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.
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) 2015-2016 will be used to calculate the school divisions’ and regional technical centers’ fiscal year 2016 state categorical entitlements for career and technical occupational preparation and adult education programs.

The CTEFR for SY 2015-2016 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 CTEFR for school year 2015-2016 will be collected through the Virginia Department of Education (VDOE) Single Sign-On for Web Systems (SSWS) data report entry application. The CTEFR data entry must be completed and submitted to VDOE through the SSWS. If you do not have access to the CTEFR Web-based application, the CTE administrator or designee will need to request access from their divisionwide SSWS Account Manage.

The CTEFR Web-based application will be open and accessible through the SSWS on February 13, 2017.

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 April 28, 2017, either electronically to CTE@doe.virginia.gov with a color scanned or PDF attachment or mailed to:

Virginia Department of Education  
Office of Career, Technical, and Adult Education  
Attention: Rachel L. Blanton, CTE Senior Budget & Grants Manager  
P.O. Box 2120  
Richmond, VA 23218-2120

If you have any questions, please contact Rachel L. Blanton, CTE Senior Budget & Grants Manager, Office of Career, Technical, and Adult Education, at rachel.blanton@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 2015-2016 career and technical occupational preparation education programs.

- Local funds expenditures for SY 2015-2016 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**
   - SELECT “CTE Financial Report (CTEFR)” from the list of available applications.

Please select one of the Applications listed below

<table>
<thead>
<tr>
<th>APPLICATIONS</th>
</tr>
</thead>
</table>

**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 2015-2016.

- If “*Yes*” is selected for the question “Did the school division/regional technical center operate a local program for occupational preparation for school year 2015-2016?” 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 2015-2016?” 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 2015-2016, 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 2015-2016, SELECT the “Save & Next ->” button to proceed to the next screen.
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 2015-2016?" 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 2015-2016 State Funds Payment for Occupational Prep** - Dollar figure shown is the Occupational Preparation payment provided in Supt's Memo No. 148-16, dated June 23, 2016, to the school division/regional technical center from the previous school year's CTEFR reported local expenditures for Occupational Preparation programs.

- **School Year 2014-2015 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.
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 2015-2016 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 2015-2016 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.
Total Occupational Prep Funds – State Funds amount under the State Funds column must EQUAL the School Year 2015-2016 State Funds Payment for Occupational Prep - Dollar figure for the Occupational Preparation payment provided in Supt’s Memo No. 148-16, dated June 23, 2016, to the school division/regional technical center.

<table>
<thead>
<tr>
<th>Occupational Prep Programs</th>
<th>State Funds</th>
<th>Local Funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Contracts</td>
<td>$74032</td>
<td>$113602</td>
<td>$187634</td>
</tr>
<tr>
<td>Career and Technical Education Center Principals</td>
<td>$0</td>
<td>$53462</td>
<td>$53462</td>
</tr>
<tr>
<td>Career and Technical Education Center Assistant Principals</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Special CTE Center Principals</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Special CTE Center Assistant Principals</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total Occupational Prep Funds</td>
<td>$74032</td>
<td>$172064</td>
<td>$246096</td>
</tr>
</tbody>
</table>

School Year 2015-2016 State Funds Payment For Occupational Prep

School Year 2014-2015 CTE Financial Report: Local Funds Spent For Occupational Prep Programs

| Variance | $144600 | 19% |
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 2014-2015 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.
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 2017 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 2015-2016 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 2015-2016 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 2015-2016?” then the following data entries are required for Occupational Adult Education programs expenditures:

- Local funds expenditures for SY 2015-2016 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 2015-2016 State Funds Payment for Adult Occupational** - Dollar figure shown is the Adult Education payment provided in Supt’s Memo No. 148-16, dated June 23, 2016 to the school division/regional technical center from the previous school year’s CTEFR reported local expenditures for Occupational Adult Education programs.

- **School Year 2014-2015 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 2015-2016 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 2014-2015 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.
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 2017 entitlements for Occupational Adult Education programs is based on the amounts reported for Local Funds additional expenditures for SY 2015-2016 career and technical adult occupational education programs.

- When the Adult Education program expenditure amount for Local funds has been entered and verified for SY 2015-2016 career and technical Occupational Adult Education programs, SELECT the “Save & Next ->” button.

The SY 2015-2016 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.
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.
When the Occupational Adult Education Headcount program numbers have been entered and verified for SY 2015-2016 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 2015-2016 collection window is locked for the school division or regional technical center.

If the CTEFR for SY 2015-2016 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, Technical, and Adult Education 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, Technical, and Adult Education at (804) 530-4560 by April 28, 2017.

a. CLICK on “Reports” at the bottom of the menu in the upper right side of the screen.
b. Choose “Verification Report.”

**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.

Please enter the parameters for report. Then, click the desired report format below. The report will open up in a new window.

- **School Year**: 2015-2016
- **School Division**: Montgomery County (050)
- **Report Format**: pdf

[View Report]

Logout

---

c. SELECT the School Year “2015-2016” 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.

![Image]

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 April 28, 2017, either electronically to CTE@doe.virginia.gov with a color scanned or PDF attachment or mailed to:

Virginia Department of Education  
Office of Career, Technical, and Adult Education  
Attention: Rachel L. Blanton, CTE Senior Budget & Grants Manager  
P.O. Box 2120  
Richmond, VA 23218-2120

If you have any questions, please contact Rachel L. Blanton, CTE Senior Budget & Grants Manager, Office of Career, Technical, and Adult Education, at rachel.blanton@doe.virginia.gov or by telephone at (804) 225-3349.