September 2015 TEDS Note

TEDS is ready for 2015-2016

For codes that have changed or been added for 15-16, see the **15-16 CIP Code Crosswalk** (or on the website at http://education.ky.gov/CTE/Documents/CIPCodeCrosswalk.xls). Please ensure that you are using the correct codes when entering data in IC. Schools will also need to login to TEDS and review the Career Pathways that are available for them to use. If a pathway is missing, please follow the guidelines in the Career Pathway Request document to have that pathway added. If you requested a new pathway and it is already in TEDS, click on the pathway name, click new section, enter the name of the pathway section, choose secondary for the level and click save.

- Home School reports for ATCs are due November 1, 2015
- LAVEC fall data is due November 1, 2015
- 1st Semester Enrollment Data completed in TEDS for all others due November 15

Using Infinite Campus to Enroll Students

The step-by-step guides have been updated. You can find them on the TEDS website (http://education.ky.gov/CTE/teds/Pages/default.aspx). Links to the updated documents are in **bold print**. As other step-by-step documents are completed, they will also be added in **bold print**. Refer to the first three documents for directions for using IC and exporting to TEDS. They are:
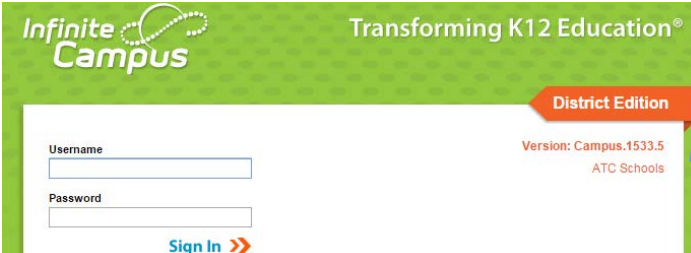
- How to Enter Initial Student Data in Infinite Campus
- How to Create an Export file in Infinite Campus
- How to Import Data Into TEDS

REMEMBER: All pathways must have a section **before** attempting to upload a file from Infinite Campus to TEDS.

Contact Claude Christian if you have any questions concerning the new directions.

Area Technology Centers and Infinite Campus

Now that all ATCs have their own IC, initial TEDS data entry should happen on the TEDS tab in Infinite Campus. **Make sure you are using the ATC login for IC.**

Because this is the first time you have your own IC, you will have to enter all of your students on the TEDS tab in IC. Once all information has been entered in IC, it can be uploaded to TEDS using the TEDS report in IC. Questions around this should be addressed to Claude Christian.

New Industry Certification Addition Requests

All 2016-2017 requests must be completed and submitted by October 1, 2015. Those wishing to make a request can use the Industry Certification Additions Form prior to October 1 to make that request.

Career Pathway Approval

If your school is offering a career pathway during the 2015-2016 school year that is not already in TEDS, refer to the **Career Pathway Request Guidance for 2015-2016** (or on website at http://education.ky.gov/CTE/Documents/Career Pathway Request Guidance.pdf) for the correct procedure to request the addition.

All requests must be received by October 1.

IMPORANT DATES

October 1	Deadline for ALL new pathway requests for 2015-16
	All new Industry Certification request for 2016-2017 due
November 1	Signed Home High School Report for ATCs due to OCTE
	Locally Operated Centers need to have all fall data in TEDS
November 15	1st Semester Enrollment Data completed in TEDS
December 15	**Data Cleanup Day** ensure students are correctly identified as exploring or preparatory
January 15, 2016	Deadline for Students to be marked Preparatory for KOSSA

Old_Code	Old_Name	New CIP Code	New Name
01.0802.00	Agriculture-AGED/COMMUNICATIONS&LEADERSHIP	01.0802.00	Agriculture-AGED/COMMUNICATIONS&LEADERSHIP
		03.0509.00	Wood Design Engineering
		09.0701.00	Cinematography and Video Production
10.0100.00	Stem-GRAPHIC & DIGITAL COMMUNICATIONS TECH	10.0105.00	Graphic & Digital Communications
		11.0101.99	Information Technology TRACK
11.0901.02	InformationTech-NetworkAdministration/CompTIA	11.0901.01	Network Administration
10.0301.00	Communications-Multimedia Web	11.1004.00	Multimedia Audio Video
14.0101.00	PLTW Pathway to Engineering	14.0101.01	Project Lead the Way (PLTW) - Engineering
		14.0101.88	PLTW - NAF
14.0201.00	Stem-AEROSPACE & AERONAUTICS ENGINEERING	14.0201.01	Aeronautical Engineering
		14.0201.02	Space Systems Engineering
		14.0803.00	Structural Engineering
		14.1901.00	Fabrication Engineering
		14.4101.00	Electrical Engineering
15.0100.00	Stem-CIVIL ARCHITECTURE & CONSTRUCTION TECH	15.0101.01	Civil Architecture & Construction Technology
		15.0101.02	Construction Architectural Engineering
		15.0303.00	Electrical Construction Engineering
15.1101.00	Power-Energy Engineering	15.0503.01	Sustainability & Energy Application Technician
		15.0503.02	Energy Management
14.7000.00	Stem-ADVANCED MANUFACTURING	15.0613.00	Manufacturing Engineering Technology Technician
		15.0614.00	Welding Engineering
15.0901	Manufacturing-MINING	15.0901.00	Mining Technology
		15.0903.00	Natural Gas Pipeline
		15.1101.00	Stem-POWER-ENERGY ENGINEERING-Related Tech
		15.1103.00	Fluid Power Engineering
14.2901.00	Stem-ENGINEERING & TECHNOLOGY DESIGN	15.1302.00	Engineering & Technology Design
		15.1304.00	Design Engineering
		28.0399.00	Junior Guard
28.0401.00	Navy/MarineCorpsJROTC	28.0401.01	Navy JROTC
		28.0401.02	Marine Corps JROTC
		28.0501.00	CoastGuardJROTC
		43.0301.00	Homeland Security
46.0201.04	Construction-Carpentry-CabinetBuilder&Installer	46.0201.03	Constructio Forms Assistant

46.0201.06	Construction-Carpentry-CarpenterApprentice	46.0201.05	Finish Carpenters Assistant
		46.0401.02	Construction-ResidentialMaintenanceInterior
		46.0501.01	Construction-PlumberApprentice
		47.0201.02	Construction-AirCond-EnvironmentalControlSys
		47.0201.03	Domestic Air Conditioner and Furnace Installer
		47.0201.04	Refrigeration Mechanic
47.0201.01	Construction-AirCond-EnvironmentalSysRepair	47.0201.05	Environmental Control System Servicer Assistant
		47.0303.06	Industrial Maintenance Welding Technician
		47.0399.99	TRACK-Skilled Trades - Millwright
		47.0603.05	Transportation-PaintingRefinishingNonStru
		47.0605.04	Diesel Brake Repairer/Special Problems Option
		47.0605.05	Diesel Engine/ElectricianTechnician/ Preventative Maintenance Option
		47.0605.06	Diesel Front End Mechanic/Special Problems Option
		48.0506.02	Manufacturing-SheetMetalLayotTechnician
		48.0506.03	Manufacturing-SheetMetalTechnician
		48.0506.04	Manufacturing-SheetMetalProductionTech
		48.0508.02	Manufacturing-Welding-PipeWelder
		48.0508.05	Manufacturing-Welding-GasTungstenArcWelder
		48.0510.00	CMM Engineering
		49.0102.00	Flight & Aeronautics
50.0401.00	Design and Visual Communication	50.0402.00	Commercial and Advertising Art
		51.0000.88	HealthScience-ALLIEDHEALTH-NAF
		51.0601.88	HumanServices-DENTAL TECHNOLOGY-NAF
		51.0801.00	HumanServices-MEDICAL ASSISTING
		51.0805.88	HumanServices-PHARMACY TECHNOLOGY-NAF
		51.0902.88	Health Science-EKG TECHNOLOGY/TECHNICIAN-NAF
51.0904.00	HumanServices-EMERGENCY MEDICAL TECHNOLOGY	51.0904.01	Emergency Medical Technician
		51.0904.02	EMT Fire Rescue
		51.1009.88	Health Science-PHLEBOTOMY-NAF
		51.1699.00	HumanServices-NURSING
		51.9900.99	Healthcare TRACK
		52.0101.99	Business TRACK
52.0208.00	Marketing-E-COMMERCE	52.0208.01	Web Design for Business
		52.0208.02	E-Commerce

		52.1400.99	Marketing TRACK
		52.1401.88	Marketing-MARKETING-NAF

2015-2016 Career Pathway Request Guidance

This guidance document is designed to provide districts/schools with all requirements, processes, and procedures that will be used for career pathway requests.

1. All approved pathways (except those in the Law and Public Safety program area) are on the KDE website in the Preview to Pathways document, which can be found at the following URL: http://education.ky.gov/CTE/ctepa/Documents/MASTER%20Preview%20to%20Career%20Pathways%20Document%202015_2016%20v1.pdf
2. Any special approvals that were granted prior to the 2015-2016 school year must be resubmitted and reviewed using the new online Special Approval form.
3. Courses count in a pathway during the year the courses were taken. For example, if a student took Digital Literacy in 14-15 and it was part of their pathway, that credit would count for that student until they graduate. However, if Digital Literacy is no longer part of the pathway in 15-16, and a student takes it in 15-16, regardless of the year they started their pathway, it will **not** count.
4. For 2015-2016, the following procedures will be followed:
   I. If your school has a pathway/CIP Code already in TEDS and:
      a. Your school plans to follow the courses listed in the approved pathway, then you will not need to do anything.
      b. Your district/school wants to include a course in the pathway that is not part of the approved pathway, then you will need to complete a Career Pathway Special Approval Form and provide justification for the use of that course. You will also need to include all courses that you offer at your school that you wish to count towards the pathway.
      c. Your school wants to remove that pathway, then you will need to ensure that all students that were in the pathway have left their home school (through graduation/transfer/dropout) and submit an email to the State TEDS Coordinator with the name and CIP Code of the pathway you wish to remove.
   II. If your school does not have a pathway/CIP Code in TEDS and:
      a. Your school plans to follow the courses listed in the approved pathway, then you will need to send an email to the State TEDS Coordinator with the pathway name and CIP Code that you will be using.
      b. Your school wants to offer the pathway, but use a course that is not part of the approved pathway, then you will need to complete a Career Pathway Special Approval Form and provide justification for the use of that course. You will also need to include all courses that you offer at your school that you wish to count towards the pathway.
   III. If your school wants to create a new and innovative pathway that is not an approved KDE pathway, then you will need to submit New Career Pathway Creation Request to the Career Pathways Branch (all instructions included in the linked document).
   IV. All requests in sections I-III are required to be completed and submitted in the 2015-2016 Career Pathway request window. The request window is from February 1st – October 1st and please allow 2-3 weeks for review/approval.
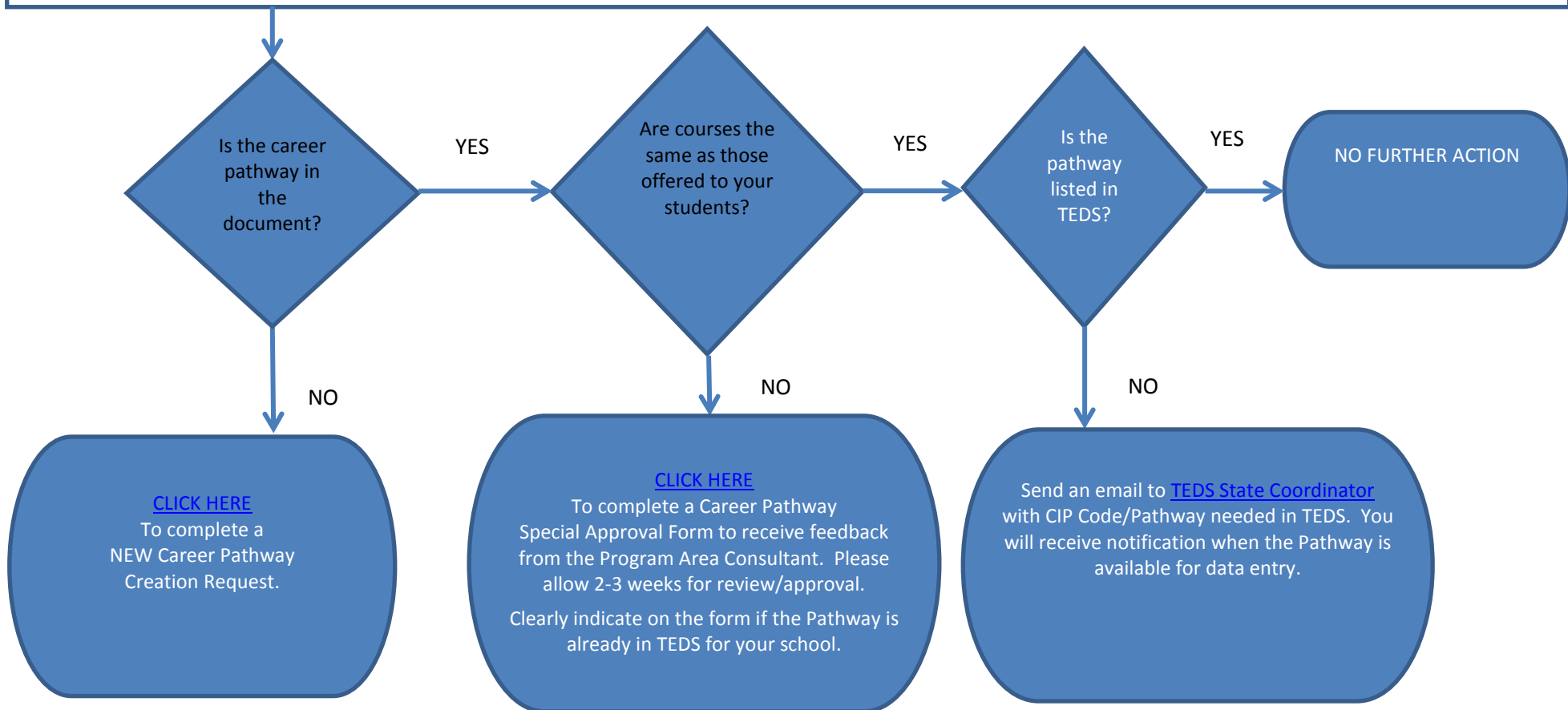
2015-2016 CAREER PATHWAY REQUEST GUIDANCE

STEP ONE:

Access and review the "2015-2016 Preview to Career Pathways Document" published by the Office of Career & Technical Education.

http://education.ky.gov/CTE/ctepa/Pages/default.aspx

STEP TWO:

For EACH pathway, compare the list of courses listed in the document to the courses advised to students at your school for the pathway.

Is the career pathway in the document?

→ YES → **Are courses the same as those offered to your students?**

→ YES → **Is the pathway listed in TEDS?**

→ YES → **NO FURTHER ACTION**

Is the career pathway in the document? → NO →

CLICK HERE
To complete a NEW Career Pathway Creation Request.

Are courses the same as those offered to your students? → NO →

CLICK HERE
To complete a Career Pathway Special Approval Form to receive feedback from the Program Area Consultant. Please allow 2-3 weeks for review/approval.

Clearly indicate on the form if the Pathway is already in TEDS for your school.

Is the pathway listed in TEDS? → NO →

Send an email to TEDS State Coordinator with CIP Code/Pathway needed in TEDS. You will receive notification when the Pathway is available for data entry.

CAREER PATHWAY SPECIAL APPROVAL FORMS MUST BE SUBMITTED IN THE WINDOW OF FEBRUARY 1ST THRU OCTOBER 1ST.