Career and Technical Education (CTE)

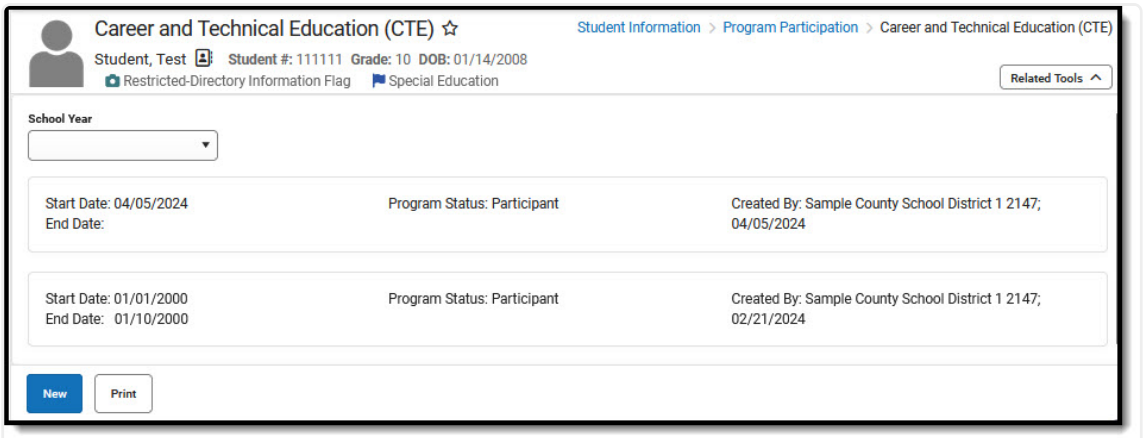
Last Modified on 08/20/2026 3:34 pm CDT

Path: Student Information > Program Participation > Career and Technical Education (CTE)

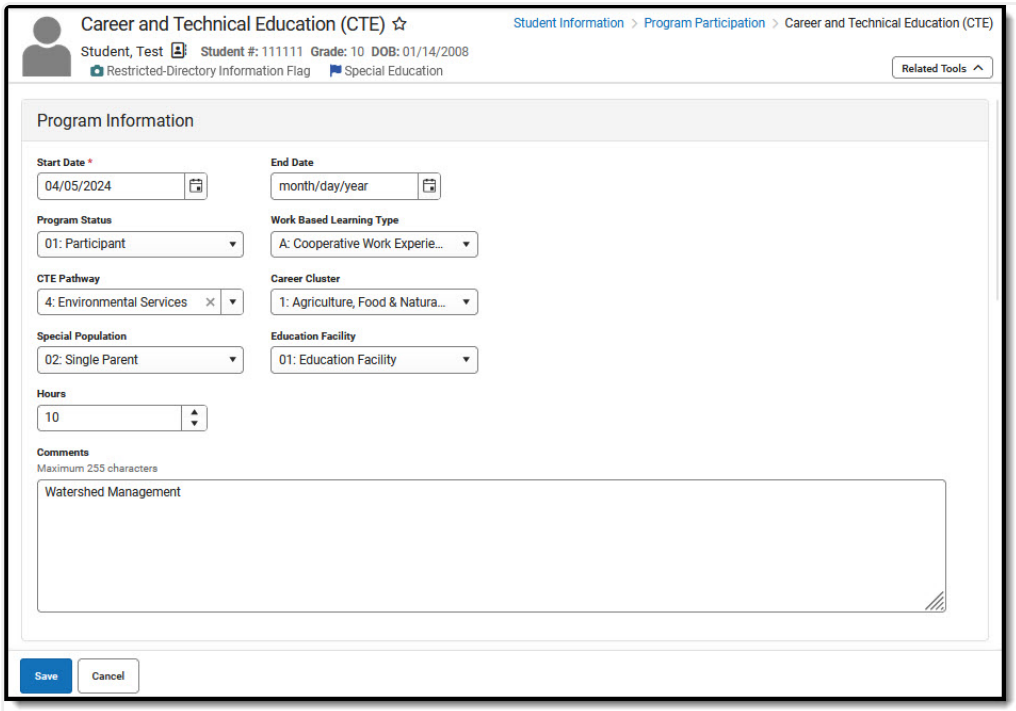
The CTE tool tracks student participation in Career and Technical Education courses and aids in the monitoring of student progress towards course completion.

This tool is available in State and District Edition. Fields vary by state.

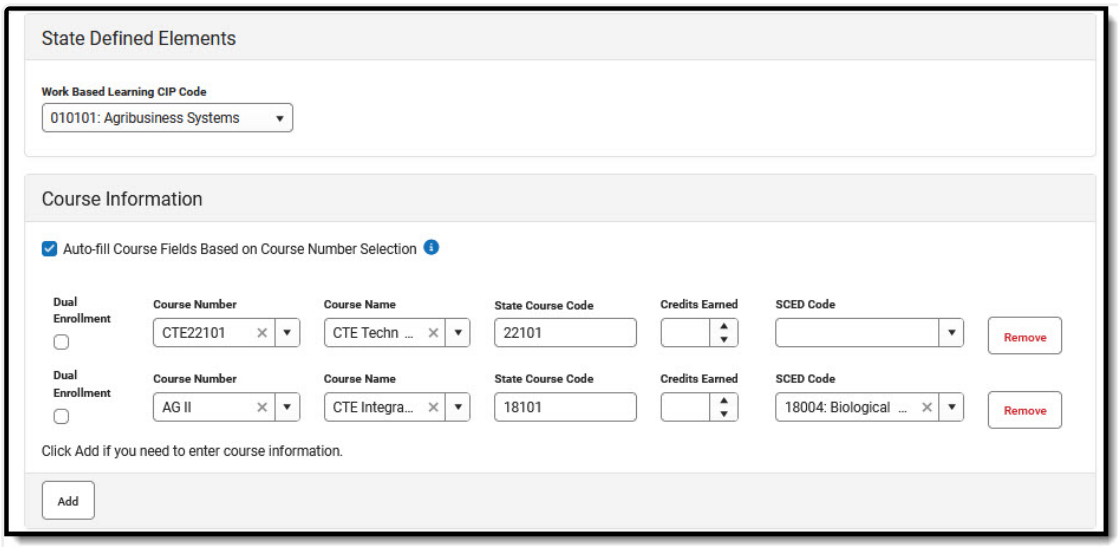
- When a record is created by a "State Wide" user on the State Edition (SE), the record will be saved without a District ID indicating it is a "State Owned" record
- When a District is selected in State Edition, the record will be saved with a District ID indicating is is a "District Owned" record



CTE information is entered, viewed, and managed using this tool.



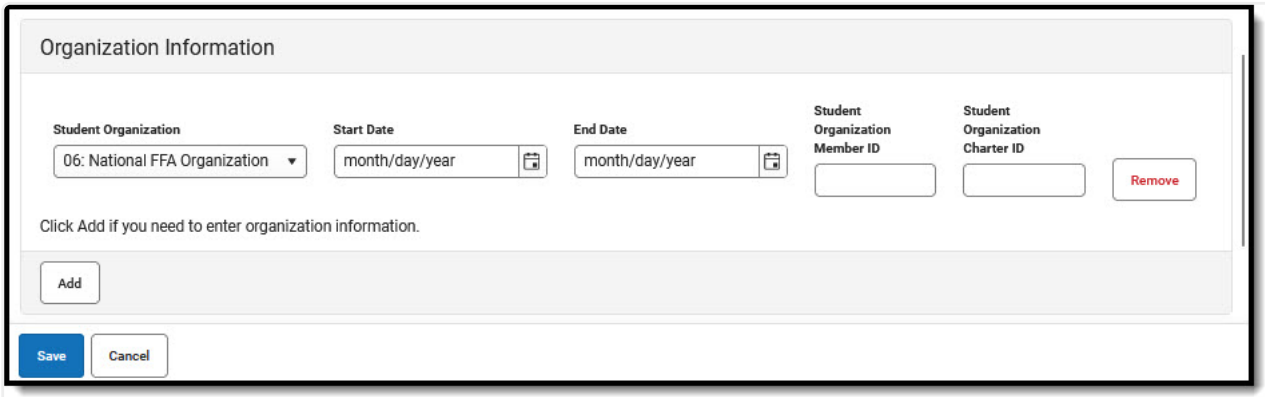
CTE Program Information can be viewed, entered, or modified.



Course information can be defined.



Certificate information can be added.



Organization information can be added.

Enter CTE records

Available fields vary by state. Fields with a red asterisk next to their title must be populated in order to save a record.

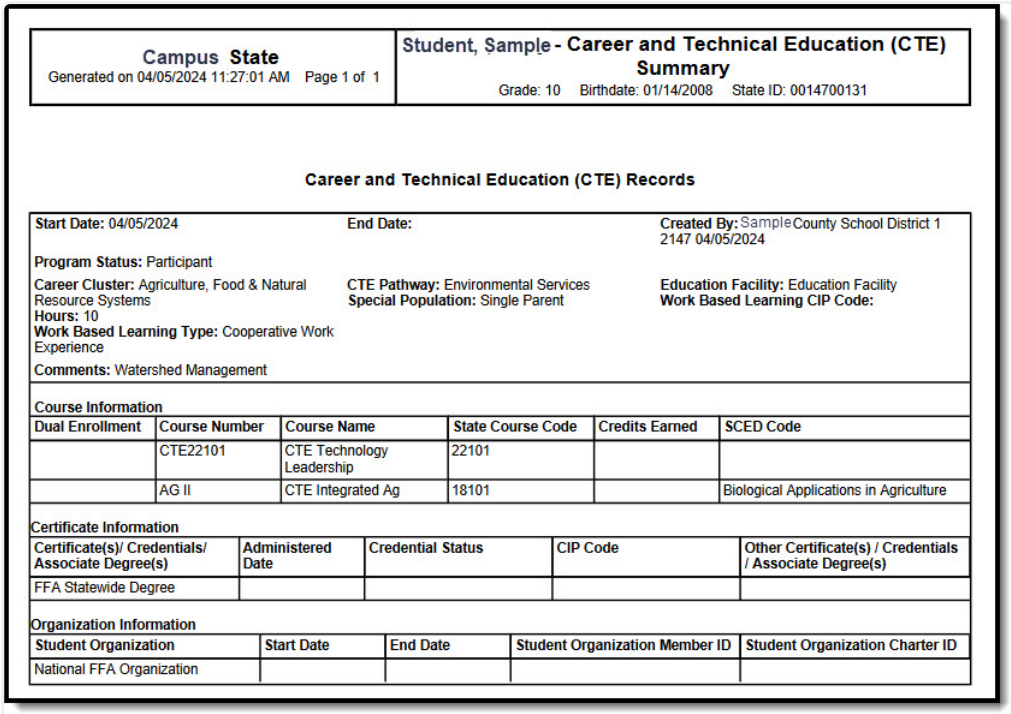
1. Click the **New** icon.
2. In the Program Information editor, you must enter the **Start Date** indicating the date the student was added to the CTE Program.
3. Select the **Program Status** if appropriate. Follow your district practices when entering information in this and other remaining fields in the Program Information editor. Refer to the CTE Editor Fields table for more information on these fields.
4. By default, **Auto-fill** Course Fields is selected. If you need to enter course information, click **Add** in the **Course Information Editor.** Multiple courses may be added to a single CTE record if appropriate.
5. To enter information in **Course Number, Course Name**, and **State Course Code**, enter and select the course number to Auto-fill when Auto-fill is selected. You may begin typing in a field to initiate a search and select from there. Information in these fields may be manually entered if necessary.
6. Indicate whether the student for whom the record is being entered has a **Dual Enrollment** associated with this course.
7. Select the **SCED Code** associated with the course if one was not populated via Auto-fill.

8. If appropriate, enter any **Certificate Information** associated with this CTE record, for example if the student earned a credential.
9. If appropriate, enter **Organization Information** associated with this CTE record, for example if the student belongs to a student organization related to this CTE experience.
10. Click the **Save** icon when finished. The new record displays in the Career and Technical Education (CTE) Editor.

When multiple CTE records exist, they may have overlapping dates. Within a record, the Start Date must be before the End Date.

Print CTE Summary Report

Click the **Print Summary Report** to display a PDF view of the student's Career and Technical Education (CTE) records.



Campus State
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Student, Sample - Career and Technical Education (CTE) Summary
Grade: 10 Birthdate: 01/14/2008 State ID: 0014700131

Career and Technical Education (CTE) Records

Start Date: 04/05/2024 **End Date:** **Created By:** Sample County School District 1 2147 04/05/2024

Program Status: Participant

Career Cluster: Agriculture, Food & Natural Resource Systems
Hours: 10
Work Based Learning Type: Cooperative Work Experience
CTE Pathway: Environmental Services
Special Population: Single Parent
Education Facility: Education Facility
Work Based Learning CIP Code:

Comments: Watershed Management

Course Information

Dual Enrollment	Course Number	Course Name	State Course Code	Credits Earned	SCED Code
	CTE22101	CTE Technology Leadership	22101		
	AG II	CTE Integrated Ag	18101		Biological Applications in Agriculture

Certificate Information

Certificate(s)/ Credentials/ Associate Degree(s)	Administered Date	Credential Status	CIP Code	Other Certificate(s) / Credentials / Associate Degree(s)
FFA Statewide Degree				

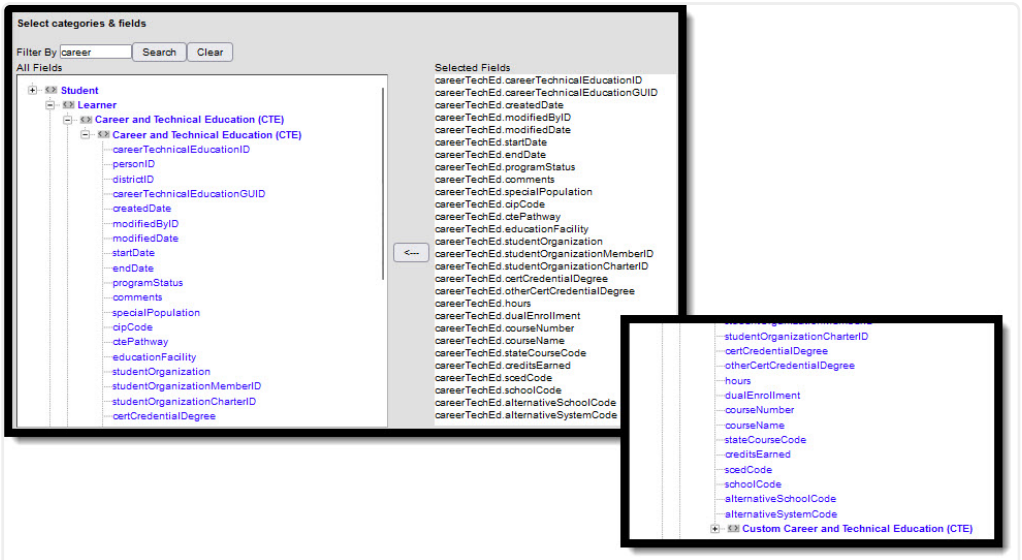
Organization Information

Student Organization	Start Date	End Date	Student Organization Member ID	Student Organization Charter ID
National FFA Organization				

This report summarizes a student's CTE records.

CTE Ad hoc reporting fields

Create a report that pulls Career and Technical Education elements in the Filter Designer using the Student Data Type. CTE elements are located in **Student > Learner > Career and Technical Education (CTE)** .



Filters can be created using CTE-specific fields.

CTE editor fields

The Career and Technical Education tool includes the following fields. Field names and available selections may vary by state.

Field	Description	Ad hoc Fields
Program Information		
Start Date *Required*	Indicates the date the student was added to the CTE Program. *Dates can be entered in mm/dd/yy or use the calendar icon to select a date.*	careerTechEd.startDate
End Date	Indicates the date the student left or completed the CTE Program.	careerTechEd.endDate

Field	Description	Ad hoc Fields
Program Status	Indicates the status of the CTE program. Default value is the name of the program. *Districts can modify this droplist.*	careerTechEd.programStatus
Special Population	Special Populations may include individuals with disabilities, individuals in economically disadvantaged circumstances, individuals preparing for nontraditional fields, single parents, or persons in other groups defined under the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). *Districts can modify this droplist.*	careerTechEd.specialPopulation
Work-Based Learning Type	Describes the kind of work-based learning the student is experiencing. *Districts can not modify this droplist*	careerTechEd.wblType

Field	Description	Ad hoc Fields
Work-Based Learning CIP Code	CIP (Classification of Instructional Programs) codes are federally accepted course codes that are used in classifying CTE programs. *These codes cannot be changed.*	careerTechEd.cipCode
CTE Pathway	A CTE Pathway is an education pathway that provides students with the academic, technical, and occupational knowledge and skills needed to prepare for careers in their areas of interest. *Districts can modify this droplist.*	careerTechEd.ctePathway
Education Facility	Indicates the location where the CTE Program is taking place. *Districts can modify this droplist.*	careerTechEd.educationFacility
Student Organization	This droplist provides a list of student organizations that may be aligned to a CTE Program. *Districts can modify this droplist.*	careerTechEd.studentOrganization

Field	Description	Ad hoc Fields
Student Organization Member ID	Textbox provided for entry of student organization member ID if needed. *50 character maximum*	careerTechEd.studentOrganizationMemberID
Student Organization Charter ID	Textbox provided for entry of student organization charter ID if needed. *50 character maximum*	careerTechEd.studentOrganizationCharterID
Certificate(s)/Credentials/Associate Degree(s)	This droplist provides a list of certificates, credentials and associate degrees that can be associated with a student's CTE record. *Districts can modify this droplist.*	careerTechEd.certCredentialDegree
Other Certificate(s)/Credentials/Associate Degree(s)	This text field can be used to enter additional information about certificates, credentials and associate degrees. *255 character maximum*	careerTechEd.otherCertCredentialDegree

Field	Description	Ad hoc Fields
Hours	This field provides a place to enter hours associated with student CTE records. *Numeric characters only*	careerTechEd.hours
Comments	Text box used to indicate any additional information regarding the student's CTE record.	careerTechEd.comments
Created By	Displays in the Editor. Autogenerated name of district, date and timestamp indicating who created the entry. For State Edition customers, displays the state if the state created the entry.	
Modified By	Displays in the Detail Editor. Indicates the person who last saved the selected record.	
Course Information		

Field	Description	Ad hoc Fields
Auto-fill Course Fields Based on Course Number Selection	This box is selected by default. Mark this preference to auto-fill the Course Name, State Course Code, and SCED Code (if entered on the course) when the associated Course Number is entered.	
Dual Enrollment	Indicates that the student has multiple concurrent enrollments.	careerTechEd.dualEnrollment
Course Number	Users may begin typing in an existing course number to initiate a search or enter a number that is not found in the course number list.	careerTechEd.courseNumber
Course Name	Users may begin typing in an existing course name to initiate a search or enter a name that is not found in the course number list.	careerTechEd.courseName
State Course Code	State-assigned course code that is entered in the Course Information Editor associated with a selected course.	careerTechEd.stateCourseCode

Field	Description	Ad hoc Fields
Credits Earned	If credits were earned, select the number of credits earned.	careerTechEd.creditsEarned
SCED Code	Five digit code that provides a standardized number for the general subject are and specific subject of the selected course.	careerTechEd.scedCode
State Defined Elements	• States may specify fields to include as a component within a student's CTE record. • These fields WILL NOT display in the CTE Editor. Users must select an individual record from the editor to view details. • Users will not see the header for this section until State Reporting fields are entered for a state.	

Field	Description	Ad hoc Fields
District Defined Elements	• Districts may use Custom Attribute to define elements that will be part of a student's CTE Record. • These fields WILL NOT display in the CTE Editor. Users must select an individual record from the editor to view details. • Users will not see the header for this section until District Defined fields are added for this tool.	

Custom Fields and Tabs

Districts have the option of adding district-specific elements to the CTE tool. These will appear in the Detail Editor as District Defined Elements.

The Custom Attribute article explains how to add a field.

See the Custom article for instructions on adding a district-specific tool.

State-specific information

Follow these links to view CTE Program information for your state.

- Arizona
- California
- Colorado
- Connecticut
- Delaware
- Maine
- Montana
- New Jersey
- Oregon
- Pennsylvania
- Tennessee
- Texas
- Vermont
- Virginia
- Wyoming