



Career and Technical Education Data Management System (CTE-DMS) Frequently Asked Questions (FAQ's)

General Information

Always include the District ID and Program ID when contacting [CTE-DMS Technical Assistance](mailto:cte.help@doe.nj.doe) (cte.help@doe.nj.doe). If possible, provide a screen shot of any error message(s) that are received when experiencing an issue with CTE-DMS.

Most problems can be resolved by referring to the CTE-DMS Manual which can be accessed from the CTE-DMS main menu.

FAQ's

Q1. In Section 1, why isn't the Classification for Instructional Program (CIP) code available to select in the dropdown?

You may have selected the wrong career cluster, the CIP you are proposing is no longer valid, or the CIP is currently not eligible for approval. Contact the career cluster® lead for guidance.

Q2. Why am not seeing all available school location choices in the Program Locations dropdown?

If the programs location is not available in the location dropdown, see the CTE-DMS Manual for instructions for the steps to add program locations.

Q3. Why do I receive an error message when trying to upload documents?

Make sure that there are no symbols (e.g. ~ ! @ # \$ % ^ & * () ` ; < > ? , [] { } ') in the file name. If there are symbols, rename the file. It is also recommended that users upload PDF documents rather than Google links or Microsoft Word documents.

Q4. Does “**Complete**” status mean that the application has been submitted to NJDOE?

No. For an application to be fully submitted to the New Jersey Department of Education (NJDOE), the status must show “**Submitted**”. To submit, all sections must be finished by selecting the **Finish** button on the right-hand side of each section. Then, the District Authorized Official must finalize Section 6 to bring the application to “**Complete**” status. Finally, the Chief School Administrator (CSA) will be able to submit.

Q5. The superintendent is unable to approve and submit the CTE program of study application. What is the solution?

Contact the District's Homeroom Administrator to verify the CSA is designated in the County District System (CDS). Make sure the application is in the “**complete**” status. To confirm, open each section and click on **Finish**. The CSA should now be able to **Submit**.

Q6. Why can I only update Section 3 in a **change** application?

The **change** application type is only to change a CTE Program to a CTE Program of Study. Only articulation information and uploads can be added to Section 3. No other changes can be made.

For any other technical issues contact [CTE-DMS Technical Assistance](mailto:cte.help@doe.nj.gov) (cte.help@doe.nj.gov).

