CareerTech Information Management System (CTIMS)

Instructional Framework Guidebook

OKLAHOMA CareerTech

IMD — Information Management Division

February 2026

Contents

CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov, or contact:

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.

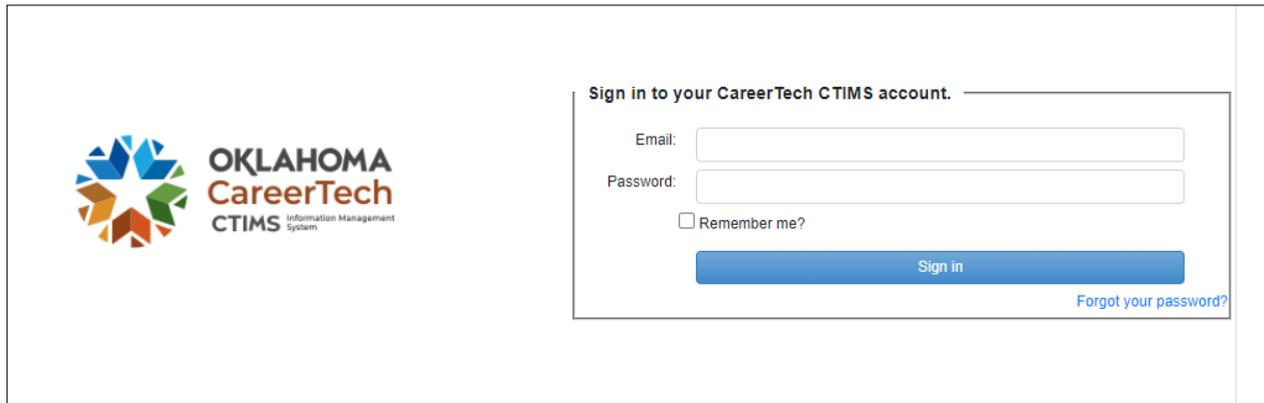For helpful tips, see the CTIMS Helpful Hints section of this document.

CTIMS Customer Support Contact

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** button.

Approval Process Overview

Approval Process	
IFW Role	**Process**
Technology Center – IFW Submitter	Creates, completes, saves & submits the requests.
IFW – Local Financial Aid Approval	1st approval. Reviews & approves/rejects requests.
ODCTE – Occupational Approval	2nd approval. ODCTE occupational division reviews & approves/rejects requests.
ODCTE – IFW Financial Aid Approval	3rd Approval. ODCTE financial aid staff reviews & approves/rejects the request.

NOTE:
- If you choose a course that has Oklahoma Promise Credit attached to it, the course hours cannot be shortened.
- **All programs with minimum hour requirements for third-party licenses/certifications will be required to submit justification documents if the state and local program hours do not match.**

Technology Center – IFW Submitter

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

If you do not see **Technology Center – IFW Submitter**, contact ctimssupport@careertech.ok.gov
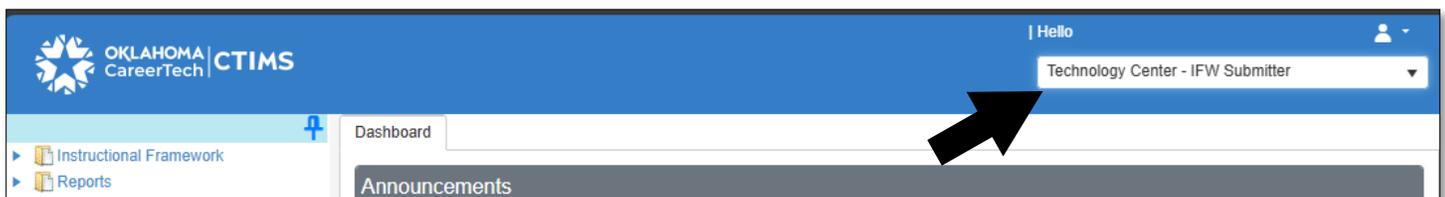
Rollover Process

Preparation before entering CTIMS: You will have better results if you take the time to do a little prep work beforehand.

- Print out state programs you have approved for the current school year. See instructions Here.
- For each state and local program, decide which of the following categories the request will fall under for the upcoming school year.
  - **No Change:** This program will be offered next year with no changes.
  - **No Changes for Returning Students/Teach Out Only:** This program will be continued for the next year with no changes BUT ONLY for returning students/teach out. New students will not be allowed to enroll in this program next year as currently approved. NOTE: If you plan to start a similar program next year but with different hours, course, etc., you will need to request a new program.
  - **Will Make Changes:** This program will be offered next year but changes will need to be made.
  - **Will Not Offer Next Year:** This program will not be offered next year and will not be needed for returning students/teach out.
  - **Move to Another Site:** This program will be offered next year but will be moved to another site in your district.

Once you have made those selection you are ready to start the roll over process.

- Click the arrows next to Instructional Framework & Instructional Process.
- Click on the IFW Tech Center Rollover Process link.
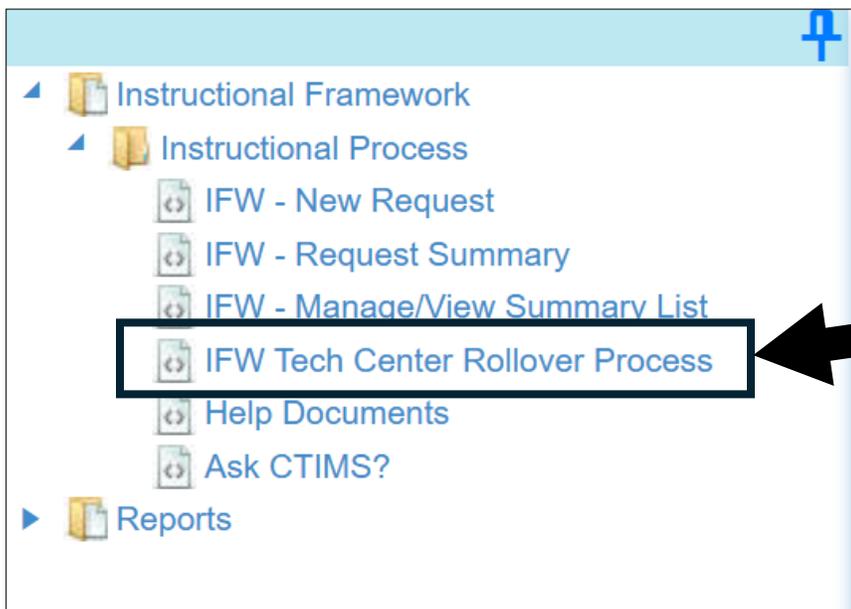
Select Rollover Options – Step 1

1. Current Calendar Year: This will default to the current calendar year.
2. Planned Year: This should default to the current calendar year.
3. Implementation Year: This should default to the next calendar year.
4. Confirm the Start Date and End Date for the planned (current FY) & Implementation (next FY) years are correct.
5. District Name: Start typing the first 3 letters of your school then choose your district from the drop-down.
   a. If you district does not populate—Please reach out to IMD to correct the issue.
6. Select the Site(s): Start typing the first 3 letters of the site and choose from the drop-down.
   a. If you are choosing more than one site, click the box next to Check for Multiple Site(s) first – then type the school name.
7. Click Search.

A list of programs will populate. Use the information you collected in preparation to select the appropriate options under the Rollover Option column.

- Click inside the empty field under the column titled Rollover Option.
  - Select the appropriate option from the drop-down.

NOTE: If you are undecided what option you want for a program, leave the box blank. You can come back later and decide the option for that program.

- When you have selected a Rollover Option for each program, click the Save and Continue button.

Process Rollover Options – Step 2

Once you have categorized the status of each program, you will need to "process" your rollover options.

NOTE: Each option, <u>except for those that will not be offered next year</u>, will need to go through these steps.

- Select the group of programs from the drop-down menu you need to process.

- The programs under that rollover option will appear in the grid below.
- Select the program you would like to roll over for that option by checking each box.
  - o NOTE: You can select all programs by clicking the box in the first column header.

- Process the rollover option by clicking the Process the State Program with -- .... Button at the bottom of the screen.

Move a Program to another Site

This option should only be selected when a state program is physically moving from one site to another site within the district.

- On the Rollover Options - Step 1 screen, choose Process the State Program with – Move to Another Site.
- Click Save and Continue at the top or bottom

- On the Process Rollover Option – Step 2 screen, select Process the State Program with – Move to Another Site.

- A new screen will appear. Under the Organization Name column, select the site from the drop-down menu where the program will be moved.
- Under the RollOver Option column, choose the rollover option from the drop-down menu.
- Click the Process the State Program with – Move to Another Site button at the bottom of the screen.
  - This program will be removed from the current site and will be displayed at the new campus site.

Request a New Program

***NOTE:** Programs offered online, but not approved for Title IV Distance Education Eligibility should be entered separately with "online" at the end of the program name.

For example: your district has a full-time Bookkeeping program approved for Title IV (Pell/Federal Student Aid) and has an online version of bookkeeping that is not approved for Title IV. Even if these two programs have the same name and hours, they should be entered separately.

1. Bookkeeping (program in person and/or with Title IV approved DE)
2. Bookkeeping – ONLINE (correspondence type version not approved for Pell)

- Click the arrows next to **Instructional Framework & Instructional Process**
- Click on the **IFW – Request Summary** link.
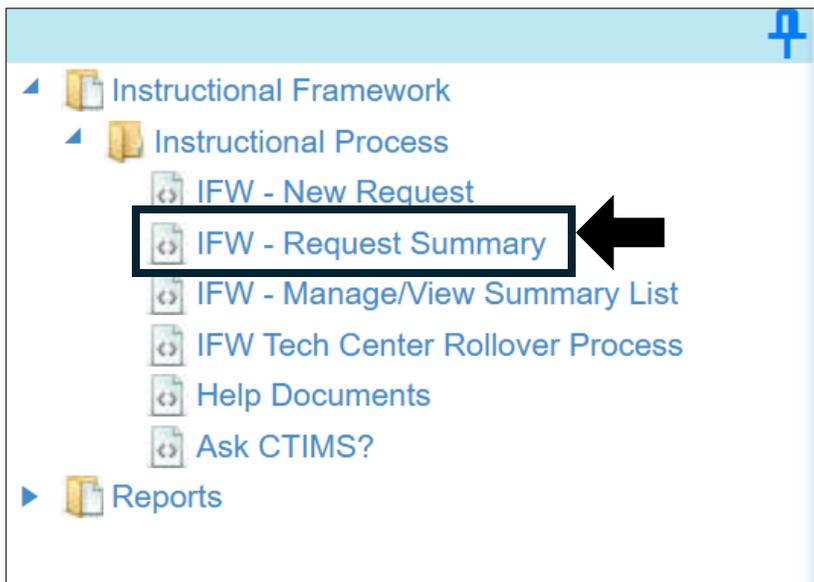
1. **Planned Year*:** This should default to the current calendar year.
2. **Implementation Year*:** This should default to the next calendar year.
3. Confirm the **Start Date*** and **End Date*** for the *Planned* (current FY) & *Implementation* (next FY) years are correct.
4. **District Name*:** Start typing the first 3 letters of your school then choose your district from the drop-down.
5. **Select the Site(s)*:** Start typing the first 3 letters of the site and choose from the drop-down.
   a. If you will be choosing more than one site, click the box next to **Check for Multiple Site(s)** first – then type the school name.
      i. **Hint:** if you have multiple sites are entering them all, start typing the first 3 letters of the technology center, then, on your keyboard hit Ctrl+A to select all sites.
6. **Search Request(s):**

- In the **Search & Select Existing Template** search box, start typing the State Program or Division.

- As you type, you will see the available templates for that program or division pull up.
- Select the correct option paying close attention to the hours that are in the parenthesis next to the program name.

- After you select a template, the grid will appear at the bottom. Feel free to export this to excel or just look at it on the screen.
- Once you have selected the correct template. Click **Save & Continue.**

**IMPORTANT: Once a request has been submitted for multiple sites, if there are any errors, they will have to be made individually for each site. It is best to carefully review the information before hitting the submit button.

Local Program:

Applicable local programs names will appear.

- Select one of these by clicking on the **radio button** next to the local program name.
- Click the turquoise **Save** button.
- Click on the **View / Edit Local Program** link to enter hours, federal student aid information, and distance Ed. information.

- o   A pop-up box will appear. Make the needed changes/updates.
- Add a **Tech Center Program Name** by typing in the text box.
- If the program is a Teach Out, check the button **Is Program Teach Out.**
- Click the **Save & Close** button within the pop-up box.

- Then, click the **Save & Continue** button to continue at the top or bottom of the screen.

Course(s):

Applicable course names will appear.

If there is more than one option you can select one or more of these by clicking on the check box in the column to the left of the *Details* column.

- If you choose a course that has Oklahoma Promise Credit attached to it, the course hours <u>cannot</u> be shortened.

- Click on the **View / Edit Course** link to enter the Course Name & Hours.

- Then, click the **Save & Continue** button to continue at the top or bottom of the screen.

CIP Code

Applicable CIP Code(s) associated to the state program will be displayed. You can only select **ONE CIP per Local Program**.

- If you need to change the CIP or have questions regarding the CIP, contact your occupational division specialist.
- Click **Save & Continue**.

SOC Code:

Based on the CIP Code selected, you can select from the SOC codes cross-walked to that CIP Code. You can select one or more SOC codes, but you cannot add additional SOC codes to the selected CIP.

- Select the **SOC Code(s)**.
- Click **Save & Continue**.

Certification:

Certifications that have been identified as applicable to the state program will appear.

- Select the certifications that will be available for the program.
    - o If you need to add a certification that is not listed or if you have questions regarding the certifications, contact your occupational division specialist.
- Expand any of the certifications listed by clicking on the arrow and then selecting the **Add Certification** hyperlink.
- Click **Save and Continue**.

PID/Teacher:

**PID's are Position ID's. They stay with the program. The instructors are moved in and out of the PID's as they change positions.

- Select the teacher(s) that will be teaching this program. If the PID is not listed, you can continue without making any selection. Feel free to contact IMD for questions regarding PID's. CTIMSsupport@careertech.ok.gov.
- Click the **Save & Continue** button.

Summary Review / Submitting Request Screen:

- On the Summary Review Hierarchy screen, click the View Detail Summary button to see a summary report of your request.

NOTE: All programs with minimum hour requirements for third-party licenses/certifications will be required to submit justification documents if the state and local program hours do not match.*

- Click **Go to Detail of Local Program Request** in the populated report to see all information.
- The **Go to Approval Log Details** link will only appear once the request has been submitted.

- Once you are comfortable with the request, click one of the acknowledgment boxes and add an acknowledgment note.
- You can either click the **Save Draft** button to review and submit later, or you can click **Submit for approval.**

IFW Request Summary List

- Click the arrows next to the **Instructional Framework** & **Instructional Process**
- Click on the **IFW – Request Summary** link.
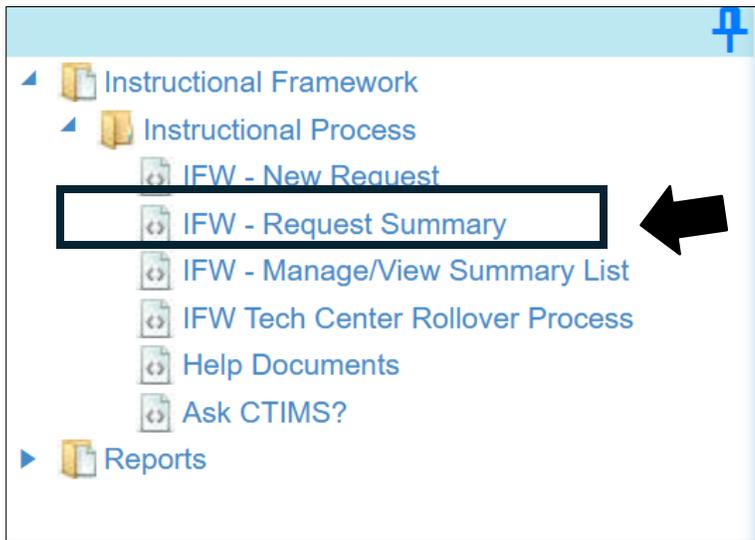
IFW Request Summary List:

As you begin to process your request or create new request, they will appear on the **IFW – Request Summary List** screen.

1. **Planned Year***: This will default to the current planned year.
2. **Implementation Year***: This will default to the following school year.
3. **Hierarchy Type**: This will default to "*Program Template 2025-2026*"
4. **District Name***: Start typing the first 3 letters of your school then choose your district from the drop-down.
5. **Site(s)***: Start typing the first 3 letters of the site and choose from the drop-down.
   a. If you will be choosing more than one site, click the box next to **Check for Multiple Site(s)** first – then type the school name. **Hint:** if you have multiple sites entering them all, start typing the first 3 letters of the technology center, then, on your keyboard hit Ctrl+A to select all sites.
6. Click **Search.**

- Click on the **Request Number** to begin the process of making necessary changes to the program. Once submitted, this request will go through the approval process.

Division:

- Select the **Division** that the program will fall under.
- Click **Save & Continue.**

Cluster:
- Select the **Cluster**.
- Click **Save & Continue**.

Pathway:
- Select the **Pathway**.
- Click **Save & Continue**.

State Program:

- Select **State Program**.
- Click **Save & Continue**.

State Program Code	State Program Name	State Program Hours	Suggested Hours	Description	Pathway Code Pathway Description
IT0036000	Animation Technology		480.00	The Animation Technology State …	IT003 - Web And Digital C
IT0036001	Audio and Video Technology / IT - …		840.00	The Audio and Video Technology I…	IT003 - Web And Digital C
IT0036002	Digital Design and Publishing		480.00	The Digital Design and Publishing…	IT003 - Web And Digital C
IT0036003	Game Design / Development		480.00	The Game Design/Development …	IT003 - Web And Digital C
IT0036004	Multimedia Technology - Advanced		900.00	The Multimedia Technology State …	IT003 - Web And Digital C
IT0036005	Web Design and Development / I…		900.00	The Web Design/Development St…	IT003 - Web And Digital C
IT0036001	Audio and Video Technology / IT - …		840.00	The Audio and Video Technology I…	IT003 - Web And Digital C
IT0036001	Audio and Video Technology / IT - …		840.00	The Audio and Video Technology I…	IT003 - Web And Digital C
IT0036006	Animation Technology - Advanced	900.00		The Animation Technology State …	IT003 - Web And Digital C
IT0036007	Audio and Video Technology / IT	480.00		The Audio and Video Technology I…	IT003 - Web And Digital C
IT0036008	Digital Design and Publishing - Ad…	840.00		The Digital Design and Publishing…	IT003 - Web And Digital C
IT0036009	Game Design / Development - Ad…	900.00		The Game Design/Development …	IT003 - Web And Digital C
IT0036010	Multimedia Technology	480.00		The Multimedia Technology State …	IT003 - Web And Digital C
IT0036011	Web Design and Development / IT	480.00		The Web Design/Development St…	IT003 - Web And Digital C

1 - 14 of 14 items

Local Program:

Applicable local programs names will appear.

- Select one of these by clicking on the **radio button** next to the local program name.
- Click the turquoise **Save** button.
- Click on the **View / Edit Local Program** link to enter hours, federal student aid information, and distance Ed. information.

- A pop-up box will appear. Make the needed changes/updates.
- Add a **Tech Center Program Name** by typing in the text box.
- If the program is a Teach Out, check the button **Is Program Teach Out.**
- Click the **Save & Close** button within the pop-up box.

- Then, click the **Save & Continue** button to continue at the top or bottom of the screen.

Course(s):

Applicable course names will appear.

- If there is more than one option, you can select one or more of these by clicking on the check box in the column to the left of the *Details* column.
    - If you choose a course that has Oklahoma Promise Credit attached to it, the course hours <u>cannot</u> be shortened.

- Click on the **View / Edit Course** link to enter the Course Name & Hours.
    - A pop-up box will appear. Make the needed changes/updates.

- Click on the **Add new Course** link to enter the Course Name & Hours
- Type in the **Search from Existing Data** search bar to see if the course already exists.
  - If the course already exists, select it, and the fields will populate with what is in that template. If you would like to change the **Course Name** or **Hours**, go ahead.
- Click the **Save & Close** button within the pop-up box.
  - You will now see the course you added.
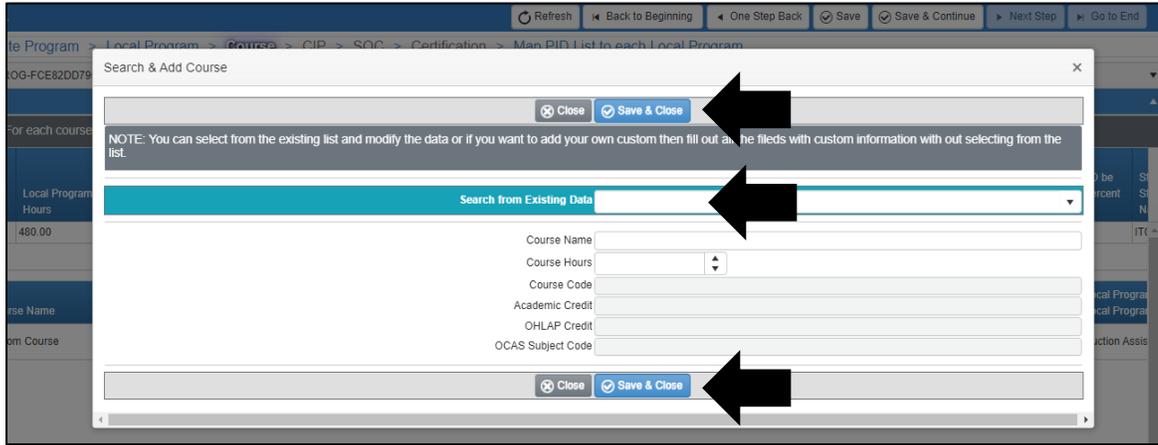
- Click **Save & Continue** at the top or bottom of the screen to move to the CIP screen.

CIP Code

Applicable CIP Code(s) associated to the state program will be displayed. You can only select **ONE CIP per Local Program**.

- If you need to change the CIP or have questions regarding the CIP, contact your occupational division specialist.
- Click **Save & Continue**.

SOC Code:

Based on the CIP Code selected, you can select from the SOC codes cross-walked to that CIP Code. You can select one or more SOC codes, but you cannot add additional SOC codes to the selected CIP.

- Select the **SOC Code(s)**.
- Click **Save & Continue**.

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Certifications that have been identified as applicable to the state program will appear.

- Select the certifications that will be available for the program.
  - o If you need to add a certification that is not listed or if you have questions regarding the certifications, contact your occupational division specialist.
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PID/Teacher:

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

Summary Review / Submitting Request Screen:

- On the Summary Review Hierarchy screen, click the View Detail Summary button to see a summary report of your request.

NOTE: All programs with minimum hour requirements for third-party licenses/certifications will be required to submit justification documents if the state and local program hours do not match.*

- Click **Go to Detail of Local Program Request** in the populated report to see all information.
- The **Go to Approval Log Details** link will only appear once the request has been submitted.

- Once you are comfortable with the request, click one of the acknowledgment boxes and add an acknowledgment note.
- You can either click the **Save Draft** button to review and submit later, or you can click **Submit for approval.**

Copy a program to another Site

The copy feature allows you to copy a program from one site to another site(s). You can copy to other sites from the request summary screen.

IMPORTANT:
- If making changes to a program that you are going to copy, make the changes first, then copy the program so all programs will reflect the same changes.
- New drafts <u>must</u> be submitted before they can be copied to other sites.
- The framework will not allow you to copy twice to the same site or back to the site copied from, to prevent duplication.
- When a program is copied to another site, the receiving site will show **New Draft** and must be submitted for approval, but all information will be there from the copied site. Always double check the information though!

IFW Request Summary:

- After selecting **Copy Other Sites** link, on the **Process the State Program with –Copy to Other Site** screen, click the **Add New Site to Copy the State Program** button.
- In the **Copy to School Name** column, select the site you wish to copy to, then click the **Process the State Program with – Copy to Other Site** button at the bottom of the screen.

- Confirm the copy on the pop-up screen by clicking the **X**.

- You can close this screen by clicking the *X* beside the tab name.

What If I Change My Mind on How I Categorized a Program after Processing?

You can "undo" your categorization by clicking on the **Delete** button on the **Request Summary** screen.

Change Request

If a request has been rejected back to you for additional information and/or changes, it will go back to your stage of approval in the IFW Request Summary List.

- Select the **Request Number** from the summary list.
- Go to the last page/screen, the **Summary Review-Hierarchy** screen.
- Click the **Change Request** button at the bottom of the screen.

- Select **OK** on the pop-up screen indicating you do want to make changes.

- Make the necessary changes.
- Once you make the changes, you will need to do an acknowledgement note again.
- Then, click **Submit for Approval**.
- A pop-up will appear asking if you want to submit without attachments. Select the appropriate answer.
- Another pop-up box will appear letting you know that you have "Successfully submitted, please click on OK button to continue." Click **OK**.
- An additional screen will appear. Add the appropriate note and click **Approve**. You <u>must</u> click Approve or the request will not actually be submitted.
- A new pop-up will appear with "Are you Sure?" Select **OK**.
- The changes will now be submitted to the next level of approval.

View Approval Status

- Click the arrows next to **Instructional Framework** & **Instructional Process**.
- Click on the **IFW – Request Summary** link.
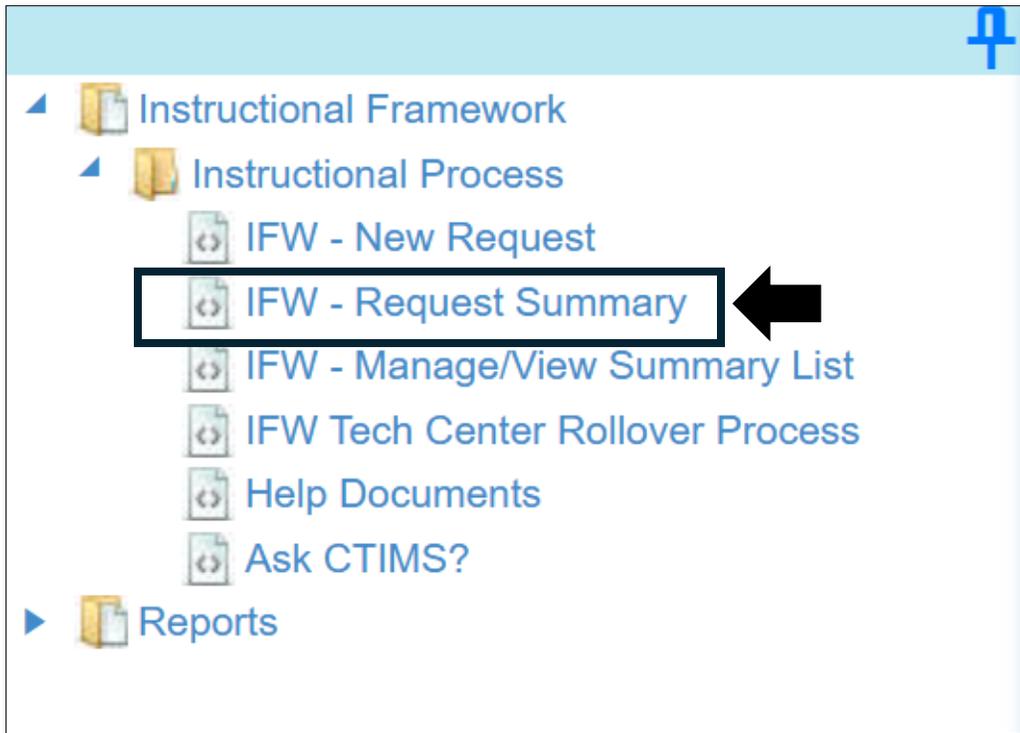
- Complete the IFW Request Summary List screen by verifying the planned year is the current year, the Implementation Year is the next school year.
- Type in the first three letters of your district name and select your school district from the drop-down menu.
  Select the site you are wanting to view by typing the first three letters of the site and choosing the site from the drop-down menu. You can select multiple sites at the same time by clicking on the **Check for Multiple Site(s)** box. **Hint:** if you have multiple sites are entering them all, start typing the first 3 letters of the technology center, then, on your keyboard hit Ctrl+A to select all sites.

All requests processed or requested will be displayed with the current approval stage as shown in the third column of the grid (pending, fully approved, rejected, etc.).

- Click the black arrow to the left of the approval stage and status.

IFW Request Summary List

Summary Screen   ⊞ Go to Select Rollover Options - Summary

Request Summary

Note:

| ✓ Save changes | ⊘ Cancel changes | ⟨x⟩ Export to Excel | ↻ Refresh | Search... 🔍 |

	Actiⱽ	Approval Stage	Approval Status	Rollover Option	Submitted On	Organization Name	State Program
▶	☑	Submitter - 1st Stage	Reject				Administrative S
◢	☑	ODCTE - Occupational Administrator - 3rd Approval Stage	Pending				Administrative S

Approval Stage	Approval Status	Approval/Rejection Note	Approver Email	Approval Date
Submitter - 1st Stage	Approved	New Process		
Submitter - 1st Stage	Cancel for Change …	Initiated Change request process.		
Submitter - 1st Stage	Cancel for Change …	New Process		
Submitter - 1st Stage	Approved			
Local Financial Aid Approver - 2nd Appr…	Approved	Test		
ODCTE - Occupational Administrator - 3r…				
ODCTE - Occupational Administrator - 3r…				

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IFW Reports:

- Click on the arrows next to the **Reports** > **Report Framework** > **Report Generation**
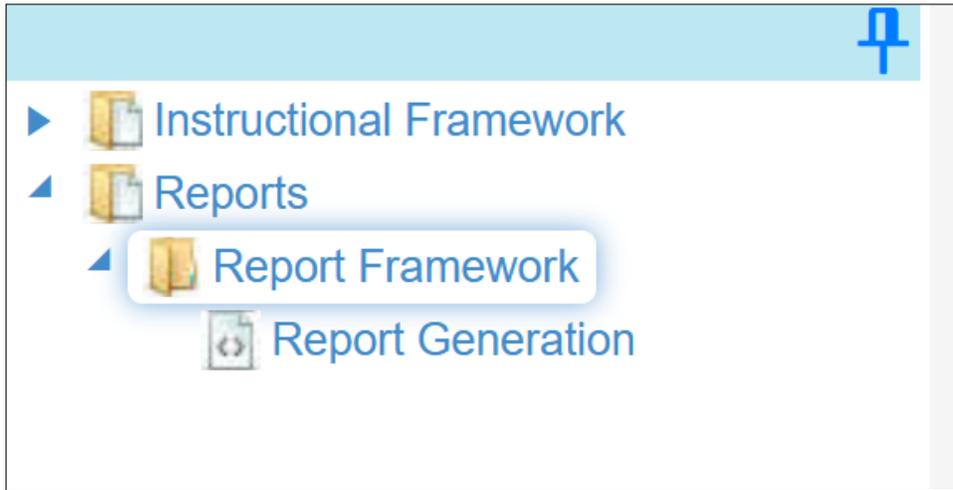
1. **Module:** Should default to *Instructional Framework*.
2. **Submodule:** Should default to *Instructional Framework Reports*.
3. **Report Title:** Choose between the following reports:
    a. IFW Program Request Detail (Divisions) – 625
    b. IFW Request Summary Report – 646
    c. Instructional Framework PID Program Assignment Summary – 572
4. **Report Type/School Type:** Choose between Site or District depending on the report.
5. **Calendar Code:** Choose which school year you want to view.
6. **Organization Type:** Should choose *Technology Sites*.
7. **Organization:** Start typing the first 3 letters of your school or choose your school from the drop-down menu.
8. **State Program:** Choose the State Program you are searching or select All.
9. **Division:** Choose the Division you are searching for or select All.
10. **Generate Report**

The report will appear under the View Report button. You can export the report to excel or PDF.

- Select the blue diskette in the tan toolbar.
- Select the format needed (**PDF option is recommended for this report**).
  - If you select Excel, you will need to adjust the print layout option before you print to get the entire record on one page.

IMPORTANT: Each record is in a different sheet when exported to Excel. Click on the different sheet numbers at the bottom of the Excel file to go to each program record.

IFW Local Financial Aid Approval

For individuals with the role of **IFW – Local Financial Aid Approval,** requests will need your approval. You will receive an e-mail when a request has been submitted for your district indicating you are the next level of approval.
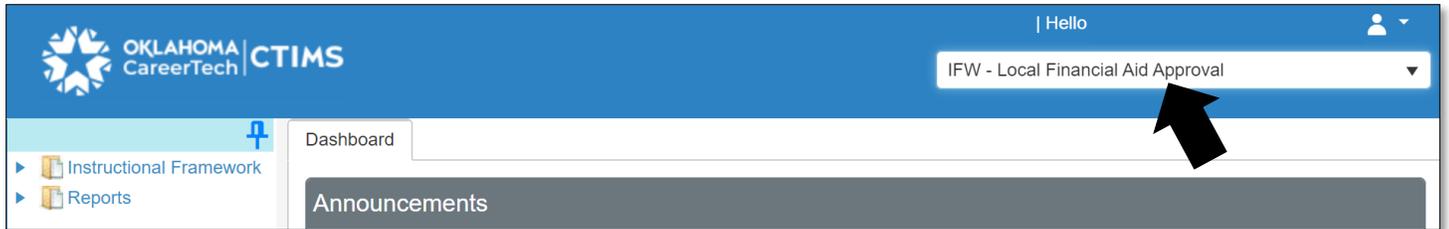
- Click the arrows next to **Instructional Framework** & **Instructional Process**.
- Click on the **IFW – Request Summary** link.
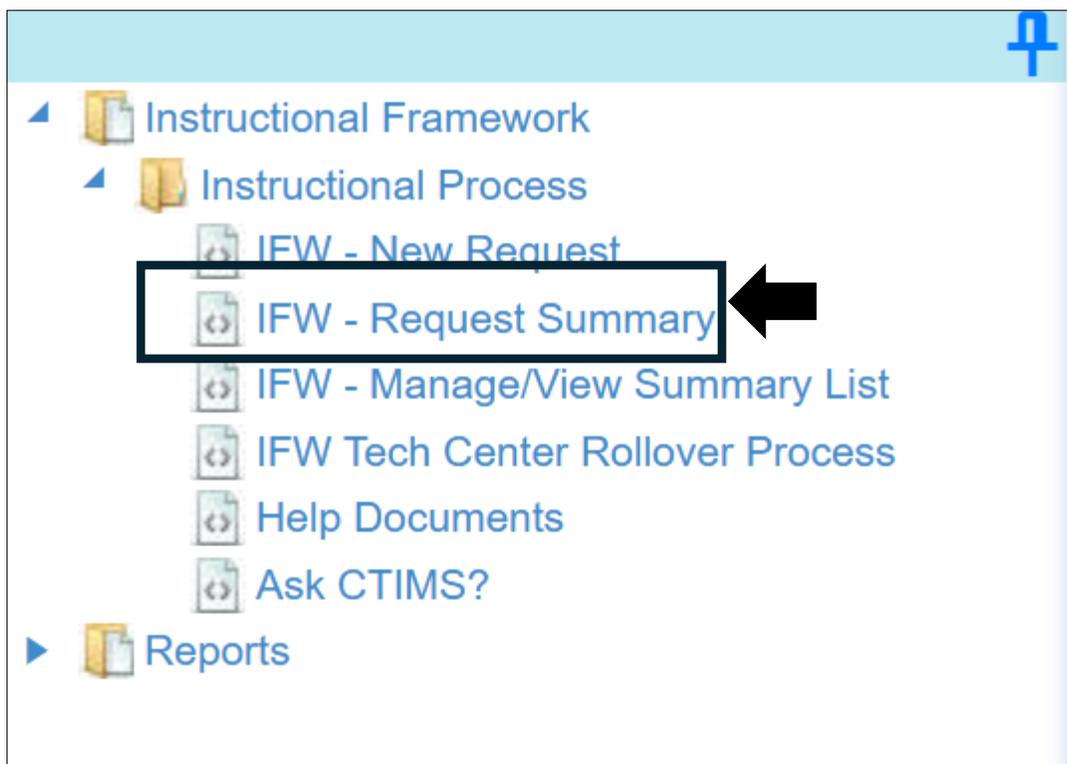
- Verify the **Planned Year** is the current year, and the **Implementation Year** is the next school year.
- In the **District Name** field type in the first three letters of your district name and select your school district from the drop-down menu.
- In the **Site(s)** field select the site you are wanting to view by typing the first three letters of the site and choosing the site from the drop-down menu. You can select multiple sites at the same time by clicking on the **Check for Multiple Site(s)** box.
- Click **Search Request(s)**.

All requests processed or requested will be displayed with the current approval stage as shown in the third column of the grid (pending, fully approved, rejected, or etc.).

Requests needing your attention will have **Local Financial Aid Approver – 2ⁿᵈ Approval State** in the Approval Stage column and **Pending** in the Approval Status column.

- Click on the **Local Financial Aid Approver-2nd Approval Stage** link in the Approval Stage column for the request you would like to approve. This will take you directly to the last screen of the request process.

- Click the **Review Detail Summary** button to see a summary report of your request. (This might take a few seconds to pull up.)

- Click **Go to Detail of Local Program Request** in the populated report to see all information.
  - You can export this to Excel, CSV or PDF, if you'd like.

Review the program report:

- Is the program eligible for federal student aid? Was it marked YES?
- Are the total Local Program Hours correct?
- Are the CIP/SOC codes correct?
- Are the course hours equal to the total Local Program Hours?

NOTE: If course hours are greater than the state program hours, it may be due to multiple courses being offered as electives for that program.

Once you have looked at all the details, click the blue arrow, on the tan bar, that is pointing to the left.

- Click the **Review Detail Summary** words again to collapse this section.

- **Upload attachments** if you need too.

- Click on **Continue to Approve/Reject** at the bottom of the page.

The following screen will allow you to finalize and approve (or reject) the request.

- You <u>must</u> enter something in the **Approval/Rejection Note** box.
- Then, click the **Reject or Approve** button.
- You will be asked if you are sure. Click **Cancel** or **OK**.
- If you click **OK,** you will receive a message: **Successfully Approved the Request**.
- Click **OK**.
  - o You will be returned to the **Summary Review – Hierarchy** page.

- If you need to review another submission, click the **X** on *the Instructional Framework Request Process* tab to close the current screen.

- You will be back on the **IFW Request Summary List** screen.
- Click **Refresh** on this page to show that the request you just approved (or rejected) reflects accurately.

State Program List

For State Program lists, please refer to your Division page on the Careertech website.

- Trade and Industry (T&I)
- Science , Technology, Engineering and Mathematics (STEM)
- Business, Marketing and Information Technology (BMITE)
- Health Career Education (HCE)
- Family and Consumer Sciences (FCS)

If you need additional information or help with Teach-out, please contact your Division Specialist.

Helpful Tips

- There are scroll bars located at the bottom and right of some of the screens in CTIMS. If you cannot see all the information on a screen, go to the right or bottom of the screen and use the scroll bar to see navigate over to view additional columns and rows.
- There are tabs within screens in CTIMS. Look for these tabs to view a different screen or more information.
- Many sections in CTIMS can be expanded to view more detailed information by clicking on the arrow next to the section header or line (row).
- 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.
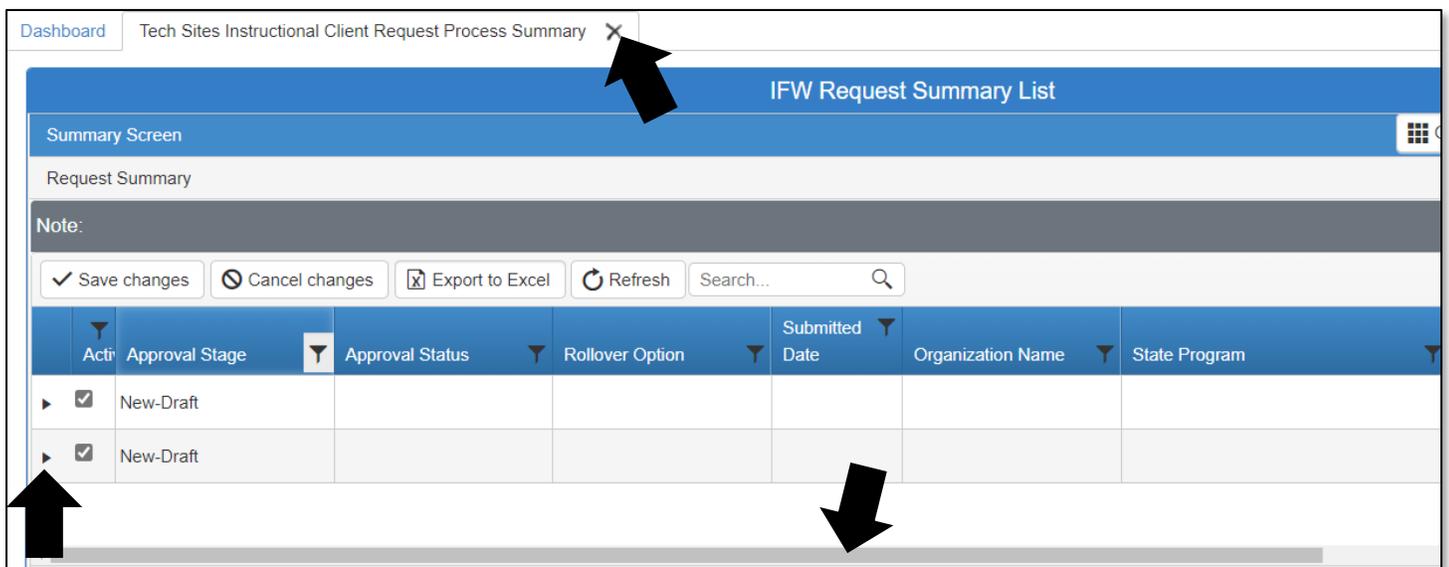
- Use the blue diskette icon to export a report or a summary review to a PDF or Excel.
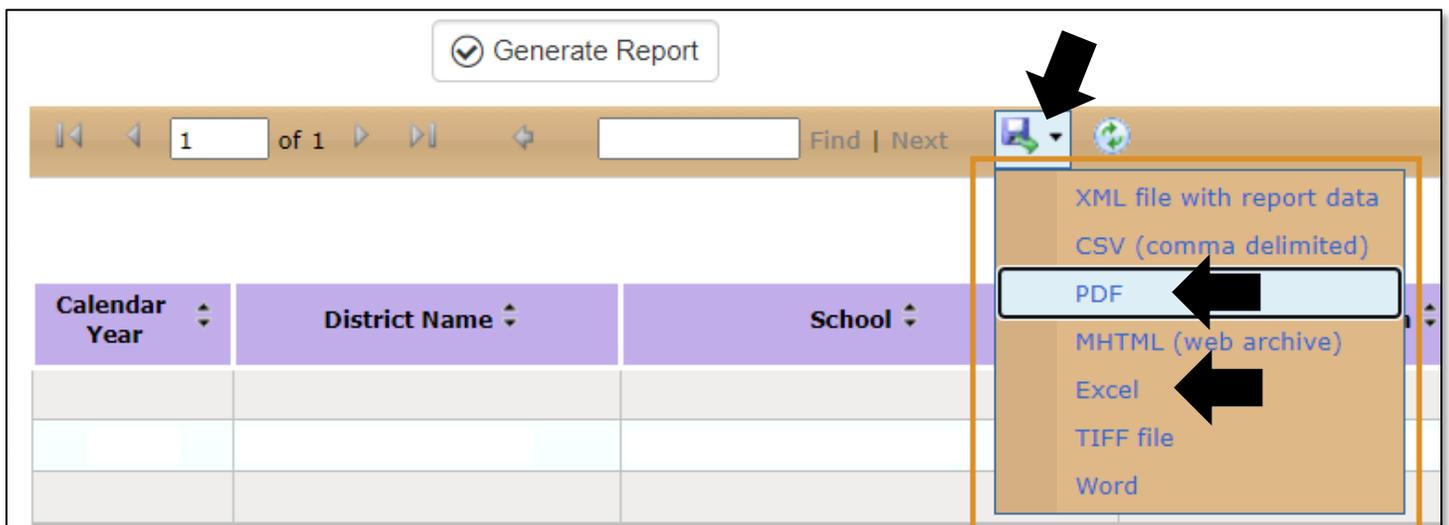
Print the Detail Summary page on ONE page

- Click on Review Detail Summary.

- Click on Go to Detail of Local Program Request.

- Click on the blue disc and click on Excel.

- Open the excel spreadsheet.
  - Click the **File** tab.
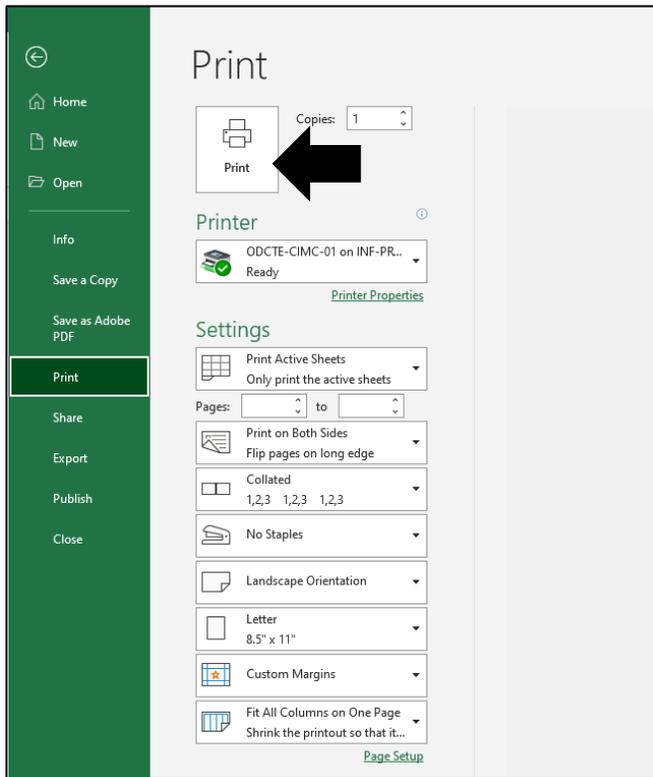
- Click on the **No Scaling** drop-down box.
- Click **Fit All Columns on One Page**.
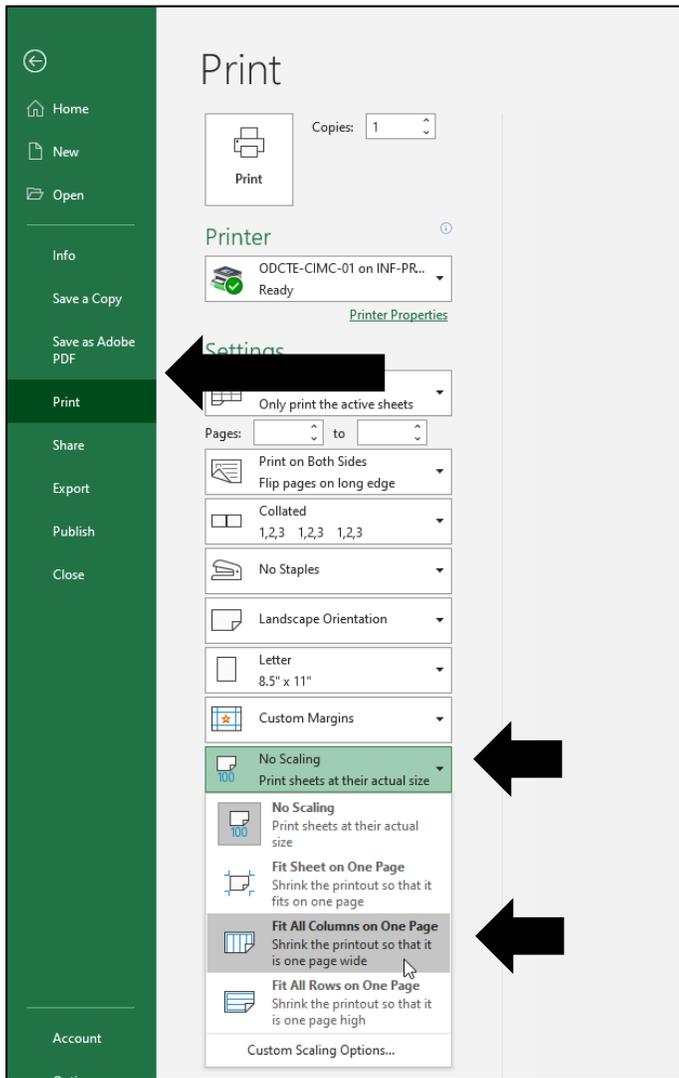
- Click **Print**.

- **If you change the paper to *Legal* size – the chart will be bigger and easier to see.