



**New Jersey Department of Education
Career and Technical Education
Data Management System Guide
(CTE DMS)**

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Part I: Introducing the CTE Data Management System

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

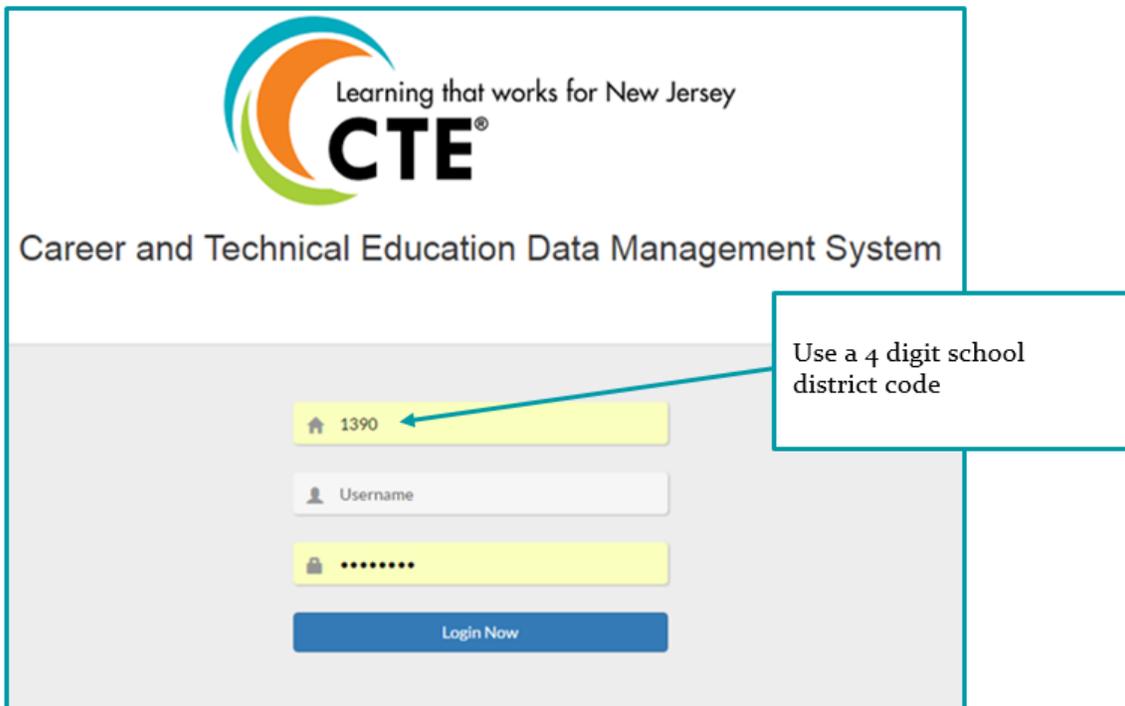
For the best user experience, it is recommended that you use the  **chrome** web browser to access the CTE Data Management System. The system is also viewable in other browsers such as Internet Explorer and FireFox.

Setting Up an Account for the CTE Data Management System

Every district must have a Homeroom Administrator. This designated person at the district/college is the person who can assign applicant names and passwords for various data collection systems within the [New Jersey Homeroom](#) system. If you do not know who the Homeroom Administrator is at your district/college, you can find a complete list of names on the [Homeroom Administrator List](#). For Chief School Administrators, it is important to check with your homeroom administrator to make sure that your CDS record is accurate and contains the correct spelling of your name and a Chief School Administrator designation. Multiple CDS records and inaccuracies in the CDS will prevent you from being able to submit an application through the CTE DMS.

Logging in to the CTE Data Management System

1. Go to the [NJ Homeroom](#)
2. Click on the link to **CTE Data Management System**
3. Use your 4 digit school district code, user name, and password to login



Learning that works for New Jersey
CTE[®]
Career and Technical Education Data Management System

1390

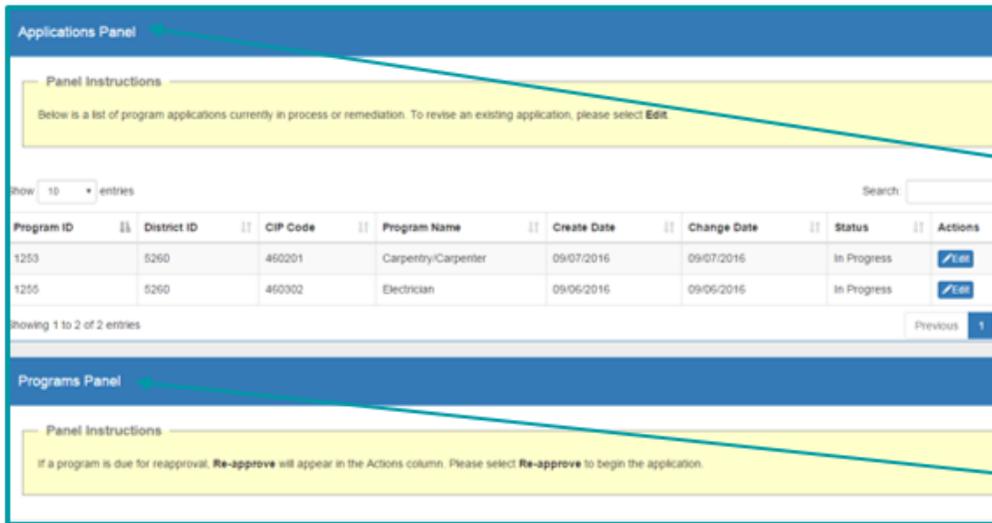
Username

Login Now

Use a 4 digit school district code

Panels

After logging in, there are 2 panels that appear.



Applications Panel

A list of all the current programs in process or remediation.

Programs Panel

A list of all of the district's current programs and information regarding those programs.

Applications Panel

This is a list of all the current programs in process or remediation. The list includes status of application (see below), Program ID, District ID, CIP Code, Program Name, Create Date, and Change Date.

Program ID	Application Type	District ID	Career Cluster Title	CIP Code	Program Name	Create Date	Change Date	Status	Actions
------------	------------------	-------------	----------------------	----------	--------------	-------------	-------------	--------	---------

Application Status	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 lead) has approved all sections and the application is now awaiting manager review.
Manager Approved	CTE Manager has approved all sections of the application and the application is awaiting final review by Director.
Approved	CTE Director has provided final approval, at which point your will be able to download, print and save the letter of approval

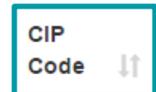
Programs Panel

This is a list of all of the district's current programs and information regarding those programs including Program ID, District ID, Career Cluster ID, Career Cluster Pathway, CIP Code, Program Name, POS, Approved Date, and Actions. If a program is eligible to be reapproved, the "Re-approve" button will appear in the Actions column.

Program ID	District ID	Career Cluster ID	Career Cluster Pathway	CIP Code	Program Name	POS	Approved Date	Actions
1170	1320	9.3.12.AC	Design & Pre-Construction	151303	Architectural Drafting and Architectural CAD/CADD	N	11/6/2014	
1171	1320	9.3.12.AC	Maintenance & Operations	460401	Building/Property Maintenance	N		/Re-approve
1172	1320	9.3.12.AC	Construction	460201	Carpentry/Carpenter	N	12/9/2013	/Re-approve

Sorting

Users can sort each column by clicking on the up or down arrow next to the title for that column.



Viewing Program Information

To view individual program information:

1. Go 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. Click the link to open and view the performance report

Program Info Panel					
County:	13				
District:	1390				
CIP Code:	120503				
Program Name:	Culinary Arts/Chef Training				
Former CIP:					
Career Cluster:	Hospitality & Tourism				
Career Cluster Pathway:	Culinary Arts/Chef Training				
POS:	N				
School operated programs:					
Approved Date:	3/5/2012				
Reapproval Due Date:					
Performance Report:	Performance Report				
Course Information:					
Course Number	Course Name	Delivery	Technical Skill Assessment	End of Program Assessment	SLE type name
1	Culinary Arts I	36			

Viewing Performance Reports

To view individual Performance Reports:

1. Go 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. Click the link* next to Performance Report to open the report

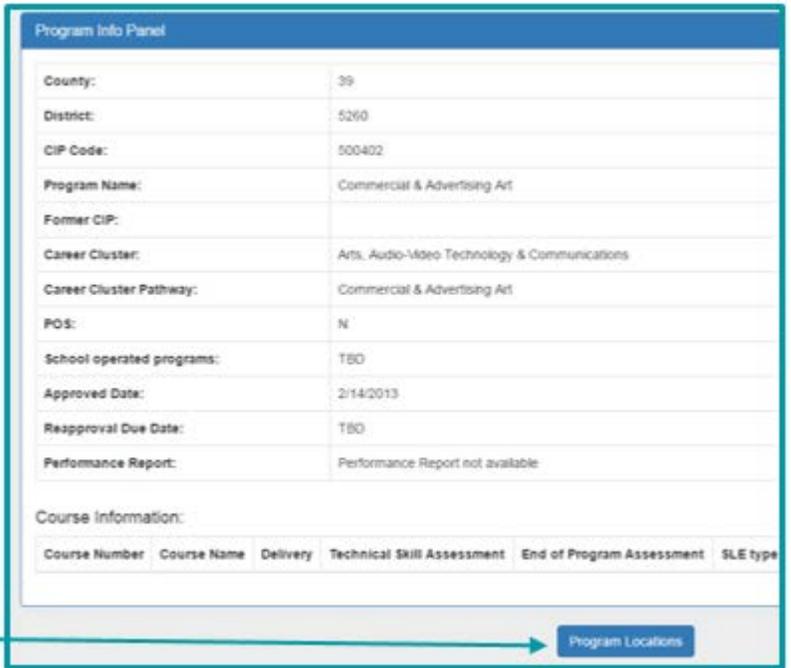
*If there is no link, a performance report is not yet available for that program

Viewing/Editing School Locations for Each Program

Each CTE program/program of study can operate at one or more schools within one school district. The list in this section is pre-populated with locations where this program is operating.

To view Program Location for CTE program/program of study:

1. Go to the Programs Panel
2. Click on the Program ID number
3. Information regarding the program will appear
4. Go to the bottom of the page and click Program Locations



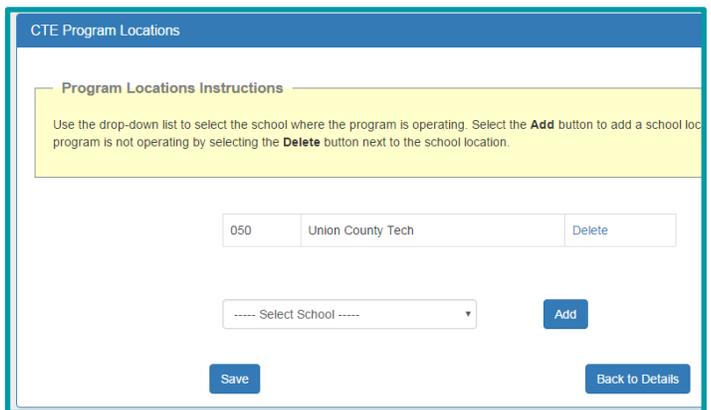
The screenshot shows the 'Program Info Panel' for a CTE program. The panel contains the following information:

County:	39
District:	5260
CIP Code:	500402
Program Name:	Commercial & Advertising Art
Former CIP:	
Career Cluster:	Arts, Audio-Video Technology & Communications
Career Cluster Pathway:	Commercial & Advertising Art
POS:	N
School operated programs:	TBD
Approved Date:	2/14/2013
Reapproval Due Date:	TBD
Performance Report:	Performance Report not available

Below the program info is a section for 'Course Information' with a table header: Course Number, Course Name, Delivery, Technical Skill Assessment, End of Program Assessment, SLE type. At the bottom right of the panel is a blue button labeled 'Program Locations'.

To Add School Locations:

1. Use the drop-down list to select the school where the program/program of study is operating
2. Select the Add button to add a school location
3. Repeat to add additional school locations where this program/program of study is operation
4. Click **Save** when finished



The screenshot shows the 'CTE Program Locations' form. It includes a yellow instruction box that reads: 'Use the drop-down list to select the school where the program is operating. Select the Add button to add a school location. Select the Delete button next to the school location if the program is not operating by selecting the Delete button next to the school location.'

Below the instructions is a table with one row:

050	Union County Tech	Delete
-----	-------------------	--------

Below the table is a drop-down menu labeled '---- Select School ----' and a blue 'Add' button. At the bottom of the form are 'Save' and 'Back to Details' buttons.

To Delete Program Locations:

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

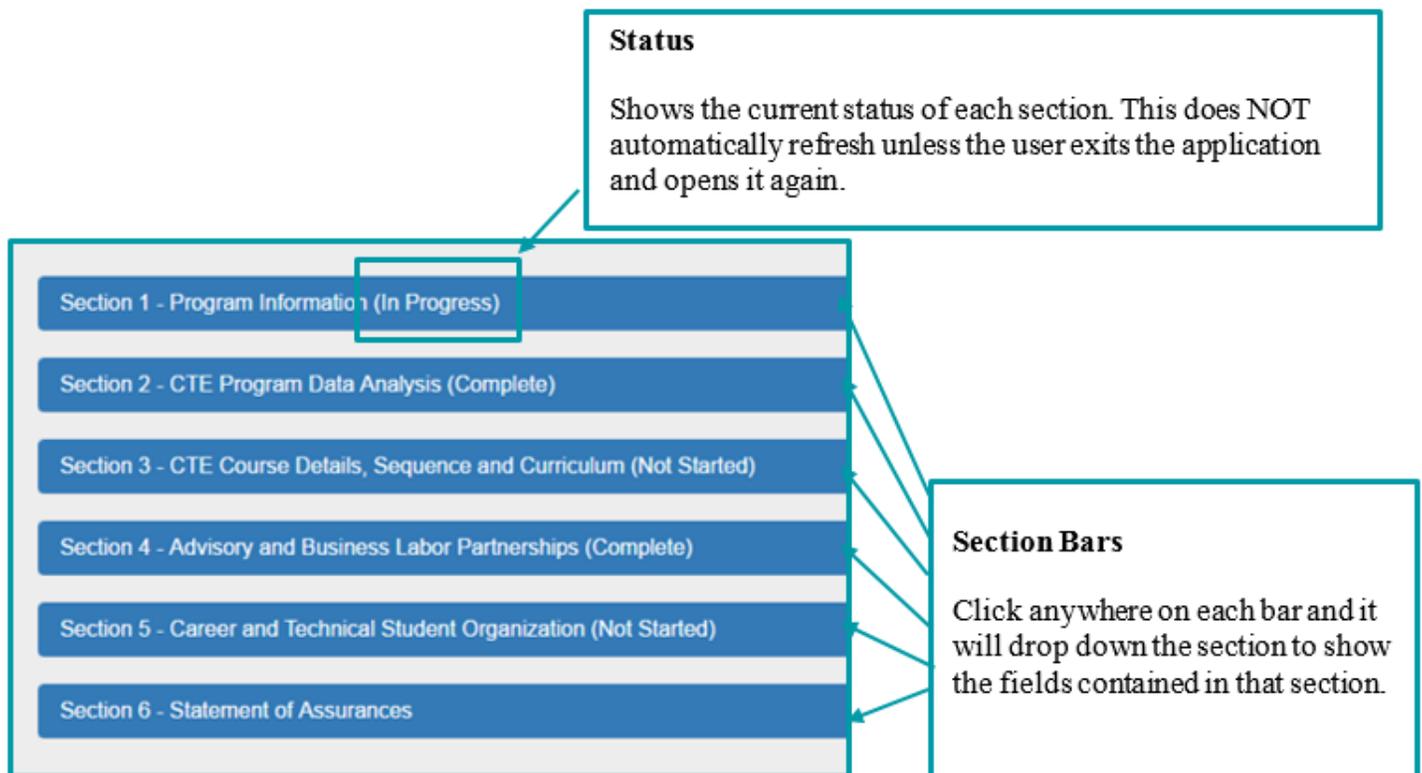
Part II: Creating and Completing a Reapproval Application

Starting a Reapproval Application

From the home screen:

1. Go to the Program Panel and identify the program name you want to submit for reapproval.
2. Click the **Re-approve** button
3. The application will open and show 6 rectangular bars
4. Click anywhere in the Section 1 bar to open this part of the application
5. Follow the remaining instructions to complete each section

Application Functionality



Section Bars

Click anywhere on any of the section bars and it will drop down to show the fields contained in that section. It is recommended to close each section as you are done and then open the next section. However, you are able to work with multiple sections open.

Status

Each Section Bar will have the status of the application listed next to the section title. 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.

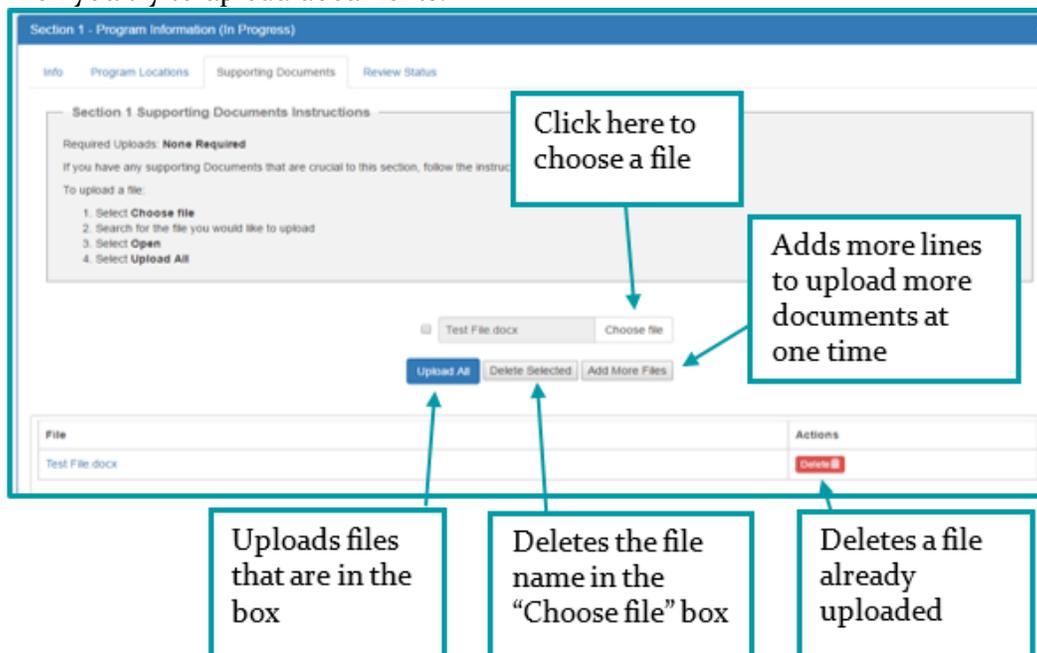
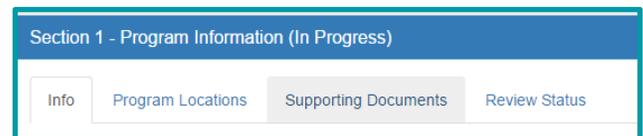
Save and Finish

Each section in the application has a **Save** and **Finish** button. As the user is working, they will be able to save their work along the way. Once they have finished a section, they can click **Finish**. All sections must be “finished” in order to submit the application.

Button	Function Description
	Saves data that has been entered. Allows the user to return to the document and complete it at another time.
	Allows the document to be saved and a consistency check to be run in the current section to ensure all fields are filled out properly. <i>*Users can edit the section after clicking Finish. They would then need to save any additional information and click finish again to run the consistency check again.</i>

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.

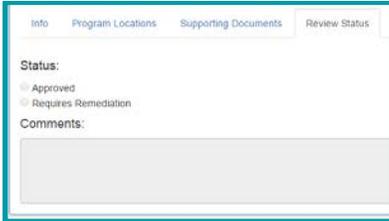


The screenshot displays the 'Section 1 - Program Information (In Progress)' interface, specifically the 'Supporting Documents' section. It includes instructions for uploading files and a list of actions. Callouts provide the following explanations:

- Click here to choose a file:** Points to the 'Choose file' button next to the 'Test File.docx' input field.
- Adds more lines to upload more documents at one time:** Points to the 'Add More Files' button.
- Uploads files that are in the box:** Points to the 'Upload All' button.
- Deletes the file name in the "Choose file" box:** Points to the 'Delete Selected' button.
- Deletes a file already uploaded:** Points to the 'Cancel' button in the 'Actions' column.

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 on this field.



The screenshot shows the 'Review Status' tab selected in a navigation menu. Below the menu, there is a 'Status:' section with two radio buttons: 'Approved' and 'Requires Remediation'. Below that is a 'Comments:' section with a large, empty text area for input.

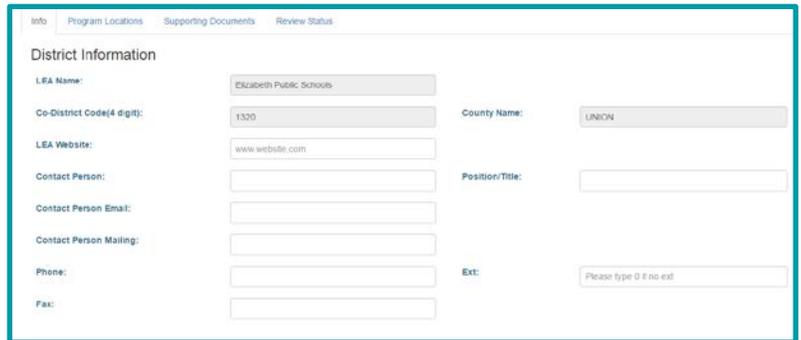
Section 1 – Program Information

To complete Section 1, the district must complete **both the **Info Tab** and the **Program Location Tab**.

Info Tab

District Information

1. Complete the required information in this section
2. Type a "0" if there is no extension



The screenshot shows the 'District Information' form. It includes fields for: LEA Name (Elizabeth Public Schools), Co-District Code (4 digit) (1320), County Name (UNION), LEA Website (www.website.com), Contact Person, Contact Person Email, Contact Person Mailing, Phone, Fax, Position/Title, and Ext. (Please type 0 if no ext).

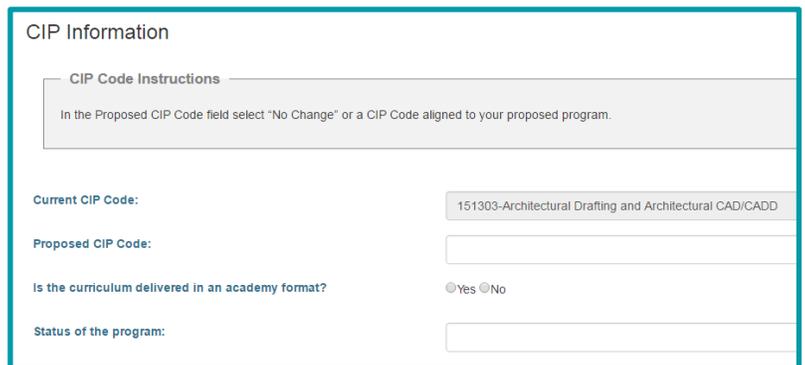
CIP Information

1. Current CIP: This is the CIP Code the program is currently operating under. This field cannot be edited.
2. 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:**

A) 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

B) It may not be an NJDOE approved CIP Code for this Career Cluster.



The screenshot shows the 'CIP Information' form. It includes a 'CIP Code Instructions' section with a text box: 'In the Proposed CIP Code field select "No Change" or a CIP Code aligned to your proposed program.' Below this are fields for: Current CIP Code (151303-Architectural Drafting and Architectural CAD/CADD), Proposed CIP Code, Is the curriculum delivered in an academy format? (radio buttons for Yes/No), and Status of the program.

3. 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
 - iv. A sequenced, comprehensive work-based learning component
 - v. More information can be found at the [National Career Academy Coalition](#)
 - b. In the application: If the program is delivered as an academy format select **Yes**. If not, select **No**.
4. 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.
5. 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

*To delete program locations, click **Delete** next to each location you want to delete. Click **Save**.

STOP **Both The Info Tab And Location Tab Must Be Filled Out To Complete This Section.** When both the Info Tab and Program Location Tab are complete, click **Save** while editing and **Finish** when the entire section is complete.

Supporting Documents

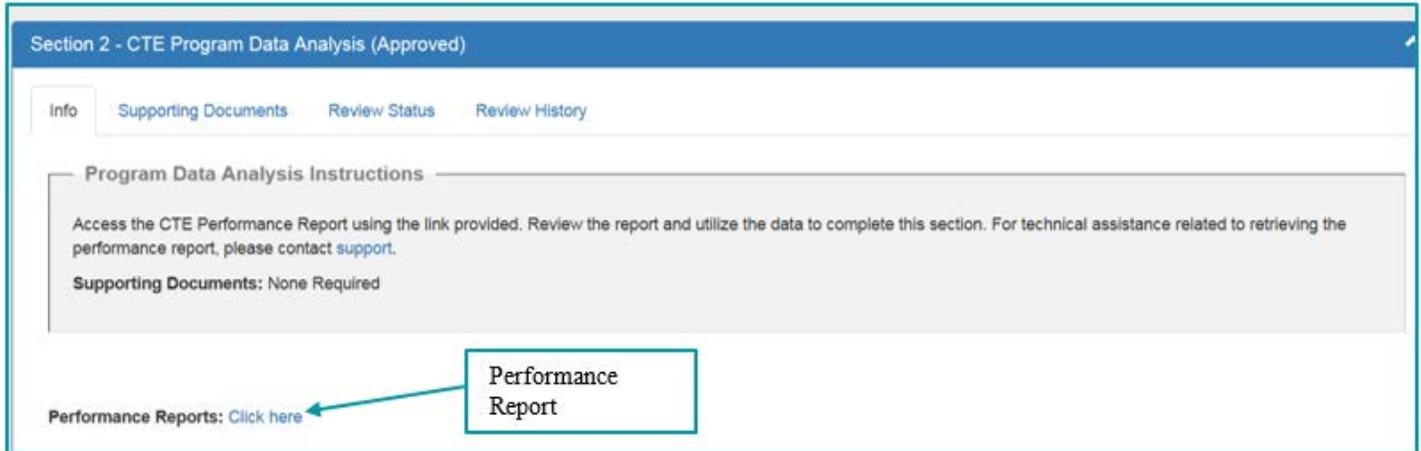
Section 1: There are no required documents for this section.

Section 2 – CTE Program Data Analysis

For this section, applicants must retrieve the Program Performance Report for their individual program to answer the questions for this section.

Download and View the Program Performance Report

1. Click on the link below the instructions next to Performance Reports



2. Click **Open** to view the file
3. Save the file for your records by clicking **File** then **Save As**

Complete Section 2

Info Tab

As you complete this section, you can save at any time and continue working on the section at another time.

Number 1 (a, b, c) - Using the Performance Report, locate the Third Party Technical Skill Assessment TSA section on the report to complete a-c.

- a. *If the technical skill assessment (TSA) data does not reflect that the program meets or exceeds state target data, please give a brief explanation of why the program did not meet these expectations and include what strategies will be implemented to address growth in subsequent years.*
 - i. If the TSA performance did not meet the target, include an explanation in the box.
 - ii. If TSA did meet the target, type **NA** in the box
- b. *If more than one test is listed in the Third Party Technical Skill Assessment section, please explain what the differences are and how they are being implemented.*
 - i. If more than one Technical Skills Assessment was included, type the explanation in the box.
 - ii. If one or no Technical Skills Assessments was listed, type **NA** in the box
- c. *If there is not a DOE Recognized Third Party Technical Skill Assessment (identified by code and name) or Other (Code: 99) is identified, please specify what test is being implemented and why.*
 - i. If no assessment or Other (Code 99) was listed, include an explanation in the box.
 - ii. If an assessment was listed, type **NA** in the box

Number 2: *Locate and review the Enrollment section of the performance report. Please elaborate on the enrollment data reported for the three years of Participants, Concentrators, and Completers. (Definitions can be located in the Data Analysis Section of the Career and Technical Education Program Guide or on the Performance Report Key located in NJHomeroom)*

Compare, contrast, and analyze the information in this section. Included below are some examples of data analysis:

1. Compare the number of participants compared to the number of concentrators and completers. Is there a large or small number of students moving from participant to concentrator over a two-year period? Explain the answer.
Example:
Fact: There are 50 participants in 2013 and 10 concentrators in 2014.
Analysis: Only 20% of the students are going from the first course and continuing to the next course in the sequence.
Explanation: Explain in the box why 80% of the students are not continuing on in the program.
2. Compare the number of participants in the first year to the number of completers in the third year. Four-course programs may use the number of concentrators in one or two years and compare it to the number of completers in the last year.
Example:
Fact: There are 50 participants in 2013 and 10 concentrators in 2014.
Analysis: Only 20% of the students are going from the first course and continuing to the next course in the sequence.
Explanation: Explain in the box why 80% of the students are not continuing on in the program.
3. Compare the number of completers across all three years.
Example:
Fact: There are 10 completers in 2013, 5 in 2014 and 1 in 2015.
Analysis: The number of completers is diminishing each year for 3 years.
Explanation: Explain in the box why the program is diminishing. Explain if this program is currently being phased out or if there are plans to revitalize this program or any efforts to increase enrollment.
4. Look for any type of irregularities in the data.
Example:
Fact: There are 0 participants for 2013 and 20 completers for 2015.
Analysis: If 0 participants started in year 1, then how could 20 students finish in year 3? Has the data been reported correctly?
Explanation: Explain in the box why 1) there is a reason why there are no participants or 2) there was a problem when the district reported the data.

Number 3: *Review the Academic Attainment section which includes Language Arts and Math performance data and their respective state targets. Please identify the LAL and/or Math intervention/enrichment strategies or professional development this program is utilizing to improve the students' academic readiness.*

For the current application year, **All Applicants Will Type "NA"** in this box.

Number 4: *Is there any additional information that you would like to provide regarding the Program Performance Report for this program?*

This area is for the applicant to include any additional information which they feel is relevant to the review of this section of the application. If there is no additional information, this box can be left blank.

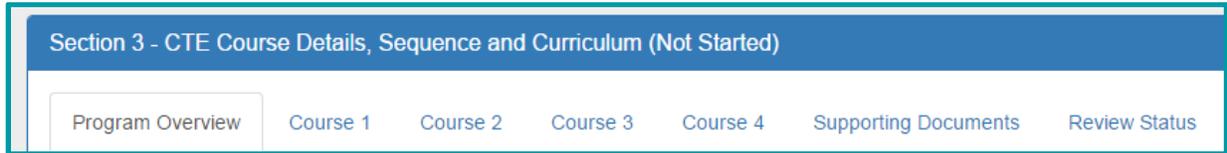
After finishing this section click **Save** while editing and **Finish** when the section is complete.

Supporting Documents

Section 2: There are no required documents for this section. If the district would like to upload files relevant to one or more of their explanations, they can do so in the supporting documents tab.

Section 3 – CTE Course Details, Sequence and Curriculum

Section 3 has several tabs at the top that the applicant is required to complete. See the chart below to determine which tabs are required based on the number of courses in the program.



List of Required Tabs for Section 3

Complete the Required Tabs Based on the Number of Courses in the Sequence

Program Variations Tabs to Complete	Shared-Time County Vocational Programs 2 Course Sequence	Required for all CTE Programs 3 Course Sequence	Optional 4 Course Sequence	Optional 5 Course Sequence
Program Overview	Required	Required	Required	Required
Course 1 Tab	Required	Required	Required	Required
Course 2 Tab	Required	Required	Required	Required
Course 3 Tab	NA	Required	Required	Required
Course 4 Tab	NA	NA	Required	Required*
Supporting Documents	Required if program has a college articulation agreement	Required if program has a college articulation agreement	Required if program has a college articulation agreement	Required if program has a college articulation agreement

* Schools operating with a 5 course sequence must combine course 4 & 5 in the Course 4 tab. Indicate in the description which description is for course 4 and which is for course 5.

Program Overview Tab

Postsecondary Partnerships:

If this program has opportunities for students to earn postsecondary credit, answer **Yes** to the question. If it does not, click **No**.

College Agreement Information:

If yes to the above question, the applicant must type in the postsecondary partner name and type of credit students earn.

Postsecondary Partner Name

There are 2 boxes provided to allow up to 2 partners to be listed separately. If more than two partners are included, please combine additional partners in either the first or second box.

Type of Credit

Articulated Credit - College credits students earn for successfully completing an articulated course are “banked” at the community college until the student enrolls in a program at that college.

Concurrent/Transcripted/Dual Credit - Students simultaneously earn both credits towards high school graduation requirements, and college credits for successfully completing a program of study course.

Apprenticeship:

If the program includes an opportunity for students to participate in a registered apprenticeship program, select **yes** for the first question. If yes, type the **name** of the apprenticeship program in the box.

Apprenticeship

Does this program have an apprenticeship: Yes No

Name of Apprenticeship Program Partner:

Program Level Technical Skill Assessment & Industry Valued Credentials:



If there is a **Program Level Assessment or Industry Valued Credential** incorporated at the end of the course sequence, it should be included in this section. If there is an assessment which is **not cumulative**, it should be entered on the **Individual Course** tabs (Course 1, Course 2, Course 3, or Course 4).

- If there is a NJDOE Recognized assessment given in this course, select it from the drop down menu, **Or**
- If the third-party assessment is included on the New Jersey Industry Valued Credentials List, select it from the drop down list, **Or**
- If the third-party assessment is not on the NJDOE Recognized Assessment list, type the following information in the Other third party text box:
 - Assessment Name

- Provider Name
- Website address of provider
- Justification for selecting this assessment

Or

- If no third-party assessment is available, describe the district created and Advisory approved assessment in the corresponding box.

Course 1 Tab

The Course 1 tab is required for all programs/programs of study. Follow the instructions below to complete this tab. The instructions below will be the same for the Course 2, Course 3, and Course 4 tabs.

Course Information:

1. Course title: Type the name of the course used by the school (the name that is listed in the district's Course Selection Guide and advertising materials)
2. Grade Level: Click to check the box next to any/all grade levels which apply
3. SCED Information (more information can be found at the [National Center for Educational Statistics](#))
 - a. Subject Area: Select the Subject Area from the drop down. This will populate the SCED Course Number list.
 - b. SCED Course Number: Select the SCED Course Number that best aligns with the description of this course.
 - c. SCED Course Name: This field is read only and displays the SCED Course Name based on the previous 2 selections.
4. Delivery Format:
 - a. Type in the number of weeks (numeric) and the average minutes per weeks (numeric)

Course Description:

Type in a description for this course only. More detailed information should be included in the course syllabus which is a required upload for this section. **The course syllabus must include the New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable (such as industry standards).**

Structured Learning Experiences (SLE):

*At least one Structured Learning Experience (SLE) is required within a CTE program/program of study sequence of courses. Applicants must include a description of **At Least One SLE on at least one of the Course Tabs**. If there is a SLE in **This Course**, then include the description on this course page. If it is incorporated in another course, describe it on that course tab.

An SLE description must:

1. Be listed under the appropriate type of SLE (Job Shadowing, Cooperative Education Experience, Volunteer, Apprenticeship, Internship (Paid or Unpaid), or School-based Enterprise)
2. Include the place the student will be attending the SLE (name of local business, school store located in the school, restaurant, etc.)
3. Include the length of time the student will be attending the SLE (example: 3 days, 1 week, 1 day per week for 10 weeks, etc.)

4. Include the brief description of the specific tasks and duties the student will be expected to perform for every SLE included in this section.

Individual Course Technical Skill Assessment & Industry Valued Credentials **For This Course Only**

If there is an individual course assessment or industry credential incorporated into this course, which is **not** the cumulative assessment for the program, include that information in this section.

If the assessment is cumulative and given at the end of the sequence of courses, please include that information on the Program Overview tab under the Program Level Technical Skill Assessment Section

Individual Course Technical Skill Assessment & Industry Valued Credentials for **THIS COURSE ONLY**

A third-party technical skill assessment is required upon completion of this program or program and should be indicated on the Program Overview tab. If other assessments or industry credentials are included throughout the course sequence, input that information on the appropriate course tab.

NJDOE Recognized Assessment

New Jersey Industry Valued Credentials

Other third party (not currently on NJDOE Recognized Assessment List). Describe assessment name, provider name, web site address of provider and justification for selecting this assessment.

District Created & Advisory Approved Assessment (This option will not be included in the calculation for the Technical Skill Attainment Indicator in the Perkins Performance Report). Include justification and Advisory Approval date.

- If there is a NJDOE Recognized assessment given in this course, select it from the drop down menu, **Or**
- If the third-party assessment is included on the New Jersey Industry-Valued Credentials List, select it from the drop down list, **Or**
- If the third-party assessment is not on the NJDOE Recognized Assessment list, type the following information in the Other third party text box:
 - Assessment Name
 - Provider Name
 - Website address of provider
 - Justification for selecting this assessment**Or**
- If no third-party assessment is available, describe the district created and Advisory approved assessment in the corresponding box.

Course 2 Tab

Course 2 is required for all programs/programs of study. This tab should be completed using the same instructions contained in Course 1.

Course 3 Tab

Course 3 is required for all programs/programs of study that operate a 3-course sequence. This tab should be completed using the same instructions contained in Course 1.

Course 4 Tab

Course 4 is required for all programs/programs of study that operate a 4 or more course sequence. This tab should be completed using the same instructions contained in Course 1.

Supporting Documents

Section 3: There are required documents for this section.

Required:

- Document 1: **Syllabus** for course 1 that includes New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable
- Document 2: **Syllabus** for course 2 that includes New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable
- Document 3: **Syllabus** for course 3 that includes New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable

If applicable:

- Document 4: **Syllabus** for course 4 that includes New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable
- Document 5: **Articulation Agreement(s)** signed by the college president and secondary chief school administrator if the program has postsecondary credit incorporated.

Section 4 – Advisory and Business Labor Partnerships

The primary purpose of the CTE program Advisory Committee is to strengthen CTE Programs. The committee exists to advise, assist, and advocate for the CTE programs which serve the needs of students, business and industry, and to provide expertise pertaining to technological change. In this section, upload documents pertaining to the school's work and partnership with the program advisory committee. Program advisory committees are required for each CTE program/program of study and must have met at least twice in the last year. In addition to the required advisors, CTE Programs can have additional business labor partners who contribute in various ways. These individuals can be documented in the "Additional Business Labor Partner Section."

Info Tab

Advisory Committee Meetings

Dates: Enter the 2 most recent meeting dates of your advisory board meetings by clicking the date drop-down menu. Advisory committee meetings must have occurred within the past year.

Required Members

1. Enter the Name, Business/Employer/Organization and Title of each advisory committee member in the appropriate category role.
2. Click the check box next to all applicable contributions made by this advisory committee member

Additional Business Labor Partners

Repeat the same process as the Required Members Section for all of the required Advisory Members. Additional Business Labor Partners are **not** Required. If there are additional Business Labor Partners, please follow the same instructions for completing this section for each additional member.

Supporting Documents

Section 4: There are 2 required documents for this section.

Document 1: Meeting Minutes for Meeting 1

Document 2: Meeting Minutes for Meeting 2

Section 5 – Career and Technical Student Organization

Every CTE program or program of study must incorporate a Career and Technical Student Organization (CTSO). Please select the CTSO that is affiliated with this program.

1. Locate the appropriate CTSO
2. Click the corresponding circle for that CTSO
3. Click **Save** when editing and **Finish** when complete

Supporting Documents

Section 5: There are no required documents for this section.

Section 6 – Statement of Assurances

District Authorized Official Tab

Once all sections have been completed and all corresponding files have been uploaded, the district authorized official must “Sign” the application. 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 Chief School Administrator (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 Department of Education.

Chief School Administrator Tab

1. Type in the name of the Chief School Administrator
2. Click the **checkbox**
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. **Please note:** It is important to check with your homeroom administrator to make sure that your CDS record is accurate and contains the correct spelling of your name and a Chief School Administrator designation. Multiple CDS records and inaccuracies in the CDS system will prevent you from being able to submit an application through the CTE DMS.

Supporting Documents

Section 6: There are no required documents for this section.

File Upload Summary List

Section	File	Required/ Applicable	Detail
3	Course 1 Syllabus	Required	Syllabus for Course 1 (Document must include New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable).
3	Course 2 Syllabus	Required	Syllabus for Course 2 (Document must include New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable).
3	Course 3 Syllabus	Required	Syllabus for Course 3 (Document must include New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable).
3	Course 4 Syllabus	If Applicable	Syllabus for Course 4 (Document must include New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable).
3	Articulation Agreement	If Applicable	Articulation Agreement signed by the College President and Chief School Administrator or designee
4	Advisory Meeting Minutes Meeting 1	Required	Advisory Committee Meeting minutes/attendance for Meeting 1
4	Advisory Meeting Minutes Meeting 1	Required	Advisory Committee Meeting minutes/attendance for Meeting 2

Tips

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.

Part III: Creating and Completing a New Program Application

Starting a New Program Application

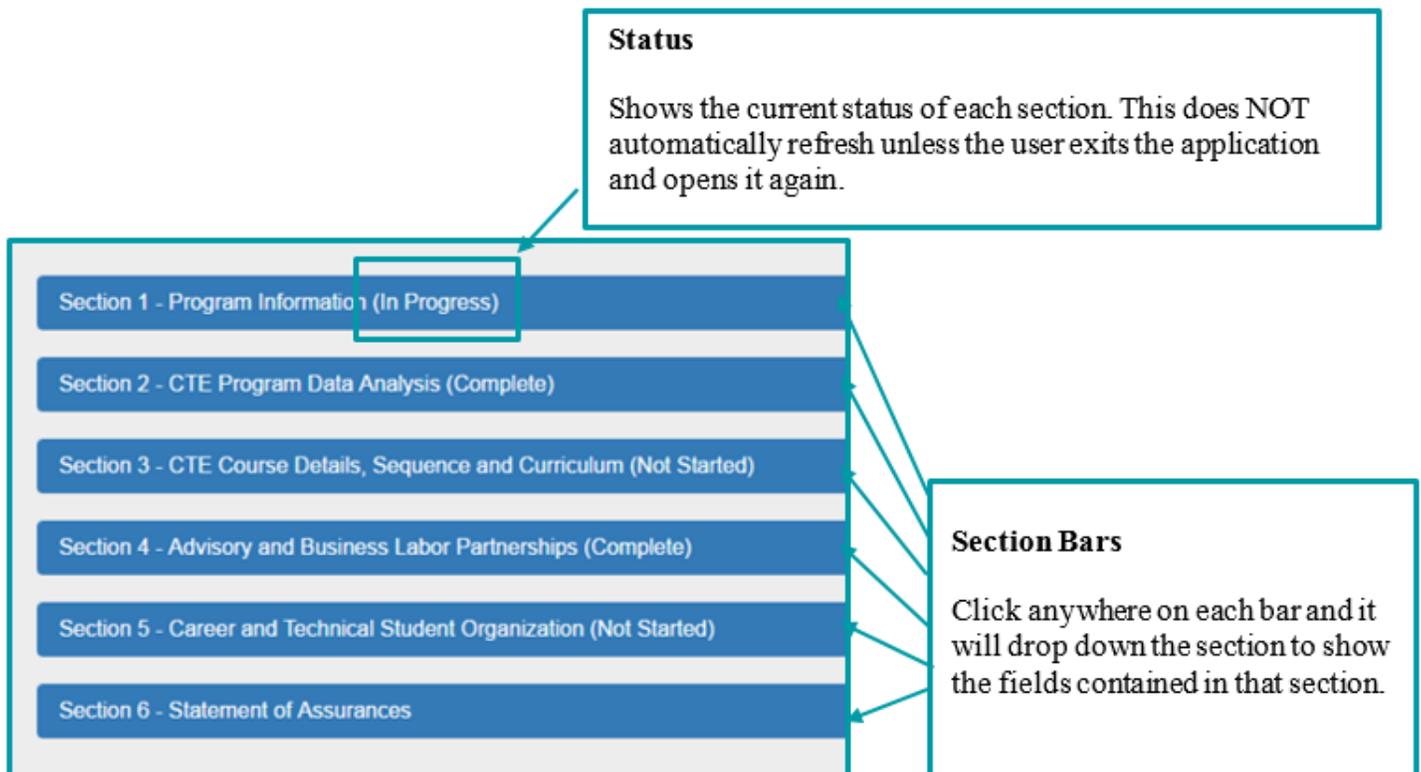
From the home screen:

1. Click the **New Program** button



2. The application will open and show 6 rectangular bars
3. Click anywhere in the Section 1 bar to open this part of the application
4. Follow the remaining instructions to complete each section

Application Functionality



Section Bars

Click anywhere on any of the section bars and it will drop down to show the fields contained in that section. It is recommended to close each section as you are done and then open the next section. However, you are able to work with multiple sections open.

Status

Each Section Bar will have the status of the application listed next to the section title. 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.

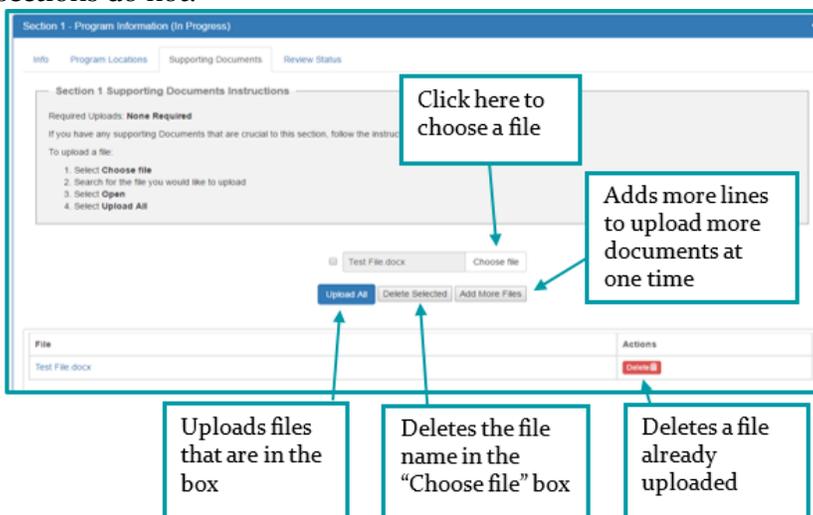
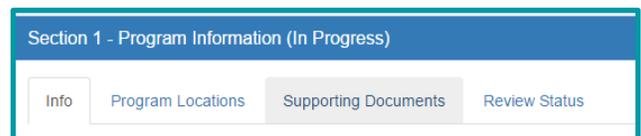
Save and Finish

Each section in the application has a **Save** and **Finish** button. As the user is working, they will be able to save their work along the way. Once they have finished a section, they can click **Finish**. All sections must be “finished” in order to submit the application.

Button	Button Function
	Saves data that has been entered. Allows the user to return to the document and complete it at another time.
	Allows the document to be saved and a consistency check to be run in the current section to ensure all fields are filled out properly. <i>*Users can edit the section after clicking Finish. They would then need to save any additional information and click finish again to run the consistency check again.</i>

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. Sections 3 and 4 require document uploads, while the other sections do not.

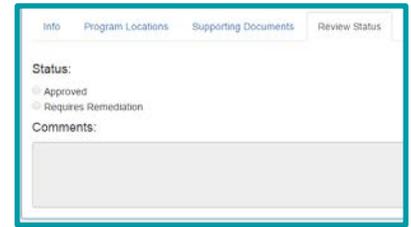


The screenshot shows the 'Supporting Documents' upload interface. It includes a list of instructions, a 'Required Uploads: None Required' message, and a list of steps to upload a file. Below the instructions, there is a file upload area with a 'Choose file' button, an 'Upload All' button, a 'Delete Selected' button, and an 'Add More Files' button. A table below shows a file named 'Test File.docx' with a 'Remove' button in the 'Actions' column. Callouts explain the functions of these buttons:

- Click here to choose a file**: Points to the 'Choose file' button.
- Adds more lines to upload more documents at one time**: Points to the 'Add More Files' button.
- Uploads files that are in the box**: Points to the 'Upload All' button.
- Deletes the file name in the "Choose file" box**: Points to the 'Delete Selected' button.
- Deletes a file already uploaded**: Points to the 'Remove' button in the table.

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.



The screenshot shows the 'Review Status' tab with the following fields:

- Status: Approved, Requires Remediation
- Comments: A large text area for entering notes.

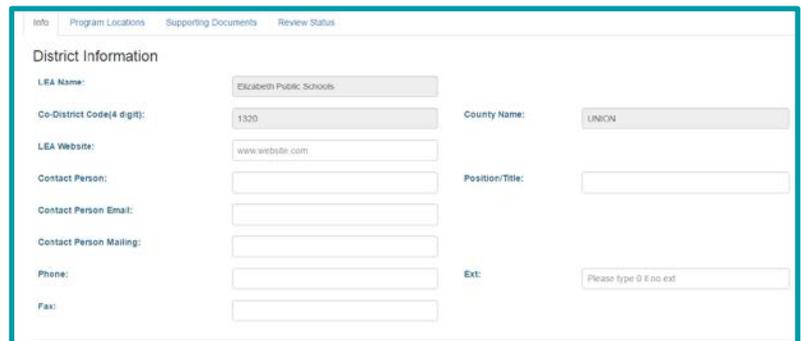
Section 1 – Program Information

To complete Section 1, the district must complete **Both the **Info Tab** and the **Program Location Tab**.

Info Tab

District Information

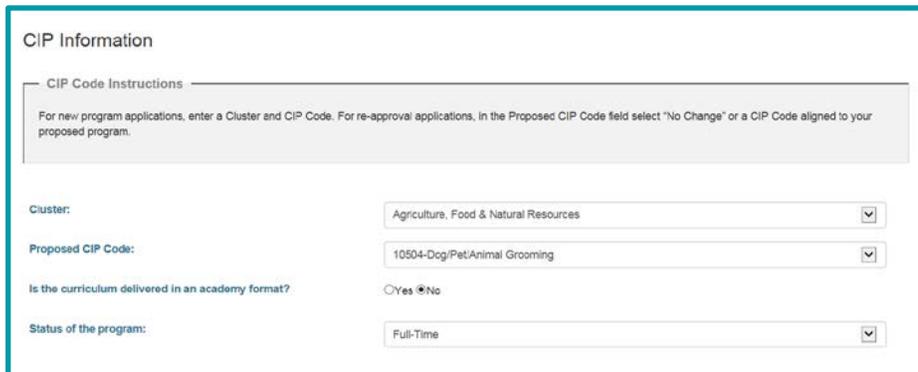
1. Complete the required information in this section
2. Type a "0" if there is no extension



The screenshot shows the 'District Information' form with the following fields:

- LEA Name: Elizabeth Public Schools
- Co-District Code(4 digit): 1320
- County Name: UNION
- LEA Website: www.website.com
- Contact Person: [Empty]
- Position/Title: [Empty]
- Contact Person Email: [Empty]
- Contact Person Mailing: [Empty]
- Phone: [Empty]
- Ext: [Empty] (Please type 0 if no ext)
- Fax: [Empty]

CIP Information



The screenshot shows the 'CIP Information' form with the following fields:

- CIP Code Instructions: For new program applications, enter a Cluster and CIP Code. For re-approval applications, in the Proposed CIP Code field select "No Change" or a CIP Code aligned to your proposed program.
- Cluster: Agriculture, Food & Natural Resources
- Proposed CIP Code: 10504-Dog/Pet/Animal Grooming
- Is the curriculum delivered in an academy format? Yes No
- Status of the program: Full-Time

1. Cluster: Based on the proposed program, select a cluster name from the drop down list.
2. Proposed CIP Code: Select a CIP code from the drop down menu.
***If you do not see the CIP Code** you wish to use:
A) It may be aligned to a different Career Cluster. Or
B) It may not be an NJDOE approved CIP Code for this Career Cluster.

3. 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
 - iv. A sequenced, comprehensive work-based learning component
 - v. More information can be found at the [National Career Academy Coalition](#)
- b. In the application: If the program is delivered as an academy format select **Yes**. If not, select **No**.

4. Status: Select the status of the program by choosing one of the following:
 - c. 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.
 - d. Full-Time – Students attend this district location only.
 - e. Both (For County Vocational School Districts only)–This program operates both as a shared-time and full-time program
5. 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

*To delete program locations, click **Delete** next to each location you want to delete. Click **Save**.

 **Both The Info Tab And Location Tab Must Be Filled Out To Complete This Section.** When both the Info Tab and Program Location Tab are complete, click **Save** while editing and **Finish** when the entire section is complete.

Supporting Documents

Section 1: There are no required documents for this section.

Section 2 – Enrollment Information

For each school year, enter the number of projected enrollees.

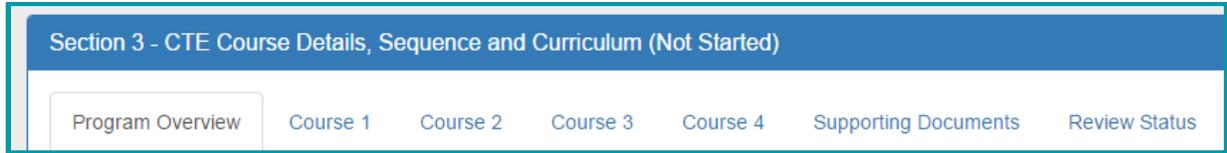
After finishing this section click **Save** while editing and **Finish** when the section is complete.

Supporting Documents

Section 2: There are no required documents for this section. If the district would like to upload files relevant to one or more of their explanations, they can do so in the supporting documents tab.

Section 3 – CTE Course Details, Sequence and Curriculum

Section 3 has several tabs at the top that the applicant is required to complete. See the chart below to determine which tabs are required based on the number of courses in the program.



List of Required Tabs for Section 3

Complete the Required Tabs Based on the Number of Courses in the Sequence

Program Variations Tabs to Complete	Shared-Time County Vocational Programs 2 Course Sequence	Required for All CTE Programs 3 Course Sequence	Optional 4 Course Sequence	Optional 5 Course Sequence
Program Overview	Required	Required	Required	Required
Course 1 Tab	Required	Required	Required	Required
Course 2 Tab	Required	Required	Required	Required
Course 3 Tab	NA	Required	Required	Required
Course 4 Tab	NA	NA	Required	Required*
Supporting Documents	Required if program has a college articulation agreement	Required if program has a college articulation agreement	Required if program has a college articulation agreement	Required if program has a college articulation agreement

* Schools operating with a 5 course sequence must combine course 4 & 5 in the Course 4 tab. Indicate in the description which description is for course 4 and which is for course 5.

Program Overview Tab

Postsecondary Partnerships:

If this program has opportunities for students to earn postsecondary credit, answer **Yes** to the question. If it does not, click **No**.

College Agreement Information:

If yes to the above question, the applicant must type in the postsecondary partner name and type of credit students earn.

Postsecondary Partner Name

There are 2 boxes provided to allow up to 2 partners to be listed separately. If more than two partners are included, please combine additional partners in either the first or second box.

Type of Credit

Articulated Credit - College credits students earn for successfully completing an articulated course are “banked” at the community college until the student enrolls in a program at that college.

Concurrent/Transcripted/Dual Credit - Students simultaneously earn both credits towards high school graduation requirements, and college credits for successfully completing a program of study course.

Apprenticeship:

If the program includes an opportunity for students to participate in a registered apprenticeship program, select **Yes** for the first question. If yes, type the **name** of the apprenticeship program in the box.

Apprenticeship

Does this program have an apprenticeship: Yes No

Name of Apprenticeship Program Partner:

Program Level Technical Skill Assessment & Industry Valued Credentials:



If there is a **Program Level Assessment Or Industry Valued Credential** incorporated at the end of the course sequence, it should be included in this section. If there is an assessment which is **not cumulative**, it should be entered on the **Individual Course** tabs (Course 1, Course 2, Course 3, or Course 4).

- If there is a NJDOE Recognized assessment given in this course, select it from the drop down menu, **Or**
- If the third-party assessment is included on the New Jersey Industry Valued Credentials List, select it from the drop down list, **Or**
- If the third-party assessment is not on the NJDOE Recognized Assessment list, type the following information in the Other third party text box:
 - Assessment Name
 - Provider Name
 - Website address of provider
 - Justification for selecting this assessment**Or**
- If no third-party assessment is available, describe the district created and Advisory approved assessment in the corresponding box.

Course 1 Tab

The Course 1 tab is required for all programs/programs of study. Follow the instructions below to complete this tab. The instructions below will be the same for the Course 2, Course 3, and Course 4 tabs.

Course Information:

1. Course title: Type the name of the course used by the school (the name that is listed in the district’s Course Selection Guide and advertising materials)
2. Grade Level: Click to check the box next to any/all grade levels which apply

3. SCED Information (more information can be found at [National Center for Educational Statistics](#))
 - a. Subject Area: Select the Subject Area from the drop down. This will populate the SCED Course Number list.
 - b. SCED Course Number: Select the SCED Course Number that best aligns with the description of this course.
 - c. SCED Course Name: This field is read only and displays the SCED Course Name based on the previous 2 selections.
4. Delivery Format:
 - a. Type in the number of weeks (numeric) and the average minutes per weeks (numeric)

Course Description:

Type in a description for this course only. More detailed information should be included in the course syllabus which is a required upload for this section. **The course syllabus must include the New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable (such as industry standards).**

Structured Learning Experiences (SLE):

*At least **One** Structured Learning Experience is required within a CTE program/program of study sequence of courses. Applicants must include a description of **At Least One SLE on at least one of the Course Tabs**. If there is a Structured Learning Experience (SLE) in **this course**, then include the description on this course page. If it is incorporated in another course, describe it on that course tab.

An SLE description must:

1. Be listed under the appropriate type of SLE (Job Shadowing, Cooperative Education Experience, Volunteer, Apprenticeship, Internship (Paid or Unpaid), or School-based Enterprise)
2. Include the place the student will be attending the SLE (name of local business, school store located in the school, restaurant, etc.)
3. Include the length of time the student will be attending the SLE (example: 3 days, 1 week, 1 day per week for 10 weeks, etc.)
4. Include a brief detailed description of the specific tasks and duties the student will be expected to perform for every SLE included in this section.

Individual Course Technical Skill Assessment & Industry Valued Credentials For This Course Only

If there is an individual course assessment or industry credential incorporated into this course, which is **not** the cumulative assessment for the program, include that information in this section.

If the assessment is cumulative and given at the end of the sequence of courses, please include that information on the Program Overview tab under the Program Level Technical Skill Assessment Section

Individual Course Technical Skill Assessment & Industry Valued Credentials for **THIS COURSE ONLY**

A third-party technical skill assessment is required upon completion of this program or program and should be indicated on the Program Overview tab. If other assessments or industry credentials are included throughout the course sequence, input that information on the appropriate course tab.

NJDOE Recognized Assessment

New Jersey Industry Valued Credentials

Other third party (not currently on NJDOE Recognized Assessment List). Describe assessment name, provider name, web site address of provider and justification for selecting this assessment.

District Created & Advisory Approved Assessment (This option will not be included in the calculation for the Technical Skill Attainment Indicator in the Perkins Performance Report). Include justification and Advisory Approval date.

- If there is a NJDOE Recognized assessment given in this course, select it from the drop down menu, **Or**
- If the third-party assessment is included on the New Jersey Industry-Valued Credentials List, select it from the drop down list, **Or**
- If the third-party assessment is not on the NJDOE Recognized Assessment list, type the following information in the Other third party text box:
 - Assessment Name
 - Provider Name
 - Website address of provider
 - Justification for selecting this assessment**Or**
- If no third-party assessment is available, describe the district created and Advisory approved assessment in the corresponding box.

Course 2 Tab

Course 2 is required for all programs/programs of study. This tab should be completed using the same instructions contained in Course 1.

Course 3 Tab

Course 3 is required for all programs/programs of study that operate a 3-course sequence. This tab should be completed using the same instructions contained in Course 1.

Course 4 Tab

Course 4 is required for all programs/programs of study that operate a 4 or more course sequence. This tab should be completed using the same instructions contained in Course 1.

Supporting Documents

Section 3: There are required documents for this section.

Required:

- Document 1: **Syllabus** for course 1 that includes New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable
- Document 2: **Syllabus** for course 2 that includes New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable
- Document 3: **Syllabus** for course 3 that includes New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable

If applicable:

- Document 4: **Syllabus** for course 4 that includes New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable
- Document 5: **Articulation Agreement(s)** signed by the college president and secondary chief school administrator if the program has postsecondary credit incorporated.

Section 4 – Advisory and Business Labor Partnerships

The primary purpose of the CTE program Advisory Committee is to strengthen CTE Programs. The committee exists to advise, assist, and advocate for the CTE programs which serve the needs of students, business and industry, and to provide expertise pertaining to technological change. In this section, upload documents pertaining to the school's work and partnership with the program advisory committee. Program advisory committees are required for each CTE program/program of study and must have met at least twice in the last year. In addition to the required advisors, CTE Programs can have additional business labor partners who contribute in various ways. These individuals can be documented in the "Additional Business Labor Partner Section."

Info Tab

Advisory Committee Meetings

Dates: Enter the 2 most recent meeting dates of your advisory board meetings by clicking the date drop-down menu. Advisory committee meetings must have occurred within the past year.

Required Members:

1. Enter the Name, Business/Employer/Organization and Title of each advisory committee member in the appropriate category role.
2. Click the check box next to all applicable contributions made by this advisory committee member

Additional Business Labor Partners

Repeat the same process as the Required Members Section for all of the required Advisory Members. Additional Business Labor Partners are **not required**. If there are additional Business Labor Partners, please follow the same instructions for completing this section for each additional member.

Supporting Documents

Section 4: There are 2 required documents for this section.

- Document 1: Meeting Minutes for Meeting 1
- Document 2: Meeting Minutes for Meeting 2

Section 5 – Career and Technical Student Organization

Every CTE program or program of study must incorporate a Career and Technical Student Organization (CTSO). Please select the CTSO that is affiliated with this program.

1. Locate the appropriate CTSO
2. Click the corresponding circle for that CTSO
3. Click **Save** when editing and **Finish** when complete

Supporting Documents

Section 5: There are no required documents for this section.

Section 6 – Statement of Assurances

District Authorized Official Tab

Once all sections have been completed and all corresponding files have been uploaded, the district authorized official must “Sign” the application. To sign the application:

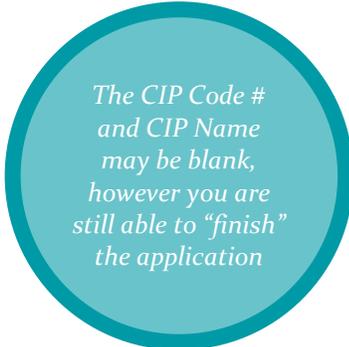
1. Type in the name of the District Authorized Official
2. Click the **checkbox**
3. Click **Save** when editing and **Finish** when complete

Once the district authorized official has “signed” the application by checking the box, the Chief School Administrator (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 Department of Education.

Chief School Administrator Tab

1. Type in the name of the Chief School Administrator
2. Click the **checkbox**
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. **Please note:** It is important to check with your homeroom administrator to make sure that your CDS record is accurate and contains the correct spelling of your name and a Chief School Administrator designation. Multiple CDS records and inaccuracies in the CDS system will prevent you from being able to submit an application through the CTE DMS.



*The CIP Code #
and CIP Name
may be blank,
however you are
still able to “finish”
the application*

Supporting Documents

Section 6: There are no required documents for this section.

File Upload Summary List

Section	File	Required/ Applicable	Detail
3	Course 1 Syllabus	Required	Syllabus for Course 1 (Document must include New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable).
3	Course 2 Syllabus	Required	Syllabus for Course 2 (Document must include New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable).
3	Course 3 Syllabus	Required	Syllabus for Course 3 (Document must include New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable).
3	Course 4 Syllabus	If Applicable	Syllabus for Course 4 (Document must include New Jersey Student Learning Standards 9.3, Career Ready Practices and other resources as applicable).
3	Articulation Agreement	If Applicable	Articulation Agreement signed by the College President and Chief School Administrator or designee
4	Advisory Meeting Minutes Meeting 1	Required	Advisory Committee Meeting minutes/attendance for Meeting 1
4	Advisory Meeting Minutes Meeting 1	Required	Advisory Committee Meeting minutes/attendance for Meeting 2

Tips

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.

When Remediation is Required

Remediation Steps

After your application has been reviewed, you will either receive a notice of approval or a notice that remediation is required. If remediation is required, you will need to do the following:

1. Locate the application that requires remediation and click **Edit**

1790	New	1390	Agriculture, Food & Natural Resources	19999	Applied Horticulture/Horticulture Operations	03/09/2017	03/27/2017	Review In Progress	
1791	New	1390	Architecture & Construction	460101	Mason/Masonry	03/27/2017	05/01/2017	Remediation Required	Edit
455	Renew	1390	Business, Management & Administration	520701	Administrative Assistant and Secretarial Science, General	11/23/2016	02/23/2017	Manager Approved	
1794	New	1390	Transportation, Distribution & Logistics	490101	Aeronautics/Aviation/Aerospace Science & Tech., General	04/04/2017	04/04/2017	Manager Approved	
1801	New	1390	Information Technology	110803	Computer Graphics	05/08/2017	05/08/2017	Manager Approved	

Showing 1 to 10 of 41 entries

Previous **1** 2 3 4 5 Next

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2. Read the status of each section to determine which sections require remediation

- Section 1 - Program Information (Remediation Required) ▼
- Section 2 - CTE Program Enrollment (Approved) ▼
- Section 3 - CTE Course Details, Sequence and Curriculum (Approved as Program) ▼
- Section 4 - Advisory and Business Labor Partnerships (Approved) ▼
- Section 5 - Career and Technical Student Organization (Approved) ▼
- Section 6 - Statement of Assurances ▼

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3. 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).
4. For each section that requires remediation, use the information in the **comment box** to update the application.
5. 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**).
6. Click on Section 6- Statement of Assurance and **finish** the application.
7. Once the district authorized official has **finished** the application, the CSA will also need to log-in, sign and submit the application.

Deleting a Program

Deletion Steps

If at any time a school no longer wishes to offer an approved CTE program, they can “delete” the program from their list of approved programs. In order to start a program deletion application, the district 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.

Program ID	District ID	Career Cluster Title	Career Cluster Pathway	CIP Code	Program Name	POS	Approved Date	Actions
441	1390	Agriculture, Food & Natural Resources	Plant Systems	010601	Applied Horticulture/Horticulture Operations, General	Y	4/8/2011	
442	1390	Architecture & Construction	Design & Pre-Construction	151303	Architectural Drafting and Architectural CAD/CADD	N	8/22/2013	Re-approve Change Delete
443	1390	Architecture & Construction	Construction	460415	Building Construction Technology	N	8/22/2013	Re-approve Change Delete
444	1390	Architecture & Construction	Construction	460201	Carpentry/Carpenter	N	8/22/2013	Re-approve Change Delete
445	1390	Architecture & Construction	Construction	460302	Electrician	N	03/29/2017	
446	1390	Architecture & Construction	Construction	470201	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	N	8/22/2013	
447	1390	Architecture & Construction	Construction	460503	Plumbing Technology/Plumber	N	8/22/2013	Re-approve Change Delete
448	1390	Arts, Audio-Video Technology & Communications	Visual Arts	500402	Commercial & Advertising Art	N	2/13/2013	
450	1390	Arts, Audio-Video Technology & Communications	Printing Technology	100302	Printing Management	N	2/13/2013	

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, sign and submit the application.

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. 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.

If you have started this application in error, please contact the [CTEDMS Helpdesk](#).

Please Note:

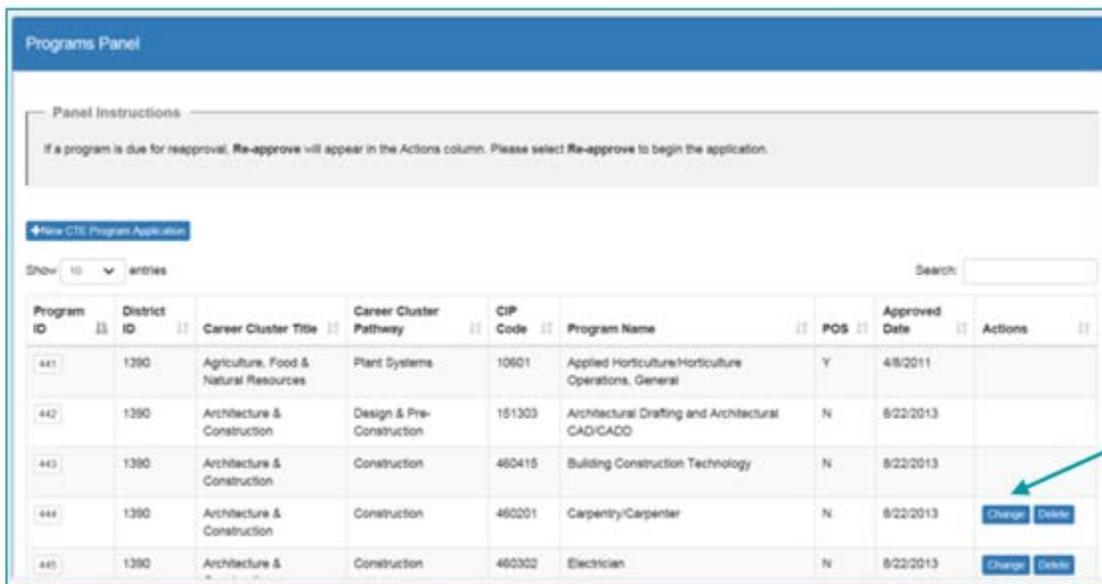
Section 6 is the only section that will require completion.

Changing from a Program to a Program of Study

Program Changes

In order 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



Panel Instructions
If a program is due for reapproval, Re-approve will appear in the Actions column. Please select Re-approve to begin the application.

↓ New CTE Program Application

Show 10 entries Search

Program ID	District ID	Career Cluster Title	Career Cluster Pathway	CIP Code	Program Name	POS	Approved Date	Actions
441	1390	Agriculture, Food & Natural Resources	Plant Systems	10601	Applied Horticulture/Horticulture Operations, General	Y	4/8/2011	
442	1390	Architecture & Construction	Design & Pre-Construction	151303	Architectural Drafting and Architectural CAD/CADD	N	8/22/2013	
443	1390	Architecture & Construction	Construction	460415	Building Construction Technology	N	8/22/2013	
444	1390	Architecture & Construction	Construction	460201	Carpentry/Carpenter	N	8/22/2013	Change Delete
445	1390	Architecture & Construction	Construction	460302	Electrician	N	8/22/2013	Change Delete

4. Click on Section 3. Complete Section 3 in accordance with instructions on pages 14 – 18 in this manual and upload a signed copy of the articulation agreement.
5. Click on Section 6. The district authorized official, followed by the Chief School Administrator must “sign” the application in accordance with the instruction on page 20.

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. Once the application for change has been approved by the Office of Career Readiness, you will receive an e-mail alerting you that the program change has been approved and that the approval letter is available in the CTE-DMS.

If you have started this application in error, please contact the [CTEDMS Helpdesk](#).

Please Note:
Section 3 and 6 are the only sections that will require completion.

Contact Information

Program Assistance for CTE Programs and Programs of Study

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

Technical Assistance for Carl D. Perkins

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

IT Technical Support for the CTE Data Management System

For help troubleshooting and fixing CTE Data Management System issues, please contact the [CTEDMS Helpdesk](#)