



Career and Technical Education Data Management System New Application Program of Study Walkthrough County Vocational School Districts - January 15, 2021

Getting Started

Good afternoon, thank you for joining the Career and Technical Education Data Management System, otherwise known as the CTE-DMS, New Application Program of Study Application Walkthrough.

What you are seeing on your screen is the secure sign in page for the CTE-DMS. You can access this page through [NJ Homeroom](#). User Identifications (IDs) and passwords are provided from your district's homeroom administrator. For application submission, the project coordinator who inputs the application information and the district chief school administrator (CSA) or superintendent will require logins and passwords.

I am entering login information using the staging platform so any information that I use here will not affect the live application system.

Main Menu

Once you log in, you will be brought to the main area of the system. To the left is the navigation menu bar which includes the "home" link. Here you will also see the Applications Panel at the top section of the window and the Programs Panel at the lower section of the window. The Applications Panel shows any active applications that are currently being edited for your district. The Programs Panel shows all approved/older applications for your district. After your application is approved, it will be moved from the applications panel to the programs panel.

I would like to point your attention to the top of the screen where you will see some resources such as the CTEDMS Manual, CTE Program Guide, CTEDMS FAQ and the Contact Us link. We will be updating these reference materials to coincide with the new application roll out very soon. However, please see the "Support" link at the bottom of the screen in blue. If you have any technical issues with your application, please use this link to contact technical support for the CTE-DMS.

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Starting a New Application

Today, we are going to start a new application. Therefore, I will scroll down to the Programs Panel and click on the blue bar that states, “New CTE Program Application”. *Note: once you start an application, it can be found in the Applications Panel for editing.*

Select “ok” in the dialogue box that appears

A new application form will be generated, and it will be provided a unique program application ID. [light blue bar on the top of the screen]

For each section, the application will provide the user with application instructions. It is very important to read and follow these instructions. This will save the application from being sent back for unnecessary remediation.

As you can see, there are six sections to the application.

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

Section 1 – Program Information

Using the dropdown arrow on the blue bar, we will look at section 1, Program Information.

This section of the application is now expanded, and you can input more detailed information related to your new program of study.

There are four sub tabs at the top of this section, Information, Program Locations, Supporting Documents, and Review Status.

This section of the application did not change from the previous version. Please complete the Information Tab as completely as possible for this section.

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The Cluster is a drop down selection and the proposed CIP code is also a drop down selection based on eligible CIP codes for the designated selected cluster.

Status of the Program is a selection for full-time, share-time, or both. Select save after you complete a tab to save.

The application will then instruct you to move on to the programs locations tab. This is tab is usually a requirement for this application.

However, if your proposed program for the bond act will be for a new location and will require a new CDS code please leave this section blank. It can be completed after a grant award is made and the CDS code is approved.

There are no required supporting documents for Section 1.

The Review Status tab provides the status of the section. Whether is was approved or if it requires remediation. Usually, for Section 1, it would only need remediation for the program locations tab not being completed.

Section 2 – CTE Program Alignment and Enrollment

Let's move on to Section 2 by expanding this section using the down arrow in the blue navigation bar.

Section 2 had the most significant changes to the application. These changes were to capture the spirit of the Perkins V legislation and to ensure high-quality CTE Programs of Study are operating in New Jersey.

There are three sub-tabs to section 2, Information, Supporting Documents and Review Status.

Again, all instructions are provided within each section of the application which also include information the user may need to complete the section.

Here, the section is asking for narrative on how the program aligns with labor marked demand in your area, verification that it meets two out of three [high skill, high wage and in-demand] data, details and justification can be provided using text box, if needed.

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Total expected enrollment for the program of study. There is a data rule here that this section must have at least 20 enrolled students. Given that some of your programs may not start for two or so years, you will input “dummy” data in this area and state this in the recruitment textbox below. If you have expected enrollment projections for your programs, you may optionally use a document upload in the supporting documents tab to expand on this area further.

You will also describe the district’s recruitment practices for the program using the narrative text box. This is directly aligned with the narrative provided in the bond act application and may also be an area analyzed during your district’s CLNA meetings.

The supporting documents tab is optional, and the review status tab will be used after submission for the NJDOE to relay reviewer comments for this section.

Section 3 – CTE Course Details, Sequence and Curriculum

We will now look at Section 3, CTE Course Details, Sequences and Curriculum

The subtabs for this section include, Program Overview, Course 1, Course 2, Course 3, Course 4, Supporting Documents and Review Status

We will begin with the Program Overview Tab. One very important change with this application is in the Program Overview Instructions, “Starting with the 2020-2021 school year, the New Jersey Department of Education (NJDOE) will only accept new program applications and new reapproval application submissions for CTE programs of study.” This is to comply with the New Jersey Perkins V State Plan that was approved by USDE June 30, 2020.

Select the “yes” radio button next to the question, “Is this a program of study?”

What is considered a CTE program of study? As you can see from this application, a formal postsecondary partnership where students earn college credit through dual/concurrent credit or articulated credit will be considered a program of study. **For your application, most likely, this agreement will not be available, therefore, it will not need to be uploaded.** However, when planning for these programs of study, these postsecondary partnerships should be solidified.

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Another route for program of study status is through a registered apprenticeship. The application requires specific information related to apprenticeship. *If you do not know all of this information at this time, for the purposes of the Bond Act, fill in as much as you have.* If your program does not have a registered apprenticeship, select the “no” radio button.

Industry valued credentials, *including state licenses such as cosmetology*, are the final route for program of study designation. You will use the drop down arrow to select from the pre-filled list of New Jersey Industry Valued Credentials for the chosen CIP Code. The awarding organization will automatically prefill. Not all programs have Industry valued credentials. For the credential to count as a program of study, it must be from this list. The program may also offer stackable credentials such as first aid, CPR, etc. and enter them in the “Other Industry Valued Credentials box however, they will not be considered towards the POS status. In addition, a program may offer more than one New Jersey recognized industry valued credential from the New Jersey Department of Labor (NJDL) list. Please enter the name or names in this box as well.

Please remember to select “save”

In Course 1 tab, you will provide as much information as you can for this course. Title, grade level, SCED code, etc. Please note, the number of academic credits is a new field. The course description should be filled in. this is similar to what you would place in the course catalog or class syllabus.

The work-based learning (WBL) section has been re-designed. We think you will find it much easier to navigate and will eliminate some of the back and forth of remediation. Also included is a much greater detail for WBL in the gray instruction box section. *Most likely, you will not have all your WBL information for your new programs yet, but, if your industry partner has already agreed to partner with your district for WBL for your students, please include.*

Courses 2-4 look just the same as course 1. We expect to see a progression of learning from course 1 through courses 3 to 4. For your applications, please complete as much as detail as you can for each course. *However, we will understand if you will not be able to complete this section given that your*

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programs will not operate for quite some time. We assume you may only have course names and possibly descriptions.

Let's look at the supporting documents tab. When your grant is awarded, you will be asked to submit a course syllabus for each course and college articulation agreements if your program of study involves students earning college credit. In this section additional instructions were provided to users for course syllabi information and articulation agreement details. Again, we hope this will reduce the need to remediate applications.

Section 3 usually requires the most remediation which is why we added more instructional detail. Remember, when you submit for the final time, we ask for course syllabi for each course using the information described in the instructions box and a signed and dated [current](#) articulation agreement, if applicable. New Jersey Student Learning Standards (NJSLS) including the new Career Readiness, Life Literacies and Key Skills (effective September 2021) must be in the syllabi.

Section 4 – Advisory and Business Labor Partnerships

Information Tab:

Two planning meetings are required of all new programs and the dates must be provided in the application.

[Complete as much information as you can for the Advisory Required Members and add any Additional Members as necessary.](#)

Supporting Documents Tab:

The application requires an upload of two advisory committee meeting minutes. I assume that you will be conducting these meetings [in a virtual setting, most likely] with your industry and postsecondary partners as a part of your grant planning process. [If you have meeting minutes or agendas, please provide them. If not, leave the supporting documents tab empty.](#)

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Review Status Tab:

Usually, the only remediation necessary for this section is for lack of meeting minutes and for meetings that did not take place within the current year. Please note that in the future, we are asking for strong industry participation for advisory committee meetings.

Section 5: Career and Technical Student Organization

Simply select the radio button for the appropriate CTSO for your proposed program.

Select save.

Section 6 Statement of Assurances

The Statement of Assurances is a two part process. The project coordinator will check off the legal signature box, save and finish the application.

It will then be in “complete” status.

This means it has moved to the superintendent or CSA’s queue.

The CSA will log in, check off the legal signature box and select the blue “submit” button and officially submit the application to the NJDOE.

After Submission

We ask that districts who are submitting applications aligned to the bond act send through email a list of CIP codes, program names and program application IDs to Erskine Glover, Director, Office of Career Readiness at Erskine.glover@doe.nj.gov and Kathleen Paquette, Manager, Office of Career Readiness at Kathleen.paquette@doe.nj.gov.

This way, we can flag the applications, review them and approve them on a conditional basis. The Office of Career Readiness will send the superintendent/CSA a letter stating the program is “conditionally approved” for purposes of the applying for the Bond Act Grant. Please note, the application status will state “*Hold for Bond Act*” in the CTE-DMS system until the district is awarded a grant and is ready for final approval. This way, the programs will not be released to NJSMART for data collection.

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Questions

Please use Chat feature. Please note, we have a hard stop at 2:00 p.m. for a CTE central regional roundtable meeting. All questions will be captured and answered off-line if need be.