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**CTE**<sup>™</sup>

# **Career and Technical Education Financial Report (CTEFR) SY 2013-2014**

**INSTRUCTIONS**

#### **Notice to the Reader**

In accordance with the requirements of the Civil Rights Act and other federal and state laws and regulations, this document has been reviewed to ensure that it does not reflect stereotypes based on sex, race, or national origin.

Policy enacted by the General Assembly specifically prohibits discrimination on the basis of race, sex, color, national origin, religion, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans as contemplated by state and federal law.

The activity that is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education, and no official endorsement by the U.S. Department of Education should be inferred.

**Commonwealth of Virginia Department of Education  
Office of Career and Technical Education Services**



**VIRGINIA DEPARTMENT OF  
EDUCATION**

# Career and Technical Education Financial Report (CTEFR)

## General Information

The state provides financial assistance to the school divisions and regional technical centers to support the operation, improvement, and expansion of career and technical education (CTE) (Ref: 8VAC20-120-30). The state financial assistance provided through categorical entitlements shall be used to support the following:

1. principals and assistant principals of technical education centers if at least 50 percent of their time is spent in career and technical education program administration or supervision;
2. extended contracts of instructors for activities related to the coordination, development, or improvement of career and technical education programs; and
3. adult occupational career and technical education programs to provide opportunities for adults to prepare for initial employment, retraining, or career advancement.

The data collected in the Career and Technical Education Financial Report (CTEFR) for school year (SY) 2013-2014 will be used to calculate the school divisions' and regional technical centers' fiscal year 2015 state categorical entitlements for career and technical occupational preparation and adult education programs.

The CTEFR for SY 2013-2014 will be collected through the Virginia Department of Education Single Sign-On for Web Systems (SSWS) data report entry application rather than the Excel template used in previous years.

The CTE administrator or designee will need to request access to the CTEFR Web-based application from their divisionwide SSWS administrator for each person requiring access. The SSWS administrators' contact list is located on the Virginia Department of Education's Web site at:

[https://p1pe.doe.virginia.gov/ssws/sswswebapp/jsp/reports.jsp?report\\_format=pdf&report\\_id=contactlist&applicSystemTypeld=26](https://p1pe.doe.virginia.gov/ssws/sswswebapp/jsp/reports.jsp?report_format=pdf&report_id=contactlist&applicSystemTypeld=26).

The CTEFR Web-based application will be open and accessible through the SSWS on March 13, 2015.

The CTEFR will collect the additional occupational adult education data by CTE program areas for the number of classes, the enrollment, and the number of full-time and part-time teachers.

The CTEFR data entry must be completed and submitted to DOE through SSWS.

After completing the CTEFR data entry, the division superintendent or authorized designee must verify the report's accuracy and sign the verification form provided in the Web-based application with an original blue ink signature.

Signed verification forms must be submitted to the Virginia Department of Education by May 1, 2015, either electronically to [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) with a color scanned or PDF attachment or mailed to:

Virginia Department of Education  
Office of Career and Technical Education Services  
Attention: W. Terry Dougherty, CTE Grants Administrator  
P.O. Box 2120  
Richmond, VA 23218-2120

If you have any questions, please contact W. Terry Dougherty, CTE Grants Administrator, Office of Career and Technical Education Services, at [terry.dougherty@doe.virginia.gov](mailto:terry.dougherty@doe.virginia.gov) or by telephone at (804) 225-3349.

## Instructions for CTEFR Data Completion

### **1. Collect the Data Required for the CTEFR**

Collect the data for the following Items:

- State and local funds salary expenditures by category (Extended Contracts, CTE Center Principals and Assistant Principals, and Specialty CTE Center Principals and Assistant Principals) for SY 2013-2014 career and technical occupational preparation education programs.
- Local funds expenditures for SY 2013-2014 career and technical occupational adult education programs.
- Number of career and technical occupational adult education program classes, enrollment and full-time and part-time teachers by CTE program areas.

Only **salary** expenditures are to be reported for the categories listed. Expenditures **cannot** include any fringe benefits costs.

Local CTE Administrators **must** check and verify the data for the CTEFR before starting and entering the data into the SSWS CTEFR application and submission to VDOE.

- Regional technical centers are required to enter into the CTEFR the individual financial data for each school division that participates in the regional technical center.
- If the regional technical center provides occupational adult education programs, the required additional data for the number of career and technical adult occupational education program classes, enrollment, and full-time and part-time teachers by CTE program areas need to be reported only on the first school division's CTEFR.

The SSWS will immediately process the CTEFR data and generate error reports as necessary. All corrections must be made through SSWS.

## 2. Log in to SSWS and CTEFR Application Selection

- Log in to the SSWS at <https://p1pe.doe.virginia.gov/ssws/login.page.do>.
- SELECT "CTE Financial Report (CTEFR)" from the list of available applications.

Please select one of the Applications listed below

### APPLICATIONS

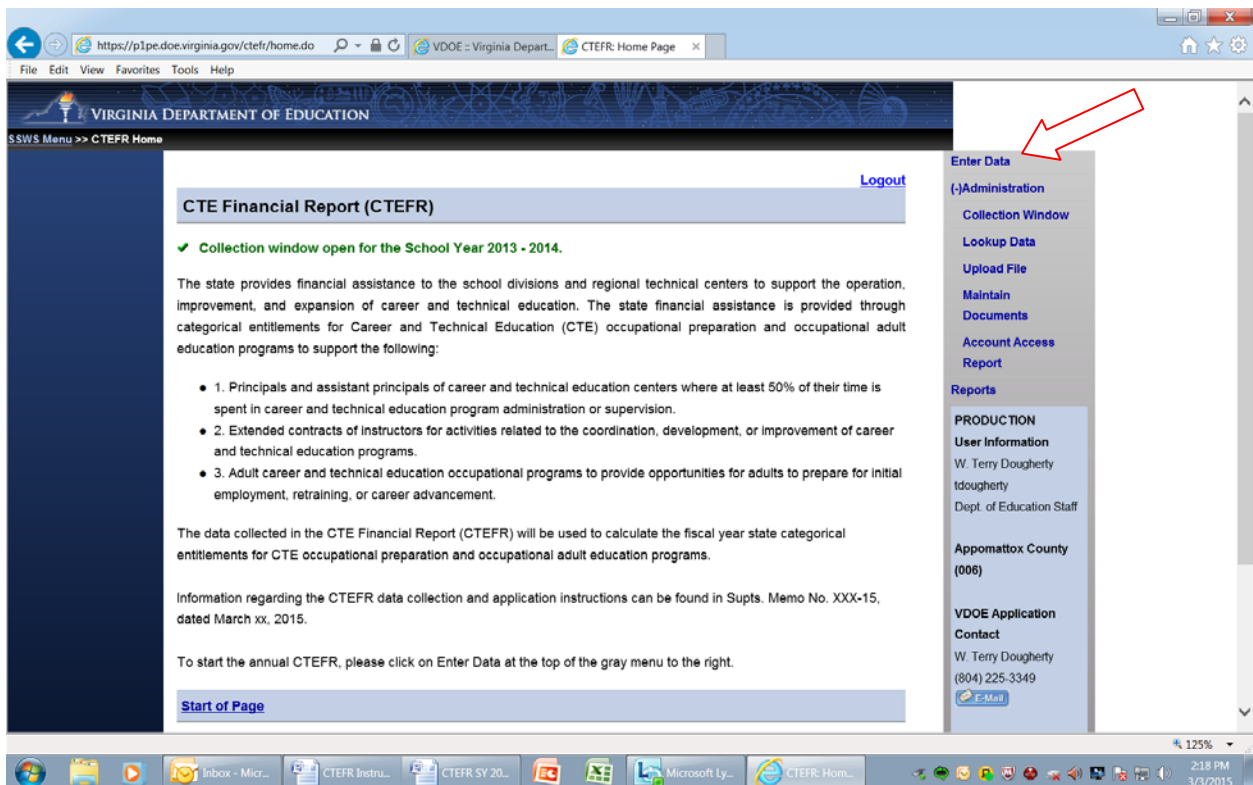
[CTE Financial Report \(CTEFR\)](#) - Online system to collect and report annual data related to state financial assistance provided for CTE Occupational Preparation and Adult Education Programs.

## 3. CTEFR Data Entry

You will see a menu on the upper right side of the screen with the following items listed:

Enter Data  
Administration  
Reports

- SELECT "Enter Data" from the menu list on the upper right side of the screen.



#### 4. Career and Technical Occupational Preparation and Adult Education Programs Selection

- SELECT **Yes** or **No** from the radio buttons to answer the questions concerning if the school division/regional technical center operated a local program for occupational preparation or occupational adult education for school year 2013-2014.
- If "**Yes**" is selected for the question "Did the school division/regional technical center operate a local program for occupational preparation for school year 2013-2014?" then data entry will be required for Occupational Prep programs' expenditures.
- If "**Yes**" is selected for the question "Did the school division/regional technical center operate a local program for adult education programs for school year 2013-2014?" then data entry will be required for Adult Education programs' expenditures and Headcount.
- SELECT "**No**" to both questions if the school division/regional technical center did not operate any local program(s) for occupational preparation and adult education programs for school year 2013-2014, then you will be directed to the "**Submit to DOE**" screen and to complete the verification form.
- After you have selected "**Yes**" or "**No**" to answer the questions concerning if the school division/regional technical center operated a local program for occupational preparation or adult education for school year 2013-2014, SELECT the "**Save & Next ->**" button to proceed to the next screen.

The screenshot shows a web browser window displaying the Virginia Department of Education's CTEFR (Career and Technical Education Financial Reporting) system. The page title is "Programs Offered" and it includes a "Logout" link. The main content area is titled "Programs Offered" and contains two sections: "Occupational Prep:" and "Adult Education:". Each section asks if Appomattox County operated a local program for that category in the 2013-2014 school year. Below each question are radio buttons for "Yes" and "No". A "Save & Next ->" button is located at the bottom of the form. The right sidebar contains navigation links such as "Enter Data", "Administration", "Collection Window", "Lookup Data", "Upload File", "Maintain Documents", "Account Access Report", and "Reports". The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 2:20 PM on 3/3/2015.

## 5. Career and Technical Occupational Preparation Programs Data Entry

If “Yes” was selected for the question “Did the school division/regional technical center operate a local program for occupational preparation for school year 2013-2014?” then the following data entries are required for Occupational Prep programs expenditures:

- State funds salary expenditures by category (Extended Contracts, CTE Center Principals and Assistant Principals, and Specialty CTE Center Principals and Assistant Principals).
- Local funds salary expenditures by category (Extended Contracts, CTE Center Principals and Assistant Principals, and Specialty CTE Center Principals and Assistant Principals).

Report only **salary** expenditures in the categories listed. Expenditures **cannot** include any fringe benefits costs.

The Occupational Preparation Programs data entry screen is populated with the following data fields:

- **School Year 2013-2014 State Funds Payment for Occupational Prep** - Dollar figure shown is the Occupational Preparation payment provided in Supt's Memo No. 162-14, dated June 20, 2014, to the school division/regional technical center from the previous school year's CTEFR reported local expenditures for Occupational Preparation programs.
- **School Year 2012-2013 CTE Financial Report: Local Funds Spent for Occupational Prep Programs** - Dollar figure shown is the total amount of Local Funds reported spent by the school division/regional technical center in the previous school year's CTEFR for Occupational Preparation programs.

The screenshot displays the 'Occupational Prep Programs' data entry interface. At the top, a green message states 'Data Saved Successfully.' Below this is a table with the following structure:

Occupational Prep Programs	State Funds	Local Funds	Total
Extended Contracts	\$0	\$0	\$0
Career and Technical Education Center Principals	\$0	\$0	\$0
Career and Technical Education Center Assistant Principals	\$0	\$0	\$0
Special CTE Center Principals	\$0	\$0	\$0
Special CTE Center Assistant Principals	\$0	\$0	\$0
Total Occupational Prep Funds	\$0	\$0	\$0
School Year 2013-2014 State Funds Payment For Occupational Prep	\$8157		Variance
School Year 2012-2013 CTE Financial Report: Local Funds Spent For Occupational Prep Programs		\$17585	-100%

The interface also includes a sidebar with navigation options like 'Enter Data', 'Collection Window', and 'Reports', and user information for W. Terry Dougherty. The bottom of the screen shows a Windows taskbar with various application icons and the system clock indicating 2:21 PM on 3/3/2015.



- Under the **State Funds** column, enter the salary expenditures distribution by category (Extended Contracts, CTE Center Principals and Assistant Principals, and Specialty CTE Center Principals and Assistant Principals) for SY 2013-2014 career and technical occupational preparation education programs. Enter only a WHOLE dollar figure (rounded to the nearest dollar) without any commas, decimals or cents (i.e., 1200, not 1,200.25).
- Under the **Local Funds** column, enter the additional local funds salary expenditures by category (Extended Contracts, CTE Center Principals and Assistant Principals, and Specialty CTE Center Principals and Assistant Principals) for SY 2013-2014 career and technical occupational preparation education programs. Enter only a WHOLE dollar figure (rounded to the nearest dollar) without any commas, decimals or cents (i.e., 1200, not 1,200.25).
- Expenditure data can only be entered into the open block cells populated with zeros.
- Report **ONLY** the salary expenditures in the categories listed. Do not include any Fringe benefits costs in the reported amounts.

Occupational Prep Programs

Appomattox County

✔ Data Saved Successfully.

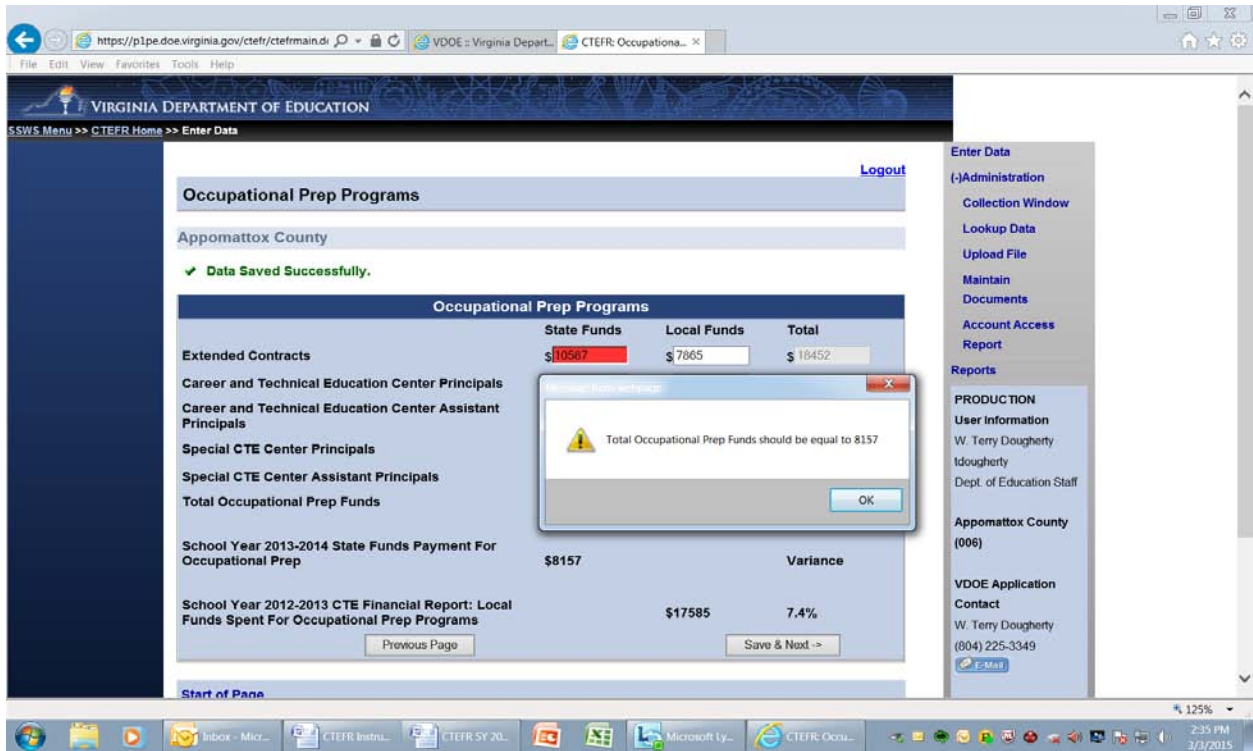
Occupational Prep Programs	State Funds	Local Funds	Total
Extended Contracts	\$ 8157	\$ 7865	\$ 16022
Career and Technical Education Center Principals	\$ 0	\$ 11030	\$ 11030
Career and Technical Education Center Assistant Principals	\$ 0	\$ 0	\$ 0
Special CTE Center Principals	\$ 0	\$ 0	\$ 0
Special CTE Center Assistant Principals	\$ 0	\$ 0	\$ 0
<b>Total Occupational Prep Funds</b>	<b>\$8157</b>	<b>\$18895</b>	<b>\$27052</b>
School Year 2013-2014 State Funds Payment For Occupational Prep	8157		Variance
School Year 2012-2013 CTE Financial Report: Local Funds Spent For Occupational Prep Programs		17585	7.4%

Previous Page Save & Next ->

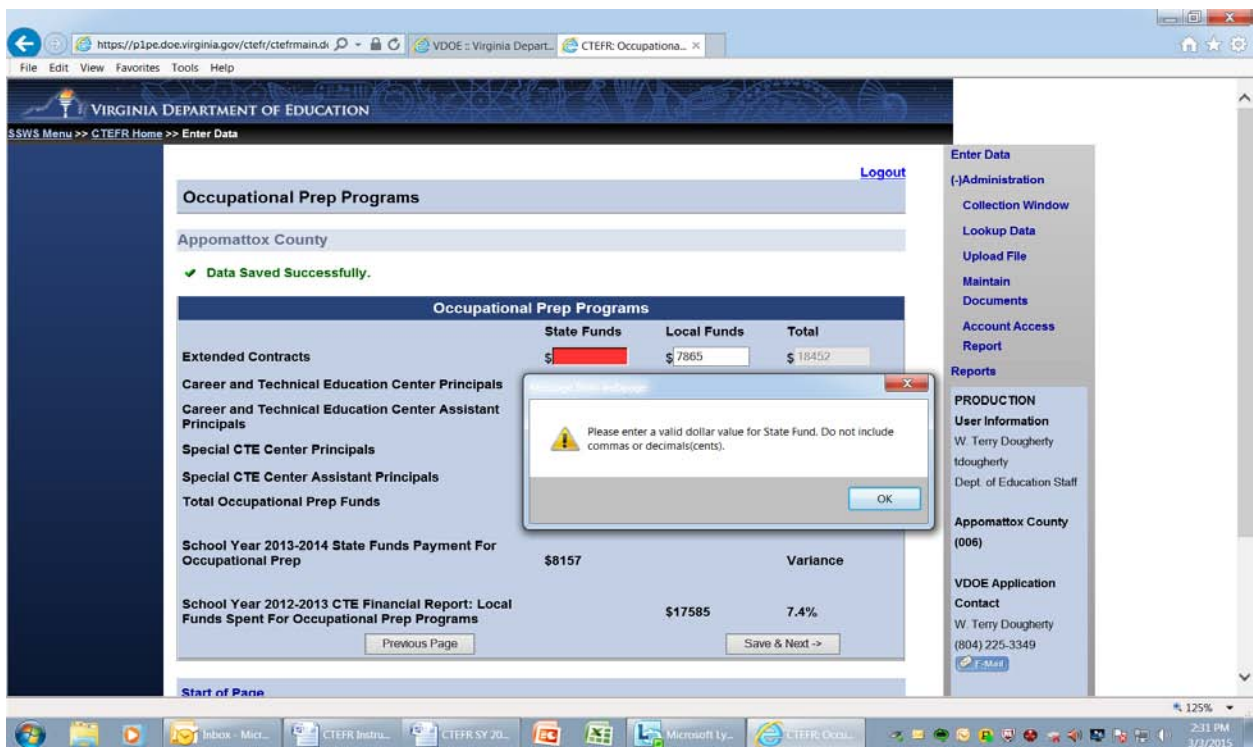
Start of Page

Enter Data  
 (-)Administration  
 Collection Window  
 Lookup Data  
 Upload File  
 Maintain  
 Documents  
 Account Access Report  
 Reports  
 PRODUCTION  
 User Information  
 W. Terry Dougherty  
 tdougherty  
 Dept. of Education Staff  
 Appomattox County (006)  
 VDOE Application Contact  
 W. Terry Dougherty  
 (804) 225-3349

**Total Occupational Prep Funds – State Funds** amount under the State Funds column must EQUAL the **School Year 2013-2014 State Funds Payment for Occupational Prep** - Dollar figure for the Occupational Preparation payment provided in Supt's Memo No. 162-14, dated June 20, 2014, to the school division/regional technical center.



Each data entry block must have either a zero (0) or a dollar expenditure amount. If you remove the zero (0) entry, the cell block will turn RED and an error message will be displayed.





**Total Occupational Prep Funds – Local Funds** amount under the Local Funds column is compared with the **School Year 2012-2013 CTE Financial Report: Local Funds Spent for Occupational Prep Programs** amount reported spent by the school division/regional technical center in the previous school year's CTEFR for Occupational Preparation programs.

**Occupational Prep Programs**

Appomattox County

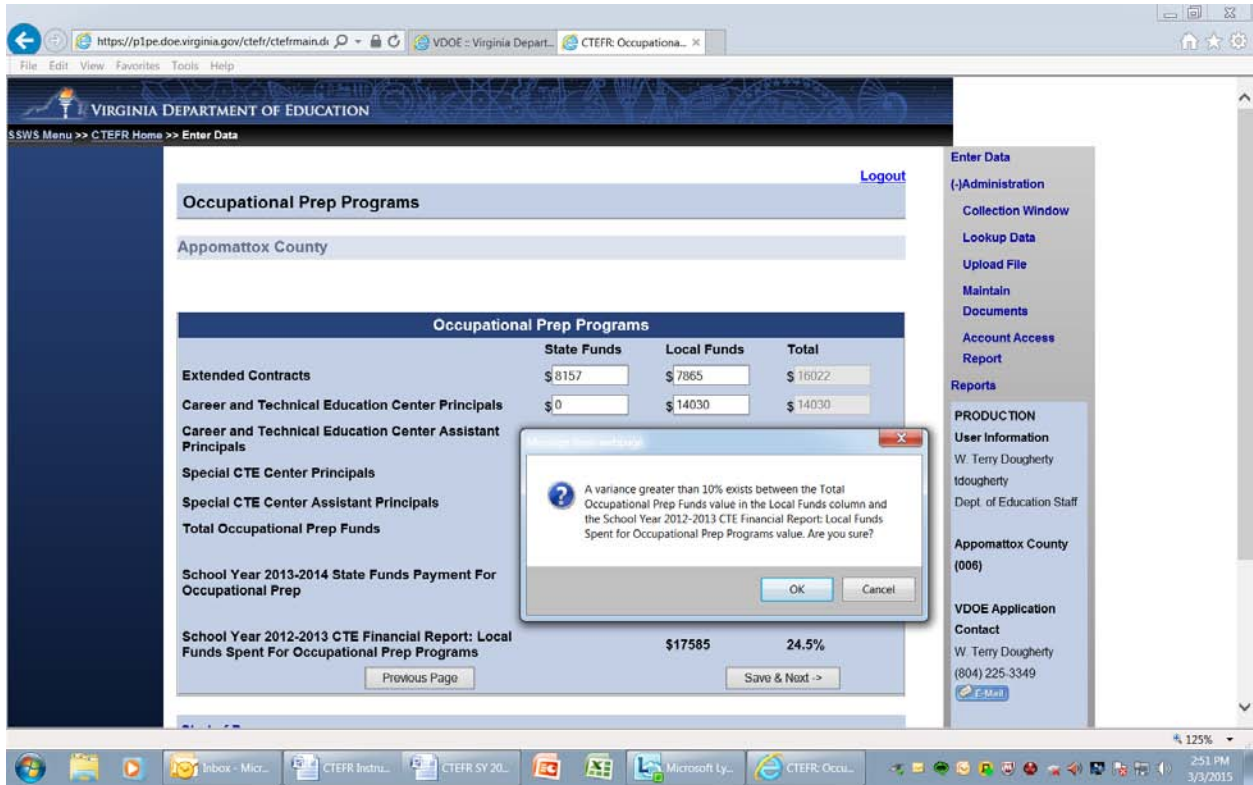
Occupational Prep Programs			
	State Funds	Local Funds	Total
Extended Contracts	\$ 8157	\$ 7865	\$ 16022
Career and Technical Education Center Principals	\$ 0	\$ 11030	\$ 11030
Career and Technical Education Center Assistant Principals	\$ 0	\$ 0	\$ 0
Special CTE Center Principals	\$ 0	\$ 0	\$ 0
Special CTE Center Assistant Principals	\$ 0	\$ 0	\$ 0
<b>Total Occupational Prep Funds</b>	<b>\$8157</b>	<b>\$18895</b>	<b>\$27052</b>
School Year 2013-2014 State Funds Payment For Occupational Prep	\$8157		Variance
School Year 2012-2013 CTE Financial Report: Local Funds Spent For Occupational Prep Programs		\$17585	7.4%

Navigation: Previous Page, Save & Next ->

Right Panel: Enter Data, (-)Administration, Collection Window, Lookup Data, Upload File, Maintain Documents, Account Access Report, Reports, PRODUCTION, User Information, W. Terry Dougherty, tdougherty, Dept. of Education Staff, Appomattox County (006), VDOE Application Contact, W. Terry Dougherty, (804) 225-3349, E-Mail

**Variance** percentage displays the difference if the reported local expenditures from the data reported in previous school year's CTEFR for Occupational Preparation programs.

- If the Variance exceeds 10 percent, you will be prompted to recheck your data entries.



School division/regional technical centers Fiscal Year 2015 entitlements for Occupational Preparation programs are based on the amounts reported for **Local Funds** additional salary expenditures by category (Extended Contracts, CTE Center Principals and Assistant Principals, and Specialty CTE Center Principals and Assistant Principals) for SY 2013-2014 career and technical Occupational Preparation programs.

- When the Occupational Preparation program expenditure amounts for State and Local funds have been entered for each category (Extended Contracts, CTE Center Principals and Assistant Principals, and Specialty CTE Center Principals and Assistant Principals) for SY 2013-2014 career and technical Occupational Preparation programs have been entered and checked, SELECT the “**Save & Next ->**” button.

## 6. Career and Technical Occupational Adult Education Programs Data Entry

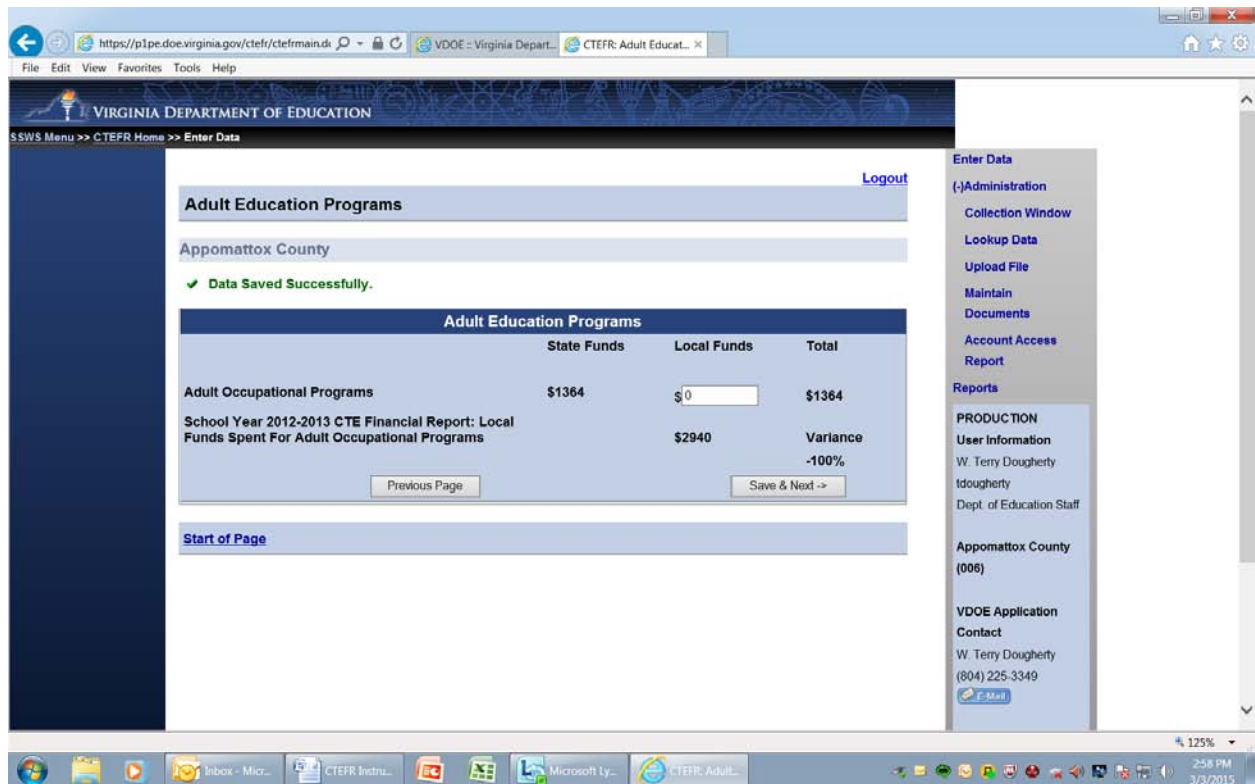
If “Yes” was selected for the question “Did the school division/regional technical center operate a local program for adult education for school year 2013-2014?” then the following data entries are required for Occupational Adult Education programs expenditures:

- Local funds expenditures for SY 2013-2014 career and technical occupational adult education programs to provide opportunities for adults to prepare for initial employment, retraining, or career advancement.
- The number of career and technical occupational adult education program classes, enrollment, and full-time and part-time teachers by CTE program areas.

Report only the full-time and part-time teacher **salaries or salary supplement** expenditures in the categories listed. Expenditures **cannot** include any fringe benefits costs.

The Occupational Adult Education Programs data entry screen is populated with the following data fields:

- **School Year 2013-2014 State Funds Payment for Adult Occupational** - Dollar figure shown is the Adult Education payment provided in Supt's Memo No. 162-14, dated June 20, 2014 to the school division/regional technical center from the previous school year's CTEFR reported local expenditures for Occupational Adult Education programs.
- **School Year 2012-2013 CTE Financial Report: Local Funds Spent for Adult Education Occupational Programs** - Dollar figure shown is the total amount of Local Funds reported spent by the school division/regional technical center in the previous school year's CTEFR for Occupational Adult Education programs.



- Under the **Local Funds** column, enter the additional local funds expenditures for SY 2013-2014 career and technical adult occupational education programs to provide opportunities for adults to prepare for initial employment, retraining, or career advancement. Enter only a WHOLE dollar figure (rounded to the nearest dollar) without any commas, decimals or cents (i.e., 1200, not 1,200.25).
- Expenditure data can only be entered into the open block cell populated with a zero.

Report only the full-time and part-time teacher **salaries or salary supplement** expenditures in the categories listed. Expenditures **cannot** include any fringe benefits costs.

**Total Adult Occupational Education Funds – Local Funds** amount under the Local Funds column is compared with the **School Year 2012-2013 CTE Financial Report: Local Funds Spent for Adult Occupational Education Programs** amount reported spent by the school division/regional technical center in the previous school year's CTEFR for Occupational Adult Education programs.

The screenshot shows a web browser window with the URL <https://p1.pe.doe.virginia.gov/ctefr/ctefrmain.di>. The page title is "VIRGINIA DEPARTMENT OF EDUCATION" and the breadcrumb is "SSWS Menu >> CTEFR Home >> Enter Data".

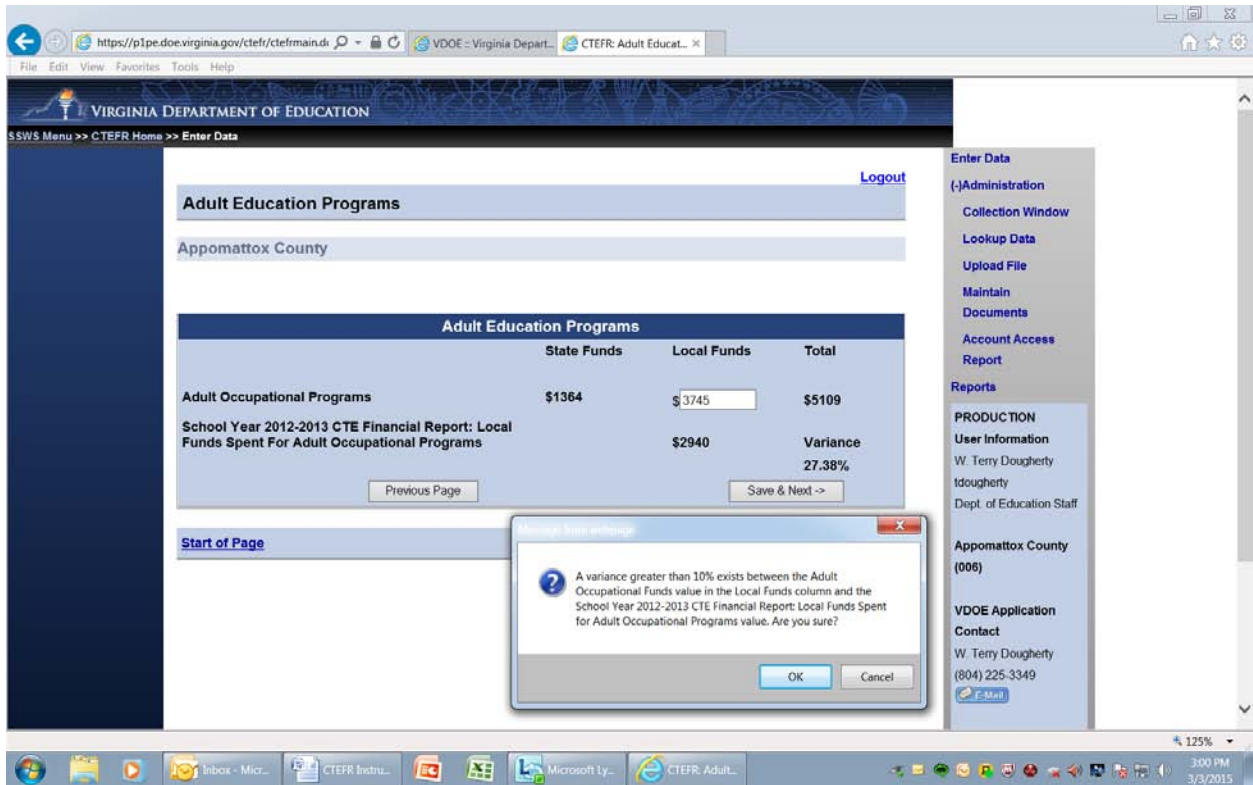
The main content area is titled "Adult Education Programs" and shows data for "Appomattox County". A table titled "Adult Education Programs" has the following data:

	State Funds	Local Funds	Total
Adult Occupational Programs	\$1364	\$ 3745	\$5109
School Year 2012-2013 CTE Financial Report: Local Funds Spent For Adult Occupational Programs		\$2940	Variance 27.38%

Navigation buttons include "Previous Page" and "Save & Next ->". A "Logout" link is in the top right. A sidebar on the right contains navigation options like "Enter Data", "Administration", "Collection Window", "Lookup Data", "Upload File", "Maintain Documents", "Account Access Report", and "Reports".

**Variance** percentage displays the difference if the reported local expenditures from the data reported in previous school year's CTEFR for Adult Education programs.

- If the Variance exceeds 10 percent, you will be prompted to recheck your data entries.



School division/regional technical centers Fiscal Year 2015 entitlements for Occupational Adult Education programs is based on the amounts reported for **Local Funds** additional expenditures for SY 2013-2014 career and technical adult occupational education programs.

- When the Adult Education program expenditure amount for Local funds has been entered and verified for SY 2013-2014 career and technical Occupational Adult Education programs, SELECT the **“Save & Next ->”** button.

The SY 2013-2014 CTEFR collects additional Occupational Adult Education Program data by CTE Program Areas for:

- Number of Occupational Adult Education classes,
- Enrollment for Occupational Adult Education Classes, and
- Number of full-time and part-time Occupational Adult Education Teachers.

If the regional technical center provides occupational adult education programs, the required additional data needs to be reported only on the first school division's CTEFR.



Virginia Department of Education  
 SWS Menu >> CTEFR Home >> Enter Data

Adult Education Headcounts

Appomattox County

✔ Data Saved Successfully.

Adult Education Headcounts

Please enter the following counts. Note that if a row has a non-zero value in any column, it must have non-zero values in the number of classes and enrollment columns and at least one of the teacher columns.

CTE Program Area	Number of Adult Education Classes	Adult Education Enrollment	Full-Time Adult Education Teachers	Part-Time Adult Education Teachers
Agricultural Education	0	0	0	0
Business and Information Technology	0	0	0	0
Family and Consumer Sciences	0	0	0	0
Health and Medical Sciences	0	0	0	0
Marketing	0	0	0	0
Military Science	0	0	0	0
Technology Education	0	0	0	0
Trade and Industrial Education	0	0	0	0
Totals	0	0	0	0

Previous Page Save & Next ->

Fill in the correct counts for each category and program area. If a row has a non-zero value in any column, the row must have non-zero values in:

- Number of Occupational Adult Education classes,
- Enrollment for Occupational Adult Education Classes, and
- Number of full-time and part-time Occupational Adult Education Teachers.

Virginia Department of Education  
 SWS Menu >> CTEFR Home >> Enter Data

Adult Education Headcounts

Appomattox County

✔ Data Saved Successfully.

Adult Education Headcounts

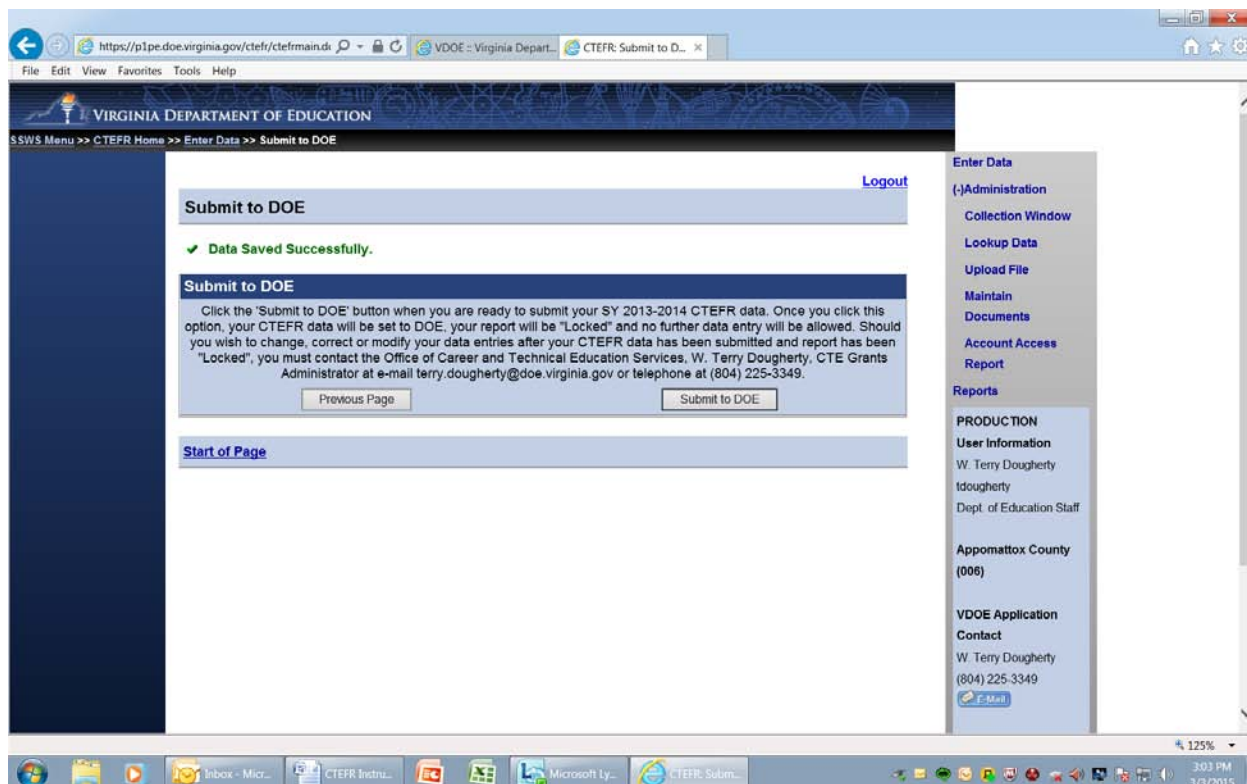
Please enter the following counts. Note that if a row has a non-zero value in any column, it must have non-zero values in the number of classes and enrollment columns and at least one of the teacher columns.

CTE Program Area	Number of Adult Education Classes	Adult Education Enrollment	Full-Time Adult Education Teachers	Part-Time Adult Education Teachers
Agricultural Education	2	34	1	0
Business and Information Technology	3	47	1	2
Family and Consumer Sciences	0	0	0	0
Health and Medical Sciences	0	0	0	0
Marketing	0	0	0	0
Military Science	0	0	0	0
Technology Education	0	0	0	0
Trade and Industrial Education	0	0	0	0
Totals	5	81	2	2

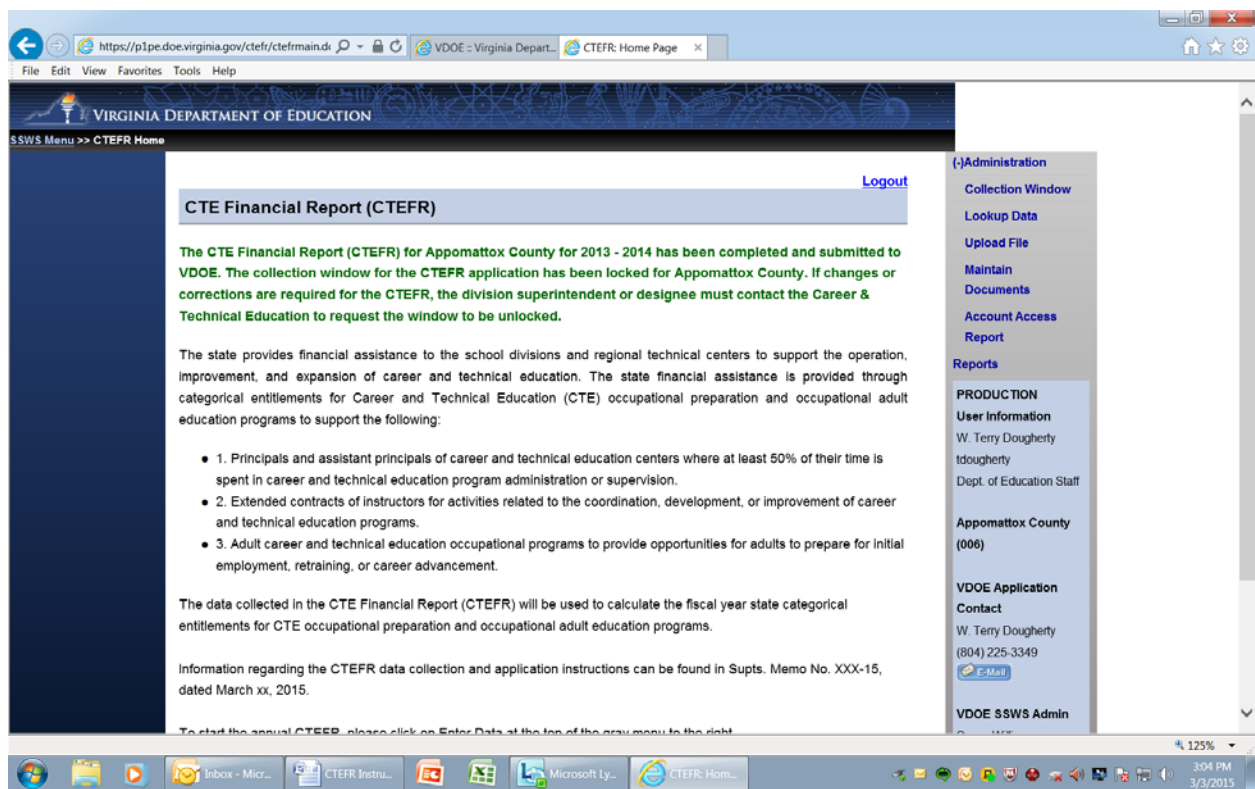
Previous Page Save & Next ->

- When the Occupational Adult Education Headcount program numbers have been entered and verified for SY 2013-2014 career and technical Occupational Adult Education programs, SELECT the **"Save & Next ->"** button.

## 7. CTEFR Data Submission to Virginia Department of Education



You may select the **"Previous Page"** button to review your data. When you are ready to finalize your CTEFR data, SELECT the **"Submit to DOE"** button. Once you click this option, no further data entry will be allowed.



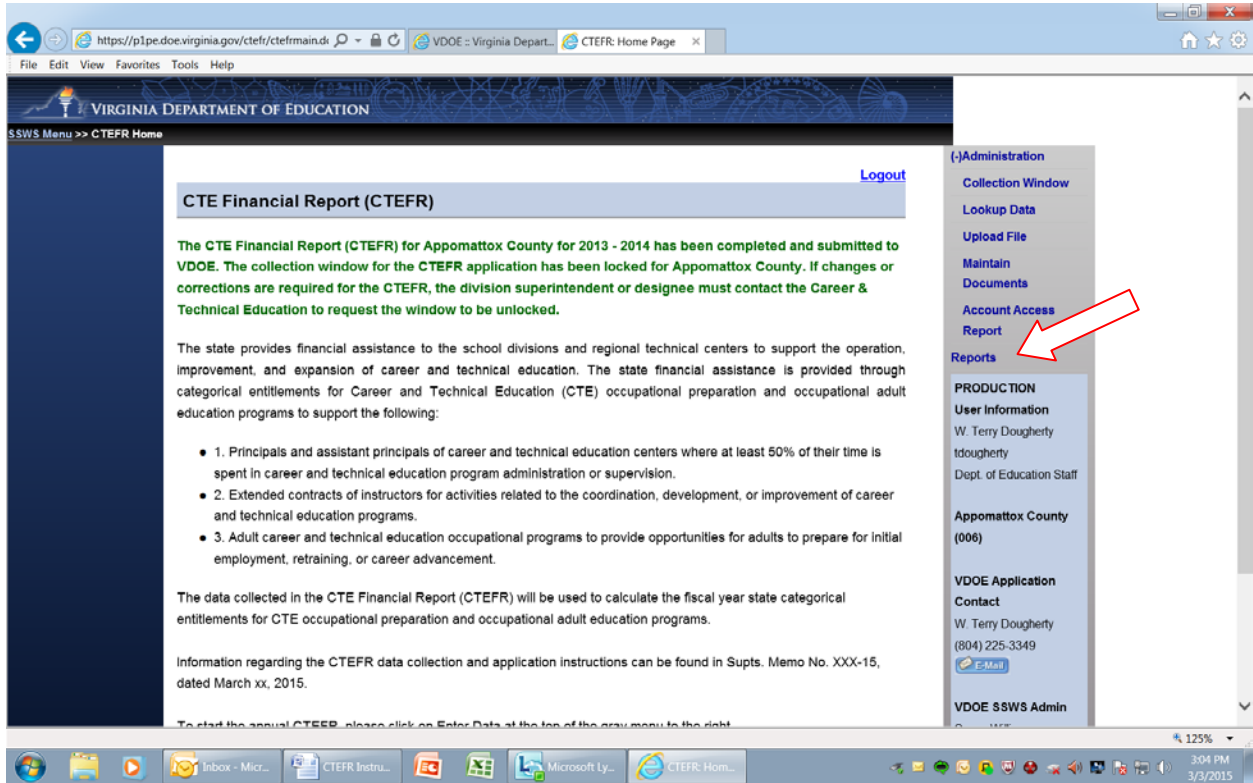
Once the CTEFR has been submitted to DOE, the SY 2013-2014 collection window is locked for the school division or regional technical center.

If the CTEFR for SY 2013-2014 needs to be corrected and/or the data revised after the report has been submitted to DOE and the collection window has been locked, the division superintendent or designee must contact the Office of Career and Technical Education Services to request that the window be unlocked.

## 8. CTEFR Verification Report Submission to Virginia Department of Education

The division superintendent or authorized designee must sign the Verification Report form with an original signature in **BLUE INK** and return the PDF form in color via scanning, e-mail or fax to the Virginia Department of Education, Office of Career and Technical Education Services at (804) 530-4560 by May 1, 2015.

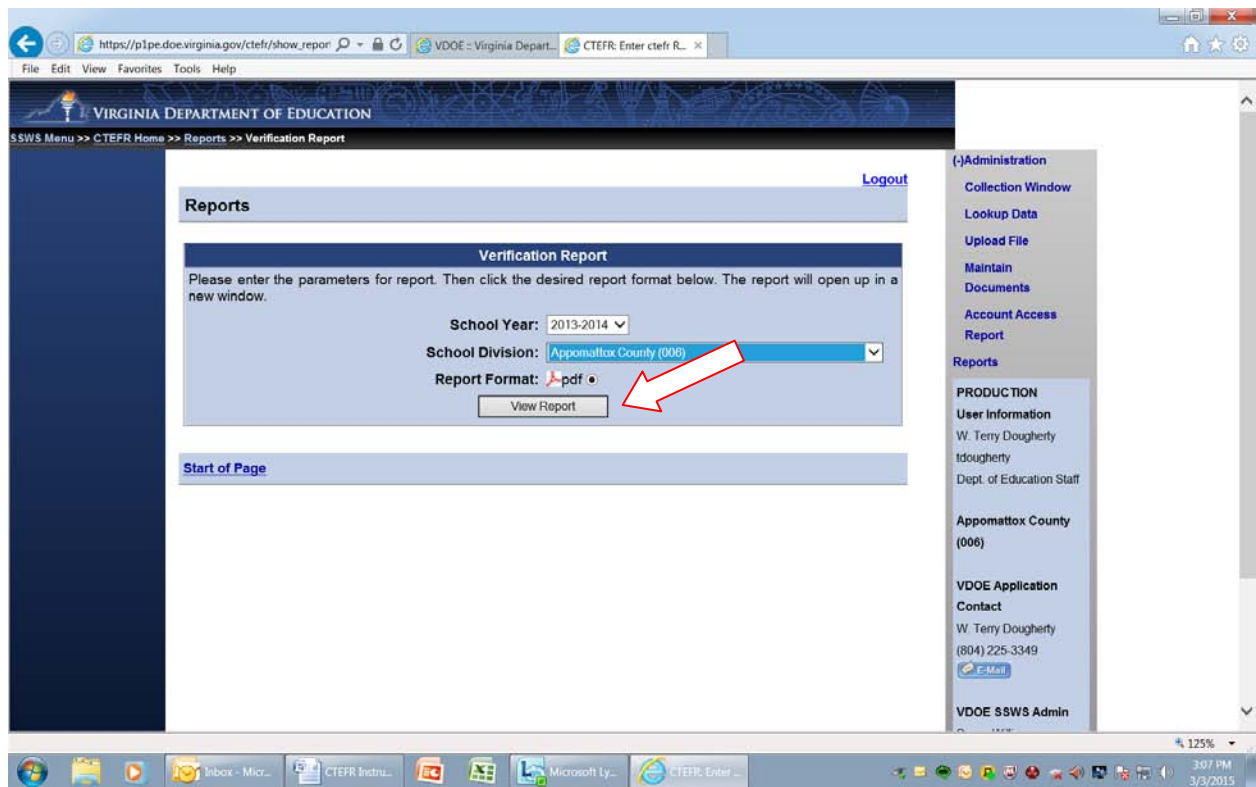
- a. CLICK on "Reports" at the bottom of the menu in the upper right side of the screen.



- b. Choose "Verification Report."



- c. SELECT the School Year "2013-2014" from the drop-down menu listing.
- d. SELECT the "View Report" button.



- e. The "Verification Report" for the school division or regional technical center will be opened in PDF format.
- f. The Verification Report can be saved and printed.

After completing the CTEFR, the division superintendent or authorized designee must verify the report's accuracy and sign the verification form provided in the CTEFR Web-based application with an original blue ink signature.

Signed verification forms must be submitted to the Virginia Department of Education by May 1, 2015, either electronically to [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) with a color scanned or PDF attachment or mailed to:

Virginia Department of Education  
Office of Career and Technical Education Services  
Attention: W. Terry Dougherty, CTE Grants Administrator  
P.O. Box 2120  
Richmond, VA 23218-2120

If you have any questions, please contact W. Terry Dougherty, CTE Grants Administrator, Office of Career and Technical Education Services, at [terry.dougherty@doe.virginia.gov](mailto:terry.dougherty@doe.virginia.gov) or by telephone at (804) 225-3349.