CTAE Report Edit Codes that Appear on EMIS Data Verification Reports

2004-2005 CTAE EMIS Report Edit Codes

The edit codes used on CTAE EMIS data verification reports generated by ODE have differing levels of severity.

- *Fatal errors* – Do not meet program requirements
  - o In October K reporting period, fatal errors result in loss of career-technical weighted funds if not corrected.
  - o No data can be reported in Yearend N or March D reporting periods for classes with fatal errors in October K reporting period.
- *Warning notes* – Recommended guidelines for best practice
  - o A warning does NOT result in loss of career-technical weighted funds in October K reporting period.
  - o Notes should be reviewed for possible program delivery changes in future years.
- *Informational notes*
  - o T16 & T17 notes – Notes inform about GRADS teacher hours and GRADS teacher FTE.
  - o M14 note – Class does not qualify for weighted career- technical funding (any changes in reporting will still result in no weighted career-technical funding for this class).

Edit codes differ by reporting period.

- *October K* reporting period edit codes:
  - o CXX – Course edit codes related to course master, correlated class records
  - o EXX – Enrollment edit codes related to student demographic, student attendance, student course data
  - o TXX – Teacher edit codes (staff demographic, staff employment records)
  - o MXX – Miscellaneous edits
- *March D* reporting period edit codes:
  - o FXX – Edit codes related to WFD completer follow-up data
- *Yearend N* reporting period edit codes:
  - o JXX – Edit codes related to data reported during Yearend N reporting period

2004-2005 CTAE EMIS October K Report Edit Codes

Edit Code	Edit Code Messages	Severity
C01	Not a valid SUBJECT CODE for EMIS. Please check Appendix C of the EMIS Guide for all valid SUBJECT CODES. Make the correction to the COURSE MASTER using the EMIS screen EMSFCL, field name Course Code.	Fatal
C03	This SUBJECT CODE requires a specific COURSE TYPE. For the appropriate COURSE TYPE and/or SUBJECT CODE, please check the FY2005 CTAE Program Matrix found at the following web address: http://www.ode.state.oh.us/ctae/teacher/program_information/default.asp.	Fatal
C04	This COURSE TYPE and SUBJECT CODE combination is not valid for CTA funding. For valid CTAE COURSE TYPE/SUBJECT CODE combinations, please check the FY2005 CTAE Program Matrix found at the following web address: http://www.ode.state.oh.us/ctae/teacher/program_information/default.asp.	Fatal

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Code	Description	Severity
C06	Not a valid SEMESTER CODE. Please check the EMIS Guide, Chapter 3, 3.1.4.6 Semester Code for values. Make the correction to the COURSE MASTER using the EMIS screen EMSFCL, field name Semester Code.	Fatal
C08	Required VV3 course type class, GRADS coordination time (course type VV3 class) and/or ACADEMIC (course type VV3 for Career Based Intervention classes) class(es) missing. If required classes are present on the report, please check for these classes in the CORRELATED CLASS RECORD (EMIS screen EMSVEP). These classes would be in the 1ST CORR. ACADEMIC OR TECH. RELATED LCC (second) or 2ND CORR. ACADEMIC OR TECH. RELATED LCC (third) columns on this screen. They must be 'tied' to an ANCHOR (course type VV1, VV2, or VT1) class. This ANCHOR class would be in the ANCHOR/LAB/CO-OP LOCAL CLASSROOM CODE (first) column.	Fatal
C09	This VV3 course type class is not correlated to an ANCHOR (course type VV1, VV2, VT1) class. Please use the EMIS screen EMSVEP to correct this problem. The local classroom code of the VV3 class(es) will be in the 1ST CORR. ACADEMIC OR TECH. RELATED LCC (second) or 2ND CORR. ACADEMIC OR TECH. RELATED LCC (third) columns on this screen. The local classroom code of the ANCHOR class will be in the ANCHOR/LAB/CO-OP LOCAL CLASSROOM CODE (first) column on this screen.	Fatal
C11	ACADEMIC SUBJECT CODE is not valid for CTA funding. Only English Language Arts (subject codes 05XXXX), Mathematics (subject codes 11XXXX), Science (subject codes 13XXXXX) and Social Studies (subject codes 15XXXX) are valid as fundable Academic classes for CTA Workforce Development classes. In addition to these, any of the Career Based Intervention academic subject codes (250510, 250519, 251110, 251310, 251510) is valid for Career Based Intervention academics as long as the academic class is taught by a CBI teacher. The COURSE TYPE may need to be changed to something other than VA1 or VV3 (maybe R00). Make the correction to the COURSE MASTER using the EMIS screen EMSFCL, field COURSE TYPE.	Fatal
C15	LOCATION IRN (SCHOOL BUILDING IRN) is not valid. Please use EMIS screen EMSFCL, field name LOCATION IRN to correct.	Warning
C17	The LENGTH OF SCHEDULED INSTRUCTION (HOURS/COURSE HOURS) is less than the minimum allowed. For the allowable minimum hours of instruction for this CTA course, please check the FY2005 CTAE Program Matrix found at the following web address: http://www.ode.state.oh.us/ctae/teacher/program_information/default.asp. To calculate LENGTH OF SCHEDULED INSTRUCTION, multiply the number of minutes a day a class meets by 3. If the class meets every day all year, this will be the number of hours that should be reported. If the class meets for a semester, divided the number by 2. If the class meets for a trimester, divide the number by 3. If the class meets for 9 weeks, divide the number by 4. If the class meets for 6 weeks, divide the number by 6. Make the correction to the COURSE MASTER using the EMIS screen EMSFCL, field Length/Scheduled Inst. Also, please read Mapping Courses in the CTAE Appendix L to the EMIS Guide, to see if mapping applies. The EMIS screen to use for "mapping" is EMSVXR.	Fatal
C18	GRADS (subject code 090192, 090193, 090194) classes must be scheduled as all year classes (SEMESTER CODE 3). The SEMESTER CODE can be found on the EMIS screen EMSFCL, field Semester Code.	Fatal
C21	This class must not be scheduled as an all year class (SEMESTER CODE 3). It may only be taught for a semester's worth of time. The Minimum number of hours (LENGTH OF SCHEDULED INSTRUCTION) for the class is 60. The maximum number of hours for this class cannot exceed 90. Please change the semester code and/or the length of scheduled instruction for this class on the EMIS screen, EMSFCL, field Semester Code or field Length of Scheduled Instruction. To ensure that credit/funding is received for a full year of instruction, please contact the CTAE state supervisor at the top of this page for further instruction.	Fatal
C22	LENGTH OF SCHEDULED INSTRUCTION (HOURS/COURSE HOURS) is greater than the maximum allowed. For the allowable maximum hours of instruction for this CTA course, please check the FY2005 CTAE Program Matrix found at the following web address: http://www.ode.state.oh.us/ctae/teacher/program_information/default.asp. To calculate LENGTH OF SCHEDULED INSTRUCTION, multiply the number of minutes a day a class meets by 3. If the class meets every day all year, this will be the	Fatal

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	number of hours that should be reported. If the class meets for a semester, divided the number by 2. If the class meets for a trimester, divide the number by 3. If the class meets for 9 weeks, divide the number by 4. If the class meets for 6 weeks, divide the number by 6. Make the correction to the COURSE MASTER using the EMIS screen EMSFCL, field Length/Scheduled Inst. Also, please read Mapping Courses in the CTAE Appendix L to the EMIS Guide, to see if mapping applies. The EMIS screen to use for "mapping" is EMSVXR.	
E01	No students reported in the class. A minimum of 1 student is required for funding. Please check the EMIS screen EMSCLASS for students. In order for students to appear on the CTA report, the COURSE STATUS of the students must be zero (0). The students must have a percent of time greater than zero (EMIS screen EMSUDM, screen 1, field name Student Percent of Time), the students must have attendance days (EMIS screen EMSUDM, screen 2, field name Days Attended) and/or excused absence days (EMIS screen EMSUDM, screen 2, Authorized) and the students must have a valid State Student Identifier (SSID).	Fatal
E02	Number of students reported is greater than the RECOMMENDED maximum of 25.	Warning
E05	Disadvantaged (DIS), Students With Disabilities (SWD), Limited English Proficient (LEP), or Other (OTH) is greater than the Total (TOT) for the class.	Fatal
E06	All Career Based Intervention students must be Disadvantaged (DIS) or have a Disability Condition (SWD). Please check the EMIS screen EMSUDM, screen 1, field Disadvantagement or field Handicapping Condition for all students in the OTH column for this class.	Fatal
E08	Student GENDER was not reported as Male (M) or Female (F) for some of the students in this class. These students are not counted in any totals and will not be funded. Use the EMIS screen EMSUDM, screen 1, field Sex, to correct this problem.	Fatal
E09	WECEP students must not be in the 11th, 12th, 13th grade or 23rd grade. Using the EMIS screen, EMSPGM, please remove the WECEP program code, 305007, from these 11th, 12th, 13th or 23rd grade students. The WECEP PROGRAM CODE 305007, is only to be used for those students in a Career Based Intervention program, 14 or 15 years of age, working as part of the program, and being PAID. The student must meet all four of these criteria in order to be coded with the WECEP program code.	Fatal
E10	SUBJECT CODE 090185 is designed for students in GRADE LEVEL 7, 8, and/or 9.	Fatal
E11	No students below GRADE LEVEL 9 are to be enrolled in this class.	Fatal
E12	No WORK BASED LEARNING EXPERIENCE STATUS reported for some or all of the Career Based Intervention (CBI) students in this class. WORK BASED LEARNING EXPERIENCE is a REQUIRED program component for ALL CBI students. Documentation for WORK BASED LEARNING EXPERIENCE STATUS 1, 5, 6, 7, or 8 is mandatory and MUST be kept on file for audit purposes. The EMIS screen to use to enter WORK BASED LEARNING EXPERIENCE STATUS is EMSCLASS. The field name on this screen is CBIP. Check with the CBI teacher to obtain the WORK BASED LEARNING EXPERIENCE STATUS that is most appropriate for each CBI student. (See EMIS Guide Chapter 2, 2.1.7.7 Career Based Intervention (CBI) – Work Based Learning Experience Status).	Fatal
E13	No students below GRADE LEVEL 7 are to be enrolled in this Career Based Intervention (CBI) class.	Fatal
E14	All Students in this CTA Workforce Development Academic class (course type VA1) are not enrolled in a CTA specialized Workforce Development Anchor (course type VV1, VT1, VV2). Please change the course type to R00 using the EMIS screen EMSFCL, field Course Type.	Fatal
E15	All students in this CTA Workforce Development (WFD) Cooperative anchor class (course type VV2) must also be enrolled in a specialized technical class (course type VV3).	Fatal
E16	All students in this CTA Workforce Development (WFD) course type VV3 class must also be enrolled in a specialized CTA Workforce Development Anchor class (course type VV1, VV2, VT1). The anchor class must not be a CTAE foundation course	Fatal

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	(subject codes 010001, 040001, 070001, 090001, 140001, 170002, 170003, 170004, 172809).	
E17	All students in this Career Based Intervention (CBI) course type VV3 class must also be enrolled in a CBI anchor class (course type VV1, VV2).	Fatal
E18	All students in this Career Based Intervention (CBI) Academic class (course type VV3) must also be enrolled in a CBI anchor class (course type VV1, VV2). If not all students are CBI students in this academic class, please change the course type to R00 on the EMIS screen EMSFCL, field name Course Type and remove this local classroom code from the Correlated Class Record (EMIS screen EMSVEP).	Fatal
E19	All students in this Employability (subject code 990362) or Entrepreneurship (subject code 990361) must also be enrolled in a specialized CTA Workforce Development Anchor class (course type VV1, VV2, VT1). The anchor class must not be a CTA foundation course (subject codes 010001, 040001, 070001, 090001, 140001, 170002, 170003, 170004, 172809).	Fatal
E20	All students in this Business English course must also be in a specialized CTA Workforce Development Business Anchor (course type VV1, VV2, VT1, subject code 14XXXX). The anchor class must not be the Business and Management Foundation course (subject code 140001). Please change the course type to R00 on the EMIS screen EMSFCL, field name Course Type.	Fatal
E21	Students in this CTA class must not be marked with a Y in the CONCENTRATOR field. Please enter an N in the concentrator field on the EMIS screen EMSCLASS for all students in this class. The CONCENTRATOR field is only for those students in a specialized CTA Workforce Development Anchor (course type VV1, VV2, VT1) who meet the Concentrator definition. Please see the EMIS guide, Chapter 2, 2.1.7.9 CTAE Concentrator.	Fatal
E22	All students in this Career Based Intervention (CBI) Co-operative anchor class (course type VV2) must also be enrolled in a CBI related class (course type VV3).	Fatal
T01	TEACHER ID not valid or missing. If the instructor is employed by another district, DO NOT REPORT any Staff Demographic, Staff Employment, or Course Master records for this person in EMIS.	Fatal
T02	TEACHER GENDER not valid or missing. Please use the EMIS screen EMSFDM, field Sex to correct this problem. For valid options please check the EMIS guide, Chapter 3, 3.1.1.4 Gender.	Warning
T03	TEACHER RACE not valid or missing. Please use the EMIS screen EMSFDM, field Race/Ethnic Code, to correct this problem. For valid options, please check the EMIS guide, Chapter 3, 3.1.1.5 Racial/Ethnic Category.	Warning
T06	TEACHER NAME missing. Please use the EMIS screen EMSFDM, field Name, to correct this problem. If the teacher is employed by another district, please report 999999999 as the Teacher ID (SSN) on the EMIS screen EMSFCL for this class, report no Staff Demographic (EMIS Screen EMSFDM) or Staff Employment (EMIS screen EMSFEM) for this person.	Fatal
T07	The teacher does not have the appropriate certification/license to teach this SUBJECT CODE.	Fatal
T08	TEACHER EDUCATION LEVEL (DEGREE) not valid or missing. Please use the EMIS screen EMSFDM, field Education Level, to correct this problem. For valid options, please check the EMIS guide, Chapter 3, 3.1.1.6 Education Level	Fatal
T12	TEACHER INFORMATION for this proprietary cosmetology class is not required. TEACHER ID should be changed to 999999999 in the EMIS screen, EMSFCL.	Fatal
T14	AUTHORIZED EXPERIENCE (AUTH EXP) is greater than TOTAL YEARS OF EXPERIENCE. Please check this information using the EMIS screen EMSFDM, fields Total Years and Authorized Years.	Fatal
T15	Total LENGTHS OF SCHEDULED INSTRUCTION for this teacher is greater than 1080 hours. Please check the LENGTH OF SCHEDULED INSTRUCTION on all classes for this teacher. If LENGTHS OF SCHEDULED INSTRUCTION are correct, do any of the classes have to be "mapped" together? For Mapping classes, please read Mapping Courses in the CTAE Appendix L to the EMIS Guide. The "mapping" screen is EMSVXR. If mapping does not apply, please send (e-mail, regular mail, or FAX 614-644-	Fatal

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	5702) a copy of the teacher's schedule along with the start and stop times for each class this teacher teaches, to the STATE SUPERVISOR listed at the top of this page for verification purposes. Make sure local classroom codes are included. To calculate LENGTH OF SCHEDULED INSTRUCTION, multiply the number of minutes a day a class meets by 3. If the class meets every day all year, this will be the number of hours that should be reported. If the class meets for a semester, divide this number by 2. If the class meets for a trimester, divide this number by 3. If the class meets for 9 weeks, divide this number by 4. If the class meets for 6 weeks, divide this number by 6. Use the EMIS screen EMSFCL to correct the Length of Scheduled Instruction.	
T16	The GRADS TEACHER FTE was reduced to 1.00. No GRADS teacher may have more than 1.00 GRADS TEACHER FTE. (690 hours length of scheduled instruction in GRADS = 1.00 GRADS TEACHER FTE)	Information
T17	The total number of hours for this GRADS teacher is less than 360. Funding will be based on CTA FTE TO WEIGHT instead of TEACHER FTE.	Information
M02	No aggregate student data reported for this class. Please check the EMIS screen EMSCLASS for students. In order for a student to appear on the CTA report, the COURSE STATUS of the student must be zero (0). The student must have a percent of time greater than zero (EMIS screen EMSUDM, screen 1, field name Student Percent of Time), the student must have attendance days (EMIS screen EMSUDM, screen 2, field name Days Attended) or authorized absence days (EMIS screen EMSUDM, screen 2, Authorized) and the student must have a valid State Student Identifier (SSID).	Fatal
M04	STAFF DEMOGRAPHIC DATA missing for this teacher. Report only demographic and employment information for teachers your district employs (issues a paycheck). If the teacher is not employed by your district, report 999999999 as the TEACHER ID (SSN) in the EMIS screen, EMSFCL and remove all Staff Demographic and Staff Employment information for this person.	Fatal
M05	The students in this VV3 class do not match the students in the Anchor class. All students must be in both the ANCHOR and the VV3 class. Compare the EMIS screen EMSCLASS for the Anchor and VV3 class for missing students.	Warning
M07	CORRELATED CLASS RECORD missing for this class. Please check the EMIS screen EMSVEP for this local classroom code. On the EMSVEP screen, the ANCHOR/LAB/CO-OP LOCAL CLASSROOM CODE (first) column is only for course with course types VV1, VV2, or VT1. The 1ST CORR. ACADEMIC OR TECH. RELATED LCC (second) and 2ND CORR. ACADEMIC OR TECH. RELATED LCC (third) columns are only for classes with course type VV3.	Fatal
M09	This class cannot be listed in the ANCHOR/LAB/CO-OP LOCAL CLASSROOM CODE (first) column in the CORRELATED CLASS REOCRD (EMIS screen EMSVEP). The ANCHOR/LAB/CO-OP LOCAL CLASSROOM CODE (first) column is only for course with course types VV1, VV2, or VT1. The 1ST CORR ACADEMIC OR TECH. RELATED LCC (second) and 2ND CORR ACADEMIC OR TECH. RELATED LCC (third) columns are only for classes with course type VV3.	Fatal
M11	The Staff Employment record is missing or has invalid information for CTA funding. Report only Staff Demographic and Staff Employment information for teachers your district employs (issues a paycheck). If the teacher is not employed by your district, report 999999999 as the TEACHER ID (SSN) in the EMIS screen EMSFCL, and remove all Staff Demographic and Staff Employment information for this person. If the teacher is employed by your district, use the EMIS screen EMSFEM to verify the following information. For a CTA teacher, the position code must be 207. If the teacher teaches academic classes for the CTA program, the position code should be 205. If the CTA teacher teaches both CTA courses and academics, there should be two employment records, one with position code 207 for the CTA courses and one as position code 205 for the academic courses. The Appointment Type should be a 1, 3, 4, or 5. The Position Type should be R. The Position Status should be C, N, R, A, I, D or O. The Funding Source Code should be L. For information about these data elements, please check the EMIS guide, Chapter 3, 3.1.3.2 Position Code; 3.1.3.4 Position Status; 3.1.3.7 Position Fund Source; 3.1.3.8 Position Type; 3.1.3.9 Type of Appointment.	Fatal
M14	No corresponding 1st semester, 12-week, 9-week, or 6-week class to base CTA FTE TO WEIGHT	Information

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M16	Anchor class of this program is not fundable, this causes all correlated classes (EMIS screen EMSVEP) to be not fundable. If all other errors are corrected for the Anchor class (class with course type VV1, VV2, or VT1), this error will be corrected.	Fatal
M17	One or more components of this CTA program are missing or not correlated (EMIS screen EMSVEP). For CBI programs, check for a related class with course type VV3, subject code 252525; for GRADS programs, check for coordination time with course type VV3 and a GRADS subject code; for Co-op programs, course type VV2, check for a specialized WFD class with course type VV3.	Fatal
M21	Invalid correlation in the CORRELATED CLASS RECORD (EMIS screen EMSVEP). The ANCHOR/LAB/CO-OP LOCAL CLASSROOM CODE (first) column on this screen is only for courses with course types VV1, VV2, or VT1. The 1ST CORR. ACADEMIC OR TECH. RELATED LCC (second) and 2ND CORR. ACADEMIC OR TECH RELATED LCC (third) columns are only for classes with course type VV3.	Fatal
M22	Approval DENIED due to lack of an approved VE26 for this COURSE TYPE/SUBJECT CODE/SCHOOL BUILDING IRN combination. Filing of additional form VE26's for this course type/subject code/school building combination is necessary to correct this error. A copy of the VE26 form and instructions may be found at the following web address: http://www.ode.state.oh.us/ctae/forms_applications.asp.	Fatal
M24	This is a CTA TECH PREP course. ALL students must be coded with the TECH PREP PROGRAM CODE 305005. The EMIS screen to use to enter the program code is EMSPGM. TECH PREP students must only be in the 11th and 12th grades.	Fatal
M25	TECH PREP students MUST NOT be in GRADE LEVELS below 11. Please remove the TECH PREP program code 305005 from the student's PROGRAM records who are in GRADE LEVELS below 11. Use the EMIS screen EMSPGM.	Fatal
M26	This course has been designated as CTA TECH PREP by the COURSE TYPE. Some or all students MUST be coded with the TECH PREP PROGRAM CODE 305005 (use EMIS screen EMSPGM). If this is not a CTA TECH PREP program, please change the COURSE TYPE for this class to VV1 in the EMIS screen EMSFCL	Fatal
M27	This class is not an approved CTA TECH PREP course. For TECH PREP guidelines, please contact the STATE SUPERVISOR at the top of this page and Sara Deaterla, CTA Tech Prep Coordinator. Sara's e-mail is Sara.Deaterla@ode.state.oh.us.	Fatal
M29	CTA students in specialized Workforce Development (WFD) programs should not be enrolled in this foundation course. In FY2006, edit will be FATAL resulting in no CTA weighted funds for the foundation course.	Warning
NOTE	Exceeds allowable ACADEMIC hour limit for CTA weighted funding.	Information

2004-2005 CTAE EMIS March D Report Edit Codes

Edit Code	Edit Code Messages	
F01	No March CTA EMPLOYMENT INFORMATION reported for these completers identified in Yearend N 2004 report	
F02	NO YEAREND COURSE INFORMATION reported for this LOCAL CLASSROOM CODE	
F03	Total number of completers (Males or Females) reported for MARCH does not equal those reported for Yearend N 2004 report	

2004-2005 CTAE EMIS Yearend N Report Edit Codes

Edit	Edit Code Messages	Severity

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Code		
J01	No student data reported for this class. Please check the EMIS screen EMSCLASS for students. In order for students to appear on the CTA report, the COURSE STATUS of the student must be zero (0) or one (1). The students must have attendance days (EMIS screen EMSUDM, screen 2, field name Days Attended), excused absence days (EMIS screen EMSUDM, screen 2, field name Authorized) and/or unexcused absence days (EMIS screen EMSUDM, screen 2, field name Unauthorized). The students must also have a valid State Student Identifier (SSID). If students meet the above requirements, using the EMIS screen EMSFCL, compare the COURSE TYPE and SUBJECT CODE for this class in the October (K) and Yearend (N) databases. The Yearend COURSE TYPE and SUBJECT CODE MUST MATCH what was submitted in the October database. The COURSE TYPE and SUBJECT CODE shown on the CTA report are what was submitted in October.	Fatal
J04	No Male Workforce Development completers (COMPLETERS) were reported for this class. If no students were considered to be completers, ignore this message. If students were completers, please enter a Y in the field CAREER WFD COMPLETER for the student using the EMIS screen EMSCLASS. See 2.1.7.8 CTAE Workforce Development Program Completer in the FY2005 EMIS guide for a definition.	Warning
J05	No Female Workforce Development completers (COMPLETERS) were reported for this class. If no students were considered to be completers, ignore this message. If students were completers, please enter a Y in the field CAREER WFD COMPLETER for the student using the EMIS screen EMSCLASS. See 2.1.7.8 CTAE Workforce Development Program Completer in the FY2005 EMIS guide for a definition.	Warning
J06	WECEP students must not be in the 11th, 12th, 13th grade or 23rd grade. Using the EMIS screen, EMSPGM, please remove the WECEP program code, 305007, from these 11th, 12th, 13th or 23rd grade students. The WECEP PROGRAM CODE 305007, is only for those students in a Career Based intervention program, 14 or 15 years of age, working as part of the program, and being PAID. The student must meet all four of these criteria in order to be coded with the WECEP program code.	Fatal
J07	Career Based Intervention students who were 14 or 15 years of age, working and getting paid sometime during the school year, MUST BE designated as WECEP (PROGRAM CODE 305007). Please enter the WECEP PROGRAM CODE 305007 for these students using the EMIS screen EMSPGM.	Fatal
J08	The SUBJECT CODE and/or COURSE TYPE submitted for this class in Yearend EMIS does not match what was submitted for this class in October. Using the EMIS screen EMSFCL, compare the COURSE TYPE and SUBJECT CODE for this class in the October (K) and Yearend (N) databases. The YEAREND COURSE TYPE and SUBJECT CODE MUST MATCH what was submitted in the October database. The COURSE TYPE and SUBJECT CODE shown on the CTA report is what was submitted in October. Please make the COURSE TYPE and/or SUBJECT CODE changes to the Yearend (N) database using the EMIS screen EMSFCL.	Fatal
J09	All students reported as COMPLETERS must also be reported as CONCENTRATORS. Please enter a Y in the CTAE CONCENTRATOR field on the EMIS screen EMSCLASS or if the student is not a CTA COMPLETER, remove the Y in the CAREER WFD COMPLETER field from the students that are in error.	Fatal
J11	TECH PREP students MUST NOT be in GRADE LEVELS below 11. Please remove the TECH PREP program code 305005 from the students' PROGRAM records who are in GRADE LEVELS below 11. Use the EMIS screen EMSPGM.	Fatal
J13	This is a CTA TECH PREP course. ALL students must be coded with the TECH PREP PROGRAM CODE 305005. The EMIS screen to use is EMSPGM. TECH PREP students can only be in the 11th and 12th grades.	Fatal
J15	This CTA class MUST NOT have students marked as CONCENTRATORS. Please enter an N in the CTAE CONCENTRATOR field on the EMIS screen EMSCLASS for all students in this class.	Fatal
J16	This CTA class MUST NOT have students marked as CTA COMPLETERS. Please enter an N in the CAREER WFD COMPLETER field on the EMIS screen EMSCLASS for all students in this class.	Fatal

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J17	CAREER PASSPORTS are only for students in specialized CTAE Workforce Development (WFD) classes. If students are only in this CTA class, using the EMIS screen EMSUDM, screen 2, please enter an N in the CAREER PASSPORT field. If students are also in a specialized CTAE WFD program, ignore this message. See 2.1.2.18 Career Passport in the FY2005 EMIS guide for a definition.	Warning
J18	TECH PREP students are enrolled in this non TECH PREP course. If the students are in another CTA Workforce Development TECH PREP course (course type VT1), contact the state supervisor at the top of this page. Foundation courses (subject codes 010001, 040001, 070001, 090001, 140001, 170001, 170002, 170003, 170004, 172809) cannot be Tech Prep courses (course type VT1). If students are not in a CTA Workforce Development TECH PREP course (course type VT1), please remove the TECH PREP program code 305005 from the students using the EMIS screen EMSPGM.	Fatal
J19	No WORK BASED LEARNING EXPERIENCE STATUS reported for some or all of the Career Based Intervention (CBI) students in this class. WORK BASED LEARNING EXPERIENCE is a REQUIRED program component for ALL CBI students. Documentation for WORK BASED LEARNING EXPERIENCE STATUS 1, 5, 6, 7, or 8 is mandatory and MUST be kept on file for audit purposes. The EMIS screen to use to enter WORK BASED LEARNING EXPERIENCE STATUS is EMSCLASS. The field name on this screen is CBIP. Check with the CBI teacher to obtain the WORK BASED LEARNING EXPERIENCE STATUS that is most appropriate for each CBI student. (See EMIS Guide Chapter 2, 2.1.7.7 Career Based Intervention (CBI) - Work Based Learning Experience Status).	Fatal
J20	All Career Based Intervention (CBI) students must be Disadvantaged (DIS) or have a Disability Condition (SWD). Please check the EMIS screen EMSUDM, screen 1, field Disadvantagement or field Handicapping Condition for all students in the OTH column for this class.	Fatal
J22	Some or all students have a COURSE STATUS that is not a 0 or 1. Only students with COURSE STATUS of 0 or 1 will be counted. Please check the STATUS column on the EMIS screen EMSCLASS to ensure all students have a course status of 0 or 1 for this local classroom code. See 2.1.7.3 Course Status in the FY2005 EMIS Guide.	Fatal
J23	This course has been designated as CTA TECH PREP by the COURSE TYPE. One or more students MUST be coded with the TECH PREP PROGRAM CODE 305005 (use EMIS screen EMSPGM). If this is not a CTA TECH PREP program, the COURSE TYPE should not have been VT1.	Fatal
J24	No CONCENTRATORS were reported for this class. If no students were considered to be concentrators, ignore this message. If students were concentrators, please enter a Y in the CTAE CONCENTRATOR field for the student using the EMIS screen EMSCLASS. See 2.1.7.9 Concentrator in the FY2005 EMIS guide for a definition of a CTA Concentrator.	Warning
J25	No students below GRADE LEVEL 9 are to be enrolled in this class.	Fatal
J26	No students below GRADE LEVEL 7 are to be enrolled in this class.	Fatal
J27	Subject code 090185 is designed for students in GRADE LEVEL 7, 8, 9 and UNG only.	Fatal
J28	All students in this CTA Workforce Development Academic class (course type VA1) are not enrolled in a CTA specialized Workforce Development Anchor (course type VV1, VT1, VV2). All students in a CTA Workforce Development Academic class (course type VA1) MUST be enrolled in a CTA specialized Workforce Development Anchor (course type VV1, VT1, VV2). In 2005-2006, report this as a regular academic class, course type R00.	Fatal
J29	All students in this CTA Workforce Development (WFD) Cooperative anchor class (course type VV2) must also be enrolled in a specialized technical related class (course type VV3).	Fatal
J30	All students in this CTA Workforce Development (WFD) specialized technical class (course type VV3) must also be enrolled in a specialized CTA Workforce Development anchor class (course type VV1, VV2, VT1). The anchor class must not be a CTAE foundation course (subject codes 010001, 040001, 070001, 090001, 140001, 170001, 170002, 170003, 170004, 172809).	Fatal

NOTE: These edit codes may be updated on a periodic basis. ODE recommends that users frequently check for updated versions of this list on the EMIS web site at www.ode.state.oh.us/EMIS/documentation/. Messages will be added to help users understand and fix data issues.

CTAE Report Edit Codes that Appear on EMIS Data Verification Reports

J31	All students in this Career Based Intervention (CBI) Cooperative anchor class (course type VV2) must also be enrolled in a CBI related class (course type VV3).	Fatal
J32	All students in this Career Based Intervention (CBI) related class (course type VV3) must also be enrolled in a CBI anchor class (course type VV1, VV2).	Fatal
J33	All students in this Career Based Intervention (CBI) academic class (course type VV3) must also be enrolled in a CBI anchor class (course type VV1, VV2). If not all students are CBI students in this academic course, it is not eligible for CTAE weighted funds.	Fatal
J34	All students in this Employability (subject code 990362) or Entrepreneurship (subject code 990361) must also be enrolled in a specialized CTA Workforce Development anchor class (course type VV1, VV2, or VT1). The anchor class must not be a CTAE foundation course (subject codes 010001, 040001, 070001, 090001, 140001, 170001, 170002, 170003, 170004, 172809).	Fatal
J35	All students in this Business English (SUBJECT CODE 030600) course must also be in a specialized CTA Workforce Development Business anchor (course type VV1, VV2, or VT1). The anchor class must not be the Business and Management Foundation course (subject code 140001).	Fatal
J36	One or more students reported in this class in October are not being reported in this class for Yearend. Compare class lists between October and Yearend using the EMIS screen EMSCLASS. If a student dropped the course, moved, etc. sometime during the school year, the student MUST BE REPORTED in the class with a COURSE STATUS of 1 - Inactive. Use the EMIS screen EMSCLASS to make these changes. If the class lists match, check the EMIS screen EMSUDM, screen 2, to make sure students have attendance information (Days Attended, Days Absent: Authorized and Unauthorized).	Fatal
J37	One or more students were marked as a CTAE CONCENTRATOR in October but are not marked as a CTAE CONCENTRATOR in Yearend. Please make sure that all students that are considered to be CTAE Concentrators are marked as such. To enter a student as a CTAE CONCENTRATOR, please enter a Y in the CTAE CONCENTRATOR field on the EMIS screen EMSCLASS for the student. See 2.1.7.9 Concentrator in the FY2005 EMIS Guide for a definition.	Warning
J38	One or more portfolio scores are missing. All students identified as concentrators and have left school must have a portfolio score of 0-98 reported. Score CANNOT be reported as *.	Fatal
J39	CTA students in specialized Workforce Development (WFD) programs should not be enrolled in this foundation course. In FY2006, edit will be FATAL in October K reporting, resulting in no CTA weighted funds for the foundation course.	Warning

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