

CTE and Career Education: 101 for Beginners

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Agenda

- **What is CTE**
- **Creating a Career Education Data Team**
- **Timeline**
- **Career Education Data Reporting**
- **Organizing Data**
- **WISEdata and WISEdash**
- **Help**

What is CTE

- Career and Technical Education
 - Agriculture & Natural Resources
 - Business and Information Technology
 - Family & Consumer Sciences
 - Health Science
 - Marketing, Management & Entrepreneurship
 - Technology & Engineering
- Career & Technical Education Standards

Creating a Career Education Data Team

- **Organization and Teamwork are Key!**
- **Help Data Entry and Career Ed team understand reporting requirements**
 - **Report Cards**
 - **Perkins V Accountability Reports**
 - **School Improvement...**
- **Create a system within the school to record and archive what is happening in the classroom and give to Data Entry personnel**
- **Help Data Entry locate DPI WISEdata element definitions and stay up to date**
- **Help school teams record Career Pathway data elements on paper and give to Data Entry personnel**

Team Member Roles

- Data teams already exist and can work together
- Name individuals and roles for your data team
- Each member contributes by staying up to date with information pertaining to their role
- Career Education and CTE data come from many places. It is the work of a team, not an individual
- How do staff learn about CTE data elements for reporting?

Name all staff involved	SIS/Registration Team	Sp Ed Team	Pupil Services Team	Graduation/Dropout/ Exit Type Team	Discipline/ISS/OSS/ Expulsion Team	Instruction, CCR & CTE (Roster) Team
Data Entry: Practices/Collection/Curriculum, DPI rules: Teach how to use SIS: Who can ask SIS for help: Review of data in WISEdata & WISEdash:						

Timeline

- **Create due dates for data entry and review (November, January, March, June)**
- **Career Education data is due on the December Snapshot date (data for the previous school year)**
- **Data should be reviewed in real time through WISEdata Portal and WISEdash for District**
- **The Career Education data team will need to identify the data elements collected on the Roster Work Plan for Data Entry personnel to enter into the Student Information System in real time.**
 - Updates to courses
 - Roster codes
 - Career Pathways
 - Work Based Learning
 - Industry Recognized Credentials
 - Dual Enrollment

Timeline (continued)

- **December Snapshot**
 - 18.19 Roster/Career Ed data was January 28, 2020.
 - 19.20 Roster/Career Ed data was December 8, 2020.
 - 20.21 Roster/Career Ed data was December 7, 2021.
 - 21.22 Roster/Career Ed data will be December 6, 2022
 - **22.23 Roster/Career Ed data will be December __, 2023**
- **Tip: Enter your data in real time, during the actual school year, as it happens**
- **Tip: Complete Career Education data before June 30**
 - Humans forget over the summer
 - Educators change jobs
 - New staff may not understand what happened the year prior
 - It is really hard to work on the previous school year data, when we are starting a new school year

Timeline for Data Entry & Review

Spring/Summer of Year Prior

- CTE courses are created with CTE Roster codes and WISEdata elements identified from the [Roster Work Plan](#)
- Perkins Career Pathways are created with Instructional Area Codes (IAC) and sequence of courses are aligned

School Year Begins

- Student enrolls and demographic information is collected
- Student is scheduled into courses

December after the School Year

- Snapshot of CTE data from the prior school year

School Year

- SIS data flows to WISEdata Portal
- Data Team reviews WISEdata Portal student details and Exports
 - CTE Data Team reviews WISEdash fro District each quarter (Nov, Jan, March, June)
 - Dec is the Snapshot to certify CTE, Roster, Demographic data for the Prior School Year

End of School Year

- CTE team provides lists of students with [Certificated Program Status](#) to Data Entry for [Work Based Learning](#) and [Industry Recognized Credentials](#)

Career Education Data Reporting

- Career Education data consists of **College and Career Readiness (CCR)** data and **Career and Technical Education (CTE)** data.
- All public school districts are required to submit the data for grades 9 - 12 to satisfy CCR requirements.
- Additional data are required for districts which receive Carl Perkins funding.
- [Career Education Programs](#)

CTE & CCR [All Districts] - Grades 9 to 12

[Non-certified career education programs](#)

- Entrepreneurial Student Business*
- Internship/Local co-op*
- School-based Enterprise*
- Simulated Worksite*
- Supervised Agricultural Experience*

[Certified career education programs with Certificated Program Status](#)

- Industry Recognized Credential (IRC) state-approved WTCS
 - Embedded technical diploma
 - Technical diploma
 - Associates
- IRC state-approved business & industry
- IRC - not state-approved
- State Co-op Education Skills Standards
 - DPI Occupational*
 - DPI Youth Leadership
 - DPI Employability Skills*
- Youth Apprenticeship*

[Performance base conversion](#) (pass / fail / no grade indicator for student coursework)

CTE [Carl Perkins districts]

CTE [concentrator](#) - Grades 11 and 12

- [Career Pathway](#) (Cluster)
- [Instructional area code](#) (IAC)
- [Program area\(s\)](#)

[Single parent status](#) - Grades 11 and 12

CTE [courses](#) - Grades 9 to 12

CTE [participant](#) - Grades 9 to 12

- Calculated by WISEdata based on CTE course enrollment and [passing](#) performance base conversion.

CCR [All Districts] - Grades 9 to 12

[Dual enrollment](#) courses

- HS course with WI private college
- HS course with WI technical college
- HS course with WI tribal college
- HS course with UW System
- College course with WI private college
- College course with WI technical college
- College course with WI tribal college
- College course with UW System
- Out-of-state dual enrollment

Advanced placement [courses](#)

International Baccalaureate [course](#)

Organizing Data

1. Create and record a method to organize CTE and Career Ed data.
2. Course Handbook - identify:
 - a. CTE, Advanced Placement, and International Baccalaureate - these all have specific Roster codes.
 - b. Dual Enrollment - identify all courses that offer high school and college credit - within the course setup, select the Dual Enrollment identifier (often a check box). Name the college.
 - c. Work-Based Learning - is there a course name or is it an assignment? Will student work release time earn a credit or not?
 - d. Industry Recognized Credentials - identify CTE courses that offer IRCs and name
3. Are you collecting student lists from teachers or scheduling students into courses setup to record:
4. WBL
 - a. IRC

Course Handbook Example (1 of 2)

SMALL ENGINE REPAIR (3928)

Grade Level: 10-12

High School Credit: 1

Dual Enrollment: WI Technical College

Advanced Placement: No

Industry Recognized Credential: Small Engine Repair Certificate, (Certification Organization)

Work-Based Learning: No

Career Pathway (IAC): Transportation, Distribution, and Logistics (14.01)

Description: Topics covered include: 4 cycle theory and engine operation, engine construction and repair, fuel systems, lubrication systems, cooling systems and more.

Course Handbook Example (2 of 2)

Roster Code	Course	9	10	11	12	DE	IRC	WBL	IAC	CTE Career Pathway Type/Cluster Title
3928	Small Engine	x	x	x	x	x	x		14.01	Transportation, Distribution, and Logistics
3882	Power & Energy	x	x	x	x				14.01	Transportation, Distribution, and Logistics
4887	Woodworking I	x	x	x	x				46.02	Architecture and Construction
4892	Woodworking II		x	x	x			x	46.02	Architecture and Construction

Will need to identify specific DE, IRC, WBL types

Example of Organization

Course Level

23.24 Course Master created - winter 2023

Identify in the course setup:

- Dual Enrollment,
- Advanced Placement,
- International Baccalaureate,
- Industry Recognized Credential
- Work-Based Learning

Schedule students into 23.24 SY

23.24 SY - students take courses and are graded. The scheduled course will automatically update the student record, also known as Student Program Association.

End of grading term - complete required Certificated Program Status Type for IRC and WBL (Certified).

Student Level

Student Program Association - individually identify data points per each student (courses are not setup to automatically add the data.)

Collect Lists of Students and enter per Student - enter during the school year. Set a due date for teachers.

Within the student record of the SIS vendor, add Student Program Association for each student. Check with SIS vendor that this can be done for:

- Dual Enrollment
- Advanced Placement
- International Baccalaureate
- Industry Recognized Credentials
- Work-Based Learning

Tip: complete this work before June 30th. It is difficult for teachers to remember student completion and lists months later.

Tip: SIS vendors provide methods to override any course level data point that needs to be altered due to an individual student need.

WISEdata Elements

[WISEdata Elements](#) - dictionary of data elements

[Roster codes](#) - code that describes the course. (CTE)

[Instructional Area Codes \(IAC\)](#) - numerical description of the CIP Code associated with the student's CTE program, used to describe the title of the Career Pathway. (Perkins)

[Certificated Program Status Type](#) - indicates a student's progress toward earning a certificate within the Certified Career Education programs. (Career Education and Perkins)

[Program Areas Type](#) - CTE departments (Perkins)

[Participants](#) - student was enrolled in one or more CTE courses in the reporting year and completed (passed) at least one CTE course. (Perkins and CTE)

[Concentrators](#) - student completed at least two CTE courses in a single career pathway throughout high school. (Perkins)

WISEdata Portal

WISEdataPortal Agency Alerts Admin Help School Year: 2023 Jessica (Wisconsin Dept of Public Instruction)

Home Data Quality Validation Messages Student Search School Roster Details Graduation Plan Exports Expected Transfers Digital Equity T-Mobile Hotspot Vendor Resources

Filters

School Year: 2022 - 2023 School Type: All School Types Schools: All Schools

Collection: Show All [Reset](#)

Career Education	Certified/Non Certified Career Education Programs	Students with the course and non-course related Career Education student program associations including Certified Career Education Programs, Non-Certified Career Education Programs	Download	Definitions
Career Education	CTE Concentrators	This export shows the student's CTE concentrator summary (Career pathway type, IAC code, Program areas) submitted by a school.	Download	Definitions
Career Education	CTE Participants	This export includes students who meet the criteria for CTE participation within a district. A student is identified as a CTE participant if his/her grade level is 9-12, and took at least one CTE course for which the attempt status is sufficient, and passed the CTE course(s).	Download	Definitions
Roster	Course Offerings	Course offering records at the school level, including the number of students and staff associated to the course via a student or staff section association. A single logical section will appear multiple times.	Download	Definitions

Help

1. [CTE Data Resources webpage](#) - short, recorded training by topic
2. [2022-23 Professional Development - Track 2: CTE Data & Accountability](#)
 - a. usually the 3rd Thursday of the month, 3:00-3:45 pm (September-June)
3. WISEdata Portal Vendor Resources - Student Information System & DPI recorded training
 - a. will be discussing with SIS vendors about August 2023 training - would be recorded and posted in WISEdata Portal Vendor Resources
4. CTE Data Office Hours
 - a. 1st Thursday of the month, 2:00-3:45 pm (September-June) - [CTE calendar](#)
5. [DPI WISE User Group web call](#)
 - a. Tuesday's at 1:30 pm
6. CTE Data Team - Perkins lead should be getting information about Perkins data requirements
7. [DPI Customer Service Help Ticket](#)

Thank you!

- Please reach out if you have questions:
jessica.sloan@dpi.wi.gov
- [DPI Help Ticket](#)