



New Jersey Department of Education (NJDOE) Career and Technical Education Data Management System (CTE-DMS) Manual

June 2021



Table of Contents

Part I: CTE-DMS Overview	3
Setting Up an Account for the CTE-DMS.....	3
Logging in to the CTE-DMS	3
Panels	3
Sorting	4
Viewing Program Information	4
Viewing Performance Reports	4
Adding and Deleting School Locations.....	5
Part II: Creating and Completing a Reapproval Application.....	5
General Instructions for the Reapproval Application.....	5
Section 1 – Program Information.....	5
Section 2 – CTE Program Data Analysis.....	8
Section 3 – CTE Course Details, Sequence and Curriculum.....	9
Section 4 – Advisory and Business Labor Partnerships	11
Section 5 – Career and Technical Student Organization	11
Section 6 – Statement of Assurances.....	11
Part III: Creating and Completing a New Program Application.....	12
Starting a New Program Application.....	12
Section 1 – Program Information.....	13
Section 2 – CTE Program Alignment and Enrollment.....	15
Section 3 – CTE Course Details, Sequence and Curriculum.....	15
Section 4 – Advisory and Business Labor Partnerships	17
Section 5 – Career and Technical Student Organization	17
Section 6 – Statement of Assurances.....	18
Part IV Remediation, Program Deletions & Changes	18
Remediation Steps.....	18
Deleting a Program	19
Changing from a Program to a Program of Study	19
Contact Information	19
Technical Assistance for Perkins V.....	19
IT Technical Support for the CTE-DMS.....	19

Part I: CTE-DMS Overview

The CTE-DMS is designed to allow both the NJDOE and school districts to view, manage, and edit CTE programs of study information, apply for new programs of study, and submit reapproval applications all in one place. The CTE-DMS provides school districts with a mechanism to submit CTE program of study applications to the Office of Career Readiness for approval, a required element to obtain Perkins funding in accordance with federal and state laws and regulations.

For the best user experience, it is recommended that the CTE-DMS application is accessed through the Chrome web browser. The system is also viewable in other browsers such as Internet Explorer and Firefox.

Setting Up an Account for the CTE-DMS

Every district must have a New Jersey Homeroom Administrator. This designated person at the school district is the authorized person who can assign applicant names and passwords for various data collection systems within the [New Jersey Homeroom](#) system. Consult the [Homeroom Administrator List](#) to locate the Homeroom Administrator at your district. For Chief School Administrators, it is important to check with your homeroom administrator to make sure that your county-district school code (CDS) record is accurate and contains the correct spelling of your name and you are designated as the Chief School Administrator in the system. Multiple CDS records and inaccuracies in CDS will prevent you from being able to submit an application through the CTE-DMS.

Logging in to the CTE-DMS

1. Navigate to the NJ Homeroom portal.
2. Click on the link to CTE-DMS.
3. Use your 4-digit district ID, user ID, and password to login.

Panels

After logging in, there are two panels that appear, the Applications Panel and Programs Panel. Depending on the number of programs a school district may have, scrolling down may be necessary to see all the programs in the Programs Panel.

Applications Panel

The Applications Panel is a list of all the programs that have been approved or remediated since the inception of the system. Each program record includes a program ID, an application type and status. The program ID is unique to each application. There are four Application Types and eight Application Statuses.

Application Type	Meaning
New	When an application is entered for the first time
Renew	When an application is being renewed as required every five years
Change	Only for a change from a CTE Program to a CTE Program of Study
Delete	For deleting a program

Application Type	Meaning
In Progress	One or more of the application sections have been saved by the school district
Complete	All application sections have been finished by the school district and the application is ready for submission by the chief school administrator
Submitted	A chief school administrator has submitted the application to the NJDOE
Review in Progress	CTE staff has saved or finished one or more sections
Remediation Required	CTE staff has marked one or more sections as requires remediation
Cluster Approved	CTE staff (Career Cluster Specialist) has approved all sections of the application and it is now awaiting manager review
Manager Approved	CTE Manager has approved the application and it is awaiting final review and approval by the CTE Director
Approved	CTE Director has provided final approval, at which point you will be able to download, print, and save the letter of approval

Programs Panel

The Programs Panel provides a list of all the school district's current programs and information regarding those programs including Program ID, District ID, Career Cluster ID, Career Cluster Pathway, Classification of Instructional Program (CIP) Code, Program Name, Program of Study, Approval Date, and other Actions. If a program is eligible to be reapproved, the “**re-approve**” button will appear in the Actions field as well as “**Change**” or “**delete**”.

Sorting

Users can sort each column in either the Applications Panel or Programs Panel by clicking on the up or down arrow next to the title for the column selected to be sorted.

Viewing Program Information

To view individual program information:

1. Navigate to the Home tab and locate the Programs Panel.
2. Click on the Program ID number to see the program details of that program.
3. If a Performance Report is available, there will be a link next to the title Performance Report.
4. Right click the link to open and view the performance report.

Viewing Performance Reports

To view individual Performance Reports:

1. Navigate to the Home tab and locate the Programs Panel.
2. Click on the Program ID number to see the program details of that program.
3. Right click the link next to Performance Report to open the report. **If there is no link**, a Performance Report is not yet available for that program.

Adding and Deleting School Locations

To add school locations:

1. Navigate to the Home tab and locate the Programs Panel.
2. Click on the Program ID number to see the program details of that program.
3. At the bottom of the details page click on Program Locations.
4. Use the drop-down list to select the school where the program/program of study is operating.
5. Select the Add button to add a school location.
6. Repeat to add additional school locations where this program/program of study is operating
7. Click **Save** when finished.

To Delete Program Locations:

1. Click the **delete** button next to the location you want to delete.
2. Click **Save** when finished.

Part II: Creating and Completing a Reapproval Application

General Instructions for the Reapproval Application

This section of the manual will describe how to create and complete a CTE program of study reapproval application using the CTE-DMS. The manual provides step-by-step instructions for each section of the reapproval application.

Section 1 – Program Information

To complete Section 1, you must complete **both** the **Information tab** and the **Program Locations tab**.

Information Tab

The Information tab is where you will input district, contact, CIP and program location information for the program.

District Information

For this tab,

1. Complete the required information in this section.
2. If the contact does not have a phone extension, enter a “zero” for this field.

CIP Information

Current CIP code

For this area of the Information tab, you will edit the career cluster, CIP code, status, and program format information. This is the CIP code the program is currently operating under. These fields should only be changed after a discussion with the Career Cluster Lead or, if directed by the NJDOE.

Proposed CIP code

At the time of reapproval, a district can opt to change their CIP code if their program has changed and will align better with a different CIP code within that existing Career Cluster.

- a. If there is no change to the CIP code, select **No Change** from the Proposed CIP drop down.
- b. If changing CIP codes, select one from the Proposed CIP code drop down menu.
If you do not see the CIP code you wish to use:
 - i. It may be aligned to a different Career Cluster. If it is aligned with a different Career Cluster, you must fill out a New Program application. Or,
 - ii. It may not be an NJDOE approved CIP code for this Career Cluster.

Academy Format

- a. Career academies are designed to prepare students for both college and careers. They are schools within schools that link students with peers, teachers, and community partners in a structured environment that fosters academic success. Often, the strongest career academies have a career and technical (CTE) program as their core. The career academy concept has four key elements central to the development and implementation:
 - i. A small learning community (SLC);
 - ii. A college-prep sequential curriculum with a career theme;
 - iii. An advisory board that forges partnerships with employers, higher education institutions, and the broader community; and
 - iv. A sequenced, comprehensive work-based learning component.
- b. In the application if the program is delivered as an academy format select **Yes**. If not, select **No**.

More information can be found at the [National Career Academy Coalition](#).

Status

Select the status of the program by choosing one of the following:

- a. Shared-Time (For County Vocational School Districts only) – Students attend a CTE program at a county vocational school part-time and a sending school part-time.
- b. Full-Time — Students attend this district location only.
- c. Both (For County Vocational School Districts only – This program operates both as a shared-time and full-time program.

Click **Save** while editing and **Finish** when the section is complete.

Program Locations Tab

The second tab in Section 1 includes the location(s) in which this program is operating. Please indicate one or all the locations where this program operates:

1. Click the Program Location tab at the top of Section 1.
2. Select the location where the program will be operating from the drop-down list.
3. Click **add** after each selection.

4. Click **Save** when finished.

If the programs location is not shown in the location dropdown you may add it by:

1. Click on the home tab on the right of the sections then locate the **Programs Panel**.
2. Click on the Program ID number to see the program details of that program.
3. Go to the bottom of the page and click on Program Locations.
4. After adding the program location from the dropdown and saving, return Home.
5. Go to the applications panel, open the application and the location will now be available to select.

When both the Information Tab and Program Location Tab are complete, click Save while editing and Finish when the entire section is complete. There are no required downloads for this section.

Starting a Reapproval Application

From the home screen:

1. Navigate to the Program Panel and identify the program name you would like to submit for reapproval.
2. Click the **Re-approve** button located in the Actions column on the right-hand side.
3. The application will open and show six rectangular bars.
4. Click anywhere in the Section 1 bar to expand this part of the application.
5. Follow the remaining instructions to complete each section.
6. The application will now be available for completion in the Applications Panel.

Application Sections

There are six application sections:

- Section 1 — Program Information
- Section 2— CTE Program Data Analysis (CTE Program Alignment and Enrollment for new applications)
- Section 3 — CTE Course Details, Sequence and Curriculum
- Section 4 — Advisory and Business Labor Partnerships
- Section 5 — Career and Technical Student Organizations
- Section 6 — Statement of Assurances

Click anywhere on any of the section bars to expand the fields contained in that section. It is recommended to save and close each section before opening the next section. However, you can work with multiple sections open. A user may revisit any section before the application is submitted. Note, there are menu tabs at the top of each section.

Status

Each Section Bar will have the status of the application listed next to the section title. The status selections are:

- Not Started – No entries have been made in the section
- In Progress – Entries have been saved but not finished

- Complete – Entries have been finished
- District Certified – The District Authorized Official has completed, and the Chief School Administrator has submitted the application.

Each section must be completed before the application can be submitted. The status **does not refresh automatically**. Click the Home button on the left to exit out of the application. When the application is opened again, the status will be updated. Please **do not use the refresh** button in the browser.

Save and Finish

Each section in the application has a **Save** and **Finish** button. As you are working, you can save your work along the way. Once you have finished a section, select, **Finish**. After finishing a section, it will show as Complete in the section bar. All sections must be “finished” to complete and submit the application in Section 6 — Statement of Assurances.

Uploading Files

Each section of the application has a tab for **Supporting Documents**, where a district can choose to upload documents that will assist in the review of their application. When uploading a file, make sure to choose file names that indicate what the file contains. Also, do not use special characters or symbols in the file name such as ~ ! @ # \$ % ^ & * () ` ; < > ? , [] { } ' " or you will receive an error when you try to upload documents. It is recommended that school districts upload PDF versions of documents rather than using Google links or Microsoft Word documents.

Review Tab

The review tab will be completed by the NJDOE Office of Career Readiness. It is an evaluation of each section of the application, with a place for the NJDOE to provide notes or comments related to the application. Users cannot type in this field.

Section 2 – CTE Program Data Analysis

For this section, you must answer questions referring to your district’s Comprehensive Local Needs Assessment (CLNA), advisory committee meeting minutes, local district program data, and the NJDOE provided CTE Performance Report. **You should answer all questions clearly and succinctly referencing data, where possible.**

Directions to view the NJDOE provided CTE Performance Report

1. Click on the link below the instructions next to Performance Reports.
2. Right click and select Open in New tab.
3. View the report by clicking on the Browser tab.

Section 2 Questions

1. Locate and review the **Work-based Learning (WBL)** section of the Performance Report. Using this data, reflect on the rate of participation and describe the WBL experiences students participated in for this program. Indicate how the district will move students along the WBL continuum to broaden students' hands-on experiences, knowledge, and competencies.

2. Locate and review the **Industry-valued Credential (IVC)** section of the Performance Report. Using this data, reflect on the percentage of students who achieved at least one IVC for this program. How will/does the district prepare students to earn stackable, IVCs?
3. Locate and review the **Equity** section of the performance report.
 - A.) Reflect on enrollment data disaggregated by student group. What ongoing measures occur to prevent an underrepresentation or overrepresentation of all student groups (race, gender, special populations groups) compared to local enrollment (county enrollment if a county vocational school)?
 - B.) Analyze enrollment data by gender (if applicable). What ongoing, student recruitment actions occur to enroll students in programs that are considered non-traditional for that gender?
 - C.) Analyze the current completion rates, academic achievement and the correlation with the diversity of the student enrollment in those programs. What specific systems are in place to:
 - 1) offer students entry into their program of interest, and
 - 2) to provide the necessary academic support for meaningful participation and completion of the program?
4. Locate and review the **Enrollment** section of the Performance Report.
 - A.) What does your district notice about the enrollment data reported for the three years of Participants, Concentrators, and Completers?
 - B.) Will the district need to implement new strategies to address the enrollment data for this program? If so, please explain.
 - C.) What methods does the district use to retain 40% of participants initially enrolled through their completion of the program?
 - D.) Does the district have a minimum enrollment of 10 students in the first course? If not, please upload a waiver letter using the Supporting Documents Tab with justification addressed to the State Director, Office of Career Readiness. The letter should be on district letterhead signed by the superintendent.
5. Review the **Academic Attainment** section which includes Language Arts, Math and Science performance data and their respective state targets. Please identify the LAL, Math, and/or Science intervention/enrichment strategies or professional development this program is utilizing to improve the students' academic readiness.
6. Overall, reflect on the parameters of **Size, Scope and Quality** as referenced in the Perkins V State Plan and CLNA Guide and Template. Identify the program strengths and how the district will address the weaknesses.

Section 3 – CTE Course Details, Sequence and Curriculum

General Instructions

To avoid remediation of the application be sure to complete all information. Refrain from entering “to be determined” (TBD) for any fields. This includes postsecondary institutions, articulation course names, number of credits, WBL and apprenticeship partners, associated addresses, and other required details.

Section 3 has a tab for the Program Overview and separate tabs for each course in the program. Supporting Documents: Course syllabi for all courses in the sequence and a postsecondary articulation agreement for a program of study, if applicable.

A clear, current (within one year) and concise syllabus for each course containing at least the course name, course description, course assessment, unit names, lesson topics, and incorporates the New Jersey student Learning Standards (NJSLS); [Career and Technical Education \(9.3\)](#), [applicable academic standards](#), and [Career Readiness, Life Literacies, and Key Skills](#) (implementation date September 2022) must be uploaded into the application.

If applicable, annually updated and mutually agreed upon articulation agreement(s) should be signed and dated from the lead administrators of the secondary (Superintendent or Chief School Administrator (CSA)) and postsecondary (president or presidents official designee) institution that specifically states the course name, content, number of credits, cost, and any other necessary information articulated between them.

Program Overview Tab

In the Program Overview tab, districts will describe the potential outcomes for students in the areas of college credits, apprenticeship, and Industry-valued credentials. Starting with the 2020-2021 school year, the NJDOE will only accept new program applications and new reapproval application submissions for CTE programs of study.

Per Perkins V legislation, articulation agreements are written commitments that are agreed upon either at the State level or approved annually by the participating lead administrators of the districts and institutions. CTE programs offering dual credit, concurrent credit, early college programs and etc., are designed to provide students with nonduplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree and should have alignment between secondary and postsecondary institutions.

For a program of study, you must enter at least one of a postsecondary partnership, a registered apprenticeship or an industry valued credential. Complete the corresponding information for the college agreement, apprenticeship and/or industry-valued credential.

Course Tabs

Complete a course tab for each course in the sequence. A minimum of three courses are required for all CTE programs of study (shared-time vocational programs are the only exception). The general information required for each course is:

- Course Title
- Grade Level
- SCED Subject Area
- SCED Course Number
- SCED Course Name
- Academic Credits
- Delivery Format (Length of Course)
- Course Description

Work-based Learning

Describe the WBL experience(s) incorporated into each course using their designated course tabs. A WBL is a requirement of a CTE program of study and is a performance indicator for Perkins V. Perkins V defines WBL as sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction.

At least one WBL is required within a CTE program of study's sequence of courses. It is highly recommended that a CTE program of study incorporate a tiered or continuum approach to WBL. Experiences throughout the entire program of study should build upon each other in progression and include career exploration, preparation and training experiences that are appropriately aligned to the content of the program of study. Applicants must include a description of each WBL experience for each course. If there is a WBL experience in a certain course, then include the description on that course page. If it is incorporated in another course, describe it on that course tab. A district may provide the same WBL opportunity for multiple courses but, this must indicate this opportunity in both course tabs.

Each WBL experience must include the learning type, the business/agency/employer partner, location (city), length of experience (weeks, days and hours) and the number of students that will be involved (capacity). Each description should include the tasks and duties the student(s) will be expected to perform at the worksite.

If the program of study is a registered apprenticeship, the registered apprenticeship may be used to meet the program of study requirement as well as the requirement to engage all students in WBL experiences in the related industry by the end-of program completion.

Section 4 – Advisory and Business Labor Partnerships

The primary purpose of the CTE program Advisory Committee is to strengthen CTE programs of study. The committee exists to advise, assist, and advocate for the CTE program of study which serve the needs of students, business and industry, and to provide expertise pertaining to technological change. In this section, Complete the Advisory Committee meeting dates and Required Members sections of this page. [Advisory meetings should have taken place within the year of application submission and must be composed of at least 30% of participants with industry experience specific to the program.](#) For more information regarding Advisory Committees, refer to the [CTE Program Advisory Committee Handbook](#), [New Jersey State Department of Education Perkins V Plan](#), and N.J.A.C 6A:19-3.1(a)2.

Supporting Documents Tab

Required, are advisory meeting minutes for two meetings, including attendees, held within the last year. The minutes should include school district specific goals/or program quality metrics for CTE that align to Perkins V legislation, New Jersey State Department of Education Perkins V Plan, CTE standards for high-quality programs of study, district name, program name, date of meeting, members in attendance and meeting minutes.

Section 5 – Career and Technical Student Organization (CTSO)

Every CTE program of study must provide the opportunity for students to participate in a CTSSO. Select the CTSSO the district that will support students while enrolled in the CTE program of study. The CTSSO must be appropriately aligned for the associated CTE program of study. No supporting documents are required.

To complete this section, simply select the radio button for the appropriate CTSSO.

Section 6 – Statement of Assurances

District Authorized Official Tab

Once all sections have been completed and all corresponding files have been uploaded, your district's authorized official must **electronically sign** the application. Before signing, it is recommended to open sections 1–5 and click on **“Finish”** to ensure the application is ready to be completed. To sign the application:

1. Type in the name of the District Authorized Official.

2. Click the **checkbox**.
3. Click **Save** when editing and **Finish** when complete.

Once your district's authorized official has **electronically signed** the application by checking the box, your CSA must then log-in under their account to do the same. Only the CSA account has the authorization to submit the application to the NJDOE. **Please note:** It is important to check with your district's homeroom administrator to make sure that the school district's CDS record is accurate and contains the correct spelling of the CSA name and their accurate title/designation. Multiple CDS records and inaccuracies in the CDS system will prevent you from being able to submit an application through the CTE-DMS.

Chief School Administrator Tab

1. Type in the name of the CSA.
2. Click the **checkbox**, a submit button will appear on the bottom right.
3. Click **Submit**.

Upon final submission, you will receive a pop-up message that says, "**Application Submitted Successfully.**" In addition, if you return to the home screen, "**Submitted**" will also appear in the status column for the application. Note, "**Complete**" does not mean the application is "**Submitted**".

Part III: Creating and Completing a New Program Application

Starting a New Program Application

This section of the manual will describe how to create and complete a new CTE program of study application using the CTE-DMS. The manual provides step-by-step instructions for each section of the application.

From the home screen:

1. Go to the Program Panel and click on the "**+ New CTE Program Application**" button
2. A new application will generate and automatically open

There are six application sections:

- Section 1 – Program Information
- Section 2 – CTE Program Alignment and Enrollment
- Section 3 – CTE Course Details, Sequence and Curriculum
- Section 4 – Advisory and Business Labor Partnerships
- Section 5 – Career and Technical Student Organizations
- Section 6 – Statement of Assurances

Click anywhere on any of the section bars to expand the fields contained in that section. It is recommended to save and close each section before opening the next section. However, you can work with multiple sections open. A user may revisit any section before the application is submitted. Note, there are menu tabs at the top of each section.

- In Progress – Entries have been saved but not finished
- Complete – Entries have been finished
- District Certified – The District Authorized Official has completed, and the Chief School Administrator has submitted the application.

Each section must be completed before the application can be submitted. The status **does not refresh automatically**. Click the Home button on the left to exit out of the application. When the application is opened again, the status will be updated. Please **do not use the refresh** button in the browser.

Save and Finish

Each section in the application has a **Save** and **Finish** button. As you are working, you will be able to save your work along the way. Once they have finished a section, they can select, **Finish**. After finishing a section, it will show as **“Complete”** in the section bar. All sections must be **“finished”** to complete and submit the application in Section 6 — Statement of Assurances.

Uploading Files

Each section of the application has a tab for **Supporting Documents**, where a district can choose to upload documents that will assist in the review of their application. When uploading a file, make sure to choose file names that indicate what the file contains. Also, do not use special characters or symbols in the file name such as ~ ! @ # \$ % ^ & * () ` ; < > ? , [] { } ' " or you will receive an error when you try to upload documents. It is recommended that districts upload PDF versions of documents rather than using Google links or Microsoft Word documents.

Review Tab

The review tab will be completed by the NJDOE Office of Career Readiness. It is an evaluation of each section of the application, with a place for the NJDOE to provide notes or comments related to the application. Users cannot type in this field.

Section 1— Program Information

To complete Section 1, the district must complete **both** the **Information tab** and the **Program Location tab**.

Information Tab

District Information

For this tab,

1. Complete the required information in this section
2. If the contact does not have a phone extension, enter a “zero” for this field

CIP Information

For this area of the Information tab, you will enter the career cluster, CIP code, status, and program format information.

Proposed Career Cluster

Using the drop-down arrow, select the career cluster the program is associated with.

Proposed CIP Code

Select the CIP from the drop-down of allowable CIPs for that cluster

Academy Format

- a. Career academies are designed to prepare students for both college and careers. They are schools within schools that link students with peers, teachers, and community partners in a structured environment that fosters academic success. Often, the strongest career academies have a career and technical (CTE) program as their core. The career academy concept has four key elements central to the development and implementation:
 - i. A small learning community (SLC);
 - ii. A college-prep sequential curriculum with a career theme;
 - iii. An advisory board that forges partnerships with employers, higher education institutions, and the broader community; and
 - iv. A sequenced, comprehensive work-based learning component.
- b. In the application, if the program is delivered as an academy format select **Yes**. If not, select **No**.

More information can be found at the [National Career Academy Coalition](#).

Status

Select the status of the program by choosing one of the following:

- a. Shared-Time (For County Vocational School Districts only) This is when students attend a CTE program at a county vocational school part-time and a sending school part-time.
- b. Full-Time – Students attend this district location only.
- c. Both (For County Vocational School Districts only) This program operates both as a shared-time and full-time program.

Click **Save** while editing and **Finish** when the section is complete.

Program Location Tab

The second tab in Section 1 includes the location(s) in which this program is operating. Please indicate one or all of the locations where this program operates:

1. Click the Program Location tab at the top of Section 1.
2. Select the location where the program will be operating from the drop-down list.
3. Click **add** after each selection.
4. Click **Save** when finished.

If the programs location is not shown in the location dropdown you may add it by:

1. Click on the home tab on the right of the sections then locate the **Programs Panel**.
2. Click on the Program ID number to see the program details of that program.
3. Go to the bottom of the page and click on Program Locations.
4. After adding the program location from the dropdown and saving, return Home.
5. Go to the applications panel, open the application and the location will now be available to select.

When both the Information Tab and Program Location Tab are complete, click Save while editing and Finish when the entire section is complete. There are no required downloads for this section.

Section 2 — CTE Program Alignment and Enrollment

The results from your district's CLNA and labor market analysis, and program enrollment data are used to complete the questions in this section. [Applicants should answer all questions clearly and succinctly, referencing data where possible.](#) The questions are:

1. Describe how this program aligns with the results from your districts CLNA and/or how it aligns to local/regional labor market demand.
2. Fundable programs are limited to programs that prepare students for occupations that meet at least two of the three criteria. Check off the criteria, high-skill, high-wage and/or in-demand, that is aligned with this CTE program of study. Provide details, data, links, evidence and/or justification for this section.
 - High-skill.
 - High-wage.
 - In-demand industry sector or occupation.
3. Programs must retain 40% of participants initially enrolled through their completion of the program. Minimum enrollment in the first course is 10 students or, a waiver must be requested with justification. In the **Supporting Documents** tab, using official letterhead, districts must upload a letter addressed to the Director of the Office of Career Readiness signed by the chief school administrator, describing the justification. Enter anticipated enrollment for first, second and third year of the program.
4. Describe the districts recruitment practices for this program.

Section 3 — CTE Course Details, Sequence and Curriculum

General Instructions

To avoid remediation of the application be sure to complete all information. Refrain from entering "to be determined" (TBD) for any fields. This includes postsecondary institutions, articulation course names, number of credits, WBL and apprenticeship partners, associated addresses, and other required details.

Section 3 has a tab for the Program Overview and separate tabs for each course in the program. Supporting Documents: Course syllabi for all courses in the sequence and a postsecondary articulation agreement for a program of study, if applicable.

A clear, current (within one year) and concise syllabus for each course containing at least the course name, course description, course assessment, unit names, lesson topics, and incorporates the New Jersey student Learning Standards (NJSLS); [Career and Technical Education \(9.3\)](#), [applicable academic standards](#), and [Career Readiness, Life Literacies, and Key Skills](#) (implementation date September 2022) must be uploaded into the application.

If applicable, annually updated and mutually agreed upon articulation agreement(s) should be signed and dated from the lead administrators of the secondary (Superintendent or CSA) and postsecondary (president or presidents official designee) institution that specifically states the course name, content, number of credits, cost, and any other necessary information articulated between them.

Program Overview Tab

In the Program Overview tab, districts will describe the potential outcomes for students in the areas of college credits, apprenticeship, and Industry-valued credentials. Starting with the 2020-2021 school year, the NJDOE will only accept new program applications and new reapproval application submissions for CTE programs of study.

Per Perkins V legislation, articulation agreements are written commitments that are agreed upon either at the State level or approved annually by the participating lead administrators of the districts and institutions. CTE programs offering dual credit, concurrent credit, early college programs and etc., are designed to provide students with nonduplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree and should have alignment between secondary and postsecondary institutions.

For a program of study, you must enter at least one of a postsecondary partnership, a registered apprenticeship or an industry valued credential. Complete the corresponding information for the college agreement, apprenticeship and/or industry-valued credential.

Course Tabs

Complete a Course tab for each course in the sequence. A minimum of three courses are required for all CTE programs of study (shared-time vocational programs are the only exception). The general information required for each course is:

- Course Title
- Grade Level
- SCED Subject Area
- SCED Course Number
- SCED Course Name
- Academic Credits
- Delivery Format (Length of Course)
- Course Description

Work-based Learning

Describe the WBL experience(s) incorporated into each course using their designated course tabs. A WBL is a requirement of a CTE program of study and is a performance indicator for Perkins V. Perkins V defines WBL as sustained

interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction.

At least one WBL is required within a CTE program of study's sequence of courses. It is highly recommended that a CTE program of study incorporate a tiered or continuum approach to WBL. Experiences throughout the entire program of study should build upon each other in progression and include career exploration, preparation and training experiences that are appropriately aligned to the content of the program of study. Applicants must include a description of each WBL experience for each course. If there is a WBL experience in a certain course, then include the description on that course page. If it is incorporated in another course, describe it on that course tab. A district may provide the same WBL opportunity for multiple courses but, this must indicate this opportunity in both course tabs.

Each WBL experience must include the learning type, the business/agency/employer partner, location (city), length of experience (weeks, days and hours) and the number of students that will be involved (capacity). Each description should include the tasks and duties the student(s) will be expected to perform at the worksite.

If the program of study is a registered apprenticeship, the registered apprenticeship may be used to meet the program of study requirement as well as the requirement to engage all students in WBL experiences in the related industry by the end-of program completion.

Section 4 – Advisory and Business Labor Partnerships

The primary purpose of the CTE program Advisory Committee is to strengthen CTE programs of study. The committee exists to advise, assist, and advocate for the CTE program of study which serve the needs of students, business and industry, and to provide expertise pertaining to technological change. In this section, Complete the Advisory Committee meeting dates and Required Members sections of this page. [Advisory meetings should have taken place within the year of application submission and must be composed of at least 30% of participants with industry experience specific to the program.](#) For more information regarding Advisory Committees, refer to the [CTE Program Advisory Committee Handbook](#), [New Jersey State Department of Education Perkins V Plan](#), and N.J.A.C 6A:19-3.1(a)2.

Supporting Documents Tab

Required, are advisory meeting minutes for two meetings, including attendees, held within the last year. The minutes should include school district specific goals/or program quality metrics for CTE that align to Perkins V legislation, *New Jersey State Department of Education Perkins V Plan*, CTE standards for high-quality programs of study, district name, program name, date of meeting, members in attendance and meeting minutes.

Section 5 – Career and Technical Student Organization

Every CTE program of study must provide the opportunity for students to participate in a CTSO. Select the CTSO that will support students while enrolled in the CTE program of study. The CTSO must be appropriately aligned for the associated CTE program of study. No supporting documents are required.

To complete this section, simply select the radio button for the appropriate CTSO.

Section 6 – Statement of Assurances

District Authorized Official Tab

Once all sections have been completed and all corresponding files have been uploaded, your district’s authorized official must electronically sign the application. Before signing, it is recommended that they open sections 1–5 and click on **Finish** to ensure the application is ready to be completed. To sign the application:

1. Type in the name of the District Authorized Official.
2. Click the **checkbox**.
3. Click **Save** when editing; and **Finish** when complete.

Once the district authorized official has “signed” the application by checking the box, the CSA must then log-in under their account to do the same. Only the CSA account has the authorization to submit the application to the NJDOE. Please note: It is important to check with the district’s homeroom administrator to make sure that the school district’s CDS record is accurate and contains the correct spelling of the CSA name and their accurate title/designation. Multiple CDS records and inaccuracies in the CDS system will prevent you from being able to submit an application through the CTE-DMS.

Chief School Administrator Tab

1. Type in the name of the CSA.
2. Click the **checkbox**, a submit button will appear on the bottom right.
3. Click **Submit**.

Upon final submission, you will receive a pop-up message that says, “**Application Submitted Successfully.**” In addition, if you return to the home screen, “**Submitted**” will also appear in the status column for the application. Note, “**Complete**” does not mean the application is “**Submitted**”.

Part IV Remediation, Program Deletions & Changes

Remediation Steps

After an application has been reviewed by the NJDOE, a school district will either receive a notice of approval or a notice that remediation is required. If remediation is required, the following steps will need to be taken:

1. Read the status of each section to determine which sections require remediation.
2. Open each section that requires remediation and click the **Review Status tab** (you can view and print a PDF of all required remediations by clicking the **Remediation PDF** link at the bottom of any section’s Review Status tab).
3. For each section that requires remediation, use the information in the **appropriate field** and/or **comment box** to update the application. Once all remediation steps have been completed, click “**Finish**” in **every** section that required remediation. Please note, for Section 3, you will need to click Finish on the **Program Overview tab** and the **Course tabs**.
4. Click on Section 6 — Statement of Assurance and **finish** the application.
5. Once your district’s authorized official has **finished** the application, the CSA will also need to log-in, electronically sign, and submit the application.

Deleting a Program

If at any time your district no longer wishes to offer an approved CTE program or program of study, you can **delete** the program from your list of approved programs. In order to start a program deletion application, your district's authorized official must:

1. Log in to the CTE DMS.
2. Locate the program you want to delete in the Program Panel.
3. Click the "**Delete**" button.
4. Once the program application opens, click on Section 6, type in your name and **finish** the application.
5. Once the district authorized official has **finished** the application, the CSA will also need to log-in, electronically sign, and submit the application.

Upon final submission, a pop-up message will state, "**Application Submitted Successfully.**" In addition, if you return to the home screen, "**Submitted**" will also appear in the status column for the application. Once the application for deletion has been approved by the Office of Career Readiness, you will receive an e-mail alerting you that the program has been deleted and that the deletion letter is available in the CTE-DMS.

Changing from a Program to a Program of Study

To change the status of a program to a program of study:

1. Log in to the CTE DMS.
2. Locate the program you want to change in the Program Panel.
3. Click the "**Change**" button.
4. Click on Section 3. Update information. Only Sections 3 and 6 will be accessible.
5. Upload articulation agreement, if applicable.
6. Click on Section 6. The district authorized official, followed by the CSA must **electronically sign** the application.

Contact Information

Program Assistance for CTE Programs of Study:

If you have specific questions related to CTE programs of study or program requirements, please contact the [Career Cluster Specialist](#) of the program in question.

Technical Assistance for Perkins V

If you have specific questions related to Perkins, please contact the designated county [Perkins Program Officer](#).

IT Technical Support for the CTE-DMS

For help troubleshooting and fixing CTE-DMS issues, please contact the [CTE-DMS Helpdesk](#).