Field #	Data Element Public Name	Comment
11.13	CTE Pathway Code	• For each student who is a CTE concentrator, LEAs must indicate the student's pathway, using a CTE pathway code (one code/pathway per CTE concentrator). ° *If a student has multiple pathways, the LEA can submit multiple records representing each pathway.* • Each student who has a CTE pathway will be counted for federal reporting purposes as a "CTE concentrator."
11.14	CTE Pathway Completion Academic Year ID	• For each student who completed a specific Career Technical Education Pathway, LEAs must identify the Academic Year in which the CTE Pathway was completed. ° This data element is to be populated **only** if the student completed the specified pathway during the academic year being reported. ° The CTE Pathway Completion Academic Year ID, if populated, **must** match the Academic Year ID in the file (i.e., in a given academic year, LEAs need to submit for students who completed in that academic year, and not for students who completed the year before). The student's completion of the pathway gets reported only one time, for the academic year in which it occurred. So the CTE Pathway Completion Academic Year ID will be blank unless the student completed the pathway during the academic year being reported.

(This table continues on the following page.)

3.1 Career Technical Education, Continued

CTE data elements, Continued

Course Section Information
(submitted in the Course Section and Student Course Section files)

Field #	Data Element Public Name	Comment
9.07	CRS-State Course Code	• LEAs submit course completion data to the CDE at the end of the year. From these data, the CDE extracts what is required to determine the LEAs' CTE participant counts. • Specifically, State Course Codes (formerly known as CBEDS Assignment Codes) in the 4000 and 5000 series are CTE courses. All students completing CTE courses or who have designated pathways will be counted as "CTE participants" for federal Perkins reporting purposes. • LEAs do not have to submit any additional data for CTE participant counts. The program staff at the LEAs, however, should check that their CTE courses are mapped to the appropriate CTE state course codes.
9.10	CRS-Course Content Code	• CTE pathways often include courses that do not map to State Course Codes in the 4000-5000 series because they may be mapped more appropriately to other subject areas, such as English language arts, math, or science. LEAs may indicate that such courses are part of CTE pathways by using the Education Program Course Content Code: *Career Technical Education: Code 154*. • The CDE will consider students as "CTE participants" if they are completing courses that have a CTE Course Content Code. The CTE program staff at the given LEAs should make sure that such courses are appropriately designated as having CTE content.
9.12	CRS-CTE Technical Preparation Course Indicator	• Certain CTE courses, or "Tech Prep" Courses, are part of career pathway programs that have been articulated with post-secondary institutions in which students earn college credit. • LEAs must use this indicator for any courses that are part of such Tech Prep programs.
9.27	CTE Course Section Provider Code	This data element is required for each CTE course section. It indicates whether a given CTE course section is provided by: • A Regional Occupational Center or Program; *or:* • The District. ° Even if a given school does not have a formal CTE program, if a course has been mapped to a CTE Course Code, the LEA should select the "District" option.
9.26	Education Program Funding Source Code	This data element indicates whether a given course is funded by California Partnership Academy program funds. If it is not funded by California Partnership Academy program funds, the field should be left blank.

3.1 Career Technical Education, Continued

Reporting CTE course data for ROC/P courses

CTE course data are required for students even if the courses are taken through ROC/Ps.

ROC/Ps cannot obtain administrator accounts for CALPADS and they cannot submit their data directly to CALPADS; they must submit their data through the LEAs in which the students are primarily enrolled. Thus it is incumbent upon these LEAs to obtain the data from the ROC/Ps and to submit the data (courses completed in ROC/Ps) to CALPADS.

LEAs should indicate in the course section records that the courses are administered by Regional Occupational Centers or Programs (i.e., in the "CTE Course Section Provider Code" field, LEAs should enter the code value [from the Code Sets], *Career Technical Education Provider Category, Code 1*, for "Regional Occupational Centers and Programs"). In addition, since course section records require SEIDs, and the LEAs may not maintain the SEIDs for teachers employed by ROC/Ps, LEAs may use a "9999999999" for the SEIDs of these teachers in order to enable the submission of course section records.

When should these data be updated in local systems?

The CTE student information may be—and should be—updated in LEAs local systems on an ongoing basis throughout the year. If this is done, then only the CTE Pathway Completer Indicator data may require updating at the end of the year, when students complete the associated pathway completion requirements.

The CTE course section information should be updated in LEAs' local systems at the beginning of the school year and should be included when course master schedules are being finalized. The data will then be available when course section data are extracted from local systems and submitted to CALPADS.

The course completion information (which includes the CTE information on courses) may be submitted to CALPADS after students have completed courses and after grades and credits have been given. Depending on the LEA, this submission may occur following each term in which grades and credits are given (e.g., after completion of a quarter or semester), or at the end of the year following the completion of all courses for the year.

Best Practices for LEAs regarding maintaining and submitting data

These data should be maintained locally throughout the year. Career Technical Education data, however, are not required to be submitted to CALPADS until the end of the year.

Best practices for LEAs who submit data in batch

Although the data can be submitted to CALPADS throughout the year, because the Student CTE (SCTE) file is processed as a "full replacement" file in CALPADS (i.e., CALPADS replaces all data for a given school with each batch posting), it may not be feasible for LEAs to submit continually and thus continually replace all of the data. Thus it may be appropriate LEAs to submit their batch CTE data at the end of the year, when the collection window opens.

After submitting the data, LEAs should review the certification reports. If necessary, LEAs may amend their data and resubmit data for the whole LEA or for a particular school.

Best practices for LEAs who submit data online

For LEAs who submit data online, a best practice would be to update CALPADS throughout the year, to reduce data input workload at the end of the year.

During the end-of-year snapshot collection window, LEAs should review the certification reports, and LEAs should then amend their data online if necessary.

Notes regarding batch submission

Notes for LEAs who submit data in batch

The Student Career Technical Education (SCTE) file is processed as a "full replacement file." All CTE data in CALPADS will be replaced (by school year and school) if another file is posted.

Notes regarding online submission

Notes for LEAs who submit data online

Since the Student Career Technical Education file is processed as a "replacement" file, if an LEA has submitted data online and then sends up a batch, the batch submission thus replaces the previous data submitted online.

Are the two CTE Pathway data elements (Field #s 11.13 and 11.14) required?

In the Student Career Technical Education (SCTE) file, the CTE Pathway Code (Field 11.13) is required. However the CTE Pathway Completion Academic Year ID (Field 11.14) is **not** required. This field should only be populated for students who completed a particular CTE Pathway within the Reporting Academic year.

| **What reports must LEAs certify and when?** | LEAs are required to certify the following reports related to *CTE* data: |

Submis-sion	Census Day**	Official Submission Window***	Re-port #	Name of Report
EOY* 1	None	Mid-May – Mid-July	3.12	Career Technical Education Participants – Count Disaggregated • This report shows the counts of CTE participants and CTE concentrators – *by school.*
			3.14	Career Technical Education Concentrators and Completers – Count by Pathway • This report shows the counts of CTE concentrators and completers – *by school and by CTE pathway.*

*__EOY__ = End of Year

**__Fall Census Day__ is the first Wednesday in October. The __EOY__ submissions do not have a Census Day; data collected reflects activity throughout the reporting year.

***Followed by an amendment window.

| **What detailed data will LEAs have to help them certify the reports?** | LEAs have access to the following supporting reports that provide the detailed data that make up the certification reports: |

Report #	Name of Report
3.13	Career Technical Education Participants – Student List
3.15	Career Technical Education Concentrators and Completers – Student List

3.1 Career Technical Education, Continued

How does the state use these data to create reports?

A **CTE participant** falls into one of two groups:

1. CTE Concentrators & Completers
2. CTE Non-Concentrator Participant

The following data are used to meet federal Perkins reporting requirements:

CTE Non-Concentrator Participants

- The CDE counts and reports all students completing CTE courses (courses with CTE State Course Codes or CTE Course Content Codes) as CTE participants, for federal Perkins reporting.

- All CTE participants are also reported by the subgroups required for federal Perkins reporting using the student demographic and program data already maintained in CALPADS (this includes students enrolled in courses with CTE course codes but who do not have a formal CTE program).

CTE Concentrators & Completers

- From the CTE Pathway and CTE Pathway Completer student information, the CDE aggregates the pathway counts for concentrators and completers into the federal Perkins reporting categories (California's CTE pathways roll up into the federal CTE industry sectors). A mapping of California's CTE pathways with the federal CTE industry sectors can be found in the CALPADS Valid Code Combinations document (within the tab labeled "CTE Pathway - CTE Industry Sect").

- The CDE also reports the CTE concentrators and completers by the various subgroups required for federal Perkins reporting using student demographic data already maintained in CALPADS.

How does CALPADS calculate counts of CTE participants?

Here is how CALPADS calculates counts of CTE participants:

Calculation of Counts: CTE Non-Concentrator Participants

- CTE Participants are calculated by counting all students who have completed one or more CTE courses (courses with CTE Group State Course Codes or courses where the Course Content Code = 154 [CTE]). These CTE Group State Course codes can be found in the 4000-5955 series of codes of the Course Group State code set in the CALPADS Code Sets document.

Calculation of Counts: CTE Concentrators & Completers

- CTE Concentrators are calculated by counting all students who have designated CTE Pathway Codes (Field 11.13) in their Student CTE files.

- CTE Completers are calculated by counting all students who have CTE Pathway Completer Academic Year IDs (Field 11.14) in their Student CTE files.