

# CTE Roster Work Plan

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March 2023



WISCONSIN DEPARTMENT OF  
**Public Instruction**  
Jill K. Underly, PhD, State Superintendent

# Agenda

- **What is Roster?**
  - **Roster Codes**
  - **Roster CTE**
  - **Roster Work Plan**
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# What is Roster

- Roster is a collection within WISEdata and WISEdash of course information, data about students and teachers associated with the courses, and the location of where courses are taught, such as the primary school where the student is enrolled.
- Roster data is required for all grade levels 3K, 4K, and KG through grade 12.
- Data will be entered in your student information system (SIS) and pushed to WISEdata, and then to WISEdash.
- <https://dpi.wi.gov/wisedata/roster>

# Roster

## Roster Data Elements

## [Roster: Info, Help and FAQ](#)

[Class Period Name](#)

[Local Course Title](#)

[Classroom Identification Code](#)

[Medium of Instruction Type](#)

[Classroom Position Descriptor](#)

[Programs](#)

[Courses](#)

[School Year](#)

[Grading Period Begin and End Date](#)

[Session Begin and End Date](#)

[Grading Period Descriptor](#)

[Sequence of Course](#)

[Grading Period Total Instructional Days](#)

[Term Descriptor](#)

[Local Course Code](#)

[Unique Section Code](#)

# Roster Work Plan Row 1 (front half)

[Link to Roster Work Plan](#) - save to your Google Drive or print (8.5"x11")

[Google Sheets Example](#)

<p><b>Course Title/Local Course Code</b> (What do you call your course and how do you code it in your system?)</p>	<p><b>Roster/Courses/State Code</b> -SCED updates yearly <a href="#">-WBL Roster Codes</a> <a href="#">-SCED/Rigor Level</a> defined in SCED code: X,H,G,E,B ***Check what Roster Codes are already being sent to WISE. -MS CTE may be "Exploratory." -Sort by Column F. Is the course part of a Career Pathway? <a href="https://dpi.wi.gov/standards">-https://dpi.wi.gov/standards</a> *What Content Standards are used?  <a href="#">-Health Science codes</a></p>	<p><b>Grade Level</b> (Who can take the course Pk-12?)</p>	<p><b>Programs</b> for courses *review the definitions and indicate: -Certified Career Education -Non-Certified Career Education -Dual Enrollment -World Language <a href="#">-Career Education Programs</a> *may be extra click in SIS  <a href="#">Career Education Data Reporting Scenarios</a></p>	<p><b>Teacher License</b> -list license for all grades -CTE courses (9-12) must be taught by CTE licensed teacher (some exception with <a href="#">-Health Science Licensure Perkins Funding</a>) <a href="#">-Classroom Position Descriptor</a>, <a href="#">-CTE crosswalk</a> <a href="https://dpi.wi.gov/computer-science/licensing">-https://dpi.wi.gov/computer-science/licensing</a> <a href="https://dpi.wi.gov/cte/equivalency">-https://dpi.wi.gov/cte/equivalency</a> <a href="#">-Pathways to Licensure</a> <a href="#">-What Can I Teach with My License?</a> -College/Universities Professors/Instructors do not need DPI licenses *What Content Standards are used?</p>	<p><b>Performance Base Conversion Type</b> -describes the assessment of the student's performance, such as pass, fail, or incomplete. Required for grades 9-12 and enrolled in Roster, Career and Technical Education (CTE), and College and Career Ready (CCR) courses. (P,F,N,NG)</p>	<p><b>Dual Enrollment</b> -is course taught by HS teacher -is course taught by <a href="#">College Instructor</a> <a href="#">Career Ed Data Reporting Dual Credit</a> <a href="#">How do I submit Dual Enrollment</a> *DPI is capturing all students in the course  <a href="#">Career Education Help</a></p>	<p><b>Advanced Courses AP or IB</b> -course approved by College Board for AP (FYI - any student can take an AP exam, without taking the course) -course approved for International Baccalaureate?</p>	<p><b>IRC</b> Industry Recognized Certificate -collected for State Report Cards for 9-12th grade. <a href="#">Career Education Programs</a></p> <p><b>Work Based Learning</b> 6 criteria: 1. Sustained interactions = minimum of 90 hours 2. real workplace settings (as practicable) or simulated environments 3. Fosters in-depth, firsthand engagement 4. Aligns with a course 5. Must include a training agreement 6. Business and education partners work together to evaluate and supervise the experiences</p>
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# What is a CTE course?

**A secondary course offered through the recognized Wisconsin program areas listed below and must be taught by an appropriately licensed CTE instructor for that specific discipline.**

1. Agriculture and Natural Resources
2. Business and Information Technology
3. Family and Consumer Science
4. Health Science
5. Marketing Management and Entrepreneurship
6. Technology and Engineering


There are multiple pathways to licensure to teach a CTE course, including [experience-based licensure in technical education](#). Additional information on license requirements and qualifications can be found on [the Pathways to Licensure DPI webpage](#).

# Roster/SCED/State Code

- All courses have Roster/SCED/State Codes to be able to send to WISE
- [Courses data element page](#)
- Select the reporting year and download
- Each year there are a few updates (a code no longer used usually causes an error)

## Courses

**Course Reference: Roster**



Courses refer to the classes students take throughout their school day. All courses are associated with an identifying code. DPI assigns a Roster code, but each LEA will also assign a local course code to any course offered in their system. Local schools/districts will also define the curriculum associated with their offered courses, the organization of subject matter for each course, and the related learning experiences each course will provide. Courses are available in the School Roster Detail of the WISEdata portal. Depending on grade level or program associations, certain courses may have specific reporting requirements.

Course data collected at the school level. Schools will be able to set up and submit Course Offerings data only once they submit Grading Period and Session information to Roster. As a Roster Endpoint, the 'Courses' entity represents the organization of subject matter and related learning experiences provided for the instruction of students on a regular or systematic basis. Note - This endpoint is populated by DPI. Schools will use the Course listing created by DPI to select the appropriate course codes for submission.

You can download a complete spreadsheet of the DPI course catalog by clicking the blue buttons below. This download will include: a Roster code, a title, a subject area, course description, rigor level, any possible Program associations, and a SCED code.

[Download all 2022-23 courses as CSV](#) [Download all 2021-22 courses as CSV](#) [Download all 2020-21 courses as CSV](#)

# Roster Codes

- Each course must have a Roster/State/SCED code. If it does not, it will not send to WISE.
- Each student information system (SIS) uses slightly different language to describe Roster codes (Roster/State/SCED).
- Each year an updated spreadsheet is available at Courses - <https://dpi.wi.gov/wise/data-elements/coursereference> . Some SIS vendors integrate these spreadsheets into their software. However, only the person that creates courses would see that. Teachers would need to reference the Courses download.
- The [Courses webpage](#) provides a description of the columns within the spreadsheet.
- Search 2022-23 Courses provides a “quick search.” Note Subject Area and CTE Career Pathway Type.

The image shows a search form titled "Search 2022-23 Courses" with various dropdown menus and text input fields. Two red circles highlight the "CTE Course" and "CTE career pathway Type" dropdown menus. The form includes the following fields:

Search 2022-23 Courses	
Roster Code	Title and Description
<input type="text"/>	<input type="text"/>
Subject Area	CTE Course
<input type="text" value="- any -"/>	<input type="text" value="- any -"/>
CTE career pathway Type	Rigor Level
<input type="text" value="- any -"/>	<input type="text" value="- any -"/>
Course Program	WL Language
<input type="text" value="- any -"/>	<input type="text" value="- any -"/>
Arts Category	SCED 9.0
<input type="text" value="- any -"/>	<input type="text"/>
Deprecated	
<input type="text" value="- any -"/>	



# Roster CTE (1 of 2)

- Download Courses document
- Freeze 1st row
- Column A & K- Roster Code is the State code. Read column K, "SCED" to find the corresponding SCED code, if your SIS uses SCED.
- Column B - Title used by National Center for Education Statistics (NCES)
- Column C - Subject Area
- Column D - Description, very generic description of the course
- Column E - [Rigor Level](#), discuss with your team the level of course rigor
- Sort columns
  - Column F - courses taught by a licensed CTE Teacher should only use CTE Course codes
  - Column G - CTE Career Pathway Type
  - Column H - Course Program for Advanced Placement and International Baccalaureate
- Column I & J - World Language & Arts
- Column L - Deprecated means retired
- Column M - New

A	B	C	D	E	F	G	H	I	J	K	L	M
Roster Code	Title	Subject Area	Description	Rigor Level	CTE course	CTE career pathway Type	Course Program	World Language Category	Arts Category	SCED 9	Deprecat ed	New
6467	AP Comput	10	Following the Colleg	Enriched or Adv	yes	Information Technology	Advanced Placem	n/a	n/a	10157E	n/a	n/a
6011	IB Business	12	IB Business Manager	Enriched or Adv	yes	Business, Management	IB Diploma Progra	n/a	n/a	12059E	n/a	n/a
6465	IB Comput	10	IB Computer Science	Enriched or Adv	yes	Information Technology	IB Diploma Progra	n/a	n/a	10159E	n/a	n/a

# Roster CTE (2 of 2)

- Non-CTE versions of CTE course offerings have been available since the 2021-22 school year. Schools offering these courses without a licensed CTE instructor should submit the non-CTE versions of the course offerings.
- Pay attention to CTE Career Pathway Type. These Roster codes and corresponding Career Pathways should align with the IAC code you use to describe the Career Pathway.
- Roster raw/aggregate data can be reviewed in WISEdata Portal export>Course Offerings
- Course Enrollment data can be analyzed in WISEdash for District>Topics>Coursework>filter by Course Subject. Quick enrollment numbers can also be viewed in WISEdata Portal>Exports>Course Offerings>Column U, Student Count.

# Programs

## Programs

- Certified Career Education
- Non-Certified Career Education
- Dual Enrollment
- World Language

## Career Education Programs - CCR, CTE & CCR

- The links above bring you to specific WISEdata Element pages for further specifics.
- [Career Education Data Reporting sheet](#)

### 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

### 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)

# Performance Conversion Base Type

- Performance Conversion Type
  - Pass
  - Fail
  - Not completed
  - Not graded
- Report for students in grades 9-12
- Performance Conversion Base Type is automatically calculated when a course is setup to grade.

# Roster Work Plan Row 1 (back half)

- Identify Postsecondary Preparation participation:
  - [Dual enrollment](#)
  - [Advanced Placement \(AP\)](#) or [International Baccalaureate \(IB\)](#)
  - [Industry Recognized Certificates](#)
  - [Work-Based Learning](#) - 6 criteria
- Report for students in grades 9-12
- How are you informing Data Entry personnel of this information? Course handbook?

<p>Course Title/Local Course Code <i>(What do you call your course and how do you code it in your system?)</i></p> <p>Roster/Courses/State Code</p> <ul style="list-style-type: none"> <li>-SCED updates yearly</li> <li>-<a href="#">WBL Roster Codes</a></li> <li>-SCED/<a href="#">Rigor Level</a> defined in SCED code: X,H,G,E,B</li> <li>***Check what Roster Codes are already being sent to WISE.</li> <li>-MS CTE may be "Exploratory."</li> <li>-Sort by Column F. Are they part of a Career Pathway?</li> <li>-<a href="https://dpi.wi.gov/standards">https://dpi.wi.gov/standards</a></li> </ul>	<p>Grade Level <i>(Who can take the course Pk-12?)</i></p>	<p><a href="#">Programs</a> for courses *review the definitions and indicate:</p> <ul style="list-style-type: none"> <li>-Certified Career Education</li> <li>-Non-Certified Career Education</li> <li>-Dual Enrollment</li> <li>-World Language</li> <li>-<a href="#">Career Education Programs</a></li> <li><a href="#">Career Education Data Reporting Scenarios</a></li> </ul> <p>*may be extra click in SIS</p>	<p>Teacher License</p> <ul style="list-style-type: none"> <li>-list license for all grades</li> <li>-CTE courses (9-12) must be taught by CTE licensed teacher (<i>some exception with</i></li> <li>-<a href="#">Health/Science Licensure, Perkins Funding</a>)</li> <li>-<a href="#">Classroom Position Descriptor</a>,</li> <li>-<a href="#">CTE crosswalk</a></li> <li>-<a href="https://dpi.wi.gov/computer-science/licensing">https://dpi.wi.gov/computer-science/licensing</a></li> <li>-<a href="https://dpi.wi.gov/cte/equivalency">https://dpi.wi.gov/cte/equivalency</a></li> <li>-College/Universities Professors/Instructors do not need DPI licenses</li> </ul>	<p><a href="#">Performance Base Conversion Type</a></p> <ul style="list-style-type: none"> <li>-describes the assessment of the student's performance, such as pass, fail, or incomplete.</li> <li>Required for grades 9-12 and enrolled in Roster, Career and Technical Education (CTE), and College and Career Ready (CCR) courses. (P,F,N,NG)</li> </ul>	<p><a href="#">Dual Enrollment</a></p> <ul style="list-style-type: none"> <li>-is course taught by HS teacher</li> <li>-is course taught by <a href="#">College instructor</a></li> <li><a href="#">Career Ed Data Reporting Dual Credit</a></li> <li><a href="#">How do I submit Dual Enrollment</a></li> <li>*DPI is capturing all students in the course</li> <li><a href="#">Career Education Help</a></li> </ul>	<p>Advanced Courses AP or IB</p> <ul style="list-style-type: none"> <li>-course approved by College Board for AP (FYI - any student can take an AP exam, without taking the course)</li> <li>-course approved for International Baccalaureate?</li> </ul>	<p><a href="#">IRC</a></p> <p>Industry Recognized Certificate</p> <ul style="list-style-type: none"> <li>-collected for State Report Cards for 9-12th grade.</li> <li><a href="#">Career Education Programs</a></li> </ul>	<p><a href="#">Work Based Learning</a></p> <p>6 criteria:</p> <ol style="list-style-type: none"> <li>1. Sustained interactions = minimum of 90 hours</li> <li>2. real workplace settings (as practicable) or simulated environments</li> <li>3. Fosters in-depth, firsthand engagement</li> <li>4. Aligns with a course</li> <li>5. Must include a training agreement</li> <li>6. Business and education partners work together to evaluate and supervise the experiences</li> </ol>
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# Course Handbook Example: Course

## **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: Table

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**





# IAC

- IAC download Column E (Cluster Title) should match Column G (CTE Career Pathway Type) on the Courses download
- IAC Title is a specific strand within a Cluster. Your district may not be teaching that granular. It is acceptable to select a more generic IAC code to cover more courses.
- Sometimes, there are two CTE career pathway Types on the Courses download. You must open the field.

F	G
CTE course	CTE career pathway Type
yes	Agriculture, Food and Natural Resources
yes	Agriculture, Food and Natural Resources
yes	Agriculture, Food and Natural Resources
yes	Agriculture, Food and Natural Resources
yes	Agriculture, Food and Natural Resources

A	B	C	D	E
IAC	IAC Title	NTO	Cluster Code	Cluster Title
3.03	Fishing and Fisheries Sciences and Management	F	1	Agriculture, Food and Natural Resources
3.05	Forestry	F	1	Agriculture, Food and Natural Resources
3.06	Wildlife and Wildlands Science and Management	F	1	Agriculture, Food and Natural Resources
3.99	Natural Resources and Conservation, Other	F	1	Agriculture, Food and Natural Resources





# Non-certified Career Education Programs

[Career Education Programs for 2021-22](#)

[Career Education Data Reporting, Update for 2021-2022 \(graphic\)](#)

**Non-certified WBL - only need to submit a final grade**

- Internship/Local Co-Op
- Supervised Agricultural Experience
- Simulated Worksite
- School-Based Enterprise
- Entrepreneurship Student Business

# Certified Career Education Programs

[Career Education Programs for 2021-22](#)

[Career Education Data Reporting, Update for 2021-2022 \(graphic\)](#)

## Report for students in grades 9-12:

- Industry Recognized Credentials (IRC) state-approved WTCS
  - Embedded Technical Diploma
  - Technical Diploma
  - Associates
- IRC state-approved Business and Industry
- IRC - Not state-approved
- State Co-op Educational Skill Standards
  - DPI-Occupational
  - DPI-Youth Leadership
  - DPI-Employability Skills
- Youth Apprenticeship

Submit a final grade AND Certificated Program Status Type

# Certificated Program Status Type

- Report [Certificated Program Status](#) for each student program participation
  - A - Student met the requirements of the certificated program and was or is to be awarded a certificate
  - B - Student is continuing in the certificated program
  - C - Student has left the certificated program before completion
  - D - Student completed program but did not meet the requirements for the certificate
- Report for students in grades 9-12
- Before Summer break, CTE teachers should provide student list to Data Entry personnel with students Career Education Program (Non-certified and Certified) and Certificated Program Status.

Career Pathway Type	IAC/Cluster	CTE Course Title/Local Course Code/Roster Code/State Code	Program /Department Area Type/	Dual Enrollment	IRC	Work Based Learning	Certificated Program Status
<p><b>Career Pathway Type</b></p> <ul style="list-style-type: none"> <li>-ensure the Career Pathway/Cluster matches the Roster/State/CEC Code (16 to pick from)</li> <li>*What CTE courses are not in a Career Pathway?</li> <li>**Career Pathway exist in Perkins and Regional Career Pathway work.</li> </ul>	<p><b>IAC/Cluster</b></p> <ul style="list-style-type: none"> <li>-Is the school calculating Concentrators based on any 2 CTE courses or by setting up sequences of courses in a designed Career Pathway?</li> <li>Instructional Area Code</li> <li>*What CTE courses are not in a Career Pathway?</li> <li>**Career Pathway exist in Perkins and Regional Career Pathway work.</li> </ul> <p><b>IAC/Cluster</b></p> <ul style="list-style-type: none"> <li>*How is your district reporting IAC - course or student?</li> <li>**Where is your Career Pathway course sequence documented?</li> </ul>	<p><b>CTE Course Title/Local Course Code/Roster Code/State Code</b></p> <ul style="list-style-type: none"> <li>-make sure your roster code aligns with the correct career pathway type and IAC</li> <li><b>Career Pathway Type</b></li> <li><b>Courses</b> - column F &amp; G (CTE course &amp; CTE Career Pathway Type)</li> <li><b>IAC Code to Cluster Mapping</b> - column E (Cluster Title)</li> <li>-this is a group of CTE courses that are taught within the Career Pathway.</li> <li><b>Health Science codes</b></li> <li><b>Carl Perkins Funding for Health Science Programming</b></li> </ul>	<p><b>Program /Department Area Type/</b></p> <ul style="list-style-type: none"> <li>Participation-path way of the concentrator -in the Roster Course File A,B,M,F,T,H</li> <li>-these are your elective departments</li> <li>-taught by CTE licensed teachers</li> <li><b>What is a CTE Course</b></li> <li><b>Perkins-Health Science</b></li> <li><b>CTE crosswalk</b></li> </ul>	<p><b>Dual Enrollment</b></p> <ul style="list-style-type: none"> <li>-is course taught by HS teacher</li> <li>-is course taught by College instructor</li> <li><b>Career Ed Data Reporting Dual Credit</b></li> <li><b>How do I submit Dual Enrollment</b></li> <li>*DPI is capturing all students in the course</li> <li><b>Career Education Help</b></li> <li><b>Career Education Data Reporting 21-22</b></li> <li><b>CTE Incentive Grant List</b> could be a starting point but not all inclusive of the other Career Ed Programs</li> <li><b>Approved Certifications from DWD by year</b></li> </ul>	<p><b>IRC</b></p> <ul style="list-style-type: none"> <li>Industry Recognized Certificate</li> <li>-all IRCs are Certified</li> <li>Identify IRC and type:                             <ul style="list-style-type: none"> <li>-IRC State-Approved</li> <li>WTCOS-Embedded Technical Diploma, Technical Diploma, Associates</li> <li>-IRC State-Approved Business &amp; Industry</li> <li>-IRC Not State-Approved</li> </ul> </li> <li><b>Career Education Programs/IRC/Program Name</b></li> <li>-descriptors of Certified &amp; Non-Certified</li> <li><b>Career Education Data Reporting 21-22</b></li> <li><b>CTE Incentive Grant List</b> could be a starting point but not all inclusive of the other Career Ed Programs</li> <li><b>Approved Certifications from DWD by year</b></li> </ul>	<p><b>Work Based Learning</b></p> <ul style="list-style-type: none"> <li>0 criteria:</li> <li>1. Sustained interactions = minimum of 90 hours</li> <li>2. real workplace settings (as practicable) or simulated environments</li> <li>3. Fosters in-depth, firsthand engagement</li> <li>4. Aligns with a course</li> <li>5. Must include a training agreement</li> <li>6. Business and education partners work together to evaluate and supervise the experiences</li> </ul> <p>Non-Certified</p> <ul style="list-style-type: none"> <li>-Entrepreneurial Student Business</li> <li>-Internship/Local co-op</li> <li>-School-based Enterprise</li> <li>-Simulated Worksite Supervised</li> <li>-Supervised Agricultural Experience</li> </ul> <p>Certified</p> <ul style="list-style-type: none"> <li>-State Co-op Education Skills Standards</li> <li>-Youth Apprenticeship</li> </ul>	<p><b>Certificated Program Status</b></p> <ul style="list-style-type: none"> <li>-indicates a student's program within the Certified Career Education programs.</li> <li>A-Completed with Certificate</li> <li>B-Continuing Certificate</li> <li>C-Completed without Certificate</li> <li>****You need to check yes or no that this is a Certificated Program. Once this flag is taken, confirm A,B,C,D for each student who took the course.</li> <li>***reminding Data Entry that you need to code completely by individual student or this will result in an error (Career &amp; Tech Tab, 6725, 6825, 7125)</li> </ul>

# Thank you!

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