Level 2 Report Explanation:

Career Technical Education (CTE) Participant Report

The purpose of this report explanation is to assist districts in reviewing the Career Technical Education (CTE) Participant Report.

Updated February 2, 2026

EMiS
Education Management Information System

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Revision History

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

Date	Description
02-02-26	Report explanation first posted.

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Function and Purpose

The Career Technical Education (CTE) Participant Report is designed to help districts verify and track student-level CTE participation data, identify records with missing or inconsistent values, and support funding and accountability processes. This report evaluates whether students meet CTE participation requirements. All traditional districts, joint vocational school districts (JVSDs), community schools, and science, technology, engineering and math (STEM) schools receive this report.

This report includes derived flags and result codes that help identify records that may require further review or correction.

If this report explanation—in concert with the EMIS Manual—does not answer your questions or help you to resolve your issues with this 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 (who will contact the EMIS helpdesk when necessary), and finally the Department of Education and Workforce (DEW) EMIS directly.

Process Description

Each row on the CTE Participant Report represents a student–course combination evaluated for CTE participation based on elements from the Student Course Master (CN) and Student Course (GN) Records, enrollment dates, and instructional time calculations. These elements are used to determine whether the student meets CTE participation requirements.

Each row on the report includes fields that identify the student and course, along with calculated measures such as Enrollment Percent, Potential and Actual CTE FTE, and participation flags. This allows districts to see all relevant course details and derived values that align to CTE participation requirements for funding and accountability purposes.

Each row is also assigned an Error Severity Code, which is determined based on inclusion or exclusion of the course from CTE participation calculations. Result codes and severity codes provide districts with a view of their students' participation status and potential issues impacting compliance.

Reports

Layout and Fields

The Career Technical Education (CTE) Participant report is a Level 2 report in the Data Collector that is generated daily. The report name is (CTAC-300) CTE Participant.

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	SEVERITY CODE	SSID	LEVEL2 REC TYPE CODE	REC TYPE DESCR	RESULT CODE	RESULT CODE DESCR
999999	I	HW1234567	CTAC-300	CTE Participant Level 2 Report	PT0001	Student/Course counts as a CTE Participant

MNIFST CODE (Manifest Code). The Manifest Code for the SSID and course being evaluated.

RPTING DEST IRN (Report Destination IRN). The district IRN reporting the student and course combination.

LEVEL 2 REC TYPE CODE. This is the name of the report, CTAC-300.

RESULT CODE. A row is included on the CTE Participant Report when the student and course have been evaluated and assigned one of two possible result codes. This is determined by the participant flag.

Result Code	Result Code Description
PT0001	This student does meet the requirements to be a CTE Participant in this Local Classroom Code.
PT0002	This student does not meet the requirements to be a CTE Participant in this Local Classroom Code.

SEVERITY CODE. Each row on the report will be assigned a severity code. The codes and their descriptions are included below.

Severity	Description
I	Informational
W	Warning

CTPD IRN (Career Technical Planning District IRN). CTPD IRN of the reporting district.

LOC IRN (Location IRN). The location IRN of the school or district where the course is offered.

SSID (State Student ID).

SUBJCT CODE (Subject Code). The subject code of the course as reported by the district on the Course Master (CN) Record.

CRCULM CODE (Curriculum Code). The curriculum code for the course as reported on the Course Master (CN) Record.

LOCAL CLASSRM CODE (Local Classroom Code). The code used by the reporting district to uniquely identify the course.

DLVR METHOD CODE (Delivery Method Code). The delivery method code for the course as reported on the Course Master (CN) Record.

PARTICIP FLAG (Participant Flag). Indicates whether the student meets the requirement to be a CTE participant in the course.

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WRKFRC DVLPMNT FLAG (Workforce Development Flag). Indicates whether the course is a Workforce Development course.

CREDIT EARNED FLAG. Indicates whether credit was earned for the course. This flag is derived from the Student Course (GN) Record.

HIGH SCHOOL CREDIT COUNT. Number of high school credits awarded for the course, as reported in the Student Course (GN) Record.

STDNT EARNED CREDIT COUNT (Student Earned Credit Count). This value represents the number of credits earned by the student for the course. It is derived from elements in the Student Course (GN) Record.

STDNT INSTR HOUR COUNT (Student Instructional Hour count). This value represents the number of instructional hours for the student in the course.

POTEN CTE FTE. Potential CTE FTE for the student in the Local Classroom Code.

ACTUAL CTE FTE. Actual CTE FTE generated by the student in the Local Classroom Code.

ENRL PCT (Enrollment Percentage). Percentage of time the student was enrolled in the course.

NO CREDIT AND ENRL LT 90 FLAG (No Credit and Enrollment less than 90% Flag). Indicates if the student earned no credit and was enrolled for less than 90% of the course duration.

NO ACTUAL CTE FTE GENRAT FLAG (No Actual CTE FTE Generated Flag). Indicates if the student generated zero actual CTE FTE for the course.

COURSE NOT WRKFRC DVLPMNT FLAG (Course is not Workforce Development Subject Code Flag). Indicates if the course is not classified as a Workforce Development course.

COURSE DOES NOT HAVE ELIG FLAG (Course does not have Eligible Course Curriculum Code Flag). Indicates if the course does not have one of the following approved curriculum codes: VC, VN, VP, VT, and PS.

Calculating Flags and Derived Values

The CTE Participant Report includes several calculated fields that provide insight into student participation status.

SCHEDULED INSTRUCTIONAL HOURS

Scheduled instructional hours are calculated using data from the Course Master (CN) and Student Course (GN) Records. The calculation determines the proportion of time a student was enrolled in a course relative to its scheduled duration.

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STUDENT INSTRUCTIONAL HOURS

Student instructional hours are derived by multiplying the scheduled instructional hour count by the ratio of student course days to total course days. This measure ensures that enrollment percentages and instructional time accurately reflect the student's participation in the course.

CREDIT DETERMINATION

Credit determination is based on elements reported in the Student Course (GN) Record. A student is considered to have earned credit when the High School Credit Earned Element equals 'Y' or when it equals 'P' and the Partial/Override Credit Element is greater than zero. If neither condition is met, the student is considered not to have earned credit. This logic is used to populate the CREDIT_EARNED_FLAG, which is set to 'Y' when credit is earned and 'N' when it is not. The flag plays a critical role in determining whether a student meets the criteria for CTE participation.

CREDIT EARNED FLAG

This flag is derived from Student Course (GN) Record elements and is set to 'Y' if either of the following conditions are met.

- The High School Credit Earned Element (HIGH_SCHOOL_CREDIT_EARNED_CODE) equals 'Y', or
- The High School Credit Earned Element (HIGH_SCHOOL_CREDIT_EARNED_CODE) equals 'P' and the Partial/Override Credit Element (OVERID_OR_PART_CREDIT_COUNT) is greater than zero.

In all other cases, the Credit Earned Flag defaults to 'N'.

STUDENT EARNED CREDIT COUNT

This value represents the number of credits earned by the student for the course. It is derived from elements in the Student Course (GN) Record using the following logic.

- If the maximum value of HIGH_SCHOOL_CREDIT_EARNED_CODE equals 'Y', then STDNT_EARNED_CREDIT_COUNT is set to HIGH_SCHOOL_CREDIT_COUNT.
- If the maximum value of HIGH_SCHOOL_CREDIT_EARNED_CODE equals 'P', then STDNT_EARNED_CREDIT_COUNT is calculated as the sum of OVERID_OR_PART_CREDIT_COUNT.

If neither of the above conditions are met, the value defaults to zero.

PARTICIPANT FLAG

The Participant Flag is set to 'Y' when all the following conditions are true.

- The curriculum code is valid and is an approved code: VC, VN, VP, VT, or PS;
- The ACTUAL_CTE_FTE is greater than zero, meaning the student generates actual CTE FTE for the course; and
- The CREDIT_EARNED_FLAG equals 'Y', meaning the student earned credit for the course.

FTE Calculations

POTENTIAL CTE FTE

Potential CTE Full-Time Equivalent (FTE) represents the amount of CTE funding a student could generate for the course before any adjustments. This measure provides an estimate of funding eligibility prior to applying any error adjustments.

The formula is as follows.

$$\text{Potential CTE FTE} = \frac{\text{Student Course Days}}{\text{Course Days}} \times \text{Scheduled Instructional Hour Count}$$
$$\div \text{Denominator (1080 for districts, 920 for community schools)}$$

- *Student Course Days.* The number of calendar days between the course enrollment start and end dates as reported on the Student Course (GN) Record.
- *Course Days.* The number of calendar days between the course start and end dates as reported on the Course Master (CN) Record.
- *Scheduled Instructional Hour Count.* Hours per year for the course as reported on the Course Master (CN) Record.

ACTUAL CTE FTE

Actual CTE FTE is the final calculated value after applying all relevant adjustments for student, course, and staff conditions. It reflects the portion of CTE funding the student actually generates for the course. Adjustments may occur due to factors such as invalid curriculum codes, insufficient instructional hours, or staff credential issues.

ENROLLMENT PERCENT

Enrollment Percent measures the proportion of time the student was enrolled in the course compared to its scheduled duration. It is calculated as follows.

$$\text{ENRL\_PCT} = \frac{\text{Student Course Days}}{\text{Course Days}} \times 100$$

- *Student Course Days.* The number of calendar days between the course enrollment start and end dates as reported on the Student Course (GN) Record.
- *Course Days.* The number of calendar days between the course start and end dates as reported on the Course Master (CN) Record.

DERIVED FLAGS

These flags provide districts with clear indicators of potential issues that may require review or correction.

- *No Credit and Enrollment less than 90% Flag.* Set to 'Y' if
  - ENRL_PCT < 90%,
  - CREDIT_EARNED_FLAG = 'N', and

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- o STDNT_EARNED_CREDIT_COUNT = 0.
- *No Actual CTE FTE Generated Flag.* Set to 'Y' if ACTUAL_CTE_FTE = 0.
- *Course is not Workforce Development Subject Code Flag.* Set to 'Y' if WRKFRC_DVLPMNT_FLAG = 'N'.
- *Course does not have Eligible Course Curriculum Code Flag.* Set to 'Y' if CRCULM_CODE is not one of the approved codes (VC, VN, VP, VT, PS).

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