

NJ SMART CTE Submission FAQs

While the CTE Submission Student Data Handbook outlines this same information, this list of commonly asked questions provides explicit clarification to some of the common misconceptions related to the CTE Submission.

1. Question: If a student is enrolled in multiple CTE programs, which CIP code should be used?

Answer: If a student is enrolled in more than one CTE program, it is the district's decision which program/CIP Code to use when reporting the student, however, as a general rule of thumb students should be reported in the program in which the student has completed the most courses. If the student completed the same number of course/courses in each program, the district must choose one of the CIP codes at their discretion.

2. Question: If my district offers CTE Programs, what students should I report?

Answer: Students reported in the CTE Submission should be those students enrolled in CTE courses which were approved as part of approval of the CTE program. These are the courses listed in the **Course Sequence Chart** found in the CTE Program Approval Application. CTE students based solely on their enrollment in these courses. However, courses that are required every student in the district must take, such as Introduction to Careers, Computer Literacy, Financial Literacy and Keyboarding are **NOT APPROVED to be included in the course sequence of an approved CTE program. Therefore students enrolled in these course must not be reported in the CTE submission. CTE students based solely on their enrollment in these courses.**

3. Question: Are there any privacy issues with requesting Single Parent Status for the CTE Submission?

Answer: No, there are no privacy issues.

4. Question: Does an adult student attending a Vocational School need to be reported to the CTE Submission?

Answer: All adult students attending a vocational school must be reported in the VEDS data collection. If the adult student appears in your SID Management you should report them to the CTE Submission as well.

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5. Question: How is the number of credits earned determined for Program of Study College Credits?

Answer: The number of credits refers to the number of credits either awarded to the student or that will potentially be awarded to the student upon matriculation to the college, the Program of Study data element should have a value of "Y".

6. Question: Should students be submitted to the CTE Submission if they have completed an approved CTE program, but have graduated early and are now inactive?

Answer: Yes, any student who has completed at least one course in an approved CTE Program and has graduated early should be submitted in the CTE Submission. They would have to appear as active in your SID Management to be reported in the CTE Submission. Any other inactive students should not be reported.

7. Question: Who reports a student to the CTE Submission if they are shared time between a regular resident district and a Vocational School?

Answer: In the case of shared time students, the Vocational School is responsible for reporting the students who are enrolled in the share-time program. The regular resident district (home school) should release the students' record to the vocational schools.

8. Question: If an 8th grade student attends a Career and Technical Program, are they reported to the CTE Submission?

Answer: No. Only students in grades 9 and higher should be reported in the CTE Submission.

9. Question: Are the data elements for the CTE Submission the same as the data elements collected for the VEDS?

Answer: The data elements for VEDS postsecondary and NJSMART CTE submission at the secondary level are different formats. Refer to the CTE Submission Student Data Handbook for data validation requirements. The VEDS data collections for the adult CTE programs at the county vocational schools and for county colleges have different data elements. If your district submits VEDS, refer to the VEDS Data Dictionary you received.