

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Information and Reporting Services  
Albany, N.Y. 12234

**Adult Enrollment in Career Technical Education (CTE) Programs**

2008-2009

Instructions for Completing Form CTEDS-1A

The Career Technical Education Data System -1A (CTEDS-1A) form is to be used to report enrollments of adult students in career technical education (CTE) programs. CTEDS-1A has been designed to address the program improvement intent of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins). CTEDS-1A asks for enrollment of adults by gender and economic disadvantage, all by individual CTE program. This data is used to further program improvement and to comply with federally mandated reporting requirements. The State Education Department (SED) will also use this data to determine appropriate uses and allocations of Perkins funds. All data must comply with the reporting policies and definitions contained in these instructions. All agencies are to report on adult students who were enrolled in CTE programs during the 2008-2009 program year.

**Agencies That Do Not Have An Adult Career Technical Education Program**

If your agency did not have an adult CTE program in 2008-2009, check off the appropriate line on Page 1 of the CTEDS-1A form, enter zero in the Grand Total box, sign and return Page 1 of the CTEDS-1A form only. No other steps need be taken.

Page 1 of the CTEDS-1A form contains a certification statement. In signing this statement, the Chief School Officer (CSO) confirms the accuracy of the counts reported on CTEDS-1A. Valid enrollment counts are needed to ensure the appropriate use of funds and to compile valid reports of students served. The CSO should review the counts recorded on CTEDS-1A and, if necessary, initiate appropriate data-verification procedures to validate this data. After the accuracy of the data has been confirmed, the CSO should sign the certification statement and forward the completed CTEDS-1A to:

The New York State Education Department  
Information and Reporting Services  
Room 863, Education Building Addition  
Albany, New York 12234

The completed CTEDS-1A should be submitted no later than: July 31, 2009

## General Requirements and Information

- This enrollment report (CTEDS-1A) should show all adult CTE enrollments without regard to program length. Programs exist that meet the definition of a CTE program (see below) yet are less than 100 hours in length. These programs - assuming the CTE program definition is met - should be included here. Do not include introductory or avocational programs.
- The information recorded on CTEDS-1A must be based on an actual count of individual students. **Estimates are not acceptable.** The count may be derived from computer records, paper files or other sources of individual student data.
- Use the definitions of terms provided in these instructions.
- Each adult CTE student is to be counted only once. CTEDS-1A counts are to be an unduplicated count of students served. Students enrolled in more than one program are to be counted only once. Report the enrollment of such students under the program that is most consistent with the student's primary occupational objective.
- Retain a copy of the completed CTEDS-1A form and forward a copy to your District Superintendent.
- Address questions to Gregory Amrhein at 518-474-7965 or at [gamrhein@mail.nysed.gov](mailto:gamrhein@mail.nysed.gov)

## Definitions

Adult Career Technical Education Student: An individual who is not enrolled or required to be enrolled in secondary school (i.e., not a secondary student) and is enrolled in a CTE program (including registered apprenticeship programs.)

Career Technical Education (CTE): Organized educational activities that -

- A) offer a sequence of courses that
- provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and for careers in current or emerging employment professions;
  - provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; and
  - may include prerequisite courses (other than a remedial course) that meet the requirements of this paragraph.
- B) include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and all aspects of an industry, including entrepreneurship, of an individual.

Economically Disadvantaged: Individuals from economically disadvantaged families, including foster children. SED interprets this as an individual who participated in any of the following economic assistance programs;

- (A) Pell Grant,
  - (B) Tuition Assistance Program (TAP),
  - (C) Aid for Part-time Study (APTS),
  - (D) Educational Opportunity Program (EOP), Higher Education Opportunity Program (HEOP), Search for Education, Elevation and Knowledge (SEEK), and College Discovery (CD),
  - (E) Bureau of Indian Affairs (BIA),
  - (F) Family Assistance: Temporary Assistance for Needy Families (TANF),
  - (G) Workforce Investment Act,
  - (H) Social Security Insurance,
  - (I) Women, Infants and Children (WIC),
  - (J) Other public assistance programs serving economically disadvantaged; such as: Food Stamps, Home Energy Assistance Payments (HEAP), Supplemental Security Income, Trade Readjustment Act, and Refugee and Immigration Affairs Assistance,
- or individuals documented as low income -
- (K) Other; An adult with a total family income below \$14,100 for single persons or \$19,600 per couple or \$22,350 for a family of three, with an additional \$4,350 per dependent child.

Disability: An individual who has a physical or mental impairment that substantially limits one or more major life activity, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

### **STEP 1: Identify the students to be counted**

All adult CTE program students, with the following exceptions, enrolled during the July 1, 2008 through June 30, 2009 reporting period are to be included.

#### Examples of Students to Exclude from CTEDS-1A

- Students that were not enrolled in a prescribed program of CTE courses.
- Students that were enrolled only in courses that were not part of a CTE program.
- Students that were enrolled in introductory or avocational courses/programs.

### **STEP 2: Eliminate duplication**

CTEDS-1A is used to report an unduplicated count of program enrollees. Each enrollee should be counted only once.

Example: Karl was enrolled in his school's Architectural Drafting program as well as the Carpentry program. Karl's enrollment status is reported for one of the two programs, not both. The program selected should be the one most consistent with his primary occupational objective.

### **STEP 3: Complete and Return CTEDS-1A**

Page 1 of the CTEDS-1A form must be completed and signed. On Page 2 of the CTEDS-1A form list all your CTE programs with adult enrollment during the July 1, 2008 through June 30, 2009 period. Use the program codes found in the Classification of Instructional Programs - CIP (see attached). Use your own program names. For each program show the number of males, the number of females, the total enrollment, the number of the total enrollees that meet the definition of economically disadvantaged (see above) and the number of the total enrollees that meet the definition of disability (see above.)

#### Attachments

- CTEDS-1A form
- List of CTE programs using the Classification of Instructional Programs (CIP)