

Technology Center Follow-Up

Technical Guidebooks are located on our website under *Technology Centers > Student Completion/Follow-Up Report*: [CTIMS \(CareerTech Information Management System\) — CareerTech \(CT\) - okcareertech.org](https://okcareertech.org/CTIMS)



OKLAHOMA
CareerTech

Completion Period:

October 1 – November 30

Theme: Adaptive ▾ CTIMS Web Apps Brand Center Help ODCTE Staff Login

 **OKLAHOMA CareerTech** **Powering Oklahoma's Economy** only in current section

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IMD Division

- Information Management
- CTIMS**
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- Interactive Data

CTIMS

CTIMS (CareerTech Information Management System)

CTIMS Login and Assistance

- Click here to login to CTIMS: [CTIMS Login](#)
- Microsoft Edge , Mozilla Firefox , or Google Chrome  are currently the only browsers compatible with CTIMS.
- [Setting up your CTIMS Account](#)
- For help with CTIMS, contact the Information Management Division via email: CTIMSupport@careertech.ok.gov
- Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00

Technology Centers

Student Completion/Follow-Up Report

- [Technical Guidebook](#)
- [Tech Center Follow-up Guide \(PowerPoint\)](#)
- [Approved Assessment List](#)
- [Testing Information](#)

IMPORTANT

New collection period in 2021. More information to come.
Collection Period: October 1 - November 30

Student Certification & Work Based Learning Collection

- [Technical Guidebook](#)



CTIMS Support Contact Information

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Information Needed Before Starting Follow-Up

- > Student Employment & Education Status
- > If student is deceased or not
- > If student took certifications or not
 - What type of certification was taken
 - ✓ Did the student pass or fail
- > If the student participated in Work Based Learning (WBL)
 - Work Based Learning information
 - ✓ List of WBL questions [here](#)



WBL Questions

Work Based Learning Category (**Mandatory**)

Work Based Learning Note / Employer Involvement

Number of Hours in WBL

Work Based Learning Completed (**Mandatory**)

Work Based Learning Paid (**Mandatory**)

If yes, average paid amount per hour

Did it turn into full-time employment

If yes, what is employer's name and contact details

Company Name, Address, City & State



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- **Follow-Up Submitter** or **Tech Center Teacher** role.
- Enrollment Calendar Year should be last year.
- Current Calendar Year is current year.
- **Load data.**
- A list of your programs, from last year, will appear.
- Highlight the row by clicking anywhere in that row.
- **Select & Continue.**

OKLAHOMA CareerTech CTIMS

Hello Andra.Beyer@careertech.ok.gov!

Follow-up Submitter

Dashboard Manage Tech Center School Followup

Tech Center-Fulltime Student Follow Up State Program Summary

Enrollment Calendar Year* Current Calendar Year*

Organization Type* Tech Sites Organization* Technology Center

PID* 53507 Submitter Name* Andra Beyer

Element Type* Tech Centers Full Time

Help Note:

Export to Excel Refresh Select & Continue

School Name	Teacher PID	Teacher Name	State Program	Program Name	Total Student Enrolled	Total Student Left for Follow Up	Division Name	View Report
Technology Center				Early Care and Education Teacher Assistant	30	30	Family & Consume...	View Report



- Click inside the blank box under **Completion Desc** and select the appropriate completion description in the drop-down menu. See [Appendix B](#) for completion codes.
- Once **Completion Desc** is complete for each student, click **Save & Continue** at the top or bottom of the page. **Note: if you select 'student is deceased' under Completion Desc, no other information will be required for that student.*

Dashboard Manage Tech Center School Followup X HM0016004 - Early Care and Education Teacher Assistant X

Tech Center -Fulltime Student Follow Up Summary

Enrollment Calendar Year* Current Calendar Year*


Organization Type* Tech Sites Organization* Technology Center X

PID* Submitter Name*

Element Type* Tech Centers Full Time

Help Note:

School Name	PID	Teacher Name	State Program	Program Name	Follow-Up Completed?	Student Name	Completion Desc	Student Participated WBL ?	WBL Collection Completed?
Technology Center			HM0016004	Early Care and Ed No			<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> Continuing Student Is Deceased Changed Program Transferred To Another School Course Concentrator Dropped No Longer in School Program Completer Still Enrolled - Family </div>		



- Add the student's **email address** if it is not populated. *CTIMS will display the appropriate screen depending on the Completion Code that was selected on the previous page.*
- If Completion Desc is **Continuing, Changed Program, Transferred to Another School, Dropped No Longer in School, and Course Enrollee Only**, you must answer the red question "**Has the student taken a certification...**".
- Select **Yes** or **No** from the drop-down menu.
- If they did not take a certification test, choose **No**.
- **Save.**
- **Back to Summary.** (*Screenshot on next slide*)
- If they did take a certification test, follow the instructions for adding certifications on [slide 10](#).



Back to Summary

Refresh

First Student

Previous Student

Next Student

Last Student

Cancel Changes

Save

Completion Code: Continuing

Tech Center Fulltime Student Follow Up Report

Enrollment Calendar Year*

Organization Type

Teacher Name*

Current Calendar Year

School Name*

PID*

Student Information

Student Name

STN

Gender

Email Address

Student Follow Up Process No.

Grade

Date of Birth

State Program

Has the student taken a certification test? If yes, input the certification information below *

Work Based Learning ?*

Certification	Cluster	Test Result

Back to Summary

Refresh

First Student

Previous Student

Next Student

Last Student

Cancel Changes

Save

Save & Go to WBL

Go to WBL Without Saving

- If you selected Yes, click **+Add Certificate**.
 - Select the certification by typing the first 3 letters of the certificate or the numbers (if you know the certification numbers) in the blank drop-down box in **Certification** column.
 - Select the Cluster name, that goes with the certification, by clicking the drop-down arrow in the **Cluster** column.
 - Mark **Pass**, **Failed** or **Not Taken** on each certification test entered.
- **IMPORTANT:** The certifications in the list are pulled from the approved assessment list. For the current list of approved assessments visit our website. [Approved Assessment List](#)

Has the student taken a certification test?
If yes, input the certification information below * Yes

Work Based Learning ?*

Certification Information for Enrollment Calendar Year " ".

+ Add Certificate Remove Certificate Cancel changes

Certification	Cluster	Test Result
Teacher	Business, Management & Administration - BA	<input type="radio"/> Test Passed <input type="radio"/> Test Not Passed <input type="radio"/> Test Not Taken
Master Teacher - 7103	Architecture & Construction - AC	
Teacher Assistant - 7108	Agriculture, Food & Natural Resources - AG	
	Arts, Audio/Video Technology & Communications - AR	
	Business, Management & Administration - BA	
	Education & Training - ED	
	Energy & Power - EP	
	Finance - FN	
	Government & Public Administration - GP	
	Health Sciences - HS	

Back to Summary Refresh First Student Previous Student Next Student Last Student Cancel Changes Save Save & Go to WBL Go to WBL Without Saving

- Select **Yes** or **No** if the student participated in Work Based Learning (WBL). (See [Appendix C](#) for WBL definitions.)
- If **Yes** or **No**, click **Save**.
- **Next Student**. Complete the information for each student.
- Once you have completed all of your student's information, and added all of their certifications, click **Save & Go to WBL**.

Dashboard Manage Tech Center School Followup x Early Care and Education Teacher Assistant x Early Care and Education Teacher Assistant Student Follow Up x

◀ Back to Summary Refresh ◀ First Student ◀ Previous Student ▶ Next Student ▶ Last Student ✕ Cancel Changes ✓ Save

Completion Code: Continuing

Tech Center Fulltime Student Follow Up Report

Enrollment Calendar Year*	▼	Current Calendar Year	▼
Organization Type	Tech Sites ▼	School Name*	Technology Center ▼
Teacher Name*		PID*	▼

Student Information

Student Name		Student Follow Up Process No.	
STN		Grade	
Gender		Date of Birth	
Email Address		State Program	Early Care and Education Teacher Assistant ▼

Has the student taken a certification test? If yes, input the certification information below * No ▼

Work Based Learning ??* Yes ▼

Certification	Cluster	Test Result
---------------	---------	-------------

◀ Back to Summary Refresh ◀ First Student ◀ Previous Student ▶ Next Student ▶ Last Student ✕ Cancel Changes ✓ Save ✓ Save & Go to WBL ✓ Go to WBL Without Saving

- Fill out all fields for WBL.
- Save & Submit.
- Click PREVIOUS STUDENT to access the next student. ****A box will appear asking if you would like to update Work Based Learning on just this student or update all students. If all student had the same WBL – click Update all students. If they had different WBL – update just this student.**

Dashboard Manage Tech Center School Followup X Early Care and Education Teacher Assistant X Early Care and Education Teacher Assistant Student Follow Up X

Student Work Based Learnings – Tech Sites - Programs Back to Summary Refresh First Student Previous Student Next Student Last Student Cancel Changes Save as Draft Save & Submit

Teacher (Name: PID#:), Student (Name: ,STN:)

Student Work Based Learnings – Tech Sites Programs Work Based Learning ? Yes

Work Based Learning Information 1

Work Based Learning Category * 1.

Work Based Learning Note / Employer Involved 2.

Number of hours in WB Learning 3.

Work Based Learning Completed? * 4.

Work Based Learning Paid? 5.

If, Yes Average Paid Amount per hour.

Did it turn into fulltime employment? 6.

If, Yes Employer Name and Contact Details. 7.

Company Name

Company Address

City

State

Work Based Learning Comments

Do you want to Delete the above saved WBL record? If, Yes then set the value to "Yes" then click on "Save and Submit" Button No

+ Add Another WBL

Back to Summary Refresh First Student Previous Student Next Student Last Student Cancel Changes Save as Draft Save & Submit

- If the **Completion Desc Code** is **Course Concentrator** or **Program Completer**, the screen below will appear. You will be required to select an **Education Status** and **Employment Status** from the drop-down menus. See [Appendix A](#) for list of Education and Employment status definitions. Make sure all required fields are answered. ● **Save.**

Dashboard Manage Tech Center School Followup x Early Care and Education Teacher Assistant x Early Care and Education Teacher Assistant Student Follow Up x

◀ Back to Summary Refresh ◀ First Student ◀ Previous Student ▶ Next Student ▶ Last Student Save

Follow-Up Completion Code: Program Completer

"Calendar Year" Tech Center Fulltime Student Follow Up Report

Enrollment Calendar Year* Current Calendar Year
Organization Type Tech Sites School Name* Technology Center
Teacher Name* PID*

Student Information

Student Name Student Follow Up Process No.
STN Grade
Gender Date of Birth
Email Address State Program Early Care and Education Teacher Assistant
Education Status* --Select-- Employment Status* --Select--

Job Details

Job Information 1

Job Category Company Name
Job Duties Company Address
Current Salary City
Per State
Hours Worked Per Week Per Hour Zip Code
Is this student self-employed? No
Is the job related to the program completed?*
If the Job is not related to the Program, is it related to the Career Cluster?
Does this Student have another Job? No

+ Add Another Job

◀ Back to Summary Refresh ◀ First Student ◀ Previous Student ▶ Next Student ▶ Last Student Save

Summary Page

- Click **Refresh** when on the summary page. **If the row is highlighted dark gray, that means the student's follow-up is complete. If the row is white, that means the student's follow-up is not complete.

Dashboard Manage Tech Center School Followup X Early Care and Education Teacher Assistant X

Tech Center -Fulltime Student Follow Up Summary

Enrollment Calendar Year* [dropdown] Current Calendar Year* [dropdown]
Organization Type* Tech Sites Organization* Technology Center X
PID* 53507 Submitter Name* Andra Beyer
Element Type* Tech Centers Full Time

Help Note:

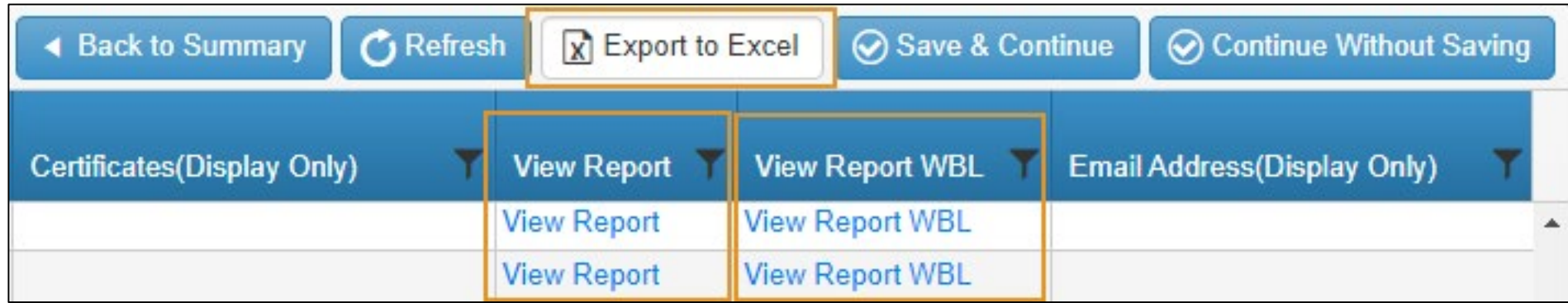
◀ Back to Summary Refresh Export to Excel Save & Continue Continue Without Saving

School Name	PID	Teacher Name	State Program	Program Name	Follow-Up Completed?	Student Name	Completion Desc	Student Participated WBL ?	WBL Collection Completed?	School ID	Grade
Technology Cent...				Early Care an...	Yes		Continuing	Yes	Not Completed		
Technology Center...				Early Care and...	No		Program Completer				



View Report Link

- You can export this to excel if you want to save the file on your computer. ****This is not a report for each individual student – it is a teacher summary report.**



Appendix A:

Education & 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.

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.

Appendix B:

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 240 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 C:

Work Based Learning Definitions

Governor's Council (GCWED) for work-based learning activities defines work-based learning activity as a planned, structured learning experience that provides Oklahomans with real-life or simulated work experiences where they can develop and apply academic, technical, and essential skills; and contributes to the achievement of their postsecondary and employment goal(s). The GCWED is employing a flexible definition of work-based learning, encompassing the activities below:

- **Career Exploration Day / Fairs:** are useful for a range of students. They are frequently used as an exposé or recruiting tool to expose students of all ages to a variety of career options. The Fairs may include age appropriate job related activities or handouts.
- **Workplace Tours / Field Trips:** Career awareness activities in which students visit a workplace, to learn about the business, meet employees, ask questions and observe work in progress.
- **Guest Speakers:** A career awareness activity in which an industry expert is given a chance to share their perspectives on what the world of business is like, their passion for what they do, to make connections with duties and daily activities of the job, and to offer their well-earned words of advice. The speaker also is open for informal interview from the students and the instructor in the classroom.
- **Service Learning / Research Papers:** A career exploration activity in which the method of teaching and learning combines academic work with service and social action. Students complete a planned series of activities and apply their skills and knowledge to help meet a need in the school or greater community. The activity is usually culminated with a presentation of the research, the process and solution results.
- **Community Service:** perform unpaid public services as a way to gain occupational experience. Students should be considered volunteers only if their intent is to donate their services to religious, charitable, government or nonprofit organizations for the public good.
- **Interviews:** A career awareness activity in which students formally interview a workplace partner about his or her industry and chosen profession. The interview includes discussion of the career itself, duties and daily activities of the job and the level of education required to be successful. The students also explore growth opportunities in the industry and salary ranges for different occupations.



Appendix C:

Work Based Learning Definitions

- **Career Mentoring:** A career exploration activity in which the student is matched one-to-one with an adult professional in a chosen field of interest to explore a career and related issues. The career mentor serves as a resource for the student by sharing insights and providing guidance about the workplace, careers and education. This mentoring can take place in conjunction with an activity that a club or student organization is sponsoring.
- **CTE Program of Study [PBL, Co-Op, Clinical, etc.]:** A program of learning that requires learning specific skills and knowledge that is applied to real world-of-work by using Project Based Learning, Co-Op education work site learning, clinical, live work, or any other experiences that lead to the completion of the Program of Study. Thus, allowing the student to enter the work force or advance to a higher work/learning environment.
- **Pre-Apprenticeship:** A pre-apprenticeship is a program designed to prepare individuals to enter and succeed in a Registered Apprenticeship program. Pre-apprenticeship models allow individuals to master essential basic skills and then individuals are directly accepted into the apprenticeship program, often receiving credit for prior experience. Basic essential skills could include training in math, literacy, communication, and other prevocational and vocational skills that are essential for future success in a Registered Apprenticeship program. Through a variety of unique designs and approaches, pre-apprenticeship programs can be adapted to meet the needs of differing populations being trained, the various employers and sponsors they serve, and specific opportunities within the local labor market. Pre-apprenticeships have formal relationships with one or more Registered Apprenticeship programs.
- **Job Shadow:** Job shadow experiences allow participants to explore a specific career of interest by observing an experienced employee performing their typical work duties in a real-world work environment. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant. Job shadowing typically includes a partnership between a business and education/training institution and provides relevant career information to assist participants.
- **Internship:** A position for a student or trainee to work in an organization for a limited duration, sometimes without pay, to gain work experience, satisfy requirements for a credential, and/or gain course credit. An internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. With the passage of SB 1171 in 2018, Oklahoma employers can participate in Oklahoma's Registered Internship program as of July 2018. The Registered Internship program creates a competitive recruitment process so that employers can find the best intern to meet their organization's needs. It also provides industry-led guidelines for employers to create quality work experiences that benefit both interns and employers. (Continued on next page.)



Appendix C:

Work Based Learning Definitions

For youth internships where students are receiving K-12 academic credit, the following guidelines were set by the Oklahoma State Department of Education in 20174:

- Students must be juniors or seniors to participate in an internship.
- A maximum of 2 high school elective hours, of the 6 rigorous course hours required per school day, can be used for such programs. (The 2 hours include student travel to internship site.) A senior student may petition their local school board to increase to 3 hours if that fits into the student’s schedule.
- Internships will count as a semester course and can be repeated for elective credit – up to 1 credit per semester (per class - consistent with concurrent enrollment)
- Districts are encouraged to consider developing local policies and guidelines to govern internship programs including:
 - Agreements between the school and business
 - Grading rubrics for school, student and business (e.g. attendance)
 - Feedback forms for business
 - Performance evaluations for students
 - Workplace Safety
- **Apprenticeship:** Highly-formal job training experience that involves studying with a master of the trade or experienced mentor on the job. Registered Apprenticeships refer to those programs which are registered with the U.S. Department of Labor (DOL). Registered Apprenticeship programs are a written plan designed to move an apprentice from a low or no skill entry-level position to full occupational proficiency. Registered apprenticeship is an employer-driven, “earn while you learn” model that combines on-the-job training with related technical instruction, resulting in an industry-recognized national certification upon completion. Apprenticeships are full-time, paid positions that provide specialized training in specific occupational skills. Apprentices receive on-the-job training (OJT) from an experienced mentor at the job site that is supplemented by related technical instruction. DOL recommends a minimum of 2,000 hours of on-the-job training and 144 hours of related technical instruction per year of an apprenticeship.



Appendix C:

Work Based Learning Definitions

- **On-the-Job Training:** also known as OJT, is a hands-on method of teaching the skills, knowledge, and competencies needed for employees to perform a specific job within the workplace. Employees learn in the environment where they will need to practice the knowledge and skills obtained during training.
- **Employee Development:** is defined as a process where the employee with the support of his/her employer undergoes various training programs to enhance his/her skills and acquire new knowledge and skills. This development frequently includes training programs and leadership development programs. Investments in employee learning and development directly impact employee engagement and productivity, improving overall business success metrics.

