

Career and Technical Education (CTE) (North Carolina) - DO NOT PUBLISH

Last Modified on 05/23/2024 1:54 pm CDT

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Tool Search: Career and Technical Education (CTE)

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

See the [core Career and Technical Education \(CTE\) article](#) for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing records.

This tool is available in State and District Editions.

- 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

Career and Technical Education (CTE) ☆

[Student Information](#) > [Program Participation](#) > Career and Technical Education (CTE)

Student, Test Student #: 111111 Grade: 10 DOB: 01/14/2008

Restricted-Directory Information Flag Special Education Related Tools ^

School Year ▼

Start Date: 04/05/2024 End Date:	Program Status: Participant	Created By: Sample County School District 1 2147; 04/05/2024
Start Date: 01/01/2000 End Date: 01/10/2000	Program Status: Participant	Created By: Sample County School District 1 2147; 02/21/2024

New
Print

Career and Technical Education

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

Student #:
Grade:
DOB:
Related Tools ^

Program Information

Start Date *
End Date

Program Status

CTE Pathway
Career Cluster

Special Population
Education Facility

Hours

Comments
 Maximum 255 characters

Modified By: Administrator, Demo 04/11/2024

CTE - Program Information

Course Information

Auto-fill Course Fields Based on Course Number Selection ⓘ

Dual Enrollment	Course Number	Course Name	State Course Code	Credits Earned	SCED Code	
<input type="checkbox"/>	<input type="text" value="120"/>	<input type="text" value="Math 1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

Click Add if you need to enter course information.

CTE - Course Information

Certificate Information

Certificate(s)/ Credentials/ Associate Degree(s)	Administered Date	Credential Status	CIP Code
<input type="text" value="01: Certificate(s)/ Crede..."/>	<input type="text" value="04/11/2024"/>	<input type="text" value="IP: In-Progress"/>	<input type="text" value="1.0100: Agricultural ..."/>

Other Certificate(s) / Credentials / Associate Degree(s)
 Maximum 255 characters

Click Add if you need to enter certificate information.

CTE - Certificate Information

Organization Information

Student Organization <input type="text" value="03: Family, Career and Community Leaders of America"/>	Start Date <input type="text" value="04/11/2024"/>	End Date <input type="text" value="04/11/2024"/>	Student Organization Member ID <input type="text"/>	Student Organization Charter ID <input type="text"/>
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Click Add if you need to enter organization information.

CTE - Organization Information

Use the [Federal/State Program Updater](#) tool to import Digital Learning information to this tool.

CTE Field Descriptions

Program Information

[CTE Pathway](#) | [Career Cluster](#) | [Special Population](#) | [Education Facility](#) | [Hours](#) |

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.

- 01: CTE Pathway

▶ [Click here to expand...](#)

Database Location:

careerTechEd.ctePathway

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > ctePathway

Career Cluster

Indicates the Career Cluster of the student.

▶ [Click here to expand...](#)

Database Location:

careerTechEd.careerCluster

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > careerCluster

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).

- 01: Non-traditional Career Preparations
- 02: Single Parent
- 03: Displaced Homemaker

▶ [Click here to expand...](#)

Database Location:

careerTechEd.specialPopulation

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > specialPopulation

Education Facility

Indicates the location where the CTE Program is taking place.

- 01: Education Facility

▶ [Click here to expand...](#)

Database Location:

careerTechEd.educationFacility

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > educationFacility

Hours

This field provides a place to enter hours associated with student CTE records.

▶ [Click here to expand...](#)

Database Location:

careerTechEd.hours

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > hours

Course Information

[Auto-fill Course Fields Based on Course Number Selection](#) | [Dual Enrollment](#) | [Course Number](#) | [Course Name](#) | [State Course Code](#) | [Credits Earned](#) | [SCED Code](#)

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.

▶ [Click here to expand...](#)

Database Location:

careerTechEd.dualEnrollment

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > 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.

▶ [Click here to expand...](#)

Database Location:

careerTechEd.courseNumber

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > 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.

▶ [Click here to expand...](#)

Database Location:

careerTechEd.courseName

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > courseName

State Course Code

State-assigned course code that is entered in the Course Information Editor associated with a selected course.

▶ [Click here to expand...](#)

Database Location:

careerTechEd.stateCourseCode

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > stateCourseCode

Credits Earned

If credits were earned, select the number of credits earned.

▶ [Click here to expand...](#)

Database Location:

careerTechEd.creditsEarned

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > creditsEarned

SCED Code

Five-digit code that provides a standardized number for the general subject area and specific subject of the selected course.

[▶ Click here to expand...](#)

Database Location:

careerTechEd.scedCode

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > scedCode

Certificate Information

[Certificate\(s\)/Credentials/Associate Degree\(s\)](#) | [Administered Date](#) | [Credential Status](#) | [Other Certificate\(s\)/Credentials/Associate Degree\(s\)](#)

Certificate(s)/Credentials/Associate Degree(s)

A list of certificates, credentials and associate degrees that can be associated with a student's CTE record.

- 01: Certificate(s) / Credentials / Associate Degree(s)

[▶ Click here to expand...](#)

Database Location:

careerTechEd.certCredentialDegree

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > certCredentialDegree

Administered Date

The date the certificate, credential, or degree was given.

[▶ Click here to expand...](#)

Database Location:

careerTechEd.administeredDate

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > administeredDate

Credential Status

The status of the certificate, credential, or degree.

- F: Fail
- IP: In-Progress
- P: Pass

[▶ Click here to expand...](#)

Database Location:

careerTechEd.credentialStatus

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > credentialStatus

Other Certificate(s)/Credentials/Associate Degree(s)

This text field can be used to enter additional information about certificates, credentials and associate degrees.

[▶ Click here to expand...](#)

Database Location:

careerTechEd.otherCertCredentialDegree

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > careerTechEd.otherCertCredentialDegree

Organization Information

[Student Organization](#) | [Start Date](#) | [End Date](#) | [Student Organization Member ID](#) | [Student](#)

Organization Charter ID

Student Organization

Alist of student organizations that may be aligned to a CTE Program.

- 01: Business Professionals of America
- 02: DECA
- 03: Family, Career, and Community Leaders of America
- 04: Future Leaders of America - Phi Beta Lambda
- 05: HOSA - Future Health Professionals
- 06: National FFA Organization
- 07: SkillsUSA
- 08: Technology Student Organization

▶ [Click here to expand...](#)

Database Location:

careerTechEd.studentOrganization

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > studentOrganization

Start Date

Indicates the first date the student participated in the organization.

▶ [Click here to expand...](#)

Database Location:

careerTechEd.organizationStartDate

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > organizationStartDate

End Date

Indicates the last date the student participated in the organization.

▶ [Click here to expand...](#)

Database Location:

careerTechEd.organizationEndDate

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > organizationEndDate

Student Organization Member ID

Textbox provided for entry of student organization member ID if needed.

[▶ Click here to expand...](#)

Database Location:

careerTechEd.studentOrganizationMemberID

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > studentOrganizationMemberID

Student Organization Charter ID

Textbox provided for entry of student organization charter ID if needed.

[▶ Click here to expand...](#)

Database Location:

careerTechEd.studentOrganizationCharterID

Ad hoc Inquiries:

Student > Learner > Career and Technical Education (CTE) > Career and Technical Education (CTE) > studentOrganizationCharterID

Enter CTE Records

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**, which indicates 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 is displayed 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 Print Summary Report to view a PDF of the student's Career and Technical Education (CTE) records.

Campus State Generated on 04/05/2024 11:27:01 AM Page 1 of 1		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		CTE Pathway: Environmental Services		Education Facility: Education Facility	
Hours: 10		Special Population: Single Parent		Work Based Learning CIP Code:	
Work Based Learning Type: Cooperative Work Experience					
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					

CTE Print Summary

Tool Rights

The following tool rights can be assigned for the Career and Technical Education tool:

Users with at least Read and Add tool rights are able to create and save new records. Only users with Write tool rights are able to edit or end existing open records.

- Read (R) - allows the user to view existing CTE records
- Write (W) - allows the user to edit existing CTE records
- Add (A) - allows the user to add new CTE records
- Delete (D) - allows the user to remove CTE records

The **Add & Auto-end Records sub-tool right** overrides the Write and Add tool right selections for the CTE tool.

- If a user has at least Read rights to this sub-tool right, the user is able to create a new CTE record; an open CTE record is given an End Date one day prior to the new CTE record's Start Date to prevent overlapping records.

- This function cannot overwrite an existing CTE record's End Date, regardless of the tool right selection on either the sub-tool right or the CTE tool.
 - The sub-tool right cannot receive tool rights from a parent or grandparent tool right, but the sub-tool rights can be removed when tool rights are removed from a parent or grandparent tool right.
-