Career and Technical Education (CTE) (Tennessee)

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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 the monitoring of student progress towards course completion.

> This tool is available in State and District Edition. Fields vary by state. Please see your state's State Tools articles for more information on CTE procedures in your 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

Career and Technical Education

CTE - Program Information

CTE - Course Information

CTE - Certificate Information

CTE - Organization Information

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 a student's Career and Technical Education (CTE) records.

	Tennessee State Generated on 06/21/2024 11:24:18 AM Page 1 of 1	SAMPLE, Student - Career and Technical Education (CTE) Summary Grade: 9 Birthdate: 08/07/2009 State ID: 4331

Career and Technical Education (CTE) Records

Start Date: 01/01/2005   End Date: Created By: Sample Public Schools 2200
                                                                             06/17/2024

Program Status: Participant

Career Cluster: Automotive and Heavy   CTE Pathway: CTE Pathway   Education Facility: Education Facility
Equipment
Hours: 4

CIP Code:

SCED Code: Miscellaneous-Workplace Experience

Special Population: Non-traditional Career Preparations

Comments:

Course Information

Dual Enrollment	Course Number	Course Name	State Course Code	Credits Earned	SCED Code
	CBL2034XA	CBL Auto Maint & Light 1-CR S1	C20H34	3.000	Miscellaneous-Workplace Experience

Certificate Information

Certificate(s)/ Credentials/ Associate Degree(s)	Administered Date	Credential Status	CIP Code	Other Certificate(s) / Credentials / Associate Degree(s)
Certificate(s)/ Credentials / Associate Degree(s)	06/14/2024	In-Progress		

Organization Information

Club ID	Start Date	End Date	Student Organization Member ID	Student Organization Charter ID
Specified by reported agency	06/14/2024		222222	111111

CTE Print Summary

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)** .
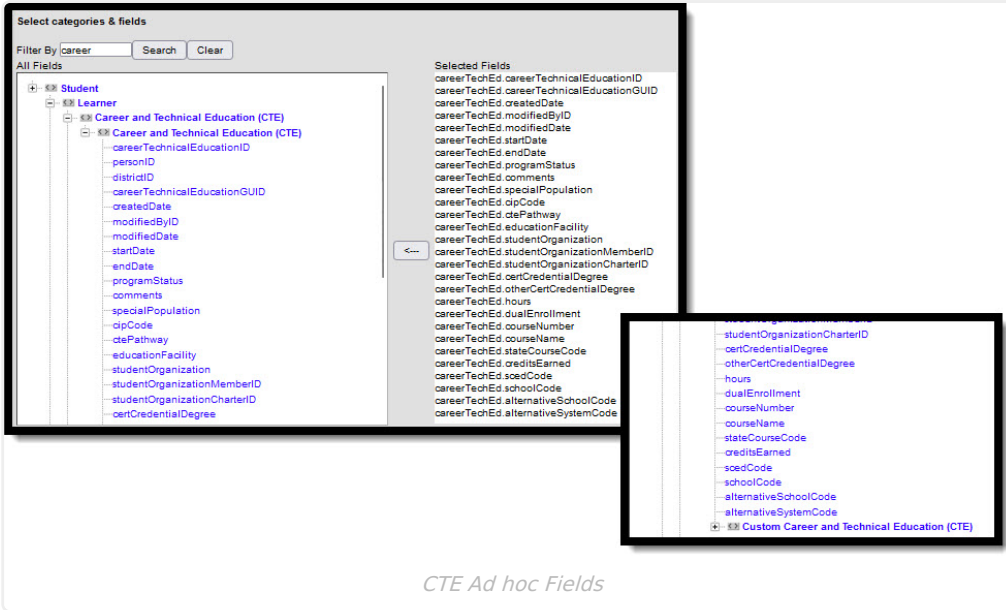
CTE Ad hoc Fields

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
Program Status	Indicates the status of the CTE program. Default value is the name of the program.	careerTechEd.programStatus

Field	Description	Ad hoc Fields
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.	careerTechEd.ctePathway
Career Cluster	Career clusters house programs of study that lead to career goals and include opportunities to participate in Career and Technical Student Organizations.	careerTechEd.careerCluster

Field	Description	Ad hoc Fields
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).	careerTechEd.specialPopulation
Education Facility	Indicates the location where the CTE Program is taking place.	careerTechEd.educationFacility
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

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. *255 character maximum*	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.	

Field	Description	Ad hoc Fields
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.	
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
Certificate Information		
Certificate(s)/Credentials/Associate Degree(s)	Used to indicate the type of credential the student may earn as part of this CTE program, if applicable.	careerTechEd.certCredentialDegree
Administered Date	Indicates the date on which the credential was assessed or awarded.	careerTechEd.administeredDate
Credential Status	Indicates the student's progress toward achieving the credential, e.g. Fail, In-Progress or Pass.	careerTechEd.credentialStatus

Field	Description	Ad hoc Fields
CIP Code	CIP (Classification of Instructional Programs) was developed by the US Department of Education and is used to organize, collect and report on fields of study and program completions.	careerTechnicalEducation.cipCode
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
Organization Information		
Club ID	This droplist contains a list of student organizations that can be connected to a student's CTE record.	careerTechEd.studentOrganization
Student Organization Member ID	Textbox provided for entry of student organization member ID if needed. *50 character maximum*	careerTechEd.studentOrganizationMemberID

Field	Description	Ad hoc Fields
Student Organization Charter ID	Textbox provided for entry of student organization charter ID if needed. *50 character maximum*	careerTechEd.studentOrganizationCharterID

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.

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.
- An existing CTE record's End Date cannot be overwritten with this function, regardless of 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.