CareerTech Information Management System (CTIMS)

Technology Center Follow-up Guidebook

OKLAHOMA
CareerTech

IMD Information Management Division

August 2024

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Help and Troubleshooting

If you do not have a CTIMS account 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.
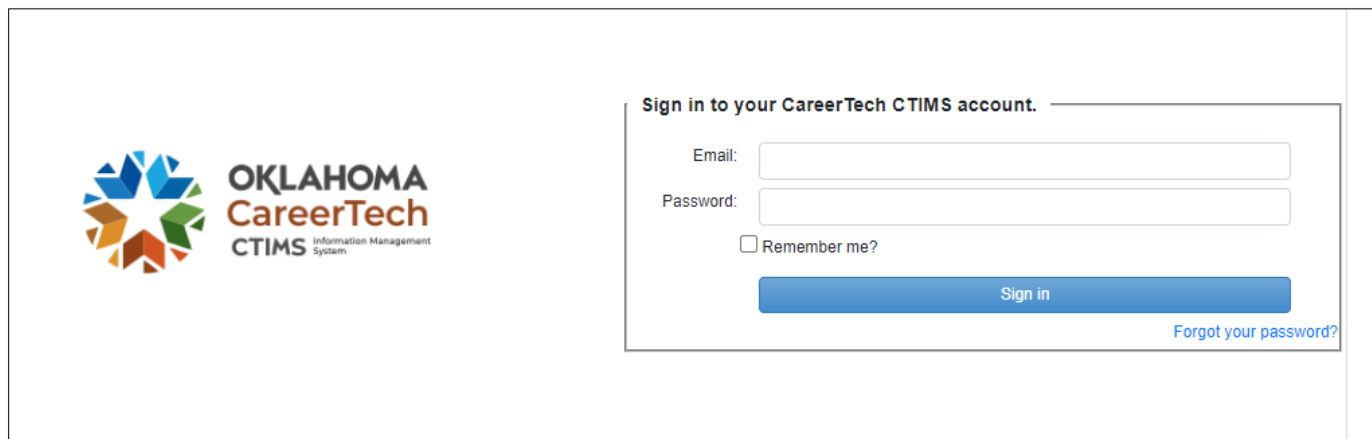
CTIMS Customer Support Contact

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.

Follow-Up Completion

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with either the **Technology Center – Teacher** role or the **Follow-up Submitter** role in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see the correct role needed, contact CTIMSSupport@careertech.ok.gov
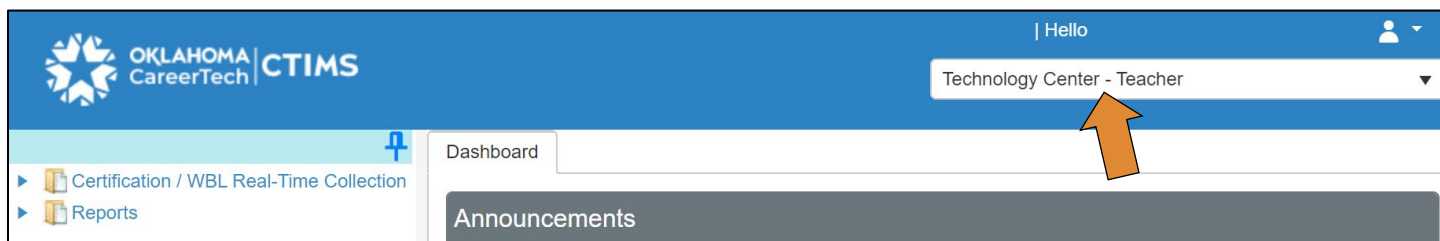
- Click the arrows next to **Follow-up**.
- Click on the **Tech Center Follow-Up Collection** link.
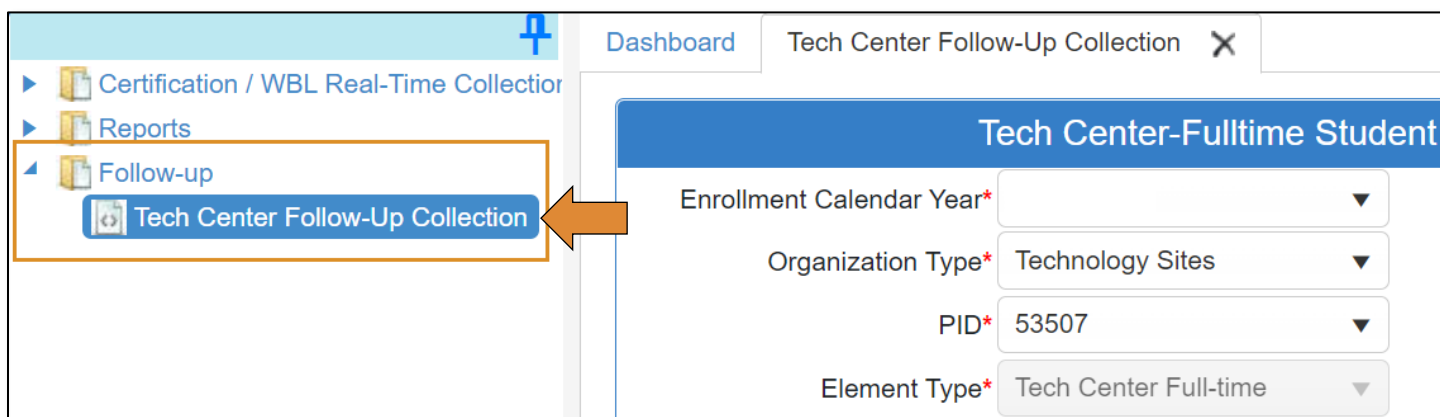
- The **Enrollment Calendar Year*** should default to the previous school year.
- The **Current Calendar Year*** should default to the current school year.
- Your **Organization*** (School) name, **Submitter Name*** and **PID*** should default when you login.
- Click on the **Load Data** button to load your student list.
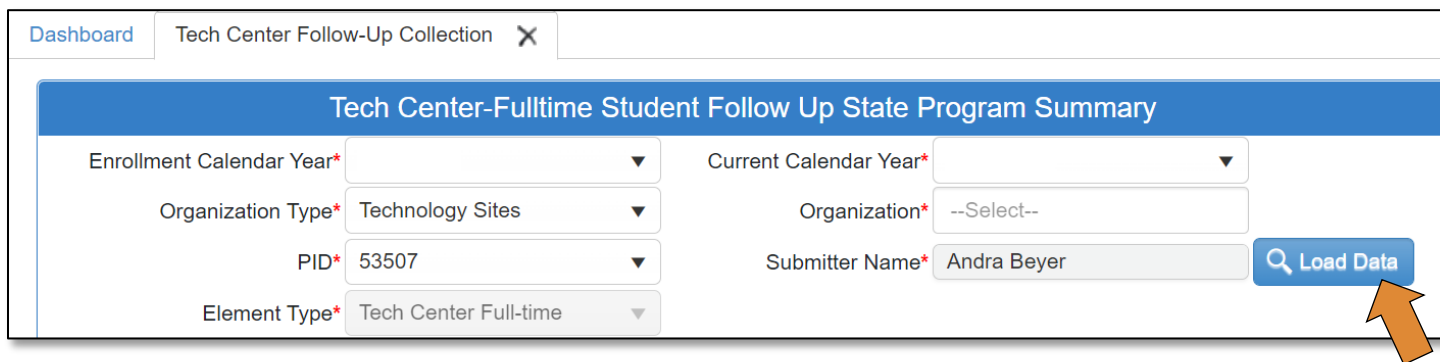
- Highlight the program you need to complete follow-up on by clicking on your school name.
  - o **Do not click on the *View Report* link until after you input your data. This report gives a summary by teacher.
- Click on **Select & Continue**.

- Click inside the blank box under the **Completion Desc** column for each student and select the appropriate completion description in the drop-down. *See Appendix A for definitions of the Completion Codes.
- Use the scroll bar on the right side of the box to scroll down and see all the options.
- Once the **Completion Desc** for each student, click **Save & Continue**.
  - o If you are not able to complete all the students, you can click **Save & Continue** and come back to the list at a later time.

*Note: If you select the **Completion Desc** Code of **Student is Deceased**, no other information will be required for the student.*

Continuing, Changed Program, Transferred to Another School, Dropped No Longer in School & Course Enrollee Only.

After clicking **Select & Continue**, CTIMS will display the appropriate screen depending on the **Completion Desc Code** that was selected. You can see the Follow-up Completion Code for the currently selected student at the top of the page.

- Enter the student's email address. <u>**This is a mandatory field.**</u>

If the **Completion Desc Code** is **Continuing, Changed Program, Transferred to Another School, Dropped No Longer in School, and Course Enrollee Only,** you must answer the questions that appear in red.

- Select **Yes** or **No** from the drop-down menu in the box.
  - o If the answer to the question is **No** click the **Save** button, then click **Back to Summary.**

Certifications

- o If the answer is **Yes**, click **+ Add Certificate.** Then select the certification by typing the first three letters of the certificate in the blank dropdown box under Certification.
- Click on the down arrow to the left of the Cluster name. The certifications available will populate the drop-down menu. If you already know the number or name of the certification(s), you can click the filter button by entering the information in the filter menu.
- Mark each certification(s) test(s) the student took as **Test Passed** or **Test Not Passed**.
- After you have marked all the certification tests the student has completed, click on the **Work Based Learning** option, and select **yes** or **no**. Click on the **Save** button.

- You will get a pop-up message that says **Saved Successfully**.
- Click **OK.**

You are now finished with this student. You can use the navigation buttons at the top or bottom of the screen to return to the student list click **Back to Summary** or go to the **first, previous, next, or last student.**

- IMPORTANT: Save each student's information before navigating to another student.
- When you have completed all your students, click the **Save & Go to WBL** button.

Work-Based Learning

1. Select the **Work-Based Learning Category** from the dropdown menu.
2. Write notes and the Employer involved.
3. Number of hours in WB Learning.
4. If Work Based Learning Completed, yes or no.
5. If Work Based Learning was paid, yes or no. If yes, how much per hour?
6. Did it turn into full-time employment?
7. If yes, fill out the Company's information and any comments.
- Click **Save & Submit.**

Bulk Work-Based Learning Collection

If you are choosing a Work-Based Learning that will include the whole class or multiple students, such as a guest speaker, interviews, community service, etc., a teal bar will appear at the top of the screen.

- Click on the **Add/RemoveStudent(s) from selected WBL Category**.

A list of all the students who have had their Follow-up and Certifications completed will populate a list. You may check all students who participated in this Work-Based Learning.

- Click the **Select & Continue** button.

- Click the **Back to Summary** button to return to the Summary Page.

- Click the **Refresh** button to check the status of your students' Follow-up completion; their row will have turned grey if it is complete.

Course Concentrator or Program Completer

- If the **Completion Desc Codes** is **Course Concentrator** or **Program Completer**.
- Click **Save & Continue**.

The following screen will appear.

- You will be required to select an **Education Status** and **Employment Status** from drop-down menus.
  - o (See Appendix B for a list of Education and Employment statuses).

- If the Employment Status is **employed full-time civilian or employed part-time civilian**, complete the **Job Details** section. Job Title and Job Duties are required fields.
- On salary information give a dollar amount then choose hourly, daily, weekly, bi-weekly, monthly annually. The per-hour field will be filled in automatically depending on the student's pay schedule.
- The question, **"Is this job related to the program completed?"** is a required field if the student has a job.
- Fill out all the fields, including the Company Name, Address, City, State, and Zip.
- If the student has more than one job, select **Yes** on "**Does this Student have another Job?**" then click on **Add Another Job** and fill out the same information for the next job.
- After you have completed the details for the Education Status, Employment Status, and Job Details, click on **Save**.

- The same screen you are on will update, click on **Update Certification.**

The Certification screen comes up. Click here for instructions on completing this section.

Reports

Check to make sure you have updated all your students by clicking the "**Back to Summary**" button. After all your student data is updated, you can run a teacher summary report by clicking on the **View Report** link. This report is a summary of each teacher for a specific program. Since you are saving after each student, you do not have to submit anything. When you complete all your students, you are finished. If you want a paper copy you can export your records to an Excel file.

Appendix A
Follow-up Completion Code Definitions

Continuing -- Student is continuing in the program this school year and enrollment has been submitted for the current school year in this program.

Student Is Deceased – The student is deceased at the time this report is completed.

Changed Program – The student did not complete the program but transferred to another program at your school.

Transferred to Another School – Student did not complete the program and transferred to another school.

Course Concentrator * – The student did not complete the entire program but did complete 240 or more hours of the program and is no longer enrolled in this program.

Dropped, No Longer in School – Student did not complete the program, is not a course concentrator, is not a skill enhancement enrollee, is not a transfer, did not change programs, and is no longer attending a comprehensive school or a technology center.

Program Completer -- Student completed the program last school year. This student will not be submitted as an enrollment in this program for the current school year. Completion is defined as completing all requirements set forth by the school for the program approved for that school.

Skill Enhancement Enrollee – An adult student enrolled in the program for a specific set of knowledge and skills and did not intend to complete the entire program or even an entire course – but did complete the intended course work. The student is no longer enrolled for this school year. This category will only pertain to adult students.

Course Enrollee Only – The student is enrolled in a course at the K-12 site or the tech center and is not enrolled in a program.

Secondary students who are on an IEP with the full participation of either a technology center representative or a career and technology education instructor as a member of the student's IEP team and who have met the goals for the career and technology education program as stated in their IEP are considered concentrators. Adult students on 504 Accommodation Plans have individualized accommodations that are to be used in the classroom, lab, and shop to provide equal access for them to the program curriculum. The development of the 504 Plan should consider the future employment of the student and the effects of the student's disability when writing the 504 Plan. If adjustments to the program are made in the 504 Plan but the core competencies are met the student is considered a concentrator.

Appendix B

Education and Employment Status & Job Details

For students who completed one or more programs during the past school year, or were a Course Concentrator, indicate their current Education Status and Employment Status. Choices are:

Educational Status:

> Not attending school
> Attending high school or technology center as a secondary student
> Attending a technology center as an adult student
> Attending a private school as an adult student
> Attending a public collegiate school as an adult student
> Educational status is unknown

Employment Status:

> Employed full-time civilian (at least 35 hr./week)
> Employed part-time civilian (less than 35 hr./week)
> Employed full-time Military
> Unemployed but actively seeking employment
> Not in the labor force and not seeking employment
> Employment status is unknown

Job Details:

For students who are employed, provide the following information.

> **Job Title** – list the student's current job title.
> **Job Duties** – provide a brief description of the student's job duties.
> **Current Salary** – provide the student's current salary and whether it is per hour, per week, per month, or per year. If the student does not share this information, leave the field blank.
> **Per** – provide whether the salary is hourly, daily, weekly, bi-weekly, monthly, annually.
> **Hours Worked Per Week** – provide the number of hours that the student works per week. Do not count overtime.
> **Is this Student Self-Employed? –** Select Yes or No from the Drop-Down menu.
> **Is the Job Related to the Program(s) Completed? --** Indicate if the student's current job is related to one or more programs completed last school year.
> **If the Job is not Related to the Program(s), is it Related to the Career Cluster?** – If the student's current job is not related to the program, indicate if the job is related to the Career Cluster.

Appendix C

Work-Based Learning Definitions

Governor's Council (GCWED) for work-based learning activities defines **work-based learning activity** as a planned, structured learning experience that provides Oklahomans with real-life or simulated work experiences where they can develop and apply academic, technical, and essential skills; and contributes to the achievement of their postsecondary and employment goal(s). The GCWED is employing a flexible definition of work-based learning, encompassing the activities below:

• **Career Exploration Day / Fairs:** These are useful for a range of students. They are frequently used as an exposure or recruiting tool to expose students of all ages to a variety of career options. The Fairs may include age-appropriate job-related activities or handouts.

• **Workplace Tours / Field Trips:** Career awareness activities in which students visit a workplace, to learn about the business, meet employees, ask questions, and observe work in progress.

• **Guest Speakers:** A career awareness activity in which an industry expert is given a chance to share their perspectives on what the world of business is like, their passion for what they do, to make connections with duties and daily activities of the job, and to offer their well-earned words of advice. The speaker also is open to informal interviews with the students and the instructor in the classroom.

• **Service Learning / Research Papers:** A career exploration activity in which the method of teaching and learning combines academic work with service and social action. Students complete a planned series of activities and apply their skills and knowledge to help meet a need in the school or greater community. The activity usually culminated with a presentation of the research, the process, and the solution results.

• **Community Service:** Perform unpaid public services to gain occupational experience. Students should be considered volunteers only if they intend to donate their services to religious, charitable, government, or nonprofit organizations for the public good.

• **Interviews:** A career awareness activity in which students formally interview a workplace partner about his or her industry and chosen profession. The interview includes a discussion of the career itself, duties and daily activities of the job, and the level of education required to be successful. The students also explore growth opportunities in the industry and salary ranges for different occupations.

• **Career Mentoring:** A career exploration activity in which the student is matched one-to-one with an adult professional in a chosen field of interest to explore a career and related issues. The career mentor serves as a resource for the student by sharing insights and providing guidance about the workplace, careers, and education. This mentoring can take place in conjunction with an activity that a club or student organization is sponsoring.

• **CTE Program of Study [PBL, Co-Op, Clinical, etc.]:** A program of learning that requires learning specific skills and knowledge that is applied to real-world work by using Project Based Learning, Co-Op education work site learning, clinical, live work, or any other experiences that lead to the completion of the Program of Study. Thus, allowing the student to enter the workforce or advance to a higher work/learning environment.

• **Job Shadow:** Job shadow experiences allow participants to explore a specific career of interest by observing an experienced employee performing their typical work duties in a real-world work environment. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant. Job shadowing typically includes a partnership between a business and an education/training institution and provides relevant career information to assist participants.

• **Internship:** A position for a student or trainee to work in an organization for a limited duration, sometimes without pay, to gain work experience, satisfy requirements for a credential, and/or gain course credit. An internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. With the passage of SB 1171 in 2018, Oklahoma employers can participate in Oklahoma's Registered Internship program as of July 2018. The Registered Internship program creates a competitive recruitment process so that employers can find the best intern to meet their organization's needs. It also provides industry-led guidelines for employers to create quality work experiences that benefit both interns and employers.
For youth internships where students receive K-12 academic credits, the following guidelines were set by the Oklahoma State Department of Education in 2017:
- Students must be juniors or seniors to participate in an internship.
- A maximum of 2 high school elective hours of the 6 rigorous course hours required per school day, can be used for such programs. (The 2 hours include student travel to the internship site.) A senior student may petition their local school board to increase to 3 hours if that fits into the student's schedule.
- Internships will count as a semester course and can be repeated for elective credit – up to 1 credit per semester (per class - consistent with concurrent enrollment)
- Districts are encouraged to consider developing local policies and guidelines to govern internship programs including:
  - Agreements between the school and business
  - Grading rubrics for school, student, and business (e.g., attendance)
  - Feedback forms for business
  - Performance evaluations for students
  - Workplace Safety

• **Employee Development:** is defined as a process where the employee with the support of his/her employer undergoes various training programs to enhance his/her skills and acquire new knowledge and skills. This development frequently includes training programs and leadership development programs. Investments in employee learning and development directly impact employee engagement and productivity, improving overall business success metrics.