

# CTE Cheat Sheet


## What is the difference between CTE and Tech Prep?

### CTE

- Offers a minimum of three sequenced courses, or a minimum of three sequenced units of study that:
  - o Incorporate the Career development and Occupational studies Learning standards;
  - o include one unit of study in the State developed career and financial management course;
  - o provide individuals with coherent and rigorous content and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions;
  - o provide technical skill proficiency, and industry recognized credential, a certificate or an associate degree; and
- Include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem solving skills, work attitudes, general employability skills, technical skills, and occupation specific skills and knowledge of all aspects of an industry, including entrepreneurship, of an individual.

### Tech/Prep

- Students sign a declaration form evidencing their intent to follow the TP instructional approach of career pathways in a program of study that
  - o Includes at least two years of secondary education and postsecondary instruction;
  - o Leads to completion of a two-year associate degree program, a two year certificate program, or a two – year apprenticeship that follows secondary Tech Prep instruction and
- Students attend two or more CTE courses or units of study or a sequence of a minimum of three courses or units of study in a CTE program.

 All students who were in a CTE or TP program at any time during the 07-08 academic year must be reported! If they transfer from one program to another or enrolls in more than one program during the school year, A SEPARATE RECORD for each program MUST be created.


\*\*\*Students are not considered enrolled in a CTE or TP program if they only took Career and Financial Management, Personal Keyboarding, or business math and business law (unless taken as part of a CTE or TP program)

## What do I need to report? Other than the usual elements you will need to report:

- ⇒ Program service Code – we will populate your drop down list with the programs that are available to you
- ⇒ Program service Entry date – the date they start the program or the beginning of the school year
- ⇒ Program Service Exit date – the date they end or change the program.
- ⇒ Exit reason code 1 - either 646 for completing the program or 663 for Left without completing the program.
- ⇒ Participation Info code - which program they are taking, CTE or Tech Prep
- ⇒ Service Provider BEDS code – this is a school level service so it needs the BEDS code of the service provider.
- ⇒ Program Intensity – this new reporting element captures student progression through these programs and represents the level of intensity the student has reached.

### Program Intensity:

	<b>CTE</b> A student who has...	<b>Tech Prep/Career Pathways</b> A student who has...
<b>Enrollee</b>	...begun instruction in the first course or unit of study in a CTE program. (Note: Unless a part of a CTE sequenced program, this does not apply to Career and Financial Management.)	...signed a TP/CP enrollment form declaring her/his intent to follow a TP/CP program, and who has begun instruction and in at least two courses/units of study in the secondary education component (academic or CTE) of a TP/CP program.
<b>Participant</b>	...successfully completed, as determined by the program service provider, at least one course or unit of study in a CTE program as part of a planned sequence and the student has enrolled or plans to enroll in a second course/unit of study.	...successfully completed, as determined by the program service provider, at least one course or unit of study in the CTE component of the TP/CP program.
<b>Concentrator</b>	... successfully completed, as determined by the program service provider, two courses/units of study out of a three course/unit of study CTE program; OR a student who has successfully completed, as determined by the program service provider, three courses/units of study out of a four or more course/unit of study CTE program.	...successfully completed, as determined by the program service provider, two courses or units of study in the secondary CTE component of a TP/CP program.

 Don't forget! If you have any students that fall under the "Single Parent/Pregnant Status", you will need to give them the 8261 program service code!