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CTIMS Support
If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov, or contact:

Mika Hickman
Administrative Assistant
Office: (405) 743-5124
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Carol Hall
Manager, Information Management Division
Office: (405) 743-5125
Email: Carol.Hall@careertech.ok.gov
Help and Troubleshooting
If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem - include your school name and your telephone number, we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

If you have forgotten your password, click the Forgot your password? link to reset.

For helpful tips, see the CTIMS Helpful Hints section of this document.

IMPORTANT: Please log into CTIMS using the latest version of Microsoft Edge, Google Chrome or Mozilla Firefox. CTIMS is currently not compatible with other browsers.

CTIMS Customer Support Contact
Rebecca Thacker
Office: (405) 743-5134
Email: CTIMSSupport@careertech.ok.gov
Logging into CTIMS
Sign in using your school email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb

Or,
Go to http://www.okcareertech.org/ and select the CTIMS tab.

On the CTIMS website, select the green CTIMS Login button.
Entering Certifications for All Students

If any of your students take certification tests, you can update their record in CTIMS to indicate that they took the test and document whether they passed or did not pass.

Verify that you are signed in with the role of Technology Center – Teacher in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

- Click the arrows next to Certification System.
- Click on the Tech Center State Program Certificate Collection link.

- Enrollment Calendar Year should default to last year.
- Current Calendar Year should default to the current year.
- Organization – should default to your school, if not, type the first 3 characters of your school and choose the correct option from the drop-down menu.
- PID – should default to your PID.
- Submitter Name – should default to your name.
- Click on the Load Data to load your student list.
• Highlight the program by clicking on the line with your school name and program name.
• *Do not click on the View Report button until after you input your data. This report gives a summary by teacher.*
• Click on Select & Continue.

This will bring up a list of your students. You do not have to enter data for all students, only those you want to input certifications on. You can search by the student using the black filter button in the student name column.

• When you find the student, click on a field in that row to highlight the row blue.
• Click Save & Continue.

NOTE: Students will not populate until enrollments have been submitted.

On the student’s record, answer the question, “Has the student taken a certification test?”
• Select Yes from the drop-down menu.
Select the certification.

- Click Add Certification.
- In the Certification column, type in the first 3 letters of the certification name, or the certification number and choose the certification from the drop-down.

Select the cluster.

- In the Cluster column, choose the cluster from the drop-down menu.

Mark each certification test the student took as Test Passed or Test Not Passed.
• After you have marked all the certifications tests the student has completed, click on the Work Based Learning option and select yes or no. Click on the Save & Go to WBL button.

• You will receive a message that the certification has saved successfully. Click OK.
Work Based Learning

1. Select the Work Based Learning Category from the drop-down menu.
2. Write notes and Employer involved.
3. Number of hours in WB Learning.
4. If Work Based Learning Completed, yes or no.
5. If Work Based Learning was paid, yes or no. If yes, how much per hour.
6. Did it turn into fulltime employment?
7. If yes, fill out the Company's information and any comments.

Click Save & Submit.

You are now finished with this student. You can use the navigation buttons at the top or bottom of the screen to Return to Student List, or go to the first, previous, next, or last student.

- IMPORTANT: Make sure you Save each student’s information before navigating to another student.

- When you have completed all of your students, click Back to Summary.
**Bulk WBL**

If you are choosing a Work-Based Learning that will include the whole class or multiple students, such as a guest speaker, interviews, community service, etc., a teal bar will appear at the top of the screen. Click on the Add/RemoveStudent(s) from selected WBL Category.

A list of all the students who have had their Certifications completed, will populate in a list. You may check all students that participated in this Work-Based Learning. Click the Select & Continue button.
Then click the Save & Submit button.
Checking the Student’s Certification Status

After you have updated all of the certifications for your students that have taken certification tests:

- Navigate back to the summary screen by clicking on Back to Summary. Verify that you are sure you want to close the student record tab by clicking OK.

- Click the Refresh button. The students you have completed the certifications for will have the certification names displayed in the Certificates (Display Only) column.
CTIMS Helpful Hints

- There are scroll bars located at the bottom and right of some of the screens in CTIMS. If you cannot see all of the information on a screen, go to the right or bottom of the screen and use the scroll bar to navigate over to view additional columns and rows.

- You can flip between screens or tabs in CTIMS. Click on any tab at the top of your screen to toggle between them.

- Hold down the Ctrl key and click on the + or – keys to zoom in or out.

- You can only have 10 tabs open at one time. To close tabs, click on the X on the right side of the tab you wish to close, then confirm that you would like to close by clicking OK on the confirmation screen.
Appendix A

Follow-up Completion Code Definitions

Continuing -- Student is continuing in the program this school year and enrollment has been submitted for the current school year in this program.

Student Is Deceased – Student is deceased at the time this report is completed.

Changed Program – Student did not complete the program but transferred to another program at your school.

Transferred to Another School – Student did not complete the program and transferred to another school.

Course Concentrator * – Student did not complete the entire program but did complete 360 or more hours of the program and is no longer enrolled in this program.

Dropped, No Longer in School – Student did not complete the program, is not a course concentrator, is not a skill enhancement enrollee, is not a transfer, did not change programs and is no longer attending a comprehensive school or a technology center.

Program Completer -- Student completed the program last school year. This student will not be submitted as an enrollment in this program for the current school year. Completion is defined as completing all requirements set forth by the school for the program approved for that school.

Skill Enhancement Enrollee – Adult student enrolled in the program for a specific set of knowledge and skills and did not intend to complete the entire program or even an entire course – but did complete the intended course work. Student is no longer enrolled for this school year. This category will only pertain to adult students.

Course Enrollee Only – Student is enrolled in a course at the K-12 site or the tech center and is not enrolled in a program.

*Secondary students who are on an IEP with the full participation of either a technology center representative or a career and technology education instructor as a member of the student’s IEP team and who have met the goals for the career and technology education program as stated in their IEP are considered concentrators. Adult students on 504 Accommodation Plans have individualized accommodations that are to be used in the classroom, lab and shop to provide equal access for them to the program curriculum. The development of the 504 Plan should consider the future employment of the student and the effects of the student’s disability when writing the 504 Plan. If adjustments to the program are made in the 504 Plan but the core competencies are met the student is considered a concentrator.
Appendix B

Education and Employment Status

Job Details

For students that completed one or more programs during the past school year, or was a Course Concentrator, indicate their current Education Status and Employment Status. Choices are:

Educational Status:
- Not attending school
- Attending high school or technology center as a secondary student
- Attending a technology center as an adult student
- Attending a private school as an adult student
- Attending a public collegiate school as an adult student
- Educational status is unknown

Employment Status:
- Employed full-time civilian (at least 35 hr/week)
- Employed part-time civilian (less than 35 hr/week)
- Employed full-time Military
- Unemployed but actively seeking employment
- Not in the labor force and not seeking employment
- Employment status is unknown

Job Details:
For students that are employed, provide the following information.

- Job Title – list the student’s current job title.
- Job Duties – provide a brief description of the student’s job duties.
- Current Salary – provide the student’s current salary and whether it is per hour, per week, per month or per year. If the student will not share this information, leave the field blank.
- Per – provide whether the salary is hourly, daily, weekly, bi-weekly, monthly, annually.
- Hours Worked Per Week – provide the number of hours that the student works per week. Do not count overtime.
- Is this Student Self-Employed? – Select Yes or No from the Drop Down menu.
- Is the Job Related to the Program(s) Completed? – Indicate if the student's current job is related to one or more programs completed last school year.
- If the Job is not Related to the Program(s), is it Related to the Career Cluster? – If the student's current job is not related to the program, indicate if the job is related to the Career Cluster.