



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 22, 2025  
To: Local Educational Agency Leads  
Route To: Principals, Directors of Career and Technical Education, Perkins Program Directors  
From: Jorden Schiff, Ed.D., Assistant Commissioner  
Division of Teaching and Learning Services

## Career and Technical Education Data Management System Application Submission Timeline

The New Jersey Department of Education (NJDOE) is pleased to announce a new submission timeline for Career and Technical Education (CTE) program of study applications using the Career and Technical Education Data Management System (CTE-DMS). This updated schedule is designed to streamline the CTE program of study approval process and align with the Perkins V Local Application and Industry-Valued Credential submission timelines.

### CTE-DMS Submission Timeline:

- **Program of Study Submission:** The CTE-DMS portal will open for new, reapproval, and change CTE program of study application submissions from **May to October**.
- **Application Reviews:** The Office of Career Readiness will conduct application reviews from **May to December**.
- **Portal Closure:** The CTE-DMS portal will close for all submissions from **January to April**.
- **CTE Program Deletions:** The CTE-DMS portal will open for program deletions from **August to December**.

For CTE-DMS technical assistance, local education agencies may contact [cte.help@doe.nj.gov](mailto:cte.help@doe.nj.gov). For information on starting a CTE program of study, please contact the appropriate [Career Cluster lead](#).

This new timeline aims to enhance efficiency and ensure a smoother approval process for all stakeholders. Thank you for your cooperation and commitment to advancing career and technical education in New Jersey.

c: Members, State Board of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group