



## **Level 2 Report Explanation:**

### **CTE FTE Reports**

The purpose of this report explanation is to assist districts in reviewing the CTE FTE Detail Report, the CTE Student Error Detail Report, the CTE Course Error Detail Report, the CTE Staff Error Detail Report, the CTE FTE Summary by Course Report, the CTE FTE Summary by Category Report, and the CTE Approved Overrides Report.

Updated February 25, 2025

# Revision History

The revisions to this document are listed in the table below.

Date	Description
02-25-2025	Removed CTE FTE adjustment SF0003.
12-04-2024	Updated description of SC0020 CTE FTE Adjustment.
01/24/2024	Added new SC0021 and SC0022 CTE FTE Adjustments.
10/05/2022	Updates to the INIT FUND IRN and TRNSFR TO IRN descriptions (see change 23-92).
10/05/2022	Added new SC0020 CTE FTE Adjustment (see change 23-84).
09/30/2021	Added new SC0019 CTE FTE Adjustment
09/28/2020	Expand allowable grade levels for Middle School Grade Courses up through grade 10. An exception is for subject code 990364, which is not included in this revision. Check SC0013.
09/04/2018	Added SF0007.
05/10/2018	Removed ERR OVERID FLAG from (CTEA-000) CTE FTE Detail Report fields. Made minor updates. Added (CTEA-006) CTE Approved Overrides Report.
03/09/2018	Removed three adjustments: SC0005, CS0012, CS0018, and CS0022. Clarified definitions for multiple adjustments. Added SF0006.
02/13/2018	Removed language referring to preschool.
02/05/2018	Removed two adjustments: CS0009–Schedule Code not valid for CTE funding for curriculum code and SC0004–CBI enrollment in course is over 25% in 7th grade or lower.

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# (CTEA-000) CTE FTE Detail Report

## Function and Purpose

All traditional districts, JVSDs, community schools, and STEM schools receive a CTE FTE Detail Report, which is a Level 2 report that can be found in the Data Collector.

All students who generate potential career-tech funding for a district will appear on the CTE FTE Detail Report. The students who generate potential career-tech funding are those who have a District Relationship of '1', have not been withdrawn with a Withdrawal Reason of '81', and are enrolled in a course that meets **one** of the following criteria:

- Curriculum Code begins with 'V'
- Subject code is found in the CTE Matrix table and does not start with '05', '11', '13', or '15'
- Delivery method code = 'CP'

Rows that appear on the CTE FTE Detail Report are classified as Fatal, Critical, or Informational. Fatal rows are those where the Adjusted FTE is zero. Critical rows are those where the Adjusted FTE is greater than zero, but less than the Original FTE. All other rows are classified as informational.

The CTE FTE Detail Report can be used to reconcile the payment reports received by districts and may therefore be useful to treasurers and other district administrators as well as the district EMIS coordinator.

If this report explanation—in concert with the EMIS Manual—does not answer your questions or help you to resolve your issues with the CTE FTE Detail Report, then the normal path to getting help with EMIS reporting should be followed. The first point of contact should be the EMIS coordinator, followed by the Information Technology Center, then the EMIS Helpdesk, and finally ODE EMIS directly.

## Process Description

Each row on the CTE FTE Detail Report represents a period of time that is derived from the Course Master (CN), Student Course (GN), Student Standing (FS), and Student Attributes – Effective Date (FD) Records. Calendar data from the Organization–General Information (DN) and Grade Schedule (DL) Records are used to determine the number of calendar days within the period of time for which CTE FTE is calculated.

A potential CTE FTE is calculated for each row and relevant adjustments are made to each potential CTE FTE. The FTE Detail Report Explanation includes a section that explains FS/FD combinations. FTE Fund Pattern codes, which are also described in the regular FTE Detail Report Explanation, are used to determine the IRN at which the initial funding occurs as well as the IRN to which the funding (in certain situations) is transferred.

# Report

## Collections and Records

In general, this report will include the most recently reported data. The records used include the Student Standing (FS), Student Attributes–Effective Date (FD), Course Master (CN), Student Course (GN), Organization–General Information (DN), and Grade Schedule (DL) Records. From these, the elements in *Table 1* are used.

**Table 1.** Submitted Data Used in Creating the CTE FTE Detail Report

Element Name	Record Field #
District Relationship	FS140
Effective End Date	FS090, FD070
Effective Start Date	FS060, FD060
Legal District of Residence	FS150
Withdrawal Reason	FS100
District IRN	DL040, DN040
Building IRN	DL050
Grade	DL060
First Day of School	DL080
Last Day of School	DL090
Hours Per Day	DL100
Organization IRN	DN050
Calendar Group	DN
Course Enrollment Start Date	GN160
Course Enrollment End Date	GN170
Course Start Date	CN280
Course End Date	CN290
Location IRN	CN100
Curriculum Code	CN310
Delivery Method	CN320
Length of Scheduled Instruction	CN100
Local Classroom Code	CN060
Subject Code	CN050

## Layout and Fields

The CTE FTE Detail Report is a Level 2 Report in the Data Collector. The report name is (CTEA-000) CTE FTE Detail. As with other Level 2 reports, it is possible to view the entire report or portions of the report by Severity Code.

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category
▼ Initial Staff and Course Collection (FY18) (2018L1STR)							
✓ (CTEA-000) CTE FTE Detail	Hogwarts_123456	3101	198	0	9627	12926	Funding

Given the number of fields appearing on this report, a complete picture is not provided in this report explanation. Only the first columns appear in the table below; however, all fields are listed out below the table, with explanations or definitions provided as warranted.

RPT DEST IRN	SSID	EMISID	LastName	FirstName	MiddleName	RESULT CODE	RESULT CODE DESCR
043816	EJ2345678	Not Available	Not Available	Not Available	Not Available	SC0000	CTE BASE FTE

**RPT DEST IRN (Report Destination IRN).** The report destination IRN is the IRN of the district receiving the report. This will not always be the educating district. In cases where the LEA that receives the initial funding is not the educating LEA, both the initially-funded LEA and the educating LEA will have a row displayed on their report.

**SSID (Student State Identification).**

**EMISID.** The student's local ID.

**LASTNAME.**

**FIRSTNAME.**

**MIDDLENAME.**

**RESULT CODE.** The only Result Code appearing on the CTE FTE Detail Report is SC0000. This code corresponds to the base CTE FTE. This Result Code is used internally and is not useful to districts.

**RESULT CODE DESCR (Result Code Description).**

**Table 2.** Result Code appearing on the CTE FTE Detail Report

Result Code	Result Code Description
SC0000	CTE Base FTE

**SEVERITY CODE.** Every row on the CTE FTE Detail Report will be assigned a Severity Code. Rows on the CTE FTE Detail Report with a Severity Code of 'F' will also appear on a CTE Error Detail Report. The codes found on this report and their descriptions are as follows.

**Table 3. Severity Codes**

Severity	Description
F	Fatal
C	Critical
I	Informational

The severity code displayed on the rows in the (CTEA-000) CTE FTE Detail Report is determined as follows:

- If the ADJSTD FTE = 0, then the Severity Code will be Fatal
- If the ADJSTD FTE < ORIG FTE and ADJSTD\_FTE is not 0, then the Severity Code will be Critical
- If the ADJSTD FTE = ORIG FTE, then the Severity Code will be Informational

**STDNT LEVEL ERR FLAG (Student Level Error Flag).** Indicates whether a student-level CTE FTE adjustment has been generated for the record. Review the CTE Student Error Detail Report for additional information.

**COURSE LEVEL ERR FLAG (Course Level Error Flag).** Indicates whether a course-level CTE FTE adjustment has been generated for the record. Review the CTE Course Error Detail Report for additional information.

**STAFF LEVEL ERR FLAG (Staff Level Error Flag).** Indicates whether a staff-level CTE FTE adjustment has been generated for the record. Review the CTE Staff Error Detail Report for additional information.

**SUBJECT CODE (Subject Code).** The subject code reported for the course in question. Subject codes can be found in EMIS Manual Section 4.7 Subject Codes.

**SUBJECT DESCR (Subject Description).** The description of the subject code listed (see Section 4.7 of the EMIS Manual).

**LEA IRN (Local Education Agency IRN).** The IRN of the district that is educating the student.

**LOCAL CLASSRM CODE (Local Classroom Code).** The code that uniquely identifies a classroom.

**COURSE START DATE.** First scheduled day of a course.

**COURSE END DATE.** Last scheduled day of a course.



**FTE FUND PATTRN CODE (FTE Fund Pattern Code).** These codes are determined once data is received at the Department. Please see the FTE Detail Report Explanation for more information.

**CTE FUND CAT NUMBER (CTE Fund Category Number).** Category of CTE funding for subject and curriculum combination. These categories are as defined in law.

**LEGAL DIST OF RES IRN (Legal District Of Residence IRN).** The legal district of residence IRN as reported in the Student Standing (FS) Record (see EMIS Manual Section 2.4).

**STATE EQUIV GRADE LEVEL CODE.**

**FTE START DATE.** The latest of the Admission Date (from the FS Record), the Course Enrollment Start Date (from the GN Record), the Course Start Date (from the CN Record), and the Effective Start Date (FS/FD). This date represents the start of the period of time being funded by the row in question.

**FTE END DATE.** The earliest of the Course Enrollment End Date (from the GN Record), the Course End Date (from the CN Record), and the Effective End Date (from the FS/FD Records). This date represents the end of the period of time being funded by the row in question.

**ORIG FTE (Original FTE).** This column includes the base CTE FTE based solely on the CN, GN, and FS/FD Records, along with the calendar data. This is often called the potential CTE FTE. For more information, see Calculating Base CTE FTE later in this report explanation.

**ADJSTD FTE (Adjusted FTE).** This column contains the adjusted CTE FTE after any student, course, or staff adjustments have been applied.

**TRNSFR TO IRN (Transferred To IRN).** This column indicates the IRN of the district to which the funding is transferred.

For the following Fund Pattern Codes, the sending LEA receives the initial funding and the educating LEA receives funding via a transfer. Therefore, the TRNSFR TO IRN is the IRN of the LEA that is educating the student.

- CTVC
- CTID
- CTOP
- SPCO

For all other Fund Pattern Codes, the educating LEA receives the funding. Therefore, the TRNSFR TO IRN is blank.

**INIT FUND IRN (Initially Funded IRN).** This column indicates the IRN of the district that is initially funded for the student.

For the following Fund Pattern Codes, the sending LEA receives the initial funding. Therefore, the INIT FUND IRN is the IRN of the sending LEA.

- CTVC
- CTID
- CTOP
- SPCO

For all other Fund Pattern Codes, the educating LEA receives the funding directly. Therefore, the INIT FUND IRN is the IRN of the LEA that is educating the student.

**COURSE ENRL START DATE (Course Enrollment Start Date).** This is the date as reported on the Student Course (GN) Record.

**COURSE ENRL END DATE (Course Enrollment End Date).** This is the date as reported on the Student Course (GN) Record.

**CRCULM CODE (Curriculum Code).**

**DLVR METHOD CODE (Delivery Method Code).**

**SCHD CODE (Scheduled Code).** This is the Semester Code as reported on the Course Master (CN) Record.

**SCHD INSTR HOUR COUNT (Scheduled Instructional Hours Count).**

**LOC IRN.** This is the location IRN as reported on the Course Master (CN) Record.

**FTE INCL CODE.** This code indicates the portion of the student's CTE FTE that is included in the report destination IRN's CTE FTE.

- FULL. The full CTE FTE is included in the ADM of the district receiving the report.
- NONE. None of the CTE FTE is included in the ADM of the district receiving the report.

**ERR VALUE [1-4] TEXT.** These four columns are only populated on the CTE Error Detail Reports. These columns will contain information that is relevant to the specific error. For example, for Staff Level errors, one of the ERR VALUE TEXT columns will be populated with the Staff ID and another will be populated with the Staff Name.

**ERR SEV NUM (Error Severity Number).** This value is for technical purposes only and does not have an impact on any report values. It is used for separating data into different severity counts.

## Calculating Base CTE FTE

A base FTE is calculated for each row on the CTE FTE Detail Report. This means that a separate base CTE FTE is calculated for each unique Course Master, Student Course, and FS/FD Combination that appears on the report. Adding together the CTE FTE for each row with a matching SSID will give the total base CTE FTE for that particular SSID or student.

The base FTE is determined by using a calculated numerator and a calculated denominator. The information below explains how these numbers are calculated.

### NUMERATOR

For this calculation, the student course days are divided by the course days and then multiplied by the scheduled instructional hour count.

$$\text{Numerator} = (\text{Student Course Days} / \text{Course Days}) \times \text{Length of Scheduled Instruction}$$

**Student Course Days.** The number of calendar days between the Course Enrollment Start Date and the Course Enrollment End Date as reported on the Student Course (GN) Record. Calendar days are based on the particular calendar that is assigned to the student. If a student has multiple FS/FD combinations, then the Student Course Days will be further subdivided. For example, if a student is enrolled every day in a course that has 180 days and midway through the course the current FD Record is closed and a new FD Record is opened due to a change in disadvantage (or some other element), then there will be two rows for this student in this course with each row reflecting 90 student course days in the CTE FTE calculation.

**Course Days.** The number of calendar days between the Course Start Date and the Course End Date as reported on the Course Master (CN) Record. Calendar days are based on the particular calendar that is assigned to the student.

**Length of Scheduled Instruction.** The hours per year that a teacher spends in instruction for the course/subject reported on the Course Master (CN) Record.

### DENOMINATOR

For community schools, the denominator is 920 hours. For all other organization types, the denominator is 1080 hours.

## CTE FTE Calculation Examples

**Example 1.** The student in this example is enrolled at a traditional district from the first day of the course through the last day of the course with 360 as the length of scheduled instruction.

Student Course Days = 182  
Course Days = 182  
Length of Scheduled Instruction = 360  
Numerator =  $(182 / 182) \times 360 = 360$   
Denominator = 1080  
CTE FTE =  $360 / 1080 = 0.333333$

**Example 2.** The student in this example is enrolled in a JVSD course with 360 as the length of scheduled instruction. The student is enrolled in the course from the first day of the course through the last. However, the student has a change in resident district, which requires the closing of the current FS Record and the opening of a new FS Record. Assuming the change occurs exactly midway through the course, the student will have two CTE FTE records as follows:

Student Course Days = 182  
Course Days = 91  
Length of Scheduled Instruction = 360  
Numerator =  $(91 / 182) \times 360 = 180$   
Denominator = 1080  
CTE FTE =  $180 / 1080 = 0.166667$

**Example 3.** The student in this example is enrolled at a community school in a second semester course, but leaves before the course ends. The length of scheduled instruction for the course is 60.

Student Course Days = 63  
Course Days = 84  
Length of Scheduled Instruction = 60  
Numerator =  $(63 / 84) \times 60 = 45$   
Denominator = 920  
CTE FTE =  $45 / 920 = 0.048913$

## CTE Error Detail Reports

Once the base CTE FTE has been determined for a row of data, adjustments due to student, course, or staff errors may need to be applied. For students being educated by the district, each row in the CTE FTE Detail Report that has a value of 'Y' in one or more of the STUDENT LEVEL ERROR FLAG, COURSE LEVEL ERROR FLAG, or STAFF LEVEL ERROR FLAG columns has at least one corresponding row in the relevant CTE Error Detail Report(s). Students not being educated by the district do not appear in any of the Error Detail Reports.

This section describes the adjustments that are currently being generated. Result Codes for adjustments for student-level errors begin with ‘SC’ and appear on the CTE Student Error Detail Report; Result Codes for adjustments for course-level errors begin with ‘CS’ and appear on the CTE Course Error Detail Report; and Result Codes for adjustments for staff-level errors begin with ‘SF’ and appear on the CTE Staff Error Detail Report.

Errors for students who are being educated elsewhere, but whose CTE FTE is initially included in the district’s CTE FTE, will not appear on any of a district’s error detail reports since it is the responsibility of the educating district to correct the errors. These resident students being educated elsewhere will only appear on the resident district’s CTE FTE Detail Report.

Currently, all rows that appear on the CTE Error Detail reports have a Severity Code of ‘F’.

## (CTEA-001) CTE Student Error Detail Report Result Codes

These Result Codes all begin with ‘SC’ and are found only on the CTE Student Error Detail Report. There is a one to one relationship from this Error Detail Report to the CTE FTE Detail Report. Each row on the CTE Student Error Detail Report will also appear on the CTE FTE Detail Report.

**Table 4.** Result Codes appearing on the CTE Student Error Detail Report

Result Code	Result Code Description
SC0001	CBI student not coded as disadvantaged
SC0003	Grade level not valid for curriculum code
SC0006	VP course does not have a valid subject code
SC0009	V3 pre-apprenticeship or entrepreneurship course not correlated
SC0013	Grade level not valid for curriculum code VM
SC0014	Course CTE FTE is higher than student regular FTE
SC0015	Student CTE FTE is higher than student regular FTE
SC0016	Subject code not valid for curriculum code VA or VB
SC0017	Student has a non-fundable FTE fund pattern code
SC0019	Negative CTE FTE
SC0020	Grade level not valid for Senior Only Industry Credential subject code
SC0021	Industry Credential Only at DOPR (negative CTE FTE)
SC0022	Industry Credential Only at DOPR (positive CTE FTE)

**SC0001 – CBI student not coded as disadvantaged or having a disability.** If the subject code of the course is 252525, then the student must be reported as economically disadvantaged, OR academically disadvantaged, OR have a disability condition reported. The CTE FTE is reduced to zero.

**SC0003 – Grade level not valid for curriculum code.** If the course is reported with a curriculum code other than ‘VM’, then the student must be in grade 7 or higher. The CTE FTE is reduced to zero.

**SC0006 – VP course does not have a valid subject code.** If a course reported with curriculum code 'VP' is reported with an invalid subject code for a 'VP' course, then an adjustment will be generated. Valid subject codes are those related to cooperative anchor courses, which involve paid worksite instruction. For more information, see the CTE Program and Assessment Matrix available on the CTE homepage. The CTE FTE is reduced to zero.

**SC0009 – 'V3' pre-apprenticeship or entrepreneurship course not correlated.** A course reported with subject code 990361, 990363, or 990365 and curriculum code V3 must be correlated to an anchor course with curriculum code VT, or VP and subject code 01xxxx, 04xxxx, 07xxxx, 14xxxx, 17xxxx, 33xxxx, 34xxxx, 35xxxx, 360230, or 990371. The CTE FTE is reduced to zero.

**SC0013 – Grade level not valid for curriculum code 'VM'.** Students enrolled in courses reported with curriculum code 'VM' must be in grades 07, 08, 09, or 10. Subject code 990364 is an exception. Students enrolled in subject code 990364 with a curriculum code of "VM" must be in grades 07, 08, or 09. If not, then an adjustment will be generated. The CTE FTE is reduced to zero.

**SC0014 – Student's course-level cte fte is greater than student's regular FTE.** If a student's course-level adjusted CTE FTE is greater than the student's total regular base FTE, then the CTE FTE will be reduced such that it does not exceed the regular base FTE.

**SC0015 – Student's total cte fte is greater than student's regular FTE.** If a student's total adjusted CTE FTE is greater than the student's total regular base FTE multiplied by 1.1, then the CTE FTE across all courses will be proportionally reduced such that the total CTE FTE does not exceed the regular base FTE multiplied by 1.1.

**SC0016 – Subject code not valid for curriculum code 'VA' or 'VB'.** If a course reported with curriculum code 'VA' or 'VB', then it cannot be a remedial course. If either curriculum code is reported with subject code 050014, 050119, 111950, 110190, 150400, or 132900, then an adjustment is generated. The CTE FTE is reduced to zero.

**SC0017 – Student has a non-fundable fund pattern code.** If a student is assigned a non-fundable fund pattern code ('NFRG', 'NFER') then the student is not eligible for CTE funding and an adjustment will be generated. The CTE FTE is reduced to zero.

**SC0019 – Negative CTE FTE.** If a course taken by a student generates multiple CTE FTE adjustments that result in the total adjusted CTE FTE for the course being a negative number, then a positive adjustment is generated to bring the total adjusted CTE FTE for the course up to zero.

**SC0020 – Grade level not valid for senior only industry credential subject code.** Students enrolled in Senior Only Industry Credential courses must be in grade 11 or higher for a Dropout Prevention and Recovery School or Ohio Technical Center (OTC) and be in grade 12 or higher for all other district types. The CTE FTE is reduced to zero for students who do not meet this criteria.

**SC0021 – Industry credential only at DOPR (negative CTE FTE).** For students taking Industry Credential Only (ICO) courses at a Dropout Prevention and Recovery (DOPR) community school, the CTE FTE generated for the ICO courses is reduced to zero. If the student is taking any non-ICO courses, then the CTE FTE generated for those courses is also reduced to zero for the days that overlap with the ICO courses. If the CTE funding category for any course that generates the SC0021 adjustment is category 2 or higher, then the ERR VALUE 1 TEXT column will indicate that the course will be moved away from that funding category (to category 1). When there is an SC0021 adjustment, there will always be a corresponding SC0022 adjustment for each ICO course. This will result in the student being funded as a full-time student at the category 1 level.

**SC0022 – Industry credential only at DOPR (positive CTE FTE).** For students taking ICO courses at a DOPR community school, the CTE FTE for the days that the student is enrolled in an ICO course is calculated as a full-time FTE and added as a positive CTE FTE adjustment at the category 1 funding level. The SC0022 calculation is shown below.

$$\frac{(\text{Number of Calendar Days Enrolled in an ICO Course} / \text{Total Calendar Days})}{\text{Number of ICO Courses Taken}}$$

For example, if a student is enrolled in two ICO courses for 90 days and the student is on a calendar with 180 days, then each ICO course will generate an SC0022 adjustment of 0.25 CTE FTE for a total of 0.50 CTE FTE. This represents the maximum CTE FTE the student could generate for 90 days of enrollment based on a 180-day calendar.

## **(CTEA-002) CTE Course Error Detail Report Result Codes**

These Result Codes all begin with ‘CS’ and are found only on the CTE Course Error Detail Report. There is not a one to one relationship between the CTE FTE Detail Report and this Error Detail Report. The CTE FTE Detail Report is at the student level, while this Error Detail Report is at the course level. One course—or row—on this Error Detail Report will often result in multiple rows on the CTE FTE Detail Report. For example, a course with 30 students would represent 30 rows on the CTE FTE Detail Report but only 1 row on the CTE Course Error Detail Report.

**Table 5.** Result Codes appearing on the CTE Course Error Detail Report

Result Code	Result Code Description
CS0001	Curriculum code reported is not valid for the reported subject code
CS0003	Course with curriculum code V3 not correlated to anchor course
CS0004	Instructional hours reported are less than the minimum hours for course in CTE Matrix (Currently Disabled)
CS0007	Instructional hours reported exceed maximum hours for course in CTE Matrix
CS0008	Academic courses with curriculum code VA or VB not valid for funding
CS0020	Work Force Development program not approved by the Office of CTE
CS0021	Correlated class missing for VP course
CS0023	CBI or FCS/GRADS course not approved by Office of CTE
CS0024	Senior Only Credential course not approved by the Office of CTE
CS0025	CTE Academic course not part of a CTE program approved by the Office of CTE

**CS0001 – Curriculum code reported is not valid for the reported subject code.** If a course is reported with a curriculum code other than ‘PS’ and a delivery method code other than ‘CP’ and the curriculum code/subject code combination for the course does not exist in the CTE Matrix for the current year, then an adjustment is generated. Valid curriculum codes for each subject code can be found in the CTE Program and Assessment Matrix available on the CTE homepage.

If a course is reported with curriculum code ‘PS’ and a delivery method code other than ‘CP’, then an adjustment is generated. The CTE FTE is reduced to zero.

**CS0003 – V3 course not correlated to anchor course.** If a CTE related/correlated class (curriculum code ‘V3’) is not correlated to an anchor course (curriculum code ‘VN’, ‘VC’, ‘VT’, ‘VP’) then an adjustment is generated. The CTE FTE is reduced to zero.

**CS0004 – Instructional hours reported are less than the minimum hours required.** If the length of scheduled instruction for a course is less than the minimum hours of instruction required for the course, then an adjustment is generated. Minimum hours allowed for each course can be found in the CTE Program and Assessment Matrix available on the CTE homepage. The CTE FTE is reduced to zero.

**CS0007 – Instructional hours reported are greater than the maximum hours allowed.** If the length of scheduled instruction for a course is greater than the maximum hours of instruction allowed for the course, then an adjustment is generated. Maximum hours allowed for each course can be found in the CTE Program and Assessment Matrix available on the CTE homepage. CTE FTE is reduced proportionally.

**CS0008 – Academic course with curriculum code va or vb not valid for funding.** If a course is reported with curriculum code VA or VB and the subject code does not begin with ‘05’, ‘11’, ‘13’, or ‘15’, then an adjustment is generated. The CTE FTE is reduced to zero.



**CS0020 – Workforce development course not approved by the office of CTE.** If the program of concentration is not approved by the Office of CTE for the particular location IRN of the Workforce Development course, then an adjustment is generated. This result code indicates that there is not an approved CTE26 on file that matches the information reported. The CTE FTE is reduced to zero.

**CS0021 – Anchor course (VP) and correlated course (V3) are not correlated.** A Workforce Development Cooperative Anchor course (VP) and the required CTE Related/Correlated course (V3) must have a correlated course in the Career-Technical Education Correlated Class (CV) Record. The CTE FTE is reduced to zero.

**CS0023 – CBI or FCS/grads programs not approved by the office of CTE.** If the particular location IRN of the CBI program is not approved by the Office of CTE, then an adjustment is generated

If the particular location IRN of the FCS/GRADS program is not approved by the Office of CTE, then an adjustment is generated. The CTE FTE is reduced to zero.

**CS0024 – Senior only credential not approved by the office of CTE.** If the subject code is not approved by the Office of CTE for the particular location IRN of the Senior Only Credential course, then an adjustment is generated. The CTE FTE is reduced to zero.

**CS0025 – CTE academic course not approved by the office of CTE.** If the particular location IRN where the CTE Academic course is offered is not approved by the Office of CTE for Workforce Development, CBI, or FCS/GRADS, then an adjustment is generated. The CTE FTE is reduced to zero.

## **(CTEA-003) CTE Staff Error Detail Report Result Codes**

These Result Codes all begin with ‘SF’ and are found only on the CTE Staff Error Detail Report. For Result Code SF0004, if any teacher assigned to the course has fewer than 1080 hours, that teacher will be used as the teacher of record. In all other cases where more than one teacher has been reported for a course, the teacher considered here is the teacher who appeared on the Teacher Licensure Course Status Report.

There is not a one to one relationship between the CTE FTE Detail Report and this Error Detail Report. The CTE FTE Detail Report is at the student level, while this Error Detail Report is at the staff level. One staff member—or row—on this Error Detail Report will often result in multiple rows on the CTE FTE Detail Report. For example, a teacher with one course of 30 students would represent 30 rows on the CTE FTE Detail Report but only one row on the Staff Error Detail Report.

**Table 6.** Result Codes appearing on the CTE Staff Error Detail Report

Result Code	Result Code Description
SF0002	Teacher does not have appropriate certificate/license to teach course
SF0004	Length of teacher scheduled instruction over 1080 hours
SF0005	Teacher does not have valid degree level
SF0006	No staff member assigned to course
SF0007	Length of teacher scheduled CCP instruction over 1080 hours

**SF0002 – Teacher does not have appropriate certificate/license to teach course.** If the person teaching the course is not properly certified to teach the course then an adjustment is generated. The CTE FTE is reduced to zero.

**SF0004 – The total CTE length of scheduled instruction for this teacher is greater than 1080 hours.** If the length of scheduled instruction hours across all non-CCP CTE courses taught by a teacher exceeds 1080 hours, then the CTE FTE for all students enrolled in the non-CCP courses taught by this teacher will be adjusted by a factor equal to  $1080 / \text{Total Length of Scheduled Instruction}$ . For example, if the total length of scheduled instruction for a teacher across all non-CCP CTE courses is 1200, then the CTE FTE for all students enrolled in non-CCP CTE courses taught by this teacher will be adjusted by  $1080/1200$  or 0.90. So, a student with 1.0 base CTE FTE would generate a CTE FTE adjustment of -0.10 such that the adjusted FTE totals 0.90 CTE FTE.

Note that all of the teacher’s non-CCP CTE courses at all reporting IRNs are included when determining whether the length of scheduled instruction for the teacher is greater than 1080 hours. The courses do not all have to be taught at or reported by the same district in order for a teacher to appear with this Result Code on a district’s CTE Staff Error Detail Report.

**SF0005 – Teacher of teaching profession course does not meet degree level requirement.** Teachers of Teaching Profession courses (Subject Code 350011 or 350020) must have a Master’s degree or higher. If they do not, then an adjustment is generated. The CTE FTE is reduced to zero.

**SF0006 – No staff member assigned to course.** If the course does not have a teacher assigned to it an adjustment is generated. The CTE FTE is reduced to zero.

**SF0007 – The total length of scheduled ccp cte instruction for this teacher is greater than 1080 hours.** If the length of scheduled instruction hours across all CCP CTE courses taught by a teacher exceeds 1080 hours, then the CTE FTE for all students enrolled in the CCP courses taught by this teacher will be adjusted by a factor equal to  $1080 / \text{Total Length of Scheduled Instruction}$ . This adjustment is similar to SF0004, but applies only to CCP courses.

# Summary Reports

The following CTE FTE Reports contain information at a summary level.

- **(CTEA-004) CTE FTE Summary by Course**, which is the total CTE FTE at the district level by course
- **(CTEA-005) CTE FTE Summary by Category**, which is the total CTE FTE at the district level by fund pattern code

## (CTEA-006) CTE Approved Overrides Report

When an error that is causing a reduction in FTE is overridden by the Office of Career Technical Education, the relevant row will be removed from the CTE Error Detail Report on which it had appeared and will appear instead on the CTE Approved Overrides Report. The row will also remain on the CTE FTE Detail Report.

The following field appears on the CTE Approved Overrides Report, but does not appear on any of the CTE FTE Error Detail Reports.

**ERR OVERID FLAG (Error Override Flag).** This flag indicates that a CTE FTE adjustment has been overridden. Any row with a 'Y' for this flag will appear on the Error Detail Report and the Approved Override Report; these rows will not appear on the CTE Student, Course, or Staff Error Detail Reports.

## Other Reports

Additional CTE FTE reports are currently under development. As these reports are finalized and begin to be available via the Data Collector, this report explanation will be updated to include them.