

Career and Technical Education (CTE) Domain

Only LEAs with PDE-approved reimbursable secondary CTE programs or registered adult affidavit programs offered by their schools during the reporting year are required to submit the following templates in the CTE Domain, as appropriate:

- **CTE Student Fact Template** – Submit only if LEA had reportable enrollees in approved reimbursable secondary CTE programs and/or registered adult affidavit programs.
- **CTE Student Industry Credential Template** – Submit only if CTE (secondary and/or adult affidavit) program enrollees earned reportable industry certifications.

Do not report any students enrolled in, Career Exploration/Awareness Skills programs **or any adults enrolled in secondary program classes (adult intergenerational programs)** within these templates. See CTE Student Fact Template Description for further guidance concerning what students to report as CTE students.

Reporting Secondary CTE Students

If a school has PDE-reimbursable CTE program approvals in place for the reporting year but does not have any CTE student enrollments to report within **all** of an LEAs approved reimbursable CTE programs, notify the Office of Data Quality at ra-catsdata@pa.gov.

In addition to these CTE templates, all **required** data elements within the June 30 Student Snapshot Template and School Enrollment Template must also be submitted for secondary CTE students for an LEA. Be aware that there are Student Snapshot Template data elements that are conditionally required specifically for secondary CTE students. Those elements include the address fields (Fields 16 – 20) along with the STUDENT IS A SINGLE PARENT (Field 120) and OUT OF WORKFORCE INDIVIDUAL (Field 166). Note the following grade levels (Field 10, CURRENT GRADE LEVEL, within Student Snapshot Data elements) are considered valid for secondary CTE students:

- 009 – Grade 9
- 010 – Grade 10
- 011 – Grade 11
- 012 – Grade 12

Refer to the Student Domain and Enrollment Domain sections of the user manual for additional information on each Student Snapshot and School Enrollment Template data element. The PIMS Summer Submission (June 30) Student Snapshot Template and School Enrollment Template data must be submitted and processed to support the CTE Domain template student data.

Reporting Adult Affidavit CTE Students

If a school has PDE-registered adult affidavit CTE programs in place for the reporting year but does not have any adult affidavit CTE student enrollments to report within **all** an LEAs adult affidavit CTE programs, notify the Office of Data Quality at ra-catsdata@pa.gov.

In addition to these CTE templates, specific data elements within the June 30 Student Snapshot Template must be accurately populated to accommodate state adult CTE accountability statistics. **Reporting adult affidavit students in the School Enrollment Template is not required.** Be aware that there are Student Snapshot Template data elements that are conditionally required specifically for adult affidavit CTE students. Those elements include the address fields (Fields 16 – 20) along with the STUDENT IS A SINGLE PARENT (Field 120) and OUT OF WORKFORCE INDIVIDUAL (Field 166). Use the following grade level (Field 10 within Student Snapshot Data elements) to report CTE adult affidavit program students:

AAP – Adult Affidavit Program Student: Refer to the Student Domain section of the user manual for additional information on Student Snapshot Template data elements. The PIMS Summer Submission (June 30) Student Snapshot Template must be submitted and processed to support the CTE Domain template adult affidavit student data.

NOTE: Submit June 30 CTE Student Snapshot data **only** if LEA had reportable enrollees in PDE-approved reimbursable secondary CTE programs and/or registered adult affidavit programs. The June 30 CTE Student Snapshot must, at a minimum, include a comprehensive list of students enrolled (at any point during the reporting year) in PDE-approved, reimbursable secondary CTE programs and/or registered adult affidavit programs held (owned) and operated by the LEA.

All fields may not be mandatory; however, all fields within each template **MUST BE** accounted for in order to transmit data.

CTE Student Fact Template

(36 Fields, 29 Collected, Delimited)

Target Table(s): CTE_STUDENT_FACT

Template Description

This template defines the CTE Student Fact table. This table contains the primary details of each CTE student's enrollment within a PDE-approved school-level CTE program and/or registered adult affidavit CTE operated by each LEA.

This template serves to accommodate PDE data collection requirements for federal (Perkins V) accountability requirements, and PDE's need to account for students that enroll in or complete approved reimbursable secondary CTE programs and/or registered adult affidavit programs.

Reporting Secondary CTE Students

Report all secondary students within this template who: (1) were enrolled in the technical component of a PDE-approved reimbursable secondary CTE program during the reporting year, AND; (2) completed and signed "Annual Educational and Occupational Objectives for Students Enrolled in a PDE Approved CTE Program" form (PDE-408) or a similar locally developed form directly related to the student's enrollment in the CTE program reported within Field 6 (CIP Code) of this template. The student's completed and signed PDE-408 form (or similar form) must be on file with the LEA that holds (owns) the approved CTE program in which the student is reported as enrolled.

NOTE: Do **not** report secondary students within the CTE Student Fact Template who:

1. lack appropriate signed educational and occupational objectives (PDE-408 form or similar form),
2. are taking one career and technical education course without intending to pursue the approved program of study as indicated by an appropriate complete educational and occupational objective form (PDE-408 or similar form), or
3. are taking a career and technical education course in order to explore careers.

IMPORTANT NOTE: LEAs with students enrolled in 2021-2022 PDE approved reimbursable secondary CTE programs held (owned) and operated by the LEA need to submit this template. **A secondary CTE student may only be reported once at the CIP SCHOOL NUMBER (SCHOOL)-LEVEL within this template. A secondary student may be reported more than once within this template only if the student was enrolled in approved CTE programs within more than one school (CIP SCHOOL NUMBER) within an LEA during the reporting year.**

Reporting Adult Affidavit CTE Students

Report all students enrolled in registered adult (only) affidavit CTE programs that meet state program standards/requirements and were submitted and registered as operational in the Career and Technical Education Information System (CATS) (<http://www.catsv2.pa.gov/Screens/Login/wfPublicHome.aspx>) for this reporting year. **Do not report adult students enrolled in secondary programs (adult intergenerational programs).** Adult affidavit programs are **adult only** programs. CATS registered adult affidavit programs **do not include:**

- Enrichment/hobby-type programs for personal benefit that are not job related and that do not contribute to a person's occupational objective;
- Programs in Adult Basic Education (ABE), Standard Evening High School (SEHS) or General Education Development (GED) unless the program also meets Career and Technical Education requirements;
- State-funded Customized Job Training Programs (CJT);
- Programs funded 100% with federal monies (e.g. Workforce Investment and Opportunity Act);

- 100% employer-funded programs; or
- Any program not open to the public.

CATS registered adult affidavit programs should include the following program types:

- Registered Apprenticeship: a program for adults enrolled in a registered apprenticeship program involving on-the-job training.
- Emergency Service: a program for adults in voluntary public emergency service (e.g. Emergency Medical Technology and Firefighting).
- Other Occupational: a program for adults enrolled in a career and technical program for new occupational preparation or to upgrade their skills.

Questions related to the CTE adult affidavit registration process should be directed to the Bureau of Career and Technical Education at (717) 783-6996.

IMPORTANT NOTE: LEAs with students enrolled in 2021-2022 PDE registered adult (only) affidavit programs held (owned) and operated by the LEA need to submit this template. **An adult affidavit CTE student may be reported more than once within this template to document each registered adult affidavit program the student was actively enrolled in during the reporting year.**

IMPORTANT TECHNICAL NOTE: This template is designed to accommodate both secondary and AAP CTE students. LEAs need to develop data extracts to accommodate the 36-field layout of this template for BOTH secondary and AAP student records.

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website . Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2024-06-30
3	10	PASECUREID	R	K	The unique, 10-digit PAsecureID assigned to the student.	The 10-digit PAsecureID must be reported for the same student within the June 30 Student and Student Snapshot Templates.	STUDENT ID	Example: 1000000009

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
4	4	CIP SCHOOL NUMBER	R	K	The unique, PDE-defined, 4-digit school code assigned to the school that owns the CTE program approval or registered adult affidavit program reported for this student in Field 6 (CIP CODE) of this template.		CTE CIP LOCATION CODE	All LEA and School Numbers can be found on the EdNA website . Example: 1234
5	4	STUDENT SCHOOL NUMBER	R	U	This is a mandatory field within the eScholar templates. It is necessary for all LEAs to enter the same value populated in Field 4 (CIP CODE).		STUDENT LOCATION CODE	All LEA and School Numbers can be found on the EdNA website . Example: 1234
6	12	CIP CODE	R	K	The 6-digit Classification of Instructional Program (CIP) code that identifies the approved reimbursable secondary CTE program or adult affidavit program (owned and operated by a specific LEA school) serving this student.	<p>Secondary Students: Report secondary students in only one CIP per CIP-School Number (school) for a reporting year. If the student was enrolled in multiple CTE programs at a school during the reporting year, report the CIP the student was enrolled in last.</p> <p>EXCEPTION: If a secondary student completed a program before the end of the school year, report the CIP that the student completed.</p> <p>Adult Affidavit Program (AAP) Students: Report AAP student CIP code(s) in distinct CTE Student Fact Template entries for each AAP CIP in which the student was actively enrolled during the reporting year within a school.</p>		<p>Example: 015999</p> <ul style="list-style-type: none"> • Include leading zeros. • Do not include any decimals. <p>Refer to the CATS Approval System to view a school's approved secondary programs and their associated CIP codes and Delivery Method (Plan of Delivery) approvals for the appropriate reporting year.</p> <p>Refer to the Career and Technical Education folder within the PIMS Documents website to view a list of both approved secondary programs and any registered adult affidavit programs for your school.</p>

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
7	12	DELIVERY METHOD CODE <i>(continued next pages)</i>	R	K	<p>Code identifies “Program of Study” or “Career and Technical” program delivery for secondary CTE. Code also specifically identifies a registered adult affidavit program.</p> <p>PROGRAM OF STUDY – A plan incorporating secondary and postsecondary education elements. Includes coherent and rigorous content aligned with challenging academic standards and relevant career and technical content in a coordinated, non-duplicative progression of courses that align secondary education with postsecondary education to adequately prepare students to succeed in postsecondary education; may include the opportunity for secondary education students to participate in dual or concurrent enrollment programs or other ways to acquire postsecondary education credits that lead to an industry-recognized credential or certificate at the postsecondary level or an associate or baccalaureate degree. All programs of study operate with the agreement conditions specified in the Perkins Statewide Articulation Agreement.</p>	<p>Report the PDE-approved Delivery Method (Plan of Delivery) Code (70 or 75) associated with the appropriate CIP code of the approved reimbursable secondary program (owned and operated by your LEA) serving this student and reported in Field 6 (CIP CODE) of this template. Use code 80 to identify all Adult Affidavit program CIPs reported in Field 6.</p> <p>NOTE: The code 80 identifier does not include or relate to “adult intergenerational programs.”</p>		<p>Valid Values:</p> <ul style="list-style-type: none"> • 70 – Program of Study • 75 – Career and Technical • 80 – Adult Affidavit Program <p>Refer to the CATS Approval System to view a school’s approved secondary programs and their associated CIP codes and Delivery Method (Plan of Delivery) approvals for the appropriate reporting year.</p> <p>Refer to the Career and Technical Education folder within the PIMS Documents website to view a list of both approved secondary programs and any registered adult affidavit programs for your school.</p>

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					<p>Career and Technical – A plan consisting of secondary education that includes rigorous academic and technical components, and leads to admission into a postsecondary certificate, associate degree, or registered apprenticeship program.</p> <p>ADULT AFFIDAVIT PROGRAM – Adult only programs formally registered with PDE’s Career and Technical Education Information System (CATS) for this reporting year.</p> <p>Informs the Rigorous Courses of Study indicator in the Future Ready PA Index.</p>			
8	10	REPORTING DATE	R	K	The last day of the current school year.			Valid Value: 2024-06-30
9	10	REPORTING DATE PERIOD LEVEL	R	K	All LEAs should provide a value of Year to indicate a student was involved in a CTE program during the reporting school year.	All LEAs should provide value of Year to indicate a student involved in a CTE program during the reporting school year.		Valid Value: Year
10	12	CTE STATUS TYPE CODE <i>(continued next page)</i>	R	U	A 2-digit code reflecting the most appropriate CTE student status after student received all related technical instruction for the reporting year within the specific program (CIP code) reported in Field 6 (CIP CODE) of this template.	<p>FOR SECONDARY STUDENTS: Terminology of “COMPLETED” or “DID NOT COMPLETE CTE PROGRAM” directly relate to whether a student:</p> <ul style="list-style-type: none"> completed all secondary-level competencies necessary on their program’s task list (or met 		<p>Valid Values:</p> <ul style="list-style-type: none"> 10 – Continued or will continue CTE at this school 22 – Transferred or will transfer to a different school <p>Refer to Appendix P of Volume 2 of the PIMS User</p>

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
						<p>appropriate related IEP objectives), and</p> <ul style="list-style-type: none"> completed a PDE-approved occupational end-of-program assessment for the student's reported program CIP (or completed a program that has an assessment waiver). <p>Refer to the NOCTI-CIP 2020-2021 Test Crosswalk document within the Test Site coordinators section of the Penn State Greater Allegheny web page for guidance on which CTE programs have approved end-of-program assessments and those that have assessment waivers. Additional resources are available within the Guide to Student Occupational Testing in Pennsylvania 2020-2021.</p>		<p>Manual for a complete list of valid values.</p> <p>NOTE: AAP students have a distinct status code set within Appendix P of Volume 2 of the PIMS User Manual.</p>
11	3	CTE PROGRAM COMPLETION PLAN CODE	R	U	This is a mandatory field within the eScholar templates. Therefore, it will be necessary for all LEAs to enter a value of N/A in this field.			Valid Value: N/A

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
12	1	REGISTERED APPRENTICE INDICATOR	R	U	<p>The CTE program-related (Field 6, CIP CODE) learning component experience for in-school youth, ages 16 and older (11th and 12th grades), designed to link employers in need of an educated workforce with local education agencies seeking to provide quality work-based education. Must include an apprenticeship sponsor registered with the US Department of Labor.</p> <p>Learning experience includes a prescribed program of academic and technical preparation, achievement of a high school diploma, a skills certificate, and direct access into postsecondary education or registered apprenticeship training by way of an articulation agreement.</p> <p>Informs the Industry-Based Learning indicator in the Future Ready PA Index.</p>	<p>Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).</p>		<p>Valid Values:</p> <ul style="list-style-type: none"> • Y – Student did actively participate in this learning component during reporting year • N – Student did not actively participate in this learning component during reporting year
13	1	INTERNSHIP INDICATOR <i>(continued next page)</i>	R	U	<p>The CTE program-related (Field 6, CIP CODE) learning component that provides planned, supervised experiential learning with rotation periods of work observation and work exploration in a variety of employment situations ordinarily for short periods of time. Students are usually not</p>	<p>Indicate by Y (Yes) or N (No) whether or not this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).</p> <p>LEAs may code all adult affidavit students N.</p>		<p>Valid Values:</p> <ul style="list-style-type: none"> • Y – Student did actively participate in this learning component during reporting year • N – Student did not actively participate in this learning component during reporting year

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					<p>paid for their experience; however, they do receive school credit. These experiences are primarily intended to develop career awareness rather than occupational competence.</p> <p>Informs the Industry-Based Learning indicator in the Future Ready PA Index.</p>			
14	1	COOPERATIVE WORK INDICATOR	R	U	<p>The CTE program-related (Field 6, CIP CODE) learning component providing on-the-job experience in a career and technical education program. Through written arrangement between the school and employer, the student received instruction, including required academic courses and related career and technical instruction, by alternation of study in school with a job related to the career and technical education instruction. Informs the Industry-Based Learning indicator in the Future Ready PA Index.</p>	<p>Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).</p> <p>LEAs may code all adult affidavit students N.</p>		<p>Valid Values:</p> <ul style="list-style-type: none"> • Y – Student did actively participate in this learning component during reporting year • N – Student did not actively participate in this learning component during reporting year
15	1	JOB EXPLORATION INDICATOR <i>(continued next page)</i>	R	U	<p>CTE program-related (Field 6, CIP CODE) learning component providing off-campus, credit-bearing exploratory learning activities occurring in the community with the specific intent to provide realistic career exploration experiences for students.</p>	<p>Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).</p> <p>LEAs may code all adult affidavit students N.</p>		<p>Valid Values:</p> <ul style="list-style-type: none"> • Y – Student did actively participate in this learning component during reporting year • N – Student did not actively participate in this learning component during reporting year

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					Informs the Industry-Based Learning indicator in the Future Ready PA Index.			
16	1	AGRICULTURE EXPERIENCE INDICATOR	R	U	<p>The CTE program-related (Field 6, CIP CODE) learning component providing an educational experience, and which operates as an integral part of a career and technical education agriculture program. These experiences take place at any time during the calendar year and require the students to record, summarize, and use supervised agriculture experience record books. Most experiences are supervised by the agriculture teachers, and they may be paid or unpaid experiences.</p> <p>Informs the Industry-Based Learning indicator in the Future Ready PA Index.</p>	<p>Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).</p> <p>LEAs may code all adult affidavit students N.</p>		<p>Valid Values:</p> <ul style="list-style-type: none"> • Y – Student did actively participate in this learning component during reporting year • N – Student did not actively participate in this learning component during reporting year
17	1	SCHOOL-SPONSORED ENTERPRISE INDICATOR <i>(continued next page)</i>	R	U	<p>The CTE program-related (Field 6, CIP CODE) learning component for small businesses created and operated by students where the school implements a real, economically viable business venture. These typically are non-profit activities and can include activities such as house refurbishing and the repair of parks.</p>	<p>Indicate by "Yes" (Y) or "No" (N) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).</p> <p>LEAs may code all adult affidavit students N.</p>		<p>Valid Values:</p> <ul style="list-style-type: none"> • Y – Student did actively participate in this learning component during reporting year • N – Student did not actively participate in this learning component during reporting year

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					Informs the Industry-Based Learning indicator in the Future Ready PA Index .			
18	7, 2	NUMBER OF PROGRAM HOURS COMPLETED	R	U	<p>SECONDARY STUDENTS: The cumulative total secondary CTE program technical component instructional hours the student successfully completed for the student's reported CIP (Field 6 – CIP CODE) over the span of the student's secondary education (not just this reporting year) within that CIP. LEAs should use periodic (e.g., quarterly) grades, not year-end cumulative grades to tally successful hours.</p> <p>ADULT AFFIDAVIT STUDENTS: The cumulative total adult affidavit CTE program technical instructional hours the student successfully completed for the student's reported CIP (Field 6) over the span of the student's adult education (not just this reporting year). Report the hours to the nearest hundredth of an hour.</p>	<p>SECONDARY STUDENTS: Report 0.00 for students that received a failing grade for all technical instructional hours received within the reported program CIP.</p> <p>ADULT AFFIDAVIT STUDENTS: For graded adult affidavit programs report cumulative, successfully completed technical program hours for which the student received a passing grade. Report 0.00 for adult affidavit students that received a failing grade for all technical program instructional hours received within the reported program CIP. For ungraded adult affidavit programs (including Young Farmers programs) report successfully completed program hours based on the student's active program participation and attendance.</p> <p>Truncate to the nearest hundredth of an hour.</p>		Example: 9999.99
19	6, 2	PERCENTAGE OF PROGRAM COMPLETE <i>(continued next 2 pages)</i>	R	U	<p>SECONDARY STUDENTS: The cumulative percent of the (normally scheduled) total CTE program technical component hours the student successfully completed (passed) for the</p>	Percent equals cumulative total program instructional hours successfully completed (Field 18) divided by total technical hours for the entire secondary program as		Valid range of values is 0.00 to 100.00 NOTE: Truncate to nearest hundredth of a percent.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					<p>student's reported program CIP CODE (Field 6).</p> <p>Secondary Example: If student's reported secondary program normally operates over the span of three years, the percent reported would be a percent of the total program technical hours normally offered over three years.</p> <p>Refer to the technical component of the approved program's scope and sequence in the Career and Technical Information System (CATS).</p> <p>ADULT AFFIDAVIT STUDENTS: The cumulative percent of the (normally scheduled) total CTE program technical hours the student successfully completed (passed) for the student's reported program CIP (Field 6).</p> <p>Adult Affidavit Example 1: If adult affidavit program normally operates over the span of 1 year, the percent reported is a percent of the total program technical hours normally offered over 1 year.</p> <p>Adult Affidavit Example 2: If adult affidavit program normally operates over a 6-week period, the percent reported is a percent of total program technical hours normally offered over the 6-week period.</p>	<p>approved in the Career and Technical Education Information System (CATS) scope and sequence or total program hours for the entire Adult Affidavit CIP reported in Field 6, multiplied by 100. If a student failed all instructional hours for reporting year AND prior years in the reported program, report 0.00.</p> <p>Adult Affidavit student reporting: Report appropriate percentage based on total program technical hours normally offered by the entire program (Field 6). A reminder: for ungraded Adult Affidavit programs, base percentage on student participation hours (versus technical instructional hours passed) divided by total hours offered by entire program.</p> <p>EXCEPTION: Report 1.00 for all adult affidavit students reported in Young Farmers programs (CIP 01.0301).</p>		

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					<p>NOTE: This is a percentage of the total technical hours offered by a CTE program's entire normal operational schedule.</p> <p>EXAMPLE: If program normally operates over the span of three years, the percent reported would be a percent of the total program technical hours normally offered over three years.</p> <p>Informs the Rigorous Courses of Study indicator in the Future Ready PA Index.</p>			
20	6, 2	CUMULATIVE POSTSECONDARY CREDITS EARNED <i>(continued next page)</i>	R	U	Report total postsecondary credits earned as a secondary student. Report the credits to the hundredth of a credit.	<p>Report only earned credits awarded and documented on an official postsecondary institution transcript. An example would be credits earned through an LEA College/High School Credit (Dual Enrollment) program where the LEA partners with eligible postsecondary institution(s) to offer high school students the chance to earn both secondary and postsecondary credit via enrollment in postsecondary coursework.</p> <p>Report appropriate postsecondary credits earned for either technical and/or academic postsecondary coursework. Round to the nearest hundredth of a credit. LEAs may code all adult affidavit students 0.00.</p>		Example: 99.99
21	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
22	1	WORK-BASED EXPERIENCE INDICATOR	R	U	<p>The CTE program-related (Field 6, CIP CODE) learning component providing off-campus learning gained through training and instruction. Work-based experiences refer to technical skills occurring in a work setting. This learning component primarily is implemented and used within Job Seeking/Changing Skills, Diversified Occupations, programs (CIP 32.0105).</p> <p>Informs the Industry-Based Learning indicator in the Future Ready PA Index.</p>	<p>Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).</p> <p>LEAs may code all adult affidavit students N.</p>		<p>Valid Values:</p> <ul style="list-style-type: none"> • Y – Student did actively participate in this learning component during reporting year • N – Student did not actively participate in this learning component during reporting year
23	Not collected							
24	Not collected							
25	Not collected							
26	3	PELL GRANT INDICATOR	CR	U	<p>Required for AAP students.</p> <p>A Y/N indicator that specifies whether the AAP student received a federal Pell need-based grant during the academic year.</p>			Valid Values: Y or N
27	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
28	3	TASK LIST COMPLETION INDICATOR	CR	U	<p>Required for 12th grade students.</p> <p>Indicates whether a secondary student has completed all the competencies on the Program of Study (POS) task list or if a POS does not exist, the competencies on the CTE program's task list that is maintained as students move through the program.</p> <p>This field does not apply to 9th – 11th grade students or AAP.</p>	<p>Secondary Students</p> <ul style="list-style-type: none"> Report Y if a teacher signs the list signifying that the student fulfilled all competency requirements on the task list during the course of the student's reported program. Report N if the student has not yet completed all the competencies. Report N/A if the student is not in 12th grade. <p>Adult Affidavit Students Report N/A for all AAP students.</p>	INCLUDED IN GRADUATION RATE INDICATOR	<p>Valid Values:</p> <ul style="list-style-type: none"> Y – Yes N – No N/A - Indicates the template record applies to an AAP student or a student not in 12th grade
29	Not collected							
30	1	PERKINS CONCENTRATOR	CR	U	<p>A secondary CTE student who completed at least two state defined CTE Courses in a PDE-approved CTE Secondary program.</p> <p>Pennsylvania defines a CTE course as a minimum of 240 technical instructional hours as planned per year in a PDE-approved CTE program. (Completing at least 480 technical instructional hours is required for PDE-approved one-year CTE programs.)</p>	Report secondary CTE students only.	CTE CONCENTRATOR INDICATOR	<p>Valid Values:</p> <ul style="list-style-type: none"> Y – Yes (2 Courses/480 hours) N – No

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
31	1	PERKINS PARTICIPANT	CR	U	<p>A secondary CTE student who completed at least one state defined CTE Courses in a PDE-approved CTE Secondary program.</p> <p>Pennsylvania defines a CTE course as a minimum of 240 technical instructional hours as planned per year in a PDE-approved CTE program.</p>	<p>Report secondary CTE students only.</p> <p>If the CTE student is a concentrator, this field must be Y – Yes.</p>	CTE PARTICIPANT INDICATOR	<p>Valid Values:</p> <ul style="list-style-type: none"> • Y – Yes (1 Courses/240 hours) • N – No
32	Not collected							
33	1	SIMULATED WORK ENVIRONMENT	CR	U	<p>The CTE program-related (Field 6, CIP CODE) learning component providing an immersive experience in a protected educational setting that replicates workplace tools, processes and/or environments.</p> <p>Informs the Industry-Based Learning indicator in the Future Ready PA Index.</p>	Report secondary CTE students only.	SIMULATED WORK ENVIRONMENT	Valid Value: Y or N
34	3	CERTIFICATE OF APPRENTICESHIP	CR	U	The CTE program-related (Field 6, CIP CODE) learning component must comply with Pennsylvania Department of Labor and industry Apprenticeship Training Office standards through a written agreement with a registered apprenticeship sponsor.	Required for CTE students that fall into one of the situations described in the valid value list.	APPRENTICESHIP INFO CODE	<p>Valid Values:</p> <ul style="list-style-type: none"> • APP - CTE student received a Certificate of Completion of an Apprenticeship in the reporting year • PRE - If this CTE student participated in a pre-apprenticeship program in the reporting year.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
35	5	DEGREE AWARDED	CR	U	Report CTE student if they have been awarded an Associate degree or Baccalaureate degree during the reporting year.	Required for CTE students that fall into one of the situations described in the valid value list.	DEGREE AWARDED CODE	Valid Values: <ul style="list-style-type: none"> ASSOC - Associate Degree BACCA - Baccalaureate Degree
36	6	ADULT CUMULATIVE CREDIT EQUIVALENCY	CR	U	Using the Accreditation Guide for the Pennsylvania Public Postsecondary Vocational Education, calculate the credit equivalency for each adult student eligible for federal financial aid.	Only to be completed for adult students enrolled in accredited CTC/IUs. See Accreditation Guide for more details.	CUMULATIVE CREDIT EQUIVALENCY	Example: 999.99

Rules

**See the Rules Section of the Template Domain*

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

CTE Student Industry Credential Template

(9 Fields, 9 Collected, Delimited)

Target Table(s): CTE_STUDENT_CREDENTIAL

Template Description

The CTE Student Industry Credential Template serves to record industry certifications earned by **students during the reporting year as a direct result of the student’s enrollment within a PDE-approved reimbursable secondary CTE program or registered adult affidavit program reported within the CTE Student Fact Template.**

This data also informs the Industry-Based Learning indicator in the Future Ready PA Index. Additional information can be found in the [Industry-Based Learning Indicator guidelines document](#).

IMPORTANT NOTE: Only LEAs with PDE-approved reimbursable secondary CTE programs or registered adult affidavit CTE programs in the reporting year submit this template to record appropriate industry certifications earned by students reported within the CTE Student Fact Template. LEAs need not submit this template if none of their CTE students reported within the CTE Student Fact Template earned certifications.

PIMS Student Industry Credential Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by PDE.	This AUN must represent the LEA that owns the CTE-approved program reported in Field 6 (CIP CODE).	DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website . Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2024-06-30
3	10	PASECUREID	R	K	The unique, 10-digit PAsecureID assigned to the student.	This student ID must also be reported for the same student within the CTE Student Fact Template.	STUDENT ID	Example: 1000000009
4	4	STUDENT SCHOOL NUMBER	R	U	This is a mandatory field within the eScholar templates. Therefore, it will be necessary for all LEAs to enter the same value populated in Field 4 (CIP SCHOOL NUMBER) in the CTE Student Fact Template.	This School Number must match a CIP SCHOOL NUMBER (Field 4) reported for the student within the CTE Student Fact Template.	STUDENT LOCATION CODE	All LEA and School Numbers can be found on the EdNA website . Example: 1234

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
5	12	CIP CODE	R	K	The 6-digit Classification of Instructional Program (CIP) code that identifies the approved reimbursable secondary CTE program or adult affidavit program (owned and operated by a specific LEA school) serving this student.	<p>Secondary Students: Report secondary students in only one CIP per CIP School Number (school) for a reporting year. If student was enrolled in multiple CTE programs at a school during the reporting year, report the CIP the student was enrolled in last.</p> <p>EXCEPTION: If the student completed a program before the end of the school year, report the CIP that the student completed. This CIP code must match the CIP Code reported for the student within Field 6 (CIP CODE) of the CTE Student Fact Template.</p> <p>Adult Affidavit Program (AAP) Students: Report AAP student CIP code documenting the program that enabled the student to receive the certification reported in Field 7 (INDUSTRY CREDENTIAL CODE).</p>		<p>Example: 015999</p> <ul style="list-style-type: none"> • Include leading zeros. • Do not include any decimal point.
6	12	DELIVERY METHOD CODE <i>(continued next page)</i>	R	K	Code identifies “Program of Study” or “Career and Technical” program delivery for secondary CTE. Code also specifically identifies a registered adult affidavit program. PROGRAM OF STUDY – A plan incorporating secondary and postsecondary education elements. Includes coherent and rigorous content aligned with challenging academic standards and relevant career and technical content in a coordinated,	Report the PDE-approved DELIVERY METHOD (Plan of Delivery) CODE (70 or 75) associated with the appropriate CIP code of the approved reimbursable secondary program (owned and operated by your LEA) serving this student and reported in Field 5 (CIP CODE) of this template. Use code 80 to identify all Adult Affidavit program CIPs reported in Field 5. NOTE: The code 80 identifier does not		<p>Valid Values:</p> <ul style="list-style-type: none"> • 70 – Program of Study • 75 – Career and Technical • 80 – Adult Affidavit Program

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					<p>non-duplicative progression of courses that align secondary education with postsecondary education to adequately prepare students to succeed in postsecondary education; may include the opportunity for secondary education students to participate in dual or concurrent enrollment programs or other ways to acquire postsecondary education credits that lead to an industry-recognized credential or certificate at the postsecondary level or an associate or baccalaureate degree. All programs of study operate with the agreement conditions specified in the Perkins Statewide Articulation Agreement.</p> <p>Career and Technical – A plan consisting of secondary education that includes rigorous academic and technical components, and leads to admission into a postsecondary certificate, associate degree, or registered apprenticeship program.</p> <p>ADULT AFFIDAVIT PROGRAM – Adult only programs formally registered with PDE's Career and Technical Education Information System (CATS) for this reporting year.</p>	<p>include or relate to “adult intergenerational programs.”</p> <p>This DELIVERY METHOD CODE must match the appropriate DELIVERY METHOD CODE (Field 7) reported for the student within the CTE Student Fact Template.</p>		

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
7	12	INDUSTRY CREDENTIAL CODE	R	K	<p>A 4-digit code identifying the industry certification and industry certification provider of the credential that the CTE student earned during the reporting period and as a result of the student's enrollment in the program (CIP CODE) reported in Field 5 of this template.</p> <p>Informs the Industry-Based Learning indicator in the Future Ready PA Index.</p>	<p>Earned certifications will be crosschecked against an industry certification's relationship to a program CIP.</p> <p>Refer to the Industry Recognized Credentials to view industry certifications documented as offered by a school's program.</p>		<p>Include leading zeros.</p> <p>Refer to Appendix Q of Volume 2 of the PIMS User Manual for a complete list of valid values.</p>
8	10	CREDENTIAL EARNED DATE	R	U	A date to indicate the industry certification was earned by the student during the reporting year. Use the last day of the current school year.			Valid value: 2024-06-30
9	10	CREDENTIAL EARNED PERIOD LEVEL	R	K	All LEAs should provide a value of Year to indicate that a student earned industry credentials during the school year.			Valid value: Year

Rules

**See the Rules Section of the Template Domain*

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT