

## Career and Technical Education (CTE) Domain

Only LEAs with Pennsylvania Department of Education-approved reimbursable secondary CTE programs or registered adult affidavit programs offered by their schools during the reporting year are required to submit the following templates in the CTE Domain, as appropriate:

- CTE Student Fact
  - Submit only if LEA had reportable enrollees in approved reimbursable secondary CTE programs and/or registered adult affidavit programs.
- CTE Student Industry Credential
  - Submit only if CTE (secondary and/or adult affidavit) program enrollees earned reportable industry certifications.

Do not report any students enrolled in General Family Consumer Science programs, Career Exploration/Awareness Skills programs, **or any adults enrolled in secondary program classes (adult intergenerational programs)** within these templates. See CTE Student Fact Template Description for further guidance concerning what students to report as CTE students.

### REPORTING SECONDARY CTE STUDENTS

If a school has PDE-reimbursable CTE program approvals in place for the reporting year but does not have any CTE student enrollments to report within **all** of an LEA's approved reimbursable CTE programs, notify the Division of Data Quality at [ra-catsdata@pa.gov](mailto:ra-catsdata@pa.gov).

In addition to these CTE templates, all required data elements within the June 30 Student Snapshot template and School Enrollment template must also be submitted for secondary CTE students for an LEA. Be aware that there are Student Snapshot template data elements that are conditionally required specifically for secondary CTE students. Those elements include the address fields (Fields 16 – 20) along with the "STUDENT IS A SINGLE PARENT" field (Field 120) and DISPLACED HOMEMAKER field (Field 166). Note the following grade levels (Field 10, CURRENT GRADE LEVEL, within Student Snapshot Data elements) are considered valid for secondary CTE students:

- 009 – Grade 9
- 010 – Grade 10
- 011 – Grade 11
- 012 – Grade 12

Refer to the Student Domain and Enrollment Domain sections of the user manual for additional information on each Student Snapshot and School Enrollment template data element. The PIMS Summer Submission (June 30) Student Snapshot template and School Enrollment template data must be submitted and processed to support the CTE Domain template student data.

## REPORTING ADULT AFFIDAVIT CTE STUDENTS

If a school has PDE-registered adult affidavit CTE programs in place for the reporting year but does not have any adult affidavit CTE student enrollments to report within **all** of an LEA's adult affidavit CTE programs, notify the Division of Data Quality at [ra-catsdata@pa.gov](mailto:ra-catsdata@pa.gov).

In addition to these CTE templates, specific data elements within the June 30 Student Snapshot template must be accurately populated to accommodate state adult CTE accountability statistics. **Reporting adult affidavit students in the School Enrollment template is not required.** Be aware that there are Student Snapshot template data elements that are conditionally required specifically for adult affidavit CTE students. Those elements include the address fields (Fields 16 – 20) along with the STUDENT IS A SINGLE PARENT field (Field 120) and DISPLACED HOMEMAKER field (Field 166). Use the following grade level (Field 10 within Student Snapshot Data elements) to report CTE adult affidavit program students:

AAP – Adult Affidavit Program Student.

Refer to the Student Domain section of the user manual for additional information on Student Snapshot template data elements. The PIMS Summer Submission (June 30) Student Snapshot template must be submitted and processed to support the CTE Domain template adult affidavit student data.

**NOTE:** Submit June 30 CTE Student Snapshot data **only** if LEA had reportable enrollees in PDE-approved reimbursable secondary CTE programs and/or registered adult affidavit programs. The June 30 CTE Student Snapshot must, at a minimum, include a comprehensive list of students enrolled (at any point during the reporting year) in PDE-approved, reimbursable secondary CTE programs and/or registered adult affidavit programs held (owned) and operated by the LEA.

## CTE Student Fact Template

(28 Fields, 25 Collected)

Target Table: CTE\_STUDENT\_FACT

### Template Description

This template defines the CTE Student Fact table. This table contains the primary details of each CTE student's enrollment within a Pennsylvania Department of Education-approved school-level CTE program and/or registered adult affidavit CTE operated by each LEA.

This template serves to accommodate Pennsylvania Department of Education (PDE) data collection requirements for federal (The Carl D. Perkins Career and Technical Education Act of 2006) accountability requirements, and PDE's need to account for students that enroll in or complete approved reimbursable secondary CTE programs and/or registered adult affidavit programs.

### REPORTING SECONDARY CTE STUDENTS

Report all secondary students within this template who: (1) were enrolled in the technical component of a PDE-approved reimbursable secondary CTE program during the reporting year, AND; (2) had completed and signed "Annual Educational and Occupational Objectives for Students Enrolled in a PDE Approved CTE Program" form (PDE-408) or a similar locally developed form directly related to the student's enrollment in the CTE program reported within Field 6 (CIP Code) of this template. The student's completed and signed PDE-408 form (or similar form) must be on file with the LEA that holds (owns) the approved CTE program in which the student is reported as enrolled.

**NOTE:** Do not report secondary students within the CTE Student Fact Template who either:

- (1) lack appropriate signed educational and occupational objectives (PDE-408 form or similar form),
- (2) are taking one career and technical education course without intending to pursue the approved program of study as indicated by an appropriate complete educational and occupational objective form (PDE-408 or similar form),
- (3) are enrolled in General Family Consumer Science (CIP 19.0101), or
- (4) are taking a career and technical education course in order to explore careers.

**IMPORTANT:** LEAs with students enrolled in 2015-2016 PDE approved reimbursable secondary CTE programs held (owned) and operated by the LEA need to submit this template. **A secondary CTE student may only be reported once at the CIP-LOCATION CODE (SCHOOL)-LEVEL within this template. A secondary student may be reported more than once within this template only if the student was enrolled in approved CTE programs within more than one school (CIP-LOCATION CODE) within an LEA during the reporting year.**

## REPORTING ADULT AFFIDAVIT STUDENTS

Report all students enrolled in registered adult (only) affidavit CTE programs that meet state program standards/requirements and were submitted and registered as operational in the Career and Technical Education Information System (CATS) for this reporting year. **Do not report adult students enrolled in secondary programs (adult intergenerational programs).** Adult affidavit programs are **adult only** programs. CATS registered adult affidavit programs **do not include:**

- Enrichment/hobby-type programs for personal benefit that are not job related and that do not contribute to a person's occupational objective.
- Programs in Adult Basic Education (ABE), Standard Evening High School (SEHS) or General Education Development (GED) unless the program also meets Career and Technical Education requirements.
- State-funded Customized Job Training Programs (CJT).
- Programs funded 100% with federal monies (e.g. Workforce Investment Act).
- 100% employer-funded programs.
- Any program not open to the public.

CATS registered adult affidavit programs should include the following program types:

- Registered Apprenticeship: a program for adults enrolled in a registered apprenticeship program involving on-the-job training.
- Emergency Service: a program for adults in voluntary public emergency service (e.g. Emergency Medical Technology and Firefighting).
- Other Occupational: a program for adults enrolled in a career and technical program for new occupational preparation or to upgrade their skills.

Questions related to the CTE adult affidavit registration process should be directed to the Bureau of Career and Technical Education at (717) 783-6996.

**IMPORTANT:** LEAs with students enrolled in 2015-2016 PDE registered adult (only) affidavit programs held (owned) and operated by the LEA need to submit this template. **An adult affidavit CTE student may be reported more than once within this template to document each registered adult affidavit program the student was actively enrolled in during the reporting year.**

**Grain:** One record per LEA / School Year / Student ID / CIP Location Code / CIP Code / Delivery Method Code / Reporting Date / Reporting Date Period Level.

Please note that only the **fields highlighted** will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

**IMPORTANT TECHNICAL NOTE:** This template is designed to accommodate both secondary and AAP CTE students. LEAs need to develop data extracts to accommodate the 28-field layout of this template for BOTH secondary **AND** AAP student records.

**PIMS CTE Student Fact Template Specifications**

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789  All LEA and school codes can be found on the <a href="http://www.edna.ed.state.pa.us/">EdNA website</a> (www.edna.ed.state.pa.us/)
2	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; June 30 at the end of the standard school year is used to designate a school year. Thus, the 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
3	10	STUDENT ID	R	K, M	The unique, 10-digit PAsecureID assigned to the student.	The 10-digit PAsecureID must be reported for the same student within the June 30 Student Snapshot and Student templates.	Example: 100000009
4	4	CIP LOCATION CODE	R	K, M	The unique, PDE-defined, 4-digit school code assigned to the school that owns the CTE program approval or registered adult affidavit program reported for this student in Field 6 (CIP CODE) of this template.		Example: 1234  All LEA and school codes can be found on the <a href="http://www.edna.ed.state.pa.us/">EdNA website</a> (www.edna.ed.state.pa.us/)
5	4	STUDENT LOCATION CODE	R	U, M	This is a mandatory field within the eScholar templates. Therefore, it will be necessary for all LEAs to enter the same value populated in Field 4 (CIP CODE).		Example: 1234  All LEA and school codes can be found on the <a href="http://www.edna.ed.state.pa.us/">EdNA website</a> (www.edna.ed.state.pa.us/)

**PIMS CTE Student Fact Template Specifications**

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
6	12	CIP CODE	R	K, M	The 6-digit Classification of Instructional Program (CIP) code that identifies the approved reimbursable secondary CTE program or adult affidavit program (owned and operated by a specific LEA school) serving this student.	<p><b>Secondary Students:</b> Report secondary students in only one CIP per CIP-location code (school) for a reporting year. If the student was enrolled in multiple CTE programs at a school during the reporting year, report the CIP the student was enrolled in last.</p> <p><b>EXCEPTION:</b> If a secondary student completed a program before the end of the school year, report the CIP that the student completed.</p> <p><b>Adult Affidavit Program (AAP) Students:</b> Report AAP student CIP code(s) in distinct CTE Student Fact Template entries <u>for each AAP CIP in which the student was actively enrolled during the reporting year within a school.</u></p>	<p>Example: 015999</p> <ul style="list-style-type: none"> <li>• Include leading zeros.</li> <li>• Do not include any decimal point.</li> </ul> <p>Refer to the <a href="http://www.catsv2.ed.state.pa.us/Screens/Login/wfPublicHome.aspx">CATS Approval System (www.catsv2.ed.state.pa.us/Screens/Login/wfPublicHome.aspx)</a> to view a school's approved secondary programs and their associated CIP codes and Delivery Method (Plan of Delivery) approvals for the appropriate reporting year:</p> <p>Refer to the Career and Technical Education folder within the PIMS Documents website to view a list of both approved secondary programs and any registered adult affidavit programs for your school.</p>
7	12	DELIVERY METHOD CODE (Continued on the next page)	R	K, M	<p>Code identifies "occupational," "tech prep" or "program of study" program delivery for secondary CTE. Code also specifically identifies a registered adult affidavit program.</p> <p><b>OCCUPATIONAL</b> – A plan delivering rigorous workforce preparedness through knowledge, skills, and attributes required for a specific or cluster occupation through completion of a CTE program.</p> <p><b>TECH PREP</b> – A plan consisting of at least two years of secondary education. Includes rigorous academic and technical components, and leads to admission into a postsecondary certificate, associate degree, or registered</p>	<p>Report the PDE-approved Delivery Method (Plan of Delivery) Code (50, 60 or 70) associated with the appropriate CIP code of the approved reimbursable secondary program (owned and operated by your LEA) serving this student and reported in Field 6 (CIP CODE) of this template. Use code 80 to identify all Adult Affidavit program CIPs reported in Field 6.</p> <p><b>NOTE:</b> The code 80 identifier does not include or relate to "adult intergenerational programs."</p>	<p>Valid Values:</p> <ul style="list-style-type: none"> <li>• 50 – Occupational</li> <li>• 60 – Tech Prep</li> <li>• 70 – Program of Study</li> <li>• 80 – Adult Affidavit Program</li> </ul> <p>Refer to the <a href="http://www.catsv2.ed.state.pa.us/Screens/Login/wfPublicHome.aspx">CATS Approval System (www.catsv2.ed.state.pa.us/Screens/Login/wfPublicHome.aspx)</a> to view a school's approved secondary programs and their associated CIP codes and Delivery Method (Plan of Delivery) approvals for the appropriate reporting year:</p>

**PIMS CTE Student Fact Template Specifications**

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
					<p>apprenticeship program.</p> <p><u>PROGRAM OF STUDY</u> – A plan incorporating secondary and postsecondary education elements. Includes coherent and rigorous content aligned with challenging academic standards and relevant career and technical content in a coordinated, non-duplicative progression of courses that align secondary education with postsecondary education to adequately prepare students to succeed in postsecondary education; may include the opportunity for secondary education students to participate in dual or concurrent enrollment programs or other ways to acquire postsecondary education credits that lead to an industry-recognized credential or certificate at the postsecondary level or an associate or baccalaureate degree. All programs of study operate with the agreement conditions specified in the Perkins Statewide Articulation Agreement.</p> <p><u>ADULT AFFIDAVIT PROGRAM</u> – Adult only programs formally registered with PDE’s Career and Technical Education Information System (CATS) for this reporting year.</p>		Refer to the Career and Technical Education folder within the PIMS Documents website to view a list of both approved secondary programs and any registered adult affidavit programs for your school.
8	10	REPORTING DATE	R	K, M	One of the standard reporting dates defined by PDE.	All dates must be entered in ISO format: YYYY-MM-DD.	For the 2015-2016 school year, enter a reporting date of 2016-06-30.
9	10	REPORTING DATE PERIOD LEVEL	R	K, M	<p>All LEAs should provide a value of Year to indicate a student was involved in a CTE program during the reporting school year.</p> <p>See Valid Value.</p>	All LEAs should provide value of Year to indicate a student involved in a CTE program during the reporting school year.	Valid value for 2015-2016 is Year.

**PIMS CTE Student Fact Template Specifications**

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
10	12	CTE STATUS TYPE CODE	R	U, M	<p>A 2-digit code reflecting the most appropriate CTE student status after student received all related technical instruction for the reporting year within the specific program (CIP code) reported in Field 6 (CIP CODE) of this template.</p> <p>See Sample / Valid Values.</p>	<p><b>FOR SECONDARY STUDENTS:</b> Terminology of "COMPLETED" or "DID NOT COMPLETE CTE PROGRAM" directly relate to whether a student:</p> <ul style="list-style-type: none"> <li>completed all secondary-level competencies necessary to achieve his/her career objective (or met appropriate related IEP objectives), and</li> <li>completed a PDE-approved occupational end-of-program assessment for the student's reported program CIP (or completed a program that has an assessment waiver).</li> </ul> <p>Refer to the NOCTI-CIP crosswalk document within the Career and Technical Education folder within the PIMS Documents web page for guidance on which CTE programs have approved end-of-program assessments and those that have assessment waivers.</p>	<p>Sample / Valid Values:</p> <ul style="list-style-type: none"> <li>10 – Continued or will continue CTE at this school.</li> <li>22 – Transferred or will transfer to a different school.</li> </ul> <p>Refer to Appendix P of Volume 2 of the PIMS User Manual for a complete list of valid values.</p> <p><b>NOTE:</b> AAP students have a distinct status code set within Appendix P of Volume 2 of the PIMS User Manual.</p>
11	12	CTE PROGRAM COMPLETION PLAN CODE	R	U, M	<p>This is a mandatory field within the eScholar templates. Therefore, it will be necessary for all LEAs to enter a value of N/A in this field.</p>		Valid Value: N/A

**PIMS CTE Student Fact Template Specifications**

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
12	1	REGISTERED APPRENTICE INDICATOR	0	U, D	<p>The CTE program-related (Field 6, CIP CODE) learning component experience for in-school youth, ages 16 and older (11<sup>th</sup> and 12<sup>th</sup> grades), designed to link employers in need of an educated workforce with local education agencies seeking to provide quality work-based education. Must include an apprenticeship sponsor registered with the US Department of Labor.</p> <p>Learning experience includes a prescribed program of academic and technical preparation, achievement of a high school diploma, a skills certificate, and direct access into postsecondary education or registered apprenticeship training by way of an articulation agreement.</p> <p>See Valid Values.</p>	<p>Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).</p>	<p>Valid Values:</p> <ul style="list-style-type: none"> <li>Y – Student did actively participate in this learning component during reporting year.</li> <li>N – Student did not actively participate in this learning component during reporting year.</li> </ul>
13	1	INTERNSHIP INDICATOR	0	U, D	<p>The CTE program-related (Field 6, CIP CODE) learning component that provides planned, supervised experiential learning with rotation periods of work observation and work exploration in a variety of employment situations ordinarily for short periods of time. Students are usually not paid for their experience; however, they do receive school credit. These experiences are primarily intended to develop career awareness rather than occupational competence.</p> <p>See Valid Values.</p>	<p>Indicate by Y (Yes) or N (No) whether or not this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).</p> <p><b>LEAs may code all adult affidavit students N.</b></p>	<p>Valid Values:</p> <ul style="list-style-type: none"> <li>Y – Student did actively participate in this learning component during reporting year.</li> <li>N – Student did not actively participate in this learning component during reporting year.</li> </ul>

**PIMS CTE Student Fact Template Specifications**

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
14	1	COOPERATIVE WORK INDICATOR	O	U, D	<p>The CTE program-related (Field 6, CIP CODE) learning component providing on-the-job experience in a career and technical education program. Through written arrangement between the school and employer, the student received instruction, including required academic courses and related career and technical instruction, by alternation of study in school with a job related to the career and technical education instruction.</p> <p>See Valid Values.</p>	<p>Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).</p> <p><b>LEAs may code all adult affidavit students N."</b></p>	<p>Valid Values:</p> <ul style="list-style-type: none"> <li>• Y – Student did actively participate in this learning component during reporting year.</li> <li>• N – Student did not actively participate in this learning component during reporting year.</li> </ul>
15	1	JOB EXPLORATION INDICATOR	O	U, D	<p>CTE program-related (Field 6, CIP CODE) learning component providing off-campus, credit-bearing exploratory learning activities occurring in the community with the specific intent to provide realistic career exploration experiences for students.</p> <p>See Valid Values.</p>	<p>Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).</p> <p><b>LEAs may code all adult affidavit students N.</b></p>	<p>Valid Values:</p> <ul style="list-style-type: none"> <li>• Y – Student did actively participate in this learning component during reporting year.</li> <li>• N – Student did not actively participate in this learning component during reporting year.</li> </ul>

**PIMS CTE Student Fact Template Specifications**

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
16	1	AGRICULTURE EXPERIENCE INDICATOR	0	U, D	<p>The CTE program-related (Field 6, CIP CODE) learning component providing an educational experience, and which operates as an integral part of a career and technical education agriculture program. These experiences take place at any time during the calendar year and require the students to record, summarize, and use supervised agriculture experience record books.</p> <p>Most experiences are supervised by the agriculture teachers.</p> <p>Students may have paid or unpaid experiences.</p> <p>See Valid Values.</p>	<p>Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).</p> <p><b>LEAs may code all adult affidavit students N.</b></p>	<p>Valid Values:</p> <ul style="list-style-type: none"> <li>Y – Student did actively participate in this learning component during reporting year.</li> <li>N – Student did not actively participate in this learning component during reporting year.</li> </ul>
17	1	SCHOOL-SPONSORED ENTERPRISE INDICATOR	0	U, D	<p>The CTE program-related (Field 6, CIP CODE) learning component for small businesses created and operated by students where the school implements a real, economically viable business venture. These typically are non-profit activities and can include activities such as house refurbishing and the repair of parks.</p> <p>See Valid Values.</p>	<p>Indicate by "Yes" (Y) or "No" (N) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).</p> <p><b>LEAs may code all adult affidavit students N.</b></p>	<p>Valid Values:</p> <ul style="list-style-type: none"> <li>Y – Student did actively participate in this learning component during reporting year.</li> <li>N – Student did not actively participate in this learning component during reporting year.</li> </ul>

**PIMS CTE Student Fact Template Specifications**

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
18	7, 2	NUMBER OF PROGRAM HOURS COMPLETED	R	U	<p><b><u>SECONDARY STUDENTS:</u></b> The cumulative total secondary CTE program <u>technical component</u> instructional hours the student successfully completed for the student's reported CIP (Field 6 – CIP CODE) over the span of the student's secondary education (not just this reporting year) within that CIP. LEAs should use periodic (e.g., quarterly) grades, not year-end cumulative grades to tally successful hours.</p> <p><b><u>ADULT AFFIDAVIT STUDENTS:</u></b> The cumulative total adult affidavit CTE program technical instructional hours the student successfully completed for the student's reported CIP (Field 6) over the span of the student's adult education (not just this reporting year). Report the hours to the nearest hundredth of an hour.</p>	<p><b><u>SECONDARY STUDENTS:</u></b> Report 0.00 for students that received a failing grade for all technical instructional hours received within the reported program CIP.</p> <p><b><u>ADULT AFFIDAVIT STUDENTS:</u></b> For <u>graded adult affidavit programs</u> report cumulative, successfully completed technical program hours for which the student received a passing grade. Report 0.00 for adult affidavit students that received a failing grade for all technical program instructional hours received within the reported program CIP. For <u>ungraded adult affidavit programs</u> (including Young Farmers programs) report successfully completed program hours based on the student's active program participation and attendance.</p> <p>Truncate to the nearest hundredth of an hour.</p>	Example: 9999.99

**PIMS CTE Student Fact Template Specifications**

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
19	6, 2	PERCENTAGE OF PROGRAM COMPLETE <i>(continued on next page)</i>	R	U	<p><b>SECONDARY STUDENTS:</b> The cumulative percent of the (normally scheduled) total CTE program technical component hours the student successfully completed (passed) for the student's reported program CIP CODE (Field 6).</p> <p><b>Secondary Example:</b> If student's reported secondary program normally operates over the span of three years, the percent reported would be a percent of the total program technical hours normally offered over three years.</p> <p>Refer to the technical component documented in the program's scope and sequence. The total program technical hours normally offered <b>over one year</b>.</p> <p><i>(see following page for continuation of definitions)</i></p>	<p>Percent equals cumulative total program instructional hours successfully completed (Field 18) divided by total technical hours for the entire secondary program or total program hours for the entire Adult Affidavit CIP reported in Field 6, multiplied by 100. If a student failed all instructional hours for reporting year AND prior years in the reported program, report 0.00.</p> <p><b>Adult Affidavit student reporting:</b> Report appropriate percentage based on total program technical hours normally offered by the entire program (Field 6). A reminder: for ungraded Adult Affidavit programs, base percentage on student participation hours (versus technical instructional hours passed) divided by total hours offered by entire program.</p> <p><b>EXCEPTION:</b> Report 1.00 for all adult affidavit students reported in Young Farmers programs (CIP 01.0301).</p>	<p>Valid range of values is 0.00 to 100.00</p> <p><b>NOTE:</b> Truncate to nearest hundredth of a percent.</p>

**PIMS CTE Student Fact Template Specifications**

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
19	6, 2	PERCENTAGE OF PROGRAM COMPLETED <i>(continued from previous page)</i>	R	U	<p><b>ADULT AFFIDAVIT STUDENTS:</b> The cumulative percent of the (normally scheduled) total CTE program technical hours the student successfully completed (passed) for the student's reported program CIP (Field 6).</p> <p><b>Adult Affidavit Example 1:</b> If adult affidavit program normally operates over the span of 1 year, the percent reported is a percent of the total program technical hours normally offered over 1 year.</p> <p><b>Adult Affidavit Example 2:</b> If adult affidavit program normally operates over a 6-week period, the percent reported is a percent of total program technical hours normally offered over the 6-week period.</p> <p><b>NOTE:</b> This is a percentage of the total technical hours offered by a CTE program's entire normal operational schedule. <b>EXAMPLE:</b> If program normally operates over the span of three years, the percent reported would be a percent of the total program technical hours normally offered over three years.</p>		

**PIMS CTE Student Fact Template Specifications**

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
20	6, 2	CUMULATIVE POSTSECONDARY CREDITS EARNED	R	U	Report total postsecondary credits earned as a secondary student. Report the credits to the hundredth of a credit.	<p>Report only earned credits awarded and documented on an official postsecondary institution transcript. An example would be credits earned through an LEA College/High School Credit (Dual Enrollment) program where the LEA partners with eligible postsecondary institution(s) to offer high school students the chance to earn both secondary and postsecondary credit via enrollment in postsecondary coursework.</p> <p>Report appropriate postsecondary credits earned for either technical and/or academic postsecondary coursework. Round to the nearest hundredth of a credit.</p> <p><b>LEAs may code all adult affidavit students 0.00.</b></p>	Example: 99.99
21	Not collected						
22	1	WORK-BASED EXPERIENCE INDICATOR	O	U, D	<p>The CTE program-related (Field 6, CIP CODE) learning component providing off-campus learning gained through training and instruction. Work-based experiences refer to technical skills occurring in a work setting. <u>This learning component primarily is implemented and used within Job Seeking/Changing Skills, Diversified Occupations, programs (CIP 32.0105).</u></p> <p>See Valid Values.</p>	<p>Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).</p> <p><b>LEAs may code all adult affidavit students N.</b></p>	<p>Valid Values:</p> <ul style="list-style-type: none"> <li>Y – Student did actively participate in this learning component during reporting year.</li> <li>N – Student did not actively participate in this learning component during reporting year.</li> </ul>
23	Not collected						
24	Not collected						

**PIMS CTE Student Fact Template Specifications**

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
25	20	CTE PROGRAM PERFORMANCE CODE	CR	U	<p>Required for AAP students. Indicates whether an adult CTE student is reported as enrolled in a program (CIP CODE reported in Field 6) supported by Perkins funds and achieved a passing grade for the occupational instruction received during the reporting year.</p> <p>Determination of "a passing grade" within an AAP program supported by Perkins funds is made locally by AAP LEAs that have formal approved Perkins Local Plans on file with PDE's Bureau of Career and Technical Education (BCTE) for the reporting year.</p> <p>Contact BCTE at (717) 346-3188 with questions concerning LEA Perkins Local Plan approvals or grading adult performance in occupational instruction.</p>	<p>Report Y if the adult CTE student is reported as enrolled in a program (CIP CODE reported in Field 6) supported by Perkins funds and achieved a passing grade for the occupational instruction received during the reporting year.</p> <p>Report N if the adult CTE student is reported as enrolled in a program (CIP CODE reported in Field 6) supported by Perkins funds and DID NOT achieve a passing grade for the occupational instruction received during the reporting year.</p> <p>Report N/A if the student is reported enrolled in:</p> <ul style="list-style-type: none"> <li>AAP occupational instruction that is not graded, OR</li> <li>a program that is not supported with Perkins funds.</li> </ul>	<p>Valid Values:</p> <ul style="list-style-type: none"> <li>Y – Yes</li> <li>N – No</li> <li>N/A – Adult Student CTE Program Not Graded or Not Perkins Funded</li> </ul>
26	3	PELL GRANT INDICATOR	CR	U	<p>Required for AAP students.</p> <p>A YES/NO indicator that specifies whether the AAP student received a federal Pell need-based grant during the academic year.</p>		<p>Valid Values:</p> <ul style="list-style-type: none"> <li>Y – Yes</li> <li>N – No</li> </ul>
27	Not collected						

**PIMS CTE Student Fact Template Specifications**

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
28	3	POS TASK LIST COMPLETION INDICATOR	CR	U	<p>Required for 12th grade students.</p> <p><b>Indicates</b> whether a secondary student has completed all the program of study (POS) competencies on the school's task list that is maintained as students move through the program, and <b>demonstrates</b> eligibility to receive articulated credits by way of a statewide POS articulation agreement by aligning secondary and postsecondary programs.</p> <p>This field does not apply to 9<sup>th</sup> – 11th grade students or AAP.</p>	<p><u><b>Secondary Students</b></u></p> <ul style="list-style-type: none"> <li>Report Y if a teacher signs the list signifying that the student fulfilled all of the competency requirements on the task list during the course of the student's reported program.</li> <li>Report N if the student has not yet completed all the competencies.</li> <li>Report N/A if the student: 1) is not in a POS, or 2) is not in 12th grade.</li> </ul> <p><u><b>Adult Affidavit Students</b></u> Report N/A for all AAP students.</p>	<p>Valid Values:</p> <ul style="list-style-type: none"> <li>Y – Yes</li> <li>N – No</li> <li>N/A - Indicates the template record applies to an AAP student or a student not in 12th grade POS.</li> </ul>

## Rules

1. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.
2. The combination of CIP CODE and DELIVERY METHOD CODE must exist in the CTE\_CIP Table at the school-level for the matching SCHOOL YEAR DATE.
3. CTE STATUS TYPE CODE must exist in the CTE\_STATUS\_TYPE Table for the matching SCHOOL YEAR DATE.
4. CTE PROGRAM COMPLETION PLAN CODE must exist in the CTE\_PGM\_COMP\_PLAN Table for the matching SCHOOL YEAR DATE.
5. If populated, REGISTERED APPRENTICESHIP INDICATOR, INTERNSHIP INDICATOR, COOPERATIVE WORK INDICATOR, JOB EXPLORATION INDICATOR, AGRICULTURE EXPERIENCE INDICATOR, SCHOOL SPONSORED ENTERPRISE INDICATOR, WORK BASED EXPERIENCE INDICATOR must be Y or N.
6. If not populated, each of these fields defaults to N (Code Column D).
7. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V5.0.
8. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied; D – value is required but a default is supplied.
9. File to be provided in delimited format - full delimiter support is available.

## Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

## FAQs

1. **How many times may a student be reported in the CTE Student Fact Template?**
  - A student may only be reported once per school (CIP Location Code, Field 4) at the secondary level. An adult affidavit program CTE student may be reported more than once per school within this template to document each registered adult affidavit program the student was actively enrolled in during the reporting year.
2. **May a student be reported multiple times within the CTE Student Fact Template to document a student's enrollment in more than one CTE program (CIP Code, Field 6)?**
  - Only if a secondary student received CTE from two different schools (CIP Location Code, Field 4) within your LEA. Example: Student is enrolled in CTE agriculture program within School A and transfers to School B mid-year. Student enrolls in CTE business program within School B for the last half of the reporting year. Student would be reported once for School A (CIP Location Code, Field 4) within appropriate CIP Code (Field 6) for the agriculture program and once for School B (CIP Location Code, Field 4) within appropriate CIP Code (Field 6) for the business program.

- An adult affidavit program CTE student may be reported more than once per school within this template to document each registered adult affidavit program the student was actively enrolled in during the reporting year.
- 3. Should a history of CTE learning components (Fields 12 – 17 and 22) be reported for the student or only those the student actively participated in during the school year?**
- Report only those learning components the student actively participated in during the school year AND only those learning components that were directly related to the student's enrollment in the reported program (CIP Code, Field 6). **NOTE:** Reporting values for these CTE learning component fields is now OPTIONAL.
- 4. What if a school within our LEA did not have any CTE enrollments in any of the school's reporting year approved reimbursable secondary CTE programs and/or registered adult affidavit programs?**
- Notify PDE's Division of Data Services of that fact via [ra-catsdata@pa.gov](mailto:ra-catsdata@pa.gov). Submit CTE Student Fact Data related to the remaining LEA schools (CIP Location Code, Field 4) that had CTE enrollments in approved secondary or registered adult affidavit CTE programs. If the school that did not have reporting year CTE enrollments in any of their approved reimbursable CTE programs is the only LEA school with CTE program approvals, no LEA submission is required for the CTE Student Fact (0970) or the CTE Student Credential (0980) templates.
- 5. What if our LEA's high school(s) does (do) not have any reporting year secondary CTE approved programs or registered adult affidavit programs?**
- Your LEA does not need to submit data for the CTE Student Fact or the CTE Student Credential templates.

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## CTE Student Industry Credential Template

(9 Fields, 9 Collected)

Target Table: CTE\_STUDENT\_CREDENTIAL

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### Template Description

The CTE Student Industry Credential Template serves to record industry certifications earned by **students during the reporting year as a direct result of the student's enrollment within a PDE-approved reimbursable secondary CTE program or registered adult affidavit program reported within the CTE Student Fact Template.**

**IMPORTANT: Only LEAs with reporting year PDE-approved reimbursable secondary CTE programs or registered adult affidavit CTE programs need to submit this template only to record appropriate industry certifications earned by students reported within the CTE Student Fact template. LEAs need not submit this template if none of their CTE students reported within the CTE Student Fact template earned certifications.**

**Grain:** One record per LEA / School Year / Student ID / Student Location Code / CIP Code / Delivery Method Code / Industry Credential Code / Credential Earned Date / Credential Earned Period Level.

Please note that only the **fields highlighted** will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

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### PIMS Student Industry Credential Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.	This AUN must represent the LEA that owns the CTE-approved program reported in Field 6 (CIP CODE).	Example: 123456789  All LEA and school codes can be found on the <a href="http://www.edna.ed.state.pa.us/">EdNA website</a> (www.edna.ed.state.pa.us/)
2	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
3	10	STUDENT ID	R	K, M	The unique, 10-digit PAsecureID assigned to the student.	This Student ID must also be reported for the same student within the CTE Student Fact Template.	Example: 1000000009
4	4	STUDENT LOCATION CODE	R	U, M	This is a mandatory field within the eScholar templates. Therefore, it will be necessary for all LEAs to enter the same value populated in Field 4 (CIP LOCATION CODE) in the CTE Student Fact Template.	This location code must match a CIP LOCATION CODE (Field 4) reported for the student within the CTE Student Fact Template.	Example: 1234  A All LEA and school codes can be found on the <a href="http://www.edna.ed.state.pa.us/">EdNA website</a> (www.edna.ed.state.pa.us/)

**PIMS Student Industry Credential Template Specifications**

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
5	12	CIP CODE	R	K, M	The 6-digit Classification of Instructional Program (CIP) code that identifies the approved reimbursable secondary CTE program or adult affidavit program (owned and operated by a specific LEA school) serving this student.	<p><b>Secondary Students:</b> Report secondary students in only one CIP per CIP-location code (school) for a reporting year. If student was enrolled in multiple CTE programs at a school during the reporting year, report the CIP the student was enrolled in last.</p> <p><b>EXCEPTION:</b> If the student completed a program before the end of the school year, report the CIP that the student completed. <u>This CIP code must match the CIP Code reported for the student within Field 6 (CIP CODE) of the CTE Student Fact Template.</u></p> <p><b>Adult Affidavit Program (AAP) Students:</b> Report AAP student CIP code documenting the program that enabled the student to receive the certification reported in Field 7 (INDUSTRY CREDENTIAL CODE).</p>	<p>Example: 015999</p> <ul style="list-style-type: none"> <li>• Include leading zeros.</li> <li>• Do not include any decimal point</li> </ul> <p>Refer to the Career and Technical Education Information System (<a href="http://www.catsv2.ed.state.pa.us/Screens/LogIn/wfPublicHome.aspx">CATS Approval System</a>) (<a href="http://www.catsv2.ed.state.pa.us/Screens/LogIn/wfPublicHome.aspx">www.catsv2.ed.state.pa.us/Screens/LogIn/wfPublicHome.aspx</a>) to view a school's approved programs and associated CIP codes for the appropriate reporting year:</p> <p>Refer to the Career and Technical Education folder within the PIMS Documents website to view a list of both approved secondary programs and any registered adult affidavit programs for your school.</p>
6	12	DELIVERY METHOD CODE (continued on next page)	R	K, M	<p>Code identifies "occupations," "tech prep," or "program of study" program delivery for secondary CTE. Code also specifically identifies a registered adult affidavit program.</p> <p><b>OCCUPATIONAL</b> – A plan delivering rigorous workforce preparedness through knowledge, skills, and attributes required for a specific or cluster occupation through completion of a CTE program.</p> <p><b>TECH PREP</b> – A plan consisting of at least 2 years of secondary education. Includes rigorous academic and technical</p>	<p>Use Code 50, 60, or 70 to report the PDE-approved DELIVERY METHOD CODE (Plan of Delivery) associated with the appropriate CIP code of the approved reimbursable secondary program (owned and operated by your LEA) serving this student and reported in Field 5 (CIP CODE) of this template.</p> <p>Use code 80 to identify all Adult Affidavit program CIPs reported in Field 5.</p> <p><b>NOTE:</b> The code 80 identifier does not include or relate to "adult intergenerational programs."</p>	<p>Valid Values:</p> <ul style="list-style-type: none"> <li>• 50 – Occupational</li> <li>• 60 – Tech Prep</li> <li>• 70 – Program of Study</li> <li>• 80 – Adult Affidavit Program</li> </ul> <p>Refer to the <a href="http://www.catsv2.ed.state.pa.us/Screens/LogIn/wfPublicHome.aspx">CATS Approval System</a> (<a href="http://www.catsv2.ed.state.pa.us/Screens/LogIn/wfPublicHome.aspx">www.catsv2.ed.state.pa.us/Screens/LogIn/wfPublicHome.aspx</a>) to view a school's approved secondary programs and their associated CIP codes and Delivery Method (Plan of Delivery) approvals for the appropriate reporting year:</p>

**PIMS Student Industry Credential Template Specifications**

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
					<p>components, and leads to admission into a postsecondary certificate, associate degree, or registered apprenticeship program.</p> <p><u>PROGRAM OF STUDY</u> – A plan incorporating secondary and postsecondary education elements. Includes coherent and rigorous content aligned with challenging academic standards and relevant career and technical content in a coordinated, non-duplicative progression of courses that align secondary education with postsecondary education to adequately prepare students to succeed in postsecondary education; may include the opportunity for secondary education students to participate in dual or concurrent enrollment programs or other ways to acquire postsecondary education credits that lead to an industry-recognized credential or certificate at the postsecondary level or an associate or baccalaureate degree. All Programs of Study operate with the agreement conditions specified in the Perkins Statewide Articulation Agreement.</p> <p><u>ADULT AFFIDAVIT PROGRAM</u> – Adult only programs formally registered with PDE's Career and Technical Education Information System (CATS) for this reporting year.</p>	<p>This DELIVERY METHOD CODE must match the appropriate DELIVERY METHOD CODE (Field 7) reported for the student within the CTE Student Fact Template.</p>	<p>Refer to the Career and Technical Education folder within the PIMS Documents website to view a list of both approved secondary programs and any registered adult affidavit programs for your school.</p>

### PIMS Student Industry Credential Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
7	12	INDUSTRY CREDENTIAL CODE	R	K, M	A 3-digit code identifying the industry certification and industry certification provider of the credential that the CTE student earned during the reporting period and as a result of the student's enrollment in the program (CIP CODE) reported in Field 5 of this template.	<p>Earned certifications will be crosschecked against an industry certification's relationship to a program CIP.</p> <p>Refer to the <a href="http://www.catsv2.ed.state.pa.us/Screens/Login/wfPublicHome.aspx">CATS Approval System</a> (www.catsv2.ed.state.pa.us/Screens/Login/wfPublicHome.aspx) to view industry certifications documented as offered by a school's program:</p>	<p>Include leading zeros.</p> <p>Refer to Appendix Q of Volume 2 of the PIMS User Manual for a complete list of valid values.</p>
8	10	CREDENTIAL EARNED DATE	R	U, M	A date to indicate the industry certification was earned by the student during the reporting year.	All dates must be entered in ISO format: YYYY-MM-DD.	Valid value for 2015-2016: 2016-06-30.
9	10	CREDENTIAL EARNED PERIOD LEVEL	R	K, M	All LEAs should provide a value of Year to indicate that a student earned industry credentials during the school year.		Valid value is Year.

## Rules

1. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.
2. The combination of CIP CODE and DELIVERY METHOD CODE must exist in the CTE\_CIP Table at the school-level for the matching SCHOOL YEAR DATE.
3. INDUSTRY CREDENTIAL CODE must exist in the CTE\_CIP\_INDUSTRY\_CREDENTIAL Table at the LEA-CIP-Level for the matching SCHOOL YEAR DATE.
4. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V5.0.
5. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied.
6. File to be provided in delimited format - full delimiter support is available.

## Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

## FAQs

1. **What if our LEA's high school(s) does (do) not have any reporting year secondary CTE approved programs?**
  - Your LEA does not need to submit data for the CTE Student Fact (0970) or the CTE Student Credential (0980) templates.
2. **What if none of the students reported within our LEA's CTE Student Fact data earned any industry certification credentials related to their enrollment within our CTE programs?**
  - There is no need to submit any CTE Student Credential (0980) template data.
3. **Are there limitations to which industry certification credentials we may report for a student?**
  - Only industry certifications earned as a direct result of the student's reported enrollment within an LEA school's CTE program (CIP CODE, Field 5) should be reported.
    - Valid reportable certification codes are provided in Volume 2 of the PIMS User Manual.
    - Reported industry certifications earned will be checked for a reasonable relationship to the student's program. All reported student-earned industry certifications not documented as offered by LEA programs within the CATS Program Approval system may need to be verified as accurate locally for this data submission.
  - **IMPORTANT NOTE:** At times, PDE is required to base the reporting of industry certifications earned by students on **ONLY THOSE CERTIFICATIONS DOCUMENTED AS OFFERED BY A SCHOOL'S APPROVED PROGRAM WITHIN THE CATS SECONDARY PROGRAM APPROVAL SYSTEM FOR A SPECIFIC SCHOOL YEAR**; therefore, LEAs are responsible for making certain that an accurate up-to-date record

of “industry certifications offered” by their specific approved programs are properly recorded within the CATS Secondary Program Approval System on an annual basis.

**4. How many times may a student be reported within this template?**

- A student should be reported as many times as necessary to document each industry certification credential earned during the reporting year as a result of the student’s reported enrollment within an LEA school’s CTE program (CIP Code – Field 5).

**5. Must all “District Code – School Year Date – Student ID – Student Location Code – CIP Code – Delivery Method Code” combinations for a student reported within this template match up with an identical “District Code – School Year Date – Student ID – CIP Location Code – CIP Code – Delivery Method Code” combination within the CTE Student Fact data?**

- Yes