

The University of the State of New York
The State Education Department
Information and Reporting Services
Albany, N.Y. 12234

Performance of Adult Career Technical Education (CTE) Programs
2007-2008

Instructions for Completing Form CTEDS-2A

The Career Technical Education Data System - Adult 2A (CTEDS-2A) form is to be used to report performance information on adult students who completed, left or are continuing in a career technical education (CTE) program. This CTEDS-2A form has been designed to address the Indicators of Performance found under the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006. The CTEDS-2A form asks for outcomes as measured by these performance indicators by gender and by selected population characteristics for each individual CTE program. This data is needed to comply with federally mandated reporting requirements.

Each agency may develop its own procedures for following up on program completers, leavers and continuing students. However, all data must comply with the reporting policies and definitions contained in these instructions. All completers, leavers and continuing students must be accounted for whether or not a response to a survey is made. All agencies are to report on students who completed or left their CTE program during the July 1, 2007 through June 30, 2008 period as well as those students that are continuing in their CTE program beyond June 30, 2008.

The completed CTEDS-2A should be submitted no later than February 20, 2009 to:

Mr. Gregory Amrhein
The New York State Education Department
Information and Reporting Services
Room 875, Education Building Addition
Albany, New York 12234

General Requirements and Information -

- The information recorded on CTEDS-2A 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 completer, leaver or continuing student is to be counted only once. CTEDS-2A counts are to be an unduplicated count. Completers, leavers or continuing students of more than one program are to be counted only once. Report completers, leavers or continuing students of multiple programs under the program that was most consistent with the student's primary occupational objective.
- Retain a copy of the completed CTEDS-2A form and forward a copy to your District Superintendent.
- Address questions to Gregory Amrhein at: gamrhein@mail.nysed.gov

Definitions -

Adult Career Technical Education Program Completer: A student who fulfilled all the requirements of an adult CTE program and in doing so has attained academic skills, vocational skills and a local credential.

Adult Career Technical Education Program Leaver: A student who was left an adult CTE program without fulfilling all the programs requirements.

Adult Career Technical Education Program Continuing Student: A student who remains in an adult CTE program and has not yet fulfilled all the programs requirements.

Adult 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. 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 impairment, or a person who is perceived by others as having such impairment.

Steps to complete form -

STEP 1: Identify the completers, leavers and continuing students to be counted

The CTEDS-2A is to include data for students who were enrolled during 2007-2008 in CTE programs at the agency preparing the CTEDS-2A.

Each completer to be included must meet both of the following criteria:

Criterion A: The student's enrollment was included on a previously submitted Adult Career Technical Education Data System - 1A (CTEDS-1A) enrollment form.

Criterion B: The student fulfilled all the requirements of his/her CTE program.

Each leaver to be included must meet Criterion A and must have left prior to fulfilling the program requirements.

Each continuing student to be included must meet Criterion A and must still be enrolled without having yet fulfilled the program requirements.

STEP 2: Eliminate duplication

CTEDS-2A is used to report an unduplicated count of program completers, leavers and continuing students. Each completer, leaver and continuing student should be counted only once.

Example: Karl completed the Architectural Drafting program as well as the Carpentry program. The Architectural Drafting program was Karl's primary occupational objective. Karl's follow-up status is reported for the Architectural Drafting program only.

STEP 3: Obtain and organize performance information on completers and leavers

To obtain performance information agencies should review their own databases and conduct a survey following the program's completion. This survey should take place no sooner than 3 months after program completion and no later than 6 months. This database review and survey process should identify the status of all completers, leavers and continuing students.

STEP 4: Complete and Return CTEDS-2A

A single page 1 is to be completed for the agencies overall adult CTE effort. Separate page 2s must be completed for each CTE program. On page 2, note that lines A through G - the Status Categories - are mutually exclusive subsets of the total counts of completers and leavers. They, individually and in total, cannot exceed their respective totals. Also note that the sum of completers, leavers and continuing students must equal the previously reported enrollment totals for each CTE program. The "Status Categories" are:

- A. "Number placed in related employment" - this is the number that were placed in employment related to the CTE program the student completed.
- B. "Number placed in unrelated employment" - this is the number that were placed in employment unrelated to the CTE program the student completed.
- C. "Number placed in the military" - this is the number of that were placed in the military.
- D. "Number placed in additional education" - this is the number that were placed in other educational programs.
- E. "Number who are unemployed" - this is the number that were actively seeking employment but were unsuccessful in obtaining employment.
- F. "Number who are not in the labor force" - this is the number that had withdrawn from the labor market, i.e., no longer actively seeking employment.
- G. "Number who's status is unknown" - this is the number whose status is unknown.

It should be possible to determine the number of completers, leavers and continuing students using existing databases. The Status Categories (A through G) for completers and for leavers will require a survey. Note that the sum of the completers, leavers and continuing students from a given program must equal the prior reported enrollment for that program.

Attachments

- CTEDS-2A form