

CTE Submission FAQs

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

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

Answer: 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.

2. Question: If my district offers CTE Programs, what students should I report?

Answer: Students reported in the CTE Submission should be those students enrolled in CTE courses which were approved as part of approval of the CTE program, as listed in the **Course Sequence Chart** found in the CTE Program Approval Application.

Courses that every student in the district must take, such as Introduction to Careers, Computer Literacy, 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 in the CTE submission.**

3. Question: Does an adult student attending a Vocational School need to be reported to the CTE Submission?

Answer: All adult students attending a vocational school must be reported in the VEDS data collection. If the adult student appears in your SID Management, you should report them to the CTE Submission as well.

4. Question: How is the number of credits earned determined for Number of CTE College Credits?

Answer: The number of credits refers to the number of postsecondary credits attained in the relevant CTE Program or Program of Study earned through a dual or concurrent enrollment program or articulation agreement, by the student. The "CTECollegeCreditsEarned" data element must have a value of 1 or 2 in order to report data into the field "NumberOfCTECollegeCredits".

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

Answer: 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. They would have to appear as active in your SID Management to be reported in the CTE Submission. Any other inactive students should not be reported.

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- 6. 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.

- 7. Question: If an 8th grade student attends 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.

- 8. 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.

- 9. 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 higher level course's Subject Area and Course Identifier should be reported in this scenario.

- 10. Question: For Vocational Schools, how should CTE Program Status be reported?**

Answer: A student at a County Vocational school who completed one course in a sequence of two courses should be reported as "CONC" for Concentrator.

- 11. Question: Why were the attendance data elements removed from the 2020-2021 CTE Submission?**

Answer: As attendance is calculated from the Accountable perspective, it was determined that it was not necessary to collect this information in the CTE Submission for shared-time vocational school students.