Career and Technical Education (CTE) Data Submission In NJSLEDS

NJSLEDS Project Team
Office of Data Management

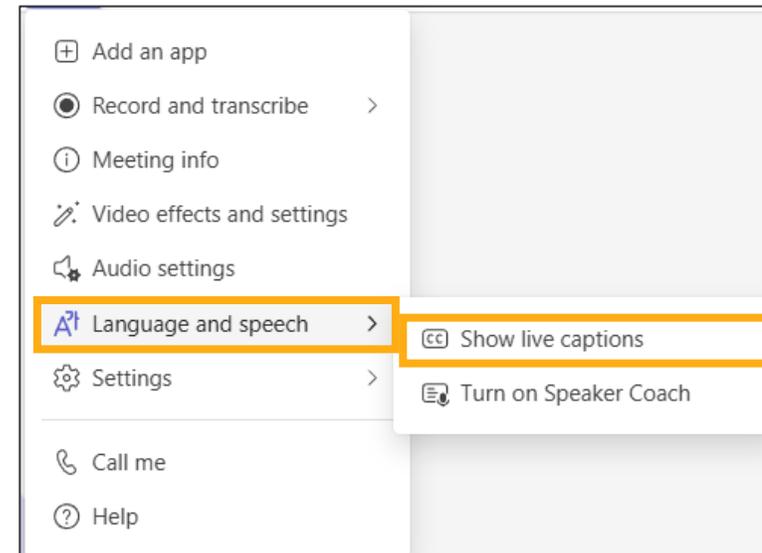March 2026

nj.gov/education

Webinar Housekeeping

Our goal is to make sure you can actively participate and have your questions answered.

How to ask a question:

To use live captions:

1. Click on the "More" option along the Teams webinar control panel (top of your screen).

2. Click on "Language and speech" and then "Show live captions."

Webinar Housekeeping

Our goal is to make sure you can actively participate and have your questions answered.

When asking a question in the chat, please list your district code to assist us in any follow up.

Agenda

- Resources for Career and Technical Education (CTE) Submission

- Overview of CTE Data and Submission Process

- Errors and Resolution Process

Resources for the Career and Technical Education (CTE) Data Submission

Where to Find Resources

The NJSLEDS Homepage links users to important updates and information occurring within NJSLEDS.

The NJSLEDS User Resources Page is a comprehensive hub for managing data submissions effectively. Detailed resources are available on individual submission pages.

The NJSLEDS Trainings and Webinars Page provides links to recorded training sessions, descriptions, and details on how to join live webinars. Live sessions will be available throughout the school year.

The NJSLEDS Key Documents Page is the primary resource for accessing essential materials related to the system. This page ensures districts have the tools they need to navigate and fulfil their data reporting obligations effectively and efficiently.

The NJSLEDS News Page keeps you informed on the latest developments, key milestones, and updates as we work towards launching the new system. Learn about upcoming events, training opportunities, and more.

Career and Technical Education (CTE) Submission Data Handbook

New Jersey Department of Education

Career and Technical Education (CTE) Submission Data Handbook

State of New Jersey
Department of Education

100 River View Executive Plaza
P.O. Box 500
Trenton, NJ 08652

The Career and Technical Education (CTE) Submission Data Handbook is a required resource and is available on the NJSLEDS User Resources website. All districts must use it when preparing submissions.

Before submitting:

- Review all definitions, notes, and common errors.

- Understand that not every field is required for every submission.

- Be clear on how each data element should be implemented.

To support accurate, compliant data submissions:

- Share the handbook with your data coordinator or data administrator.

- Ensure that the data you collect aligns with NJDOE requirements.

- Review your data for accuracy—clean data now means fewer errors and saved time later.

If a definition is unclear or difficult to apply in your context, please contact the NJSLEDS Help Desk by using the "Contact Help Desk" button on the NJSLEDS system homepage or calling (609) 376-3970.

How to Contact the Help Desk

The NJSLEDS Help Desk is available Monday through Friday from 8:00 AM to 5:00 PM at (609) 376-3970.

Web Form: *Preferred* Use the Contact Help Desk button in the NJSLEDS system to submit a web form ticket.

Provide your full name, district/school code, and reason for inquiry.

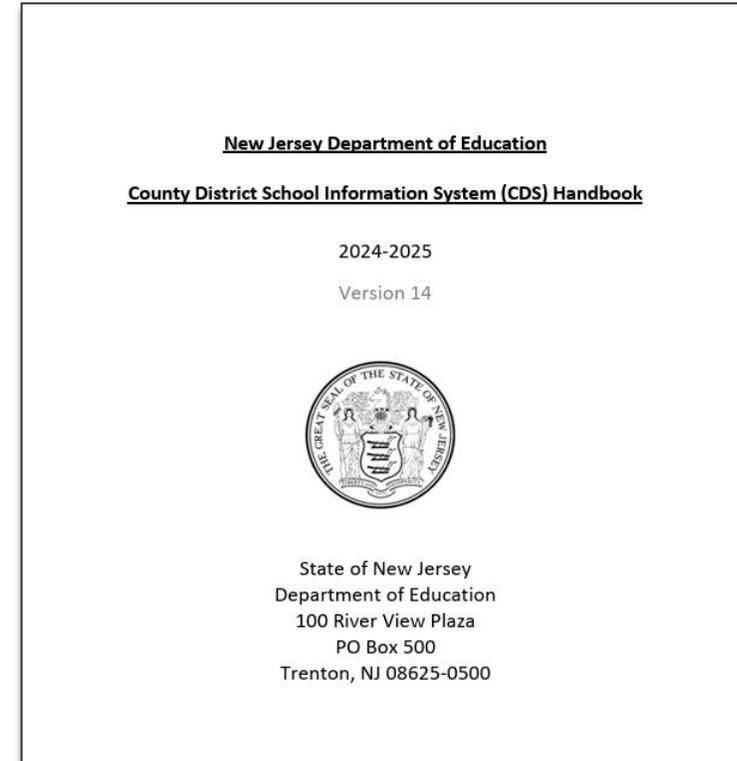Refer to your case number and confirmation email sent by NJSLEDS.

CDS Codes

District Staff assignments must be reported using the appropriate CDS Codes as specified in the CDS application.

To find a list of valid codes, please refer to the County District School Code List.

If you are unable to find a school code for the staff's location within the current NJSLEDS County District School Code List, kindly contact the NJSLEDS Helpdesk.

New Jersey Department of Education

County District School Information System (CDS) Handbook

2024-2025

Version 14

State of New Jersey
Department of Education
100 River View Plaza
PO Box 500
Trenton, NJ 08625-0500

Use the CTE Template

The CTE Template is a key component of the data reporting processes.

Its purpose is to help you manage and report data to meet state and federal requirements.

We provide this template to collect core data for CTE and ensure that districts report consistent and accurate data in compliance with the law.

This template can be found under the CTE User Resources on the NJSLEDS User Resources website.

Additional CTE User Resources

The CIP Code List is used to identify approved CTE programs of study. The CIP codes in your data must match those on the official CIP Code List for the current school year.

The Industry-Valued Credentials List provides a standardized set of approved credentials that student may earn in a CTE program.

These resources are provided to ensure standardized guidance for accurately documenting CTE program enrollment and credential attainment.

These can be found under the CTE User Resources on the NJSLEDS User Resources website.

Career and Technical Education Submission Data Overview

CTE Overview

Why are we collecting this data?

Program Quality and Accountability

Ensure that CTE programs across the state are high-quality, effective, and aligned with state and federal performance standards

(Perkins V)

Student Success Tracking

Monitor key outcomes such as program completion, credential attainment, and postsecondary placement to support student achievement and career readiness

Equity and Access

Identify and address gaps in access, participation, and success-especially for underserved and special populations

Funding and Compliance

Support state and federal reporting requirements to secure Perkins funding and guide equitable allocation of resources

Informed Decision-Making

Empower schools and the NJDOE to make data-driven improvements to programs, curriculum, and workforce alignment

CTE Submission is Built on Student Management Data

CTE submissions rely on accurate Student Management data. Any errors or mismatches will produce validation errors. Local ID, State ID, Date of Birth, First Name and Last Name must match exactly.

	Student Management		CTE Submission
State ID	1111111111	=	1111111111
Date of Birth	19990307	≠	19950307
First Name	Jack	=	Jack
Last Name	Smith	=	Smith

CTE Submission Reporting Responsibilities

Vocational Student Type	Who Reports to Student Management?
In-county full-time student	Vocational district
Shared-time student	Vocational district
Out-of-county student	Vocational district

CTE Submission Reporting Responsibilities

Remember: Student Management drives CTE reporting- CDS codes must match

The district where the student attends the CTE program is responsible for reporting the student to the CTE Submission

Only districts that offer CTE programs of study should upload the students enrolled in those programs to the CTE Submission

Who to Report
- Approved CTE program students
- Grades 9+
✔

Who NOT to Report
- District-required courses only
✘

Shared-Time Vocational Rules

The vocational school reports vocational shared-time students to the CTE Submission

If Enrollment Type = "S" , then the submitting district to the CTE Submission must be the vocational school

---

Scenario 1

Jane Doe is in a CTE program attending an in-county vocational school on a full- time basis

- The vocational school submits Jane to Student Management
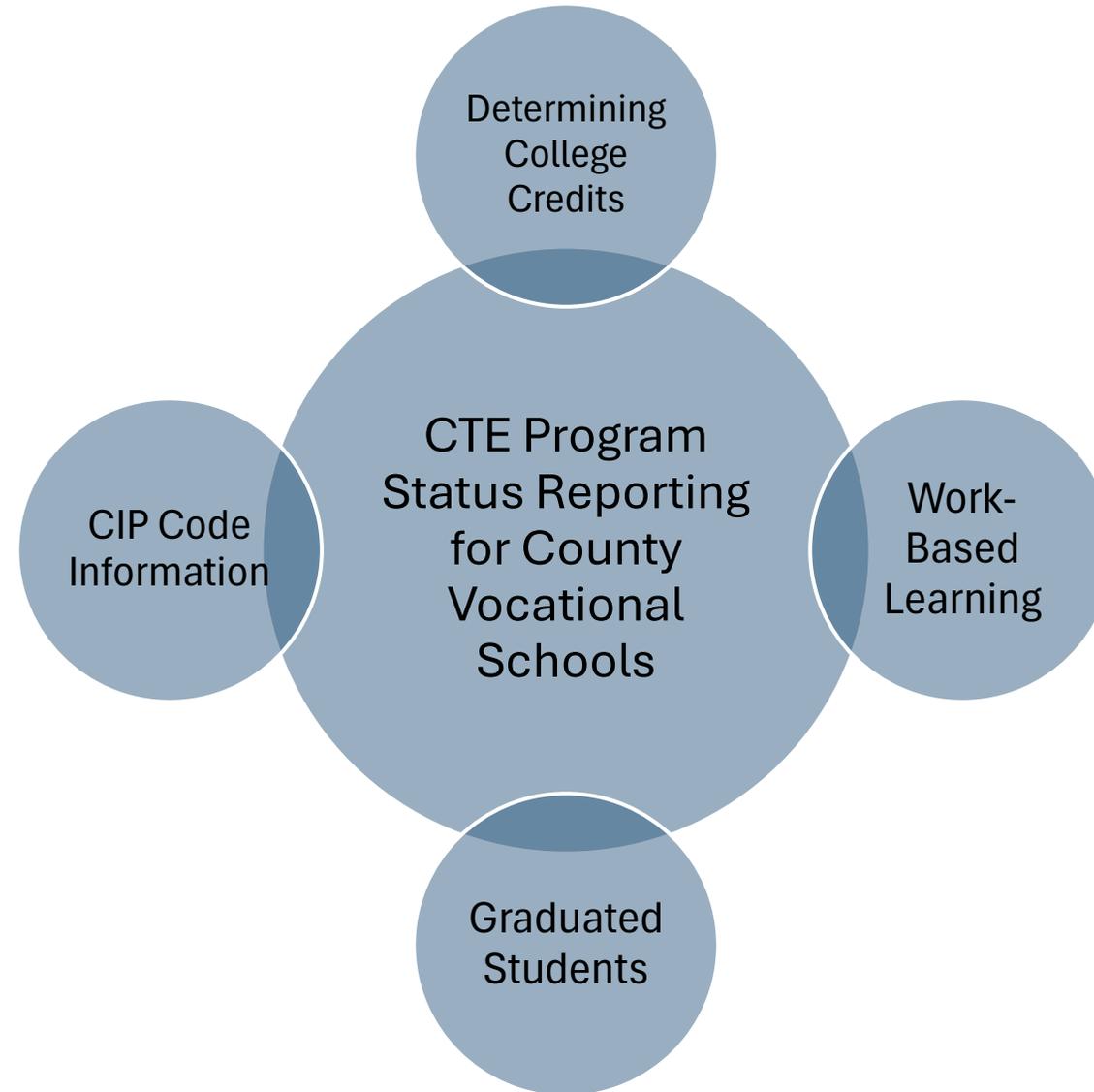- The vocational school will also submit Jane to the CTE Submission

Scenario 2

John Doe is in a CTE program attending a vocational school on a shared-time basis

- The resident and vocational districts both submit John to Student Management
- Only the vocational school will submit John to CTE Submission

CTE Reporting Data to Consider

Determining College Credits

CIP Code Information

CTE Program Status Reporting for County Vocational Schools

Work-Based Learning

Graduated Students

CIP Code Information

- In general, the program of study in which the student has completed the most courses should be reported.

- If the student completed the same number of course/courses in each program of study, the district must choose one of the CIP Codes at their discretion.

- Please be aware that the CIP code has to be an approved POS by 12/31/25.

- It's best practice for districts to always visit the NJSLEDS website to ensure they have the most updated CIP code document. Please note the CIP code document will likely be updated after the practice period ends and before the official submission begins, so please download the most current version.

Career and Technical Education

User Resources

Resource	Description	Type	Updated
CTE Data Handbook	Field definitions, validation rules, and submission structure	PDF	Mar 5, 2026
Submission Template A	Includes lookup values	Excel	Aug 29, 2025
Submission Template B	Header row only	Excel	Aug 29, 2025
CIP Code List	NJDOE-approved codes for student enrollment in CTE programs	Excel	Mar 6, 2026
OPE ID List	Official Office of Postsecondary Education IDs for institutions referenced in CTE reporting	Excel	Jun 19, 2025
Industry-Valued Credential List	Codes for industry-valued credentials earned during the reporting year	Excel	Aug 29, 2025

Determining College Credits

If a student attained postsecondary credits from multiple postsecondary institutions, the total number of credits should be entered in this field

The number of credits refers to the number of CTE postsecondary credits attained in the relevant CTE program of study earned by the student through a dual or concurrent enrollment program or articulation agreement. Academic courses do not count for credit in this field.

The 'CTECollegeCreditsEarned' field must have a value of 1 or 2 in order report to 'NumberofCTECollegeCredits'. If the 'CTECollegeCreditsEarned' field value is 0, the 'NumberofCTECollegeCredits' field should be blank.

Work-Based Learning Experiences

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

Acceptable Values:

- 0 = No work-based learning experience OR Career Awareness
- 1 = Career Exploration
- 2 = Career Preparation
- 3 = Career Training

Additional details about each acceptable value are available in the **CTE Handbook**

CTE Program Status Reporting for County Vocational Schools

PART=Participant

Students should be reported with a "PART" (Participant) if they completed at least one course of an approved course sequence.

CONC=Concentrator

Students should be reported with a "CONC" (Concentrator) Program Status if they are attending a County Vocational School and has completed at least 2 courses in a single CTE program of study approved by the NJDOE Office of Career Readiness.

COMP= Completer

Students should be reported with a "COMP" (Completer) if they completed all courses in a single CTE program of study approved by the NJDOE

Graduated Students

Report:	Only If:	Do Not Report:
Early Graduates	Completed ≥1 approved CTE course **and** appear as **Active** in your EOY snapshot	Any student marked **Inactive** in Student Management

Career and Technical Education (CTE) Submission Process

CTE Submission Timeline

CTE Practice Period

April 1–June 30, 2026

→

Practice Data Cleared

June 30, 2026 at 5:00 PM

→

CTE Official Submission Period

July 2 – August 3, 2026

Submission Process Overview

Step 1:
Prepare CTE data for upload

Step 2:
Review and validate your data

Step 3:
Log into the system

Step 5:
Upload your CTE data

Step 6
Review and clean up your errors

Step 7:
Submit by the deadline

Review and Validate Your Data

Validate your data against the CTE Handbook:

- Check for missing fields

- Verify required fields

- Ensure correct formatting

Submitting clean, accurate data now helps prevent future errors—saving you time later.

CTE Submission Upload

The Submission Upload tab allows users to quickly and securely upload data files directly into the system.

Please note that you would not have access to the CTE Submission until the start of the practice period.

Choose the Submission Type

Select the Submission type you would like to upload from the drop-down menu below. Add any comments you would like to make and select Next.

*Submission Type

CTE ▼

Comments

Enter your comments

Next

CTE Submission Upload

The Submission Upload tab allows users to quickly and securely upload data files directly into the system.

Upload the Submission File

Select Upload File or Drop the File below to upload your file. Once the file name appears, select Submit.

⬆ Upload File   Or Drop File

Previous

Upload File

CTESubmission.csv
1.35 KB

Done

The Submission History tab allows users to view the status and details of their submission uploads, including errors and/or warnings during validation.

Submission History List View

Submission History

Recently Viewed ▾

🔍 Search by file name

File Name	Submission Type	Record Count	Valid	Errors	Warnings	Status	File ID	Created Date	Last Modified Date
State-Assessment-Registrat...	State Assessment Registrati...	13	0	13	0	Processed	a11co000000e5IIAAA	05/21/2025, 06:28:02 PM	05/21/2025, 06:35:33 PM
Staff-Management_Submis...	Staff Management	12	11	1	0	Processed	a11co000000e5dhAAA	05/21/2025, 06:09:03 PM	05/21/2025, 06:15:54 PM
Career_Technical_Education		13	0	13	1	Processed	a11co000000e3X3AAI	05/21/2025, 04:44:08 PM	05/21/2025, 04:55:19 PM
Student_Management_999...	Student Management	13	6	7	0	Processed	a11co000000e29ZAAQ	05/21/2025, 03:14:11 PM	05/21/2025, 03:20:36 PM

Please note: This tab only displays the details/status of submission uploads whereas the Submission Records tab provides a historical view of all submitted <u>records</u>.

nj.gov/education

Once the file is submitted, users will land on the "Submission History" tab, where users can track uploads and status updates.

→

File status will show "In Process" immediately after upload. It will update to "Processed" once validation process is complete.

→

Users will receive an email once upload is processed, including any errors found during validation. Check for errors.

Error Reports

Error Reports

Log into NJSLEDS.

Click on the "Submission Records" tab and select "CTE".

Click on "Error Report" in the top right corner of the navigation.

The Error Report allows users to view any error found in the submission during validation.

X CTE Record Level Errors

Error by Type   Export

File ID	Level	Error Type	Data Element	LID	SID	First Name	Last Name	Date Of Birth	Cip Code	School Code Assigned	School Year	Error Count
a11co000000iVo6AAE	Field	Format	LASTNAME	GLEE0022		JESSE	ST. JAMES	20180730			2024-2025	1
	Field	Format	LASTNAME	PLL0010		MAYA	ST. GERMAIN	20190510			2024-2025	1
	Field	Format	LASTNAME	PLL0017		NATHAN	ST. GERMAIN	20190510			2024-2025	1
Level	Field	Format	SINGLEPARENTSTATUS	70S0001		DONNA	PINCIOTTI	20140607			2024-2025	1
(All)	Field	Format	SINGLEPARENTSTATUS	70S0002		ERIC	FORMAN	20140618			2024-2025	1
	Field	Format	SINGLEPARENTSTATUS	70S0003		JACKIE	BURKHART	20131025			2024-2025	1
Error Type	Field	Format	SINGLEPARENTSTATUS	70S0004		MICHAEL	KELSO	20131105			2024-2025	1
(All)	Field	Format	SINGLEPARENTSTATUS	70S0005		STEVEN	HYDE	20140530			2024-2025	1

X CTE Error By Type Errors

Record Level   Export

File ID	Level	Error Type	Data Element	Description	Error Count
a11co000000iVo6AAE	Field	Format	LASTNAME	This data element cannot contain special characters except for apostrophes and hyphens	3

Error Type
(All)

Data Element
(All)

The error report will auto-display Record Level errors. To sort errors by type, click on "Error By Type" in the top right corner. Users can toggle back and forth to each view.

→

Users can use filters on the left navigation to sort and filter their errors.

→

To see details about a specific error, click on any record in the error report.

→

Export your error report to review and resolve your errors efficiently.

Steps to Fix Errors

Filter to Error Records: In the NJSLEDS system, go to the "Submission Records" tab and filter your records to show only those with an "Error" status.

Export and Review: Export both your filtered Submission Records view and the Error Report. Use them together to identify which records need to be corrected.

Correct the Data in Your Source System: Log into your student information system (SIS) or other local source system and make the necessary data corrections at the source.

Re-Export Your Submission File: After corrections are saved in your source system, generate a new .CSV UTF-8 file for Student Management.

Re-Upload the Correct File to NJSLEDS: Upload the updated file in the "Submission Upload" tab to confirm that the errors are resolved.

Repeat *(if needed)***:** Continue this process until all errors are cleared and your file has successfully processed.
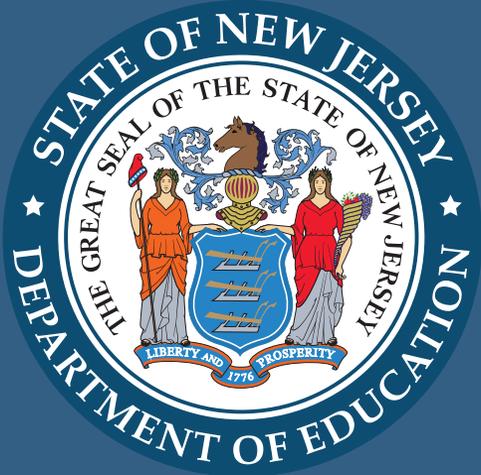
Thank you!

The NJSLEDS Project Team
Office of Data Management
NJSLEDS@doe.nj.gov

nj.gov/education