

# CTE Submission User Resource Guide

## CTE Submission User Resource Guide

### NJ SMART Timeline – April 2022

DATE	EVENT
Monday, April 11, 2022	Open: Practice CTE and Course Roster Submissions

### April Action Items

Task	Recommended Completion Date	Status
Attend a CTE Webinar	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed
Download and review the NJ SMART CTE Submission Data Handbook	April 4, 2022	<input type="checkbox"/> Completed
Upload file for CTE Submission Practice Period	April 22, 2022	<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 27, 2022	<input type="checkbox"/> Completed
Contact sending districts to resolve State Identification Combination errors for students who are not in your SID Management	April 27, 2022	<input type="checkbox"/> Completed

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## NJ SMART Timeline – May 2022

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 <a href="#">eLearning Videos &amp; Webinars</a> 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 28, 2022	<input type="checkbox"/> Completed
Contact sending districts to resolve State Identification Combination errors for students who are not in your SID Management	May 28, 2022	<input type="checkbox"/> Completed

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## NJ SMART Timeline – June 2022

DATE	EVENT
Monday, June 6, 2022	Close: Practice State Assessment Registration Submission
Thursday, June 30, 2022	Close: Practice CTE and Course Roster Submissions

## June Action Items

Task	Recommended Completion Date	Status
Attend a CTE Webinar if more training is required.	See the <a href="#">eLearning Videos &amp; Webinars</a> 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 15, 2022	<input type="checkbox"/> Completed
Continue working with districts to resolve State Identification Combination errors	June 15, 2022	<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 30, 2022 5:00 PM deadline</i>	June 24, 2022	<input type="checkbox"/> Completed

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## NJ SMART Timeline – July 2022

DATE	EVENT
Wednesday, July 6, 2022	Open: Official CTE and Course Roster Submissions

## July Action Items

Task	Recommended Completion Date	Status
Upload the official full file to the CTE Submission	July 8, 2022	<input type="checkbox"/> Completed
Attend a CTE Webinar if more training is required	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<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 27, 2022	<input type="checkbox"/> Completed
Certify and release Official CTE Submission	July 27, 2022	<input type="checkbox"/> Completed

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## NJ SMART Timeline – August 2022

DATE	EVENT
Wednesday, August 3, 2022	Snapshot: SID and SMID Management
Wednesday, August 3, 2022	Deadline: Official CTE and Course Roster Submissions
Wednesday, August 3, 2022	Close: LDM Special Education Submission

## August Action Items

Task	Recommended Completion Date	Status
Certify and release CTE Submission by August 3, 2022 5:00PM deadline	August 3, 2022	<input type="checkbox"/> Completed