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# CTE Pathways: Establishing and Tracking CTE Pathways in the SIS

[350\\_-\\_cte\\_pathways\\_setup\\_and\\_tracking\\_in\\_the\\_sis\\_webinar\\_1-18-17\\_.mp4](#)

*1/25/2017 Webinar Wednesday video on CTE Pathways.*

*For more Webinar Wednesday videos, [click here](#).*

## Basic Guidelines



- A **CTE Pathway** equals a minimum of **300 hours**.
- A CTE Pathway is a **minimum of 2 Courses** and may be 5 or 6 Courses. Either way, a pathway represents a minimum 300 hour time investment on the part of the student.
- An Introductory Course should not cross industry sectors.
- Concentrator and Capstone Courses need to be used in one Pathway only.
- A **CTE Pathway Completer** must make a grade of **C- or better in all Pathway courses**.
- Dual-Enrollment CTE Courses should **always use the CTE course code** (NOT the usual Dual-Enrollment Course codes) in the course catalog. They should also be marked as **“College Credit”** course in the **Non-Std Instructional Level** dropdown.

## 1. Establishing CTE Courses in the Course Catalog

### A

Support all your CTE Courses in the Course Catalog, whether they are part of a CTE Pathway or not.

To help simplify the process when looking for CTE Courses in multiple sectors, consider using the CTE Industry Sector Code as part of the Local Course Code. For example, Introduction to Public Safety Careers would have a local course code of 5846-1. By adding the Sector Code - 5846-1 PUB - it becomes easier to rapidly find the appropriate courses when setting up your CTE Pathway in the SIS.

Master Course List																
Match Classes to Courses Prerequisites Instructors																
All	Course Code	Version	Name	State Code	CTE	Tech Prep	AG	Crd	Trans Category	Curriculum Category	NCLB	IS	Reported to State	Distance	NonStd Level	Se
<input type="checkbox"/>	7210-1 AME	1	Introduction to Graphic Design (Introduction)	7210	Yes			5	Electives	Electives	N	N	Y	N	No	
<input type="checkbox"/>	7211-1 AME	1	Intermediate Graphic Design (Concentrator)	7211	Yes			10	Electives	Electives	N	N	Y	N	No	
<input type="checkbox"/>	7212-1 AME	1	Advanced Graphic Design (Capstone)	7212	Yes			10	Electives	Electives	N	N	Y	N	No	

**B**

**As of 8/2017 all CTE Course Codes have been changed from the 4000-5999 Codes to 7000-8999 Codes!** Now is the time to go into this year's Course Catalog and make those necessary Course Code Changes.


All CTE Pathways that will be supported here in the State of California have also been defined in the **Career Technical Education Course Code Definitions by Sector and Pathways 2017-2018 Users Guide** that was released in September 2017. [This document can be accessed here.](#)

At the bottom of this manual – in FAQs and Resources – you will find a synopsis version of the above document that you may find helpful.

**C**

Create your CTE Pathways based on the User Guide above. Here is some basic information:

- A CTE Pathway can be delivered using Online Courses. However, this may not be considered a “high-quality” CTE Pathway. (At this time CALPADS does not track whether a course is “high-quality” – only whether the student is a CTE Pathway Completer.)
- Any one CTE Pathway may involve a mix of Dual-Enrollment Courses, Online Courses, Articulated Courses and courses taught by a non-CTE-Credentialed teacher (not high-quality).
- CTE Pathways taught by credentialed CTE Teachers are considered high-quality.



**NEW CALPADS REQUIREMENT AS OF 2/2017**  
**Any CTE course that is part of a CTE Pathway must be marked with the 154 designation.**

**CTE Information**

Is this course a CTE Course? No (determined by State Course Code)

Post-Secondary Articulated  If checked, indicates course within a CTE technical career pathway or program that has been articulated with a postsecondary education institution.

Course Fund Provider Code --None--

This CTE Course is taught by a Credentialed CTE Teacher  Yes, a 154 course (for CALPADS reporting)

## 2. Admin Set-up of CTE Pathways & Aligned Participations

### A. Setting up the CTE Pathways

#### Admin>Transcripts>CTE Pathways Setup

1. Choose the arrow next to the CTE Pathway Code for which you wish to develop a Pathway.
2. Click on the arrow and then click on **+ Create New Pathway**

Admin Reports Sites Teachers Portal Help

CTE Pathways Setup

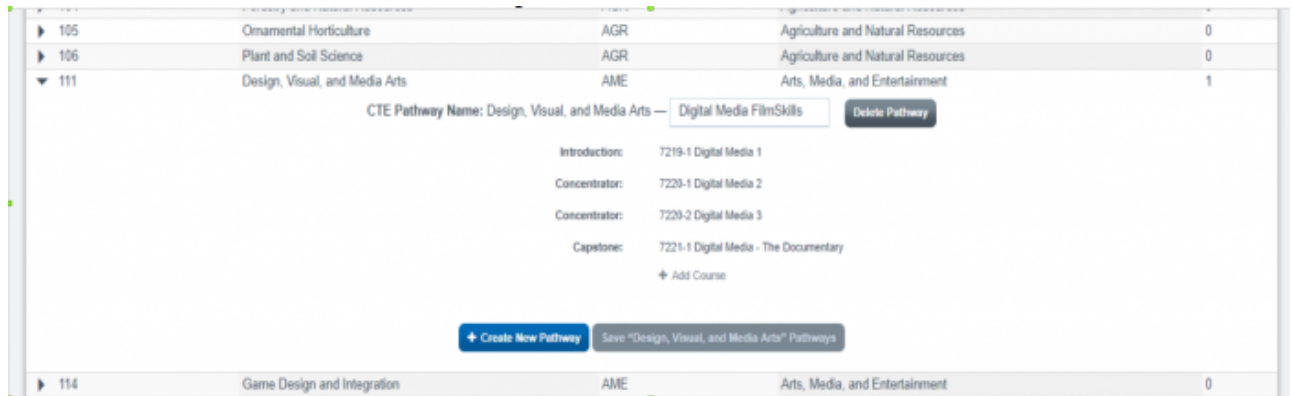
1. Select the Pathways the school is going to support:

CTE Pathway Code	CTE Pathway Name	CTE Industry Code	CTE Ind
▶ 100	Agricultural Business	AGR	Agriculture and Natural Resources
▶ 101	Agricultural Mechanics	AGR	Agriculture and Natural Resources
▼ 102	Agriscience	AGR	Agriculture and Natural Resources

*This category doesn't have any pathways yet.*

**+ Create New Pathway** Save "Agriscience" Pathways

3. Name the Pathway, especially if you have more than one Pathway within a CTE Industry Sector. (I.E.: Agriscience may have 2 Pathways: one called Floriculture and another called Food Science.)
4. Next, choose the courses to be associated with the Pathway by clicking on +Add Course. (Note - a CTE Pathway supports a minimum of 2 courses. If there are only 2 courses, the first course will be an Introduction & Concentrator Course and the last Course will be a Capstone Course. When the Pathway is more than 2 courses, the first course is called an Introduction Course and the last course is always the Capstone course.)
5. Once finished, **Save the Pathway**.

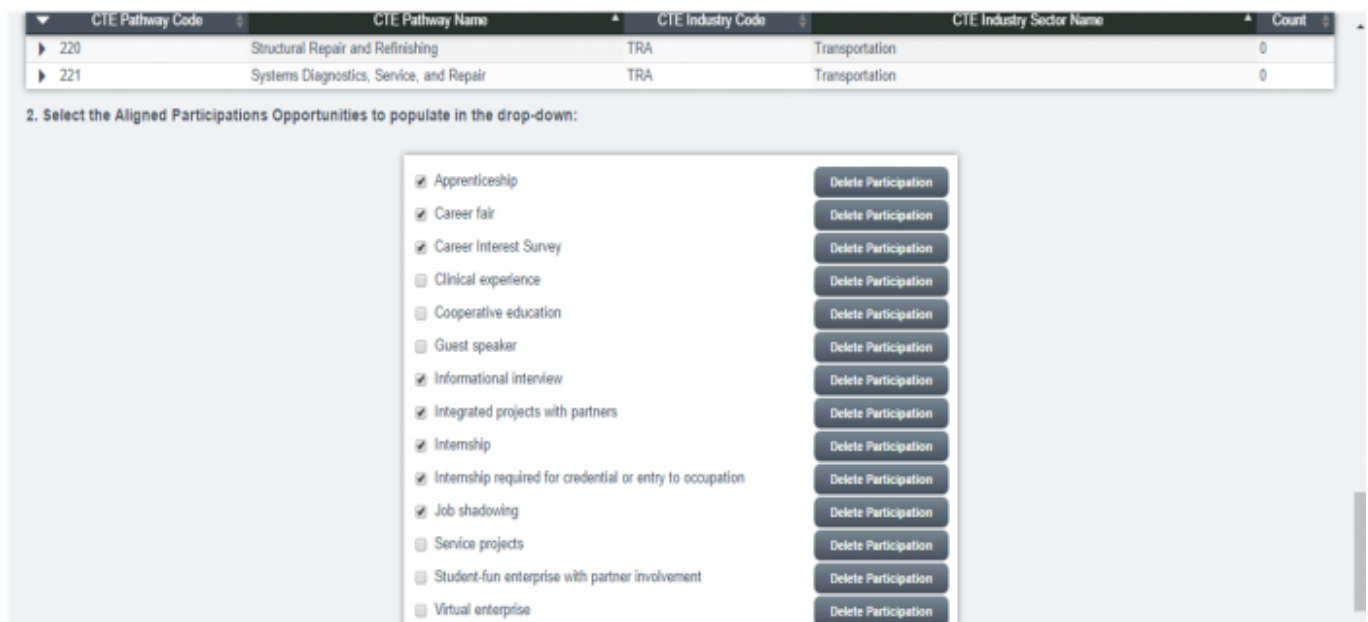


6. Continue the above process until you have finished setting up all the CTE Pathways the school is supporting.

## B. Setting up the Aligned Participations

### Admin>Transcripts>CTE Pathways Setup

After you have finished setting up your CTE Pathways, continue down to “2. Select the Aligned Participations Opportunities to populate in the drop-down.” Aligned Participations are the activities a student might engage in while enrolled in a CTE Course. The SIS lists many of the more obvious activities and we also allow schools to add Aligned Participations of their own...



These Aligned Participations will appear on the Student’s Individual CTE Page in the SIS.

The image shows three course cards with the following details:

- Course 1 (Green border):** Introduction 4257-1 HLT Healthcare Occupations A. Instructor: Ashton, Taryn. Course Grade: A-. Is Course A-G: No. Aligned Participations: Apprenticeship, Career fair, Internship, Job shadowing, Workplace tour.
- Course 2 (Yellow border):** Concentrator 4257-2 HLT Healthcare Occupations B. Instructor: Ashton, Taryn. Course Grade: 0.00%. Is Course A-G: No. Aligned Participations: Work experience, Workplace tour.
- Course 3 (Red border):** Concentrator 4248 HLT Child Development: Prevention and Early Intervention A. Instructor: (blank). Course Grade: (blank). Is Course A-G: No. Aligned Participations: (blank).

Below the first two cards is a fourth card (Red border):

- Course 4 (Red border):** Capstone (required for completion) 4248-2 HLT Child Development: Prevention and Early Intervention B. Instructor: (blank). Course Grade: (blank). Is Course A-G: No. Aligned Participations: (blank).

### 3. CTE Student Pages

#### Student Dashboard > Transcripts > CTE

Each student has their own CTE Page. If a student decides to follow a CTE Pathway, this is where the school/teacher/counselor goes to establish the CTE Pathway chosen. Should a Student decide to change their CTE Pathway, previous courses will remain if they are also a part of the NEW Pathway chosen.

1. To get to the New CTE Student Page, start from any Student Dashboard. Click on the Transcripts tab. You will now see new tabs available within the Transcript Area:
2. Click on the **CTE** tab.

The screenshot shows the 'Blom - Transcript Information Summary' page. A blue arrow points to the 'CTE' tab in the navigation menu. Below the student profile, there is a 'Transcript Type' dropdown menu set to 'High School' and a 'Save' button. The transcript table below shows the following data:

Mod	Alt	Title	GradeAtt	Earn	Trans Cat	
ag		English 9A	A-	5.00	5.00	English
r		Algebra 1A	F	5.00	0.00	Algebra 1

3. When you first go into this page you will see a **drop-down for the CTE Pathways** that the school supports. Choose the appropriate CTE Pathway and click **SAVE**.

4. Automatically all the courses necessary to complete the Pathway will display
  - o A **green highlighted box** indicates that the Course is already Completed
  - o A **yellow highlighted box** indicates that the Course is In Progress.
  - o A **red highlighted box** indicates that the Course is not yet on the Master Agreement.

5. When a student engages in CTE **Aligned Participations**,
  - o Click on the arrow next to **Aligned Participations**,
  - o **choose all activities that apply** and
  - o hit the SAVE button.

These activities will then remain displayed. You can always add more participation later if desired.

6. REMEMBER TO CHECK A STUDENT'S CTE PATHWAY EACH YEAR DURING HIS/HER HIGH SCHOOL CAREER TO ASSIGN PATHWAY COURSES WHEN NECESSARY. It may be appropriate to use the Automated Academic plan (located on the Student Dashboard) for planning what courses the student will take during what years....

The screenshot shows a student dashboard with a top navigation bar containing various menu items like 'Search', 'List', 'Registration', 'Enrollment', 'Support Staff', 'IS Staff Assoc', 'Discipline', 'Classes', 'MA', 'Med', 'Special Programs/Account', 'TOMS', 'Sports/Clubs', 'Tests', 'Transcripts', 'Cume', 'Profile', and 'Dashboard'. The main content area is divided into three sections: 'Test Score History' with a search box and a table for 'Test' and 'Scantron'; 'Classes' with a table for 'Class', 'Room', 'Instructor', 'Time', 'Start', 'Finish', and 'Credits'; and 'Transcript Record' with a 'Milestone-Graduation Plan' button and a table for 'Subject', 'Req', 'Cmp', and 'Def'. A blue arrow points to the 'Milestone-Graduation Plan' button.

The screenshot shows an 'Electives' transcript table. The table has the following columns: Requirement, Req, Class, Comp, In Progress, Grade, Date Taken, Grd, Current School, Def, and Notes. The table lists several elective courses with their respective completion status, grades, and dates taken. A 'TOTALS' row is at the bottom of the table. The 'Def' column shows a total of 27.00. The 'Current School' column shows 'Yes' for most courses and 'No' for Algebra 1A.

Requirement	Req	Class	Comp	In Progress	Grade	Date Taken	Grd	Current School	Def	Notes	
Electives	60.00	Food and Nutrition A	3.00	---	D	Semester 1 (Fall) 13/14	11	Yes	27.00		
		Physical Education 11A	5.00	---	A	Semester 1 (Fall) 13/14	11	Yes			
		Food and Nutrition A	5.00	---	B	Semester 1 (Fall) 15/16	12	Yes			
		Life Skills	5.00	---	A	Semester 1 (Fall) 15/16	12	Yes			
		4257-2(HLT) Healthcare Occs	---	5.00	---		05/26/2017			Yes	
		4257-1(HLT) Healthcare Occs	---	5.00	---		09/01/2017			Yes	
		4248(HLT) Child Developmer	---	5.00	---		01/05/2018			Yes	
		4248-2(HLT) Child Developm	---	5.00	---		09/01/2018			Yes	
		Astronomy A	5.00	---	A	Semester 1 (Fall) 13/14	11	Yes		Requirement met, course rolled over t...	
		Astronomy B	5.00	---	C	Semester 2 (Spring) 14/15	11	Yes		Requirement met, course rolled over t...	
Algebra 1A	5.00	---	A	College Semester 1 16/17	9	No	Requirement met, course rolled over t...				
TOTALS:	60.00	---	33.00	(20.00)	---	---	---	---	27.00		

## FAQs

1. **QUESTION:** Which academic courses can LEAs designate as part of a Career Technical Education (CTE) pathway?

**ANSWER:** LEAs that are populating field 9.10 (CRS-Course Content Code) with Code 154 (Career Technical Education) must now ensure that Code 154 is only used with specific academic courses that have been identified by the California Department of Education's Career Technical Education (CTE) Program Office as courses that would be logical parts of a CTE course sequence. **Code 154 can only be used with the courses listed in the table below.** Using code 154 with any academic course **not** listed below (not including any CTE courses in the 4000-5999 range) will result in a fatal error.

Course Code (Coded Value)	Course Content (Code Set Name: Course Group State)
2360	IB Music
2370	AP Music theory
2451	Computer programming
2453	Computer science
2455	Web design
2465	IB Computer science
2470	AP Computer science A
2471	AP Computer science AB
2601	Aerospace education
2602	Aviation education
2609	Oceanography
2617	Conservation
2602	Aviation education
2606	Zoology
2655	Anatomy and Physiology
2666	IB Design technology
2674	AP Environmental science
2732	Law-related education
2860	IB Visual Arts
2874	AP Studio Art: Drawing
2875	AP Studio Art: Two Dimensional
2876	AP Studio Art: Three Dimensional
2960	IB Theatre
2766	IB Business and Management

2. **QUESTION:** Is CTE really necessary in a Student’s High School career? Is there any real difference between a student who takes a CTE Course and a student who completes a CTE Pathway?

**ANSWER:** Yes! The state encourages schools to have all students take at least an exploratory CTE course, however the state definitely encourages – and tracks – those graduating seniors who have finished a CTE Pathway during their high school career.

The current LCFF State Priorities Snapshot for every school tracks the percent of 4-Year cohorts that completed at least 1 CTE Pathway during high school. Additionally, the new state API for High School is including this same information as a significant indicator of a Student Achievement.


To see your school’s LCFF State Priorities Snapshot go to [www.cde.ca.gov/snapshot](http://www.cde.ca.gov/snapshot)

3. **QUESTION:** Where can I go to see a list of the current state CTE course codes?

**ANSWER:** <http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp>

4. **QUESTION:** Can you provide us with a sample of what CTE Pathways look like? We are just beginning the process to see what Pathways our school will support and would love to see an example.

**ANSWER:** Here is an example of what a few CTE Pathways might look like:

Courses of Study by Pathway				
SECTORS	Introductory	Concentration	Concentration	Capstone
<b>Agriculture and Natural Resources (AGR)</b>				
<i>Agriscience (Pathway Code 102) (60% Complete)</i>				
1	Intro to Agriculture	Plant Science*		Floralculture
<i>Agriscience (Pathway Code 102) (100% Complete)</i>				
2	Intro to Agriculture	Food Science 1A		Food Science 1B
 <i>Animal Science (Pathway Code 103) (80% Complete)</i>				
1	Intro to Agriculture	Animal Science*		Vet Science
<b>Arts, Media, and Entertainment (ART)</b>				
<i>Design, Visual and Media Arts (Pathway Code 111) (100% Complete)</i>				
1	Principles of Arts, A/V Tech and Comm A/B (Ed)	Graphic Design and Illustration A (Ed) Graphic Design and Illustration B (Ed)		Digital and Interactive Media A (Ed) Digital and Interactive Media B (Ed)
<i>Design, Visual and Media Arts (Pathway Code 111) (100% Complete)</i>				
2	Principles of Arts, A/V Tech and Comm A/B (Ed)	Professional Photography A (Ed)		Professional Photography B (Ed)

5. **QUESTION:** Can a student be enrolled in more than one CTE Pathway?

**ANSWER: Yes!** A student can be enrolled in multiple CTE Pathways.

## CTE Resources

### CALPADS CTE Codesets

Click to download CTE Codeset files in .CSV format

- [Agriculture & Natural Resources](#)
- [Arts, Media & Entertainment](#)
- [Building & Construction Trades](#)
- [Business and Finance](#)
- [Education, Child Development, and Family Services](#)
- [Energy, Environment & Utilities](#)
- [Engineering and Architecture](#)
- [Fashion and Interior Design](#)
- [Health Science & Medical Technology](#)
- [Hospitality, Tourism, and Recreation](#)
- [Information and Communication Technologies](#)
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