CareerTech Information Management System (CTIMS)

K-12 Certification Collection Guidebook

OKLAHOMA CareerTech

IMD Information Management Division

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Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

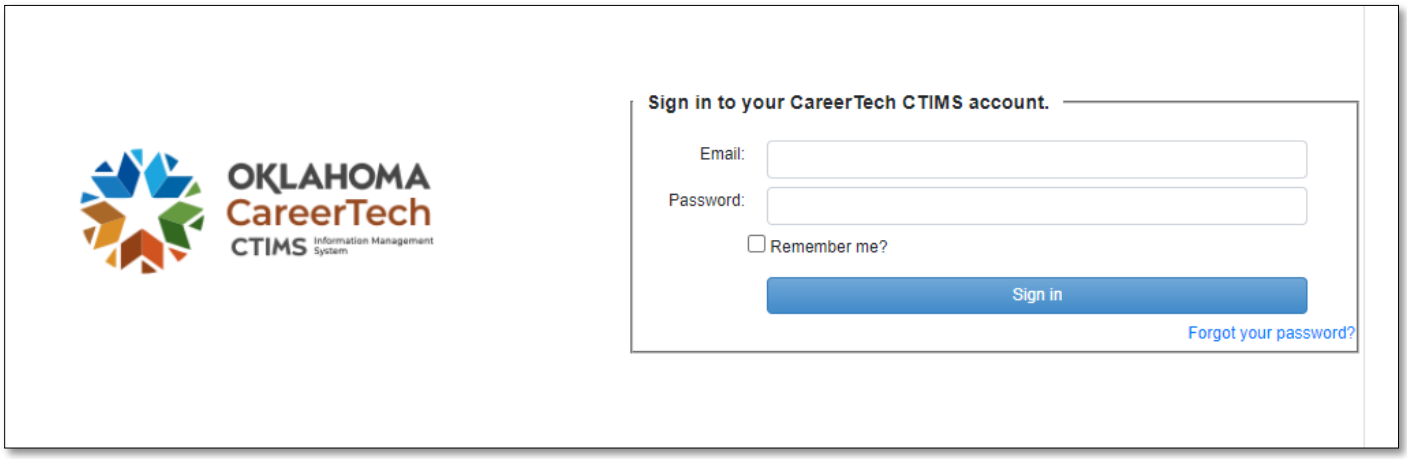
If you have forgotten your password, click the **Forgot your password?** link to reset.

For helpful tips, see the CTIMS Helpful Hints section of this document.

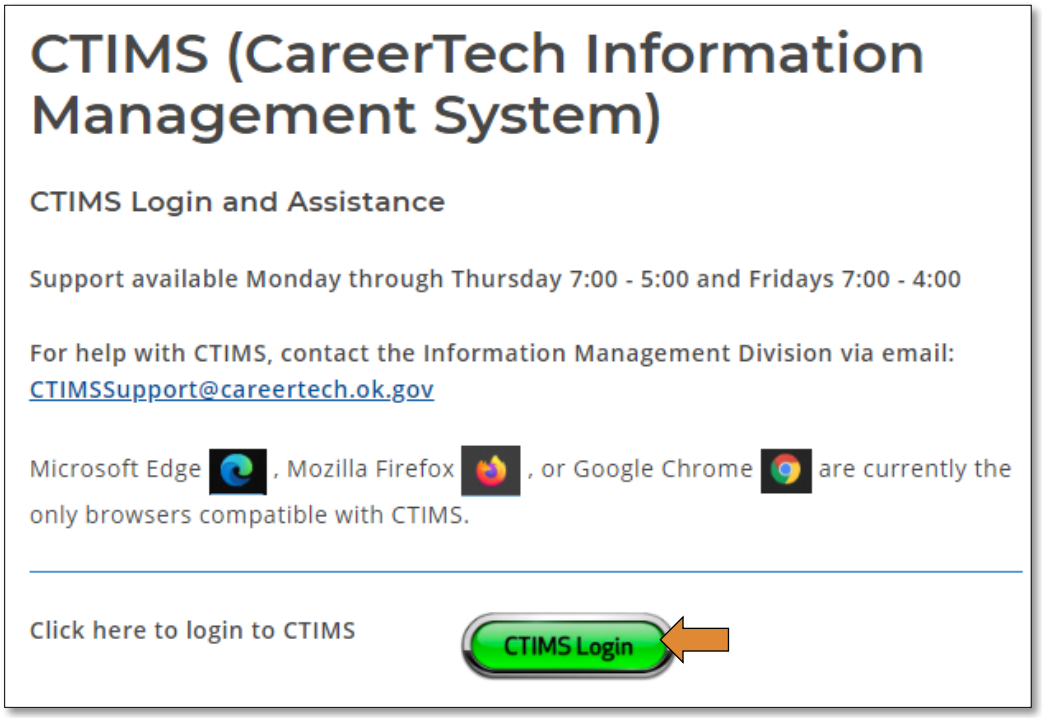
CTIMS Customer Support Contact
Elizabeth Richardson
Office: (405) 743-5134
Email: CTIMSsupport@careertech.ok.gov

Logging into CTIMS

Sign in using your school email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb



Or go to CTIMS (CareerTech Information Management System) (oklahoma.gov) and select the green **CTIMS Login** button.

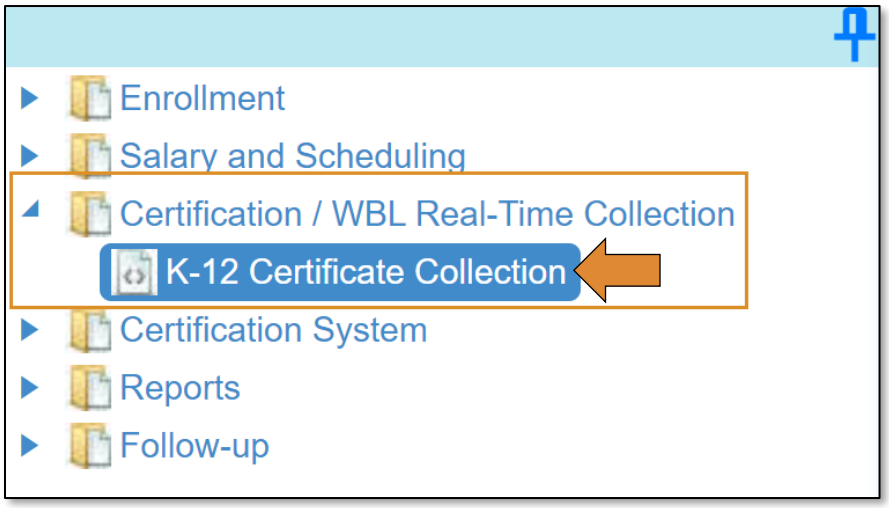


Entering Student Certifications

If any of your students take certification tests, you can update their record in CTIMS to indicate that they took the test and document whether they passed or did not pass.

Verify that you are signed in with the role of **K-12 School Teacher** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

- Click the arrows next to **Certification / WBL Real-Time Collection**.
- Click on the **K-12 Certificate Collection** link.

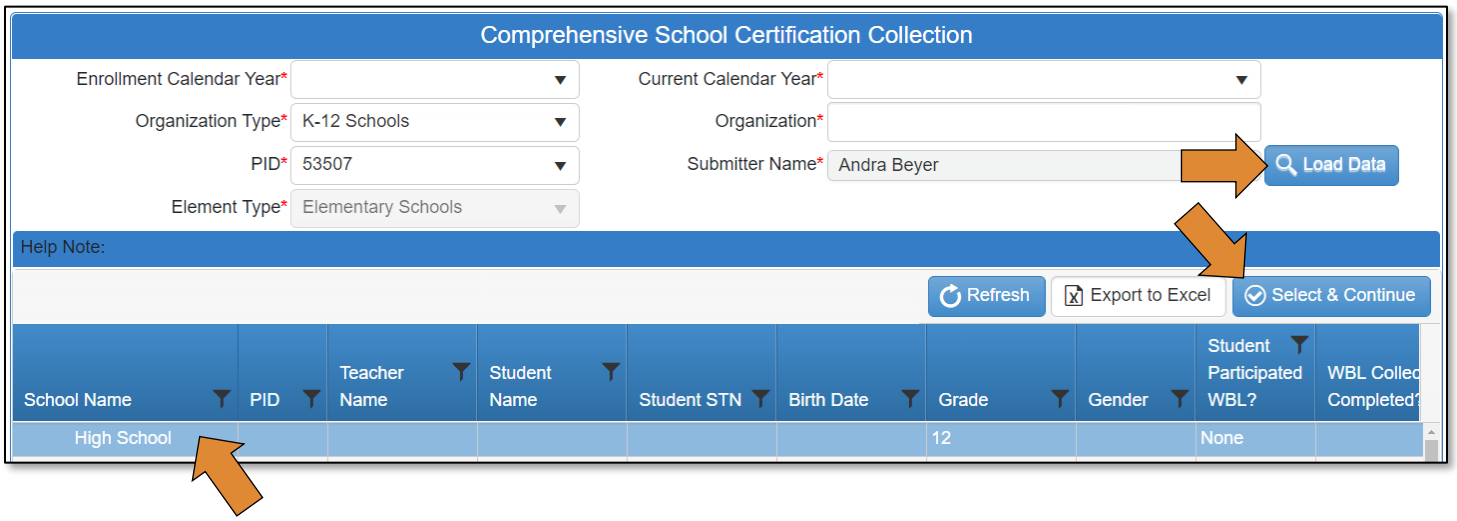


Complete the Course **Comprehensive School Certification Collection** screen. The tagged numbers in the screen shot below corresponds to the instruction steps. The asterisks represent required fields.

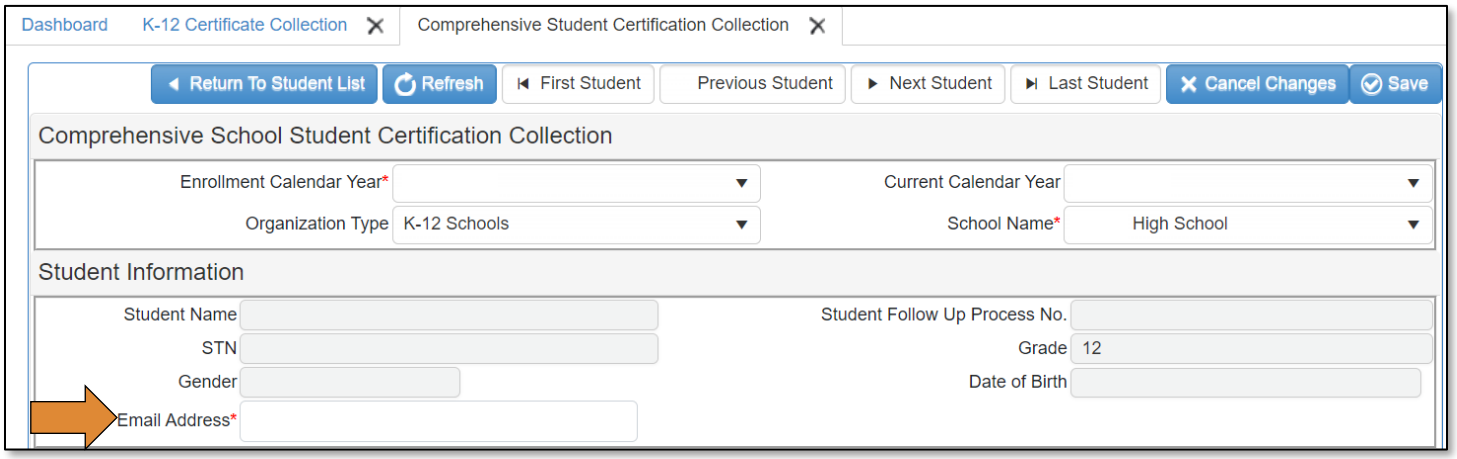
- **Enrollment Calendar Year*** – should default to last year.
- **Current Calendar Year*** – should default to the current year.
- **Organization Type*** – should default to K-12 Schools.
- **Organization*** – should default to your school, if not, type the first 3 characters of your school and choose the correct option from the drop-down menu.
- **PID*** – should default to your PID.
- **Submitter Name*** – should default to your name.
- Click on the **Load Data** to load your student list.

This will bring up a list of your seniors from last year. You do not have to enter data for all your students, only those you want to input certifications. Search by the student using the filter button by student name.

- Find the student you need.
  - Highlight the row by clicking on the line with your school name and program name.
- Click on **Select & Continue**.



- Fill in students **Email Address.**

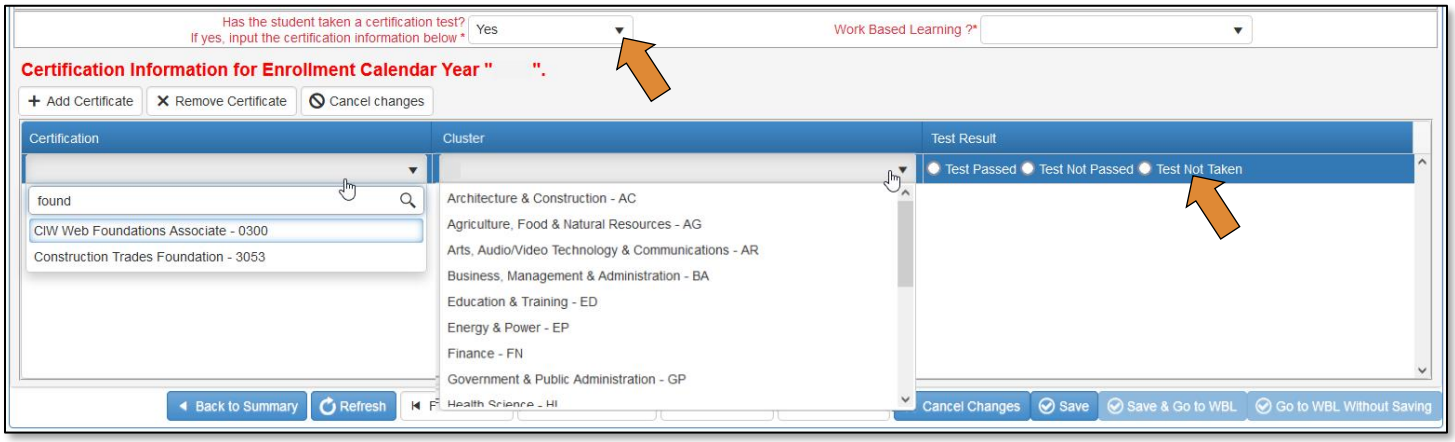


Under the Certification Information section:

- If a student has taken a certification test, you will answer **Yes** on the certification test question.
- Click the **+Add Certification** button.
- Select the certification by clicking in the field under the Certification column. Type the first three letters or numbers of the certification test, the list will self-populate, choose the certification from the drop-down menu.

NOTE: Certifications are auto populated from the Approved Assessment List. If your certification is not available, please refer to the Approved Assessment List on our website.

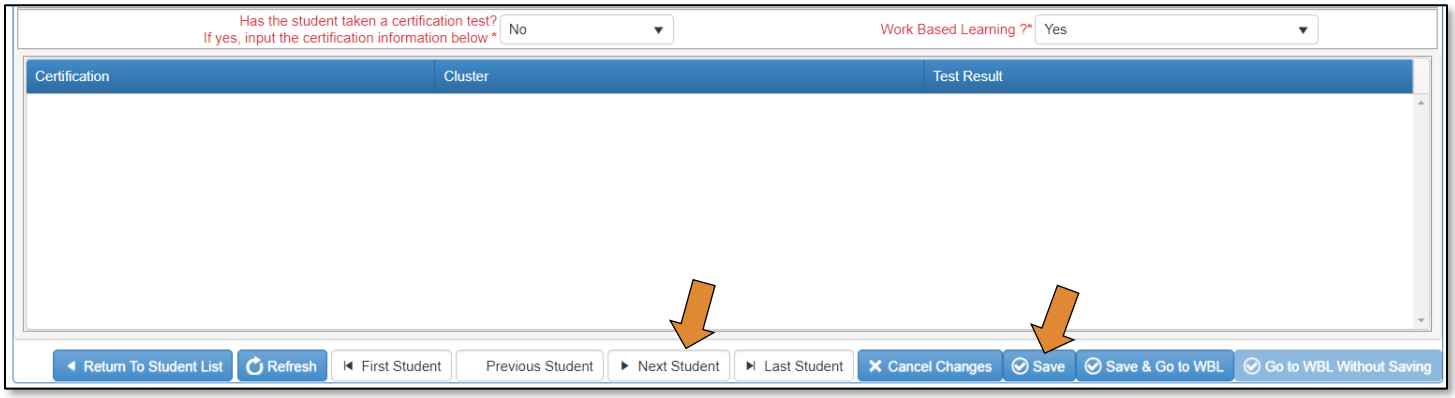
- Select the Cluster from the drop-down menu by clicking in the field under the Cluster column.
- Mark the certification test the student took as **Test Passed**, **Test Not Passed,** or **Test Not Taken**.



- Click the **Save** button.
- Then click **Next Student** and complete the process for each student.

IMPORTANT: Make sure you **Save** each student's information before navigating to another student.

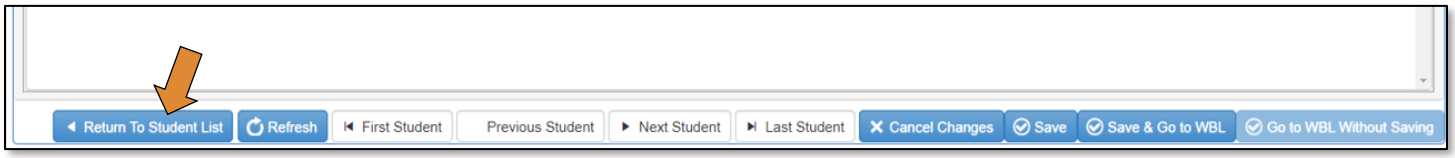
- You can navigate to the next student by clicking on **Next Student**.

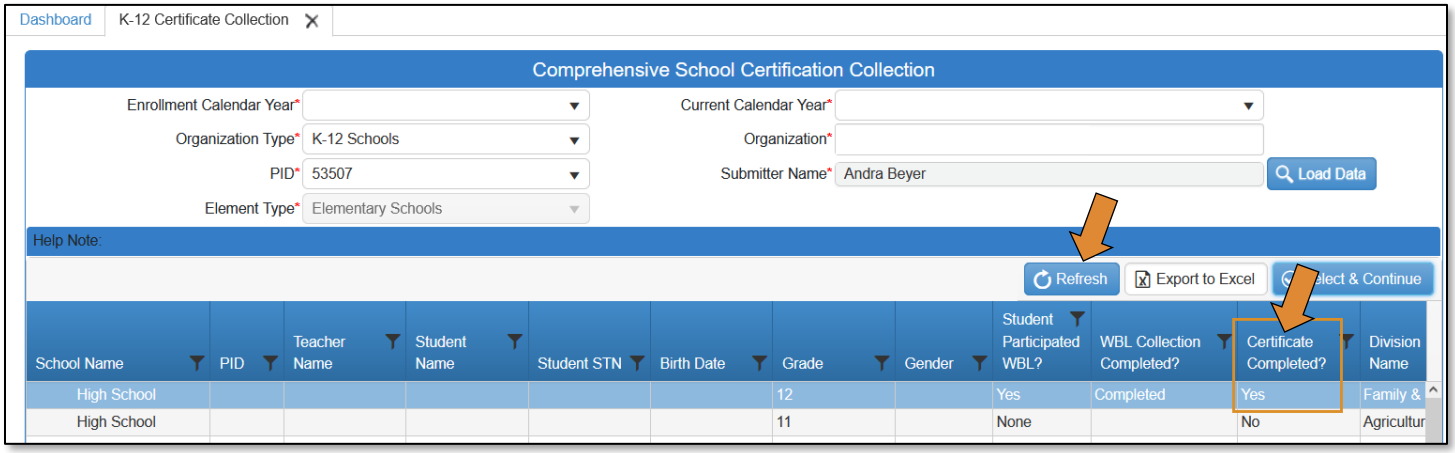


You will see a confirmation that student data was **Saved Successfully.**

Checking the Student's Certification Status

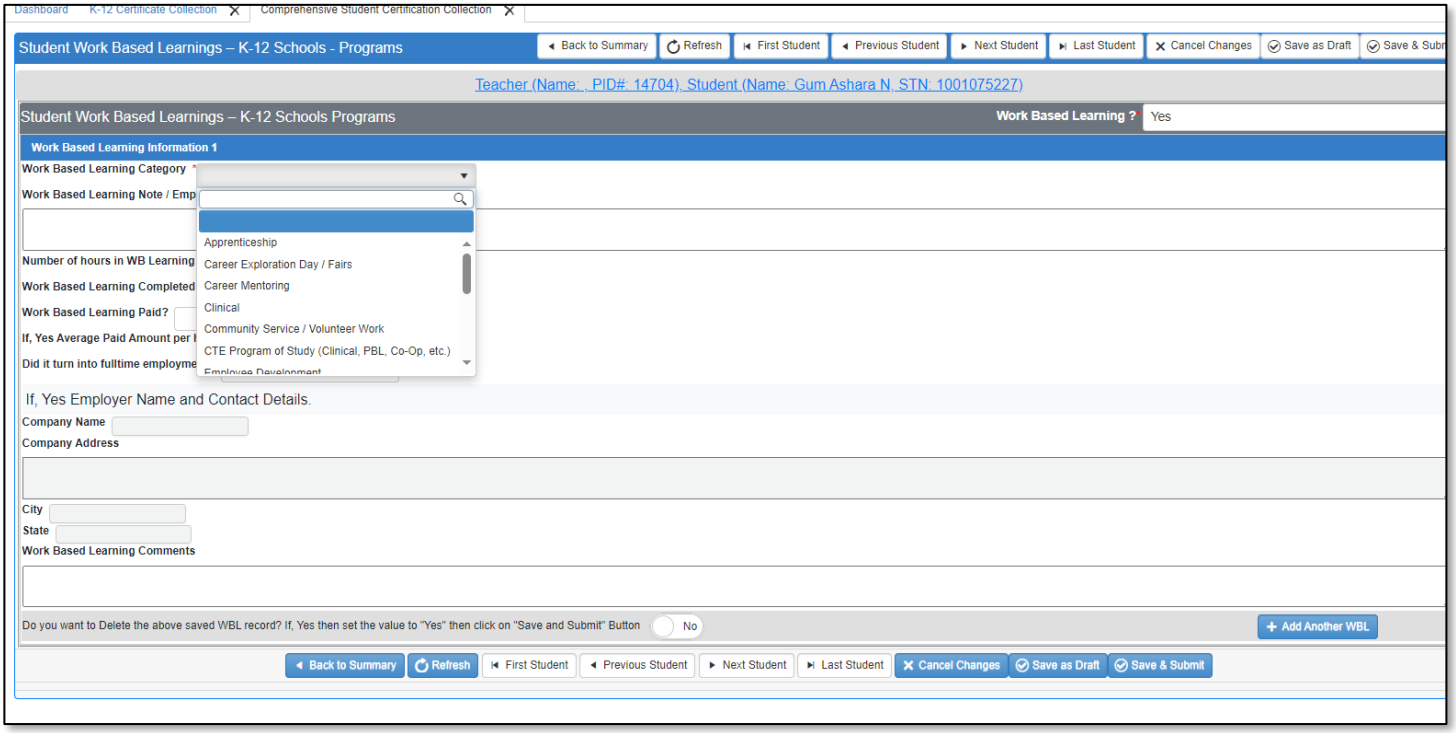
After you have updated all the certifications for your students that have taken certification tests, you can navigate back to the summary screen by clicking on **Return to Student List**. Hit the **Refresh** button. The students you have completed the certifications for will say **Yes** in the Certificate Complete Column.



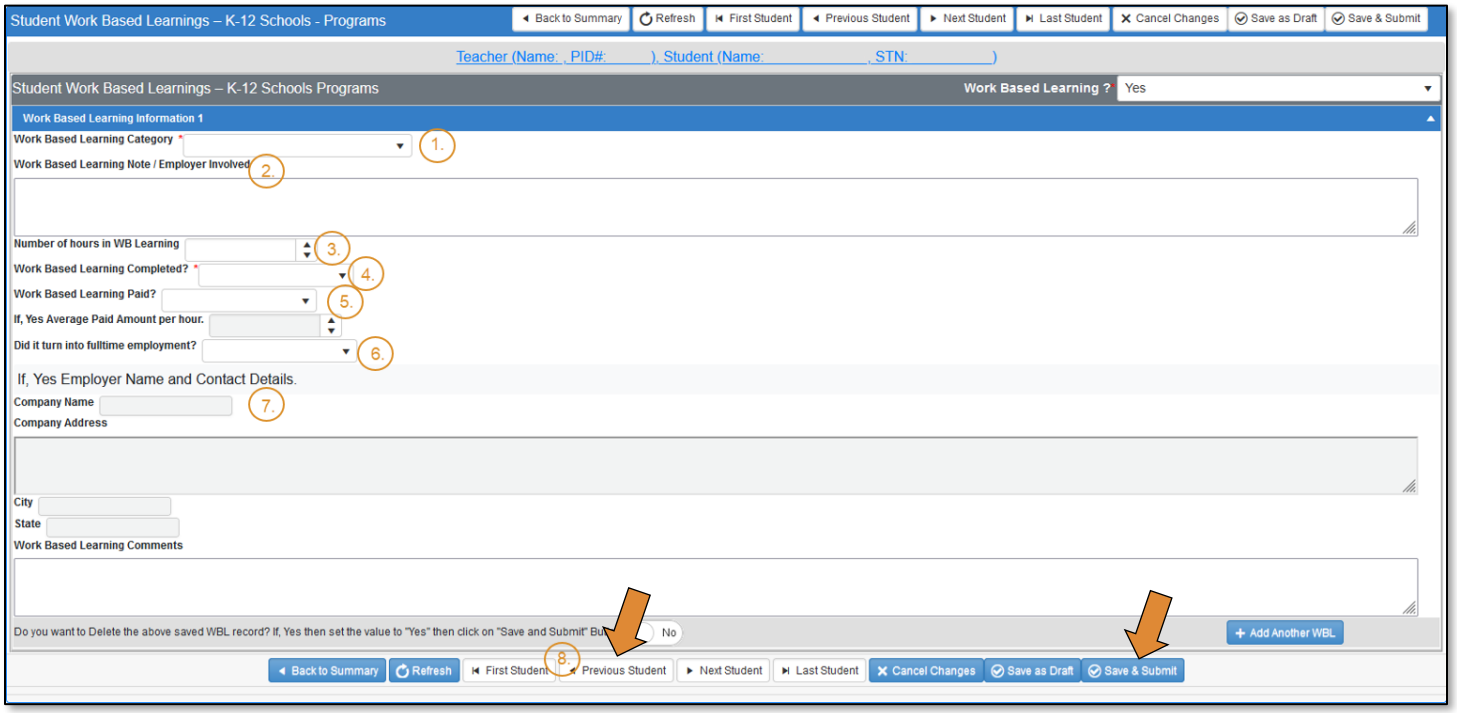


Work Based Learning

- Select the **Work Based Learning Category*** from the dropdown menu. Mandatory

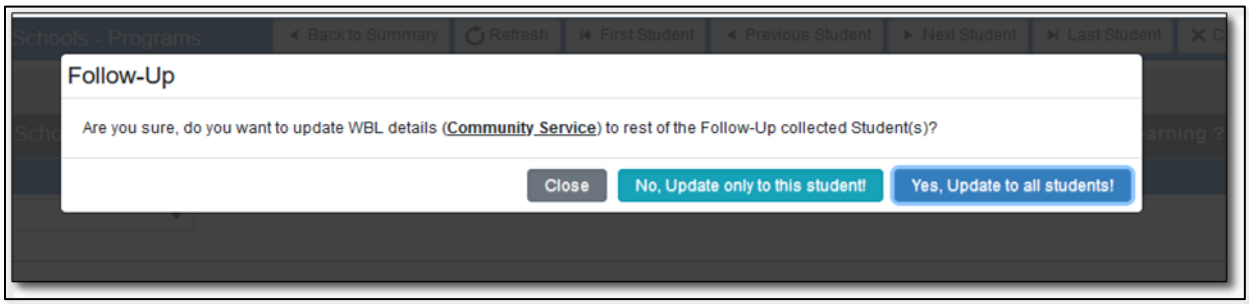


- Write notes and Employer involved.
- Number of hours in WB Learning.
- If Work Based Learning Completed, yes or no. *Mandatory
- If Work Based Learning was paid, yes or no. If yes, how much per hour. *Mandatory
- Did it turn into fulltime employment?
- If yes, fill out the Company's information and any comment. When you have finished this student's Work Based Learning, click **Save & Submit.**
- Then click Previous Student to access the next student, complete **Work Based Learning** for each student.



A box will appear asking if you would like to update Work Based Learning on just this student or update all students.

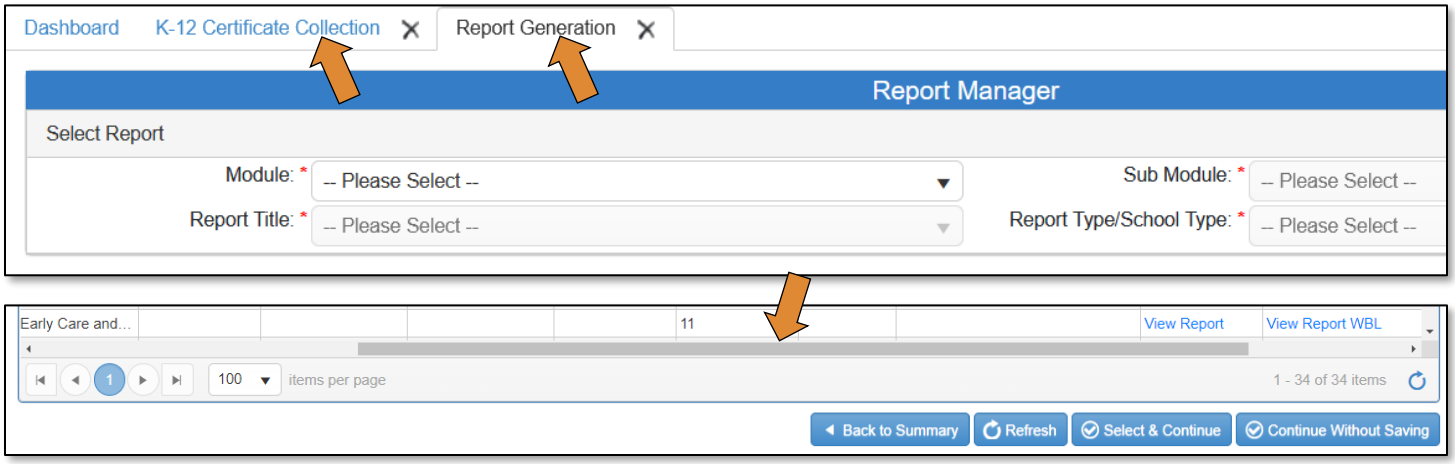
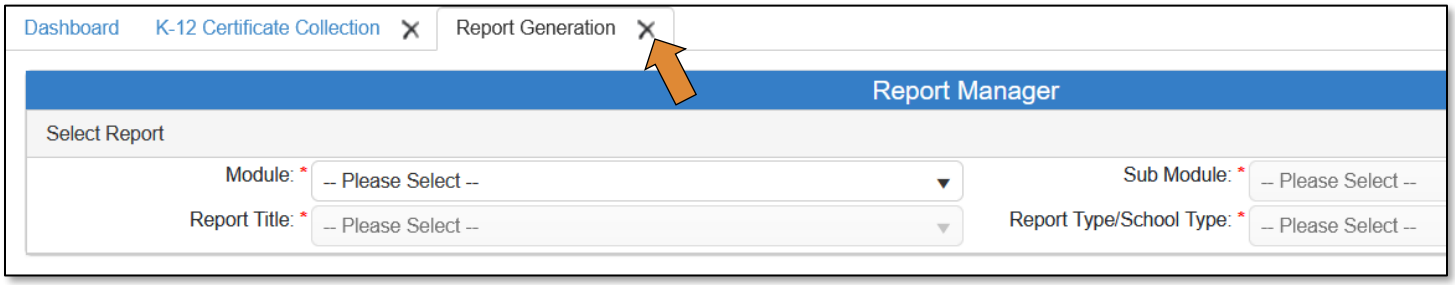
*Note - clicking **No, Update only this student!** is for doing Follow-up or when you are adding information for individual students. The **Yes, Update to all students!** is for entering information for a class or group of students that have all had the same Work Based Learning event. (i.e. guest speaker, industry visit, field trip, etc.)



- When you have completed all of your students click **Back to Summary.**

CTIMS Helpful Hints

- You can flip between screens or tabs in CTIMS. Click on any tab at the top of your screen to toggle between them.
- There are scroll bars located at the bottom and right of some of the screens in CTIMS. If you cannot see all of the information on a screen, go to the right or bottom of the screen and use the scroll bar to navigate over to view additional columns and rows.



- Hold down the Ctrl key and click on the + or – keys to zoom in or out.
- You can only have 10 tabs open at one time. To close tabs, click on the on the right side of the tab you wish to close, then confirm that you would like to close by clicking OK on the confirmation screen.