

## Preparing for the CTE and Career Education Snapshot

Districts can use this guide to assist in the preparation of the annual December [snapshot](#) of the prior school year. Districts should be working in collaboration with their designated Carl Perkins Career and Technical Education (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 CTE Roster, Career Education components, and Exit Type data to DPI.

### ❖ **When is the 2022-23 Year End Completion for CTE and Career Education snapshot?**

- Tuesday, December 5<sup>th</sup>, 2023 (start of business day)

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

- A snapshot is a collection of data that is captured from the current view of WISEdash for District and moved to a permanent location for reporting use. 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 CTE and Career Education data reporting requirements are entered into their individual student information system (SIS) and synced to DPI accurately and timely prior to the snapshot. Refer to the "**CTE and Career Education Data WISE Guide**" located at [CTE Data Resources](#) for reporting directions. For a list of required CTE and Career Education data reporting requirements, refer to page 3.
- Districts should review all CTE and Career Education data errors and warnings identified in the [WISEdata Portal](#). Districts should resolve any CTE and Career Education data errors or warnings by making appropriate updates or corrections in their SIS (Student Information System). Then follow SIS directions for resending changed data to DPI. Districts can acknowledge a warning in their WISEdata Portal however, only after the district has taken time to review the questionable data. Acknowledged warnings do not alert DPI. It only removes the warning from the current view. After review, if the district finds their data is indeed accurate as expected, the district may mark the warning as acknowledged.
- 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 in the Perkins and Career Education snapshot dashboards in the

“green” view, for the given school year, is current 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 CTE and Career Education 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 CTE and Career Education 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 CTE and Career Education 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 Perkins and Career Education dashboards. For specific step-by-step instructions on how to navigate these dashboards and review 2022-23 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 and Career Education data checklist (page 3) to ensure your district has fulfilled all 2022-23 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. Refer to the “**CTE and Career Education Data WISE Guide**” located at [CTE Data Resources](#) for reporting directions.
  - Use guidance documentation from your SIS vendor to learn how to use the software and where to enter data.
  -

- Other Career Education Resources:
  - [CTE Data Resources](#) - “CTE and Career Education Data WISE Guide”
  - [Career Education: Info, Help and FAQs page](#)
  - [Career Education FAQ page](#)
  - [Courses – Roster download](#)
  - [Dual Enrollment](#)
  - [IAC Code list](#)
  - [Industry Recognized Credentials](#)
  - [WISE Data Elements](#)
  - [Work-Based Learning](#)

# CTE and Career Education 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 participation, in addition to other data elements listed below in WISEdash for District. This should be done prior to the December CTE and Career Education snapshot to ensure data accuracy. Review the CTE and **Career Education Data WISE Guide** located at [CTE Data Resources](#).

Data Element	Definition	Details
<input type="checkbox"/> <b>CTE Participants</b>	<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. <a href="#">Courses</a> webpage.</p>	<ul style="list-style-type: none"> <li>• Determined for students in grades 9-12.</li> <li>• This calculation is determined by enrollment into a CTE course.</li> </ul>
<input type="checkbox"/> <b>CTE Concentrators</b>	<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>	<ul style="list-style-type: none"> <li>• Report students in grades 11-12.</li> <li>• Manual approval of students into a IAC/career pathway.</li> </ul>
<input type="checkbox"/> <b>IAC Codes</b>	<p>An <a href="#">Instructional Area Code (IAC)</a> is a single numeric CIP code that is required to be submitted to show which career pathway a CTE concentrator is focusing on. The IAC serves as title to the career pathway.</p> <p>The school designs career pathways with identified CTE courses and students enroll in these CTE sequenced courses. Some SIS vendors have utilities to assist with identifying possible CTE concentrators.</p> <p>Each CTE concentrator is associated with a single IAC/career pathway. Use the <a href="#">Roster Work Plan</a> to organize your career pathways and IAC.</p>	<ul style="list-style-type: none"> <li>• Report a single IAC/CIP for each CTE concentrator student.</li> <li>• Use SIS vendor guidance.</li> <li>• Use Roster Work Plan to identify CTE courses in each career pathway.</li> </ul>
<input type="checkbox"/> <b>Career Pathway/Cluster</b>	<p><a href="#">Career pathway</a> in WISEdash for District is a CTE concentrator's cluster. A single career cluster should be submitted for each CTE concentrator reported in the reporting year. <a href="#">Career Pathway Type</a></p> <p>Please note, this refers to the cluster on the CTE concentrator student record. The IAC references the career pathway. IAC is not a perfect match to the career pathway language. However, IAC is a nationally recognized code used across the country in education.</p> <p>If the student has concentrated in more than one pathway, 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"> <li>• CTE concentrators are assigned IAC to show the pathway of concentration. The career pathway is based on the district's developed career pathways, not random CTE courses.</li> </ul>

<p>□ <b>Program Area(s)</b></p>	<p>Program area(s) refers to the six recognized Wisconsin program areas listed below:</p> <ul style="list-style-type: none"> <li>● Agriculture and Natural Resources Education</li> <li>● Business and Information Technology Education</li> <li>● Marketing Education</li> <li>● Family and Consumer Science Education</li> <li>● Technology and Engineering Education</li> <li>● Health Science Education</li> </ul> <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, <a href="#">Program Area Type</a> is indicated in the course setup.</p>	<ul style="list-style-type: none"> <li>● Report for each CTE concentrator student.</li> </ul>
<p>□ <b>CTE Graduates</b></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><a href="#">Exit type</a> identifies graduation for any student.</p>	<ul style="list-style-type: none"> <li>● CTE concentrators who graduated from high school with a regular high school diploma.</li> <li>● Check all seniors for HSC exit type.</li> <li>● Work with data entry personnel who enter exit type for every student in the district.</li> </ul>
<p>□ <b>Student participation in Certified Career Education Programs</b></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> <ul style="list-style-type: none"> <li>● Youth Apprenticeship (WBL)</li> <li>● State co-op Education Skills Standards <ul style="list-style-type: none"> <li>● DPI Occupational (WBL)</li> <li>● Youth Leadership (WBL)</li> <li>● Employability Skills</li> </ul> </li> <li>● Industry Recognized Credential (IRC) State Approved WTCS <ul style="list-style-type: none"> <li>● Embedded Technical Diploma</li> <li>● Technical Diploma</li> <li>● Associates Degree</li> </ul> </li> <li>● Industry Recognized Credential (IRC) <ul style="list-style-type: none"> <li>● State Approved-Business &amp; Industry</li> <li>● NOT State Approved</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Submit for all students in grades 9-12.</li> <li>● <a href="#">Career Education Programs</a></li> <li>● Read <a href="#">IRC</a> data element webpage.</li> <li>● Read <a href="#">Work-based Learning</a> data element webpage.</li> </ul>

<p>□ <b>Work-based Learning</b></p>	<p><a href="#">Work-based Learning</a> 6 criteria:</p> <ol style="list-style-type: none"> <li>1. Involves sustained interactions, either paid or unpaid, with industry or community professionals. <ol style="list-style-type: none"> <li>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.</li> <li>b. Interactions must be more than just observing and include direct communication and involvement with industry or community professionals</li> </ol> </li> <li>2. Takes place in real workplace settings (as practicable) or simulated environments at an educational institution.</li> <li>3. Fosters in-depth, firsthand engagement with the tasks required in a given career.</li> <li>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></li> <li>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.</li> <li>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.</li> </ol> <p>Certified Career Education Programs automatically meet the 6 criteria.</p> <p>This data element is reported through Certified and Non-Certified courses.</p>	<ul style="list-style-type: none"> <li>• Submit all students in grades 9-12.</li> <li>• Read <a href="#">Work-based Learning</a> data element webpage for list of WBL for report cards and Perkins Accountability Reports.</li> <li>• <a href="#">Wisconsin Guide to Implementing Career-Based Learning Experiences</a></li> <li>• Recommended that students are scheduled into a course with a proper course title noting the type of WBL that meets 6 criteria.</li> </ul>
<p>□ <b>Certificated Program Status Type</b></p>	<p><a href="#">Certificated Programs Status Type</a> is submitted for each student that participated in a certified career education program (certified WBL and all IRCs) for the reporting year. This step is done in addition to final grading. The statuses are:</p> <ul style="list-style-type: none"> <li>• Student met the requirements of the certificated program and was or is to be awarded a certificate</li> <li>• Student is continuing in the certificated program</li> <li>• Student has left the certificated program before completion</li> <li>• Student completed program but did not meet the requirements for the certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Submit students in grades 9-12.</li> <li>• Confirm completion status with the CTE teacher.</li> <li>• Certificated Program Status is linked to the students' Primary School of Enrollment. Coursework enrollment does not apply to this data.</li> </ul>

<input type="checkbox"/> <b>Certificated Program Status Type</b>	<p>A <a href="#">Certificated Programs Status Type</a> is required to be submitted for each student that participated in a certified career education program (certified WBL and all IRCs) for the reporting year. This step is done in addition to final grading. The statuses are:</p> <ul style="list-style-type: none"> <li>• Student met the requirements of the certificated program and was or is to be awarded a certificate</li> <li>• Student is continuing in the certificated program</li> <li>• Student has left the certificated program before completion</li> <li>• Student completed program but did not meet the requirements for the certificate</li> </ul> <p>The Certificated Program Status is linked to the students' Primary School of Enrollment. Coursework enrollment does not apply to this data.</p>	<ul style="list-style-type: none"> <li>• Submit for students in grades 9-12.</li> <li>• This is the next step after final grading.</li> <li>• Confirm completion status with the CTE teacher.</li> </ul>
<input type="checkbox"/> <b>Student participation in Non-certified Career Education Programs</b>	<p>Submit student participation in Non-certified Career Education programs if it meets the 6 criteria of WBL.</p> <ul style="list-style-type: none"> <li>• Internship/Local Co-op</li> <li>• Supervised Agricultural Experience</li> <li>• Simulation</li> <li>• School-based Enterprise</li> <li>• Entrepreneurship Student Business</li> </ul> <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"> <li>• Submit for students in grades 9-12.</li> <li>• <a href="#">Wisconsin Guide to Implementing Career-Based Learning Experiences</a></li> <li>• <a href="#">Career Education Program</a> - see Career Education Programs pdf</li> </ul>
<input type="checkbox"/> <b>Single Parent</b>	<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 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>	<ul style="list-style-type: none"> <li>• Submit students in grades 11-12.</li> <li>• <a href="#">Single Parent</a></li> </ul>
<input type="checkbox"/> <b>Dual Enrollment and Advanced Courses (AP, IB)</b>	<p>Submit <a href="#">dual enrollment</a>, Advanced Placement, or International Baccalaureate courses. Course identification is done through the course setup, within the Student Information System. Dual enrollment is a check box. Advanced Placement and International Baccalaureate courses use specific Roster codes for reporting.</p> <p>Check with CTE and core content teachers to see if agreements are in place with colleges/universities. Include Early College Credit and Start College Now courses.</p>	<ul style="list-style-type: none"> <li>• Submit students in grades 9-12.</li> </ul>

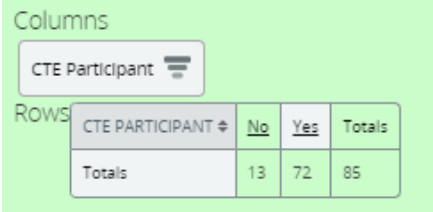
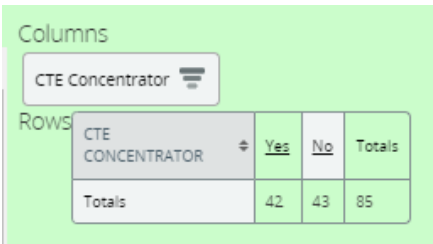

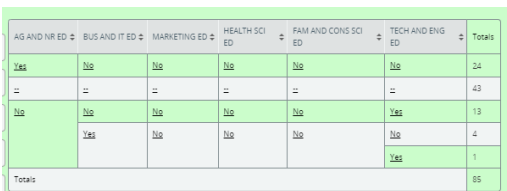
# DEMO

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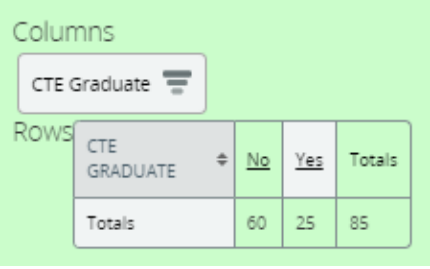
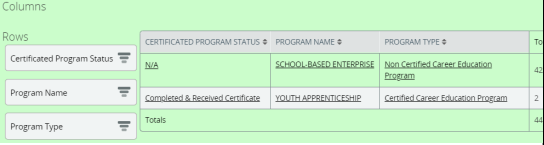

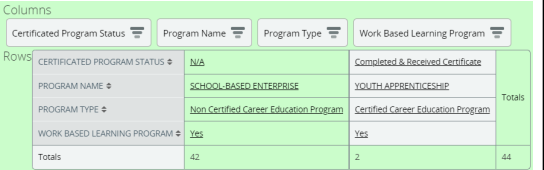
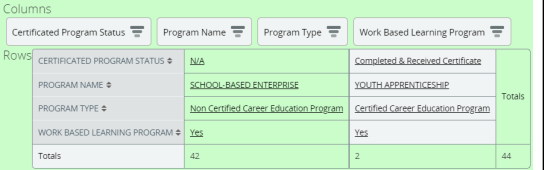
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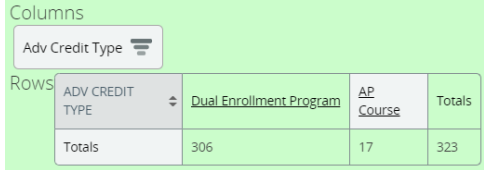
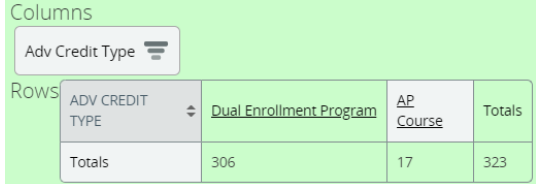
Date of Data Check:

Current View is used to check data before the December Snapshot.

Topic	WISEdata Portal Exports Data Entry Personnel w/ access (Examples)	WISEdash for District WISEdash for District>Snapshot>Career Education and Coursework and Perkins Team Member w/ access
CTE Participants -Students taking 1 or more CTE courses in grades 9-12.	CTE Participant export (Example) 72 students	Perkins dashboard 
CTE Concentrators -Students identified as completing and passing 2 or more CTE courses in a school designed Career Pathway. Grades 11 & 12 -Perkins dashboard	CTE Concentrator export (Example) 42 students	Perkins dashboard 
Career Pathways/IAC Codes from CTE Concentrator export/WISEdash compared to Career Pathway/IAC you have for Perkins and RCP. -School designed Career Pathways with IAC	CTE Concentrator export (Example) Agriculture, Food and Natural Resources 1.09 Agriculture, Food and Natural Resources 1.1 Agriculture, Food and Natural Resources 1.11 Information Technology 11.01 Information Technology 11.99 Architecture and Construction 46.99 Transportation, Distribution and Logistics 47.06 Manufacturing 48.05	Perkins dashboard 
Program Areas Double check that you have Ag, Bus, Mar, FCS, Tech Ed, Health Sci teachers.	Roster: Course Offering export -sort your local course titles and Career Pathway, column K and R	Perkins dashboard 



<p>CTE Graduates -Students that have graduated and were Concentrators</p>	<p>HS Completion export</p>	<p>Perkins dashboard</p> 
<p>Certified Career Ed Programs IRC's &amp; Certified WBL State Co-op: Education Skills Standards DPI Occupational DPI Employability Skills Youth Apprenticeship</p>	<p>Certified/Non Certified export (Example) Certified - 2 students</p>	<p>Career Ed &amp; Coursework dashboard</p> 
<p><a href="#">Work-based Learning</a> Starting 2021-22 SY Entrepreneurial Student Business (Non-Certified) Internship/Local co-op (Non-Certified) School-based Enterprise (Non-Certified) Simulated Worksite Supervised (Non-Certified) Supervised Agricultural Experience (Non-Certified) State Co-op: Education Skills Standards (Certified) DPI Occupational DPI (Certified) Employability Skills (Certified) Youth Apprenticeship (Certified)</p>	<p>Certified/Non Certified export (Example) Youth Apprenticeship - 2 students School-based Enterprise - 42 students</p>	<p>Career Ed &amp; Coursework dashboard</p> 
<p><a href="#">Certificated Program Status</a> -Certified career education programs need a final step for each student.</p>	<p>Certified/Non Certified export (Example) 2 students - A-Completed with Certificate</p>	<p>Career Ed &amp; Coursework dashboard</p> 
<p>Non-certified Career Ed Programs Entrepreneurial Student Business (Non-Certified) Internship/Local co-op (Non-Certified) School-based Enterprise (Non-Certified) Simulated Worksite Supervised (Non-Certified) Supervised Agricultural Experience (Non-Certified)</p>	<p>School-based Enterprise - 42 students</p>	<p>Career Ed &amp; Coursework dashboard</p> 
<p>Single Parent &amp; Homeless</p>	<p>Student Demographics export</p>	<p><b>SENSITIVE INFORMATION</b></p>

<p><a href="#">Dual Enrollment</a> Any college course associated with a college</p>	<p>Roster: Courses export</p>	<p>Career Ed &amp; Coursework dashboard</p>  <p>Use the Advanced Credit Opportunities Student graph, cursor down</p>										
<p>Advanced Placement/ International Baccalaureate</p>	<p>Roster: Courses export (Example)</p> <table border="0"> <tr> <td>Local Course Title</td> <td>DPI Course Code</td> </tr> <tr> <td>SCI CONCEPTS OF BIOLOGY A - TC</td> <td>9944</td> </tr> <tr> <td>MAT AP STATISTICS A</td> <td>10091</td> </tr> <tr> <td>SCI CONCEPTS OF BIOLOGY B - TC</td> <td>9944</td> </tr> <tr> <td>MAT AP STATISTICS B</td> <td>10091</td> </tr> </table>	Local Course Title	DPI Course Code	SCI CONCEPTS OF BIOLOGY A - TC	9944	MAT AP STATISTICS A	10091	SCI CONCEPTS OF BIOLOGY B - TC	9944	MAT AP STATISTICS B	10091	<p>Career Ed &amp; Coursework dashboard</p> 
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