



CTE Program Services and Technical Assessments

BOCES CTE

- 1) District Data Administrators will receive an e-mail permission form for loading BOCES CTE Program Services and Technical Assessments into SchoolTool or SIS.
(Note: This is only available to districts subscribing to CNYRIC Student Services.)
- 2) Will need to have at least 10 records for this option. Districts with fewer than 10 records will hand enter the BOCES CTE Program Services and Technical Assessments into their SMS.
- 3) If hand entering, districts will receive a spreadsheet with BOCES CTE data for review prior to input.
- 4) After receipt of permission to load BOCES CTE Program Services and Technical Assessments into the Student Management System, RIC programming will load the records into the district SMS. District Data Administrators will be notified when this process is complete.
- 5) Districts will run a CTE Program Service extract and import into Level 0. Then, lock and load for Level 2. (Enrollee, Participant, Concentrator – Completer)
- 6) Districts will run a CTE Assessment extract specifically selecting the specific CTE assessment (if eligible for CTE 4 + 1) or the general “Technical Skills Assessment.”
- 7) Districts will review the Cognos Level 2 SIRS-306 Career and Technical Education Report



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Local CTE

1) Confirm CTE Courses

- Course Type

Agriculture:	CIP code 010599
Business and Marketing:	CIP code 529999
Family and Consumer Sci:	CIP code 199999
Health Occupations:	CIP code 519999
Technology Education:	CIP code 151599
Trade and Technical, Other:	CIP code 489999

State Ed approved CTE programs for your district as applicable. See listing in link.

<http://www.p12.nysed.gov/cte/ctepolicy/approved.html>

- Taught by a CTE teacher

- 2) During the Local CTE workshop, district participants will run a SchoolTool custom extract with CTE courses and student class enrollment or they will run a SIS report of CTE courses with student class enrollment.
- 3) Import the extract into the Local CTE Excel app and run the CTE app.
- 4) With a signed permission form, the CNYRIC programming department will load the CTE Program Service records into SchoolTool or SIS for districts that subscribe to Student Services support. District Data Administrators will be notified when this process is complete.
- 5) Run a CTE Program Service extract and import into Level 0. Then, lock and load for Level 2. (Enrollee, Participant, Concentrator – Completer)
- 6) Review the Cognos Level 2 SIRS-306 Career and Technical Education Report

Local CTE Reporting Workshops

Please use one of the links below to sign up for a Local CTE Reporting Workshop.

Facilitators: Pam Culbertson (pculbertson@cnyric.org), Chris Pierce (cpierce@cnyric.org)

Monday, July 17, 2017 (9:00 AM – 12:00 PM) – TST, Seneca Smart Room

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?D=15882&I=2467618>

Wednesday, July 19, 2017 (9:00 AM – 12:00 PM) – CNYRIC 8, Oneida Room

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?D=15882&I=2467390>