

CTE Submission

2024-2025

NJ SMART



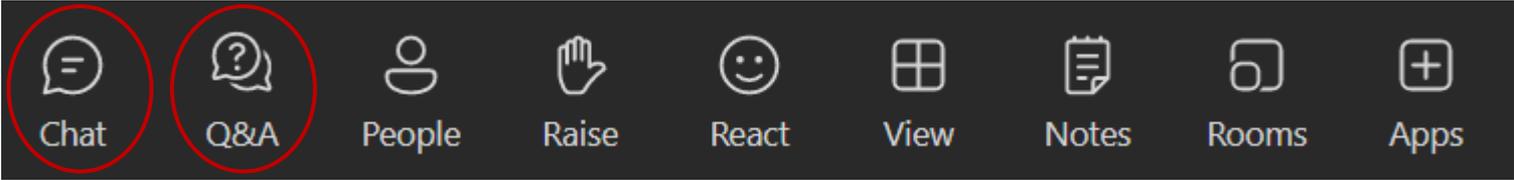
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Solutions that Matter

NJ SMART Webinar Etiquette

We want to ensure that all attendees connected to the call can easily hear the training and that all questions are answered.

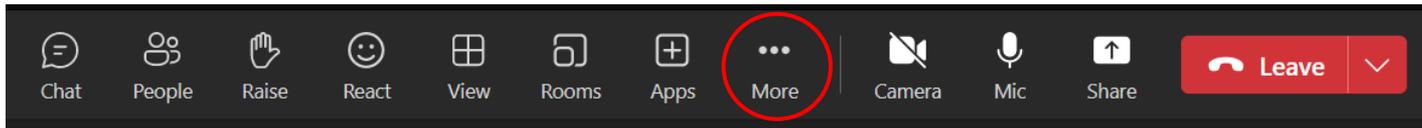
How can I ask a question?



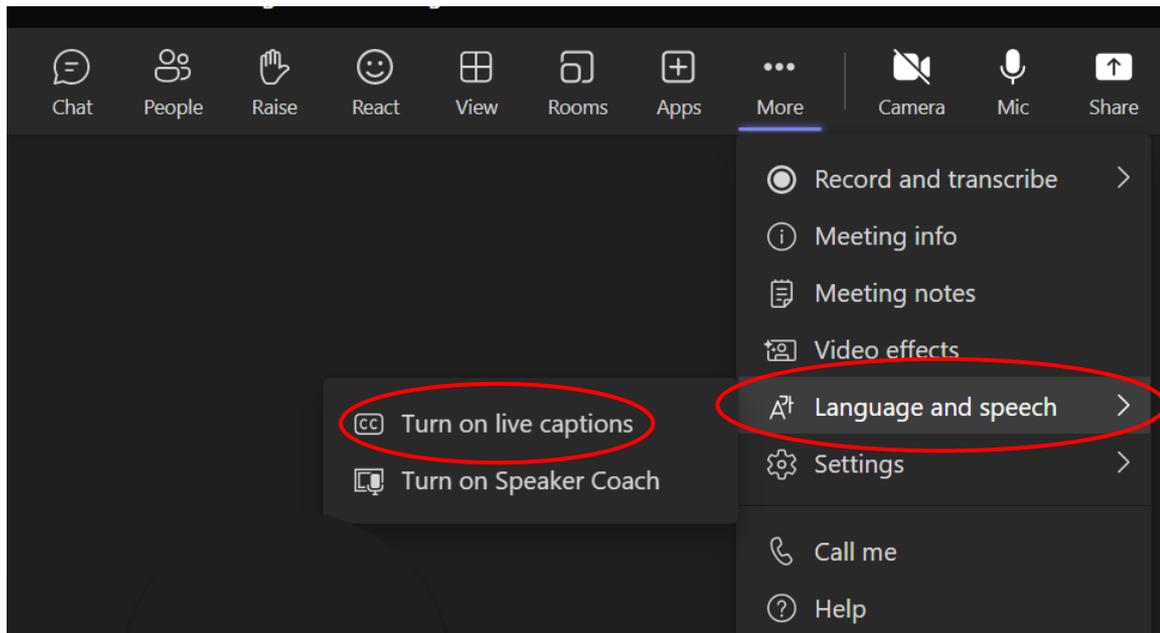
Webinar Feature: Live Captioning

To use live captions during the webinar:

1. Click the “More” option along the Teams webinar control panel.



2. Click on “Language and speech” and then “Turn on live captions”.



Agenda

Introduction:

- Find resources to help you get started
- Learn important dates and deadlines

Interpreting Reporting Responsibilities

- Recognize which students to report

Using CTE Submission Data

- Learn how the CTE Submission data works with the SID Management All Records and the Out-of-District Records page
- Review CTE Submission FAQs



Available Resources



NJ SMART Help Desk

1-800-254-0295

njsmart@pcgus.com



Resources & Trainings

Click the Help tab within NJ SMART

Open the [Documents for Download](#) section

CTE Submission Recommended Timeline

2024-2025 School Year	Action
April/May	<ul style="list-style-type: none">• Ensure your SID & SMID records are current and accurate• Upload during the Practice Period• Correct your errors
June	<ul style="list-style-type: none">• Export your CTE records from the portal before the Practice Period closes on June 27th
Early July	<ul style="list-style-type: none">• The Official Submission period opens on July 2nd• Update and upload your CTE records for the Official Submission• Resolve your Errors
Late July/August	<ul style="list-style-type: none">• Certify/Release your records

Ensure that your Official Submission is Certified by August 1st at 5:00PM



Getting Started: CTE Submission

Download the latest version of the student data handbook, file templates, CIP codes, and testing sites list found in the CTE Submission folder of the Help tab of the NJ SMART portal.

NJ SMART Resources & Trainings

About this Site

The NJ SMART Resources & Trainings website links users to important information occurring within NJ SMART, including downloadable resources and webinar and on demand trainings available to assist you throughout the data submission process.

Maintaining Security and Policy Compliance when working with Student and Staff Data

Users are reminded that NJ SMART is a secure data transfer and reporting site. By accessing this site you acknowledge that the work completed within NJ SMART is subject to the rules and requirements of the Family Educational Rights and Privacy Act (FERPA) regarding the confidentiality of student records and the Federal Privacy Act regarding employee records collected by Federal agencies. Any suspected unauthorized use of this site should be reported immediately to NJ SMART at 800-254-0295.

Questions and Assistance

Questions about NJ SMART can be directed to the NJ SMART Help Desk by calling (800) 254-

CTE Submission

- ▶ Overview
- ▶ Background
- ▶ eLearning Videos & Webinars
- ▶ Documents for Download

- [CTE Submission Student Data Handbook 4.2](#) *Updated 1/30/25
- [NJ SMART CTE Submission FAQ](#) *Updated 1/30/25
- [NJ SMART CTE Submission Template A](#) *Updated 1/30/25
- [NJ SMART CTE Submission Template B](#) *Updated 1/30/25
- [CTE Submission Training \(Online Webinar\)](#) *Updated 4/16/24
- [CIP Code List](#) *Updated 6/18/24
- [NJ SMART CTE Submission Guide](#) *Updated 4/4/24
- [Industry Skilled Valued Credential List v3.2](#) *Updated 4/4/24
- [Perkins Performance Report Click by Click](#) *Updated 2/28/25



CTE Submission Guidelines

In order for NJDOE to meet federal reporting requirements for Career and Technical Education (CTE), it is important for districts and agencies to report those students who are enrolled in CTE programs.

- Students submitted must be in a CTE program and in grades 09 or higher
- Courses that every student in the district must take, such as Introduction to Careers, Computer Literacy, or Financial Literacy and Keyboarding, are NOT APPROVED to be included in the course sequence of an approved CTE program. Therefore, students enrolled in these courses must not be reported to the CTE Submission



Updates for the 2024-2025 SY

Updates to existing data elements:

- **CTEProgramStatus:**
 - The Acceptable Value definitions have been updated.
- **CTEProgramStatus, CTEDistrictCodeAssigned, and CTESchoolCodeAssigned:**
 - The Acceptable Value Type has been updated to Character.

Updates to existing resources:

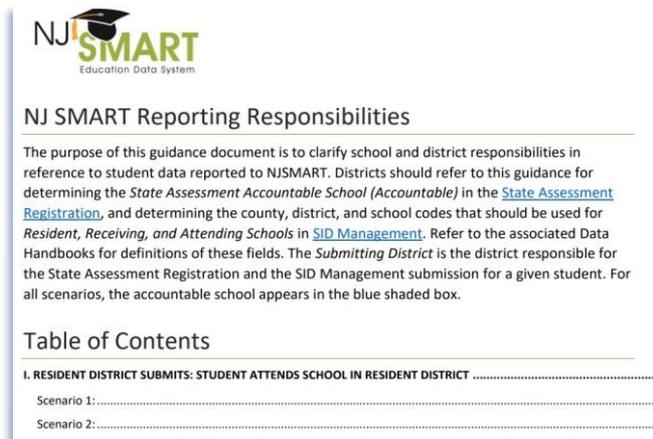
- There have been changes to the [CIP Code List](#).
- The [Perkins Performance Report Click by Click](#) has been updated to reflect that the CTE Special Population Subgroups Performance by Indicators report is no longer a standalone report, it has become the 5th report section of the Perkins Performance Report.



Reporting Responsibilities

It is imperative that all LEAs follow the NJ SMART Reporting Responsibilities document to report the appropriate County District School Resident, Receiving, and Attending County District School codes exactly within SID Management.

- Students reported to SID Management incorrectly will directly impact the CTE Submission
- The district where the student is attending the CTE program is responsible for reporting the student to the CTE Submission



Reporting Responsibilities (Cont.)

In-county full-time vocational school students are reported to SID Management by the vocational district only. Shared-time vocational school students are reported to SID Management by both the resident and vocational districts. Out-of-county vocational school students are reported to SID Management by the resident district only.

Vocational Student Type	Who Reports to SID Management?	For County, District and School Code ATTENDING	For County, District and School Code RECEIVING
In-county full-time student	Vocational district	use CDS codes for the vocational school	use CDS codes for the vocational school
Shared-time student	Both districts: vocational and resident	use CDS codes for the vocational school student is attending	use CDS codes for the non-vocational school
Out-of-county student	Resident district	use CDS codes for the vocational school	use CDS codes for the vocational school



Reporting Scenarios

Scenario 1

- Jane Doe is in a CTE program attending an In-county vocational school on a full- time basis
- The vocational school submits Jane to SID Management
- The vocational school will also submit Jane to the CTE Submission

Scenario 2

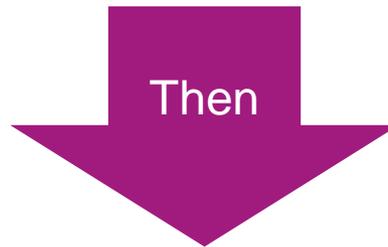
- John Doe is in a CTE program attending a vocational school on a shared-time basis
- The resident and vocational districts both submit John to SID Management
- Only the vocational school will submit John to CTE Submission



Shared-Time Vocational Rules

The vocational school reports vocational shared-time students to the CTE Submission.

If Enrollment Type = "S"



Submitting district to the CTE Submission must be the vocational school

How the SID Snapshot Works



Step 1:

We take a picture of how your records appear in SID Management at the Snapshot deadline (6/30).

Step 2:

This data is placed in your

Snapshot

Page in the portal.



CTE Submission

Note: The CTE Submission validates against the EOY SID Management Snapshot

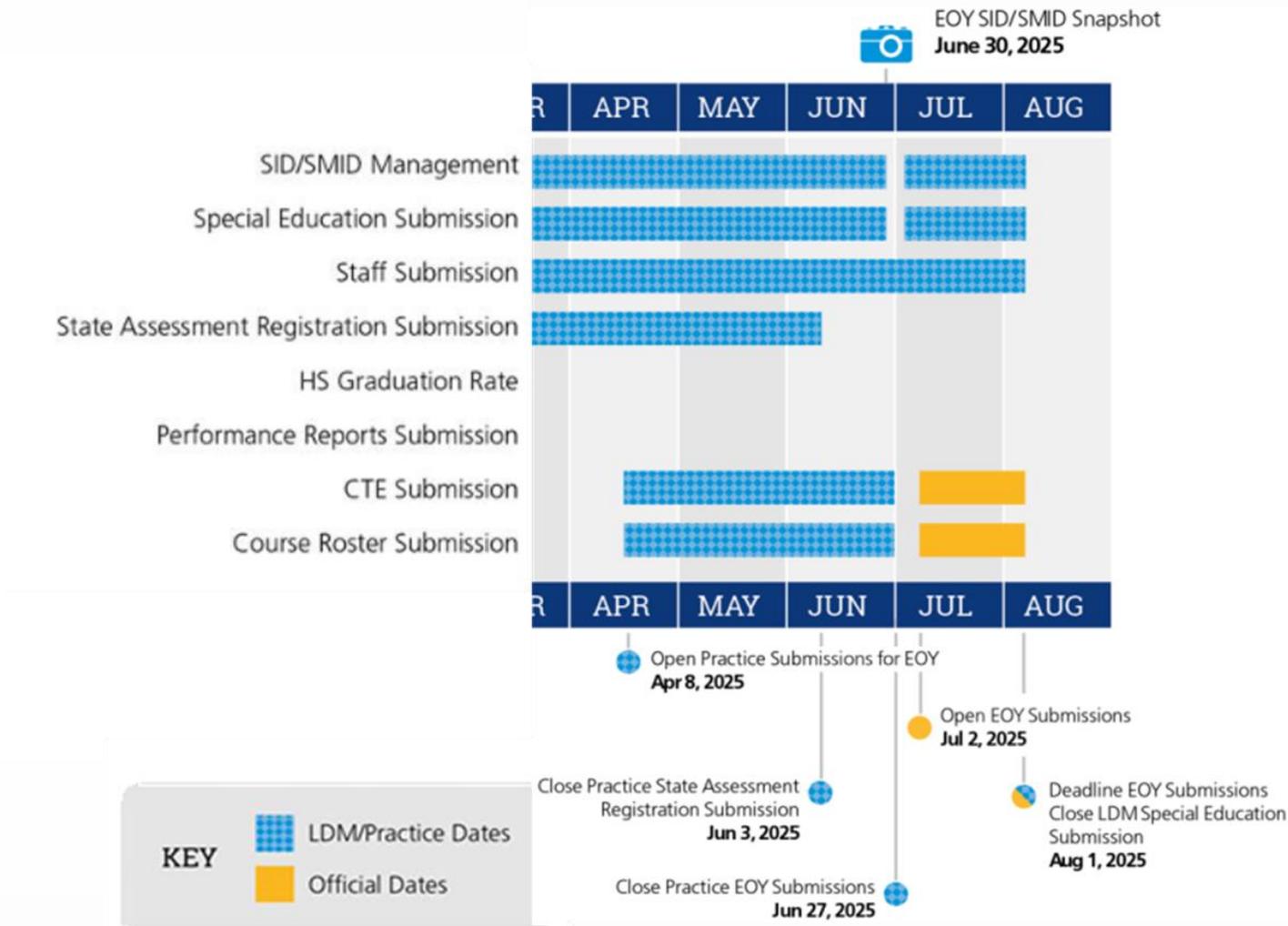
Supported Submissions

SID Management is considered the basis of each NJ SMART student level submission and is used to support these submissions.

- The Course Roster and CTE Submissions will validate against the EOY SID Snapshot data, meaning:
 - Records in error in SID will cause errors in the CTE or Course Submissions.
- CTE and Course Roster Submission are open for the Practice Periods from April 8th to June 27th. On July 2nd, the Official EOY Submission period begins and will close on the August 1st deadline.

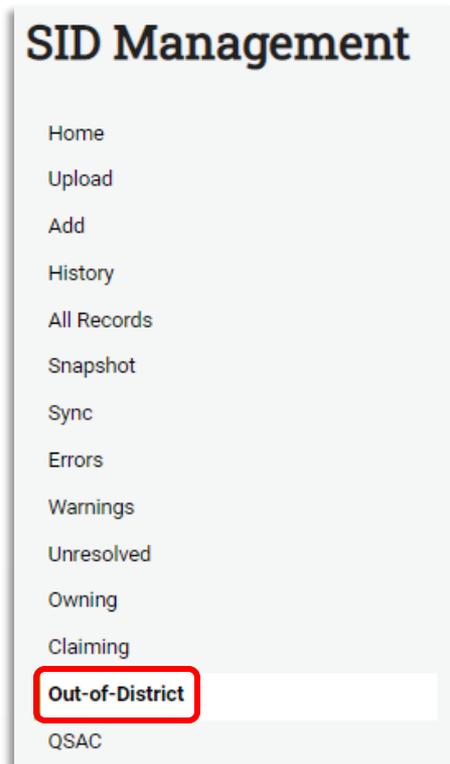


2024-2025 School Year Timeline



SID Management: Out-of-District Records

This page lists all students who are reported to SID Management by another LEA, but are linked to your LEA by the Attending, Receiving, and/or Resident CDS codes.



- Available as a reference even when SID Management is closed for the Snapshot
- The SID Status column will tell you the status (Issued, Error, Unresolved, Sync, or Conflict) of the record as it was submitted by the submitting LEA
- Any record that does not have a SID Status of "Issued" will produce an Error when submitted to the CTE Submission



Out-of-District Records (Cont.)

Records Submitted Out-of-District for District 5678:

Local ID	State ID	First Name	Last Name	Date of Birth	District Code Resident	District Code Attending	School Code Attending	District Code Receiving	District Code Submitting	SID Status
1234	1111111111	Test	Student	20070618	1234	5678	123	5678	1234	Error

Example:

- Test Student is submitted to SID Management by District 1234
- Student shows up in District 5678’s Out-of-District page because District 5678 is listed as the Attending and Receiving District
- District 5678 must therefore report “Test Student” to the CTE Submission

When working on the CTE Submission, District 5678 must match the State ID, First Name, Last Name, and Date of Birth shown exactly or they will receive an Error (LID numbers can be different between districts).



Questions?

Any questions before we review the FAQs?

CTE Programs of Study No Longer Offered

My district no longer offers CTE programs of study. Do we still have to upload data to the CTE Submission?

- No. Only districts that offer CTE programs of study should upload the students enrolled in those programs to the CTE Submission
- Please inform the NJ SMART Help Desk if your district offered CTE programs of study for 2023-2024 but is not offering CTE programs of study for the 2024-2025 school year

NJ SMART Help Desk

1-800-254-0295

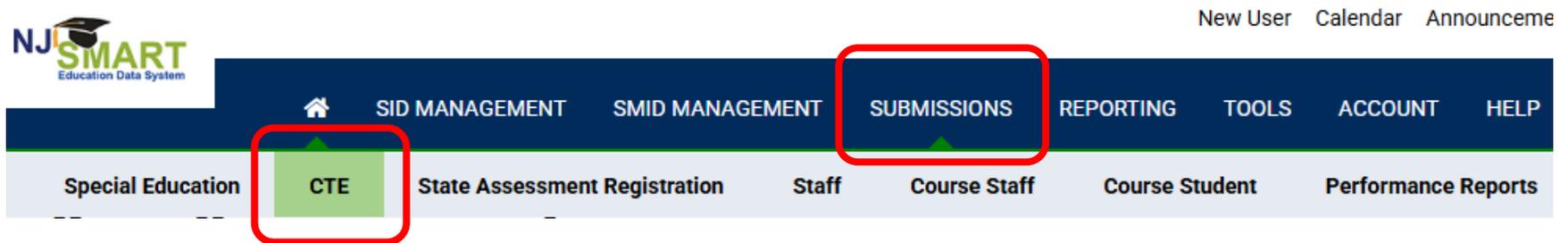
njsmart@pcgus.com



CTE Submission Access

I am unable to locate the CTE Submission from the “Submissions” tab in NJ SMART. How do I gain access for this submission?

- Only districts providing approved CTE programs have access to the CTE Submission tab. Contact the NJ SMART Help Desk if this tab needs to be enabled for your district.



Identifying Elements

Why am I receiving a combination error?

- These elements should already be established for the student in SID Management:
 - State Identification Number (SID)
 - First Name
 - Last Name
 - Date of Birth
- These elements cross validate with the EOY SID Management Snapshot data. When receiving this error, check all four fields against your data in the All Records page or the Out-of-District page in SID Management to make sure they match.
- The SID record must be free of Error, Unresolved, Sync, or Conflict status.



Combination Errors

What does a combination error look like in the CTE Submission?

DATA ELEMENT	ERROR DESCRIPTION
StateIdentificationNumber	Combination of State ID, First Name, Last Name, and Date of Birth does not match to a record submitted during SID Management or a record showing in Records Submitted Out-of-District report.

Student

Local Identification Number

State Identification Number

First Name

Last Name

Date of Birth



Cross Validation Rule

The SID Number is highlighted in my CTE Submission as an Error, but the identifying elements match the EOY SID Management Snapshot and the record is Issued. Why am I receiving this Error?

- There are 2 types of Error descriptions in the CTE Submission that are directly related to a matching issue with the student’s identifying elements from the EOY SID Management Snapshot:

DATA ELEMENT	ERROR DESCRIPTION
StateIdentificationNumber	Combination of State ID, First Name, Last Name, and Date of Birth does not match to a record submitted during SID Management or a record showing in Records Submitted Out-of-District report.

DATA ELEMENT	ERROR DESCRIPTION
StateIdentificationNumber	The submitted Grade Level does not conform to acceptable grade levels for the CTE program or the student does not appear in SID Management with an active School Status.



Cross Validation Rule (Cont.)

Many of my students have combination errors in my CTE Submission. Why?

The following data elements will be collected to identify students:

- State Identification Number (SID)
- Date of Birth
- First Name
- Last Name

The elements in the CTE record will cross validate against the EOY SID Management Snapshot data:

	EOY SID Snapshot		CTE Submission
State ID	11111111111	=	11111111111
Date of Birth	20060302	≠	20070302
First Name	Marcus	=	Marcus
Last Name	Smith	=	Smith



CIP Code

If a student is enrolled in multiple CTE programs of study, which CIP Code should be used?

- Generally, the program in which the student has completed the most courses should be reported
 - If the student completed the same number of course/courses in each program, the district must choose one of the CIP Codes at their discretion



CIP Code (Cont.)

I do not see my district's CTE Program of study on the CIP Code List. What should I do?

- After the CIP Code List has been posted for the current school year, if your LEA notices a missing CIP Code, please contact the NJ SMART Help Desk.
- The Help Desk can assist your LEA to ensure all necessary codes are issued and valid in time for the official CTE Submission.

CTE Submission

- [CTE Submission Student Data Handbook 4.2](#) *Updated 1/30/25
- [NJ SMART CTE Submission FAQ](#) *Updated 1/30/25
- [NJ SMART CTE Submission Template A](#) *Updated 1/30/25
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Number of CTE College Credits

How is the number of credits earned determined for the NumberOfCTECollegeCredits data element?

- The number of credits refers to the number of CTE postsecondary credits attained in the relevant CTE program of study earned by the student through a dual or concurrent enrollment program or articulation agreement. Academic courses do not count for credit in this field.
- If a student attained postsecondary credits from multiple postsecondary institutes, the total number of credits should be entered in this field
- The CTECollegeCreditsEarned data element must have a value of 1 or 2 to report to Number of CTE College Credits



Work-based Learning Experiences

- Work-based Learning is an indication of whether each secondary CTE student has participated in a Work-based Learning experience within the academic year
- Acceptable Values:
 - 0 = No Work-based Learning experience OR Career Awareness
 - 1 = Career Exploration
 - 2 = Career Preparation
 - 3 = Career Training
- More details about each acceptable value are available in the [CTE Submission Student Data Handbook](#)
- For programmatic related questions, please reach out to PerkinsNJ@doe.nj.gov or WBL@doe.nj.gov



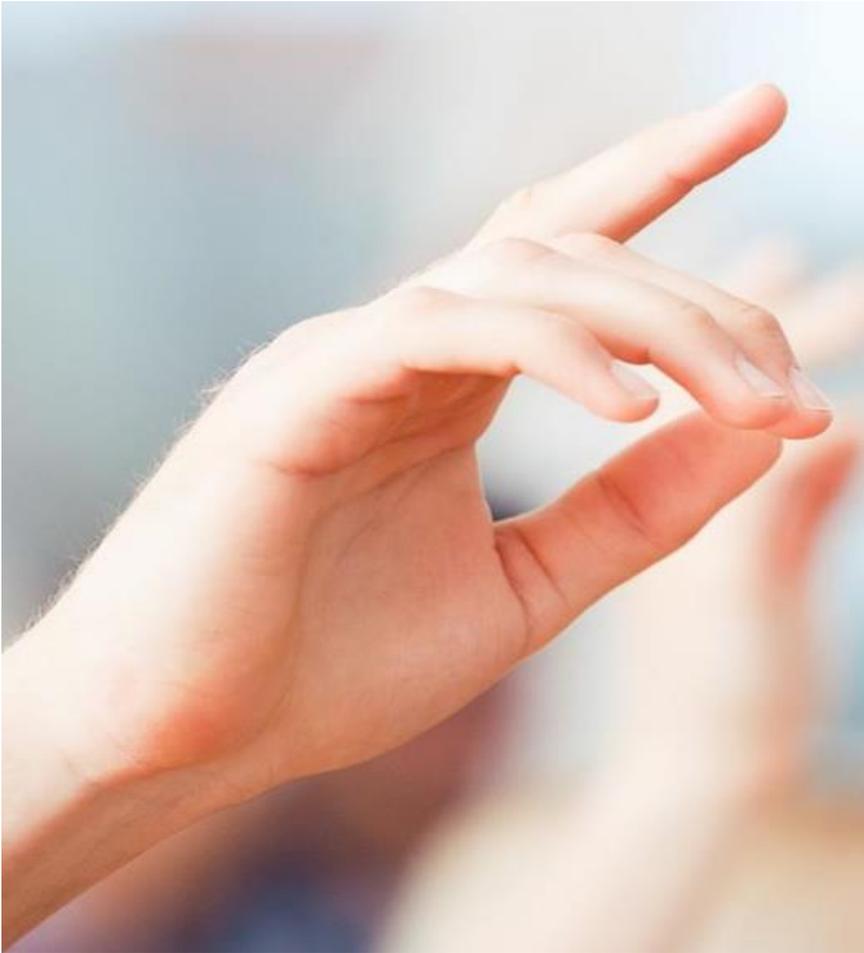
Graduated Students

Should students be submitted to the CTE Submission if they have completed an approved CTE program, but have graduated early and are now inactive?

- Yes, any student who has completed at least one course in an approved CTE Program and has graduated early should be submitted in the CTE Submission
- Student **must appear as active** in your EOY SID Management Snapshot to be reported in the CTE Submission. Any other inactive students should not be reported.



8th Graders



If an 8th grade student attends a Career and Technical Program, are they reported to the CTE Submission?

- No. Only students in grades 9 and higher should be reported in the CTE Submission

CTE Program Status

For county vocational Schools, how should the CTE Program Status be reported?

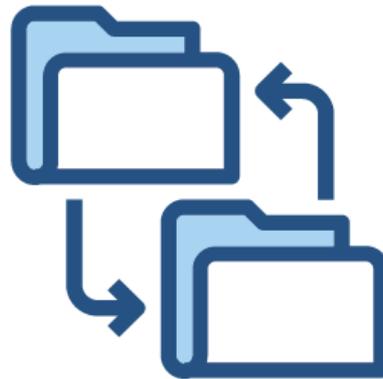
- Students should be reported with a “PART” if they completed at least one course of an approved course sequence. Students should be reported with a “CONC” Program Status if they are attending a County Vocational School and completed one course in a sequence of two courses (for shared-time vocational programs) or completed two courses in a three- or four-course sequence. Students should be reported with a “COMP” if they completed all courses in the approved course sequence



Remove Students

How do I remove a student from the CTE Submission?

- If an LEA has identified that they need to remove someone from their CTE submission, they should **FIRST** remove the student record in their Information System (SIS) and then do a Full File upload excluding the record from the submission.



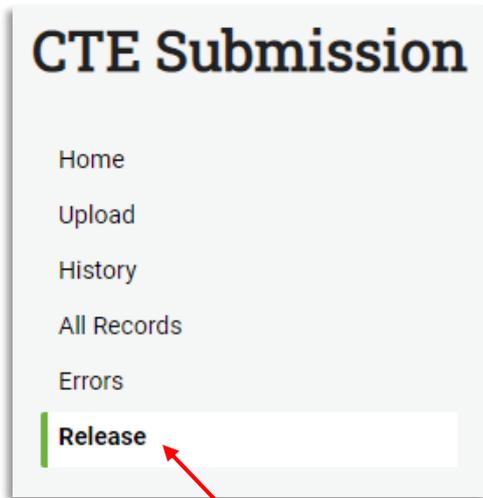
Certify/Certify with Errors

Certify	Certify with Errors
Only enabled for districts that have uploaded a Full File and corrected all errors in the NJ SMART Portal.	Only enabled for districts that have uploaded a Full File and the only remaining errors are combination errors. All errors related to data elements other than the SID, LID, First Name, Last Name, and/or Date of Birth must be resolved.

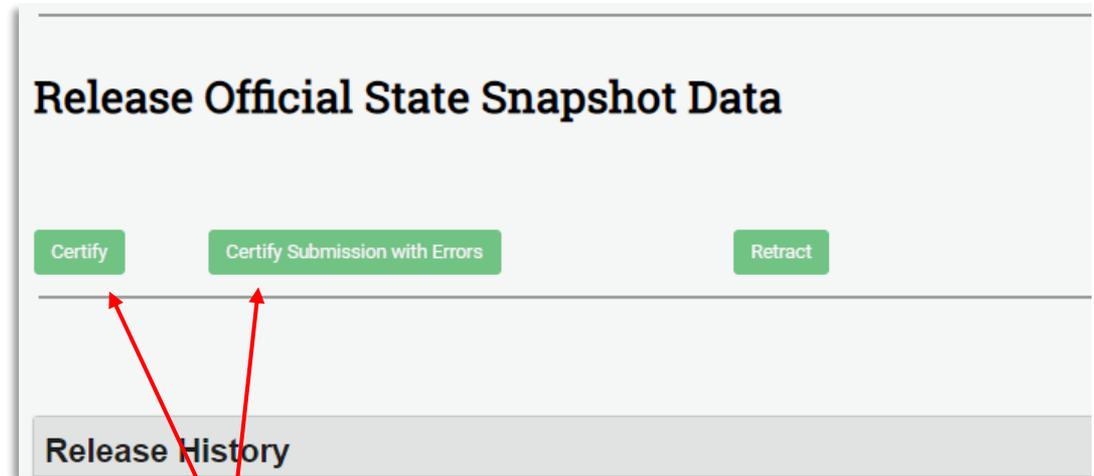
Certify and Certify with Errors is only enabled during the Official Submission Period. You can Certify your data at any time during the Official Submission Period. You do not need to wait for the day of the deadline to Certify.



Certify/Certify with Errors (cont.)

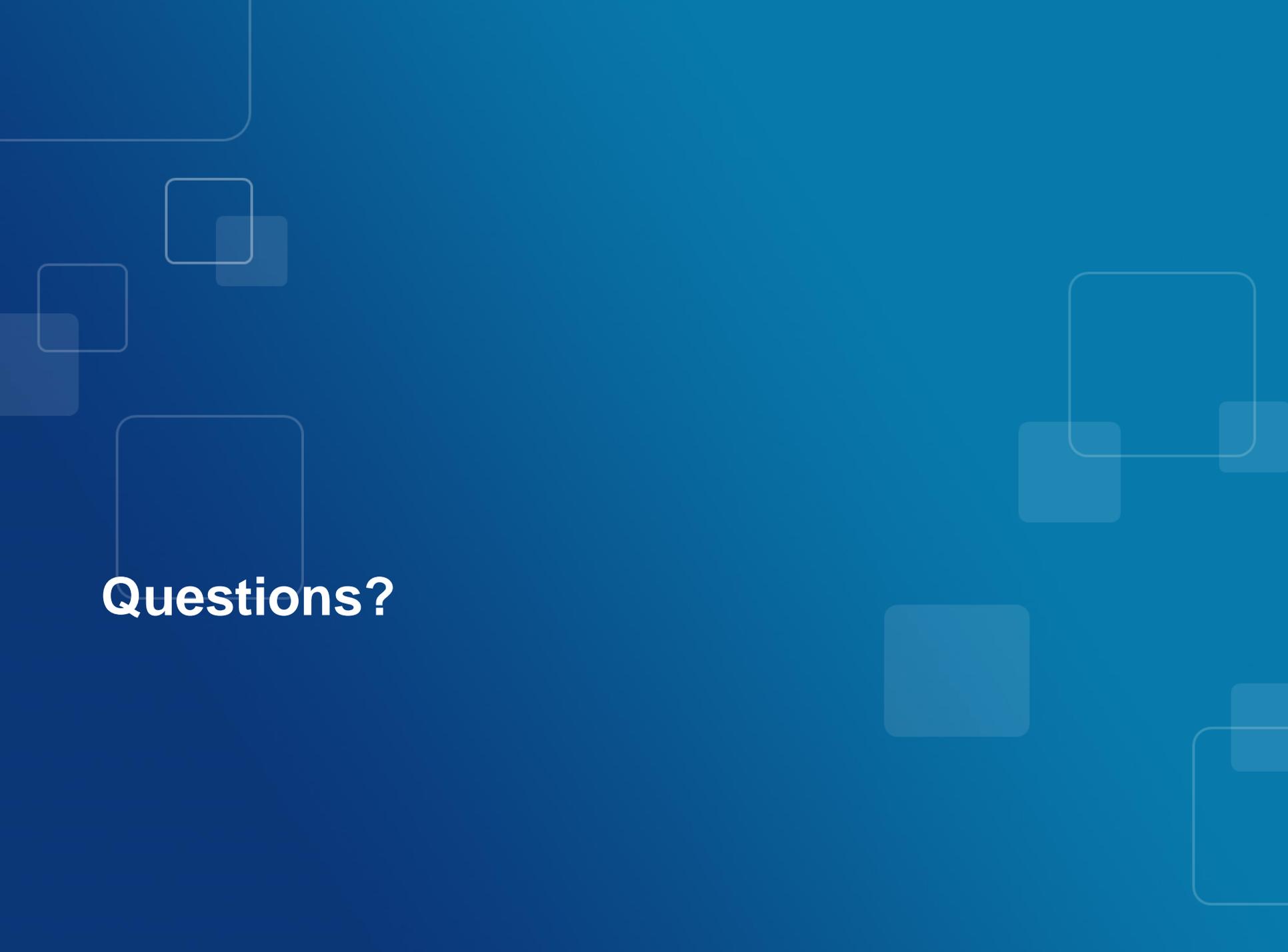


Step 1



Step 2: Only enabled during the Official Submission period

*You can check the Release History section of the Refresh/Release page to see if and when your data was Certified and Released.

The background is a solid blue color with several white geometric shapes scattered across it. These shapes include squares and rounded rectangles, some of which are outlined and others are solid. The shapes are arranged in a way that suggests a grid or a series of steps, with some overlapping. The overall aesthetic is clean and modern.

Questions?

Available Resources



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Please Provide your Feedback



We'd love to hear from you!

A link to our survey is in the chat. Please take a moment to share your feedback to improve this and future trainings.



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