END OF YEAR CTE CONCENTRATOR AND PARTICIPANTS COLLECTION

Must be certified no later than Friday, June 20, 2025.
Corrections may be requested through June 30, 2025

Students identified as CTE Concentrators in this collection and graduate or drop out in the 24-25 school year must be followed up with in the second quarter of the ensuing school year (between November 1 and December 31, 2025) 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: Reporting>Data Certification>Type Membership Setup

1. Identify a Certifier for the En 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: Student Information>State Programs>CTE Concentrator

TIP: Use the Data Validation Group/Report *CTE Students Rostered to Courses with Pathways* to identify students who have been enrolled in CTE courses.

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 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 2024-25 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 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: 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: 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: Reporting>Data Validation>Validation Groups OR Data Validation Reports

1. Search for "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. <u>End of Year CTE Count Concentrator & Participant:</u> Count of students identified either as a CTE Concentrator or Participant.
   b. <u>End of Year CTE Count Single Parent:</u> Count of students identified as Single Parent.
   c. <u>End of Year CTE Single Parent Indicator Different Between Pathways:</u> Student is marked as a Single Parent in one Pathway, but the status is No in another.
   d. <u>End of Year CTE with Incorrect Concentrator Assigned:</u> 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.
   e. <u>End of Year CTE Concentrators and Participants Modified in Current Year:</u> A list of students identified either as a CTE Concentrator or Participant with a modified date in the current year.

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 2024-25.
2. Select Certify & Submit.
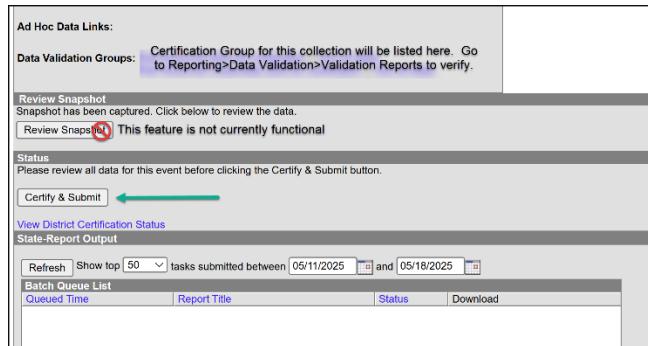
If the district discovers a reporting error, please contact the AIM Unit to request recertification. If the AIM Unit discovers an error the certifier(s) may receive a message requesting correction and recertification.

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.