

New Jersey Department of Education Career and Technical Education (CTE) Submission Data Handbook

VERSION 3.9



**State of New Jersey
Department of Education**

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Foreword

The New Jersey Department of Education is pleased to publish the **2021-2022** *Career and Technical Education (CTE) Submission Student Data Handbook (Handbook)*. Because quality information requires student data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for educational data. The *CTE Submission Student Data Handbook* is intended to support the year round management of Statewide Student Identifiers (SID) and is intended for school, district, and state educators who must have data that are reliable and valid over time to make appropriate, cost-effective and timely decisions about student and school performance.

Two documents serve as important models for the continual development of this *Handbook*. Those documents are the *Student Data Handbook for Elementary, Secondary and Early Childhood Education* developed by the U.S. Department of Education's National Center for Education Statistics (NCES) and the *Schools Interoperability Framework Implementation Specification Version 1.5r1* developed by the Schools Interoperability Framework. Many of the terms and definitions included in this *Handbook* are consistent with those in the two documents.

Revision History

Date	Version Number	Comment
April 5, 2022	3.9	<ul style="list-style-type: none"> • Updated date for the 2021-2022 SY for CIP Code and WorkbasedLearning. • Consolidated the data elements CTECollegeCreditsEarned and TypeOfEarnedCollegeCredits into a single data element named CTECollegeCreditsEarned. <ul style="list-style-type: none"> ○ Added a new acceptable value of 0 = None. • Consolidated the data elements WorkbasedLearning and TypeOfWorkbasedLearning into a single data element named WorkbasedLearning. <ul style="list-style-type: none"> ○ Added a new acceptable value of 0 = None. • Updated validation rules for NumberOfCTECollegeCredits and PostSecondaryInstitution to reflect new values for CTECollegeCreditsEarned. • Updated the acceptable values for PostSecondaryInstitution, which now uses the OPE ID List. • The following reference page has been removed: <ul style="list-style-type: none"> ○ Appendix A: Postsecondary Institutions
April 1, 2021	3.8	<ul style="list-style-type: none"> • Updated date for the 2020-2021 SY for CIP Code. • The following data elements have been added: <ul style="list-style-type: none"> ○ TypeOfEarnedCollegeCredits ○ TypeOfWorkbasedLearning ○ StudentLearningEnvironment • The following data elements have been removed: <ul style="list-style-type: none"> ○ CumulativeDaysInMembership ○ CumulativeDaysPresent ○ CumulativeDaysTowardsTruancy • The following data elements have been renamed and definitions, guidance, and validations rules have been updated: <ul style="list-style-type: none"> ○ ProgramOfStudy to CTECollegeCreditsEarned ○ ProgramOfStudyCollegeCredits to NumberOfCTECollegeCredits • The following data elements have been renamed: <ul style="list-style-type: none"> ○ CountyCodeAssigned to CTECountyCodeAssigned ○ DistrictCodeAssigned to CTEDistrictCodeAssigned ○ SchoolCodeAssigned to CTESchoolCodeAssigned • Updated definition, validation rules, and additional notes for the data element Postsecondary Institution.

		<ul style="list-style-type: none"> Added new validation rule to CTEDistrictCodeAssigned to validate that District Code reported matches the District Code Submitting.
April 22, 2020	3.7	<ul style="list-style-type: none"> The acceptable value for ProgramOfStudy has been updated and an additional note has been added to reflect that a value of Y should no longer be reported if the student completed college credit-bearing courses and only has the potential to receive college credits upon matriculation to the college.
April 13, 2020	3.6	<ul style="list-style-type: none"> Updated definitions for CountyCodeAssigned, DistrictCodeAssigned, and SchoolCodeAssigned. Added new validation rule for DistrictCodeAssigned: "DistrictCodeAssigned must match the district code submitting."
February 26, 2020	3.5	<ul style="list-style-type: none"> Updated definition of CTETestDeveloper and added the acceptable value of "5= Other State Recognized Third Party Assessment". Updated date for the 2019-2020 SY for CIP Code. Updated all data elements to include CEDS Mapping. Added link for NJ SMART County District Codes for the data elements: <ul style="list-style-type: none"> CountyCodeAssigned DistrictCodeAssigned SchoolCodeAssigned Added new data element: <ul style="list-style-type: none"> WorkbasedLearning
April 1, 2019	3.4	<ul style="list-style-type: none"> Added clarification to the "Is This Data Element Required?" section for CTETestDeveloper and CTETestName. Changed Office of Career and Technical Education to Office of Career Readiness in the Functional, Policy, or Legal Description of the data elements: <ul style="list-style-type: none"> CIPCode CTEProgramStatus CTETestDeveloper CTETestName CTETestSkill CTETestDeveloper CTETestName SingleParentStatus ProgramofStudyCollegeCredits PostSecondaryInstitution

May 1, 2018	3.3	<ul style="list-style-type: none"> Updated date for the 2017-2018 school year for CIP Code.
December 8, 2017	3.2	<ul style="list-style-type: none"> Updated definitions for FirstName and LastName. Updated reference to Every Student Succeeds Act in the Executive Summary.
March 9, 2017	3.1	<ul style="list-style-type: none"> Additional Note Added for SubjectArea and CourseIdentifier.
January 24, 2017	3.0	<ul style="list-style-type: none"> Added data elements: <ul style="list-style-type: none"> CountyCodeAssigned DistrictCodeAssigned SchoolCodeAssigned SubjectArea CourseIdentifier IndustryValuedCredential1 IndustryValuedCredential2 IndustryValuedCredential3
July 7, 2016	2.2	<ul style="list-style-type: none"> Adjusted the Functional, Policy or Legal Description and Acceptable Values for ProgramOfStudy.
January 22, 2016	2.1	<ul style="list-style-type: none"> Additional Note added for CIPCode regarding updated CIP Code List.
February 4, 2015	2.0	<ul style="list-style-type: none"> Adjusted validation checks and definitions for CTETestSkill, CTETestDeveloper, and CTETestName.
January 20, 2015	1.5	<ul style="list-style-type: none"> Adjusted dates for the new school year.
June 13, 2014	1.4	<ul style="list-style-type: none"> Removed Postsecondary Institution University of Medicine and Dentistry from the acceptable codes list.
April 21, 2014	1.3	<ul style="list-style-type: none"> Updated CIP Code list.
March 22, 2013	1.2	<ul style="list-style-type: none"> Added data elements: <ul style="list-style-type: none"> CumulativeDaysInMembership CumulativeDaysPresent CumulativeDaysTowardsTruancy
February 25, 2013	1.2	<ul style="list-style-type: none"> Updated acceptable values for CTETestName. Validation updates to State Identification Number.
May 24, 2012	1.1	<ul style="list-style-type: none"> Proofing revisions made. Corrected Common Errors sections.
April 3, 2012	1.1	<ul style="list-style-type: none"> Added Revisions Table. Proofing revisions made. Added link to CIP codes list.

Executive Summary

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The **2021-2022 CTE Submission Student Data Handbook** was developed to assist school districts in providing education information to the New Jersey Department of Education (NJDOE) in a standardized format to comply with state and federal requirements. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured. This *CTE Submission Student Data Handbook (Handbook)* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

NJ Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons. First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored. To achieve this goal, education data must be collected, managed and reported in a fashion that is more useful, accurate, consistent and timely. Second, major regulatory changes, such as the federal *Every Student Succeeds Act (ESSA)* and the *Individuals with Disabilities Education Act (IDEA)*, are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements. The NJDOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way. Third, the NJDOE is committed to becoming more service-oriented to LEAs and the public. By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, the NJDOE hopes to increase administrative efficiency through the use of technology.

Privacy and Security

Privacy of student records is required by the *Family Educational Rights and Privacy Act (FERPA)*. FERPA requires state and local education agencies to protect the privacy of education records that contain “information directly related to a student” and which are maintained by an educational agency or institution. Education data stored in NJ SMART qualify as education records within the limits of FERPA. Absent written consent from the parent or student, or a valid court order, FERPA prohibits the release of education records to anyone other than local school officials, or federal and state education agencies with legitimate educational interests for the information.

NJDOE takes privacy and security concerns extremely seriously. To ensure confidentiality of student records, NJ SMART is designed with the following features: First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student information since all activities on NJ SMART are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information in NJ SMART is segmented or compartmentalized with security rights set up by the district so that only registered and authorized users have access to information where they have a legitimate educational interest.

Data Elements and Definitions

This *CTE Submission Data Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJDOE. Not all data elements are relevant to each student (e.g., students born outside of the US will not have a State of Birth). It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *CTE Submission Data Handbook*:

- **Name of Data Element:** The data element name used within the NJ SMART system.
- **NJDOE Number:** The numerical identification of the data element, which will remain in effect over time regardless of data elements retired or added.
- **Definition of Data Elements:** A brief description of the data element.
- **Functional, Policy or Legal Description:** The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
- **CEDS Mapping:** An indication of how the NJ SMART data element maps to Common Education Data Standards (CEDs).
- **Is This Data Element Required?:** Indication of whether the data element is required for file submission.
- **Acceptable Values:** Indication of the data type, minimum and maximum number of characters permitted, and lists values and ranges accepted for each element.
- **Validation Checks:** Specific data validation that will occur with respect to each data element.
- **Additional Notes:** Additional relevant notes about the data element.
- **Common Errors:** Guidance on how to resolve common errors within NJ SMART.

Local Identification Number (LID)

NJDOE Number

1

Definition of Data Element

A number assigned and maintained by the local school district that is unique for each student in the district and is consistently used by the district across all of its data systems.

Functional, Policy or Legal Document

A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. Districts must assign the Local Identification Number for each student in order to receive a State Identification Number (SID). This provides an additional matching field and an efficient way for NJDOE to provide SIDs to districts. This data element is used to verify the unique identification of the student.

CEDS Mapping

Local Education Agency Identifier

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 20

Validation Checks

- Error will occur if multiple students within the district with the same LID are reported.
- Error will occur if field is left blank.

Additional Notes

- Type and length can vary based on a series of numbers and letters used by a school district. A student's LID must be unique throughout the student's enrollment in the district. For school districts without a LID, a LID scheme must be created and assigned for all students so that NJDOE can uniquely identify all students in a particular district.
- For a LID that includes leading zeros, be sure when extracting and storing the data for transmission that the zeros are maintained. This is accomplished by creating the field as an alphanumeric data element.
- It is important that for confidentiality purposes, the local identification numbers do not contain any embedded meaning linked to student-specific information.

Common Errors

Error Message: Student with the same LID exists in the LEA.

Resolution: Determine which student record should have that LID number. For the student with the incorrect LID, do a partial file upload with the correct LID number and it will overwrite the previous LID number.

State Identification Number (SID)

NJDOE Number

2

Definition of Data Element

A unique number assigned and maintained by the New Jersey Department of Education that is unique for each student over time and across districts.

Functional, Policy or Legal Document

In order to track students within and across districts over time, NJDOE will assign a unique 10-digit number to all students enrolled in New Jersey public schools. After the initial assignment of identification numbers, districts will be required to verify or obtain an identification number whenever a new student enrolls in the district.

SID will be a new number assigned by NJ SMART. The initial batch assignment of the SID occurred in March 2007. After initial assignment, districts must use the SID on all student-level data submitted to the New Jersey Department of Education and annually resolve all duplicate students within the district prior to the beginning of the school year.

CEDS Mapping

Student Identifier

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 10

Maximum Length: 10

Validation Checks

- SIDs must be valid 10-digit state identification numbers as issued by NJ SMART.
- Student must appear in SID Management with a grade level of 09 or higher.
- If student is shared time with a vocational school, the vocational school must be the submitting district.

Additional Notes

- All submission files must include SIDs for students who have had SIDs issued.

Common Errors

Error Message: Combination of State ID, First Name, Last Name, and Date of Birth does not match data submitted during SID Management or a record showing in the Records Submitted Out-of-District (RSOD) page.

Resolution: To resolve this error, click on the record in SID Management or the record in the RSOD page and compare the values of all four fields to the fields in CTE Submission (SID, First Name, Last Name, and Date of Birth). All four fields must match exactly. **To make the necessary changes to SID Management or the CTE Submission, please update the student's information within your district's Student Information System and reupload the record to the appropriate NJ SMART collection.**

Error Message: The submitted Grade Level does not conform to acceptable grade levels for the CTE program.

Resolution: To resolve this error, view the student's Grade Level reported in SID Management to determine that it is correct. If the student is in 8th grade or lower, remove the student from the CTE Submission by completing a Full File upload that excludes the student.

FirstName

NJDOE Number

3

Definition of Data Element

A name given to an individual.

Functional, Policy or Legal Document

This data element is used to verify the unique identification of the student.

CEDS Mapping

First Name

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 30

Validation Checks

- Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphens are accepted.
- An error will occur if field is left blank.

Additional Notes

- No nicknames or abbreviated names should be reported.
- First name and last name must be reported as separate fields.

Common Errors

Error Message: Field contains an invalid character or exceeds 30 characters.

Resolution: This field cannot have more than 30 characters or contain periods. **If the student's name has more than 30 characters or has periods in the FirstName field, please update the student's information within your district's Student Information System and reupload the record to the CTE Submission to resolve the error.**

LastName

NJDOE Number

5

Definition of Data Element

The name borne in common by members of a family.

Functional, Policy or Legal Document

This data element is used to verify the unique identification of the student.

CEDS Mapping

Last or Surname

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 50

Validation Checks

- Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.

Additional Notes

- First name and last name must be reported as separate fields.
- Students with multiple last names should include multiple last names in this field. Hyphens are acceptable; place both last names in this field. Example: Jenny R. Smith-Jones would be input as the last name "Smith-Jones" while John F. Davis Smyth would be input as the last name "Davis Smyth". First name and last name must be reported as separate fields.

Common Errors

Error Message: Field contains an invalid character or exceeds 50 characters.

Resolution: This field cannot have more than 50 characters and periods are not accepted. If the student's name has more than 50 characters or periods in the LastName field, please update the student's information within your district's Student Information System and reupload the record to the CTE Submission to resolve the error.

DateOfBirth

NJDOE Number

8

Definition of Data Element

The year, month and day on which an individual was born. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Document

This data element is used to verify the unique identification of the student.

CEDS Mapping

Birthdate

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- Error will occur if format does not include a four-digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).
- Error will occur if data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

Common Errors

N/A

CIPCode

NJDOE Number

93

Definition of Data Element

The approved Classification of Instructional Program (CIP) Code for a Career and Technical Education (CTE) student.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness

CEDS Mapping

Classification of Instructional Program Code

Is this Data Element Required?

Yes. Field is **mandatory** for all students enrolled in a CTE program.

Acceptable Values

Type: Numeric

Minimum Length: 6

Maximum Length: 6

For a list of CIP Codes, please refer to the updated [CIP Codes List](#).

Validation Checks

- Codes from the CIP list must be used or error will occur.

Additional Notes

- Districts may only use CIP codes for approved programs.
- The CIP Code List for the 2021-2022 school year will be updated on the Help tab once the newest list has been provided by the NJDOE.

Common Errors

Error Message: Value is not a valid code for your LEA.

Resolution: Check the CTE Programs and CIP Code List in the linked CIP Codes List above to find the acceptable codes for your district.

CTEProgramStatus

NJDOE Number

94

Definition of Data Element

An indicator of the progress made by a CTE student enrolled in an approved CTE Program.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness, The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

CEDS Mapping

Career and Technical Education Participant if value is PART, Career and Technical Education Concentrator if value is CONC, and Career and Technical Education Completer if value is COMP

Is this Data Element Required?

Yes. Field is **mandatory** for all students enrolled in a CTE program.

Acceptable Values

Type: Alpha

Minimum Length: 4

Maximum Length: 4

- PART = Participant – A student who completed at least one course in any state approved career and technical education (CTE) program with a sequence of three or more courses.
- CONC = Concentrator – A student who completed two or more courses among a sequence with three or more courses, or a student at a county vocational school who completed one course in a sequence of two courses, within a state approved CTE program.
- COMP = Completer – A student who completed a whole sequence of courses of a state approved CTE program.

Validation Checks

- Codes listed above must be used or error will occur.

Additional Notes

N/A

Common Errors

Error Message: Field cannot be left blank.

Resolution: Field must have a value of PART, CONC, or COMP to resolve the error.

CTETestSkill

NJDOE Number

95

Definition of Data Element

An indication of the result of the technical skills assessment.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness, The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Yes. Field is **mandatory** but not limited for all students with a CTE Program Status of concentrator or completer. Any participant's technical skill assessment information is encouraged to be reported. The performance report for Perkins Technical Skill Attainment will be calculated by the information submitted for concentrators and completers.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 1 = Pass
- 2 = Fail
- 3 = IEP Exempt
- 4 = Not tested

Validation Checks

- Codes listed above must be used or error will occur.

Additional Notes

- Report Participant information if available.

Common Errors

Error Message: Field must be filled in if CTE Program Status is CONC or COMP.

Resolution: One of the acceptable values above must be filled in if the student is a Concentrator or Completer.

CTETestDeveloper

NJDOE Number

96

Definition of Data Element

The type of technical skills assessment developer.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness, The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Yes. Field is mandatory if CTE Test Skill has a value of 1 or 2. Leave blank if CTE Test Skill was 3 or 4.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 1 = Licensure Exam
- 2 = Industry Credential Exam
- 3 = National Validated Test
- 4 = Teacher Developed Test
- 5 = Other State Recognized Third Party Assessment

Validation Checks

- Codes listed above must be used or error will occur.
- If CTE Test Skill has a value of 1 or 2 field cannot be left blank.

Additional Notes

- This is a mandatory field for those CTE students who either passed or failed a technical skills assessment.
- This field applies to all technical skills assessment not just end of program technical skills assessments.

Common Errors

N/A

CTETestName

NJDOE Number

97

Definition of Data Element

The name of technical skills assessment.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness, The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Yes. Field is mandatory if CTETestSkill has a value of 1 or 2. Leave blank if CTETestSkill was 3 or 4.

Acceptable Values

Type: Numeric

Minimum Length: 3

Maximum Length: 3

For acceptable values, refer to [Technical Skills Assessment List](#).

Validation Checks

- Codes listed in Technical Skills Assessment List must be used or error will occur.

Additional Notes

- This is a mandatory data element for CTE students that either passed or failed a technical skills assessment.
- If test name is not included in the list, indicate 999 ("Other") for this field.
- This field applies to all technical skills assessment not just end of program technical skills assessments.

Common Errors

Error Message: Field must be filled in if CTETestSkill has a value of 1 or 2.

Resolution: Choose one of the available test names from the Technical Skills Assessment List.

SingleParentStatus

NJDOE Number

98

Definition of Data Element

An indication of whether the student is either a single parent or a single pregnant woman.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness, The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

CEDS Mapping

Single Parent or Single Pregnant Woman Status

Is this Data Element Required?

Yes. Field is **mandatory** for all students enrolled in a CTE program.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

Validation Checks

- An error will occur if field is left blank.
- Only "Y" or "N" responses will be accepted. Each student must have a Y or an N response.

Additional Notes

N/A

Common Errors

N/A

CTE College Credits Earned

NJDOE Number

99

Definition of Data Element

An indication of whether a CTE student has attained postsecondary dual/concurrent credit or postsecondary articulated credit within a sequence of courses in a CTE Program or CTE Program of Study, or no postsecondary credit attained.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness (Former Office of Career and Technical Education), The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 0 = None
- 1 = Articulated credit
- 2 = Dual/ Concurrent credit

Validation Checks

- An error will occur if field is left blank.
- Only 0, 1, or 2 responses will be accepted.

Additional Notes

N/A

Common Errors

Error Message: An error will occur if field is left blank.

Resolution: Fill in the field with a value of 0, 1, or 2.

NumberOfCTECollegeCredits

NJDOE Number

100

Definition of Data Element

The number of cumulative postsecondary credits a CTE student has attained in the relevant CTE Program or Program of Study earned through a dual or concurrent enrollment program or articulation agreement.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness, The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Yes. Field is **mandatory** if CTECollegeCreditsEarned has a value of **1 or 2**.

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

Validation Checks

- Value must be a whole number from 01-99.
- An error will occur if a value is submitted and CTECollegeCreditsEarned has a value of **0**.

Additional Notes

- This data element is applicable only to CTE students who have attained postsecondary credits in the relevant CTE Program or Program of Study earned through a dual or concurrent enrollment program or articulation agreement.
- If a student attained postsecondary credits from multiple postsecondary institutes, the total number of credits should be entered in this field.

Common Errors

Error Message: Field must be filled in if CTECollegeCreditsEarned is **1 or 2**.

Resolution: Fill in the field with a value between 01 – 99.

PostSecondaryInstitution

NJDOE Number

101

Definition of Data Element

The postsecondary institution where the most postsecondary credits were earned as part of a dual or concurrent enrollment program or articulation agreement.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is **mandatory** if CTECollegeCreditsEarned has a value of **1 or 2**.

Acceptable Values

Type: Numeric

Minimum Length: 8

Maximum Length: 8

Please refer to the [NJ SMART OPE ID List](#).

Validation Checks

- Codes must conform to values specified or error will occur.
- An error will occur if a value is submitted and CTECollegeCreditsEarned has a value of **0**.

Additional Notes

- This data element is applicable only to students who have attained postsecondary credits in the relevant CTE Program or Program of Study earned through a dual or concurrent enrollment program or articulation agreement.
- If a student attained postsecondary credits from multiple postsecondary institutes, the postsecondary institution where the most academic credits for the current school were earned should be entered in this field.

Common Errors

Error Message: Field must be filled in if CTECollegeCreditsEarned has a value of **1 or 2**.

Resolution: Fill in the field with a value from [NJ SMART OPE ID List](#).

CTECountyCodeAssigned

NJDOE Number

192

Definition of Data Element

The New Jersey County in which the student is currently assigned to the CTE course.

Functional, Policy or Legal Document

NJDOE, Division of Finance

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

For County Codes, please refer to [NJ SMART County District School Codes](#) document.

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

N/A

Common Errors

N/A

CTEDistrictCodeAssigned

NJDOE Number

193

Definition of Data Element

The district in which the student is currently assigned to the CTE course.

Functional, Policy or Legal Document

NJDOE, Division of Finance

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

For District Codes, please refer to [NJ SMART County District School Codes](#) document.

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.
- CTEDistrictCodeAssigned must match the district code submitting.

Additional Notes

- The CTEDistrictCodeAssigned should reflect the accurate District code for the submitting LEA.

Common Errors

N/A

CTESchoolCodeAssigned

NJDOE Number

194

Definition of Data Element

The school in which the student is currently assigned to the CTE course. This school code is unique for each school within each district.

Functional, Policy or Legal Document

NJDOE, Division of Finance

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alphanumeric

Minimum Length: 3

Maximum Length: 3

For School Codes, please refer to [NJ SMART County District School Codes](#) document.

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- The CTESchoolCodeAssigned should reflect the accurate County code for the submitting LEA.

Common Errors

N/A

SubjectArea

NJDOE Number

177

Definition of Data Element

The general content code per the NCES SCED code listing.

Functional, Policy or Legal Document

NCES SCED codes

CEDS Mapping

School Courses for the Exchange of Data Course Subject Area

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

For NCES Subject Area Codes, please refer to the [NJ SMART SCED Course Codes](#) document.

Validation Checks

- Error will occur if value is not a valid SCED Subject Area code.
- Error will occur if field is left blank.

Additional Notes

- You will need to work cooperatively with your curriculum coordinator to assign the appropriate subject area code. Some courses will require your professional judgment.
- Prior-to-secondary course codes should be used for all courses that do not have Available Credit. Secondary course codes should be used for all courses that have an Available Credit of greater than 0.000.
- If a student takes more than one course in the same school year related to the reported CIP Code, the higher level course's Subject Area should be reported in this scenario.

Common Errors

N/A

CourseIdentifier

NJDOE Number

178

Definition of Data Element

Course codes within a subject area as identified by the NCES SCED codes.

Functional, Policy or Legal Document

NCES SCED codes

CEDS Mapping

Course Identifier

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 3

Maximum Length: 3

For NCES Course Identifier Codes, please refer to the [NJ SMART SCED Course Codes](#) document.

Validation Checks

- Error will occur if value is not a valid SCED Course Identifier code.
- Error will occur if field is left blank.

Additional Notes

- You will need to work cooperatively with your curriculum coordinator to assign the appropriate Course Identifier code. Some courses will require your professional judgment.
- Prior-to-secondary course codes should be used for all courses that do not have Available Credit. Secondary course codes should be used for all courses that have an Available Credit of greater than 0.000.
- If a student takes more than one course in the same school year related to the reported CIP Code, the higher level course's Course Identifier should be reported in this scenario.

Common Errors

N/A

IndustryValuedCredential1

NJDOE Number

329

Definition of Data Element

The Industry-Valued Credential code that corresponds to the Industry-Valued Credential earned by the student.

Functional, Policy or Legal Document

Industry-Valued Credential List

CEDS Mapping

Professional or Technical Credential Conferred

Is this Data Element Required?

Field is mandatory if the student earned an Industry-Valued Credential.

Acceptable Values

Type: Alphanumeric

Minimum Length: 6

Maximum Length: 6

For Industry-Valued Credential Codes, please refer to the [Industry-Valued Credential List](#).

Validation Checks

N/A

Additional Notes

- All Industry-Valued Credentials earned should be reported.
- The Industry-Valued Credential List hosts the alphanumeric code along with the corresponding CIP Codes.

Common Errors

N/A

IndustryValuedCredential2

NJDOE Number

330

Definition of Data Element

The Industry-Valued Credential code that corresponds to the Industry-Valued Credential earned by the student.

Functional, Policy or Legal Document

Industry-Valued Credential List

CEDS Mapping

Professional or Technical Credential Conferred

Is this Data Element Required?

Field is mandatory if the student earned an Industry-Valued Credential.

Acceptable Values

Type: Alphanumeric

Minimum Length: 6

Maximum Length: 6

For Industry-Valued Credential Codes, please refer to the [Industry-Valued Credential List](#).

Validation Checks

N/A

Additional Notes

- All Industry-Valued Credentials earned should be reported.
- The Industry-Valued Credential List hosts the alphanumeric code along with the corresponding CIP Codes.

Common Errors

N/A

IndustryValuedCredential3

NJDOE Number

331

Definition of Data Element

The Industry-Valued Credential code that corresponds to the Industry-Valued Credential earned by the student.

Functional, Policy or Legal Document

Industry-Valued Credential List

CEDS Mapping

Professional or Technical Credential Conferred

Is this Data Element Required?

Field is mandatory if the student earned an Industry-Valued Credential.

Acceptable Values

Type: Alphanumeric

Minimum Length: 6

Maximum Length: 6

For Industry-Valued Credential Codes, please refer to the [Industry-Valued Credential List](#).

Validation Checks

N/A

Additional Notes

- All Industry-Valued Credentials earned should be reported.
- The Industry-Valued Credential List hosts the alphanumeric code along with the corresponding CIP Codes.

Common Errors

N/A

WorkbasedLearning

NJDOE Number

406

Definition of Data Element

An indication of whether each secondary CTE student has participated in a work-based learning experience within the academic year.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness, The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

CEDS Mapping

Work-based Learning Opportunity Type

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 0 = No Work-based Learning experience.
- 1 = Career Exploration: Recurring experiences that encourage the development and understanding of the skills necessary for career planning and decision making (ex: Community Service, Job Shadowing, School-Based Enterprise, Service Learning, or Volunteering); the 2021-2022 school year should additionally include: New Jersey Safe Schools Program Online Topical Courses and Simulated Workplace Experiences.
- 2 = Career Preparation: Sustained interactive experiences with professionals from business and industry that are designed to deepen student knowledge and develop essential skills related to a chosen career pathway (ex: Hazardous/Non-hazardous Cooperative Education Experience or Paid/Unpaid Internships).
- 3 = Career Training: Paid experiences that prepare individuals through specific training by teaching the skills, knowledge, and competencies needed for employees to perform a specific job or occupation within the workplace in which individuals may obtain a credential, certificate or degree upon completion of the training (Ex: Pre-Apprenticeship/Apprenticeship registered with the USDOL-OA).

Validation Checks

- Value must be a whole number from 0-3.
- An error will occur if WorkbasedLearning is blank.

Additional Notes

- If a student participated in more than one type of work-based learning during the reporting year, enter the highest number.
- The following does NOT count as a work-based learning experience:
 - Career Awareness (Ex: Career Fair, Guest Speaker, or Visiting Parents at Work).
- Work-based Learning experiences must be school sponsored and supervised by a trained Work-based Learning coordinator (not applicable to job shadowing and school-based enterprises).

Common Errors

Error Message: Field must be filled in if WorkbasedLearning is blank.

Resolution: Fill in the field with a value of 0, 1, 2, or 3.

StudentLearningEnvironment

NJDOE Number

419

Definition of Data Element

The chosen method for delivering instruction to the student - fulltime on premises, hybrid (partial in person on premises/partial remote), or fulltime remote. Further, denote whether the student is fulltime remote due to parental or guardian choice or fulltime remote because the district has not yet offered the student another option.

Functional, Policy or Legal Document

NJDOE OFDS/Student Support, new statewide reporting requirements regarding student learning environment in the Road Back supplemental guidance issued July 24, 2020: [Clarifying Expectations Regarding Fulltime Remote Learning Options for Families in 2020-2021](#)

CEDS Mapping

Virtual School Status

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 1 = Fulltime on premises
- 2 = Hybrid (partial in person on premises/partial remote instruction)
- 3 = Fulltime remote—district choice
- 4 = Fulltime remote—parental or guardian choice

Validation Checks

- An error will occur if StudentLearningEnvironment is left blank.

Additional Notes

- StudentLearningEnvironment should reflect what the student’s learning environment has been over the course of the student’s membership in the school in the current school year. For example, students who are full-time remote due to district choice on October 15th but shift to a hybrid schedule in the winter and to fulltime on premises by spring would be marked as “Hybrid” for the CTE Submission because they received instruction partially in person and partially remote over the course of their membership in the current school year.

Common Errors

N/A