

Preparing for the 2021-22 Career Education and CTE Snapshot

Districts can use this guide to assist in the preparation of the 2021-22 Career Education snapshot. Districts should be working in collaboration with their designated Carl Perkins CTE coordinator and other district CTE content experts (district administrators, CTE teachers, local CTE coordinators, etc.) along with their district WISEdata users or data stewards to ensure accurate and timely reporting of 2021-22 Career Education data to DPI.

❖ When is the 2021-22 Career Education and CTE snapshot?

- Tuesday, December 6th, 2022

❖ What is a snapshot and what happens when a snapshot takes place?

- A snapshot is a collection of data that is captured from the WISEdash data warehouse and moved to a permanent location for reporting. When DPI takes a snapshot of a district's data, the data becomes the district's 'certified' data and is used to fulfill reporting requirements. In the case of CTE data reporting, the Career Education snapshot data will be used to meet Carl Perkins federal reporting requirements and accountability measures.

❖ What needs to happen before the snapshot date?

- Districts should make sure all Career Education and CTE data reporting requirements are entered into their individual student information system (SIS) and synced to DPI accurately and timely prior to the snapshot. For a list of required Career Education and CTE data reporting requirements, refer to page 3.
- Districts should review all Career Education and CTE data errors and warnings identified in the [WISEdata Portal](#). Districts should resolve any Career Education and CTE data errors or warnings by making appropriate updates or corrections in their SIS. Districts can [acknowledge a warning in their WISEdata Portal](#) however, only after the district has taken time to review the questionable data. Oftentimes, the reported data is incorrect and needs to be fixed. If after review, the district finds their data is indeed accurate as expected, the district may mark the warning as acknowledged. New updates or changes made to the data should be re-synced to DPI.
- Confirm and review how your district's snapshot data is landing to DPI using the Perkins and Career Education snapshot dashboards in [WISEdash for Districts](#). The data you see on the Perkins and Career Education snapshot dashboards is data that will be captured for the snapshot. Therefore, it is critical to review the data with your district's core team that is responsible for submitting Career Education and CTE data. Your district should review and verify the data and look for any significant data discrepancies. See the [WISEdash 2.0 How-to for Career Education](#) for step-by-step instructions on how to navigate and explore these dashboards.
- Districts should frequently review or check the status and accuracy of their Career Education and CTE data as the snapshot approaches, even after completing their data.

❖ Why is it important to prepare ahead of time for the snapshot date?

- It is important to prepare ahead of time for the snapshot in order to avoid or prevent any unforeseen system impacts or updates that may potentially alter your Career Education and CTE data and failure to submit the data properly and timely. DPI recommends that districts do not wait till close to the snapshot date to enter, review, and sync their data. Specifically, DPI recommends that all district(s) regularly sync their data at least daily in the two weeks leading up to the snapshot date and pay close attention to any errors or warnings in the WISEdata portal.

❖ **What are resources districts can use to help with data review and accuracy?**

- [WISEdash for Districts](#)
 - Districts should use this secured tool to help review and validate the accuracy of their data using the and Career Education and Perkins dashboards. For specific step-by-step instructions on how to navigate these dashboards and review 2021-22 CTE data, visit our [WISEdash 2.0 “How-To Guides.”](#) The step-by-step guides cover the following topics:
 - 1) How do I find the Career Education snapshot dashboards?
 - 2) How do I find CTE students (participants, concentrators, graduates)?
 - 3) How do I find IAC codes for CTE concentrators?
 - 4) How do I find student participation in certified/non-certified career education programs?
 - 5) How do I find student participation in advanced credit opportunities (dual enrollment, AP, IB)?
- CTE Data Checklist
 - Use the CTE data checklist (see page 3) to ensure your district has fulfilled all 2021-22 CTE data reporting requirements. Remember that this list contains only specific CTE data elements and does not include other data reporting requirements that are part of the larger Career Education reporting collection. For a complete list of all Career Education data reporting requirements, click [here](#).
- Other Career Education Resources:
 - [CTE Data Resources](#)
 - [Career Education: Info, Help and FAQs page](#)
 - [Career Education FAQ page](#)
 - [CTE and CCR: How are they related?](#)
 - [Courses – Roster download](#)
 - [Perkins V Accountability: Secondary CTE Concentrator](#)
 - [IAC Code list](#)
 - [Certified and Non-certified Career Education Program Name Definitions](#)
 - [Dual Enrollment Program Name Definitions](#)
 - [WISE Data Elements](#)

Career Education and CTE Data Checklist

Ensure all CTE data elements listed below have been submitted accurately based on the data definitions and details. Districts should review the total student counts or student program participations as well as other data elements listed below in WISEdash for District, prior to the 2021-22 Career Education snapshot on December 6, 2022.

Data Element	Definition	Details
<input type="checkbox"/> CTE Participants	<p>A student is identified as a CTE participant if the student completed <u>and</u> passed at least one CTE course in the reporting year.</p> <p>Districts should ensure all CTE courses are designated with the appropriate school year CTE roster codes. Courses</p>	<ul style="list-style-type: none"> • Determined for students in grades 9-12. • This calculation is determined by enrollment into a CTE course.
<input type="checkbox"/> CTE Concentrators	<p>A student is a CTE concentrator if the student has completed at least two CTE courses in a single career pathway throughout high school. The career pathway is designed by the school through Carl Perkins or Regional Career Pathways.</p> <p>Please refer the latest Perkins V CTE Concentrator guide for more information on CTE concentrator reporting.</p>	<ul style="list-style-type: none"> • Report for students in grades 11-12. • This calculation is determined by manual approval of students into a Career Pathway.
<input type="checkbox"/> IAC Codes	<p>An Instructional Area Code (IAC) is a single numeric CIP associated code that is required to be submitted to show which Career Pathway a CTE concentrator is focusing. The school designs Career Pathway through Carl Perkins and Regional Career Pathways, and students enroll in these sequenced courses. Each course within a Career Pathway will be associated with the same IAC. The IAC represents the Career Pathway.</p>	<ul style="list-style-type: none"> • Report for each CTE concentrator student. • This is reported by adding the IAC to the courses in a Career Pathway.
<input type="checkbox"/> Career Pathway/Cluster	<p>Career pathway/cluster is a CTE concentrator's career pathway at the 16 career cluster level. A single career cluster should be submitted for each CTE concentrator reported in the reporting year. Career Pathway Type</p> <p>Please note, this refers to the career pathway/cluster on the CTE concentrator student record, not the career pathways associated to a CTE course.</p> <p>Only a single career pathway is allowed for data reporting, each year. If a student concentrates in more than one pathway, select the pathway that is most recent for the reporting year. If the student has concentrated in more than one pathway at the same time, districts can survey or ask the student to select a single pathway of concentration for data reporting purposes.</p>	<ul style="list-style-type: none"> • Report for each CTE concentrator student.

<p>□ Program Area(s)</p>	<p>Program area(s) refers to the six recognized Wisconsin program areas listed below:</p> <ul style="list-style-type: none"> ● Agriculture and Natural Resources Education ● Business and Information Technology Education ● Marketing Education ● Family and Consumer Science Education ● Technology and Engineering Education ● Health Science Education <p>Submit at least one or more program area(s) for each CTE concentrator reported in the reporting year. The program area(s) should represent the program area(s) of the CTE coursework the CTE concentrator was enrolled in. Typically, Program Area Type is indicated in the course setup.</p>	<ul style="list-style-type: none"> ● Report for each CTE concentrator student.
<p>□ CTE Graduates</p>	<p>CTE graduates are CTE concentrators who have graduated from high school with a regular high school diploma. Districts are required to complete a separate graduate follow up report/survey for all reported CTE Concentrator Graduates for the next reporting year. Four-year and seven-year CTE graduation cohort rates are also calculated for Perkins Accountability reports.</p> <p>Exit type identifies graduation for any student.</p>	<ul style="list-style-type: none"> ● CTE concentrators who graduated from high school with a regular high school diploma. ● Check all seniors for HSC exit type.
<p>□ Student participation in Certified Career Education Programs</p>	<p>Certified Career Education Programs are courses and programs listed below. Certified implies that a specific agency is directing the curriculum. YA and State co-op are strongly encouraged to be courses for credit.</p> <p>Career Education Data Reporting document</p> <ul style="list-style-type: none"> ● Youth Apprenticeship (WBL) ● State co-op Education Skills Standards-DPI Occupational (WBL) ● State co-op Education Skills Standards-Youth Leadership (WBL) ● State co-op Education Skills Standards- Employability Skills ● Industry Recognized Credential (IRC) State Approved WTCS-Embedded Technical Diploma ● Industry Recognized Credential (IRC) State Approved WTCS-Technical Diploma ● Industry Recognized Credential (IRC) State Approved WTCS-Associates ● Industry Recognized Credential (IRC) State Approved-Business& Industry ● Industry Recognized Credential (IRC)-NOT State Approved 	<ul style="list-style-type: none"> ● Submit for all students in grades 9-12.

<p>□ Work-based Learning</p>	<p>Work-based Learning is based on a <u>course</u> meeting 6 criteria:</p> <ol style="list-style-type: none"> 1. Involves sustained interactions, either paid or unpaid, with industry or community professionals. <ol style="list-style-type: none"> a. Sustained = minimum of 90 hours, can be rotated among employers and/or positions, the employer is engaged throughout the experience. Can take place in one semester, an entire year, the summer, or even a six-week period. b. Interactions must be more than just observing and include direct communication and involvement with industry or community professionals 2. Takes place in real workplace settings (as practicable) or simulated environments at an educational institution. 3. Fosters in-depth, firsthand engagement with the tasks required in a given career. 4. Aligns with a course (generally speaking should be a minimum of one semester). <u>It is highly encouraged to provide credit for the work-based learning experience as well as credit for the school-based course.</u> 5. Must include a training agreement between the student, employer/business, and school that defines the roles and responsibilities of the student, the employer, and the school. 6. Business and education partners work together to evaluate and supervise the experiences, which must be documented with training or learning plans and evaluation forms. <p>Certified Career Education Programs automatically meet the 6 criteria.</p> <p>Wisconsin Guide to Implementing Career-Based Learning Experiences</p> <p>This data element is reported through Certified and Non-Certified courses.</p>	<ul style="list-style-type: none"> ● Submit for all students in grades 9-12. ● Read Work-based Learning data element webpage for list of WBL for report cards and Perkins Accountability Reports.
<p>□ Certificated Program Status Type</p>	<p>A Certificated Programs Status Type is required to be submitted for each student that participated in a certified career education program for the reporting year. This step is done in addition to final grading.</p> <p>The statuses are:</p> <ul style="list-style-type: none"> ● Student met the requirements of the certificated program and was or is to be awarded a certificate ● Student is continuing in the certificated program ● Student has left the certificated program before completion ● Student completed program but did not meet the requirements for the certificate 	<ul style="list-style-type: none"> ● Submit for all students in grades 9-12. ● This is the next step after final grading. ● Confirm completion status with CTE teacher.

<p><input type="checkbox"/> Student participation in Non-certified Career Education Programs</p>	<p>Submit student participation in Non-certified Career Education programs if it meets the 6 criteria of WBL.</p> <p>If a course does not meet the 6 criteria and you are using the same name from the Non-Certified list, change the name of the course for less confusion (ex. Work Release is Career Based Learning opportunity). Career Based Learning Experiences are not reported.</p> <ul style="list-style-type: none"> ● Internship/Local Co-op ● Supervised Agricultural Experience ● Simulation ● School-based Enterprise ● Entrepreneurship Student Business <p>Wisconsin Guide to Implementing Career-Based Learning Experiences</p> <p>Career Education Data Reporting document</p>	<ul style="list-style-type: none"> ● Submit for all students in grades 9-12.
<p><input type="checkbox"/> Single Parent</p>	<p>A student (unmarried or legally separated) who has sole or joint custody of a minor child or children at any point during the reporting year. This includes pregnant women.</p> <p>This data element is a highly sensitive and confidential. Please ensure the full security of the student data. Do NOT email any information that may disclose a student's single parent status.</p> <p>Single Parent</p>	<ul style="list-style-type: none"> ● Submit if applicable for <u>ALL</u> students (irrespective if a student is a CTE participant or concentrator) in grades 11-12.
<p><input type="checkbox"/> Dual Enrollment and Advanced Courses (AP, IB)</p>	<p>Submit dual enrollment, Advanced Placement, or International Baccalaureate courses. Course identification is done through the course setup, within the Student Information System. Dual enrollment is often a check box. Advanced Placement and International Baccalaureate courses use specific Roster codes for reporting.</p> <p>Dual Enrollment Guidance</p>	<ul style="list-style-type: none"> ● Submit for all students in grades 9-12. ● Check with CTE/core content teachers with college/university agreements. ● Check with School Counselors who schedule Early College Credit Program and Start College Now.