

CTE Submission User Resource Guide

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NJ SMART Timeline – March 2025

DATE	EVENT
Monday, March 3, 2025	Deadline: SID Management Seal of Biliteracy Collection

March Action Items

Task	Recommended Completion Date	Status
Watch CTE eLearning video	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Download and review the CTE Submission Handbook	March 14, 2025	<input type="checkbox"/> Completed
Download the CIP Code and Industry Skilled Valued Credential Lists	March 14, 2025	<input type="checkbox"/> Completed
Update Student Information System with CIP and IVC codes	March 21, 2025	<input type="checkbox"/> Completed

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NJ SMART Timeline – April 2025

DATE	EVENT
Tuesday, April 8, 2025	Open: Practice CTE and Course Roster Submissions

April Action Items

Task	Recommended Completion Date	Status
Attend a CTE Webinar	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Download and review the NJ SMART CTE Submission Data Handbook	April 1, 2025	<input type="checkbox"/> Completed
Compile CTE data within your local data system and/or onto the NJ SMART CTE Submission template	April 8, 2025	<input type="checkbox"/> Completed
Upload file for CTE Submission Practice Period	April 17, 2025	<input type="checkbox"/> Completed
Resolve records in error. Students must appear as active and free of Error, Unresolved, Sync, or Conflict in SID Management before uploading to CTE Submission	April 25, 2025	<input type="checkbox"/> Completed
Contact sending districts to resolve State Identification Number Combination errors for students who are not in your SID Management	April 25, 2025	<input type="checkbox"/> Completed

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NJ SMART Timeline – May 2025

DATE	EVENT
N/A	No Portal Events for this month

May Action Items

Task	Recommended Completion Date	Status
Attend a CTE Webinar if additional training is needed	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Resolve records in error. Students must appear as active and free of Error, Unresolved, Sync, or Conflict in SID Management before uploading to CTE Submission	May 23, 2025	<input type="checkbox"/> Completed
Contact sending districts to resolve State Identification Number Combination errors for students who are not in your SID Management	May 23, 2025	<input type="checkbox"/> Completed

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NJ SMART Timeline – June 2025

DATE	EVENT
Tuesday, June 3, 2025	Close: Practice State Assessment Registration Submission
Friday, June 27, 2025	Close: Practice CTE and Course Roster Submissions
Monday, June 30, 2025	Snapshot: SID and SMID Management

**Data captured by the SID Snapshot will be used to validate the data submitted to the CTE Submission*

June Action Items

Task	Recommended Completion Date	Status
Attend a CTE Webinar if additional training is needed	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Resolve records in error. Students must appear as active and free of Error, Unresolved, Sync, or Conflict in SID Management before uploading to CTE Submission	June 13, 2025	<input type="checkbox"/> Completed
Continue working with districts to resolve State Identification Number Combination errors	June 13, 2025	<input type="checkbox"/> Completed
Export and save updated practice data to computer prior to the deletion of the practice data. <i>All practice data will be deleted after the June 27, 2025 5:00 PM deadline</i>	June 25, 2025	<input type="checkbox"/> Completed

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NJ SMART Timeline – July 2025

DATE	EVENT
Wednesday, July 2, 2025	Open: Official CTE and Course Roster Submissions

July Action Items

Task	Recommended Completion Date	Status
Attend a CTE Webinar if additional training is needed	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Upload the official full file to the CTE Submission	July 7, 2025	<input type="checkbox"/> Completed
Resolve any records in error. Students must appear as active and free of Error, Unresolved, Sync, or Conflict in SID Management before uploading to CTE Submission	July 25, 2025	<input type="checkbox"/> Completed
Certify and release Official CTE Submission if complete	July 31, 2025	<input type="checkbox"/> Completed

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NJ SMART Timeline – August 2025

DATE	EVENT
Friday, August 1, 2025	Deadline: Official CTE and Course Roster Submissions
Friday, August 1, 2025	Close: LDM Special Education Submission

August Action Items

Task	Recommended Completion Date	Status
Certify and release CTE Submission by August 1, 2025 5:00PM deadline	August 1, 2025	<input type="checkbox"/> Completed