# CTE Student Industry Credential Extract (New Mexico)

Last Modified on 03/11/2024 8:45 am CDT

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Tool Search: CTE_STUDENT_CREDENTIAL

This tool extracts data to complete the NM CTE Student Industry Credential Extract.



*CTE Student Industry Credential Editor*

# Report Logic

- Reports one record per reportable student's reportable CTE certification.
- To report, the student must be actively enrolled in at least one of the selected calendars on/between the earliest calendar Start Date and the Standardized Reporting Date represented by the Submission Schedule selected on the extract editor.
- The CTE Program must meet the following requirements to report.
  - The Certification Date must be prior to the Standardized Reporting Date represented by the Submission Schedule selected on the extract editor.
  - Certification Date must fall on or after the earliest selected calendar's Start Date.
  - *Passed* must be selected on the Certification of Record.

# Report Editor

| Field | Description |
|---|---|
| **Submission Schedule** | The Submission Schedule for which data is being submitted to the state. |
| **Which students would you like to include in the report?** | This option allows you to narrow your search results by using one of the following options.<br>- **Grade** - Select a single grade or multiple grades. This is the mapped state grade level code. (CTRL-click or SHIFT-click to select multiple).<br>- **Ad Hoc Filter** - Select a filter to limit results to students included in the filter. |
| **Format** | The format in which the report will generate. Options include State Format (CSV) or HTML. |
| **Select Calendars** | The calendar(s) from which data is pulled for the report. |
| **Generate Report/ Submit to Batch** | Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of **Generate Extract**. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article. |

# Report Layout

| Element Name | Description | Location |
|---|---|---|

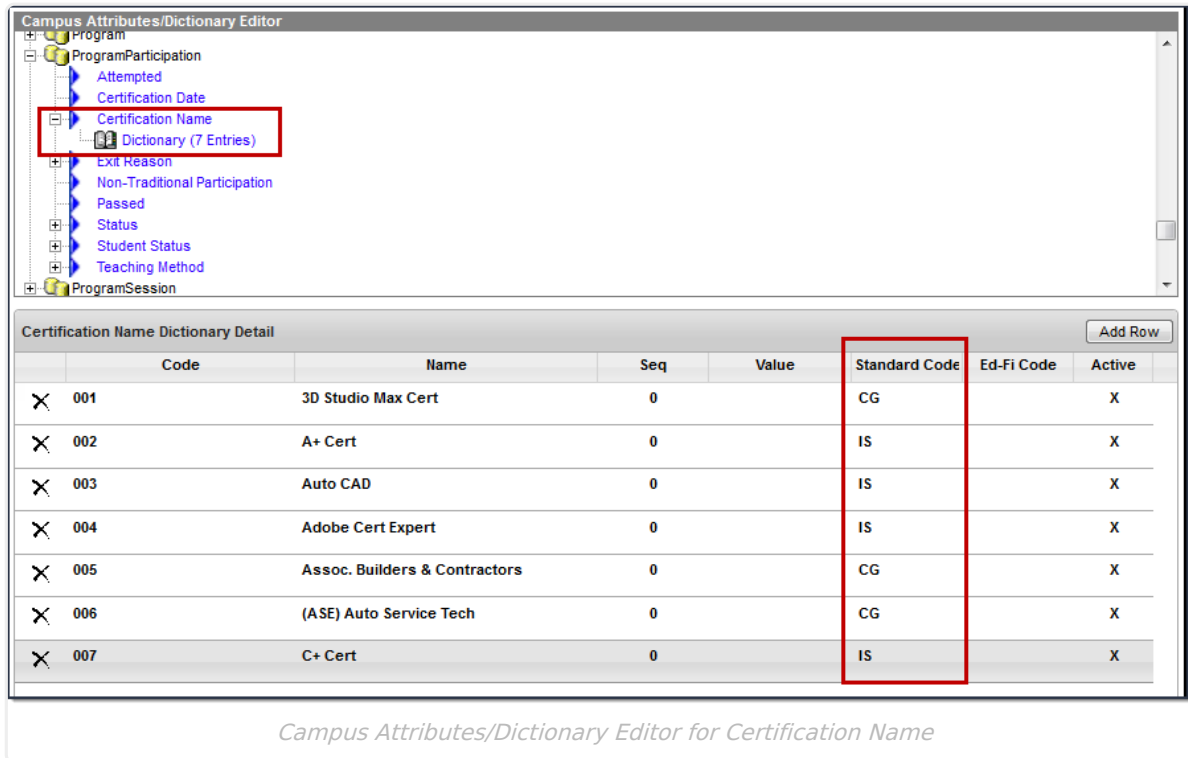| Element Name | Description | Location |
|---|---|---|
| **District Code** | The state district number.<br><br>*Alphanumeric, 20 characters* | System Administration > Resources > District Information > State District Number<br><br>**Database:**<br>District.number |
| **School Year Date** | The end year of the Year selected on the Campus tool bar plus the date 06-30. For example, 2018-06-30.<br><br>*Date field, 10 characters YYYY-MM-DD* | N/A |
| **Student ID** | Reports the state-assigned identifier for the student.<br><br>*Numeric, 12 digits* | Census > People > Demographics > State ID<br><br>**Database:**<br>Person.stateID |
| **Location Code** | This field reports **998** for SPED students. SPED students are defined as students that have an active NM Exceptionality (State Reporting) Plan that is active on the Standardized Date where Location = 998.<br>Otherwise, the State School Number reports.<br><br>*Alphanumeric, 12 characters* | System Administration > Resources > School > School Editor > School Detail > State School Number<br><br>**Database:**<br>School.number |
| **CIP Code** | This field always reports **0**. | N/A |

| Element Name | Description | Location |
|---|---|---|
| **Delivery Method Code** | The value stored in the Standard Code field in the Attribute Dictionary for the Certification Name of record.<br>**Valid Values**<br>• **CG** - College Granted Certificate<br>• **IS** - Industry Standard Third Party Assessment<br><br>See the following Delivery Method Code Setup for more information.<br><br>*Alphanumeric, 12 characters* | Student Information > Academic Planning > Academic Program Editor > Career Tech Program - Certifications > Name<br><br>**Database:** ProgramParticipationCertification.name |
| **Industrial Credential Code** | The code for the CTE Certification of record.<br>To report, the Date MUST fall on or before the Standardized Reporting Date and Passed MUST be marked on the Certification of Record.<br>**Valid Values**<br>• State Appendix D.23<br>• State Appendix D.24<br><br>*Alphanumeric, 12 characters* | Student Information > Academic Planning > Academic Program Editor > Career Tech Program - Certifications > Name<br><br>**Database:** ProgramParticipationCertification.name |
| **Credential Earned Date** | The school year of the earned credential.<br>Reports as YYYY-06-30 all records. YYYY is the year value based on Calendar > End Date of the reporting school year in which the credential was earned.<br><br>*Date field, 10 characters YYYY-MM-DD* | Student Information > Academic Planning > Academic Program Editor > Career Tech Program - Certifications > Date<br><br>**Database:** ProgramParticipationCertification.date |
| **Filler9** | Reports blank for all records. | N/A |

# Delivery Method Code Setup

The value stored in the Standard Code field in the Attribute Dictionary for the Certification Name of record reports in the Delivery Method Code element on this report.

To set up the Delivery Method Code, complete the following steps.

1. Go to *System Administration > Custom > Attribute Dictionary > Campus Attributes/Dictionary Editor > Program Participation > Certification Name > Dictionary.*



*Campus Attributes/Dictionary Editor for Certification Name*

2. Enter the *Delivery Method Code* for each Certification in the **Standard Code** field for each Code.

   > The Standard Code MUST be **IS** or **CG** for a Delivery Method Code to report.

3. Click **Save**.