



## END OF YEAR CTE CONCENTRATOR AND PARTICIPANTS COLLECTION CHECKLIST

Must be certified no later than Friday, June 21, 2024.  
*Corrections may be requested through June 30, 2024*

Students identified as CTE Concentrators who graduate or drop out in the 23-24 school year must be followed up with in the second quarter of the ensuing school year to determine post-school outcome. Visit the MT OPI [Career & Technical Education \(CTE\) webpage](#) for more information.

### STEP ONE: IDENTIFY A CERTIFIER

#### End of Year CTE Concentrator and Participants Setup

*PATH (OL): Data Integrity Tools>Data Certification>Setup*

*PATH (NL): Reporting>Data Certification>Type Membership Setup*

1. Identify a Certifier for the End of Year CTE Concentrator and Participants Collection – Type: *CTE Data*.
2. To remove a Certifier: Select the Certifier. Uncheck Active.
3. To modify a Certifier: Select the Certifier. Toggle between Primary and Secondary.

**\*It is recommended that a district have only one Primary Certifier. If more than one Primary Certifier is indicated, all Primary Certifiers must certify before a collection is considered “certified”.**

### STEP TWO: ENTER/UPDATE CTE CONCENTRATOR AND PARTICIPANTS DATA

*PATH (OL): Student Information>Program Participation>State Programs> CTE Participant*

*PATH (NL): Student Information>State Programs>CTE Concentrator*

- A. To enter a new Pathway:
  1. Click New.
  2. Select a Pathway.
  3. Enter in In District Credits Earned or Out of District Credits Earned (will update Total Pathway Credits Earned).
  4. If the total credits earned is 2 or more, CTE Concentrator should be “Yes”.
  5. If any credits earned were Dual Enrollment Credits or Work Based Learning Credits, enter those amounts (credits in these two areas must also be added to In District Credits Earned and/or Out of District Credits Earned in order to update Total Pathway Credits Earned).
  6. If the student is a single parent of their own child, change Student Single Parent to Yes (must update for every pathway).
  7. Click Save.

B. To update an existing Pathway:

1. Review any previously entered data.
2. To update a record, click the record to open.
3. Add additional credits earned in the 2023-24 school year in each pathway. Credit amounts entered in In District Credits Earned or Out of District Credits Earned will update Total Pathway Credits Earned.
4. If the total credits earned is 2 or more, CTE Concentrator should be “Yes”.
5. If any credits earned were Dual Enrollment Credits or Work Based Learning Credits, enter those amounts (credits in these two areas must also be added to In District Credits Earned and/or Out of District Credits Earned in order to update Total Pathway Credits Earned).
6. If the student is a single parent of their own child, change Student Single Parent to Yes (must update for every pathway – even if new credits have not been earned).
7. Click Save.

**STEP TWO B: UPLOAD CTE CONCENTRATOR AND PARTICIPANTS DATA**

PATH (OL): MT State Reporting> MT Data Upload

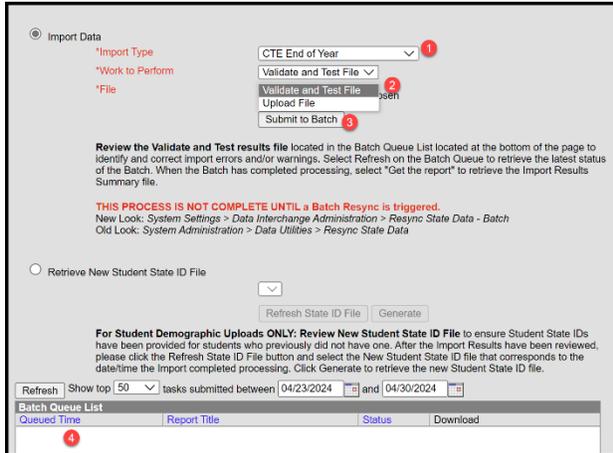
PATH (NL): Reporting>MT State Reporting>MT Data Upload

Create an upload file from your Student information System Vendor or using the [End of Year \(EOY\) Career and Technical Education \(CTE\) Template](#). Upload the file in \*.tsv format.

1. Select CTE End of Year.
2. Select either Validate and Test File or Upload File (recommend using Validate and Test File prior to upload for data validation purposes). Typical errors include students not enrolled or enrolled

in the wrong school.

3. Choose file and Submit to Batch.
4. The upload results will show under Batch Queue List. Review the report and correct errors by repeating the steps above or using Step Two A to hand enter corrections/omissions.

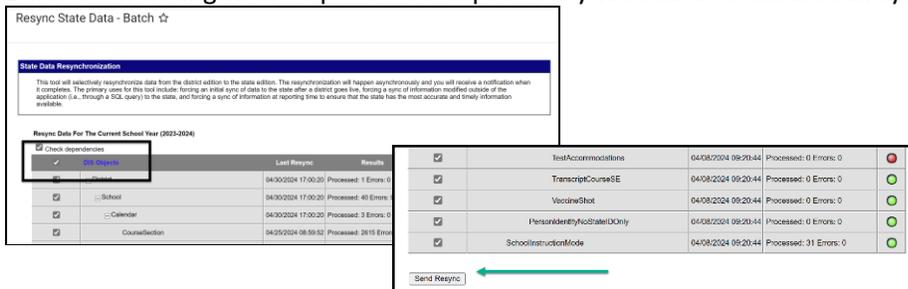


### STEP THREE: RESYNC DATA

PATH (OL): System Administration>Data Utilities>Resync State Data

PATH (NL): System Settings>Data Interchange Administration>Resync State Data - Batch

Before continuing with Step 4 do a complete resync of data to ensure full sync with the state.



### STEP FOUR: VALIDATE DATA

PATH (OL): Data Integrity Tools>Data Validation>Validation Groups OR Data Validation Reports

PATH (NL): Reporting>Data Validation>Validation Groups OR Data Validation Reports

1. Search for “End of Year CTE”. Select the End of Year CTE Concentrator and Participants Validation Group or Validation Report (to add a Validation Group to the list of Validation Reports, assign the Validation Group to one or more user groups). This group contains the following reports:
  - a. End of Year CTE Single Parent Indicator Different Between Pathways: Student is marked as a Single Parent in one Pathway, but the status is No in another.
  - b. End of Year CTE with Incorrect Concentrator Assigned: Student has incorrect value in the Concentrator indicator. Either the student has 2 or more credits and the

Concentrator is No or the student has less than 2 credits and the Concentrator is Yes.

2. Once all errors and warnings have been checked, run the End of Year CTE Concentrator and Participants Certification as a Validation Report with the Run at State option selected. Running the report at both the district and state ensures that data has fully synced prior to certification. If there are mismatches between the state and district, repeat Step 3 and re-run the Certification report at the state.

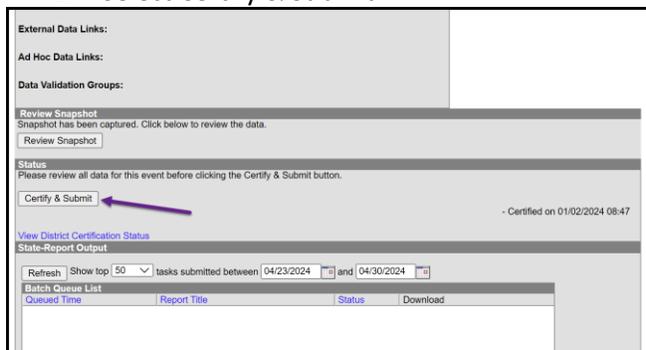
#### STEP FOUR: CERTIFY DATA

PATH (OL): Data Integrity Tools>Data Certification>Event Certification

PATH (NL): Reporting> Data Certification>Event Certification

**\*It is recommended that you wait at least 60 minutes after a complete resync before certifying data**

1. From the Event Dashboard, select End of Year CTE Concentrator & Participants Certification 2023-24.
2. Select Certify & Submit.



If the district discovers a reporting error, please contact the AIM Unit to request recertification. If the AIM Unit discovers an error the certifier(s) may receive a message requesting correction and recertification.

#### **Note regarding Design & Construction Pathways:**

The Design & Construction Pathways, Design & Construction (FCS) and Design & Construction (ITE) are a single Pathway listed separately. The credits earned individually (FCS and ITE) are combined to determine whether a student is a Design & Construction CTE Concentrator. For example, if a student earns one credit in Design & Construction (FCS) and earns one credit in Design & Construction (ITE), both Pathways should be marked as Concentrator "Yes".

#### **CTE Lingo:**

- Pathway: An approved area of study for CTE courses. Pathways in Montana include Advanced Manufacturing; Agriculture, Food & Natural Resources; Agriculture, Mechanics & Construction; Arts, A/V Technology, Communication; Business Management; Design & Construction (ITE); Design & Construction (FCS); Education; Finance; Health Professions; Hospitality & Tourism; Human Services; Information Technology; Marketing; Science, Technology, Engineering & Mathematics; Transportation, Distribution & Logistics; Welding & Fabrication. Districts must be approved to offer a specific pathway.
- Concentrator: A student who has (or will complete in the current year) two or more credits in a

single pathway.

- Single Parent: A student who is a single parent of their own child.
- Pathway Credits: The number of credits earned (or will earn in the current year) in a single pathway.

**AIM Unit Contact Information**

(406) 444-3800

[opiainhelp@mt.gov](mailto:opiainhelp@mt.gov)