New Jersey Department of Education Career and Technical Education (CTE) Submission Data Handbook

SOFT LAUNCH VERSION

State of New Jersey

Department of Education

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Table of Contents

Foreword

This handbook provides guidance on collecting and submitting data to the New Jersey Department of Education's (NJDOE) statewide longitudinal education data system (SLEDS). It outlines the required format and specifies the data elements that must be collected. The NJDOE will compile this information into a standardized dataset for various essential purposes.

- Complying with federal and state requirements
- Ensuring that each school district receives the funding it is entitled to
- Identifying trends and areas of focus for future initiatives

The Career and Technical Education (CTE) Submission Handbook provides guidance for districts on how to submit data that can be used to enhance CTE programs. This may involve updating the curriculum to align with industry requirements, improving student support services, or strengthening collaborations with employers. The handbook provides definitions and standards for educational data, aiming to ensure that CTE information is uniform, consistent, and easy to understand, as quality information relies on these elements.

The NJDOE collects data on CTE programs to monitor performance, improve program quality, ensure alignment with workforce needs, allocate resources effectively, and fulfill both accountability requirements and the overarching goal of enhancing student success in both education and employment.

How to use this handbook

This handbook is a valuable resource to share with your data provider or in-house data administrator to ensure that the information you receive from them matches the data requirements set by the NJDOE.
Submitting accurate data now minimizes future errors, thereby saving time and effort later.

Revision History

Date	Version	Comment
Soft Launch	1.0	• Replaced all Pilot information with Soft Launch Information.

NJ SMART Revision History

Date	Version Number	Comment
January 2025	4.2	• Updated the acceptable value definitions for CTEProgramStatus. • The following data elements have had the Acceptable Value Type updated to Character: ○ CTECountyCodeAssigned ○ CTEDistrictCodeAssigned ○ CTESchoolCodeAssigned
April 4, 2024	4.1	• Added new validation rules to CTESchoolCodeAssigned to validate that 000 is not a valid value, and that school has to be high school.
April 4, 2023	4.0	• The following data elements have been removed: ○ CTETestSkill ○ CTETestDeveloper ○ CTETestName
April 5, 2022	3.9	• Updated date for the 2021-2022 SY for CIP Code and WorkbasedLearning. • Consolidated the data elements CTECollegeCreditsEarned and TypeOfEarnedCollegeCredits into a single data element named CTECollegeCreditsEarned. ○ Added a new acceptable value of 0 = None. • Consolidated the data elements WorkbasedLearning and TypeOfWorkbasedLearning into a single data element named WorkbasedLearning. ○ Added a new acceptable value of 0 = None. • Updated validation rules for NumberOfCTECollegeCredits and PostSecondaryInstitution to reflect new values for CTECollegeCreditsEarned. • Updated the acceptable values for PostSecondaryInstitution, which now uses the OPE ID List.

		• The following reference page has been removed: ○ Appendix A: Postsecondary Institutions

April 1, 2021	3.8	• Updated date for the 2020-2021 SY for CIP Code.
		• The following data elements have been added:
		  ○ TypeOfEarnedCollegeCredits
		  ○ TypeOfWorkbasedLearning
		  ○ StudentLearningEnvironment
		• The following data elements have been removed:
		  ○ CumulativeDaysInMembership
		  ○ CumulativeDaysPresent
		  ○ CumulativeDaysTowardsTruancy
		• The following data elements have been renamed and definitions, guidance, and validations rules have been updated:
		  ○ ProgramOfStudy to CTECollegeCreditsEarned
		  ○ ProgramOfStudyCollegeCredits to NumberOfCTECollegeCredits
		• The following data elements have been renamed:
		  ○ CountyCodeAssigned to CTECountyCodeAssigned
		  ○ DistrictCodeAssigned to CTEDistrictCodeAssigned
		  ○ SchoolCodeAssigned to CTESchoolCodeAssigned
		• Updated definition, validation rules, and additional notes for the data element Postsecondary Institution.
		• Added new validation rule to CTEDistrictCodeAssigned to validate that District Code reported matches the District Code Submitting.

April 22, 2020	3.7	• The acceptable value for ProgramOfStudy has been updated and an additional note has been added to reflect that a value of Y should no longer be reported if the student completed college credit-bearing courses and only has the potential to receive college credits upon matriculation to the college.
April 13, 2020	3.6	• Updated definitions for CountyCodeAssigned, DistrictCodeAssigned, and SchoolCodeAssigned. • Added new validation rule for DistrictCodeAssigned: "DistrictCodeAssigned must match the district code submitting."
February 26, 2020	3.5	• Updated definition of CTETestDeveloper and added the acceptable value of "5= Other State Recognized Third Party Assessment".

		• Updated date for the 2019-2020 SY for CIP Code.
		• Updated all data elements to include CEDS Mapping.
		• Added link for NJ SMART County District Codes for the data elements:
		    o CountyCodeAssigned
		    o DistrictCodeAssigned
		    o SchoolCodeAssigned
		• Added new data element:
		    o WorkbasedLearning

April 1, 2019	3.4	• Added clarification to the "Is This Data Element Required?" section for CTETestDeveloper and CTETestName.
		• Changed Office of Career and Technical Education to Office of Career Readiness in the Functional, Policy, or Legal Description of the data elements:
		    o CIPCode
		    o CTEProgramStatus
		    o CTETestDeveloper
		    o CTETestName
		    o CTETestSkill
		    o CTETestDeveloper
		    o CTETestName
		    o SingleParentStatus
		    o ProgramofStudyCollegeCredits
		    o PostSecondaryInstitution

May 1, 2018	3.3	• Updated date for the 2017-2018 school year for CIP Code.
December 8, 2017	3.2	• Updated definitions for FirstName and LastName. • Updated reference to Every Student Succeeds Act in the Executive Summary.
March 9, 2017	3.1	• Additional Note Added for SubjectArea and CourseIdentifier.

January 24, 2017	3.0	• Added data elements:
		    o CountyCodeAssigned
		    o DistrictCodeAssigned
		    o SchoolCodeAssigned
		    o SubjectArea
		    o CourseIdentifier
		    o IndustryValuedCredential1
		    o IndustryValuedCredential2
		    o IndustryValuedCredential3

July 7, 2016	2.2	• Adjusted the Functional, Policy or Legal Description and Acceptable Values for ProgramOfStudy.
January 22, 2016	2.1	• Additional Note added for CIPCode regarding updated CIP Code List.
February 4, 2015	2.0	• Adjusted validation checks and definitions for CTETestSkill, CTETestDeveloper, and CTETestName.
January 20, 2015	1.5	• Adjusted dates for the new school year.
June 13, 2014	1.4	• Removed Postsecondary Institution University of Medicine and Dentistry from the acceptable codes list.
April 21, 2014	1.3	• Updated CIP Code list.

March 22, 2013	1.2	• Added data elements:
		  o CumulativeDaysInMembership
		  o CumulativeDaysPresent
		  o CumulativeDaysTowardsTruancy

February 25, 2013	1.2	• Updated acceptable values for CTETestName. Validation updates to State Identification Number.
May 24, 2012	1.1	• Proofing revisions made. Corrected Common Errors sections.
April 3, 2012	1.1	• Added Revisions Table. Proofing revisions made. Added link to CIP codes list.

Executive Summary

The growing need for comprehensive, accurate, timely data on our state's schools, staff, and students calls for a technology-based solution that can provide better information to all stakeholders, simplify complicated data reporting requirements, and increase administrative efficiency. The NJ statewide longitudinal education data system was created to meet this need.

The system enables compliance with the increasingly intensive regulatory requirements driven by Federal and State legislation. The system also provides the data that helps drive improvements and monitor progress toward key goals and ensures that our state's educational institutions receive the funding they need to continue to meet the needs of New Jersey's students.

Periodically, schools are asked to provide specific data sets to ensure that the information in the system remains timely and up to date. This handbook is designed to support administrators and their partners as they gather and submit this information to the system.

Privacy and Security

The NJDOE prioritizes privacy and security. To protect district data, it employs an audit trail to monitor activities, detect breaches, and ensure proper use. Only registered and authorized users, authenticated through a secure login platform can access the system. Data is segmented by districts, so users only see information relevant to their educational interest. All data will be secured to maintain confidentiality and integrity. Illegal access or downloads will result in prosecution.

Data Elements and Definitions

This CTE Submission Data Handbook includes data elements that are currently collected and maintained by schools, districts, and the NJDOE. Not all data elements are relevant to each staff member (e.g., a person may not have a middle name). It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJSLEDS so that a collaborative resolution can be reached.

The following information is provided for each data element in the CTE Submission Data Handbook:

- **Name of Data Element:** The data element name used within the NJSLEDS system.
- **Definition of Data Elements:** A brief description of the data element.
- **Functional, Policy or Legal Description:** The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
- **CEDS Mapping:** An indication of how the NJSLEDS data element maps to Common Education Data Standards (CEDS).
- **Is This Data Element Required?:** Indication of whether the data element is required for file submission.
- **Acceptable Values:** Indication of the data type, minimum and maximum number of characters permitted, and lists values and ranges accepted for each element.
- **Validation Checks:** Specific data validation that will occur with respect to each data element.
- **Additional Notes:** Additional relevant notes about the data element.
- **Common Errors:** Guidance on how to resolve common errors within NJSLEDS.
- **Warnings:** (if applicable) The warning message indicating that the data entered does not meet the standards outline by the NJDOE. Warnings are not considered validation errors.

LocalIdentificationNumber (LID)

Definition of Data Element

A number assigned and maintained by the local school district that is unique for each student in the district and is consistently used by the district across all of its data systems.

Functional, Policy or Legal Document

A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. Districts must assign the Local Identification Number for each student in order to receive a State Identification Number (SID). This provides an additional matching field and an efficient way for NJDOE to provide SIDs to districts. This data element is used to verify the unique identification of the student.

CEDS Mapping

Local Education Agency Identifier

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 20

Validation Checks

- Error will occur if multiple students within the district with the same LID are reported.
- Error will occur if field is left blank.

Additional Notes

- Type and length can vary based on a series of numbers and letters used by a school district. A student's LID must be unique throughout the student's enrollment in the district. For school districts without a LID, a LID scheme must be created and assigned for all students so that NJDOE can uniquely identify all students in a particular district.
- For a LID that includes leading zeros, be sure when extracting and storing the data for transmission that the zeros are maintained. This is accomplished by creating the field as an alphanumeric data element.
- It is important that for confidentiality purposes, the local identification numbers do not contain any embedded meaning linked to student-specific information.

Common Errors

Error Message: Student with the same LID exists in the LEA.

Resolution: Determine which student record should have that LID number. For the student with the incorrect LID, do a partial file upload with the correct LID number and it will overwrite the previous LID number.

StateIdentificationNumber (SID)

Definition of Data Element

A unique number assigned and maintained by the New Jersey Department of Education that is unique for each student over time and across districts.

Functional, Policy or Legal Document

In order to track students within and across districts over time, NJDOE will assign a unique 10-digit number to all students enrolled in New Jersey public schools. After the initial assignment of identification numbers, districts will be required to verify or obtain an identification number whenever a new student enrolls in the district.

SID will be a new number assigned by NJSLEDS. The initial batch assignment of the SID occurred in March 2007. After initial assignment, districts must use the SID on all student-level data submitted to the New Jersey Department of Education and annually resolve all duplicate students within the district prior to the beginning of the school year.

CEDS Mapping

Student Identifier

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric
Minimum Length: 10
Maximum Length: 10

Validation Checks

- SIDs must be valid 10-digit state identification numbers as issued by NJSLEDS.
- Student must appear in Student Management with a grade level of 09 or higher.
- If student is shared-time with a vocational school, the vocational school must be the submitting district.

Additional Notes

- All submission files must include SIDs for students who have had SIDs issued.

Common Errors

Error Message: Combination of State ID, First Name, Last Name, and Date of Birth does not match data submitted during Student Management or a record showing in the Records Submitted Out-of-District (RSOD) page.
Resolution: To resolve this error, click on the record in Student Management or the record in the RSOD page and compare the values of all four fields to the fields in CTE Submission (SID, First Name, Last Name, and Date of Birth). All four fields must match exactly. To make the necessary changes to Student Management or the CTE Submission, please update the student's information within your district's Student Information System and reupload the record to the appropriate NJSLEDS collection.

Error Message: The submitted Grade Level does not conform to acceptable grade levels for the CTE program of study.

Resolution: To resolve this error, view the student's Grade Level reported in Student Management to determine that it is correct. If the student is in 8th grade or lower, remove the student from the CTE Submission by completing a Full File upload that excludes the student.

FirstName

Definition of Data Element
A name given to an individual.

Functional, Policy or Legal Document
This data element is used to verify the unique identification of the student.

CEDS Mapping
First Name

Is this Data Element Required?
Field is mandatory for all students.

Acceptable Values
Type: Alpha
Minimum Length: 1
Maximum Length: 30

Validation Checks

- Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphens are accepted.
- An error will occur if field is left blank.

Additional Notes

- No nicknames or abbreviated names should be reported.
- First name and last name must be reported as separate fields.

Common Errors

Error Message: Field contains an invalid character or exceeds 30 characters.

Resolution: This field cannot have more than 30 characters or contain periods. If the student's name has more than 30 characters or has periods in the FirstName field, please update the student's information within your district's Student Information System and reupload the record to the CTE Submission to resolve the error.

LastName

Definition of Data Element
The name borne in common by members of a family.

Functional, Policy or Legal Document
This data element is used to verify the unique identification of the student.

CEDS Mapping
Last or Surname

Is this Data Element Required?
Field is mandatory for all students.

Acceptable Values
Type: Alpha **Minimum Length:** 1 **Maximum Length**: 50

Validation Checks
• Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.

Additional Notes
• First name and last name must be reported as separate fields. • Students with multiple last names should include multiple last names in this field. Hyphens are acceptable; place both last names in this field. Example: Jenny R. Smith-Jones would be input as the last name "Smith-Jones" while John F. Davis Smyth would be input as the last name "Davis Smyth". First name and last name must be reported as separate fields.

Common Errors
Error Message: Field contains an invalid character or exceeds 50 characters. **Resolution:** This field cannot have more than 50 characters and periods are not accepted. If the student's name has more than 50 characters or periods in the LastName field, please update the student's information within your district's Student Information System and reupload the record to the CTE Submission to resolve the error.

DateOfBirth

Definition of Data Element

The year, month and day on which an individual was born. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Document

This data element is used to verify the unique identification of the student.

CEDS Mapping

Birthdate

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- Error will occur if format does not include a four-digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20150128).
- Error will occur if data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

Common Errors

N/A

CIPCode

Definition of Data Element

The approved Classification of Instructional Program (CIP) Code for a Career and Technical Education (CTE) student.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness

CEDS Mapping

Classification of Instructional Program Code

Is this Data Element Required?

Yes. Field is **mandatory** for all students enrolled in a CTE program of study.

Acceptable Values

Type: Numeric

Minimum Length: 6

Maximum Length: 6

For a list of CIP Codes, please refer to the updated [CIP Codes List](#).

Validation Checks

- Codes from the CIP list must be used or error will occur.

Additional Notes

- Districts may only use CIP Codes for approved programs of study.
- The CIP Code List for the 2024-2025 school year will be updated on the Help tab once the newest list has been provided by the NJDOE.

Common Errors

Error Message: Value is not a valid code for your LEA.

Resolution: Check the CTE Programs of Study and CIP Code List in the linked CIP Codes List above to find the acceptable codes for your district.

CTEProgramStatus

Definition of Data Element

An indicator of the progress made by a CTE student enrolled in an approved CTE program of study.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness, The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

CEDS Mapping

Career and Technical Education Participant if value is PART, Career and Technical Education Concentrator if value is CONC, and Career and Technical Education Completer if value is COMP

Is this Data Element Required?

Yes. Field is **mandatory** for all students enrolled in a CTE program of study.

Acceptable Values

Type: Alpha
Minimum Length: 4
Maximum Length: 4

- PART = Participant – A student who completed not less than one course in a career and technical education program of study of an eligible recipient.
- CONC = Concentrator – A student who has completed at least two courses in a single career and technical education program of study approved by the NJDOE Office of Career Readiness.
- COMP = Completer – A student who completed a whole sequence of courses in a single career and technical education program of study approved by the NJDOE.

Validation Checks

- Codes listed above must be used or error will occur.

Additional Notes

N/A

Common Errors

Error Message: Field cannot be left blank.
Resolution: Field must have a value of PART, CONC, or COMP to resolve the error.

SingleParentStatus

Definition of Data Element

An indication of whether the student is either a single parent or a single pregnant woman.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness, The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

CEDS Mapping

Single Parent or Single Pregnant Woman Status

Is this Data Element Required?

Yes. Field is **mandatory** for all students enrolled in a CTE program of study.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

Validation Checks

- An error will occur if field is left blank.
- Only "Y" or "N" responses will be accepted. Each student must have a Y or an N response.

Additional Notes

N/A

Common Errors

N/A

CTECollegeCreditsEarned

Definition of Data Element

An indication of whether a CTE student has attained postsecondary dual/concurrent credit or postsecondary articulated credit within a sequence of courses in a CTE program of study, or no postsecondary credit attained.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness (Former Office of Career and Technical Education), The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 0 = None
- 1 = Articulated credit
- 2 = Dual/ Concurrent credit

Validation Checks

- An error will occur if field is left blank.
- Only 0, 1, or 2 responses will be accepted.

Additional Notes

N/A

Common Errors

Error Message: An error will occur if field is left blank.

Resolution: Fill in the field with a value of 0, 1, or 2.

NumberOfCTECollegeCredits

Definition of Data Element

The number of cumulative postsecondary credits a CTE student has attained in the relevant CTE program of study earned through a dual or concurrent enrollment program or articulation agreement.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness, The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Yes. Field is **mandatory** if CTECollegeCreditsEarned has a value of 1 or 2.

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

Validation Checks

- Value must be a whole number from 01-99.
- An error will occur if a value is submitted and CTECollegeCreditsEarned has a value of 0.

Additional Notes

- This data element is applicable only to CTE students who have attained postsecondary credits in the relevant CTE program of study earned through a dual or concurrent enrollment program or articulation agreement.
- If a student attained postsecondary credits from multiple postsecondary institutes, the total number of credits should be entered in this field.

Common Errors

Error Message: Field must be filled in if CTECollegeCreditsEarned is 1 or 2.

Resolution: Fill in the field with a value between 01-99.

PostSecondaryInstitution

Definition of Data Element
The postsecondary institution where the most postsecondary credits were earned as part of a dual or concurrent enrollment program or articulation agreement.
Functional, Policy or Legal Document
NJDOE, Office of Career Readiness
CEDS Mapping
No CEDS Mapping
Is this Data Element Required?
Field is **mandatory** if CTECollegeCreditsEarned has a value of 1 or 2.
Acceptable Values
Type: Numeric
Minimum Length: 8
Maximum Length: 8
Please refer to the NJSLEDS OPE ID List.
Validation Checks
• Codes must conform to values specified or error will occur.
• An error will occur if a value is submitted and CTECollegeCreditsEarned has a value of 0.
Additional Notes
• This data element is applicable only to students who have attained postsecondary credits in the relevant program of study earned through a dual or concurrent enrollment program or articulation agreement.
• If a student attained postsecondary credits from multiple postsecondary institutes, the postsecondary institution where the most academic credits for the current school were earned should be entered in this field.
Common Errors
Error Message: Field must be filled in if CTECollegeCreditsEarned has a value of 1 or 2.
Resolution: Fill in the field with a value from NJSLEDS OPE ID List.

CTECountyCodeAssigned

Definition of Data Element
The New Jersey County in which the student is currently assigned to the CTE course.

Functional, Policy or Legal Document
NJDOE, Division of Finance

CEDS Mapping
No CEDS Mapping

Is this Data Element Required?
Field is mandatory for all students.

Acceptable Values

Type: Character

Minimum Length: 2

Maximum Length: 2

For County Codes, please refer to NJSLEDS County District School Codes document. Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes
N/A

Common Errors
N/A

CTEDistrictCodeAssigned

Definition of Data Element
The district in which the student is currently assigned to the CTE course.

Functional, Policy or Legal Document
NJDOE, Division of Finance

CEDS Mapping
No CEDS Mapping

Is this Data Element Required?
Field is mandatory for all students.

Acceptable Values

Type: Character

Minimum Length: 4

Maximum Length: 4

For District Codes, please refer to NJSLEDS County District School Codes document.

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.
- CTEDistrictCodeAssigned must match the district code submitting.

Additional Notes

- The CTEDistrictCodeAssigned should reflect the accurate District code for the submitting LEA.

Common Errors
N/A

CTESchoolCodeAssigned

Definition of Data Element

The school in which the student is currently assigned to the CTE course. This school code is unique for each school within each district.

Functional, Policy or Legal Document

NJDOE, Division of Finance

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Character

Minimum Length: 3

Maximum Length: 3

For School Codes, please refer to NJSLEDS County District School Codes document.

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.
- An error will occur if field is 000.
- An error will occur if school is not offering any high school grades (grades 9-12).

Additional Notes

- The CTESchoolCodeAssigned should reflect the accurate County code for the submitting LEA.

Common Errors

N/A

SubjectArea

Definition of Data Element
The general content code per the NCES SCED code listing.

Functional, Policy or Legal Document
NCES SCED codes

CEDS Mapping
School Courses for the Exchange of Data Course Subject Area

Is this Data Element Required?
Field is mandatory for all students.

Acceptable Values
Type: Numeric **Minimum Length:** 2 **Maximum Length**: 2 For NCES Subject Area Codes, please refer to the NJSLEDS SCED Course Codes document.

Validation Checks
• Error will occur if value is not a valid SCED Subject Area code. • Error will occur if field is left blank.

Additional Notes
• You will need to work cooperatively with your curriculum coordinator to assign the appropriate subject area code. Some courses will require your professional judgment. • Prior-to-secondary course codes should be used for all courses that do not have available credit. Secondary course codes should be used for all courses that have an available credit greater than 0.000. • If a student takes more than one course in the same school year related to the reported CIP Code, the higher-level course's Subject Area should be reported in this scenario.

Common Errors
N/A

CourseIdentifier

Definition of Data Element
Course codes within a subject area as identified by the NCES SCED codes.

Functional, Policy or Legal Document
NCES SCED codes

CEDS Mapping
Course Identifier

Is this Data Element Required?
Field is mandatory for all students.

Acceptable Values
Type: Numeric

Minimum Length: 3

Maximum Length: 3

For NCES Course Identifier Codes, please refer to the NJSLEDS SCED Course Codes document.

Validation Checks

- Error will occur if value is not a valid SCED Course Identifier code.
- Error will occur if field is left blank.

Additional Notes

- You will need to work cooperatively with your curriculum coordinator to assign the appropriate Course Identifier code. Some courses will require your professional judgment.
- Prior-to-secondary course codes should be used for all courses that do not have available credit. Secondary course codes should be used for all courses that have an available credit greater than 0.000.
- If a student takes more than one course in the same school year related to the reported CIP Code, the higher-level course's Course Identifier should be reported in this scenario.

Common Errors
N/A

IndustryValuedCredential1

Definition of Data Element
The Industry-Valued Credential code that corresponds to the Industry-Valued Credential earned by the student.

Functional, Policy or Legal Document
Industry-Valued Credential List

CEDS Mapping
Professional or Technical Credential Conferred

Is this Data Element Required?
Field is mandatory if the student earned an Industry-Valued Credential.

Acceptable Values
Type: Alphanumeric **Minimum Length:** 6 **Maximum Length**: 6 For Industry-Valued Credential Codes, please refer to the [Industry-Valued Credential List](#).

Validation Checks
N/A

Additional Notes
• All Industry-Valued Credentials earned should be reported. • The Industry-Valued Credential List hosts the alphanumeric code along with the corresponding CIP Codes.

Common Errors
N/A

IndustryValuedCredential2

Definition of Data Element
The Industry-Valued Credential code that corresponds to the Industry-Valued Credential earned by the student.

Functional, Policy or Legal Document
Industry-Valued Credential List

CEDS Mapping
Professional or Technical Credential Conferred

Is this Data Element Required?
Field is mandatory if the student earned an Industry-Valued Credential.

Acceptable Values
Type: Alphanumeric

Minimum Length: 6

Maximum Length: 6

For Industry-Valued Credential Codes, please refer to the Industry-Valued Credential List.

Validation Checks
N/A

Additional Notes
• All Industry-Valued Credentials earned should be reported.

• The Industry-Valued Credential List hosts the alphanumeric code along with the corresponding CIP Codes.

Common Errors
N/A

IndustryValuedCredential3

Definition of Data Element
The Industry-Valued Credential code that corresponds to the Industry-Valued Credential earned by the student.

Functional, Policy or Legal Document
Industry-Valued Credential List

CEDS Mapping
Professional or Technical Credential Conferred

Is this Data Element Required?
Field is mandatory if the student earned an Industry-Valued Credential.

Acceptable Values
Type: Alphanumeric

Minimum Length: 6

Maximum Length: 6

For Industry-Valued Credential Codes, please refer to the [Industry-Valued Credential List](#).

Validation Checks
N/A

Additional Notes

- All Industry-Valued Credentials earned should be reported.
- The Industry-Valued Credential List hosts the alphanumeric code along with the corresponding CIP Codes.

Common Errors
N/A

WorkbasedLearning

Definition of Data Element

An indication of whether each secondary CTE student has participated in a work-based learning experience within the academic year.

Functional, Policy or Legal Document

NJDOE, Office of Career Readiness, The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

CEDS Mapping

Work-based Learning Opportunity Type

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 0 = No Work-based Learning experience.
- 1 = Career Exploration: Recurring experiences that encourage the development and understanding of the skills necessary for career planning and decision making (ex: Community Service, Job Shadowing, School-Based Enterprise, Service Learning, or Volunteering).
- 2 = Career Preparation: Sustained interactive experiences with professionals from business and industry that are designed to deepen student knowledge and develop essential skills related to a chosen career pathway (ex: Internships, Cooperative Education Experiences or Simulated Workplace Experiences Career Exploration).
  3 = Career Training: Paid experiences that prepares individuals through specific training by teaching the skills,knowledge, and competencies needed for employees to perform a specific job or occupation within the workplace (ex: Pre-apprenticeships that align with a USDOL Registered Apprenticeship or Youth Apprenticeships that are registered with the USDOL Career Preparation).

Validation Checks

- Value must be a whole number from 0-3.
- An error will occur if WorkbasedLearning is blank.

Additional Notes

- If a student participated in more than one type of work-based learning during the reporting year, enter the highest number.
- The following do NOT count as a work-based learning experience:
  - Career Awareness -- Initial experiences that build and increase awareness of the variety of career opportunities available in any given industry needed to pursue a career interest or goal.
- Attendance or participation in career fairs, guest speakers, workplace tours, online career navigation or New Jersey Safe Schools Program Online Topical Courses.
- Work-based Learning experiences must be school-sponsored and supervised by a trained work-based learning coordinator (not applicable to job shadowing and school-based enterprises).

Common Errors

Error Message: Field must be filled in if WorkbasedLearning is blank.

Resolution: Fill in the field with a value of 0, 1, 2, or 3.

StudentLearningEnvironment

Definition of Data Element

The chosen method for delivering instruction to the student - fulltime on premises, hybrid (partial in person on premises/partial remote), or fulltime remote. Further, denote whether the student is fulltime remote due to parental or guardian choice or fulltime remote because the district has not yet offered the student another option.

Functional, Policy or Legal Document

NJDOE OFDS/Student Support, new statewide reporting requirements regarding student learning environment in the Road Back supplemental guidance issued July 24, 2020: Clarifying Expectations Regarding Fulltime Remote Learning Options for Families in 2020-2021

CEDS Mapping

Virtual School Status

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

- 1 = Fulltime on premises
- 2 = Hybrid (partial in person on premises/partial remote instruction)
- 3 = Fulltime remote—district choice
- 4 = Fulltime remote—parental or guardian choice

Validation Checks

- An error will occur if StudentLearningEnvironment is left blank.

Additional Notes

- StudentLearningEnvironment should reflect what the student's learning environment has been over the course of the student's membership in the school in the current school year. For example, students who are full-time remote due to district choice on October 15th but shift to a hybrid schedule in the winter and to fulltime on premises by spring would be marked as "Hybrid" for the CTE Submission because they received instruction partially in person and partially remote over the course of their membership in the current school year.

Common Errors

N/A