



Reporting CTE Data in ISEE

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Supporting Schools and Students to Achieve

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Celebrating 100 Years of Career Readiness

Goals



1. Provide an overview of changes in Career & Technical Education (CTE) assignments/endorsements
2. Demonstrate how to report CTE data accurately through ISEE to maximize SDE and CTE funding

What is CTE?



Agriculture, Food & Natural Resources

Agribusiness, Animal Science, Plant Genetics, Food Processing Tech, Renewable Energy Tech, Veterinary Tech

Business & Marketing

Accounting, Management, Administrative Services, Digital Communications, Marketing

Engineering, Technology, Aerospace & Web Design

CNC Mill Operator, Computer Networking, Programming, Robotics, Graphic Communications

Family & Consumer Sciences & Human Services

Culinary Arts, Hospitality, Education Assistant, Early Childhood Development

Health Professions & Public Safety

Dental Hygiene, EMT, Fire Services Tech, Nursing, Medical Asst, Pharmacy Tech, Surgical Tech, Physical Therapist Asst

Trades & Industry

Auto & Diesel Mechanics, Collision Repair, Construction, Electronics, HVAC, Plumbing, Welding, Precision Machining

Some classes offered for Graduation credit (ex. Science/Economics)

We prepare Idaho's youth and adults for high-skill, in-demand careers.



Types of CTE Programs	Cluster	Pathway	Career Specialty
PURPOSE	Career Exploration- Workplace Readiness	Career/Occupational Exploration w/required PS program Advanced Opportunity offerings	Career/Occupational Exploration w/required PS program Advanced Opportunity offerings; Resides in CTS
# of years	2 or more	2 or more	3 or more
Foundation and Intermediate CTE Courses within a Career Cluster	No Capstone	Plus Capstone Course Sequence	Plus Capstone Course Sequence
Workplace Readiness skills alignment	X	X	X
Active CTSO	X	X	X
Active Technical Advisory Committee	X	X	X
Workplace Readiness Assessment	X	X	X
Alignment to		Specified PS Program	Specified PS Program
Alignment to industry recognized standards		X	X
Work related experience for students (paid or unpaid) during Capstone Course		X	X
Technical Skills Assessment for Concentrators in Capstone		X	X
Required Technical Competency Credit (TCC) for PS credit, meets expectation for		<u>at least one</u> aligned postsecondary course	<u>all</u> aligned postsecondary courses
Program offered to more than one attendance zone (minimum 15%)			X
Teacher maintains industry certification			X

Be aware of what teacher can teach (ex. Pathway is industry based O/S) and if school has an approved pathway.

Pathway Examples

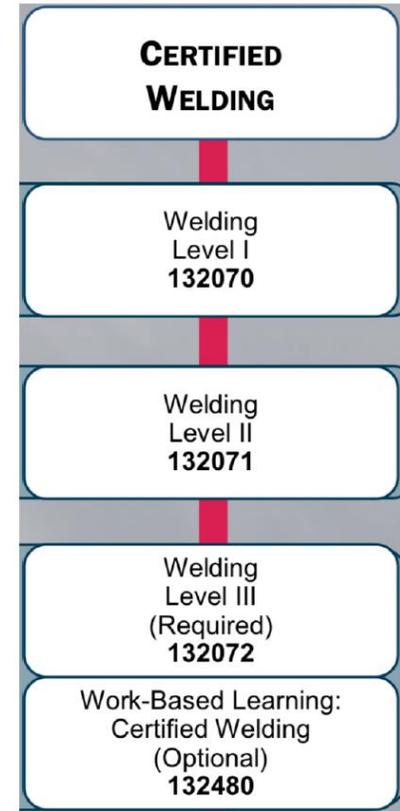


6-digit course codes in ISEE



Technical Competency Credits*

6 Credits
College of Southern Idaho
Lewis Clark State College
College of Eastern Idaho
(4 credits)



Technical Competency Credits*

Safety and Leadership: 2 credits
Welding Theory: 2 credits
Blueprint Reading for Welders: 2 credits
SMAW Practical: 4 credits
(CEI, CSI, CWI, ISU, LCSC, NIC)



Added-Cost Funds*



- ICTE currently funds grades 9-12
Based on the # of approved CTE courses taught by qualified teachers as reported in ISEE
- Use 6 digit codes for 9-12
 - Course level progression important
 - Capstone courses – not for 9th graders
Must have taken pre-requisites
Required to take final exam if enrolled in course
 - **Don't ignore warning**
Impacts reports and FUNDING

*Provide additional funding for CTE programs (operations, maintenance, improvement)



ISEE Data

- CTE Reporting:
 - CT School reporting
 - CTE enrollments
 - Perkins Federal Reporting
 - SkillStack® badging (Advanced Opportunities)
 - Added-Cost funding for CTE
- Ensure teachers are certified so students don't miss out on credits

What do you need for reporting CTE?



- Local Annual Application – Do you have an approved program? What courses are being taught (ex. Business or Engineering)?
- Assignment manual
 - SDE/ICTE website
- Teacher Endorsements
 - Certification Tool Lookup

Local Annual Application (due April)



Resource: CTE Administrator / Lead Teacher

Section 3: CTE Program Information

Please list all state-approved CTE programs your district currently offers and indicate whether your district plans to offer the program in FY2020. Please also list any new programs your district applied for by February 15, 2019. If your district offers a program at more than one host school, complete a separate line for each school. Add more lines to the table as needed.

District Name and Number		[Enter district name and number here.]					
CTE Program Name	Name of Host School	Instructor Name(s)	Status for FY2019		Status for FY2020		
			New Program	Existing Program	New Program	Existing Program	Program NOT offered
Example Programs		<i>List all instructors for each program and host school, OR indicate if an instructor needs to be hired for FY2020.</i>					
Administrative Services	Acme High School	Joe Smith, Maria Lopez		X		X	
Business Cluster	Acme High School	Not yet hired	--	--	X		

New program applied for in February 2019



Assignment Manual - SDE



ISEE Manuals

2019-2020



2019-2020 SDE Assignment Credential Manual



2019-2020 SDE Assignment Reporting Guidance



2019-2020 SDE and CTE Endorsement and Assignment Transition Plan



CTE Assignment Credential Manuals



Assignment Manual - ICTE



2019-2020

[ICTE Assignment Credential Manual \(pdf\)](#) (**Revised 6.19.2019**)

[ICTE Assignment Credential Manual \(Excel\)](#) (**Revised 6.19.2019**)

Manual Support Resources:

[2019-2020 SDE and CTE Endorsement and Assignment Transition Plan](#)

[5- to 6-Digit Course Map – Transition from 2018-2019 to 2019-2020](#)

Other resources to come



Assignment Manual - PDF



Nursing Assistant

<p>140010 Fundamentals of Health Professions</p> <p>This course is designed to provide a broad understanding of the U.S. health care system and an introduction to the roles of various members of the health care team using the National Health Science Standards as a foundation: https://www.health-scienceconsortium.org/wp-content/uploads/2015/07/NATIONAL-HEALTH-SCIENCE-STANDARDS-May-2015f1-PE2.pdf. This ONE semester course meets Idaho Standards for Health Professions (not the general health standards). Fundamentals of Health Professions introduces the student to the healthcare industry by providing the background required for careers in healthcare. Other topics include: basic anatomy & physiology, medical terminology, medical ethics, current trends in healthcare delivery, safety, and student leadership. The skills learned in this course are transferable to many health professions programs. Students are REQUIRED to obtain an approved CPR certification by the end of the course; the recommended option would be Health Care Provider CPR, but other certifications are acceptable. This course serves as the prerequisite for students planning to pursue a CNA, basic EMT, pharmacy technician, sports medicine, or other healthcare program.</p>	<p>2000 CTE OS - Orientation Health Occupations (6-12)</p> <p>2011 CTE OS - Dental Assisting (6-12)</p> <p>2030 CTE OS - Dietitian (6-12)</p> <p>2032 CTE OS - Practical Nursing (6-12)</p> <p>2033 CTE OS - Nursing Assistant (6-12)</p> <p>2035 CTE OS - Surgical Technician (6-12)</p> <p>2050 CTE OS - Rehabilitation/Therapeutic Services (6-12)</p> <p>2060 CTE OS - Radiologic Technician (6-12)</p> <p>2080 CTE OS - Mental Health Assistant (6-12)</p> <p>2085 CTE OS - Emergency Medical Technician (6-12)</p> <p>2087 CTE OS - Paramedic (6-12)</p> <p>2094 CTE OS - Medical Assisting (6-12)</p> <p>2095 CTE OS - Pharmacy Assisting (6-12)</p> <p>2098 CTE OS - Sports Medicine/Athletic Trng (6-12)</p>
<p>140510 CAPSTONE: Nursing Assistant</p> <p>A 120-hour course designed to introduce learners to concepts related to nursing assisting. This course will prepare students for beginning employment as nursing assistants in long-term care facilities, hospitals, and other settings. The course provides learners with experiences in the classroom and in the clinical areas that result in development and practice of basic competencies required for the role. Successful completion of the course qualifies the student to test to become a Certified Nursing Assistant. The student's name will then be placed on the Idaho State Registry for Nursing Assistants. Course content includes medical terminology, anatomy and physiology, care of the patient, and assisting as a member of the health care team. Prerequisite: Orientation or Fundamentals of Health Professions and Medical Terminology or Anatomy & Physiology.</p>	<p>2032 CTE OS - Practical Nursing (6-12)</p> <p>2033 CTE OS - Nursing Assistant (6-12)</p>

Don't Guess, Find out More!



Can search / filter by program to see if course is tied to Business or Engineering
 Ex. Is teacher Business or Engineering? What are they endorsed to teach?

ProgramArea	Pathway	CourseCodes	Course Title	EndorsmentCode	Endorsement Title	ClassLevel
Business & Marketing	BME Cluster	100010	Computer Technology I	9093	CTE - Business Technology Education (6-12)	Cluster
Business & Marketing	BME Cluster	100010	Computer Technology I	4015	CTE OS - Business Management/Finance (6-12)	Cluster
Business & Marketing	BME Cluster	100010	Computer Technology I	4021	CTE OS - Computer Graphic Communication (6-12)	Cluster
Business & Marketing	BME Cluster	100010	Computer Technology I	4024	CTE OS - Information/Communication Tech (6-12)	Cluster
Business & Marketing	BME Cluster	100010	Computer Technology I	4025	CTE OS - Word Processing Technology (6-12)	Cluster
Business & Marketing	BME Cluster	100011	Computer Technology II	9093	CTE - Business Technology Education (6-12)	Cluster
Business & Marketing	BME Cluster	100011	Computer Technology II	4021	CTE OS - Computer Graphic Communication (6-12)	Cluster
Business & Marketing	BME Cluster	100011	Computer Technology II	4024	CTE OS - Information/Communication Tech (6-12)	Cluster
Business & Marketing	BME Cluster	100011	Computer Technology II	4025	CTE OS - Word Processing Technology (6-12)	Cluster
Engineering & Technology	Computer Support	100030	Fundamentals of Information Systems Technology	9093	CTE - Business Technology Education (6-12)	Introductory Class
Engineering & Technology	Network Support	100030	Fundamentals of Information Systems Technology	9093	CTE - Business Technology Education (6-12)	Introductory Class
Engineering & Technology	Programming & Software Development	100030	Fundamentals of Information Systems Technology	9093	CTE - Business Technology Education (6-12)	Introductory Class
Engineering & Technology	Web Design & Development	100030	Fundamentals of Information Systems Technology	9093	CTE - Business Technology Education (6-12)	Introductory Class
Engineering & Technology	Computer Support	100030	Fundamentals of Information Systems Technology	4024	CTE OS - Information/Communication Tech (6-12)	Introductory Class
Engineering & Technology	Network Support	100030	Fundamentals of Information Systems Technology	4024	CTE OS - Information/Communication Tech (6-12)	Introductory Class

**Not just endorsement, what is the program they are funded for?
 Endorsed for, but not approved program, won't get funding**

Use this over Item and Option Set for more information



Teacher Endorsements



Welcome to Certification Lookup Application

At A Glance

This application allows the opportunity to search for educators who currently hold or have held Idaho certification.

Information provided includes the following:

- Credential status
- Professional endorsement status
- Application status
- Endorsement information, which includes assignments they can teach with their current endorsements
- Reported Contract information (beginning in the 1994-1995 school year)
- Reported Assignments (beginning in the 2010-2011 school year)

To Search, please select the Person Search menu or [Click Here](#)

Credential Status: Valid

Professional Endorsement: July 01,2015 (Grandfathered)

We are not processing any applications for this person at this time.

Endorsements [?]

#	Endorsement Name	Effective Date	Expiration Date
▶ 7093	Business Technology Education (6-12)	9/1/2019	8/31/2024
▶ 55	CTE Administrator (6-12)	9/1/2019	8/31/2024
▶ 7053	School Principal (Pre-K-12)	9/1/2019	8/31/2024
▶ 7022	School Counselor (K-12)	9/1/2019	8/31/2024
▶ 7016	CTE - Career Counselor (6-12)	9/1/2019	8/31/2024
▶ 4030	General Office Clerical	9/1/2019	8/31/2024
▶ 4015	CTE OS - Business Management/Finance (6-12)	4/18/2019	8/31/2024



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Changes to certification & endorsements



April and June Communication:

- Track Changes – shows ~~redacted~~ font and blue font being new
- Clean version

CERTIFICATION & ENDORSEMENT TRANSITION PLAN FOR THE 2019-2020 SCHOOL YEAR –

A Joint Communication

STATE DEPARTMENT
OF EDUCATION (SDE)



IDAHO CAREER &
TECHNICAL EDUCATION (ICTE)



SDE 5 digit assignment codes & CTE 6 digit course codes



- The SDE Assignment Credential Manual and the ICTE Assignment-Course Manual will be mutually exclusive
- SDE endorsements will not align to ANY six (6) digit assignment codes
- **CTE endorsements will no longer align to ANY five (5) digit assignment codes**

1a) Middle School CTE Offerings

- 800010 | ~~Middle~~ Grades 6-8 - Agriculture, Food, and Natural Resources
- 800020 | ~~Middle~~ Grades 6-8 - Business & Marketing
- 800030 | ~~Middle~~ Grades 6-8 - Engineering & Technology Education
- 800040 | ~~Middle~~ Grades 6-8 - Family and Consumer Sciences & Human Services
- 800050 | Grades 6-8 - Trades & Industry
- 800060 | Grades 6-8 - Health Professions & Public Safety

What about combo classes?

Grade 8 & 9

Create 2 different sections

**Only codes for CTE middle school. Use alias if needed.
Recode all CTE middle school offerings for CTE endorsed teachers.**

Future Added Cost



Senate Bill 1212:

- Added grades 7 and 8 to the approved CTE programs
- These programs will be eligible for added-cost funds in 2021-2022

Timeline



- 18/19 - ICTE hired a Middle School Program Manager to conduct research on implementing exploratory CTE for middle school
- 19/20 - develop curriculum, and instructor training
- 20/21 - pilot CTE courses for a few select middle schools
- 21/22 - implementation and program funding

1b) Staff Assignments



- 900001 | Advisory – CTE (students in class)
- 900002 | Aide – CTE Classroom
- ~~900003~~ 460605 | CTE – Other District Staff (Provides, coordinates, manages, or directs services within a non-instructional program)

No Added-Cost Funding for these Assignments

Districts will no longer report preparation periods for CTE instructors.

Prep 220000



1c) Meeting Graduation Requirements

→ Other CTE Courses



CTE Course Codes with Leading Zero – GONE!

- Use same 6-digit code, regardless
- Use crosswalk to find single code



Requisites to be Met:

- CTE instructor must:
 - Hold five-year renewable certificate; and
 - Be certified in **non-CTE (SDE)** assignment area
- LEA must:
 - Ensure proper Idaho Content Standards are imbedded: and
 - Approve given course or program as another means to achieve graduation credit

For Example...



- A Family and Consumer Sciences (FCS) teacher:
 - Holds a 7228 Economics endorsement
 - Holds a five-year renewable Idaho teaching certificate
 - Created a crosswalk to ensure that s/he teaches to the...
 1. CTE course or pathway standards; and
 2. Idaho Economics Standards...over the duration of the course or program.
- With school board verification and approval...
 - 222517 Personal and Family Finance
...meets Idaho's economics graduation requirement

2) CTE Assignment Credential Report & Funding (base allocation)



ICTE will provide technical assistance to LEA on misalignments (assignment deficiencies) and base funding (**salary-based apportionment**) for CTE assignments.

- Any misalignments that remain on the December final report (November upload) will result in withheld funding
- ICTE will provide continuing technical assistance to LEA's to clear misalignments and restore funding where possible.

Example #1



<p>102014 CAPSTONE: Business Digital Communications A capstone course designed to integrate knowledge from Graphic Design, Video Editing and Web Design to develop thorough incorporation of sales, marketing and customer interfaces. Students will increase their knowledge of design, visual communication, and professional communication in the world of business.</p>	<p>4024 CTE OS - Information/Communication Tech (6-12) 4026 CTE OS - Network Support Technician (6-12) 9093 CTE - Business Technology Education (6-12)</p>
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- Teachers assigned to capstone course and ISEE shows misaligned
- When using ICTE Assignment Credential Manual, his endorsement 6151 CTE OS - Programming & Web Design isn't listed to teach Bus. Digital Communications
- *Be careful, there is some overlap between some business and engineering and technology education Occupational Specialist endorsements.*
 - *Business is more about using a program to build a website and maintaining it*
 - *Engineering and Technology Education is more about developing and programming the website itself*

Example #2



- You're not sure what courses someone holding a **family and consumer sciences** 1085 CTE OS – Hospitality Services endorsement can teach. How do you find out?

1085	CTE OS - Hospitality Services (6-12)	160980	Work-Based Learning - Hospitality Services
		161510	Hospitality Services
		161512	Introduction to Hospitality Essentials
		221010	Leadership
		800040	Grades 6-8 - Family and Consumer Sciences & Human Services

- Be careful not to confuse this endorsement with 1087 CTE OS – Hospitality Management, a **business and marketing** endorsement.*

Work w/ ICTE if having problems!

If trying to use different code, may not get CTE funding (ex. Econ credits – 5 digit vs. 6 digit)

Teacher is endorsed for both, if CTE program, needs to be CTE 6 digit assignment



3) Degree-Based Career Technical Certificate & Endorsements



Prior endorsements will transition to the **039 Degree-Based Career Technical Certificate** and be renumbered and retitled

101 Standard Instructional Certificate OLD	039 Degree-Based Career Technical Certificate NEW
7921 Agriculture Science & Technology	<u>9</u> 921 CTE - Agriculture Science & Technology
7093 Business Technology Education	<u>9</u> 093 CTE - Business Technology Education
7971 Family & Consumer Sciences	<u>9</u> 971 CTE - Family and Consumer Sciences
7092 Marketing Technology Education	<u>9</u> 092 CTE - Marketing Technology Education
7981 Technology Education	<u>9</u> 981 CTE - Technology Education

4) CTE - Work-Based Learning Coordinator Endorsement



CTE - Work-Based Learning Coordinator endorsement number will change from:

- 7099 to 0099 **and be placed** on an Occupational Specialist Certificate

5) Alternative Authorizations & Emergency Provisionals for CTE Teachers



ICTE will process Alternative Authorization & Emergency Provisionals for districts when a CTE area of need or emergency exists for which the LEA is unable to hire the appropriately certified/endorsed CTE teacher.

Program Contacts for Communication



- Business Manager
- CTE - Career and Technical Education Coordinator
 - Multiple contacts okay – teachers are ok
 - One Primary contact



**Where's the
Contact Info?**

Career/Technical School (CTS)



- CTS - established in IDAPA 55.01.03
 - Provide high end, state-of-the-art technical programs that go beyond the scope of traditional CTE programs
 - Programs in CT schools must serve students from two or more attendance zones
- CTS funding based on full-year average daily attendance (ADA)
- CT Schools also receive Added-Cost funds

ISEE Roadshow 2018: 1st time on how to report CTS Data



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Provider Data Fields



- Who is teaching the class?
 - IDLA, CTS, postsecondary institution
- Master Course Schedule
 - providerSchool
 - providerSchoolName
 - providerInstructor - Teacher EDUID (if postsecondary, need to be endorsed for secondary)
 - providerInstructorName - Teacher Name

Career/Technical Schools (CTS) – 19/20



Dist#	District Name	School #	SCHOOL/BUILDING NAME
001	BOISE INDEPENDENT DISTRICT	0563	DEHYRL A DENNIS PROF-TECH CTR
002	JOINT SCHOOL DISTRICT NO. 2	0564	ADA PROFESSIONAL-TECHNICAL CTR
003	KUNA JOINT DISTRICT	1312	Kuna Professional Technical
025	POCATELLO DISTRICT	0565	GATEWAY PROF-TECH SCHOOL
091	IDAHO FALLS DISTRICT	0566	CAREER & TECHNICAL EDUCATION CENTER
093	BONNEVILLE JOINT DISTRICT	1357	TECHNICAL CAREERS HIGH SCHOOL
131	NAMPA SCHOOL DISTRICT	0567	IDAHO CENTER OF ADV TECHNOLOGY
151	CASSIA COUNTY JOINT DISTRICT	0568	CASSIA REGIONALTECHNICAL CTR
321	MADISON DISTRICT	1407	MADISON CAREER TECHNICAL SCHOOL
340	LEWISTON INDEPENDENT DISTRICT	1425	A Neil DeAtley Career Technical Education Center
371	PAYETTE JOINT DISTRICT	1400	TREASURE VALLEY TECH (TVT) – IDAHO
555	CANYON-OWYHEE SCHOOL SERVICE AGENCY (COSSA)	9512	COSSA REGIONAL TECHNOLOGY & EDUCATIONAL CENTER (CRTECT)
641	KTEC - Kootenai Tech Ed Campus	1351	KTEC School
751	S E I TEC CHARTER SCHOOL, INC.	1349	SOUTHEAST IDAHO PROFESSIONAL TECHNICAL SCHOOL
768	MERIDIAN TECHNICAL CHARTER HIGH SCHOOL, INC.	0257	MERIDIAN TECHNICAL CHARTER HIGH SCHOOL
785	MERIDIAN MEDICAL ARTS CHARTER HIGH SCHOOL, INC.	0547	MERIDIAN MEDICAL ARTS CHARTER
794	PAYETTE RIVER TECHNICAL ACADEMY, INC.	1249	PAYETTE RIVER TECHNICAL ACADEMY
		0572	MAGIC VALLEY COOP SCHOOL SERVICE AGENCY

SDE/ICTE are working with feeder schools and CTS for reporting



Accurate Data: Don't Lose Money



- If data isn't accurate, district could lose thousands of dollars
- School needs to have approved program, not just endorsement
- FTE data needs to reflect entire year

FTE FAQs



- Assignment FTEs are required for all terms, for the entire school year.
- The sum of assignment's FTE must equal the Contract FTE at any given date.
- FTE should be split out accurately based on the minutes of assignment in conjunction with a CTE staff's position

- First semester 8/21/2018 - 12/31/2018, FTE Sum = 1.0 [Shown in bold blue.]
- Second semester 1/1/2019 - 6/1/2019, FTE Sum = 1.0 [Shown in bold red.]

AssignmentFTE	CourseCode	CourseName	Period	SectionID	StartDate	EndDate
0.333	101010	Networking Support I	4-8A-B	5977	8/21/2018	12/31/2018
0.333	101030	Networking Support II	1-3A-B	5978	8/21/2018	12/31/2018
0.333	109981	Occupational & Career Exp.--IT & Networking	13C	6064	8/21/2018	6/1/2019
0.222	101020	Desktop Support II	1-3A-B	5980	1/1/2019	6/1/2019
0.222	101100	Desktop Support I	4-8A-B	5979	1/1/2019	6/1/2019
0.222	101100	Desktop Support I	5-8A-B	5981	1/1/2019	6/1/2019



- You may see a **SRM error validation** for CTE Assignments reported with a 0.0 FTE. Review and correct before sending your data to the state
- Report 0.0 FTE on CTE non-primary teaching roles (ex. Teaching Role of Proctor or Assistant Teacher) and do not include as part of your FTE calculation
- If the CTE instructor is also teaching non-CTE courses, report FTE appropriately (ex. report FTE on SDE and CTE assignments)

HELP! STATE DEPT. OF EDUCATION



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