CareerTech Information Management System (CTIMS)

Technology Center Apprenticeship (WED) Enrollment Guidebook

Table of Contents

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
Elizabeth Richardson
Office: (405) 743-5134
Email: *CTIMSSupport@careertech.ok.gov*
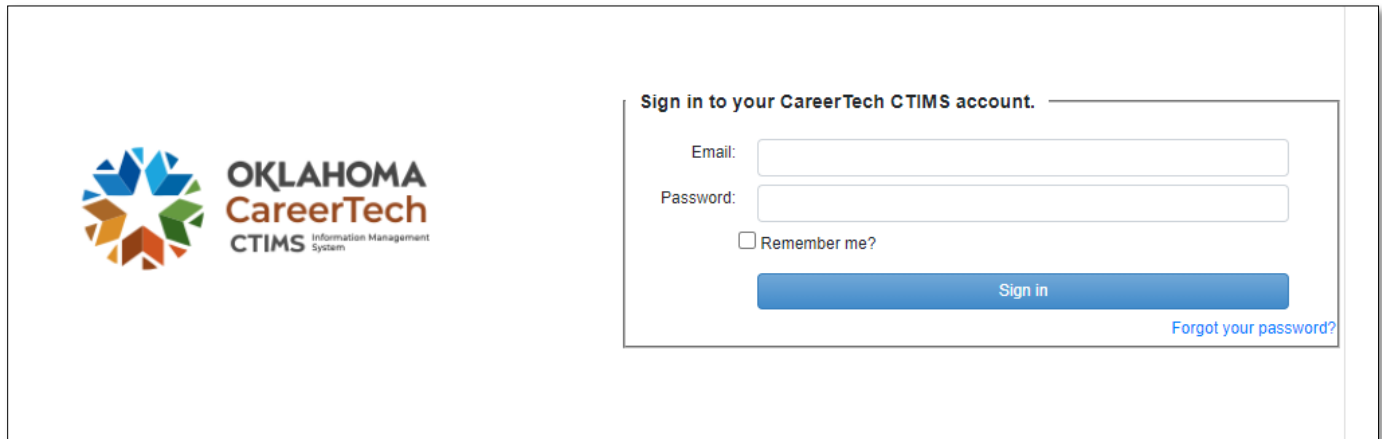
Apprenticeship Enrollment Guidelines

For guidelines regarding eligibility for the various types of training available for funding purposes please view the WED Guidelines link TECHNOLOGY CENTER (oklahoma.gov) for the current fiscal year. Contact the Workforce & Economic Development Division with any further questions.

Logging into CTIMS

Sign in using your school email and CTIMS password at Contact — CareerTech (CT) - okcareertech.org.

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

Apprenticeship Enrollment Due Dates:

Quarters	Quarter Dates	Submission Due Dates
1st Quarter	July 1 – September 30	October 15
2nd Quarter	October 1 – December 31	January 15
3rd Quarter	January 1 – March 31	April 15
4th Quarter	April 1 – June 30	July 15
All Corrections Made		July 15

Apprenticeship *Course* Data

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 **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*
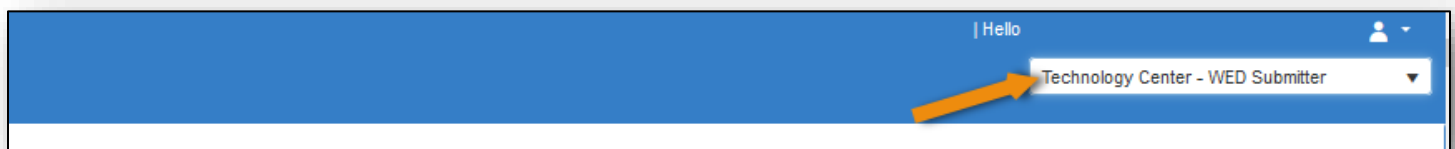
Request/View Contract Numbers

This screen option allows you to request contract numbers or to view contract numbers your school has previously requested for the selected year.

View Contract Numbers

- Click the arrows next to **Enrollment** then **Technology Center WED Apprenticeship**.
- Click on the **Request / View Contract Numbers** link.
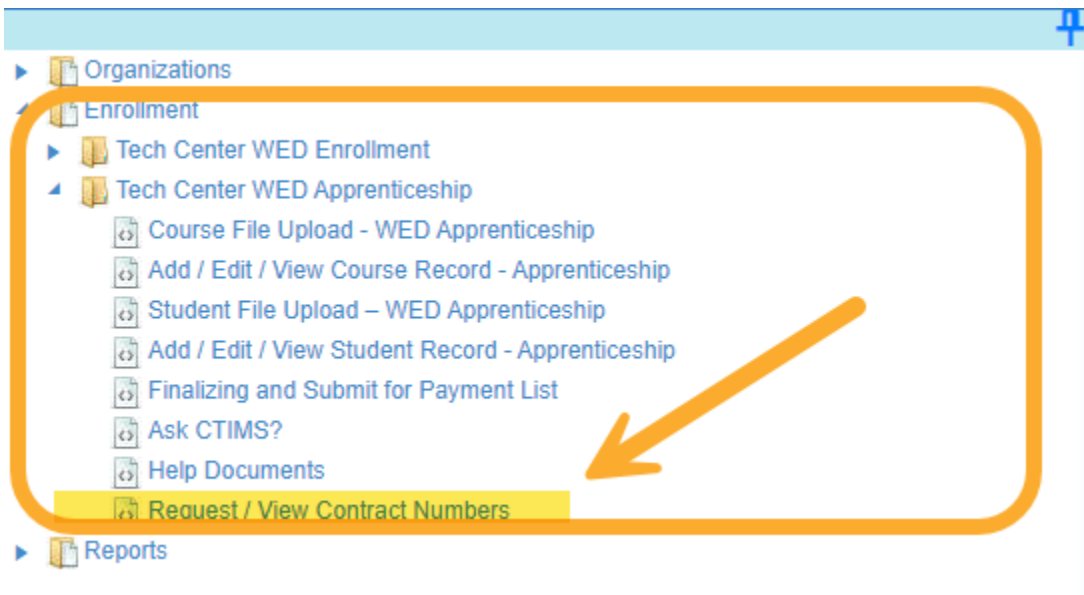
Request Contract Numbers

*NOTE: Each apprenticeship should have one contract number, not each class. Contract numbers can extend across fiscal years, but they only carry forward if they are used in the year they were originally allocated by the school.

Complete the **Request/View Contract Numbers** screen. The tagged numbers in the screenshot below correspond to the instruction steps. The asterisks represent the required fields.
1. **Fiscal Calendar Year*** – default to the current calendar year
2. **Organization Type*** – Select Technology Sites
3. **Organization*** – select your school by clicking the drop-down menu.
4. **Allocate** - choose the number of contract numbers you need by clicking the drop-down menu.
5. **Allocation for Apprenticeship?** – click to checkmark.
6. Click the **Request to Allocate New Contract Numbers** button.

- The following message will appear on the screen, click OK twice.

- Hint: Click on the **Allocated On** header to sort by date
- Hint: Click on the **Contract Number** header to sort by contract number.

Submitting Apprenticeship Course File (Step 1)

**Make sure to upload the course file <u>first</u> otherwise the student file will not validate.

- Click the arrows next to **Enrollment** then **Technology Center WED Apprenticeship**.
- Click on the **Course File Upload – WED Apprenticeship** link.

Complete the **Course File Upload** screen. **The tagged numbers on the following screenshot correspond to the instruction steps below.** The asterisks represent the required fields. Some of the fields may be defaulted, already, according to your sign-in credentials.

1. **Element Type*** - should default to Tech Centers Workforce & Economic Development Apprenticeship.
2. **Organization Type*** - should default to Technology Sites.
3. **School Name*** - should default to your school name.
4. **Calendar Year*** - should default to the current school year.
5. **Session*** - select the quarter you are inputting.
6. **Validation*** - provides two options: Validate and Upload or Validate Only. The validation process may take several minutes to check your data. Do <u>not</u> select the Load File button again.
    a. **Validate and Upload** will check your data for errors and save the data if no errors are found.
    b. **Validate Only** will check your data for errors and provide a report of errors found in your file to be corrected. Your data will not be saved using the Validate Only option. If you use this option, if there are no errors, load your file again, and select Validate and Upload.
7. Select the **File Format*** from the drop-down menu to identify the type of file you will be uploading. Options are:
    a. **Fixed Format** - Fixed Text File (txt).
    b. **XLS** - Microsoft Excel Worksheet File for files made with the 2003 version of Excel and older.
    c. **XLSX** - Microsoft Excel Worksheet File for files made with the 2007 version of Excel and newer.
    d. **CSV** - comma-separated values (CSV) file.
8. Select the **Browse*** button to select the file from your computer.
9. Select **Load File** to upload the data to the screen.
10. Select **Submit** to process your data.
11. To refresh your screen, click the **Reset** button (if needed.)

Tech Centers Workforce & Economic Development Apprenticeship Course File Upload

Element Type* 1.	Organization Type:* 2.	School Name* 3.
Tech Centers Workforce & Economic Development Apprenticeship ▼	Technology Sites ▼	Technology Center ▼
Calendar Year* 4.	Session* 5.	Validation: * 6.
20 -20 ▼	▼	Validate and Upload ▼
File Format:* 7.	Browse:* 8.	9. 10. 11.
-----Select----- ▼	Browse... No files selected.	⊕ Load File... ⊘ Submit ↻ Reset

If Your File Has Errors:

If errors are detected, a popup screen identifies the file errors and records them by line number with error descriptions. Correct the errors in your system and recreate the file to upload again. You can print the error page to help you correct the mistakes in your file.

If you cannot figure out the issue, email Brandy Elliott.

- Click on the **Print Current Page** button to print your error message list, if needed.
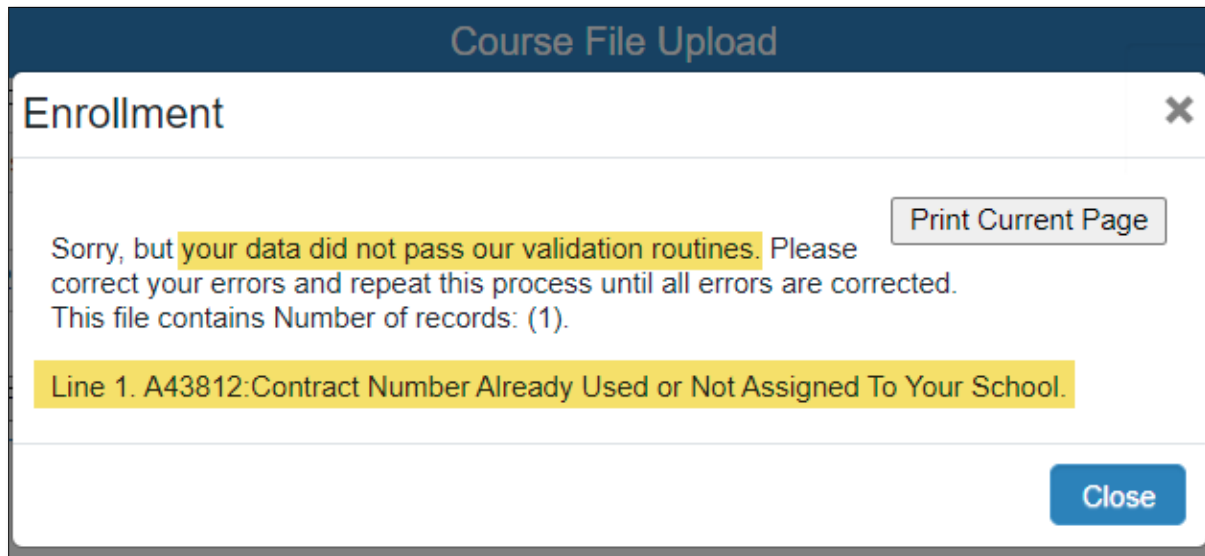
Course File Upload

Enrollment   ✖

Print Current Page

Sorry, but your data did not pass our validation routines. Please correct your errors and repeat this process until all errors are corrected. This file contains Number of records: (1).

Line 1. A43812:Contract Number Already Used or Not Assigned To Your School.

Close

If Your File Does NOT have Errors:

If your file does not have errors and you selected **Validate Only**, you will see the following message. Notice it states, "was not loaded." You will need to go back and choose the Validate and Load option, then re-submit.
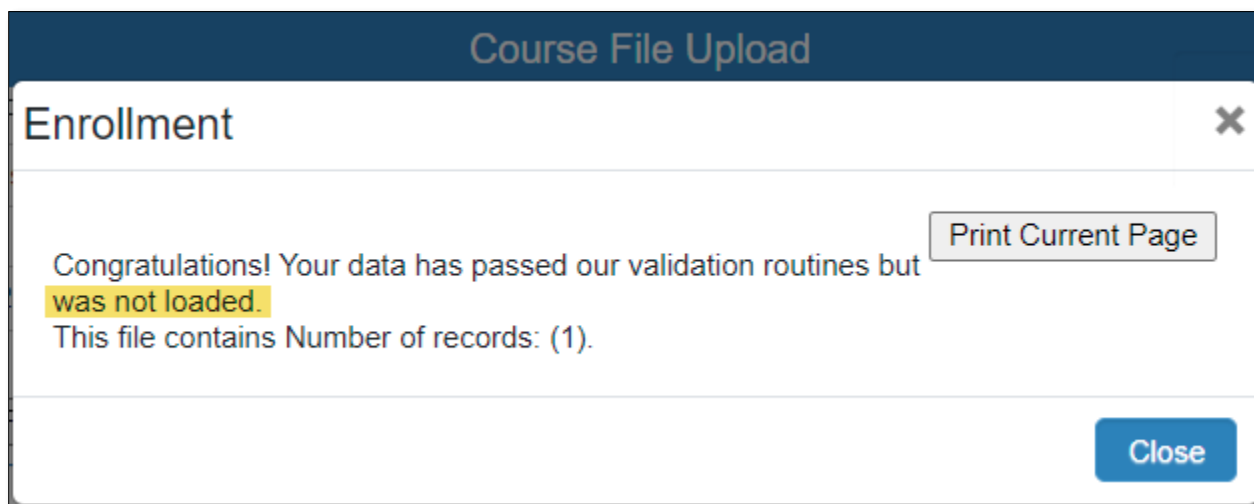
Course File Upload

Enrollment   ✖

Print Current Page

Congratulations! Your data has passed our validation routines but was not loaded. This file contains Number of records: (1).

Close

If your file does not have errors and you selected **Validate and Load**, you will see the following message.

- Click on the **Print Current Page** button to print your successful validation and upload, if needed for your records.
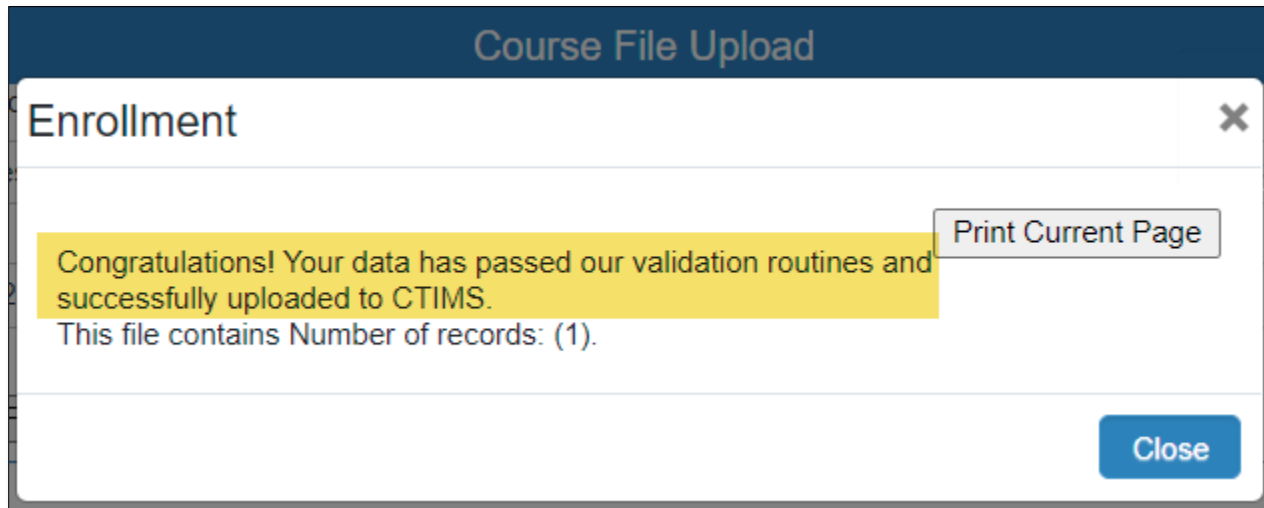
Add / Edit / View Course Record – Apprenticeship (Step 2)

Once a course record has been uploaded into CTIMS, it can be viewed and/or edited. New Courses should be added through your school student accounting system and uploaded into CTIMS. **Do not** use the **Check to Add New Record** box for Course Records.

- Click the arrows next to **Enrollment** then **Technology Center WED Apprenticeship**.
- Click on the **Add / Edit / View Class Record – Apprenticeship** link.

Complete the **Course File Upload** screen. **The tagged numbers on the following screenshot correspond to the instruction steps below.** The asterisks represent the required fields. Some of the fields may be defaulted, already, according to your sign-in credentials.

1. **Element Type*** - should default to **Tech Centers Workforce & Economic Development**.
2. **Organization Type*** - should default to **Technology Sites**.
3. **School Name*** - should default to your school name.
4. **Calendar Year*** - select the **calendar year** you want to pull up.
5. **Session*** - select the **quarter** you are inputting or check the **All*** box.
6. **Uploaded By*** - check the **All*** box.
7. **Upload File*** - check the **All*** box.
8. **Contract No. –** you do not need a **contract number** to view all the data uploaded.
9. Select **Search** to view/edit your data.
10. Click the **Reset** button (if needed).

Viewing/Editing Course Data (Step 3)

Select the line you want to edit and click inside the box. Make any necessary changes, then click **Save Changes** to save, or **Cancel Changes** to cancel the changes you made. You can also select **Export to Excel** to export all your records.

Apprenticeship Course Data Definitions & Formatting

The following information provides specific definitions and coding information to be used when reporting course data.

Course Record Layout

Use the format below when submitting TXT (Fix Format), XLS, XLSX, or CSV files.

**Make sure to upload the course file _first_ otherwise the student file will not validate.*

Field # / Excel Column	Field Title	Type	Columns	Length	Format
1/A	*Contract Number	Alpha/Nu	1-5	5	
2/B	Teacher's SSN	Numeric	6-14	9	
3/C	*Teacher First Name	Alpha	15-24	10	
4/D	*Teacher Last Name	Alpha	25-34	10	
5/E	*Course Name	Alpha	35-74	40	
6/F	*Program Type	Numeric	75-76	2	
7/G	*Begin Date	Numeric	77-84	8	YYYYMMDD
8/H	*End Date	Numeric	85-92	8	YYYYMMDD
9/I	*Clock Hours of Course	Numeric	93-99	7	XXXX.XX
10/J	*MIS Code	Numeric	100-103	4	
11/K	*Number of Students in Course	Numeric	104-107	4	

For complete guidelines regarding eligibility for the various types of training available, for funding purposes, contact the Workforce & Economic Development Department. Or you can view their guidelines online at https://oklahoma.gov/careertech/products-and-services/imd/ctims/technology-centers.html under the **Technology Centers** heading.

Technology Centers

Enrollment - Technology Centers

- WED Enrollment Due Dates:
  ◦ Quarter 1: September 30
  ◦ Quarter 2: December 31
  ◦ Quarter 3: March 31
  ◦ Quarter 4: June 30
  ◦ All Corrections Made: July 15th
- **WED Enrollment Technical Guidebook**
- **WED Guidelines**   ⬅
- **Approved Assessment List & Approved Assessment Request**

Course Data Field & Program Type Descriptions

Contract Number: A contract number must be assigned to each course reported. Each school will request contract numbers via CTIMS as needed, refer to the section "Request Contract Numbers". These numbers should be used in consecutive order and should not be repeated.

Teacher's Social Security Number (SSN): Report the teacher's social security number if available. Otherwise, leave this field blank.

Teacher's First Name: Report the teacher's first name. Do not include hyphens, apostrophes, commas, or other special characters.

Teacher's Last Name: Report the teacher's last name. Do not include hyphens, apostrophes, commas, or other special characters.

Course Name - Provide the apprenticeship being reported. Abbreviate as little as possible. If the course is being taught multiple times, be sure the course name is consistent.

Program Type: The following considerations should be used when determining eligibility for WED funding and the appropriate program type for reporting training services provided. Specific questions regarding funding, guidelines, and program type should be directed to the appropriate Regional Coordinator.

Begin Date: Provide the beginning apprenticeship date.

End Date: The actual date the apprenticeship ends. If a course crosses over fiscal years, report it in the fiscal year it ended.

Clock Hours: The number of whole hours of the length of the apprenticeship.

MIS Code: Enter the four-digit MIS code for the course being reported. See section **MIS Codes Report (Apprenticeship ONLY**) for the report that lists MIS codes. If a suitable MIS code is not listed, please contact Tonja Norwood at Tonja.Norwood@careertech.ok.gov

**Number of Students:** Report the total number of students that attended the course.

If additional details are needed visit [wed-guidelines (oklahoma.gov)](https://oklahoma.gov)

Apprenticeship *Student* Data

Submitting Student Data – Step 1

**Make sure to upload the course file <u>first</u> otherwise the student file will not validate.

- Click the arrows next to **Enrollment** then **Technology Center WED Apprenticeship**.
- Click on the **Student File Upload – WED Apprenticeship** link.
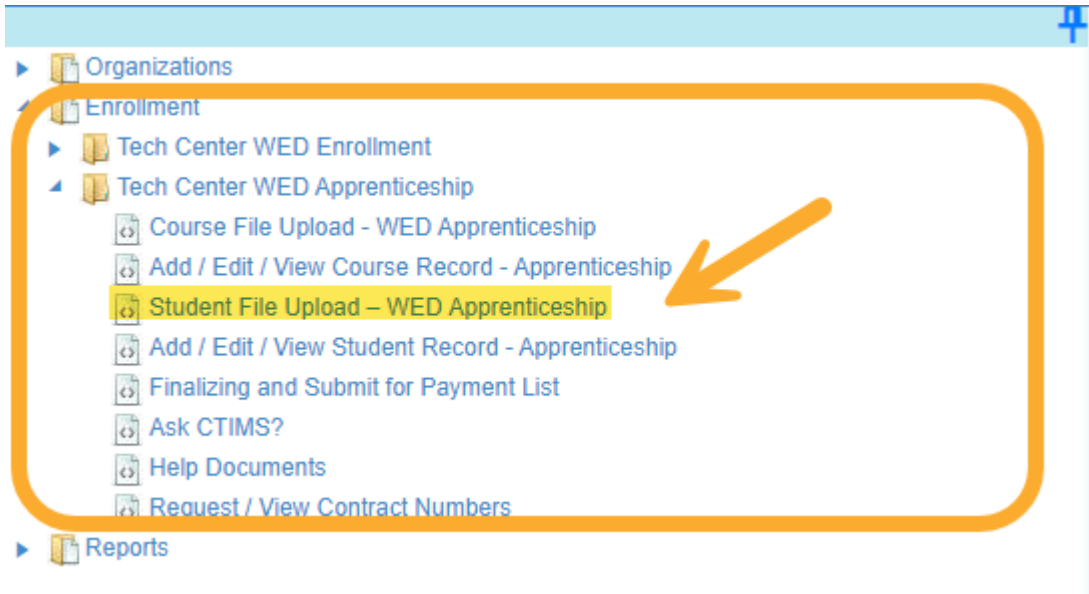
Complete the **Student File Upload – WED Apprenticeship** screen. **The tagged numbers on the following screenshot correspond to the instruction steps below.** The asterisks represent the required fields. Some of the fields may be defaulted, already, according to your sign-in credentials.

1. **Element Type*** - should default to Tech Centers Workforce & Economic Development Apprenticeship
2. **Organization Type*** - should default to Technology Sites.
3. **School Name*** - should default to your school name.
4. **Calendar Year*** - should default to the current school year.
5. **Session*** - select the quarter you are inputting.
6. **Validation*** - provides two options: Validate and Upload or Validate Only. The validation process may take several minutes to check your data. Do <u>not</u> select the Load File button again.
    a. **Validate and Upload** will check your data for errors and save the data if no errors are found.
    b. **Validate Only** will check your data for errors and provide a report of errors found in your file to be corrected. Your data will not be saved using the Validate Only option. If you use this option, if there are no errors, load your file again, and select Validate and Upload.
7. Select the **File Format*** from the drop-down menu to identify the type of file you will be uploading. Options are:
    a. **Fixed Format** - Fixed Text File (txt).
    b. **XLS** - Microsoft Excel Worksheet File for files made with the 2003 version of Excel and older.
    c. **XLSX** - Microsoft Excel Worksheet File for files made with the 2007 version of Excel and newer.
    d. **CSV** - comma-separated values (CSV) file.
8. Select the **Browse*** button to select the file from your computer.
9. Select **Load File** to upload the data to the screen.
10. Select **Submit** to process your data.
11. To refresh your screen, click the **Reset** button (if needed.)

Note: At this point, your file is being checked for errors. Please be patient. This step may take several minutes.

If Your File Has Errors:

If errors are detected, a pop-up window appears identifying the records by line number with error descriptions. Correct the errors in your system, save the changes, and recreate the student file to upload again.

- Click on the **Print Current Page** button to print your error message list, if needed.
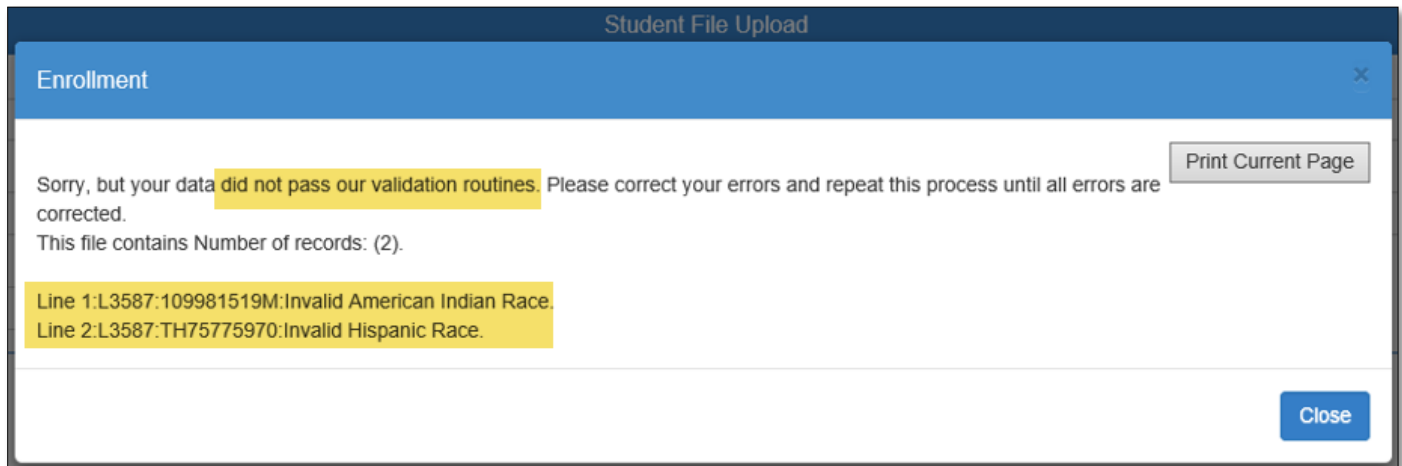
If Your File Does NOT have Errors:

If your file does not have errors and you selected Validate and Load, you will see the following screen.

- Click on the Print Current Page button to print your successful validation and upload, if needed for your records.
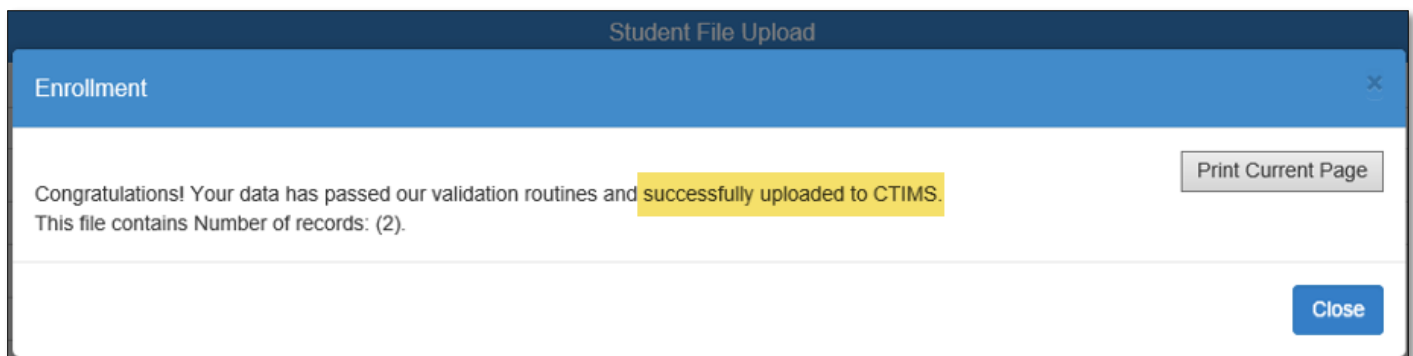
If your file does not have errors and you selected **Validate Only**, you will see the following screen. Notice the records were **not** loaded, you will need to load your file again and use the **Validate and Upload** option.

- Click on the **Print Current Page** button to print your successful validation and upload, if needed for your records.
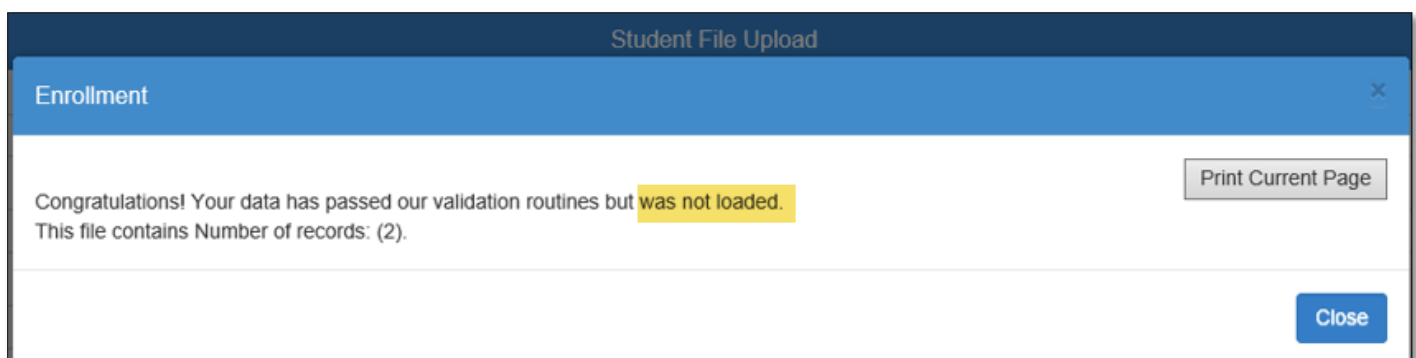
Add / Edit / View Student Record (Step 2)

Once a student record has been uploaded into CTIMS, it can be viewed and/or edited. A student may be added to the upload by checking **Check to Add a new record.**

- Click the arrows next to **Enrollment** then **Technology Center WED Apprenticeship**.
- Click on the **Add / Edit / View Student Record – Tech Center** link.

Complete the **Student File Upload** screen. **The tagged numbers on the following screenshot correspond to the instruction steps below.** The asterisks represent the required fields. Some of the fields may be defaulted, already, according to your sign-in credentials.

1. **Element Type*** - should default to **Tech Centers Workforce & Economic Development Apprenticeship**.
2. **Organization Type*** - should default to **Technology Sites**.
3. **School Name*** - should default to your school name.
4. **Calendar Year*** - select the **calendar year** you want to pull up.
5. **Session*** - select the **quarter** you are inputting or check the **All*** box.
6. **Uploaded By*** - check the **All*** box.
7. **Upload File*** - check the **All*** box.
8. **Contract No. –** you do not need a **contract number** to view all the data uploaded.
9. Select **Load** to view/edit your data.
10. Click the **Reset** button (if needed).

Viewing/Editing Student Data (Step 3)

Select the line you want to edit and click inside the box. Make any necessary changes, then click **Save Changes** to save, or **Cancel Changes** to cancel the changes you made. You can also select **Export to Excel** to export all your records.

Apprenticeship Student Data Definitions & Formatting

The following information provides specific definitions and coding information to be used when providing student enrollment data.

Student Record Layout

Use the format below when submitting TXT, XLS, XLSX, and CSV files.

**Make sure to upload the course file _first_ otherwise the student file will not validate.*

Field # / Excel Column	Field Title	Type	Columns	Length	Format
A	*Contract Number	Alpha/Nu	1-5	5	
B	*School Code	Alpha/Nu	6-14	9	
C	*First Name	Alpha	15-34	20	
D	*Last Name	Alpha	35-54	20	
E	Suffix	Alpha/Nu	55-57	3	
F	*Student SSN	Numeric	58-66	9	
G	*Student Testing Number (Secondary students only)	Numeric	67-76	10	
H	*School ID	Alpha/Nu	77-86	10	
I	*Gender	Alpha	87	1	
J	*Date of Birth	Numeric	88-95	8	YYYYMMDD
K	*Hispanic	Numeric	96	1	
L	*American Indian	Numeric	97	1	
M	*Asian	Numeric	98	1	
N	*Black	Numeric	99	1	
O	*Hawaiian/Pacific Islander	Numeric	100	1	
P	*White	Numeric	101	1	
Q	*Unknown	Numeric	102	1	
R	*Educational Level	Numeric	103-104	2	
S	*Clock Hours	Numeric	105-111	7	
T	*Business Code	Numeric	112-116	5	
U	*Related Technical Instruction (RTI)	Numeric	117-120	4	
V	*On Job Learning (OJL)	Numeric	121-124	4	
W	Certificate Number 1	Numeric	125-128	4	
X	Certificate Number 2	Numeric	129-132	4	
Y	Certificate Number 3	Numeric	133-136	4	
Z	Certificate Number 4	Numeric	137-140	4	
AA	Certificate Number 5	Numeric	141-144	4	
AB	Certificate Number 6	Numeric	145-148	4	
AC	Certificate Number 7	Numeric	149-152	4	
AD	Certificate Number 8	Numeric	153-156	4	

Student Data Field Descriptions

Contract Number: Use the same contract number as listed on the course upload record. Schools can allocate additional contract numbers in CTIMS during the year if needed.

School Code: List the 9-digit alpha/numeric school code that identifies the technology center submitting enrollment data.

First Name: List the student's first name. Do not include hyphens, apostrophes, commas, or special characters.

Last Name: List the student's last name. Do not include hyphens, apostrophes, commas, or special characters. Do not include their Suffix in this field (e.g., Jr., Sr., and III)

Suffix: List the student's name suffix, if applicable (e.g., Jr, Sr, and III). Do not include hyphens, apostrophes, commas, or special characters.

Social Security Number (SSN): Student social security numbers are required. Do not leave this field blank, or an error will occur. Do not use the student's driver's license number, school ID, or partial social security number in this field.

Student Testing Number (STN): For secondary students, provide the 10-digit numeric Student Testing Number (STN). The STN has been assigned to all secondary students in Oklahoma by the State Department of Education and is available from the student's home school. All secondary students will be required to have this number except for those attending private schools, home-schooled students, or students from out-of-state. An STN can be provided for adult students if they were assigned an STN while attending as a secondary student. Otherwise, leave this field blank.

School ID: Provide the unique alpha/numeric ID assigned to each student by your school.

Gender: Coding for Gender is as follows: M=Male, F=Female, U=Unknown

Date of Birth: The student's date of birth is required, do not leave this field blank, or an error will occur.

Race/Ethnicity Data: All students should be asked to respond to two questions regarding Race/Ethnicity.
- Are they Hispanic/Latino?
- The next question should ask them to select one or more of the remaining races.

For reporting purposes to ODCTE, each racial category should be indicated using the definitions provided below.

Racial Definitions:
- **Hispanic / Latino -** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. 0 = Not Hispanic, 1 = Hispanic
- **American Indian or Alaska Native -** A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. 0 = Not American Indian, 1 = American Indian
- **Asian -** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. 0 = Not Asian, 1 = Asian

- **Black or African American -** A person having origins in any of the black racial groups of Africa. 0 = Not Black, 1 = Black
- **Native Hawaiian or Other Pacific Islander -** A person having any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. 0 = Not Hawaiian / Pacific Islander, 1 = Hawaiian / Pacific Islander
- **White -** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. 0 = Not White, 1 = White
- **Unknown** - A person of unknown origin. 0 = Not Unknown, 1 = Unknown

Educational Level
- **Secondary:** Students must be at least **16 years** old to be eligible for an apprenticeship. For students enrolled in a comprehensive school, use the appropriate educational (grade) level in which the student is currently enrolled (09,10,11 or 12). Secondary students enrolled in WED classes should reflect their high school education level (e.g., 11, 12) unless they are school dropouts, in which case they would be coded with the appropriate adult code.
- **Adult**: Use the appropriate educational level as follows (only for students **not** presently enrolled in a comprehensive school):
  - 30 – Less than a High School Diploma
  - 31 – High School Graduate
  - 32 – Some College, No Degree
  - 33 – Technical Diploma
  - 34 – Associate Degree
  - 35 – Bachelor's degree
  - 36 – Master's Degree
  - 37 – Doctorate Degree
  - 38 – GED
  - 99 – Unknown

Clock Hours: Enter the number of clock hours the student has attended in the apprenticeship reported.
  - Attendance records need to be kept for multiple-day apprenticeship courses and hours reflected for each student.
  - Clock hours may be different for each student.
  - Clock hours are used to determine the contact hours for each apprenticeship course.

Business Code: Students must be **employed by the business** listed on their record, all apprenticeship students will have a business code. To obtain a business code please refer to the Business Master Technical Guidebook located at https://oklahoma.gov/careertech/products-and-services/imd/ctims/business-master.html.

Related Technical Instruction (RTI) Hours: The number of classroom hours the student has received from the Technology Center related to the apprenticeship.

**On the Job Learning (OJL) Hours:** The number of hours the student has spent learning at the job site

Certification Code: If a student obtains a certificate as a result of the instruction they received from the WED class, provide the 4-digit certification code from the "Approved Assessment List" *Oklahoma Competency Testing*, located on the Testing division's web page. If the certification is not found on the assessment list. Send an "Approved Assessment Request" to the Testing division. Here is a link to that request form: *Oklahoma Competency Testing*, located at the bottom of the page, titled "Approved Assessment Request".

Apprenticeship Enrollment Reports

To access enrollment reports:

(These reports contain confidential student information.)

- Click the arrows next to **Reports** then **Report Framework**.
- Click on the **Report Generation** link.
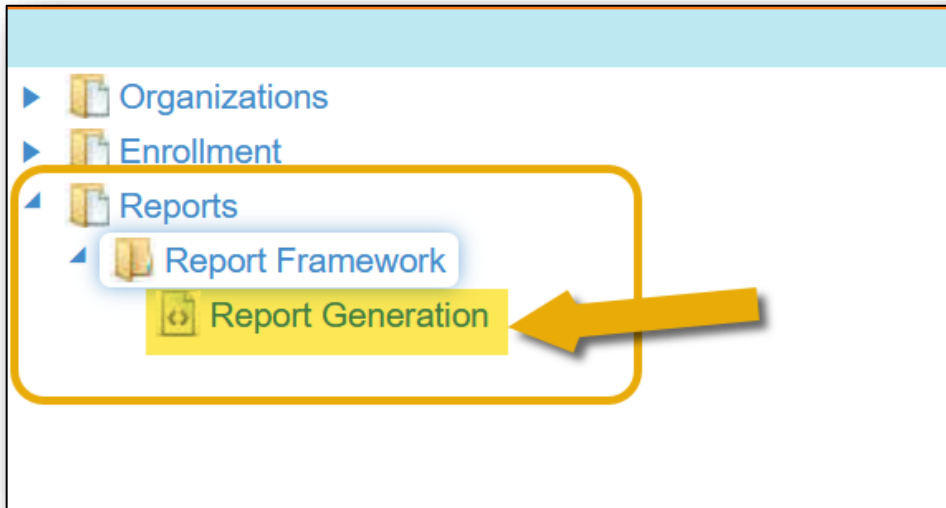
Complete the **Report Manager** screen. **The tagged numbers on the screenshot correspond to the instruction steps below.** The asterisks represent a required field.

1. **Module*** – Select Enrollment.
2. **Sub Module*** – Select WED Tech Center Apprenticeship Reports from the drop-down menu.
3. **Report Title*** – Click inside the box for a drop-down list of all the reports available.
   Reports available:
   a. Tech Center – WED Apprenticeship Contract Allocation Summary - 666
   b. Tech Center – WED Apprenticeship Enrollment Detail by Program MIS Code - 668
   c. Tech Center – WED Apprenticeship MIS Code Course Detail - 667
   d. Tech Center – WED Apprenticeship Discrepancy Report – 669
   e. Tech Center – WED Apprenticeship Student Detail Report – 670
   f. Tech Center – WED Apprenticeship Organization Payment Summary – 671
   g. Enrollment MIS Code WED Apprenticeship Master List - 673
4. **Report Type/School Type*** – Click inside the box for a drop-down list to choose Site.
   a. *Note: Some reports will have the District or Statewide options.*
5. **Calendar Code*** – Choose desired school year.
6. **Organization Type*** – Choose Technology Sites.
   a. *Note: Some reports will have District and Statewide options.*
   b. *Note: When choosing District or Statewide it might take longer to generate.*
7. **Organization*** – Choose your school that pulls up in the drop-down.
   Session Type* *Note: This section only shows up on certain reports.* Select which quarter you want to run. You can select the individual quarters, yearly, or all.
8. **Generate Report** – Select to generate the report. It will load into a grid at the bottom screen.
9. For all reports, you will have the option to export the report by clicking on the blue diskette button.

Apprenticeship Payment Summary

To access enrollment reports:
- Click the arrow next to **Enrollment** then **Tech Center WED Apprenticeship**
- Click on the **Finalizing and Submit for Payment List**

Complete the **Finalizing and Submit for Payment** screen. **The tagged numbers on the screenshot correspond to the instruction steps below.** The asterisks represent a required field.

1. **Module*** – Select Enrollment.
2. **Sub Module*** – Select WED Tech Center Apprenticeship Reports from the drop-down menu.
3. **Report Title*** – Click inside the box for a drop-down list of all the reports available.
   Reports available:
   a. Tech Center – WED Apprenticeship Contract Allocation Summary - 666
   b. Tech Center – WED Apprenticeship Enrollment Detail by Program MIS Code - 668
   c. Tech Center – WED Apprenticeship MIS Code Course Detail - 667
   d. Tech Center – WED Apprenticeship Discrepancy Report – 669
   e. Tech Center – WED Apprenticeship Student Detail Report – 670
   f. Tech Center – WED Apprenticeship Organization Payment Summary – 671
   g. Enrollment MIS Code WED Apprenticeship Master List - 673
4. **Report Type/School Type*** – Click inside the box for a drop-down list to choose Site.
   a. *Note: Some reports will have the District or Statewide options.*
5. **Calendar Code*** – Choose desired school year.
6. **Organization Type*** – Choose Technology Sites.
   a. *Note: Some reports will have District and Statewide options.*
   b. *Note: When choosing District or Statewide it might take longer to generate.*
7. **Organization*** – Choose your school that pulls up in the drop-down.
   Session Type* *Note: This section only shows up on certain reports.* Select which quarter you want to run. You can select the individual quarters, yearly, or all.

MIS Codes Report (Apprenticeship ONLY)

*MIS Codes are sorted alphabetically.

These codes are necessary for managing apprenticeship data and for reporting CareerTech's engagement and support of specific pathways to our stakeholders. If the provided MIS do not include the correct pathways or corresponding MIS code, please contact Tonja Norwood at tonja.norwood@careertech.ok.gov for further assistance.

- To access the list of MIS codes, please run the following report. Once generated, you can use the search bar to locate specific keywords. Please note that this report contains the most recent data, so it should not be exported and saved for later use. Since MIS codes are added frequently, the best practice is to run this report each time you need to reference or select a new MIS code.

Enrollment MIS Code WED Apprenticeship Master List
Report Generation Date: 9/6/2024 1:03:45 PM

Status	MIS Code	MIS Name
Active	8667	Traffic signal electrician
Active	8668	Transformer repairer
Active	8669	Transit bus technician
Active	8670	Transit coach operator
Active	8671	Transit elevator escalator technician
Active	8672	Transit elevator-escalator maintenance tech
Active	8673	Transit rail vehicle maintenance technician
Active	8674	Transmission line worker
Active	8675	Transmission mechanic
Active	8676	Transportation clerk
Active	8677	Treatment plant mechanic
Active	8678	Tree surgeon
Active	8679	Tree trimmer
Active	8680	Truck crane operator