



**Career and Technical Education
Financial Report (CTEFR)**

**Single Sign-On for Web Systems
(SSWS) Data Report Entry
Application for SY 2011-2012
INSTRUCTIONS**



2011-2012

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

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% 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.
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) 2011-2012 will be used to calculate the school divisions' and regional technical centers' fiscal year 2013 state categorical entitlements for career and technical occupational preparation and adult education programs.

The CTEFR for SY 2011-2012 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&applicSystemTypeId=26.

The CTEFR Web-based application will be open and accessible through the SSWS on November 09, 2012.

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 December 14, 2012 either electronically to 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 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 2011-2012 career and technical occupational preparation education programs.
- Local funds expenditures for SY 2011-2012 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. Login into SSWS and CTEFR Application Selection

- LOGIN 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.

The screenshot displays the CTEFR application interface. At the top, there is a navigation bar with the text "Commonwealth of Virginia | Governor" and "Search Virginia.gov". Below this is the "VIRGINIA DEPARTMENT OF EDUCATION" logo and the text "SSWS Menu >> CTEFR Home". The main content area is titled "CTE Financial Report (CTEFR)" and includes a "Logout" link. A green checkmark indicates that the "Collection window open for the School Year 2011 - 2012." The text below explains that the state provides financial assistance to school divisions and regional technical centers. A bulleted list details the types of programs supported: 1. Principals and assistant principals of career and technical education centers where at least 50% 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. 3. Adult career and technical education occupational programs to provide opportunities for adults to prepare for initial employment, retraining, or career advancement. Further text states that the data collected will be used to calculate fiscal year state categorical entitlements for CTE occupational preparation and occupational adult education programs. Information regarding data collection and application instructions can be found in Supts. Memo No. 302-12, dated November 09, 2012. A final instruction reads: "To start the annual CTEFR, please click on Enter Data at the top of the gray menu to the right." A red arrow points to the "Enter Data" link in the right-hand menu. The menu also includes "Administration", "Collection Window", "Lookup Data", "Upload File", "Maintain Documents", "Account Access Report", "Reports", "TEST", "User Information", "W. Dougherty", "tdougherty", "Dept. of Education", "Staff", "Accomack County (001)", "VDOE Application Contact", "Glenn Davis", "(804) 371-2924", and an "E-Mail" icon.

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 2011-2012.
- If **“Yes”** is selected for the question “Did the school division/regional technical center operate a local program for occupational preparation for school year 2011-2012?”, 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 2011-2012?”, 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 2011-2012, 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 2011-2012, SELECT the **“Save & Next ->”** button to proceed to the next screen.

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VIRGINIA DEPARTMENT OF EDUCATION

15W3 Menu >> CTEER Forms >> Enter Data

Logout

Enter Data

(-) Administration

Collection Window

Lookup Data

Upload File

Maintain Documents

Account Access Report

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TEST

User Information

W. Dougherty

tdougherty

Dept. of Education Staff

Accomack County (061)

VDOE Application Contact

Glenn Davis

(804) 371-2924

Enter Data

Programs Offered

Programs Offered

Occupational Prep:

Did Accomack County operate a local program for occupational prep in the 2011-2012 school year? Note: if no local program was operated in the 2011-2012 school year and consequently, no expenditures incurred, then no reimbursement payment will be provided by the state in fiscal year 2013.

Yes

No

Adult Education:

Did Accomack County operate a local program for adult education in the 2011-2012 school year? Note: if no local program was operated in the 2011-2012 school year and consequently, no expenditures incurred, then no reimbursement payment will be provided by the state in fiscal year 2013.

Yes

No

Save & Next ->

Start of Page

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 2011-2012?”, 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 2011-2012 State Funds Payment for Occupational Prep** - Dollar figure shown is the Occupational Preparation payment provided in Supt’s Memo No. 155-12, dated June 22, 2012, to the school division/regional technical center from the previous school year’s CTEFR reported local expenditures for Occupational Preparation programs.
- **School Year 2010-2011 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.

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ESWS Menu >> CTEFR Home >> Enter Data

Occupational Prep Programs Logout

Accomack County

✔ Data Saved Successfully.

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 2011-2012 State Funds Payment For Occupational Prep	\$36157		Variance
School Year 2010-2011 CTE Financial Report: Local Funds Spent For Occupational Prep Programs		\$82470	-100%

Previous Page Save & Next >

Start of Page

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Reports

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W. Dougherty

Slougherty

Dept. of Education

Stat

Accomack County (001)

VDOE Application Contact

Glenn Davis

(804) 371-2924

VDOE SSWS Admin

Vickie McCrory

(804) 225-2827

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- 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 2011-2012 career and technical occupational preparation education programs.
- 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 2011-2012 career and technical occupational preparation education programs.
- 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.

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 SWS Menu >> CTEER Home >> Enter Data

[Logout](#)

Occupational Prep Programs

Accomack County

✔ Data Saved Successfully.

Occupational Prep Programs			
	State Funds	Local Funds	Total
Extended Contracts	\$0	\$51970	\$51970
Career and Technical Education Center Principals	\$0	\$0	\$0
Career and Technical Education Center Assistant Principals	\$33100	\$36900	\$70000
Special CTE Center Principals	\$0	\$0	\$0
Special CTE Center Assistant Principals	\$0	\$0	\$0
Total Occupational Prep Funds	\$33100	\$88870	\$121970
School Year 2011-2012 State Funds Payment For Occupational Prep	\$36157		Variance
School Year 2010-2011 CTE Financial Report: Local Funds Spent For Occupational Prep Programs		\$82470	7.8%

Previous Page
Save & Next >

[Start of Page](#)

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Accomack County
 (001)

VD OE Application
 Contact

Glenn Davis
 (804) 371-2924
[E-Mail](#)

VD OE SWS Admin

Vickie McCrary
 (804) 225-2827
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Total Occupational Prep Funds – State Funds amount under the State Funds column must EQUAL the **School Year 2012-2013 State Funds Payment for Occupational Prep** - Dollar figure for the Occupational Preparation payment provided in Supt's Memo No. 155-12, dated June 22, 2012, to the school division/regional technical center.

Occupational Prep Programs

Accomack County

✓ Data Saved Successfully.

Occupational Prep Programs	State Funds	Local Funds	Total
Extended Contracts	\$0	\$51970	\$51970
Career and Technical Education Center Principals	\$0	\$0	\$0
Career and Technical Education Center Assistant Principals	\$33100	\$36900	\$70000
Special CTE Center Principals	\$0	\$0	\$0
Special CTE Center Assistant Principals			
Total Occupational Prep Funds			
School Year 2011-2012 State Funds Payment for Occupational Prep			
School Year 2010-2011 CTE Financial Report: Local Funds Spent For Occupational Prep Programs		\$82470	7.8%

Message from webpage: Total Occupational Prep Funds should be equal to 36157

Buttons: Previous Page, Save & Next ->

Start of Page

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.

Occupational Prep Programs

Accomack County

✓ Data Saved Successfully.

Occupational Prep Programs	State Funds	Local Funds	Total
Extended Contracts	\$	\$51970	\$51970
Career and Technical Education Center Principals	\$0	\$0	\$0
Career and Technical Education Center Assistant Principals	\$36157	\$33843	\$70000
Special CTE Center Principals	\$0	\$0	\$0
Special CTE Center Assistant Principals			
Total Occupational Prep Funds			
School Year 2011-2012 State Funds Payment for Occupational Prep			
School Year 2010-2011 CTE Financial Report: Local Funds Spent For Occupational Prep Programs		\$82470	4.1%

Message from webpage: Please enter the State Fund for Extended Contracts

Buttons: Previous Page, Save & Next ->

Start of Page

Total Occupational Prep Funds – Local Funds amount under the Local Funds column is compared with the **School Year 2010-2011 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

Accomack County

✓ Data Saved Successfully.

Occupational Prep Programs	State Funds	Local Funds	Total
Extended Contracts	\$0	\$51970	\$51970
Career and Technical Education Center Principals	\$0	\$0	\$0
Career and Technical Education Center Assistant Principals	\$36157	\$33843	\$70000
Special CTE Center Principals	\$0	\$0	\$0
Special CTE Center Assistant Principals	\$0	\$0	\$0
Total Occupational Prep Funds	\$36157	\$85813	\$121970
School Year 2011-2012 State Funds Payment For Occupational Prep	\$36157		Variance
School Year 2010-2011 CTE Financial Report: Local Funds Spent For Occupational Prep Programs		\$82470	4.1%

Previous Page Save & Next ->

Start of Page

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 Administration
 Reports
 TEST
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 E-Mail
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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%, you will be prompted to recheck your data entries.

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5SWS Menu >> CTEFR Home >> Enter Data

Occupational Prep Programs

Accomack County

✓ Data Saved Successfully.

Occupational Prep Programs	State Funds	Local Funds	Total
Extended Contracts	\$0	\$51970	\$51970
Career and Technical Education Center Principals	\$0	\$0	\$0
Career and Technical Education Center Assistant Principals	\$36157	\$33843	\$70000
Special CTE Center Principals	\$0	\$0	\$0
Special CTE Center Assistant Principals	\$0	\$0	\$0
Total Occupational Prep Funds	\$36157	\$85813	\$121970
School Year 2011-2012 State Funds Payment For Occupational Prep	\$36157		Variance
School Year 2010-2011 CTE Financial Report: Local Funds Spent For Occupational Prep Programs		\$82470	12.5%

Previous Page Save & Next ->

Enter Data
 Administration
 Collection Window
 Lookup Data
 Upload File
 Maintain Documents
 Account Access Report

Message from webpage

A variance greater than 10% exists between the Total Occupational Prep Funds value in the Local Funds column and the School Year 2010-2011 CTE Financial Report: Local Funds Spent for Occupational Prep Programs value. Are you sure?

OK Cancel

(001)
 VDOE Application Contact
 Glenn Davis
 (804) 371-2924
 E-Mail

School division/regional technical centers Fiscal Year 2013 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 2011-2012 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 2011-2012 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 2011-2012?”, then the following data entries are required for Occupational Adult Education programs expenditures:

- Local funds expenditures for SY 2011-2012 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 2011-2012 State Funds Payment for Adult Occupational** - Dollar figure shown is the Adult Education payment provided in Supt’s Memo No. 155-12, dated June 22, 2012, to the school division/regional technical center from the previous school year’s CTEFR reported local expenditures for Occupational Adult Education programs.
- **School Year 2010-2011 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.

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 SSW5 Menu >> CTEFR Home >> Enter Data

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 Reports
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 VDOE SSW5 Admin
 Vickie McCrary
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Adult Education Programs

Accomack County

✔ Data Saved Successfully.

Adult Education Programs			
	State Funds	Local Funds	Total
Adult Occupational Programs	\$12437	<input type="text" value="0"/>	\$12437
School Year 2010-2011 CTE Financial Report: Local Funds Spent For Adult Occupational Programs		\$35630	Variance -100%

[Start of Page](#)

- Under the **Local Funds** column, enter the additional local funds expenditures for SY 2011-2012 career and technical adult occupational education programs to provide opportunities for adults to prepare for initial employment, retraining, or career advancement.
- 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 2010-2011 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.

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 SSW5 Menu >> CTEFR Home >> Enter Data

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 VDOE SSW5 Admin

Adult Education Programs

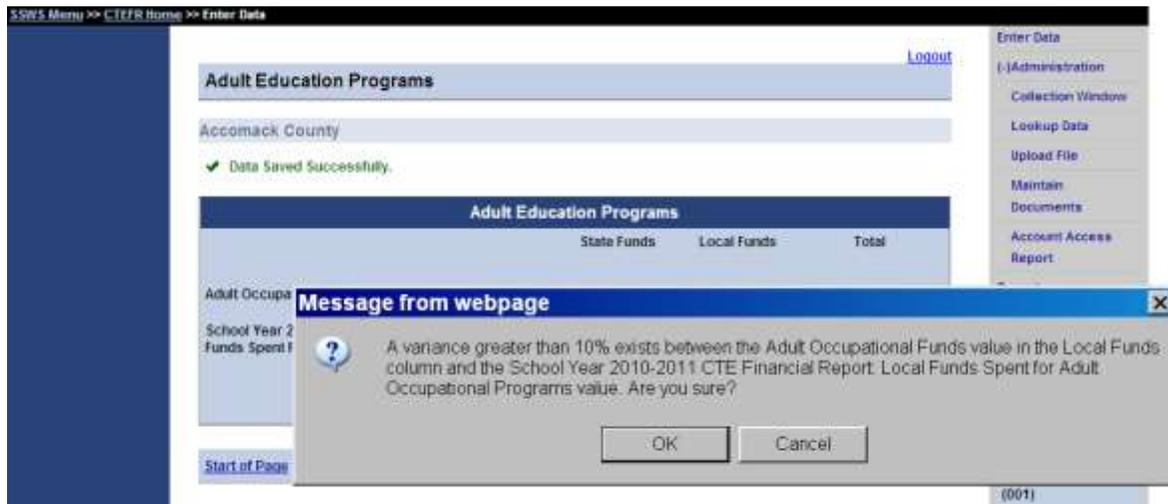
Accomack County

Adult Education Programs			
	State Funds	Local Funds	Total
Adult Occupational Programs	\$12437	<input type="text" value="37462"/>	\$49899
School Year 2010-2011 CTE Financial Report: Local Funds Spent For Adult Occupational Programs		\$35630	Variance 5.14%

[Start of Page](#)

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%, you will be prompted to recheck your data entries.



School division/regional technical centers Fiscal Year 2013 entitlements for Occupational Adult Education programs is based on the amounts reported for **Local Funds** additional expenditures for SY 2011-2012 career and technical adult occupational education programs.

- When the Adult Education program expenditure amount for Local funds has been entered and verified for SY 2011-2012 career and technical Occupational Adult Education programs, SELECT the "**Save & Next ->**" button.

The SY 2011-2012 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.

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 SWS Menu >> CTEFR Home >> Enter Data

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Adult Education Headcounts

Accomack 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	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Business and Information Technology	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Family and Consumer Sciences	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Health and Medical Sciences	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Marketing	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Military Science	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Technology Education	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Trade and Industrial Education	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	0	0	0	0

[Start of Page](#)

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Reports

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VDOE SWS Admin

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(804) 225-2827
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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.

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 SWS Menu >> CTEFR Home >> Enter Data

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Adult Education Headcounts

Accomack 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	1	20	1	1
Family and Consumer Sciences	0	0	0	0
Health and Medical Sciences	2	37	0	2
Marketing	0	0	0	0
Military Science	0	0	0	0
Technology Education	3	56	1	2
Trade and Industrial Education	0	0	0	0
Totals	8	113	2	3

[Previous Page](#)
[Save & Next ->](#)

[Start of Page](#)

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- When the Occupational Adult Education Headcount program numbers have been entered and verified for SY 2011-2012 career and technical Occupational Adult Education programs, SELECT the “**Save & Next ->**” button.

7. CTEFR Data Submission to Virginia Department of Education

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VIRGINIA DEPARTMENT OF EDUCATION
 SWS Menu >> CTEFR Home >> Enter Data >> Submit to DOE

[Logout](#)

Submit to DOE

✓ Data Saved Successfully.

Submit to DOE

Click 'Submit to DOE' when you have verified and finalized your CTEFR data. Once you click this option, no further data entry will be allowed. Should you wish to modify or correct your data entries once your CTEFR has been submitted, you must contact the Office of Career & Technical Education, W. Terry Dougherty, Grants Administrator at e-mail terry.dougherty@doe.virginia.gov or telephone (804) 225-3349.

[Previous Page](#)
[Submit to DOE](#)

[Start of Page](#)

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(+)Administration

Collection Window

Lookup Data

Upload File

Maintain Documents

Account Access Report

Reports

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 Staff

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.

The screenshot shows the Virginia Department of Education's CTEFR application page. At the top, there is a search bar for "Search Virginia.gov" and a "GO" button. Below the header, the page title is "CTE Financial Report (CTEFR)" with a "Logout" link. A red warning message states: "The 2011 - 2012 collection window for the CTEFR application has been locked for Accomack County. The division superintendent or designee must contact the Office of Career and Technical Education Services to request that the window be unlocked." Below this, a paragraph explains that the state provides financial assistance to support CTE programs. A bulleted list details three categories of assistance: 1. Principals and assistant principals of career and technical education centers where at least 50% 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. 3. Adult career and technical education occupational programs to provide opportunities for adults to prepare for initial employment, retraining, or career advancement. Further text explains that the data collected will be used to calculate fiscal year state categorical entitlements for CTE programs. It also references Supts. Memo No. 302-12, dated November 09, 2012, for more information. A final instruction says: "To start the annual CTEFR, please click on Enter Data at the top of the gray menu to the right." At the bottom left, there is a "Start of Page" button. On the right side, there is a vertical navigation menu with options: Administration, Collection Window, Lookup Data, Upload File, Maintain, Documents, Account Access, Report, Reports, TEST, User Information, W. Dougherty, Idougherty, Dept. of Education Staff, Accomack County (001), VDOE Application Contact, Glenn Davis (804) 371-2924 (with an E-Mail button), and VDOE SSWS Admin, Vickie McCrory (804) 225-2827 (with an E-Mail button).

Once the CTEFR has been submitted to DOE, the SY 2011-2012 collection window is locked for the school division or regional technical center.

If the CTEFR for SY 2011-2012 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 December 14, 2012.

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

Commonwealth of Virginia | Governor Search Virginia.gov GO

VIRGINIA DEPARTMENT OF EDUCATION

SSWS Menu >> CTEFR Home

CTE Financial Report (CTEFR) [Logout](#)

✘ The 2011 - 2012 collection window for the CTEFR application has been locked for Accomack County. The division superintendent or designee must contact the Office of Career and Technical Education Services to request that the window be unlocked.

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. The state financial assistance is provided through categorical entitlements for Career and Technical Education (CTE) occupational preparation and occupational adult education programs to support the following:

- 1. Principals and assistant principals of career and technical education centers where at least 50% 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.
- 3. Adult career and technical education occupational programs to provide opportunities for adults to prepare for initial employment, retraining, or career advancement.

The data collected in the CTE Financial Report (CTEFR) will be used to calculate the fiscal year state categorical entitlements for CTE occupational preparation and occupational adult education programs.

Information regarding the CTEFR data collection and application instructions can be found in Supts. Memo No. 302-12, dated November 09, 2012.

To start the annual CTEFR, please click on Enter Data at the top of the gray menu to the right.

[Start of Page](#)

Administration
Collection Window
Lookup Data
Upload File
Maintain
Documents
Account Access
Report
Reports
TEST
User Information
W. Dougherty
ldougherty
Dept. of Education
Staff
Accomack County
(001)
VDOE Application
Contact
Glenn Davis
(804) 371-2924
E-Mail
VDOE SSWS Admin
Vickie McCray
(804) 225-2827
E-Mail

- b. Choose “Verification Report.”

[Logout](#)

Career & Technical Education Financial Reports

[Verification Report](#) - This report will provide program/division level Career and Technical Education Financial Report data as it has been submitted for purposes of verification and certification.

- c. SELECT the School Year “**2011-2012**” from the drop-down menu listing.

The screenshot shows a web application interface for generating a Verification Report. At the top, there is a breadcrumb trail: >> Reports >> Verification Report. A Logout link is visible in the top right corner. Below this is a header section titled "Reports". The main content area is titled "Verification Report" and contains the following text: "Please enter the parameters for report. Then click the desired report format below. The report will open up in a new window." Below this text are three form fields: "School Year:" with a dropdown menu showing "2011-2012"; "School Division:" with a dropdown menu showing "Accomack County (001)"; and "Report Format:" with radio buttons for "pdf" (selected) and "doc". At the bottom of the form is a "View Report" button, which is highlighted with a red arrow pointing to it from the right.

- 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 December 14, 2012 either electronically to 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 or by telephone at (804) 225-3349.

EXAMPLE – Verification Report for school division/regional technical center with both Occupational Prep and Occupational Adult Education Programs.

Virginia Department of Education (VDOE)
Career & Technical Education Financial Report (CTEFR)
School Year 2011-2012 Expenditures
Accomack County (001)

To : sswsacctmgr001 sswsacctmgr001 From : CTE Grants Administrator
Accomack County (001) Phone : (804) 371-2924
Phone: 111-111-1111 Fax : () -
Email : systems.development@doe.virginia.gov

SUBJECT: Career & Technical Education Financial Report for Accomack County

You are receiving this report which represents the data we have on file for your school division. The data was submitted as the Career & Technical Education Financial Report (CTEFR) for School Year 2011-2012. We are asking that you verify the following data and correct any errors via the online application via SSWS. If there are no corrections, please have the division superintendent or authorized designee sign this verification form with an original blue ink signature. Signed verification forms must be submitted to VDOE by December 14, 2012 either electronically to 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 ..

I hereby certify that the data and expenditures listed in this report represent a true and accurate statement and that the funds were expended consistent with the approved policies and regulations for Career and Technical Education (Carl D. Perkins Career and Technical Education Act of 2006).

Preparer's Signature	Date
Superintendent's Signature	Date

Virginia Department of Education (VDOE)
 Career & Technical Education Financial Report (CTEFR)
 School Year 2011-2012 Expenditures
 Accomack County (001)

Accomack County did operate a local program for Occupational Prep in School Year 2011-2012

OCCUPATIONAL PREP PROGRAMS	STATE FUNDS	LOCAL FUNDS	TOTAL EXPENDITURES
Extended Contracts	\$0	\$51,970	\$51,970
Career and Technical Education Center Principals	\$0	\$0	\$0
Career and Technical Education Center Assistant Principals	\$38,157	\$40,843	\$77,000
Special CTE Center Principals	\$0	\$0	\$0
Special CTE Center Assistant Principals	\$0	\$0	\$0
TOTAL OCCUPATIONAL PREP	\$36,157	\$92,813	\$128,970

School Year 2011-2012 CTEFR Reported Local Funds Spent For Occupational Prep Programs \$82,470

Variance Between Reported School Year 2012-2013 Local Funds Data and School Year 2011-2012 CTEFR Reported Local Funds Spent For Occupational Prep Programs 12%

Accomack County did operate a local program for Adult Education in School Year 2011-2012

ADULT EDUCATION CTE PROGRAMS	STATE FUNDS	LOCAL FUNDS
Adult Occupational Programs	\$12,437	\$57,462

School Year 2011-2012 CTEFR Reported Local Funds Spent For Adult Education Programs \$35,630

Variance Between Reported School Year 2012-2013 Local Funds Data and School Year 2011-2012 CTEFR Reported Local Funds Spent For Adult Education Programs 61%

Virginia Department of Education (VDOE)
 Career & Technical Education Financial Report (CTEFR)
 School Year 2011-2012 Expenditures
 Accomack County (001)

Adult Education Headcounts

CTE PROGRAM AREA	NUMBER OF CLASSES	ENROLLMENT	FULL-TIME TEACHERS	PART -TIME TEACHERS
Agricultural Education	0	0	0	0
Marketing	0	0	0	0
Health and Medical Sciences	2	37	0	2
Family and Consumer Sciences	0	0	0	0
Technology Education	3	56	1	2
Business and Information Technology	1	20	1	1
Military Science	0	0	0	0
Trade and Industrial Education	0	0	0	0
TOTALS	<u>6</u>	<u>113</u>	<u>2</u>	<u>5</u>

EXAMPLE – Verification Report for school division/regional technical center with no local Occupational Prep and Occupational Adult Education Programs.

Virginia Department of Education (VDOE)
Career & Technical Education Financial Report (CTEFR)
School Year 2011-2012 Expenditures
Campbell County (018)

To : Unknown
Campbell County (018)
Phone:
Email :

From : CTE Grants Administrator
Phone : (804) 371-2924
Fax : () -

SUBJECT: Career & Technical Education Financial Report for Campbell County

You are receiving this report which represents the data we have on file for your school division. The data was submitted as the Career & Technical Education Financial Report (CTEFR) for School Year 2011-2012. We are asking that you verify the following data and correct any errors via the online application via SSWS. If there are no corrections, please have the division superintendent or authorized designee sign this verification form with an original blue ink signature. Signed verification forms must be submitted to VDOE by December 14, 2012 either electronically to 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 ...

I hereby certify that No Local Programs were operated in School Year 2011-2012 related to CTE Occupational Preparation or Adult Education Programs for the purposes of this data collection and that no reimbursement payment will be provided by the state in FY 2013

Preparer's Signature	Date
Superintendent's Signature	Date

Page 1 (Example)

Virginia Department of Education (VDOE)
Career & Technical Education Financial Report (CTEFR)
School Year 2011-2012 Expenditures
Campbell County (018)

Campbell County did not operate a local program for Occupational Prep in School Year 2011-2012
Campbell County did not operate a local program for Adult Education in School Year 2011-2012

Page 2 (Example)