


CTE Cheat Sheet

CTE students are those enrolled in any course that can be a part of a CTE cluster (i.e., agriculture, business and marketing, family and consumer sciences, health occupations, trade and technical education and/or technology education). This includes students enrolled in:

- a local high school,
- a BOCES,
- an alternative education and a CTE program,
- an approved GED program (AHSEPP or HSEPP) and a CTE program, or
- a CTE program in a nonpublic school that participates in data reporting via the SIRS.

Title II (aka: Tech Prep) program involves two years of secondary instruction followed by two years of specifically linked postsecondary instruction. The Title II programs in New York State are funded through Title II of Perkins IV on a competitive basis and are also known as 2+2 programs, Tech Prep, or “Career Pathways.” These programs, which contain all of the components of General CTE programs, can be distinguished from General CTE programs by two features:

- 1) These programs must contain an articulation agreement that is jointly established by secondary and postsecondary institutions. The agreements are usually brokered by “Title II Centers,” established under Perkins IV and provide benefits to the student such as, college credit or waiver of certain college course requirements.
- 2) A Title II program requires students to sign a declaration evidencing their intent to follow a graduation plan that includes two years of postsecondary instruction and that results in completion of a two-year associate degree, certificate, or apprenticeship in a field related to their program of study.

 **All students who were in a CTE or TP program at any time during the 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.**

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 reporting element captures student progression through these programs and represents the level of intensity the student has reached.

Program Intensity:

Local High Schools

	CTE A student who has...	Title II A student who has...
Enrollee	...began instruction in the any CTE course or unit of study	...signed a Title II declaration form stating his/her intent to follow a Title II program, and who has begun instruction in at least one course or unit of study in the secondary education component (academic or CTE) of a Title II program.
Participant	...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 cohesive concentration and who has enrolled or plans to enroll in a second course/unit of study.	...successfully completed at least one course or unit of study in the CTE component of the Title II program.
Concentrator	... successfully completed, as determined by the program service provider, two courses/units of study out of a three course/unit of study that together form a cohesive concentration; OR 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 two courses or units of study in the secondary CTE component of a Title II program.

BOCES/Technical or CTE High Schools

	CTE A student who has...	Title II A student who has...
Enrollee	Begun any CTE course or unit of study.	...signed a Title II declaration form stating his/her intent to follow a Title II program, and who has begun instruction in at least one course or unit of study in the secondary education component (academic or CTE) of a Title II program.
Participant	Completed one-third of his or her program. (In the case of a BOCES two-year program 27 weeks = 1/3)	...successfully completed, as determined by the BOCES or technical or CTE high school, at least 1/3 of the CTE component of a Title II program.
Concentrator	Completed two-thirds of his or her program. (In the case of a BOCES two-year program 54 weeks= 2/3)	...successfully completed, as determined by the BOCES or technical or CTE high school at least 2/3 of the CTE component of a Title II program.



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

How is the appropriate CTE program service code determined?

Use Appendix 10 of the *SIRS Manual* to determine the appropriate code. These codes are taken from the National Center for Educational Statistics "Classification of Instructional Programs" (CIP) manual. NYSED has selected a subset of these CIP codes that are appropriate for secondary level CTE programs. Use the CIP code in Appendix 10 that most closely reflects the curricula of the student's CTE program.

As CTE programs at local high schools often cross content areas and may not be predefined or linear in nature and CTE students at local high schools build meaningful cohesive concentrations based on individual interests, the selection of a specific CIP code from Appendix 10 may prove more difficult than the selection of such a code for CTE programs at BOCES and Technical or CTE high schools. In this case the local high school can use one of the more broad based CIP codes listed below. These reflect the six major CTE content areas. If a student is in programs from two of these content areas, the code to be reported should be the one in which the majority of the student's time is spent. The six content areas and their related CIP codes are:

- Agriculture; use CIP code 010599
- Business and Marketing; use CIP code 529999
- Family and Consumer Sciences; use CIP code 199999
- Health Occupations; use CIP code 519999
- Technology Education; use CIP code 151599
- Trade and Technical; use CIP code 489999

Program Approval Process can be found at <http://www.emsc.nysed.gov/cte/ctepolicy/qanda.htm>