

CareerTech Information Management System (CTIMS)

Technology Center WED
Apprenticeship
Follow-up Guidebook



OKLAHOMA
CareerTech

IMD

Information Management Division

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Table of Contents

Help and Troubleshooting 3

Follow-up Collection 4

 Student Information 6

 Certifications..... 7

Apprenticeship Details 8

Help and Troubleshooting

If you do not have a CTIMS account or are experiencing issues with navigation or software, please contact CTIMSupport@careertech.ok.gov.

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

CTIMS Customer Support Contact

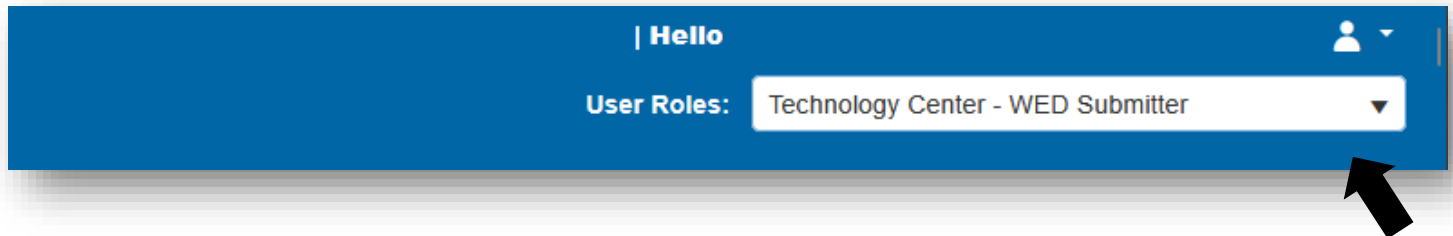
Office: (405) 743-5134

Email: CTIMSupport@careertech.ok.gov

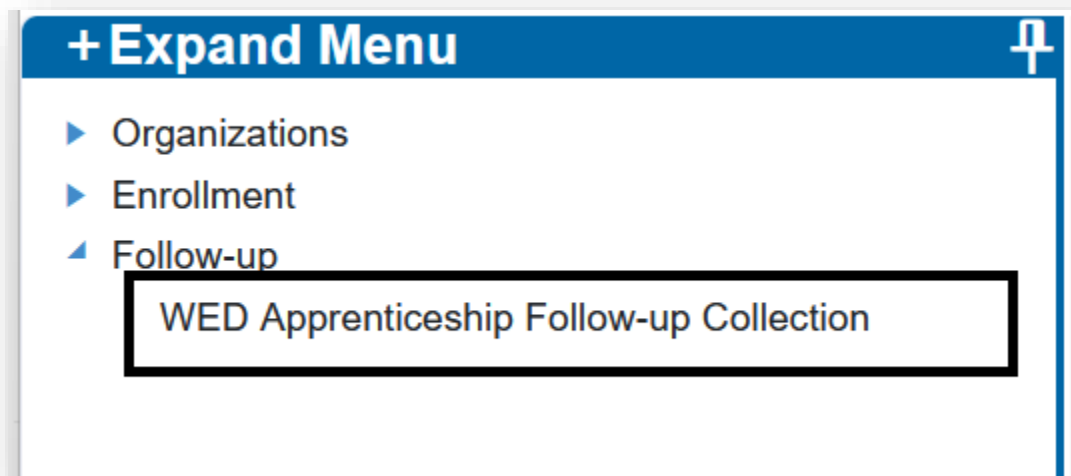
Follow-up Collection

If you have more than one role in CTIMS, ensure that the correct role is selected. Verify that you are signed in with the **Technology Center – WED 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 arrow next to **Follow-up**
- Click on the **WED Apprenticeship Follow-Up Collection** link



- The **Enrollment Calendar Year*** defaults to the current year. Select year needed.
- The **Current Calendar Year*** should default to the current school year.
- Your **Organization*** name will be your school.
- Click on the **Load Data** button to load your Apprenticeship list.

Dashboard

WED Apprenticeship Follow-up Collection

Tech Center – WED – Apprenticeship Course Follow-up Summary

Enrollment Calendar Year *

2025-2026

Organization Type *

Technology Sites

PID *

00857

Element Type *

Tech Centers Workforce & Economic Development ...

Current Calendar Year *

2025-2026

Organization *

--Select--

Submitter Name *

Elizabeth Richardson

Load Data

- Highlight the Apprenticeship you need to complete follow-up on by clicking the row.
- Click on **Select & Continue**

Export to Excel

View Site Report

Refresh

Select & Continue

School Name	Contract#	Teacher Name	MIS	Course Name	Total Student Enrolled	Total Student Left for Follow-up	Total Completed Apprenticeship	Total Eligible For Certificate	Total CT Certificate Generated and Sent to Student
Meridian Technology Center - Stillwater	A1060	Jack Frost	8109 - Cement mason	RegApprenticeshipCementMasonCla	3	3	0	0	0
Meridian Technology Center - Stillwater	A1061	Melody Note	8007 - Administrative Assi...	RegisteredApprenticeshipAdministrati	2	2	0	0	0
Meridian Technology Center - Stillwater	A1062	Ronald McDonald	8696 - Welder	WeldingCTACareerTechApprenticeship	2	2	0	0	0
Meridian Technology Center - Stillwater	A1064	Russell Crow	8208 - Drafter, Mechanical	RegisteredApprenticeshipDrafterMec	1	1	1	1	0
Meridian Technology Center - Stillwater	A1065	Luke Skywalker	8366 - Industrial maintena...	IndustrialElectricityMaintenanceCTA	5	4	1	1	1

- Fill in the **Student Email** column
- Click inside the blank box under the **Apprenticeship Status** column for each student and select the appropriate completion description in the drop-down, **Save** after each entry

Back to Summary

Refresh

Export to Excel

Save

Save & Continue

Select, attach CT Certificate and send email for eligible student(s)

School Name	Contract#	MIS	Teacher Name	CTIMS-ID	School ID	Student Name	Student Email	Apprenticeship Status	Total Student Contract Hours	Total Student Hours
Meridian TC	A	8007 - Administrat	Melody Note						643	
Meridian TC	A	8007 - Adminis...	Melody Note						1040	

Completed
Continuing
Dropped

- Once the **Student Email** and **Apprenticeship Status** fields are complete, select the student you need to follow-up on, then click **Save & Continue**

Displayed now should be the student follow up report and certifications collected.

Student Information

The following fields are required and must be filled out on the student information page. All other fields will automatically populate from the course and student file uploads

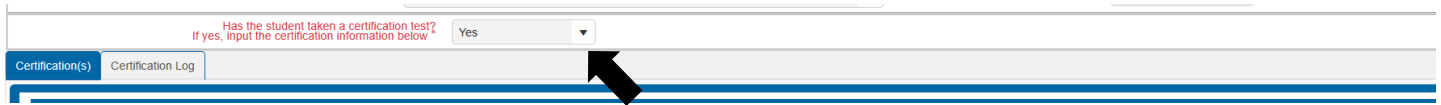
- Student Email*
- Apprenticeship Status*
- Employment Status*

Student Follow Up Report			
Enrollment Calendar Year *	2025-2026	Current Calendar Year	2025-2026
Organization Type	Technology Sites	School Name *	Technology Center
Teacher Name *	Jack Frost	PID *	00857
Student Information			
Student Name		Student Follow Up Process No.	2526-TCFW-
SSN	*****	Program Type	2 USDOL Registered Apprenticeship
Gender	Male	Contract Number	A
Date of Birth	12/29/	Class	RegApprenticeshipCementMasonCla
School ID		MIS	8109 - Cement mason
Student Email *	Test1@test.com	Total Student RTI Hours	102
Apprenticeship Status *	Completed	Total Student O.J.L. Hours	904
Employment Status *	Not in the labor force and not seeking employment	CTIMS-ID	

Certifications

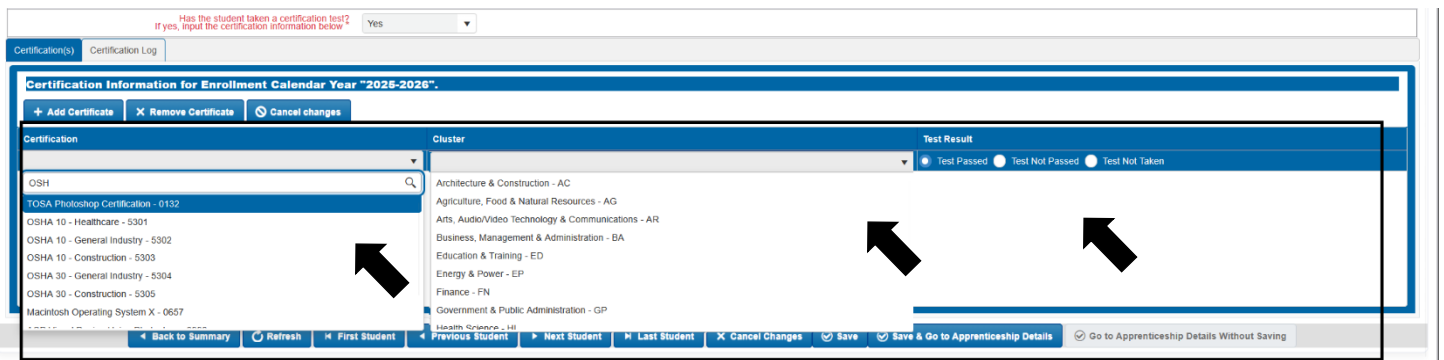
Select **Yes** or **No** from the drop-down menu

- Has the student taken a certification test?



This screenshot shows the top of the certification form. At the top, a red error message reads: "Has the student taken a certification test? If yes, input the certification information below". Below this, there is a dropdown menu currently set to "Yes". A black arrow points to the dropdown arrow, indicating where to click to change the selection.

- If the answer is **Yes**, click the **+ Add Certificate**. Then select the certification by typing the first three letters of the certificate in the blank drop-down box under Certification.
- Click 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 certificate(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 test the student has completed, click on the **Save** or **Save & Go to Apprenticeship Details**.



This screenshot shows the main certification information form. At the top, it says "Certification Information for Enrollment Calendar Year '2025-2026'". Below this are buttons for "+ Add Certificate", "X Remove Certificate", and "Cancel changes". The form is divided into three main sections: "Certification", "Cluster", and "Test Result". The "Certification" section has a search box with "OSH" entered and a list of results including "TOSA Photoshop Certification - 0132", "OSHA 10 - Healthcare - 5301", "OSHA 10 - General Industry - 5302", "OSHA 10 - Construction - 5303", "OSHA 30 - General Industry - 5304", "OSHA 30 - Construction - 5305", and "Macintosh Operating System X - 0657". The "Cluster" section has a dropdown menu with a list of clusters including "Architecture & Construction - AC", "Agriculture, Food & Natural Resources - AG", "Arts, Audio/Video Technology & Communications - AR", "Business, Management & Administration - BA", "Education & Training - ED", "Energy & Power - EP", "Finance - FN", "Government & Public Administration - GP", and "Health Science - HI". The "Test Result" section has three radio buttons: "Test Passed", "Test Not Passed", and "Test Not Taken". At the bottom, there are navigation buttons: "Back to Summary", "Refresh", "First Student", "Previous Student", "Next Student", "Last Student", "Cancel Changes", "Save", "Save & Go to Apprenticeship Details", and "Go to Apprenticeship Details Without Saving". Three black arrows point to the search box, the cluster dropdown, and the "Test Result" radio buttons.

Apprenticeship Details

NOTE: The red asterisks * on the form represent a required field.

1. On the **Apprenticeship*** drop-down menu Select the Detail number that corresponds to the apprentice's year (Details 1 = first year apprentice, Details 2 = second year apprentice, etc.)
2. Provide the Occupational Title
3. Select the Wage Type from the drop-down menu
4. Enter the **Wages*** earned
5. Adjust the Hours per week
6. Enter the Company Name from the drop-down menu
 - a. If the company does not appear, it will need to be added to WED Business Master before continuing.
7. Enter the Employer Supervisor
8. Select **Yes** or **No** in the **Employed with same company?** drop-down.
9. Enter any comments
10. If needed, select the **+ Add Another** button to add another detail for the student.

Apprenticeship Details 1

1	Apprenticeship *	Details 1
2	Occupational Title	Job 1
3	Wage Type	Hourly
4	Wages *	15.00
5	Hours Per Week	35.00
6	Company Name	Test
7	Employer Supervisor	Joe Doe
8	Employed with same company?	Yes
9	Comments	

Do you want to Delete the above saved record? If, Yes then set the value to "Yes" then click on "Save and Submit" Button

☐ No

+ Add Another

10

Attachments:

Attach any CTA Agreement or Work Process Schedule.

To view a previously attached CTE Agreements or Work Process Schedule, locate the file in the list and select **Download** on the appropriate line item.

Attachment: CTA requires Agreement; DOL requires RI Documentation

Browse: [Select a file...](#)

You can only upload PDF, REG, JPG, PNG, MS-Excel, MS-Word files (Max size: 5MB).

Format: **B** **I** **U** [List] [Link] [Image] [Table]

Attachment Note:

File Name	Attachment Note	Uploaded Date	Uploaded By	Action
.jpg		06/22/2026 13:58:46		Download

1

[Back to Summary](#) [Refresh](#) [First Student](#) [Previous Student](#) [Next Student](#) [Last Student](#) [Cancel Changes](#) [Save & Submit](#)

Click **Save & Submit**

CareerTech Apprenticeship Certificate

Once the **Apprenticeship Status** has been marked as **Completed** and the student follow up data has been submitted, a **Generate Certificate** link will become available.

After a certificate has been generated, the **Generate Certificate** link will be replaced with the **View Certificate** link.

Dashboard

WED Apprenticeship Follow-up Collection

A1065 - IndustrialElectricityMaintenanceCTA

Organization Type *
Technology Sites

Organization *
Technology Center

PID *
00857

Submitter Name *
Elizabeth Richardson

Element Type *
Tech Centers Workforce & Economic De...

Element Type Contract Number
8366

Help Note:

Back to Summary

Refresh

Export to Excel

Save

Save & Continue

Select, attach CT Certificate and send email for eligible student(s)

Name	CTIMS-ID	School ID	Student Name	Student Email	Apprenticeship Status	Total Student Contract Hours	Total Student RTI Hours	Total Student OJL Hours	Follow-up Completed?	View Report	Generate/View Certificate	Emailed Certificate to the Student?
valker			Cody	Test@test.edu	Completed	273	27	246	Yes	View Report	View Certificate	No
valker			David	test1@test.edu	Completed	483	39	444	Yes	View Report	Generate Certif...	No
valker			Josh		Completed	861	84	777	No	View Report		No
valker			Ron			277	24	253	No	View Report		No
valker			Steven			827	84	743	No	View Report		No

Total: 2721

Total: 258

Total: 2463

100

Items per page

1 - 5 of 5 items

Back to Summary

Refresh

Save

Save & Continue

To send a completed certificate to eligible students

- Select the check box next to each eligible student
- Click **Select, Attach CT Certificate and send email for eligible student(s)**

Dashboard | WED Apprenticeship Follow-up Collection | A1065 - IndustrialElectricityMaintenanceCTA

Tech Center – WED – Apprenticeship Student Follow-up Summary

Enrollment Calendar Year * 2025-2026 Current Calendar Year * 2025-2026

Organization Type * Technology Sites Organization * Meridian Technology Center - Stillwater

PID * 00857 Submitter Name * Elizabeth Richardson

Element Type * Tech Centers Workforce & Economic De... Element Type Contract Number 8366

Help Note:

◀ Back to Summary Refresh Export to Excel Save Save & Continue Select, attach CT Certificate and send email for eligible student(s)

	School Name	Contract	MIS	Teacher Name	CTIMS-ID	School ID	Student Name	Student Email	Apprenticeship Status	Total Student Contract Hours	Total Student RTI Hours	Total Student OJL Hours
☐	TC	A	8366 - Industri...	Luke Skywalker			Cody	Test@test.edu	Completed	273	27	246
☐	TC	A	8366 - Industri...	Luke Skywalker			David			483	39	444