

# CTE (Pennsylvania)

Last Modified on 06/10/2026 3:03 pm CDT

Tool Search: CTE

The CTE tool tracks student participation in Career/Technical Education courses and aids in the monitoring of student progress towards course completion. Information on this tool is reported in the [PIMS CTE Student Industry Credential](#) and the [PIMS CTE Student Fact Template](#).

See the core [Career and Technical Education](#) article for additional information.

The screenshot shows the CTE tool interface for a student named MAKAYLA M. The interface includes a header with the student's name, grade (07), and date of birth (DOB). Below the header are navigation links for 'Student Information', 'State Programs', and 'CTE'. A toolbar contains buttons for 'Add CTE', 'Save', 'Delete', and 'Documents'. The main form area is titled 'PACTE' and contains a 'CTE' section with various fields:

- \*School:** A dropdown menu.
- \*CIP Classification:** A dropdown menu with 'Select a Value'.
- CTE Status Type:** A dropdown menu.
- Perkins Status:** A dropdown menu.
- Pell Grant:** A dropdown menu.
- Registered Apprenticeship:** A checkbox.
- Agriculture Experience:** A checkbox.
- Simulated Work Environment:** A checkbox.
- ASSOC Degree Awarded:** A checkbox.
- Program Hours Completed:** A text input field.
- Industry Credential Code:** Four dropdown menus, each with 'Select a Value'.
- \*Start Date:** A date picker.
- End Date:** A date picker.
- Delivery Method:** A dropdown menu.
- CTE Performance Code:** A dropdown menu.
- Academic Instruction Code:** A dropdown menu.
- Internship:** A checkbox.
- School Sponsored Enterprise:** A checkbox.
- Certificate of Apprenticeship APP:** A checkbox.
- BACCA Degree Awarded:** A checkbox.
- Percent Program Completed:** A text input field.
- POS Task Completion Indicator:** A dropdown menu.
- Cooperative Work:** A checkbox.
- Job Exploration:** A checkbox.
- Work Based Experience:** A checkbox.
- Certificate of Apprenticeship PRE:** A checkbox.
- Adult Cumulative Credit Equivalency:** A text input field.
- Total Postsecondary Cred. Earned:** A text input field.
- Credential Earned Date:** A date picker.

Below the form is a caption: *CTE Tool*

## CTE Fields

The following fields are available on the CTE tool.

### School

Indicates the school where the student is enrolled in a CTE program. This is not necessarily the school of enrollment for the student.

[Click here to expand...](#)

**Database Location:**

School.name

**Ad Hoc Inquiries:**

Student > School > **sch.name**

## Start Date

Date the student began the CTE program. Dates are entered in *mmddyy* format or can be entered using the calendar icon to select a date.

[Click here to expand...](#)

**Database Location:**

PACTE.startDate

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.startDate**

## End Date

Date the student stopped being part of the CTE program. Dates are entered in *mmddyy* format or can be entered using the calendar icon to select a date.

[Click here to expand...](#)

**Database Location:**

PACTE.endDate

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.endDate**

## CIP Classification

Six-digit Classification of Instruction Program (CIP) code that identifies the approved reimbursable CTE program serving the student. A current list of CIP Codes can be found on the [Pennsylvania Department of Education](#) website. This value uses the CIP Federal Code List.

The format of the Classification Codes is 12.3456. Previous values without decimals (e.g., 123456) have been converted.

[Click here to expand...](#)

**Database Location:**

PACTE.cipCode

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.cipCode**

## Delivery Method

Two-digit code reflecting the method of instruction and technical skills development, either in a school or work setting as outline in the approved CTE program. Options are:

- 50: Occupational
- 60: Tech Prep
- 70: Program of Study
- 75: Career and Technical
- 80: Adult Affidavit Program

[Click here to expand...](#)

**Database Location:**

PACTE.deliveryMethod

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.deliveryMethod**

## CTE Status Type

Two-digit code reflecting the most appropriate CTE student status after the student received all related technical instruction.

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**Database Location:**

PACTE.cteStatusType

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.cteStatusType**

## CTE Performance Code

Indicates whether an adult CTE student is reported as enrolled in the program. Options are:

- Y: Perkins funded, achieved passing grade
- N: Perkins funded, did not achieve passing grade
- N/A: Not graded or not Perkins funded

[Click here to expand...](#)

**Database Location:**

PACTE.ctePerformanceCode

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.ctePerformanceCode**

## Perkins Status

Indicates whether the student is one of the following:

- 1: Participant
- 2: Concentrator
- 3: Completer

[Click here to expand...](#)

**Database Location:**

PACTE.status

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.Status**

## Pell Grant

A Yes/No indicator that specifies whether the AAP student received a federal Pell need-based grant during the academic year.

[Click here to expand...](#)

**Database Location:**

PACTE.pellGrant

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.pellGrant**

## Academic Instruction Code

Specifies the student's CTE Program's academic instruction component is administered and provided by the reported educating CTE school.

- Yes: all of the secondary student's reported CTE program's approved academic instructional component is administered and provided by the reported educating CTE school
- No: not all or not any of the secondary student's reported CTE program's approved academic instructional component is administered and provided by the reported educating CTE school
- N/A: indicates the template record applies to an AAP student

[Click here to expand...](#)

**Database Location:**

PACTE.acInstructionCode

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.acInstructionCode**

## POS Task Completion Indicator

Indicates whether a student has completed all the program of study (POS) competencies on the school's task list. This does not apply to students in grades 9-11 or AAP. Options are:

- Y: teacher has signed the task list stating the student has fulfilled all competencies during the course of their program
- N: student that has not completed all the competencies
- N/A: any AAP student or any student not in 12th grade

[Click here to expand...](#)

**Database Location:**

PACTE.posTaskCompletion

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.posTaskCompletion**

## Registered Apprenticeship

Indicates the CTE Program related learning component experience for in-school youth, ages 16 and older (11th and 12th grades) designed to link employers in need of an education workforce with local education agencies seeking to provide quality work based education. This must include an apprenticeship sponsor registered with the US Department of Labor.

[Click here to expand...](#)

**Database Location:**

PACTE.registeredAppr

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.registeredAppr**

## Internship

Indicates whether this CTE student received planned, supervised experiential learning with rotation periods of work observation and work exploration in a variety of employment situations ordinarily for short periods of time. Students are not usually paid for their experience, but do receive school credit.

[Click here to expand...](#)

**Database Location:**

PACTE.internship

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.Internship**

## Cooperative Work

Indicates whether the CTE student received on-the-job experience in a career and technical education program. Through written arrangement between the school and employer, the student received instruction, including required academic courses and related career and technical instruction, by alternation of study in the school with a job related to the career/technical education.

[Click here to expand...](#)

**Database Location:**

PACTE.cooperativeWork

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.cooperativeWork**

## Job Exploration

Indicates whether the CTE student received off-campus, credit-bearing exploratory learning activities occurring in the community with the specific intent to provide realistic career exploration experiences for students.

[Click here to expand...](#)

**Database Location:**

PACTE.jobExploration

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.jobExploration**

## Agriculture Experience

Indicates whether the CTE student received educational experience any time during the school year related to an agriculture program. These experiences require the student to record, summarize and utilize agriculture record books.

[Click here to expand...](#)

**Database Location:**

PACTE.agricultureExp

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.agricultureExp**

## School Sponsored Enterprise

Indicates whether the CTE student received experience working in a small business that was created and operated by students where the school implements a real, economically viable business venture.

[Click here to expand...](#)

**Database Location:**

PACTE.schoolSponsoreEnt

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.schoolSponsoredEnt**

## Work Based Experience

Indicates whether the CTE student received off-campus learning gained through training and instruction. These experiences are technical in nature and are used within job seeking/changed skills, diversified occupations and programs.

[Click here to expand...](#)

**Database Location:**

PACTE.workBasedExp

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.workBasedExp**

## Simulated Work Environment

Indicates the student participated in an immersive experience in a protected educational setting that replicates workplace tools, processes and/or environments.

[Click here to expand...](#)

**Database Location:**

PACTE.simulatedWorkEnvironment

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.simulatedWorkEnvironment**

## Certificate of Apprenticeship APP

Indicates the student participated in an apprenticeship that complies with Pennsylvania Department of Labor and industry Apprenticeship Training Office standards through a written agreement with a registered apprenticeship sponsor.

[Click here to expand...](#)

**Database Location:**

PACTE.certificateOfApprenticeship

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.certificateOfApprenticeship**

## Certificate of Apprenticeship PRE

Indicates the student participated in a pre-apprenticeship program that complies with Pennsylvania Department of Labor and industry Apprenticeship Training Office standards through a written agreement with a registered apprenticeship sponsor.

[Click here to expand...](#)

**Database Location:**

PACTE.certificateOfApprenticeshipPre

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.certificateOfApprenticeshipPre**

## ASSOC Degree Awarded

Indicates the student was awarded an Associates degree during the reporting year.

[Click here to expand...](#)

**Database Location:**

PACTE.degreeAwarded

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.degreeAwarded**

## BACCA Degree Awarded

Indicates the student was awarded a Baccalaureate degree in the reporting year.

[Click here to expand...](#)

**Database Location:**

PACTE.baccaDegreeAwarded

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.baccaDegreeAwarded**

## Adult Cumulative Credit Equivalency

Indicates the student receives credit for the CTE accreditation. This is used for adult students enrolled in CTE programs.

[Click here to expand...](#)

**Database Location:**

PACTE.adultCumulativeCreditEquiv

**Ad Hoc Inquiries:**

Student > PA CTE Student Fact > PA CTE > **pacte.adultCumulativeCreditEquiv2**

## Program Hours Completed

The cumulative total secondary CTE program technical component instructional hours the student successfully completed for the student's reported CIP over the span of the student's secondary education (not just the selected reporting year).

[Click here to expand...](#)

### Database Location:

PACTE.programHoursComp

### Ad Hoc Inquiries:

Student > PA CTE Student Fact > PA CTE > **pacte.programHoursComp**

## Percent Program Completed

The cumulative percent of the total CTE program technical component instructional hours the student received. Values can be 0.00 to 100.00.

Cumulative total CTE program instructional hours divided by the Total CTE Program Technical Component Instructional houses, multiplied by 100, truncated to the nearest hundredth.

[Click here to expand...](#)

### Database Location:

PACTE.percentProgramComp

### Ad Hoc Inquiries:

Student > PA CTE Student Fact > PA CTE > **pacte.percentProgramComp**

## Total Postsecondary Credits Earned

The total postsecondary credits earned as a secondary student, reported to the nearest hundredth of a credit.

[Click here to expand...](#)

### Database Location:

PACTE.totalPostsecCred

### Ad Hoc Inquiries:

Student > PA CTE Student Fact > PA CTE > **pacte.totalPostsecCred**

## Industry Credential Code

Three-digit code identifying the industry certification and the provider of the credential that the CTE student earned during the reporting period. Each school may have different programs available; see the [Pennsylvania Department of Education](http://www.pdesas.org/Pages/Industry-Credential-Codes.aspx) website for a current list of offerings at a selected school.

[Click here to expand...](#)

### Database Location:

PACTE.indCredCode

### Ad Hoc Inquiries:

Student > PA CTE Student Fact > PA CTE > **pacte.indCredCode**

Student > PA CTE Student Fact > PA CTE > **pacte.indCred2-20**

## Credential Earned Date

Indicates the date the student earned industry certification during the reporting year.

[Click here to expand...](#)

### Database Location:

PACTE.credEarnDate

### Ad Hoc Inquiries:

Student > PA CTE Student Fact > PA CTE > **pacte.credEarnDate**

## Add a CTE Record

1. Select the **Add CTE Record** button. The **CTE Editor** displays below the PACTE tree.
2. Select the **School** from the dropdown list where the student is receiving instruction.
3. Enter the **Start Date** of the CTE program.
4. Select the **CIP Classification** from the dropdown list.
5. Mark the appropriate checkboxes related to the student's CTE program.
6. Click the **Save** button when finished.

At this point, the student has a CTE record. At the end of the reporting year, modify the record to include the hours completed, program percentage completed, total credit earned and to note any Industry Credentials received.

## Modify the CTE Record for End of Year

1. Select the **CTE Record** from the PACTE tree.

2. Enter the total **Program Hours Completed** in XX.XX format.
3. Enter the **Percent Program Completed**.
4. Enter the **Total Postsecondary Credits Earned** value.
5. If a credential was received, select the **Industry Credential Code** from the dropdown list.
6. Enter the **Credential Earned Date** in *mmdyy* format.
7. Click the **Save** button when finished.

## Delete a CTE Record

1. Select the **CTE Record** from the PACTE tree that should be deleted.
  2. Select the **Delete** button.
  3. A validation message displays verifying the deletion of the record. Click **OK** to continue or **Cancel** to not delete the record. The record is deleted.
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