

#### **CTE Student Industry Credential Extract (New Mexico)**

Last Modified on 10/21/2024 8:21 am CDT

Report Logic | Report Editor | Report Layout | Delivery Method Code Setup

Tool Search: CTE\_STUDENT\_CREDENTIAL

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

| CTE_STUDENT_CREDENTIAL ☆  |  | Reporting > NM State Reporting > CTE_STUDENT_CREDENTIAL |
|---|--|---|
| CTE Student Industry Credential   |  |   |
| This tool extracts data to complete the NM CTE Student Industry Credential<br>enrolled in at least one calendar selected. Credentials must have Passed s<br>between the earliest Calendar Start Date and the Standardized Reporting D<br>the State Format to get the file in the state defined file format; otherwise, cl | elected and the Date Earned must occur on o<br>late of the Submission Schedule selected. Ch  | r   |
| Extract Options   | Select Calendars   |   |
| Submission Schedule 40D v<br>Which students would you like to include in the report?  | Which calendar(s) would you like to in<br>in the report?   | iclude  |
| Grade     All Grades     20     PK  | ist by school  |   |
| Ad Hoc Filter   | 23-24<br>23-24 Bataan Elementary<br>23-24 Bell Elementary  |   |
| Format State Format(CSV) ~<br>Generate Extract Submit to Batch  | 23-24 Chaparral Elementary<br>23-24 Columbus Elementary<br>23-24 Deming Cesar Chavez C<br>23-24 Deming Intermediate<br>23-24 Early College High<br>23-24 Kenty College High<br>23-24 Mimbres Valley High<br>23-24 Mimbres Valley High<br>23-24 Misc Preschool Program<br>23-24 My Little School<br>23-24 Red Mountain Middle<br>23-24 Ruben S Torres ES<br>23-24 Summer Camp-CO<br>23-24 Summer Camp-DHS |   |
|   | CTRL-click or SHIFT-click to select n  | ultiple   |
| Refresh Show top 50 v tasks submitted between 05/30/2024  | and 06/06/2024   |   |
|   | Status Download  |   |
| CTE   | Student Industry Cred  | ential 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<br>Schedule   | The Submission Schedule for which data is being submitted to the state.   |
| Which<br>students<br>would you<br>like to<br>include in<br>the report? | <ul> <li>This option allows you to narrow your search results by using one of the following options.</li> <li>Grade - Select a single grade or multiple grades. This is the mapped state grade level code. (CTRL-click or SHIFT-click to select multiple).</li> <li>Ad Hoc Filter - Select a filter to limit results to students included in the filter.</li> </ul> |
| Format   | The format in which the report will generate. Options include State Format (CSV) or HTML.   |
| Select<br>Calendars  | The calendar(s) from which data is pulled for the report.   |
| Generate<br>Report/<br>Submit to<br>Batch                              | Users have the option of submitting a report request to the batch queue by clicking <b>Submit to Batch</b> instead of <b>Generate Extract</b> . 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   |
|---------------------|--|--|
| District Code       | The state district number.<br>Alphanumeric, 20 characters  | District Information > State District<br>Number<br><b>Database:</b><br>District.number |
| School Year<br>Date | The end year of the Year selected<br>on the Campus tool bar plus the<br>date 06-30. For example, 2018-06-<br>30.<br>Date field, 10 characters YYYY-MM-<br>DD | N/A  |



| Element Name   | Description   | Location  |
|--|---|---|
| Student ID   | Reports the state-assigned identifier for the student.<br><i>Numeric, 12 digits</i>   | Demographics > State ID<br><b>Database:</b><br>Person.stateID   |
| Location Code  | This field reports <b>998</b> for SPED<br>students. SPED students are<br>defined as students that have an<br>active NM Exceptionality (State<br>Reporting) Plan that is active on<br>the Standardized Date where<br>Location = 998.<br>Otherwise, the State School<br>Number reports.<br><i>Alphanumeric, 12 characters</i>   | School Information > State School<br>Number<br><b>Database:</b><br>School.number  |
| <b>CIP Code</b> This field always reports <b>0</b> . |   | N/A   |
| Delivery<br>Method Code                              | <ul> <li>The value stored in the Standard<br/>Code field in the Attribute<br/>Dictionary for the Certification<br/>Name of record.</li> <li>Valid Values <ul> <li>CG - College Granted<br/>Certificate</li> <li>IS - Industry Standard Third<br/>Party Assessment</li> </ul> </li> <li>See the following Delivery Method<br/>Code Setup for more information.</li> <li>Alphanumeric, 12 characters</li> </ul> | Academic Planning > Academic<br>Program Editor > Career Tech Program<br>- Certifications > Name<br><b>Database:</b><br>ProgramParticipationCertification.name |
| Industrial<br>Credential<br>Code                     | The code for the CTE Certification<br>of record.<br>To report, the Date MUST fall on or<br>before the Standardized Reporting<br>Date and Passed MUST be marked<br>on the Certification of Record.<br><b>Valid Values</b><br>• State Appendix D.23<br>• State Appendix D.24<br><i>Alphanumeric, 12 characters</i>  | Academic Planning > Academic<br>Program Editor > Career Tech Program<br>- Certifications > Name<br><b>Database:</b><br>ProgramParticipationCertification.name |



| Element Name Description  |                                | Location  |
|---|--------------------------------|---|
| Credential       The school year of the earned credential.       A         Earned Date       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.       -         Date field, 10 characters YYYY-MM-DD       D |                                | Academic Planning > Academic<br>Program Editor > Career Tech Program<br>- Certifications > Date<br><b>Database:</b><br>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 *Custom Attribute Dictionary > Campus Attributes/Dictionary Editor > Program Participation > Certification Name > Dictionary.* 

| Camp   | ous Attributes/Dictionary Editor |                               |             |                 |               |            |         |
|--------|----------------------------------|-------------------------------|-------------|-----------------|---------------|------------|---------|
|        | ProgramParticipation             |                               |             |                 |               |            | A       |
|        | Attempted                        |                               |             |                 |               |            |         |
|        | Certification Date               |                               |             |                 |               |            |         |
|        |                                  |                               |             |                 |               |            |         |
|        | Dictionary (7 Entries)           |                               |             |                 |               |            |         |
| +      |                                  |                               |             |                 |               |            |         |
|        | Non-Traditional Participation    |                               |             |                 |               |            |         |
|        | Passed                           |                               |             |                 |               |            |         |
| +      |                                  |                               |             |                 |               |            |         |
| +      |                                  |                               |             |                 |               |            |         |
| L 🖻    |                                  |                               |             |                 |               |            |         |
| +(     | ProgramSession                   |                               |             |                 |               |            |         |
|        | Gentier News Distingence Detail  |                               |             |                 |               |            | Add Row |
| Certif | fication Name Dictionary Detail  |                               |             |                 |               |            | Add Row |
|        | Code                             | Name                          | Seq         | Value           | Standard Code | Ed-Fi Code | Active  |
| ×      | 001                              | 3D Studio Max Cert            | 0           |                 | CG            |            | x       |
| ×      | 002                              | A+ Cert                       | 0           |                 | IS            |            | X       |
| ×      | 003                              | Auto CAD                      | 0           |                 | IS            |            | x       |
| ×      | 004                              | Adobe Cert Expert             | 0           |                 | IS            |            | x       |
| ×      | 005                              | Assoc. Builders & Contractors | 0           |                 | CG            |            | x       |
| ×      | 006                              | (ASE) Auto Service Tech       | 0           |                 | CG            |            | x       |
| ×      | 007                              | C+ Cert                       | 0           |                 | IS            |            | X       |
|        | C                                | ampus Attributes/Dictionar    | y Editor fo | or Certificatio | on Name       |            |         |

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



#### Code.

The Standard Code MUST be  $\ensuremath{\text{IS}}$  or  $\ensuremath{\text{CG}}$  for a Delivery Method Code to report.

3. Click Save.