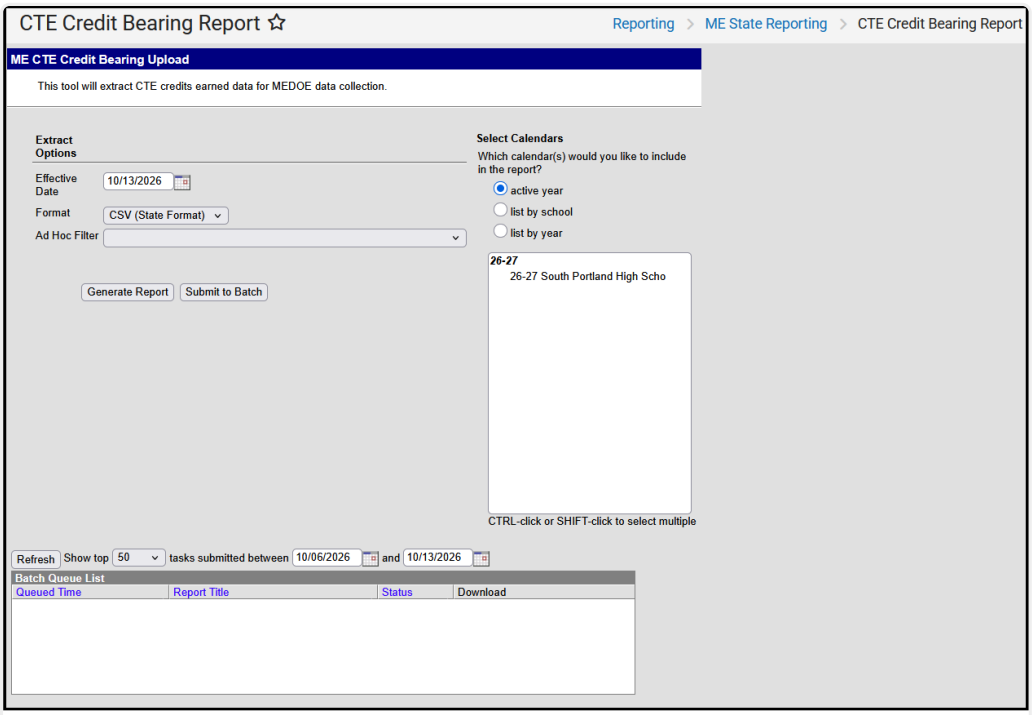
CTE Credit Bearing Report (Maine)

Last Modified on 10/13/2026 9:27 am CDT

Path: Reporting > ME State Reporting > CTE Credit Bearing Report

The CTE Credit Bearing Report details the number of CTE credits earned for student(s).



Maine CTE Credit Bearing Report Editor

Reporting Population and Business Rules

Click here to expand...

- Report one record per section, where CIP Code on course matches the student's CTE Academic Program participation and reportable credit is earned.
  - Records returned are based on the calendar/school selected on the extract editor.
- Reportable School
  - If only one School is selected in the Campus tool bar: the School selected MUST = the student's Program Admin > Programs > Career Tech Programs > Career Tech Program Detail > School for records to report.
  - If a reportable student is enrolled in multiple calendars in the same school - one record per CTE course where credit is earned reports across all calendars in that school.
    - Must not include Calendar enrollments where Student/Calendar/Grade Level - is flagged No Show or state excluded
- Reportable Student
  - Student must be enrolled in at least one calendar in the School selected on at least one date in the selected School Year.
  - Do NOT count student if all calendar enrollments in the School have student/calendar/grade level - is flagged No Show or state excluded.

- CTE Program Participant & Completed Course - matching CIP Code values
  - Student MUST have at least one active CTE Program Participation on at least one date in the selected School Year to report.
  - Student MUST have reportable credits earned (in the selected school year) in at least one Course where Course > CIP Code = Academic Programs > CTE Program > CIP Code to report.
- Reportable Grading Task with Credits Earned
  - Grading Task set up on Student's Course where Course > CIP Code = Academic Programs > CTE Program > CIP Code
  - Grading Task MUST be flagged as both State Reported AND Final checked where the Grade earned by the student is mapped to PASSING with Credits <> 0
    - *System Admin > Grading & Standards > Grading Tasks > Grading Task Detail > State Reported, Final*
    - *Section > Grading By Task > Score*
    - *System Admin > Grading & Standards > Score Groups and Rubrics > Rubric List Items Detail > Passing Score*
    - *Course > Grading Tasks > Grading Tasks Editor > Grading Task Detail > Credit <> 0*

Generate the Report

1. Enter the **Effective Date**. Only qualified course sections active as of this date will report data.
2. To exclude cross-site data from the report, mark the **Exclude Cross-Site Data** option. To include this data, be sure the checkbox is left unmarked.
3. Select the report **Format**.
4. To filter the report for a specific set of data, select an **Ad Hoc Filte**r. Filters are created in the Filter Designer tool.
5. Select which **Calendar(s)** will report data.
6. Select how the data is generated:
   - **Generate Report** - Select this option to generate the report immediately.
   - **Submit to Batch** - Select this option to schedule when the report will be generated. The report will appear in the Batch Queue List.

CourseSection is only available in the HTML format of the extract.

Report Data Elements

See the table below for details about each report element.

This report return credits earned per class - i.e. since a class/course identifier is NOT returned in the state format (CSV) of this report, records MAY appear to be duplicated

For example:

Click here to expand...

- **Class A:** CIP Code = 01.0205, Institution = 1832, and Credit Type = AdvancedPlacement where Course Credit Earned = 1
- **Class B:** CIP Code = 01.0205, Institution = 1832, and Credit Type = AdvancedPlacement where Course Credit Earned = 1
- **Class C:** CIP Code = 01.0205, Institution = 1832 , and Credit Type = CTEAndAcademic where Course Credit Earned = 2
- **Class D:** CIP Code = 01.0205, Institution = 1832 , and Credit Type = CTEAndAcademic where Course Credit Earned = 0.5
- **Class E:** CIP Code = 01.0205, Institution = 1948, and Credit Type = AdvancedPlacement where Course Credit Earned = 3
- **Class F:** CIP Code = 01.0205, Institution = 1948, and Credit Type = AdvancedPlacement where Course Credit Earned = 1.5

6 records will return for this student's CIP Code

Data Element Label	Description	UI and Database Location
SAUID	Report the District Number • NEO Organization ID for the attending SAU • District number on import MUST match district number tied to the student's enrollment. If no match provide the following error: "Student does not have an enrollment in this SAU Id, School ID, and school year." • Required	System Administration > Resources > District Info > State District Number District.number
StateStudentID	Report Student State ID • The student's state ID • Must match an existing state ID of student in the selected district. If no match is found, provide the following error: "There are currently no students enrolled with this state ID" • Required	Census > Demographics > Student State ID Person.stateID

Data Element Label	Description	UI and Database Location
SchoolID	Report the School Number • NEO Organization ID for the attending school • Must match on school number of the student's enrollment in the school year. Provide the following error if student has no enrollment in selected school. “Student does not have an enrollment in this SAU Id, School ID, and school year.” • Required	
Year	Report concatenated school year start year-end year. *Example: 2021-2022*	System Administration > Calendar > School Years SchoolYear.startYear SchoolYear.endYear
CTECode	Reports the Course > CIP Code • CTE program code • The code must match the value and format in a list provided by MDOE. CIP code must match what codes have been approved for the uploading CTE • Required	
StartDate	Report Career Tech Program Start Date • CTE Start Date • Must be within the school year of the upload. • Required	Student Information > General > CTE > CTE Information > CTE Start Date ProgramParticipation.startDate
Institution	Per student/course record look to see if the student has a code selected in the CTE Institution field on the section roster of record, if populated, report 1. Else look to see if there is a value selected in the CTE Institution field on Course ◦ Else leave null/blank Click here to see Institution codes.	Scheduling > Course > CTE Institution Scheduling > Sections > CTE Institution

Data Element Label	Description	UI and Database Location
CreditAmount	Cumulative Credits from all Grading Tasks flagged final. If only one Final Grade Grading task is present, reports credits earned captured only on that task regardless of how many other grading tasks may hold potential credits earned. If >1 Final Grade Grading task is present on the reporting section for that student, report cumulative credits earned from all Grading Tasks flagged final. • The amount of credit earned by the student. • Required • The value must be in .5 increments and cannot be greater than 20.0	Examples: (per student/section) 1. 2 grading tasks present each holding 1.0 credits possible, but only one task is marked final with the student earning a passing grade, report record with credits earned = 1.0 2. 2 grading tasks present each holding 1.0 credits possible with both tasks marked final 1. with the student earning a passing grade on both tasks, report record with credits earned = 2.0 2. with the student earning a passing grade on only one task (the other is failing) report record with credits earned = 1.0 3. where both tasks earn a failing grade, NO record reports.
Course ID	The Course ID for the reporting record. The value must not exceed ten characters. No punctuation allowed, alphanumeric only. Report Local Course Number up to 10 characters. • Punctuation, spaces, and special characters will be omitted.	Course.number
CourseSection	Reports as concatenated: course **name** + space + section # Return only one record representing the reportable section the student is rostered into and earned the reportable credit/s for. This field is only available in the HTML version of this extract.	

Appendix A - Institutions

Click here to expand...

Description	Code
Aveda Institute Maine-A Capilo School	1948
Bates College - Lewiston	1832
Beal College-Bangor	1865
Bowdoin College-Brunswick	1866
Capilo School of Haird Design	1949
Central Maine Community College	1887
Colby College-Waterville	1867
College of the Atlantic-Bar Harbor	1868
Cosmotech School of Cosmetology	1946
Dube Enterprises Inc	1947
Eastern Maine Community College	1889
EEG INC-Bangor	1942
EEG INC-Caribou	1941
EEG INC-Portland	1940
Empire Beauty School-Bangor	1945
Empire Beauty School-Caribou	1944
Empire Beauty School-Portland	1943
Euphoria Inst of Beauty Arts & Sciences-Lincoln	1952
Great Bay Community College-Portsmouth NH	1869
Headhunter II School of Hair Design Inc	1950
Husson University-Bangor	1871
Johnson & Wales University-Charlotte	1874
Johnson & Wales University-Denver	1876
Johnson & Wales University-Miami	1875
Johnson & Wales University-Providence	1873
Kaplan University-Augusta	1878
Kaplan University-Lewiston	1879
Kaplan University-Online	1877
Kaplan University-South Portland	1880

Description	Code
Kennebec Valley Community College	1890
Lakes Region Community College-Laconia NH	1870
Lincoln College of New England-Southington	1881
Lincoln College of Technology-Lincoln	1883
Lincoln Culinary Institute-Lincoln	1884
Maine College of Art-Portland	1885
Maine College of Health Professions-Lewiston	1886
Maine Maritime Academy-Castine	1895
Maine Media College-Rockport	1897
MassBay Community College-Ashland MA	1908
MassBay Community College-Framingham MA	1907
MassBay Community College-Wellesley MA	1906
MEMA Maine Energy Marketers Associations	1909
New England Institute of Technology-East Greenwich	1896
New England School of Communication	1872
Northern Maine Community College	1891
Ohio Technical College-Cleveland OH	1911
Saint Josephs College of Maine-Standish	1912
Seacoast Career Schools-Manchester NH	1914
Seacoast Career Schools-Sanford	1913
Southern Maine Community College	1892
SPA Tech Institute	1951
The Culinary Institute of America-Napa CA	1915
The Culinary Institute of America-NY	1916
The Culinary Institute of America-TX	1917
Thomas College-Waterville	1918
UMass Amherst-Amherst	1938
Unity College-Unity	1919
Universal Technical Institute-Avondale	1926
Universal Technical Institute-Dallas/Ft Worth	1922
Universal Technical Institute-Houston	1924
Universal Technical Institute-Long Beach	1921

Description	Code
Universal Technical Institute-Mooresville	1928
Universal Technical Institute-Norwood	1927
Universal Technical Institute-Orlando	1920
Universal Technical Institute-Orlando-MARINE	2093
Universal Technical Institute-Orlando-MMI	2094
Universal Technical Institute-Phoenix	1925
Universal Technical Institute-Rancho Cucamonga	1929
Universal Technical Institute-Sacramento	1930
University of Maine-Augusta	1931
University of Maine-Farmington	1932
University of Maine-Fort Kent	1933
University of Maine-Machias	1934
University of Maine-Orono	1935
University of Maine-Presque Isle	1936
University of Northwestern Ohio	1939
University of Southern Maine-Portland	1937
Washington County Community College	1893
York County Community College	1894

Appendix B - Credit Type Codes

Description	Definition	Code
Advanced Placement (AP)	Advanced Placement is specified as the type of credits or units of value available for the completion of a course in addition to Carnegie Units.	AdvancedPlacement
Dual Credit	Dual Credit is specified as the type of credits or units of value available for the completion of a course in addition to Carnegie Units.	DualCredit
Enhanced Articulation	Other is specified as the type of credits or units of value available for the completion of a course in addition to Carnegie Units. Maine defined courses with MDOE Enhanced Articulation agreements.	Other
Simultaneous CTE and Academic Credit	Simultaneous CTE and Academic Credit is specified as the type of credits or units of value available for the completion of a course in addition to Carnegie Units.	CTEAndAcademic