

# CTE Submission FAQs

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While the CTE Submission Student Data Handbook outlines the same information, this list of frequently asked questions provides explicit clarification to some common misconceptions related to the CTE Submission.

**1. Question: If a student is enrolled in multiple CTE programs of study, which CIP code should be used?**

Answer: Generally, the CIP code for the program of study in which the student has completed the most courses is what should be reported. If the student completed the same number of courses in each program of study, the district must choose one of the CIP codes at their discretion.

**2. Question: If my district offers CTE programs of study, which students should I report?**

Answer: Students reported in the CTE Submission should be those enrolled in CTE courses approved as part of the CTE program of study, listed in Section 3 of the CTE DMS application.

Courses that every student in the district must take, such as Introduction to Careers, Computer Literacy, and Financial Literacy are not approved to be included in the course sequence of an approved CTE program of study. Therefore, students enrolled in these courses must not be reported in the CTE submission.

**3. Question: Does an adult student attending a postsecondary program at a County Vocational School district need to be reported to the CTE Submission?**

Answer: All adult students attending a postsecondary program at a County Vocational School district must be reported in the VEDS data collection. Adult students appearing in the SID Management should be reported to the CTE Submission as well.

**4. Question: Should students be included in the CTE Submission if they have completed an approved CTE program of study but have graduated early?**

Answer: Yes, any student who has completed at least one course in an approved CTE program of study during the reporting year and has graduated early should be included in the CTE Submission.

**5. Question: Who reports a student to the CTE Submission if they are shared-time between a resident district and a vocational school?**

Answer: In the case of shared-time students, the vocational school is responsible for reporting the students who are enrolled in the shared-time program. To allow the vocational school to report the student, the resident district should ensure that shared-time students are reported to SID Management per #6 of the [NJ SMART Reporting Responsibilities](#) document.

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- 6. Question: If 8<sup>th</sup> grade students attend a career and technical program, are they reported to the CTE Submission?**

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

- 7. Question: Are the data elements for the CTE Submission the same as the data elements collected for the VEDS?**

Answer: The data elements for VEDS postsecondary and NJSMART CTE submission at the secondary level are different formats. Refer to the [CTE Submission Student Data Handbook](#) for data validation requirements. The VEDS data collections for the adult CTE programs at the county vocational schools and for county colleges have different data elements. If your district submits VEDS, refer to the VEDS Data Dictionary you received.

- 8. Question: If a student takes more than one course in the same school year related to the reported CIP Code, which of the course Subject Areas and Course Identifiers should be reported to the CTE Submission?**

Answer: The Subject Area and Course Identifier for the higher-level course should be reported in this scenario.

- 9. Question: For vocational schools, how should CTE Program Status be reported?**

Answer: Students should be reported with a “PART” Program Status if they completed **not less than one course in a career and technical education program of study of an eligible recipient**. Students should be reported with a “CONC” Program Status if they **were served by an eligible recipient who has completed at least two courses in a single career and technical education program of study**. Students should be reported with a “COMP” Program Status if they completed all courses in the approved course sequence.

- 10. Question: Where can I find more information about my district’s historical CTE data?**

Answer: You can run the Perkins Performance Report within the Reporting tab under CTE Reports of NJ SMART. For guidance on reviewing the report, please see the [Perkins Performance Report Click-by-Click](#).