

CTE (Wisconsin) [.2140 - .2305]


Last Modified on 05/14/2025 9:58 am CDT

[CTE Data Elements](#) | [CTE Data Entry](#)

Tool Search: CTE

The CTE tab is available to Wisconsin districts and is used to track career and technical education for students. Information collected on this tab is reported in the [CTEERS Extract](#).

As of Release.2140, the CTE tool has been removed.



CTE ☆
[Student Information](#) > [State Programs](#) > CTE

Save

CTE Information

11. Characteristic
☐ (H) Handicapped
☐ (L) LEP
☐ (A) Disadvantaged-Academic
☐ (E) Disadvantaged-Economic
☒ (R) Regular

☐ **12. Teen Single Parent**

☒ **14. Career Plan**

☐ **13. Student Progress**

☒ **16. CTE Participant**

15. Post HS Career Prep
 2: Baccalaureate Prep ▼

18. CTE Concentrator
 N: No ▼

17. Program Area Participation
☐ (A) Ag & Natural Resource
☒ (B) Business & Info Tech
☐ (F) Family/Consumer Science Edu
☐ (H) Health Science
☐ (M) Marketing
☐ (T) Technology & Engineering

19. Instructional Area Code

20. Non-Certificated Learning Methodology
☐ (1) Co-op
☐ (2) Supervised Occup Exp
☐ (3) Simulation
☐ (4) Internship

21. Certificated Learning Methodology
☐ (1) Youth Apprenticeship
☐ (2) State Cert Coop Ed Skill Stand
☐ (3) Employability Skills Cert
☐ (4) Business/Industry Sponsored Cert

☐ (5) Other
 ☐ (6) None

☐ (5)None

22. Certificated Learning Completion
☐ (1) Set Reqs, Awarded Certificate
☐ (2) Continuing in program
☐ (3) Left program
☐ (4) Completed, no certificate

*** 23. Completion Status**

24. Compulsory School Attendance

25. Youth Options Attendance

26. Adv Standing Cred - Particip

27. Adv Standing Cred - Completion

28. Transcribed Cred - Particip

29. Transcribed Cred - Completion

30. Youth Apprentice - Particip

31. Youth Apprentice - Completion

32. University - Particip

33. University - Completion

Student CTE Tool

CTE Data Elements

The following table defines the data elements available on the CTE tab.

Number	Fields	Definitions			
11.	Characteristic	<p>A code identifying the student's ability. A maximum of four codes can be assigned to a student. A student can have up to four(4) of the following characteristics:</p> <p>► Click here to expand...</p> <table> <tr> <th>Code</th><th>Description</th><th>Definition</th></tr> </table>	Code	Description	Definition
Code	Description	Definition			

Number	Fields	Code	Description	Definition
		H	Handicapped	Includes any individual who: <ul style="list-style-type: none"> • has a physical or mental impairment that substantially limits one or more of the the major life activities of that individual; • has a record of impairment as defined in the first bullet; • is regarded as having an impairment described in the first bullet; or • any individual who has been evaluated under Part B of the IDEA and determined to be an individual who has a disability in need of special education and related services; • any individual who is considered disabled under Section 504 of the Rehabilitation Act of 1973.
		L	Limited English Proficient	This code is used for students who were NOT born in the United States or whose native language is something other than English or students who come from environments where a language other than English has had a significant impact on their level of English language proficiency and have difficulty speaking, reading, writing or understanding the English language.
		A	Disadvantaged - Academic	Student demonstrates a need based on one of the following conditions: <ul style="list-style-type: none"> • Scores at or below the 25th percentile on a standardized achievement or aptitude test; • Whose secondary school grades are below 2.0 on a 4.0 scale where A = 4.0; or • Fails to maintain minimum academic competencies.

Number	Fields	Code	Description	Definition
		E	Disadvantaged - Economic	Student demonstrates a need based on one of the following conditions: <ul style="list-style-type: none">Family or student is eligible for AFDV, Food Stamps, to be counted under Chapter 1 of Title 1 of the Elementary and Secondary Education Act, or Free or reduced-priced meals under the National School Lunch Program;Determined to be low income according to the latest data from the Department of Commerce; orIdentified as low income based upon other indications of economic status granted by the Secretary of Education.
		R	Regular	This code is used for a student who does not fall under the Handicapped, LEP or Disadvantaged coding conditions.
		There must be substantive evidence of the entered characteristic on file at the district for each student who is assigned a code other than Regular.		
12.	Teen Single Parent	If the student is unmarried or legally separated from a spouse and has sole or joint custody of a minor child or children during the reporting year, the checkbox should be marked.		
13.	Student Progress	If the student achieved sufficient credits during the reporting year to move on to the next grade level for the next reporting year or graduate during the current reporting year, the checkbox should be marked.		

Number	Fields	Definitions															
14.	Career Plan	If the student has a written career plan on file, this checkbox should be marked. A career plan is defined as documentation maintained on the student that provides evidence that the student has systematically explored their aptitudes, interests, options, preferences, skills and the existing labor market and the student, in turn, using this knowledge of self and work as a basis for goal setting and educational planning at the secondary level for post-secondary attainment.															
15.	Post HS Career Prep	<p>A code that represents the student's informed selected educational program (through meetings between the student, school guidance department and parents) based upon the student's future planned post-high school outcome.</p> <p>▶ Click here to expand...</p> <table> <tr> <th>Code</th><th>Description</th><th>Definition</th></tr> <tr> <td>1</td><td>Non-Baccalaureate Prep</td><td>Student is enrolled in a planned sequence of courses that will lead to enrollment in a non-baccalaureate degree program at a post-secondary institution.</td></tr> <tr> <td>2</td><td>Baccalaureate Prep</td><td>Student is enrolled in a planned sequence of courses that will lead to enrollment in a baccalaureate degree program at a post-secondary institution.</td></tr> <tr> <td>3</td><td>Career Prep</td><td>Student is enrolled in a planned coherent sequence of courses that will result in academic and technical occupational competencies so that student can directly enter the workforce after graduation from high school.</td></tr> <tr> <td>4</td><td>Undeclared</td><td>Student is not enrolled in a planned coherent sequence of courses with a declared occupational and educational goal.</td></tr> </table>	Code	Description	Definition	1	Non-Baccalaureate Prep	Student is enrolled in a planned sequence of courses that will lead to enrollment in a non-baccalaureate degree program at a post-secondary institution.	2	Baccalaureate Prep	Student is enrolled in a planned sequence of courses that will lead to enrollment in a baccalaureate degree program at a post-secondary institution.	3	Career Prep	Student is enrolled in a planned coherent sequence of courses that will result in academic and technical occupational competencies so that student can directly enter the workforce after graduation from high school.	4	Undeclared	Student is not enrolled in a planned coherent sequence of courses with a declared occupational and educational goal.
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16.	CTE Participant	<p>If the student was enrolled in one or more CTE courses for the reporting year, the checkbox should be marked.</p> <p>If 16. CTE Participation is selected, fields 17. Program Area Participation through 22. Certificated Learning Completion should also be entered.</p>														
17.	Program Area Participation	<p>Code representing the program area of the coursework in which the student was enrolled during the reporting year that was taught by a CTE-certified instructor. More than one code can be entered for the student.</p> <p>▶ Click here to expand...</p> <table><tr><th>Code</th><th>Description</th></tr><tr><td>A</td><td>Agriculture Education</td></tr><tr><td>B</td><td>Business Education</td></tr><tr><td>F</td><td>Family and Consumer Home Economic Education</td></tr><tr><td>H</td><td>Health Occupations Education</td></tr><tr><td>M</td><td>Marketing Education</td></tr><tr><td>T</td><td>Technology Education</td></tr></table>	Code	Description	A	Agriculture Education	B	Business Education	F	Family and Consumer Home Economic Education	H	Health Occupations Education	M	Marketing Education	T	Technology Education
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18.	CTE Concentrator	<p>If the student was enrolled in a minimum of one vocational course during the reporting year which is part of a coherent sequence of three or more courses leading to the student's secondary vocational career objective, this checkbox should be marked.</p> <p>If 18. CTE Concentrator is marked, fields 19. Instructional Area Code through 22. Certificated Learning Completion should also be entered.</p> <p>Options for CTE Concentrator are:</p> <ul style="list-style-type: none">• N: No• 1: Concentrator in POS• 2: Concentrator not in POS														
19.	Instructional Area Code	<p>Code reflecting the focus of the student's planned sequence of secondary CTE courses leading to skills for employment after graduation and/or the continuation of students at an institution of higher education. This code should be entered for every CTE Concentrator. See the Department of Public Instruction for a complete list of codes.</p>														

20 Number	Non- Fields Certificated Learning Methodology	Definitions A code indicating the student's education method of instruction. A minimum of one code should be entered for each student. If the student was involved in more than one program, enter all appropriate codes. If a student was only involved in a certificated learning methodology, enter code 6 and report under Cell 21. Click here to expand...																					
		<table> <tr> <th>Code</th><th>Description</th><th>Definition</th></tr> <tr> <td>1</td><td>Co-op</td><td>The student is engaged in a written cooperative agreement between the school and a paying employer wherein the student receives instruction by alternation of study in school, that includes academic courses and related technical instruction, with a job in any occupational field. The instruction must be planned and supervised by the school and the employer so that each directly contributes to the student's education and employability.</td></tr> <tr> <td>2</td><td>Supervised Occupational Experience</td><td>The student is engaged in an on-the-job experience designed to give the student knowledge of the skills required of an occupation under the direction of an employer, a training sponsor and/or a teacher-coordinator. The supervised occupational experience does not meet the criterion of a coop.</td></tr> <tr> <td>3</td><td>Simulation</td><td>The student is engaged in an instructional classroom experience planned to give the illusion of real life from which the student may learn basic skills and competencies for an occupational area.</td></tr> <tr> <td>4</td><td>Internship</td><td>The student is engaged in a school approved program where the student is placed with an employer for a specific period of time to learn about a particular industry or occupation. The student may or may not be paid.</td></tr> <tr> <td>5</td><td>Other</td><td>Provide a written description</td></tr> <tr> <td>6</td><td>None at this time</td><td></td></tr> </table>	Code	Description	Definition	1	Co-op	The student is engaged in a written cooperative agreement between the school and a paying employer wherein the student receives instruction by alternation of study in school, that includes academic courses and related technical instruction, with a job in any occupational field. The instruction must be planned and supervised by the school and the employer so that each directly contributes to the student's education and employability.	2	Supervised Occupational Experience	The student is engaged in an on-the-job experience designed to give the student knowledge of the skills required of an occupation under the direction of an employer, a training sponsor and/or a teacher-coordinator. The supervised occupational experience does not meet the criterion of a coop.	3	Simulation	The student is engaged in an instructional classroom experience planned to give the illusion of real life from which the student may learn basic skills and competencies for an occupational area.	4	Internship	The student is engaged in a school approved program where the student is placed with an employer for a specific period of time to learn about a particular industry or occupation. The student may or may not be paid.	5	Other	Provide a written description	6	None at this time	
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21.	Certificated Learning Methodology	<p>A code indicating the student's education method of instruction. A minimum of one code should be entered for each student. If the student was involved in more than one program, enter all appropriate codes.</p> <p>▶ Click here to expand...</p> <table> <tr> <th>Code</th><th>Description</th><th>Definition</th></tr> <tr> <td>1</td><td>Youth Apprenticeship Program</td><td>A one or two-year school-supervised paid work experience, in which the student learns specific industry developed, state approved occupational competencies in a specific career field. The student is awarded a Certificate of Occupational Proficiency by the Wisconsin Governor's Certificated Learning Board upon successful completion of the program.</td></tr> <tr> <td>2</td><td>State Certified Cooperative Education Skills Standards Program</td><td>A one-year school-supervised paid work experience in which a student is also enrolled in a DPI approved co-op class in one of the CTE education content areas. The student learns industry endorsed, state approved occupational competencies as well as general employability skills. The student is awarded a Certificate of Occupational Proficiency by the Wisconsin Department of Public Instruction upon successful completion of the program.</td></tr> </table>	Code	Description	Definition	1	Youth Apprenticeship Program	A one or two-year school-supervised paid work experience, in which the student learns specific industry developed, state approved occupational competencies in a specific career field. The student is awarded a Certificate of Occupational Proficiency by the Wisconsin Governor's Certificated Learning Board upon successful completion of the program.	2	State Certified Cooperative Education Skills Standards Program	A one-year school-supervised paid work experience in which a student is also enrolled in a DPI approved co-op class in one of the CTE education content areas. The student learns industry endorsed, state approved occupational competencies as well as general employability skills. The student is awarded a Certificate of Occupational Proficiency by the Wisconsin Department of Public Instruction upon successful completion of the program.
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Number	Fields	Code	Description	Definition
		3	Employability Skills Certificate Program	A DPI-approved school-supervised paid work experience of a minimum of 180 hours wherein the student learns SCANS employability skills and develops a written career plan. The student is awarded an Employability Skills Certificate by the Wisconsin Department of Public Instruction upon successful completion of the program.
		4	Business/Industry Sponsored Certificate Program	A school-supervised paid work experience of varying time length in a specific occupational area within the sponsoring business or industry. The student takes a business/industry developed course or training, or must meet related competencies on-the-job. The certificate is awarded to the student by the sponsoring business or industry upon successful completion of the program.
		5	None at this time	
22.	Certificated Learning Completion	<p>A code indicating the student's education method of instruction. A minimum of one code should be entered for each student. If the student was involved in more than one program, enter all appropriate codes.</p> <p>Completion codes must be in the accurate sequence of the program codes found in Cell 21. This field can be left blank if the student has a Code 5 in Field 21 - Certificated Learning Methodology.</p>		

Number	Fields	Definitions														
23.	Completion Status	<p>A code indicating the student's status at the end of the reporting year. This field must be entered for all students regardless of CTE Participation Status.</p> <p>▶ Click here to expand...</p> <table><tr><th>Code</th><th>Description</th></tr><tr><td>A1</td><td>Continuing</td></tr><tr><td>B1</td><td>Transferred</td></tr><tr><td>C1</td><td>Completed and Graduation</td></tr><tr><td>D1</td><td>Graduated, Program not completed</td></tr><tr><td>D2</td><td>Dropped out</td></tr><tr><td>D3</td><td>Died</td></tr></table>	Code	Description	A1	Continuing	B1	Transferred	C1	Completed and Graduation	D1	Graduated, Program not completed	D2	Dropped out	D3	Died
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D3	Died															
24.	Compulsory School Attendance	<p>Alphabetic code for the technical college of attendance from the technical college listing if the student attendance a technical college for the reason of compulsory school attendance pursuant to §118.15(1) Wis. Stats.</p> <p>If this field does not apply to the student, enter an X in the text box.</p>														
25.	Youth Options Attendance	<p>Alphabetic code for the technical college or the four digit code for the UW system campus of attendance from the college listing if the student attended a college for the reason of Youth Options pursuant to §118.55 Wis. Stats. wherein an approved DPI form PI-8700 (or its equivalent) is on file at the secondary district. §118.55 specifically excludes student attending a technical college pursuant to a §118.15 compulsory attendance contract.</p> <p>If this field does not apply to the student, enter an X in the text box.</p>														

Number	Fields	Definitions
26.	Adv Standing Cred - Particip	Enter the 2 place letter code of the technical college from the listing below if the student participated in an articulated course(s) for advanced standing during the reporting year that would enable the student to be eligible for technical college credit upon enrollment. The district must have an explicit agreement with the technical college that would allow the student to be eligible to receive post-secondary credit towards a degree or diploma program upon enrollment to the technical college. Enter X if the student did not participate in this program or the district does not have articulated course agreements.
27.	Adv Standing Cred - Completion	Enter a Y for yes or N for no if the student fulfilled the requirements for high school credit for any of the articulated course(s) for advanced standing during the reporting year that would enable the student to be eligible for technical college credit upon enrollment. The district must have an explicit agreement with the technical college that would allow the student to be eligible to receive post-secondary credit towards a degree or diploma program upon enrollment to the technical college. Enter X if the student did not participate in this program or the district does not have articulated course agreements.
28.	Transcripted Cred - Particip	Enter the 2 place letter code of the technical college from the listing below if the student participated in an articulated course(s) for transcripted (dual) technical college credit during the reporting year. The district must have an explicit agreement with the technical college that allows the student to receive post-secondary credit towards a degree or diploma program. Enter X if the student did not participate in this program or the district does not have articulated course agreements.
29.	Transcripted Cred - Completion	Enter a Y for yes or N for no if the student fulfilled the requirements for high school credit for any of the articulated course(s) for transcripted (dual) technical college credit that the student participated in during the reporting year. The district must have an explicit agreement with the technical college that allows the student to receive post-secondary credit towards a degree or diploma program. Enter X if the student did not participate in this program or the district does not have articulated course agreements.

Number	Fields	Definitions
30.	Youth Apprentice - Particip	Enter the 2 place letter code of the technical college from the listing below or the four digit code from the UW listing if the student participated in an articulated course(s) related to youth apprenticeship for transcribed (dual) credit or advanced standing with a technical college or university during the reporting year. The district must have an explicit agreement with the technical college that allows the student to receive post-secondary credit towards a degree or diploma program. Enter X if the student did not participate in this program or the district does not have articulated course agreements.
31.	Youth Apprentice - Completion	Enter a Y for yes or N for no if the student fulfilled the requirements for high school credit for any of the articulated course(s) related to youth apprenticeship for transcribed (dual) credit or advanced standing with a technical college or university that the student participated in during the reporting year. The district must have an explicit agreement with the technical college that allows the student to receive post-secondary credit towards a degree or diploma program. Enter X if the student did not participate in this program or the district does not have articulated course agreements.
32.	University - Particip	Enter the four digit numeric code of the university system campus from the University of Wisconsin System listing below if the student participated in a course(s) for transcribed (dual) credit at one of the campuses during the reporting year. Enter X if the student did not participate in this program.
33.	University - Completion	Enter a Y for yes or N for no if the student fulfilled the requirements for high school credit for any of the course(s) for transcribed (dual) credit at one of the campuses the student participated in during the reporting year. Enter X if the student did not participate in this program.

CTE Data Entry

The fields on the CTE tab include checkboxes (indicating the student meets that specific criteria when marked), dropdown lists (where the user can select an appropriate value for the student) and text fields (where the user can enter codes that relate to the student's behavior or setting). These items are collected in the CTEERS extract.

Data is entered into fields where appropriate, except for **Field 23. Completion Status**. This field is required for all participating students.

1. Select the appropriate code(s) for the student's **Characteristic** for **Field 11**.
2. If the student is showing progress in attaining credits, mark the **Student Progress** checkbox for **Field 13**.
3. If the student has developed a career plan, mark the **Career Plan** checkbox for **Field 14**.
4. Select the appropriate option in **Field 15 - Post HS Career Prep**.
5. If the student is participating in vocational education, mark the **CTE Participant** checkbox in **Field 16**.
6. Select the appropriate code(s) in **Field 17 - Program Area Participation**.
7. Select the appropriate **CTE Concentrator** option for **Field 18**.
8. Enter the appropriate **Instructional Area Code** in **Field 19**.
9. Select the appropriate **Non-Certificated Learning Methodology** option for **Field 20**.
10. Select the appropriate **Certificated Learning Methodology** option for **Field 21**.
11. Select the appropriate **Certificated Learning Completion** option for **Field 22**.
12. Select the appropriate **Completion Status** option from the dropdown list for **Field 23**.
13. Enter the appropriate **Compulsory School Attendance** code in **Field 24**.
14. Enter the appropriate **Youth Options - Attendance** code in **Field 25**.
15. Enter the appropriate **Adv Standing Cred - Particip** code in **Field 26**.
16. Enter either **Y** or **N** for the student for **Adv Standing Cred - Completion** in **Field 27**.
17. Enter the appropriate **Transcripted Cred - Particip** code in **Field 28**.
18. Enter either **Y** or **N** for the student for **Transcripted Cred - Completion** in **Field 29**.
19. Enter the appropriate **Youth Apprentice - Particip** code in **Field 30**.
20. Enter either **Y** or **N** for the student for **Youth Apprentice - Completion** in **Field 31**.
21. Enter the appropriate **University - Particip** code in **Field 32**.
22. Enter either **Y** or **N** for the student for **University - Completion** in **Field 33**.
23. Click the **Save** icon when finished. The entered CTE information will have been saved.