

# Local CTE Reporting Workshop

**For Data Managers and others who are involved in preparing Local Career and Technical Education data for submission to NYSED.**

The process for reporting participation in Local CTE programs to the state is complex and time-consuming.

During this work session, we will simplify the process with an Excel app developed by Data Warehouse personnel. The app assembles student participation in CTE courses over four years and accurately classifies each student's level of program participation.

The app also generates the Program Service records to be reported to the state.

*This workshop is free to CNYRIC component districts.*

## Work Session Goals

- Understand the CTE reporting requirements and the flow of CTE data through the Data Warehouse
- Determine your district's optimal method for submitting CTE records
- Submit accurate and complete program service records to NYSED for Local CTE
- Apply knowledge to effectively complete CTE reporting

**Participants must register through [My Learning Plan.com](https://mylearningplan.com)**

**Click here to register**

**DATE:**

**Tuesday,  
July 16**

**TIME:**

**9 a.m. - 12 p.m.**

**LOCATION:**

**CNYRIC 7, Superior Room  
6075 E. Molloy Rd., Syracuse**

**FOR ADDITIONAL  
INFORMATION:**

**Please contact Pam Culbertson  
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