

CareerTech
Information Management
System
(CTIMS)

INSTRUCTIONAL
FRAMEWORK

IMD

*career*tech

Revised March 2020

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CTIMS Support

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

Andra Beyer

Data Quality Coordinator

(405) 743-5403

andra.beyer@careertech.ok.gov

Kerri Watkins

Data Quality Coordinator

(405) 743-6882

kerri.watkins@careertech.ok.gov

Niki Burch

Manager, IMD

(405) 743-5124

niki.burch@careertech.ok.gov

Rebecca Thacker

Technical Support Specialist

(405) 743-5134

rebecca.thacker@careertech.ok.gov

Carol Hall

Performance Data/Analysis Coordinator

(405) 743-5125

carol.hall@careertech.ok.gov

Approval Process Overview

Worksheet Approval Stage (Stage 1)

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

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.

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

For helpful tips, see the [CTIMS Helpful Tips](#) section of this document.

IMPORTANT:

Please log into CTIMS using **Internet Explorer**  **version 11 or higher**. CTIMS is currently not compatible with other browsers.

Logging into CTIMS

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



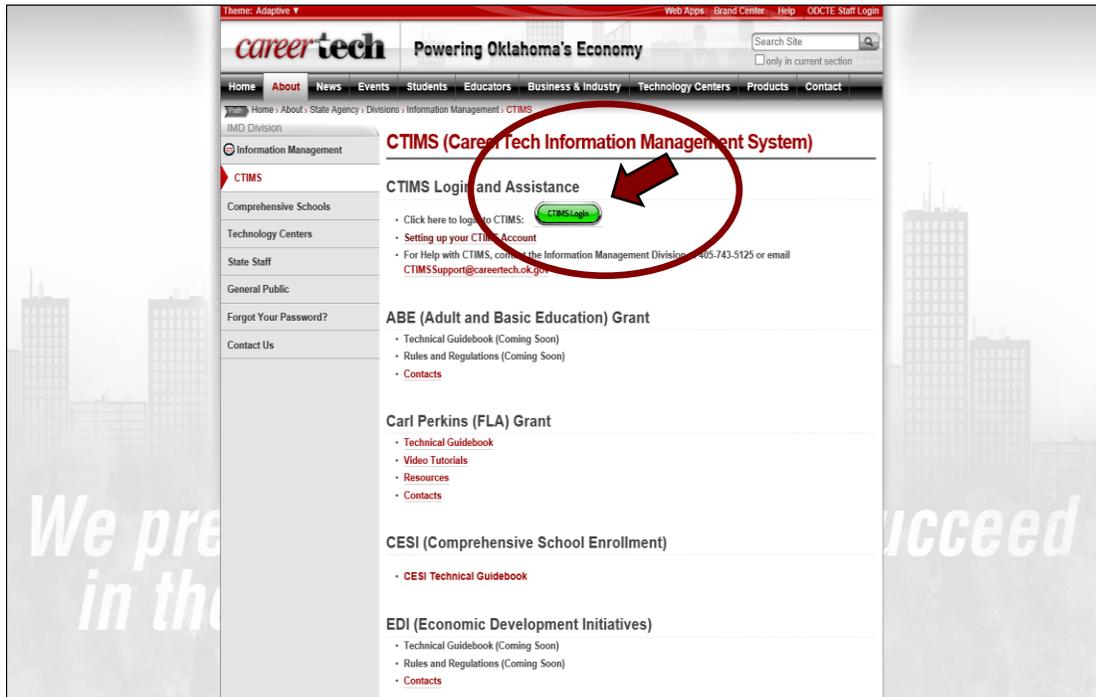
The screenshot shows the CTIMS login interface. At the top left is the 'career tech CTIMS Information Management System' logo. In the center is a larger 'career tech CTIMS Information Management System' logo. On the right side, there is a sign-in form titled 'Sign in to your CareerTech CTIMS account.' The form contains an 'Email:' input field, a 'Password:' input field, a 'Remember me?' checkbox, a blue 'Sign in' button, and a 'Forgot your password?' link below the button.

Or,

Go to <http://www.okcareertech.org/> and select **CTIMS** in the red bar at the top of the page. Do not select the ODCTE Staff Login selection in the red bar. This is not the CTIMS login.



On the CTIMS website, select the green **CTIMS Login** button.



Instructional Framework Process Flow

IFW Submitter

Preparation before Entering Into CTIMS

You will have better results if you take the time to do a little prep work beforehand.

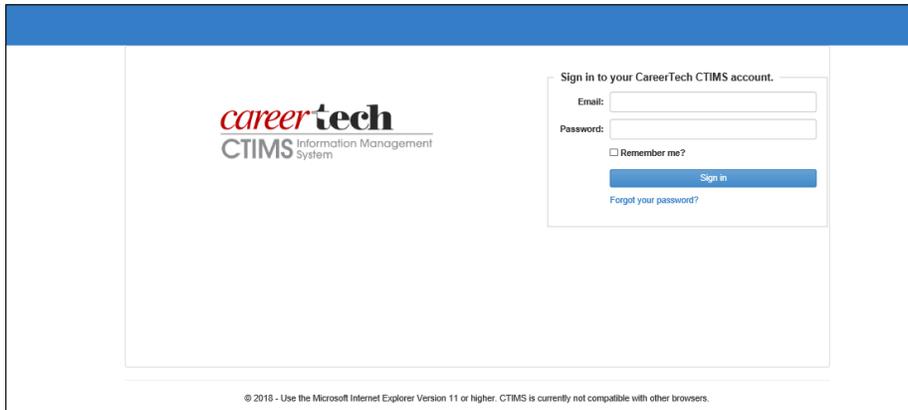
- Print out the state programs you have approved for the current school year. See instructions [here](#).
- For each state program and local program, decide which of the following categories the request will fall under for the upcoming school year:

No Changes – this program will be offered next year with no changes
No Changes for Returning Students/Teach Out Only – this program will be continued for 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 our district.

Once you have made these distinctions, you can start the roll-over process in CTIMS.

Starting the Rollover Process

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

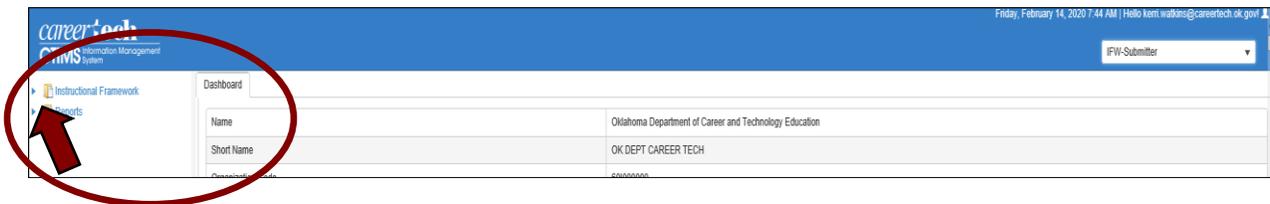


IMPORTANT: Please log in using **Internet Explorer**  **version 11 or higher.** CTIMS is currently not compatible with other browsers.

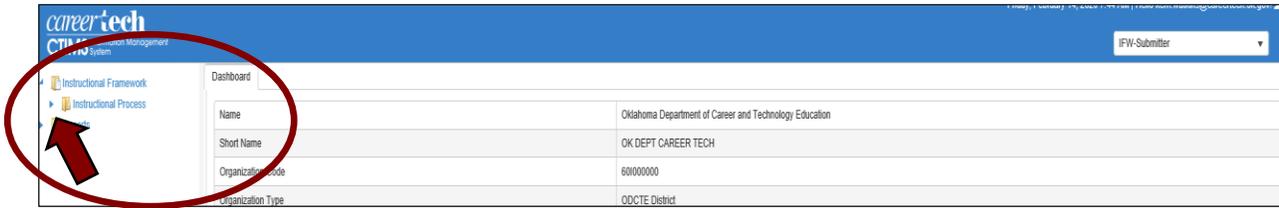
- Verify that you are signed in with the role of an **IFW Submitter**. In the top right corner. Use the drop-down arrow to select this role.



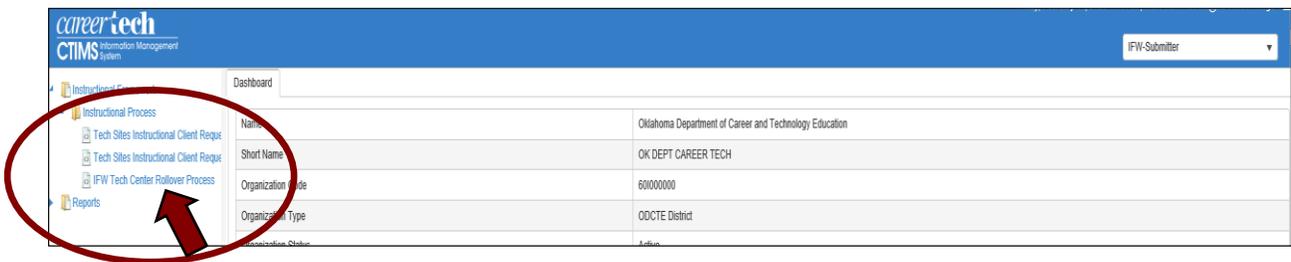
- Click the arrow  next to **Instructional Framework** on left navigation.



- Click the arrow |▶ next to **Instructional Process** on left navigation.



- Click the arrow |▶ next to **IFW Tech Center Rollover Process** on left navigation.



Select Rollover Options - Step 1

1. Confirm the **Current Calendar Year**. This should default to the current year.
2. Confirm the **Planned Year**. (This should populate automatically). This is the year you are choosing to roll the program from.
3. Confirm the **Start Date** and **End Date** for the planned year. As you choose the planned year, the **Implementation Calendar** section will populate.
4. Select the **District Name** by clicking in the field and typing in the first 3 letters of the district. Then choose your district from the drop-down.
5. Select the **Site(s)** by clicking in the field and typing in the first 3 letters of the site and choosing from the drop-down. If you will be choosing for more than one site, click the box next to **Check for Multiple Site(s)**.
6. Click **Search**.

The screenshot shows a web application interface for selecting rollover options. At the top, there's a breadcrumb trail: Dashboard > IFW Tech Center Rollover Process > Select Rollover Options - Step 1. The main form is titled 'Select Rollover Options - Step 1' and has 'Save and Continue' and 'Next Step' buttons. The form is divided into several sections:

- Rollover Process:** A dropdown menu for 'Instructional Framework Template*' is set to 'Technology Center/Skill Centers Secondary and Adult Full-Time Request and Submission Process'.
- Rollover Calendar Year From:** A dropdown for 'Current Calendar Year*' is set to '2018-2019' with a red '- 1' next to it.
- Rollover Calendar Year To:** This section is divided into 'Planned Calendar' and 'Implementation Calendar'.
 - Planned Calendar:** 'Planned Year*' is '2018-2019' (with red '- 2'), 'Start Date*' is '07/01/2018', and 'End Date*' is '06/30/2019' (with red '- 3').
 - Implementation Calendar:** 'Implementation Year*' is '2019-2020', 'Start Date*' is '07/01/2019', and 'End Date*' is '06/30/2020'. 'Hierarchy Type*' is 'State Program 2018'.
- District Information:** 'District Type' is 'Tech Center Districts'. 'District Name*' is 'Sample Technology Center' (with red '- 4').
- Site Information:** 'Site Type' is 'Tech Sites'. There is a checkbox for 'Check for Multiple Site(s)'. The 'Sites(s)*' dropdown is set to 'Sample Tech Center-Site' (with red '- 5').
- Search:** A 'Search By...' field with a 'Search' button (with red '- 6').

At the bottom, there are buttons for 'Go to Client Summary Screen', 'Save and Continue', and 'Next Step'.

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

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

– Step 1: Select Rollover Option(s) - Last Year Approved Programs

NOTE: Under the "Rollover Option" column, select the action to be taken for each State Program/Local Program. Click on Save and Continue.

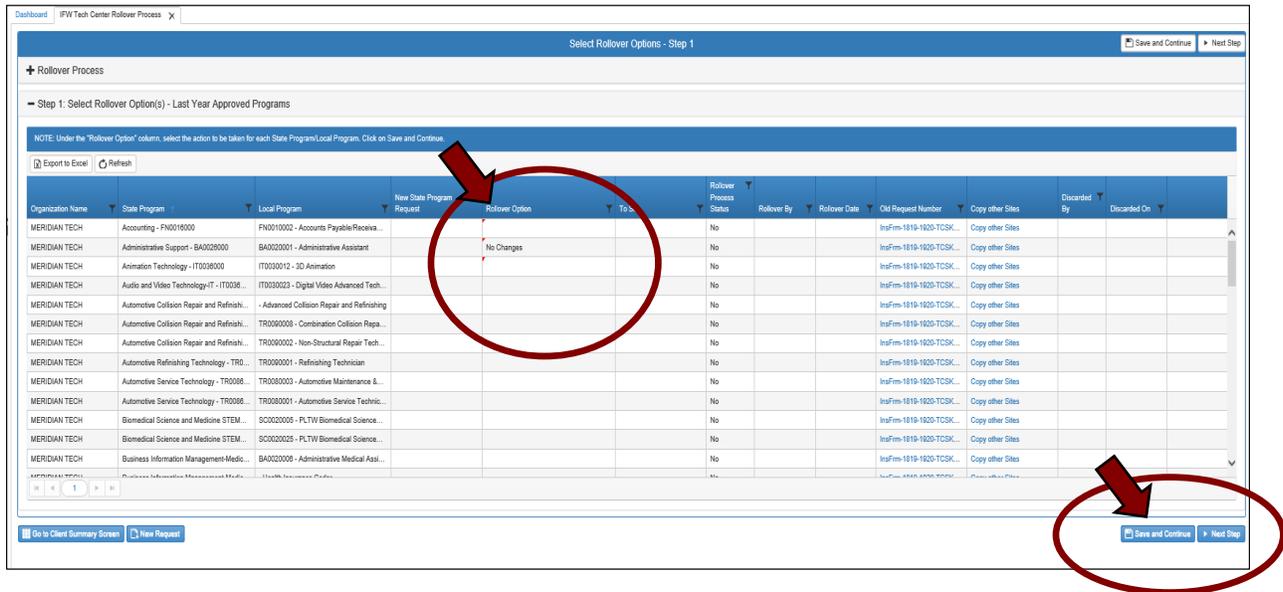
Export to Excel Refresh

Organization Name	State Program	Local Program	New State Program Request	Rollover Option	to Site
MERIDIAN TECH	Accounting - FN0018000	FN0010002 - Accounts Payable/Receivable C			
MERIDIAN TECH	Administrative Support - BA0028000	BA0020001 - Administrative Assistant			
MERIDIAN TECH	Animation Technology - IT0036000	IT0030012 - 3D Animation			
MERIDIAN TECH	Audio and Video Technology-IT - IT0036...	IT0030023 - Digital Video Advanced Tech...			
MERIDIAN TECH	Automotive Collision Repair and Refinishi...	- Advanced Collision Repair and Refinishing			
MERIDIAN TECH	Automotive Collision Repair and Refinishi...	TR0090008 - Combination Collision Repa...			
MERIDIAN TECH	Automotive Collision Repair and Refinishi...	TR0090002 - Non-Structural Repair Tech...			
MERIDIAN TECH	Automotive Refinishing Technology - TR0...	TR0090001 - Refinishing Technician			
MERIDIAN TECH	Automotive Service Technology - TR0085...	TR0080003 - Automotive Maintenance &...			

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

No Changes – this program will be offered next year with no changes
No Changes for Returning Students/Teach Out Only – this program will be continued for 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 our district.

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

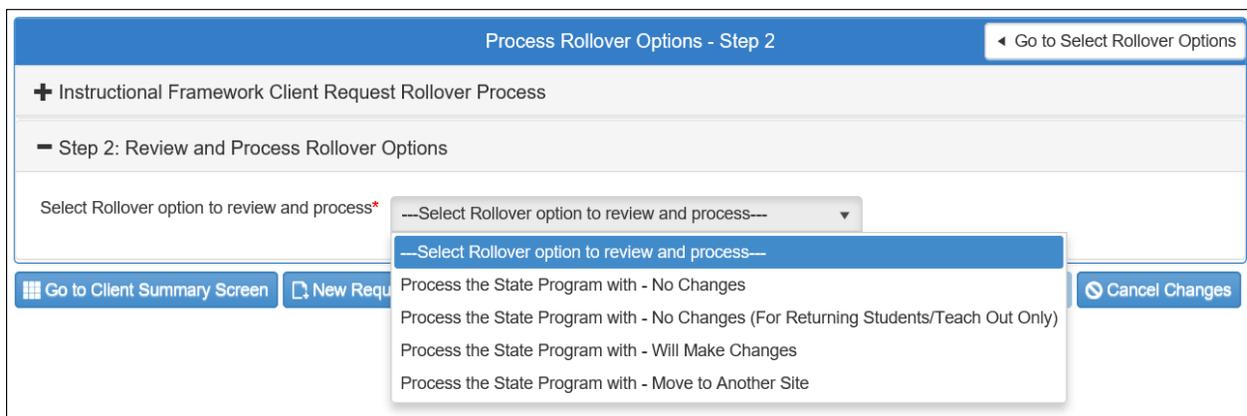


Process Rollover Options – Step 2

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

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

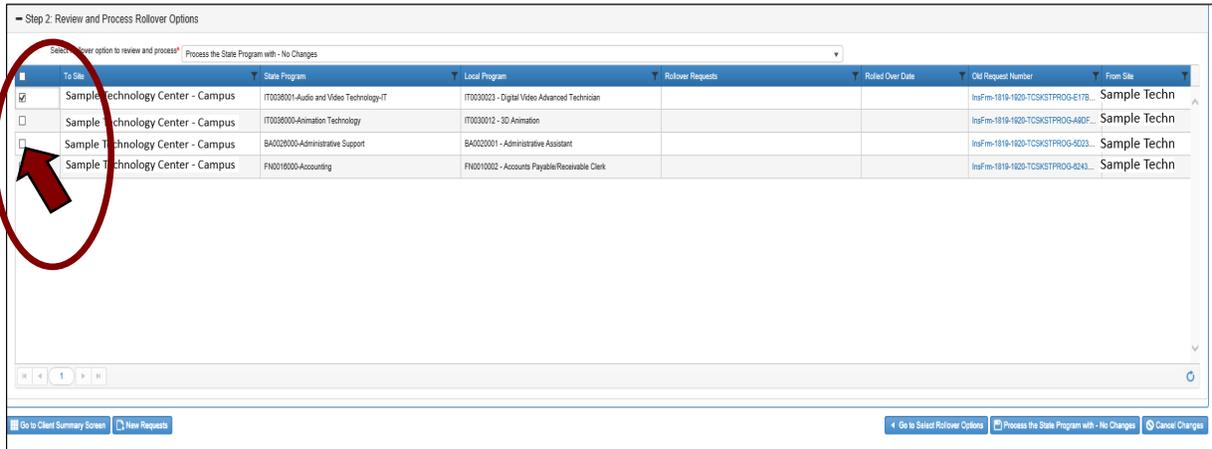
- Select from the drop-down menu the group of programs you need to process.



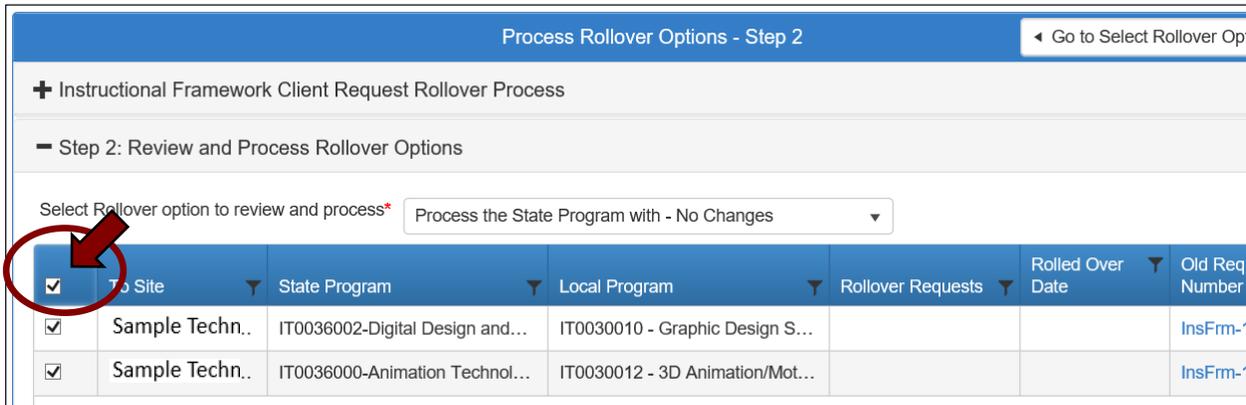
- A new screen will appear listing those programs.

NOTE: If you have several programs in the list, you can select all the programs at once by clicking the box in the first column header. This will check all programs in the list.

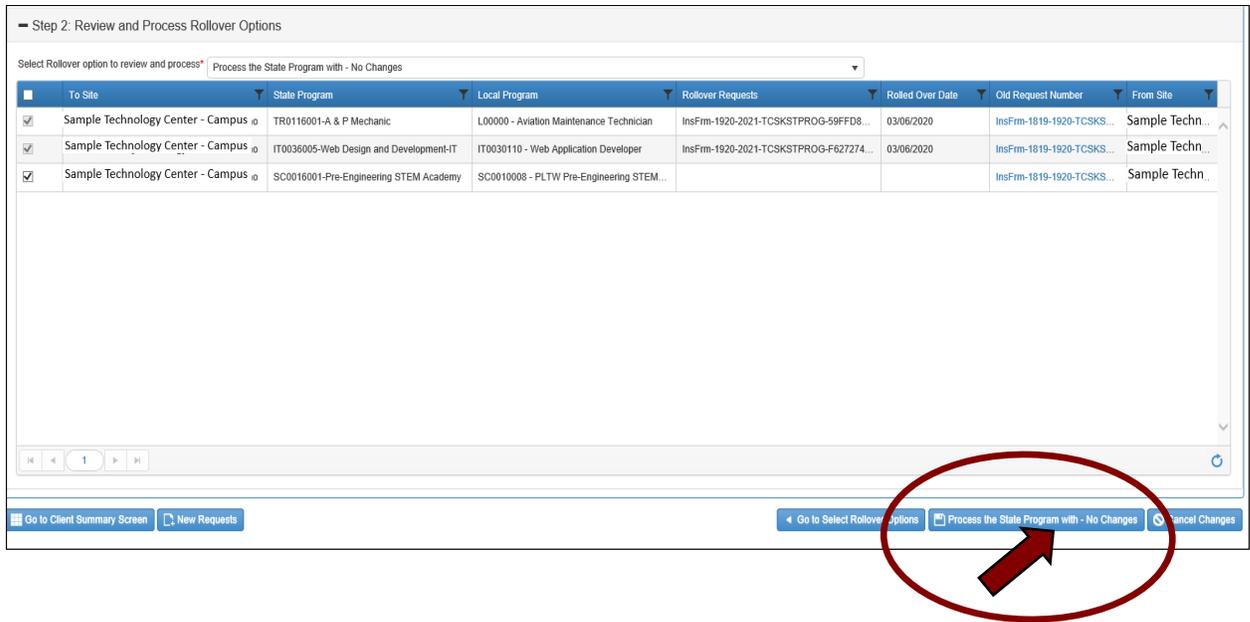
- Select the programs you would like to roll over for that option by checking each box.



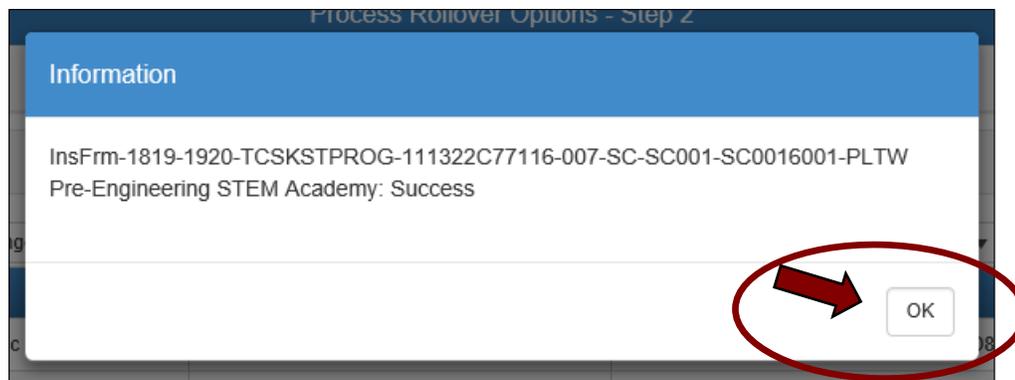
NOTE: You can select all programs by clicking the box in the header for that column.



- Process the rollover option by clicking the button at the bottom of the screen. For example, click the **Process the State Program with – No Changes** button at the bottom of the screen for rolling over programs with no changes.



- A pop-up screen will appear indicating the information was updated successfully.



- Continue these steps until all programs have been processed based on your roll-over selections.

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**. Then, click **Save and Continue** at the top or bottom of the screen.

– Step 1: Select Rollover Option(s) - Last Year Approved Programs

NOTE: Under the "Rollover Option" column, select the action to be taken for each State Program/Local Program. Click on Save and Continue.

Export to Excel Refresh

Organization Name	State Program	Local Program	New State Program Request	Rollover Option
Sample Technology	A & P Mechanic - TR0118001	L00000 - Aviation Maintenance Technician	InsFrm-1920-2021-TCSK...	No Changes
Sample Technology	Web Design and Development-IT - IT003...	IT0030110 - Web Application Developer	InsFrm-1920-2021-TSK...	No Changes
Sample Technology	Pre-Engineering STEM Academy - SC00...	SC0010008 - PLTW Pre-Engineering ST...	InsFrm-1920-2021-TCSK...	No Changes
Sample Technology	Computer/Network Support - IT0018000	IT0020001 - Network Pc Support Specialist		Will Make Changes
Sample Technology	Nursing Services- Advanced - HL0018028	L00000 - Nursing Services - Advanced		Move to Another Site
Sample Technology	Medical Services-Medical Assisting - HL0...	L00000 - Medical Assistant		No Changes
Sample Technology	Business Information Management-Medic...	- Medical Coding Specialist		No Changes (For Returning Students/Teach Out Only)
Sample Technology	Veterinary Services - HL0018019	HL0010019 - Veterinary Assistant		Will Make Changes
Sample Technology	Biomedical Science and Medicine STEM...	SC0020005 - PLTW Biomedical Science...		Will Not Offer Next Year
Sample Technology	Administrative Support - BA0026000	BA0020001 - Administrative Assistant		Move to Another Site
Sample Technology	Early Care and Education Teacher - HMO...	L00000 - Pathway to CDA		
Sample Technology	Surgical Technologist - HL0018017	HL0010017 - Surgical Technologist (Ass...		

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

Process Rollover Options - Step 2

Go to Select Rollover Options

+ Instructional Framework Client Request Rollover Process

– Step 2: Review and Process Rollover Options

Select Rollover option to review and process*

---Select Rollover option to review and process---

Go to Client Summary Screen New Request Cancel Changes

Process the State Program with - No Changes

Process the State Program with - No Changes (For Returning Students/Teach Out Only)

Process the State Program with - Will Make Changes

Process the State Program with - Move to Another Site

Move a Program 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 **Roll Over Option** column, choose the rollover option from the drop-down menu.

Move to Another Site – Review and Generate new Request(s) for 2017-2018 and Submit for Approval

NOTE: Select the State Program(s) to be processed and select the Process State Programs button below.

<input type="checkbox"/>	Organization Name	RollOver Option	State Program	Local Program	Old Request Number	R
<input checked="" type="checkbox"/>			IT0036002-Digital Design and...	IT0030010 - Graphic Design S...	InsFrm-1516-1617...	

- Click the **Process the State Program with – Move to Another Site** button at the bottom of the screen.

Dashboard | IFW Tech Center Rollover Process

Process Rollover Options - Step 2

Instructional Framework Client Request Rollover Process

Step 2: Review and Process Rollover Options

Select Rollover option to review and process* Process the State Program with - Move to Another Site

<input type="checkbox"/>	Organization Name	Rollover Option	State Program	Local Program	Rollover Requests	Rolled Over Date	Old Request Number	From Site
<input type="checkbox"/>	Sample Technology Center - Car	Will Make Changes	TR0110000-Aerospace Technician	TR0110007 - Aviation Maintenance Technician			InsFrm-1719-1816-TCSN/STPROG-884	CAN VAL TO-EL RENO

Go to Client Summary Screen

Go to Select Rollover Options Process the State Program with - Move to Another Site Cancel Changes

This program will be removed from the current site and will be displayed at the new site.

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 rollover options screen or from the summary page.

IMPORTANT:

- You do NOT have to rollover before copying.
- 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 must 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, in order 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.

You can copy a request to another site from the rollover options screen or from the summary page after the program has been processed. This can be done before you select the roll-over option or can be copied to another site and then select the applicable roll-over option.

Roll-over Option Screen:

Local Program	New State Program Request	Rollover Option	To Site	Rollover Process Status	Rollover By	Rollover Date	Old Request Number	Copy other Sites
MN0070035 - SMAW/GTAW S...				No			InsFrm-1718-12...	Copy other Sites

IFW Request Summary Screen:

Rollover Option	Submitted Date	Organization Name	State Program	Request Number	Local Programs	Copy other Sites
Will Make Changes	04/03/2019	Sample Techni	Early Care and Education Tea...	InsFrm-1819-1920...	- Early Care and Education	Copy other Sites
No Changes	04/03/2019	Sample Techni	Welding-MN - MN0076001	InsFrm-1819-1920...	MN0070035 - SMAW/GTAW S...	Copy other Sites

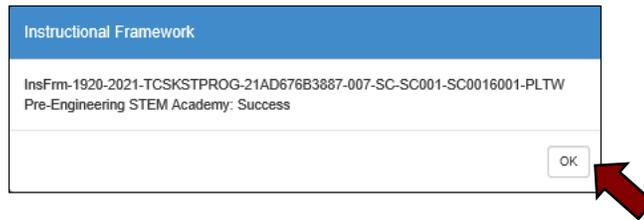
- After selecting **Copy Other Sites** link, on the **Process the State Program with –Copy to Other Site** screen, click the **Add New Site to Copy the State Program** button.

The screenshot shows the 'Process the State Program with - Copy to Other Site (Will Make Changes)' interface. At the top, there are several dropdown menus for 'Select Rollover option to review and process*', 'Copy from Calendar Year*', 'To Calendar Year*', 'Copy from Site*', 'Request Number to be Copied*', 'State Program Name*', and 'Local Program Name*'. Below these is the 'Copy To Sites' section, which contains a table with columns 'Copy To School Name' and 'New Request Number'. A red circle highlights the '+ Add New Site to copy the State Program' button located above the table. At the bottom of the screen, there are navigation buttons: 'Go to Client Summary Screen', 'Go to Selected Rollover Options', 'New Requests', 'Process the State Program with - Copy to Other Site (Will Make Changes)', and 'Cancel changes'.

- 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.

This screenshot is similar to the previous one, but with a red circle highlighting the 'Copy To School Name' column in the table. An arrow points to the dropdown menu in this column. The rest of the interface, including the form fields and navigation buttons, remains the same as in the previous screenshot.

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



IFW Request Summary List Screen

As you begin to process your roll-over options or create new requests, they will appear on the **IFW Request Summary List** screen.

NOTE: Programs you indicated will not be offered next year will not appear on this screen.

The **No Changes** and **No Changes for Returning Students/Teach Out Only** options are on the list and will be fully approved. You do not need to do anything else to these requests.

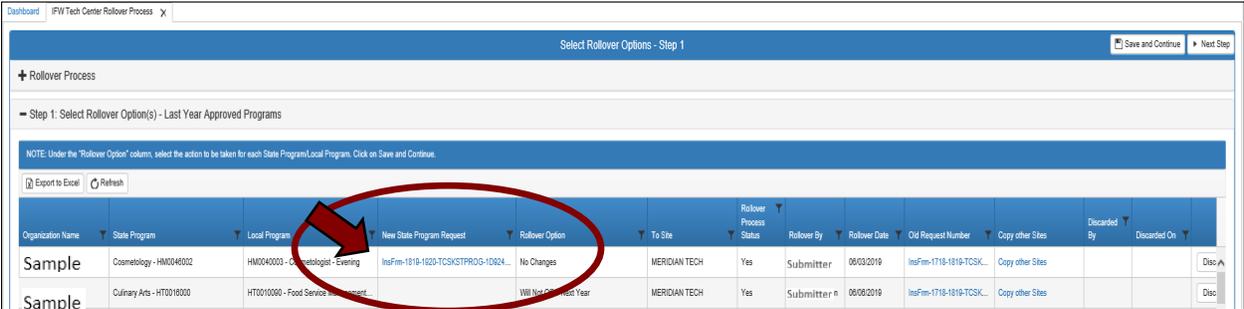
For programs you selected **Will Make Changes**, they will appear as *New-Draft* under the Approval Stage column.

- Click the **Request Number** to begin the process of making necessary changes to the program. (For instructions for **Making Changes to Previously Approved Program** click [here](#).) Once submitted, this request will go through the approval process.

Note:							
<input checked="" type="checkbox"/> Save changes <input type="checkbox"/> Cancel changes <input checked="" type="checkbox"/> Export to Excel <input type="checkbox"/> Refresh							
Act	Approval Stage	Approval Status	Rollover Option	Submitted Date	Organization Name	State Program	Request Number
<input checked="" type="checkbox"/>	New-Draft		Will Make Changes	04/01/2019	Sample Technolo	Culinary Arts - HT0016000	InsFrm-1819-1920...
<input checked="" type="checkbox"/>	New-Draft		Will Make Changes	04/01/2019	Sample Technolo	Cosmetology - HM0046002	InsFrm-1819-1920...

Making Changes to Previously Approved Program

- On the **Select Rollover Options – Step 1** screen or the **IFW Request Summary List** screen, select the **request number** of the program for which changes will need to be made.

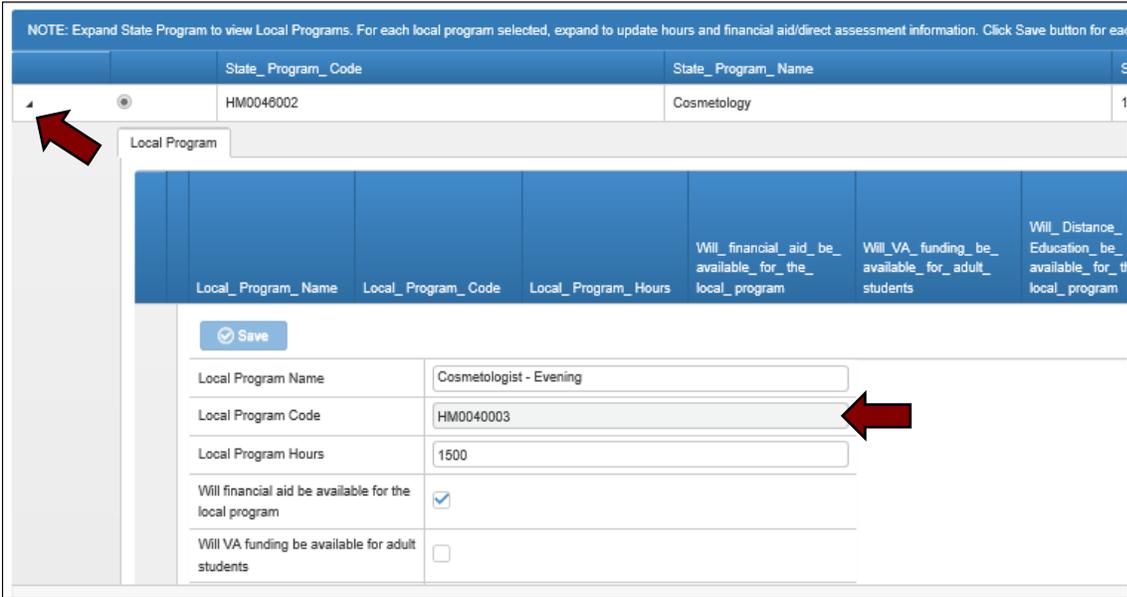


- You will be directed to the **Select-State and Local Program** screen.
NOTE: You cannot make changes to the division, cluster, pathway or state program name.

Local Program Name Screen:

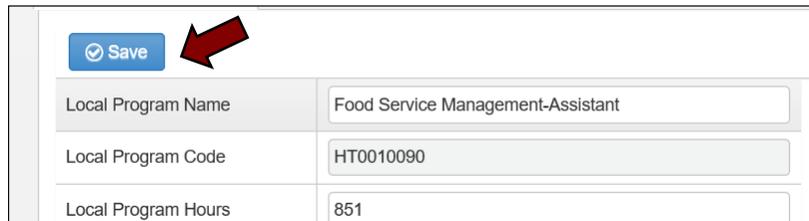
To edit the local program details:

- Click the ▶ symbol next to the **Local Program Name** to expand the local program details. Make the necessary changes in the details section by clicking in that field and making the adjustment.



- NOTE:** Use the wheel on your mouse or the scroll bar on the right of the screen to scroll through the details form.

- If any changes are made to the local program (hours, financial aid info, distance ed. info), you **MUST** click the **SAVE** button at the top of this section or bottom of the section and then click **Save & Continue** at the top or bottom of the screen.

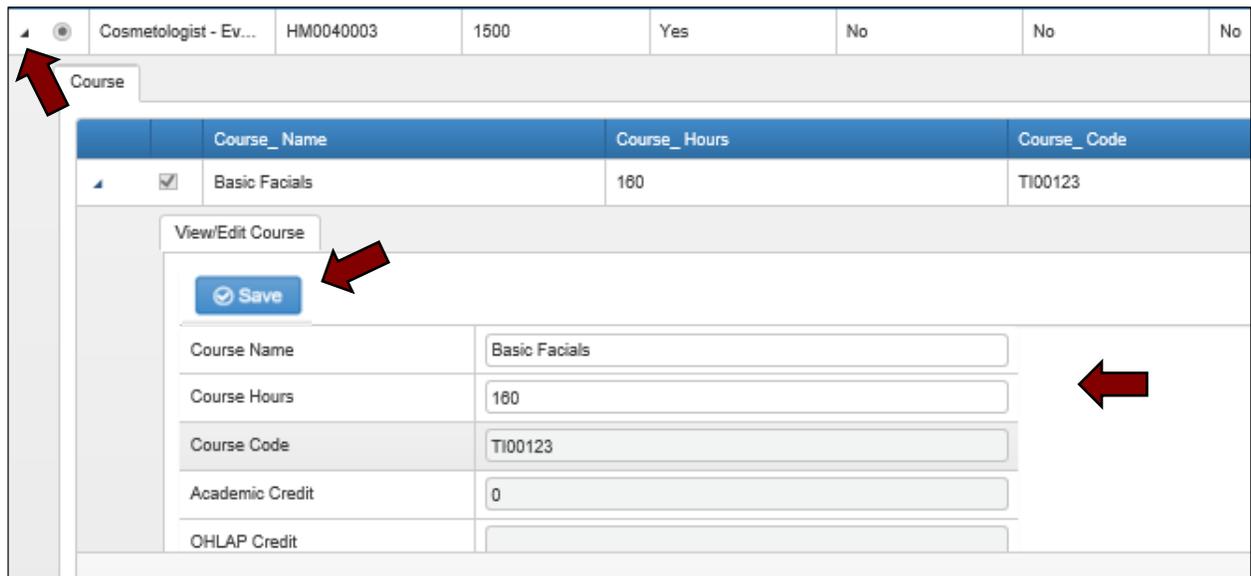


A screenshot of a form for a local program. At the top left, there is a blue button with a checkmark and the word "Save". A red arrow points to this button. Below the button are three input fields: "Local Program Name" with the value "Food Service Management-Assistant", "Local Program Code" with the value "HT0010090", and "Local Program Hours" with the value "851".

Course Screen:

To select, add, or edit courses for the local program:

- Click the  symbol beside the course to expand the course details.
- Make the necessary changes.
- Click the **Save** button within this block section.



A screenshot of the "Course Screen" interface. At the top, there is a table with columns for course name, code, hours, and other attributes. A red arrow points to the "Course" tab on the left. Below the table, a "View/Edit Course" section is expanded for the course "Basic Facials". This section contains a "Save" button (highlighted by a red arrow) and several input fields: "Course Name" (Basic Facials), "Course Hours" (180), "Course Code" (TI00123), "Academic Credit" (0), and "OHLAP Credit". A red arrow also points to the right side of the "Course Hours" field.

- **NOTE:** If you need to add a new course, make your corrections to existing courses first (modify information or uncheck courses to be offered), then click the **SAVE** button at the top of the screen. Then you can add the new course. Otherwise, you may lose information that was corrected.

To add a new course:

- Click the  symbol beside any course. Click on the **Add Course** tab and complete necessary information.
- Click on the **Save** button within the box area after all fields are completed.

- Click **Save and Continue** at the top or bottom of the screen.

CIP Screen:

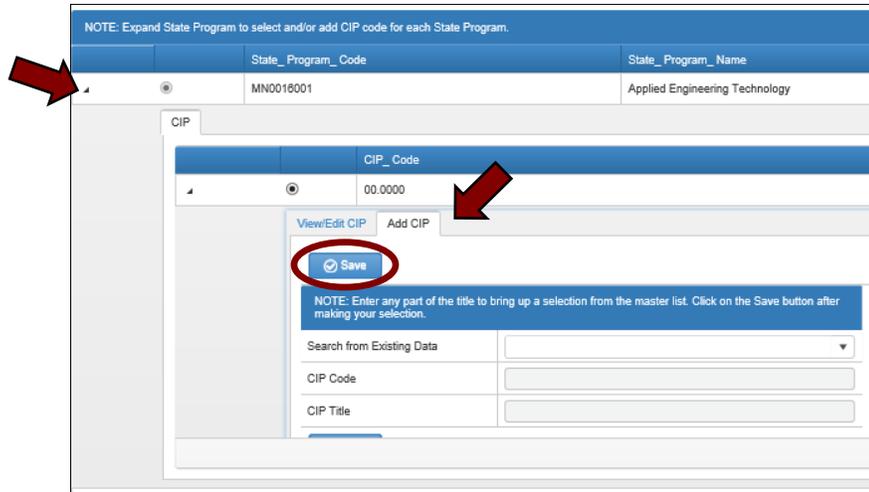
The CIP Code approved for this program will be displayed. You can only select one CIP per Local Program.

- To change the CIP, select from the list.
- Then, click the **Save** button after the CIP Title field.

State_Program_Code	State_Program_Name	Suggested_Hours	Description	Pathway_Code_Pathway_Description
HM0046002	Cosmetology	1050	The Cosmetology State Program Area introduce...	HM004 - Personal Care Services

CIP_Code	CIP_Title	State_Program_Code_State_Program_Name
12.0401	Cosmetology/Cosmetologist, General	HM0046002 - Cosmetology
12.0410	Nail Technician/Specialist and Manicurist	HM0046002 - Cosmetology
12.0413	Cosmetology, Barber/Styling, and Nail Instructor	HM0046002 - Cosmetology

- To add a CIP, expand any CIP listed by clicking the ▶ symbol and selecting the **Add CIP** tab. Type in the CIP code or CIP Title in the **Search from Existing Data**. Select the CIP needed.
- Click the **Save** button after the CIP Title field.



- Click **Save and Continue** at the top or bottom of the screen.

SOC Screen:

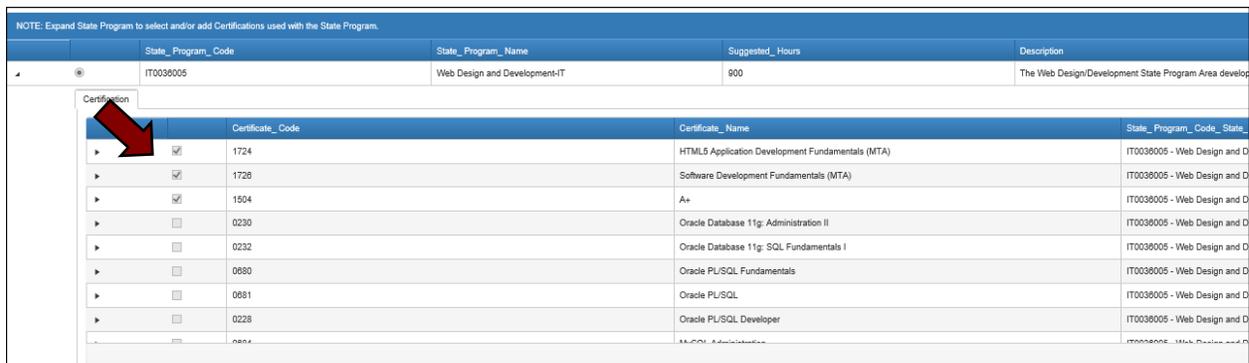
The SOC code(s) that are cross-walked to the CIP selected will be displayed.

- Select one or more SOC's.
NOTE: You cannot add additional SOC codes for the selected.
- Click **Save and Continue** at the top or bottom of the screen.

Certification Screen:

The certifications selected for this state program will be displayed.

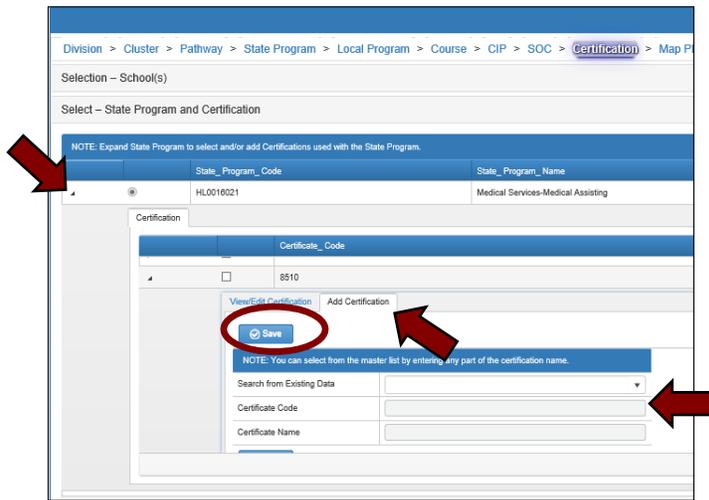
- Select additional certifications from the list by checking the box next to the certification or uncheck certifications to remove.



IMPORTANT: Before adding a new certification, make corrections to the existing list first, then click the **SAVE** button at the top of the screen.

To add a certification for selection:

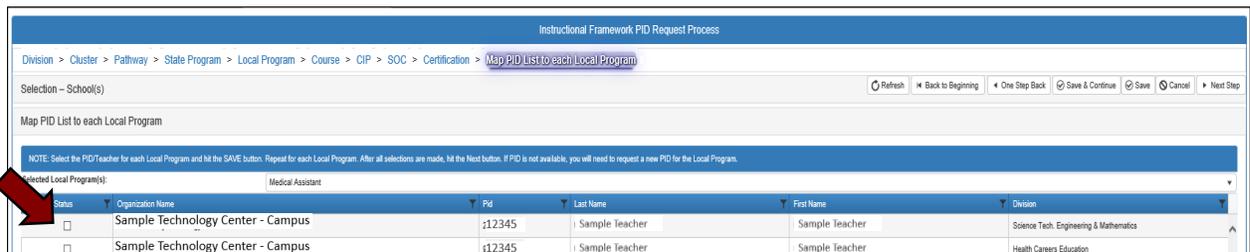
- Expand any of the certifications listed by clicking on the ▶ symbol and then selecting the **Add Certification** tab.



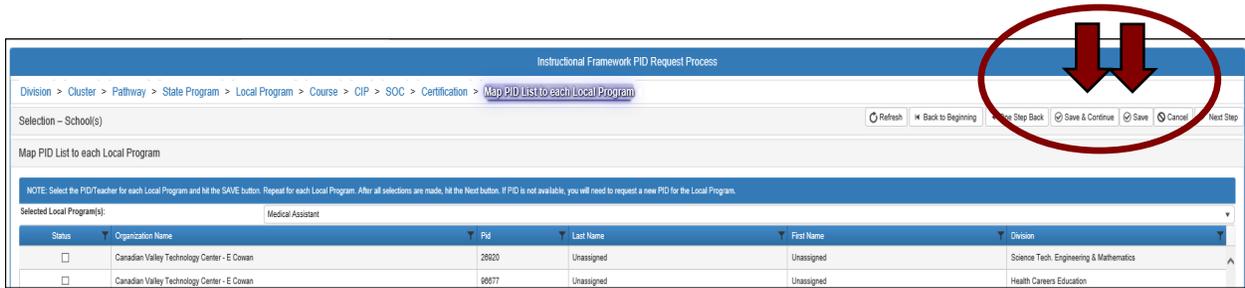
- Enter the certification code or certification name and click the **Save** button after the certificate name box.
- If you do not offer a certification for this program, enter “0000” in the Search from Existing **Data** box and click the **Save** button within the box area. The Certificate Name will be “No Certification”.
- Click **Save and Continue**.

PID/Teacher Screen:

- Click in the box under the **Status** column by the teacher’s name(s) and the local program.



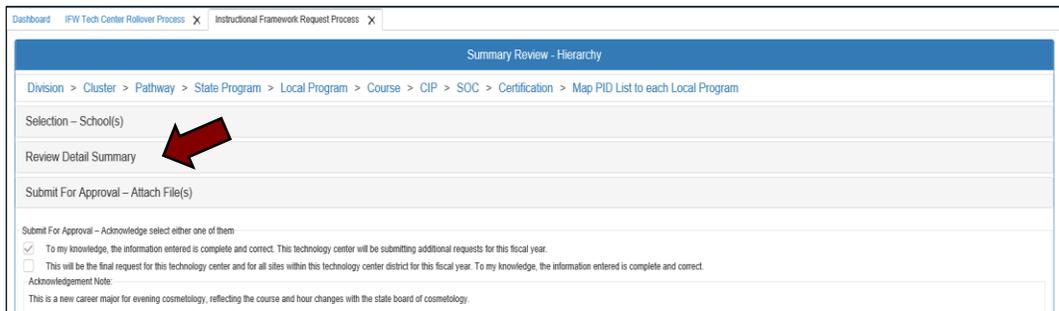
- Click the **Save** button at the top or bottom of the screen.
- Then click the **Next Step** button.



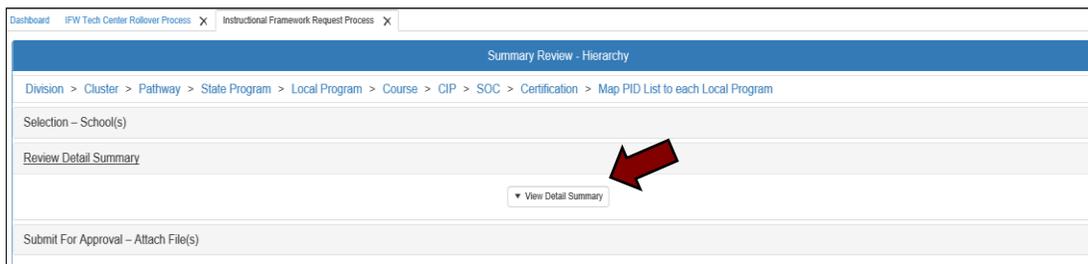
NOTE: If the PID is not listed, you can save without making any selection.

Review the Data before Submitting

- On the **Summary Review-Hierarchy** screen, click **Review Detail Summary**.



- Click the **View Detail Summary** button to produce a summary report of your request.



- 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.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s)

Review Detail Summary

1 of 1

Summary of Local Program Current Request

Sample Technology Center - Campus Approval Status: **Approved** InsFrm-1819-1920-TCSKSTPROG-1D9246C474C8-006-HM-HM004-HM004503
Cosmetologist

[Go to Detail of Local Program Request](#) [Go to Approval Log Details](#)

State Program	State Pgm Code	State Prg Hours	Local Program	Local Prg Hours	Course Desc	Course Hours
Cosmetology	HM0045002	1050	Cosmetologist - Evening	1500	Basic Facials	160
					Basic Manicure/Pedicure	90
					Customer Service/Shop Management	180
					Hair Coloring, Tints and Bleaching	170
					Hair Texture Chemical Restructuring	240
					Haircutting	180
					Hairstyling	300
					Introduction to Cosmetology	150
					Scalp Treatments/Shampoo/Conditioning	30
					Total	1500

- Once you are comfortable with the request, click one of the acknowledgement boxes and add an acknowledgement note.
- You can either click the **Save Draft** button to review and submit at a later date, or you can click **Submit For Approval**.

Submit For Approval – Attach File(s)

Submit For Approval – Acknowledge select either one of them

To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

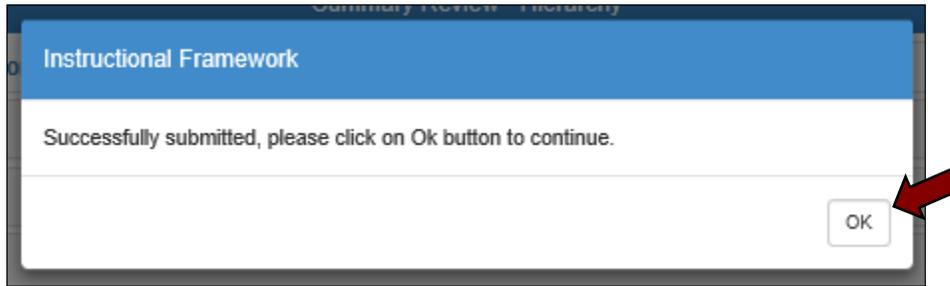
Acknowledgement Note:

This is a new career major for evening cosmetology, reflecting the course and hour changes with the state board of cosmetology.

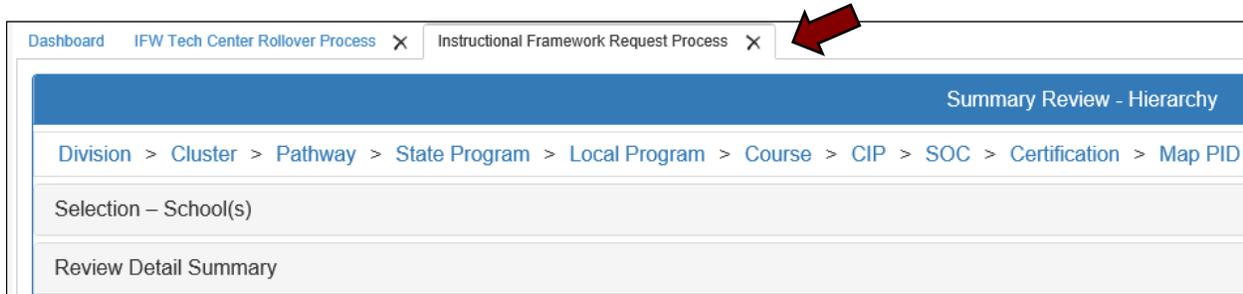
This record

Refresh Back to Beginning One Step Back Save Draft Submit For Approval

- After submitting for Approval, you will see a pop-up box indicating that the request has been processed and sent to the next level of approval. Click **OK**.

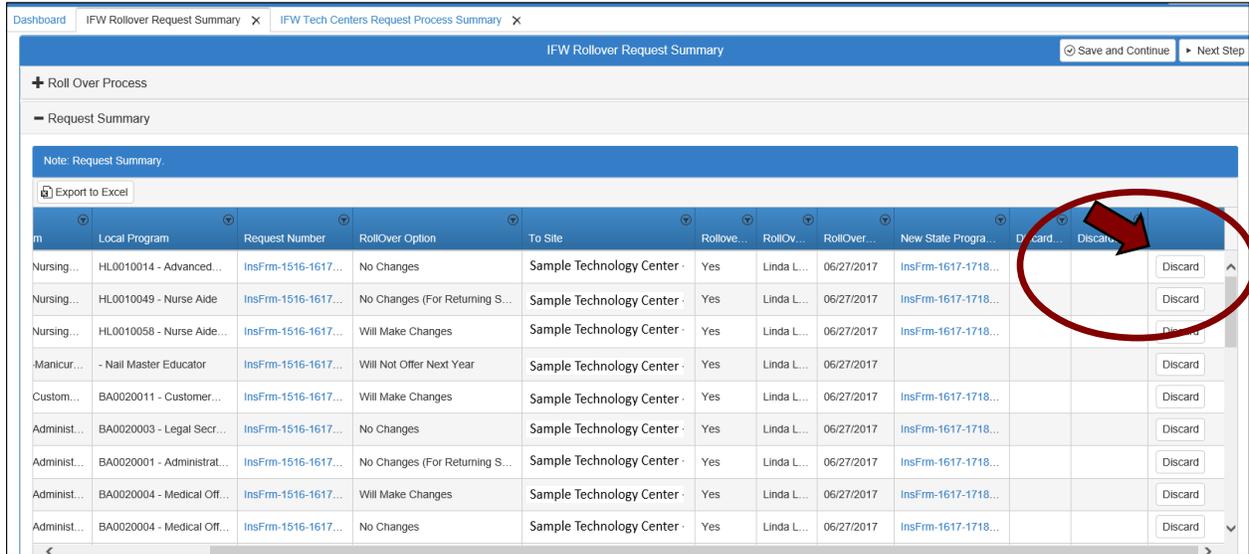


- You can close this screen by clicking the X beside the tab name.



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

You can “undo” your categorization by clicking on the **Discard** button on the **Request Summary** screen. You will need to select the correct roll-over option and process again.



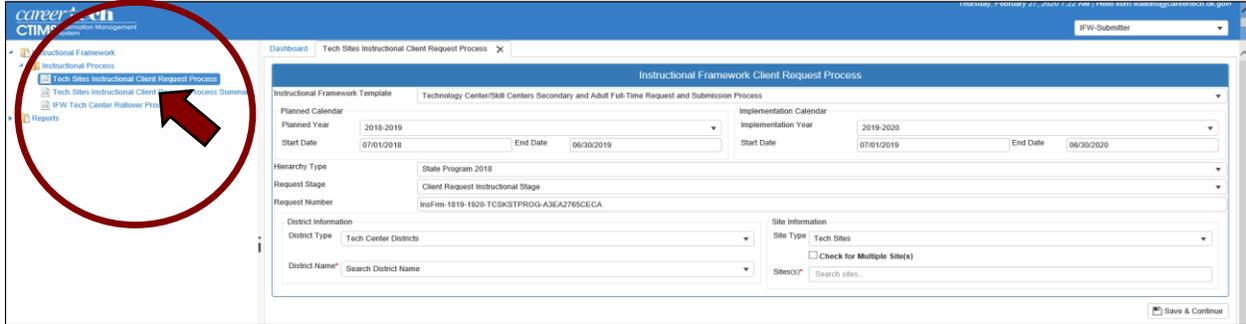
The screenshot shows a web application interface for 'IFW Rollover Request Summary'. It features a table with the following columns: Local Program, Request Number, RollOver Option, To Site, Rollover, RollOver, RollOver, New State Program, Discard, and Discard. A red circle highlights the 'Discard' buttons in the last two columns, with a red arrow pointing to one of them.

Local Program	Request Number	RollOver Option	To Site	Rollover	RollOver	RollOver	New State Program	Discard	Discard
Nursing...	HL0010014 - Advanced...	InsFrm-1516-1617...	No Changes	Sample Technology Center	Yes	Linda L...	06/27/2017	InsFrm-1617-1718...	Discard
Nursing...	HL0010049 - Nurse Aide	InsFrm-1516-1617...	No Changes (For Returning S...	Sample Technology Center	Yes	Linda L...	06/27/2017	InsFrm-1617-1718...	Discard
Nursing...	HL0010058 - Nurse Aide...	InsFrm-1516-1617...	Will Make Changes	Sample Technology Center	Yes	Linda L...	06/27/2017	InsFrm-1617-1718...	Discard
Manicur...	- Nail Master Educator	InsFrm-1516-1617...	Will Not Offer Next Year	Sample Technology Center	Yes	Linda L...	06/27/2017		Discard
Custom...	BA0020011 - Customer...	InsFrm-1516-1617...	Will Make Changes	Sample Technology Center	Yes	Linda L...	06/27/2017	InsFrm-1617-1718...	Discard
Administ...	BA0020003 - Legal Secr...	InsFrm-1516-1617...	No Changes	Sample Technology Center	Yes	Linda L...	06/27/2017	InsFrm-1617-1718...	Discard
Administ...	BA0020001 - Administrat...	InsFrm-1516-1617...	No Changes (For Returning S...	Sample Technology Center	Yes	Linda L...	06/27/2017	InsFrm-1617-1718...	Discard
Administ...	BA0020004 - Medical Off...	InsFrm-1516-1617...	Will Make Changes	Sample Technology Center	Yes	Linda L...	06/27/2017	InsFrm-1617-1718...	Discard
Administ...	BA0020004 - Medical Off...	InsFrm-1516-1617...	No Changes	Sample Technology Center	Yes	Linda L...	06/27/2017	InsFrm-1617-1718...	Discard

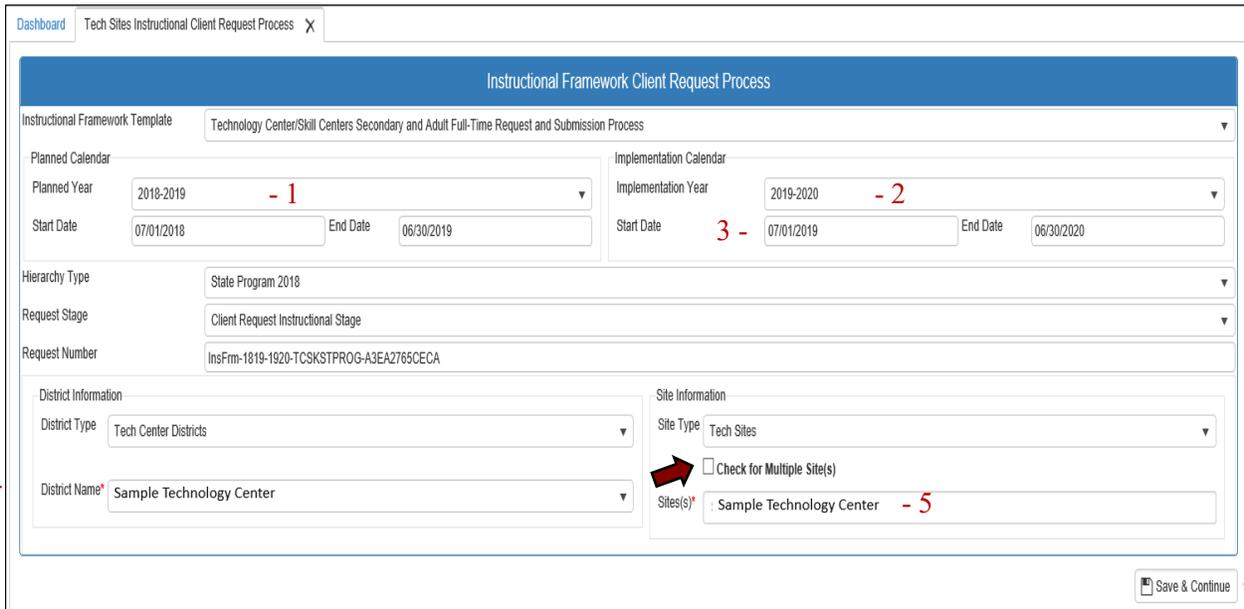
NOTE: Click [here](#) for the Rollover Process instructions.

How Do I Request a New Program?

- In the navigation menu on the left, select **Tech Centers Instructional Client Request Process**.



1. Confirm the **Planned Year**. This should default to the current year.
2. Verify the **Implementation Year**. (This should populate automatically).
3. Choose the **Start Date** and **End Date** for the implementation year.
4. Select the **District Name** by clicking in the field and typing in the first 3 letters of the district. Then choose your district from the drop-down.
5. Select the **Site(s)** by clicking in the field and typing in the first 3 letters of the site and choosing from the drop-down. If you will be choosing for more than one site, click the box next to **Check for Multiple Site(s)**.
6. 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.

Division Screen:

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

The screenshot shows the 'Division Screen' within the 'Instructional Framework Request Process'. At the top, there is a blue header with the title. Below the header, there are navigation buttons: 'Save & Continue' (with a checkmark icon), 'Next Step', and 'Go to End'. The main content area is titled 'Select - Division' and contains a table with the following data:

	Division_ Code	Name
<input type="radio"/>	005	BMITE
<input type="radio"/>	004	F&CS
<input type="radio"/>	003	Health
<input type="radio"/>	007	STEM
<input type="radio"/>	006	T&I

A red arrow points to the first radio button in the table. At the bottom right of the table, it says '1 - 5 of 5 items' with a refresh icon.

Cluster Screen:

- Select the cluster.
- Click **Save & Continue**.

The screenshot shows the 'Cluster Screen' within the 'Instructional Framework Request Process'. At the top, there is a blue header with the title. Below the header, there are navigation buttons: 'Back to Beginning', 'One Step Back', 'Save & Continue' (with a checkmark icon), 'Next Step', and 'Go to End'. The main content area is titled 'Select - Cluster' and contains a table with the following data:

	Cluster_ Code	Cluster_ Description	Division_ Code_ Name
<input type="radio"/>	BA	Business Management And Administration	005 - BMITE
<input type="radio"/>	FN	Finance	005 - BMITE
<input type="radio"/>	IT	Information Technology	005 - BMITE
<input type="radio"/>	MK	Marketing	005 - BMITE

A red arrow points to the first radio button in the table. At the bottom right of the table, it says '1 - 4 of 4 items' with a refresh icon.

Pathway Screen:

- Select the pathway.
- Click **Save & Continue**.

The screenshot shows the 'Instructional Framework Request Process' interface. At the top, there are navigation buttons: 'Back to Beginning', 'One Step Back', 'Save & Continue' (highlighted with a checkmark), 'Next Step', and 'Go to End'. Below these is a 'Selection - School(s)' field. The main section is titled 'Select - Pathway' and contains a table with the following data:

Pathway_Code	Pathway_Description	Cluster_Code	Cluster_Description
<input checked="" type="radio"/> BA002	Administrative Support	BA	Business Management And Administration
<input type="radio"/> BA005	Business Information Management	BA	Business Management And Administration
<input type="radio"/> BA004	General Management	BA	Business Management And Administration
<input type="radio"/> BA003	Human Resources Management	BA	Business Management And Administration

State Program Screen:

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

The screenshot shows the 'Instructional Framework Request Process' interface. At the top, there are navigation buttons: 'Back to Beginning', 'One Step Back', 'Save & Continue' (highlighted with a checkmark), 'Next Step', and 'Go to End'. Below these is a 'Selection - School(s)' field. The main section is titled 'Select - State Program' and contains a table with the following data:

State_Program_Code	State_Program_Name	Suggested_Hours	Description	Pathway_Code	Pathway_Description
<input checked="" type="radio"/> BA0026000	Administrative Support	900	The Administrative Support...	BA002	Administrative Su...
<input type="radio"/> BA0026001	Administrative Support-Me...	900	The Administrative Support...	BA002	Administrative Su...
<input type="radio"/> BA0026002	Administrative Support-Legal	900	The Administrative Support...	BA002	Administrative Su...
<input type="radio"/> BA0026003	Court Reporting	1800	The Court Reporting State...	BA002	Administrative Su...
<input type="radio"/> BA0026004	Customer Service	900	The Customer Service Stat...	BA002	Administrative Su...

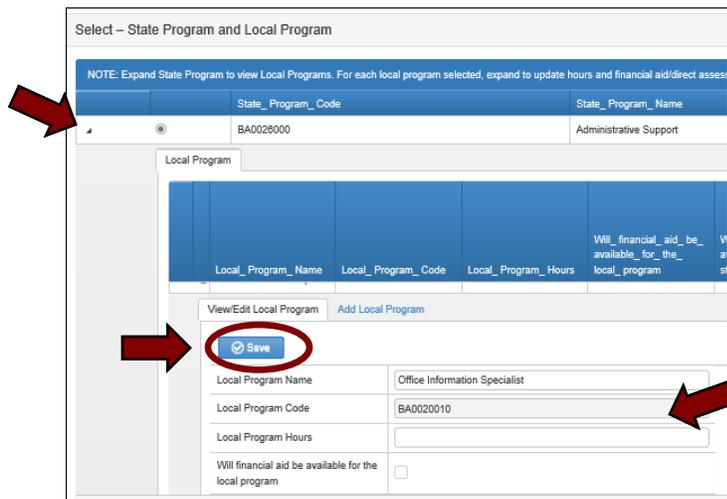
Local Program Screen:

Applicable local names will appear.

- You can select one of these by clicking on the **radial button** next to the local name.



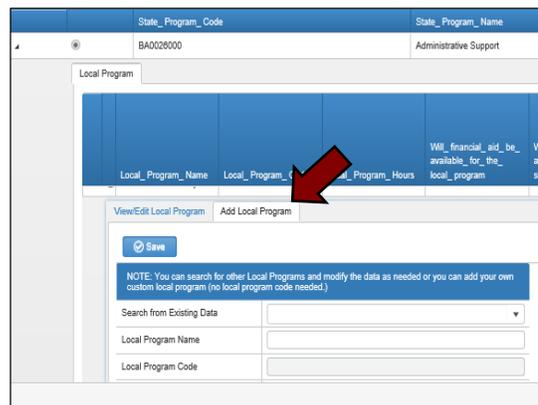
- Click the ► symbol next to the radial button to expand the box to enter hours, financial aid information, and distance ed. information.
- Click the **Save** button within this expanded box.



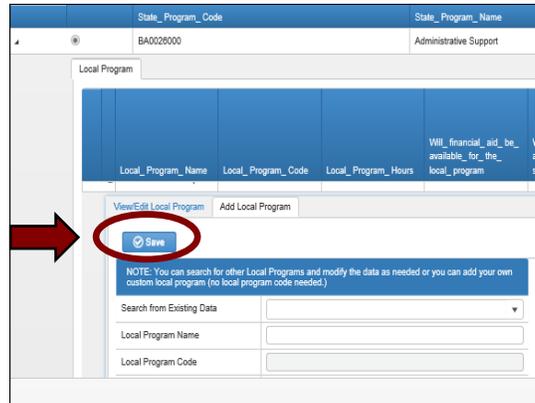
- Then, click the **Save & Continue** button to continue at the top or bottom of the screen.

To add a new local program name:

- Expand one of the local names and click on the **Add Local Program** tab.



- Enter in the new local program name, hours, financial aid information, and distance ed. information.
- Click the **Save** button within this expanded box.



- Then, click the **Save & Continue** button to continue.

Course(s) Screen:

Applicable course names will appear.

- You can select one or more of these by clicking on the **radial button** next to the course name.
- Click the ► symbol next to the radial button to expand the box to edit hours.
- Click the **Save** button within this expanded box.
- Then, click the **Save & Continue** button to continue.

To add a new course:

- Expand one of the course records and click on the **Add Course** tab.
- Enter in the new course name, hours, financial aid information and distance ed. information.
- Click the **Save** button within this expanded box.
- Then, click the **Save & Continue** button to continue.

CIP Code Screen:

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, select from the list.
- Or, you can add a CIP by expanding any CIP listed and selecting the **Add CIP** tab. Type in the CIP code or CIP Title in the **Search from Existing Data** field. Select the CIP needed.
- Click the **Save** button within the expanded box.
- Then, click **Save & Continue**.

SOC Code Screen:

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 Screen:

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

- Select the certifications that will be available for the program.

To add a certification:

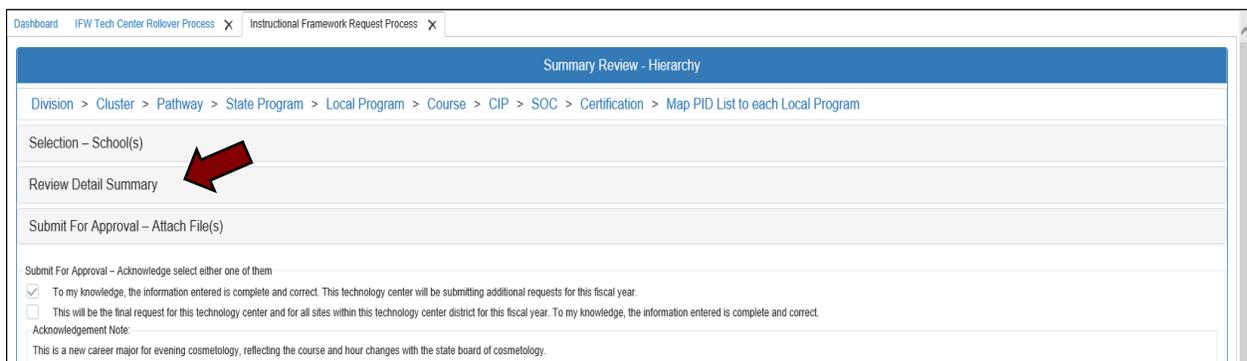
- Expand any of the certifications listed by clicking on the ▶ symbol next to the radial button.
- Select the **Add Certification** tab.
- Enter the certification code or certification name.
- Then, click the **Save** button within this expanded box.
- If no certifications will be aligned to the program, enter “0000” as the new certification and save.
- Click **Save and Continue**.

PID/Teacher Screen:

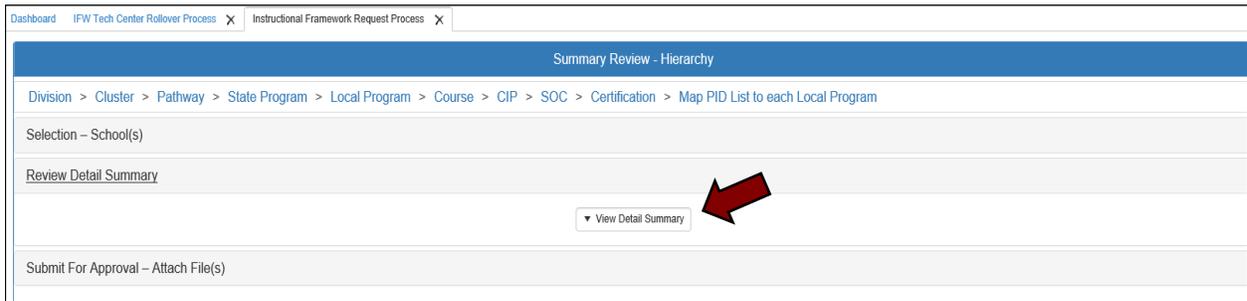
- Select the teacher(s) that will teaching this program. If the PID is not listed, you can continue without making any selection.
- Click the **Next Step** button.

Summary Review/Submitting Request Screen:

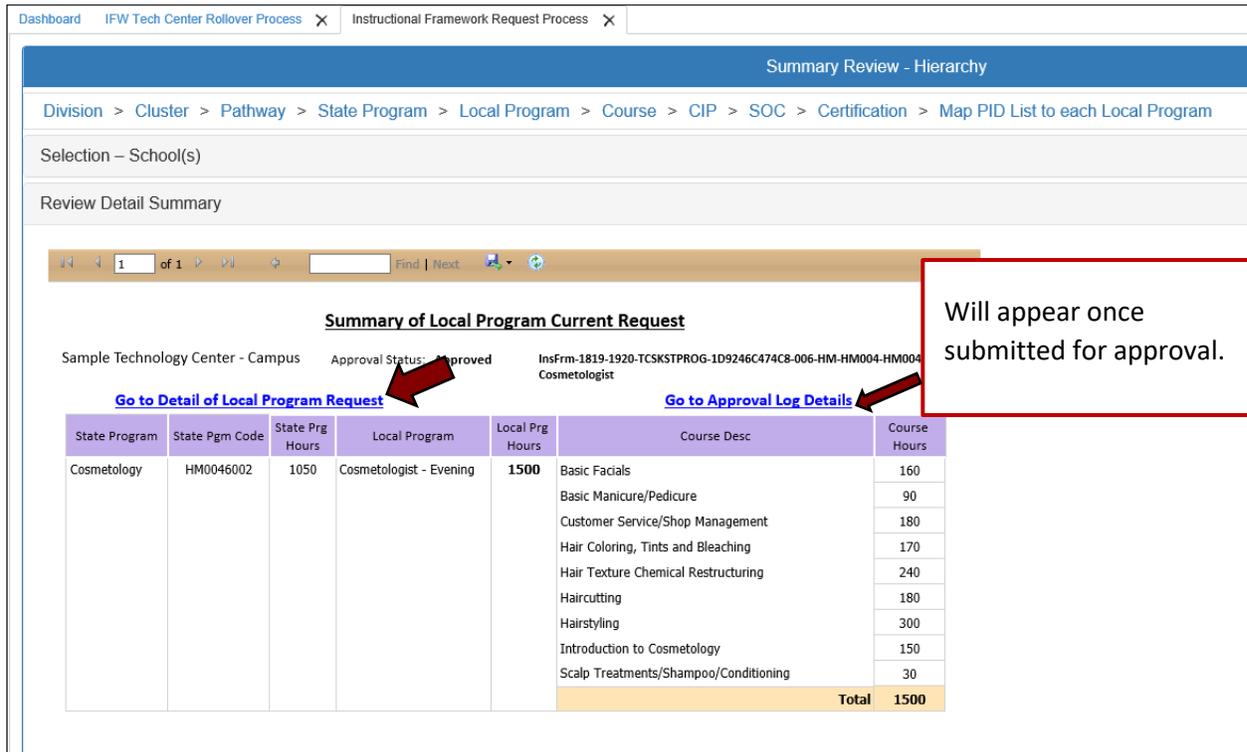
- On the **Summary Review-Hierarchy** screen, click **Review Detail Summary**.



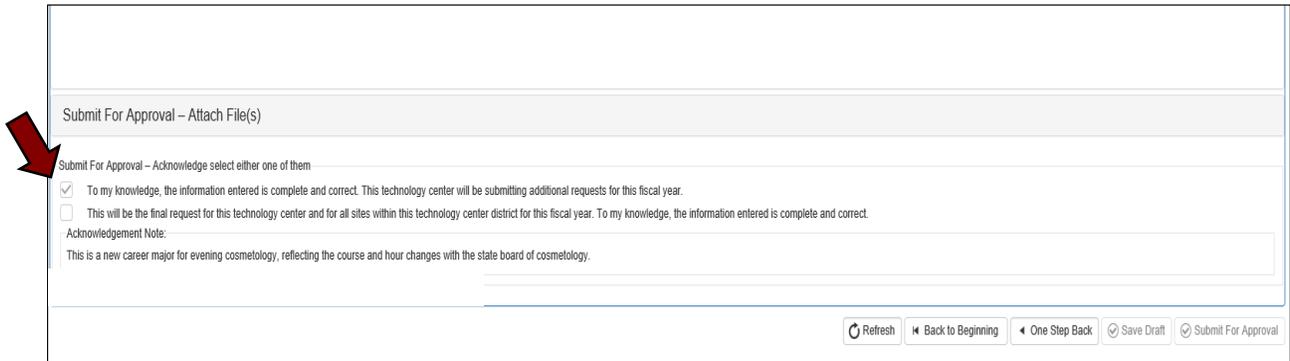
- Click the **View Detail Summary** button to produce a summary report of your request.



- 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 acknowledgement boxes and add an acknowledgement note.



Submit For Approval – Attach File(s)

Submit For Approval – Acknowledge select either one of them

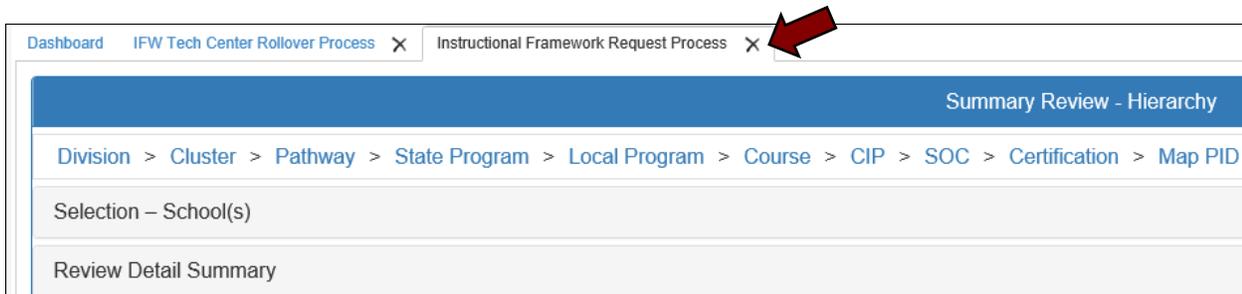
- To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.
- This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:

This is a new career major for evening cosmetology, reflecting the course and hour changes with the state board of cosmetology.

Refresh Back to Beginning One Step Back Save Draft Submit For Approval

- You can either click the **Save Draft** button to review and submit at a later date, or you can click **Submit For Approval**.
- After submitting for Approval, you will see a pop-up box indicating that the request has been processed and sent to the next level of approval. You can close this screen by clicking the X beside the tab name.



Dashboard IFW Tech Center Rollover Process X Instructional Framework Request Process X

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID

Selection – School(s)

Review Detail Summary

What if a Request is Rejected? How Do I Do a Change Request?

What if a Request is Rejected Back? How Do I Do a 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.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s)

Review Detail Summary

Submit For Approval - Attach File(s)

Submit For Approval - Acknowledge select either one of them

To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for FY2019.

This will be the final request for FY2019 for this technology center and for all sites within this technology center district. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:

asdf

Refresh Back to Beginning One Step Back New Request Save Draft Submit For Approval Change Request Continue to Approve/Reject

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

Change Request

You are going to cancel the approval process and initiating the change request process, Are you sure?

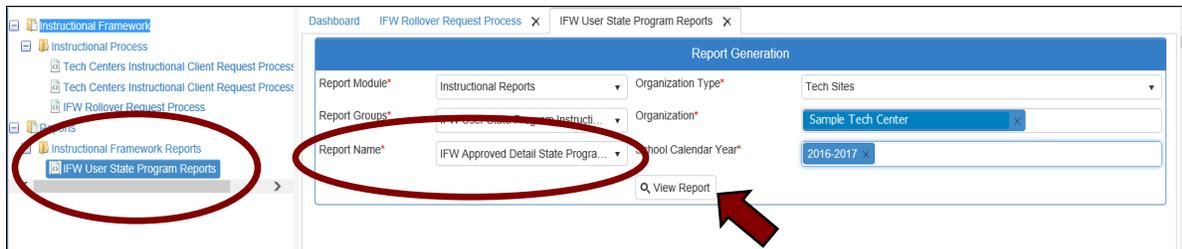
Cancel OK

- Make the necessary changes.
- Once you make the changes, click **Submit For Approval**
- A pop-up will appear stating “Successfully submitted, please click on OK button to continue.” Click **OK**.
- An additional screen will appear. Add the appropriate note and click **Approve**. You must 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.

How to Print a Report of Currently Approved State Programs

Before beginning the Instructional Framework rollover process, it would be helpful to print a copy of your currently approved programs.

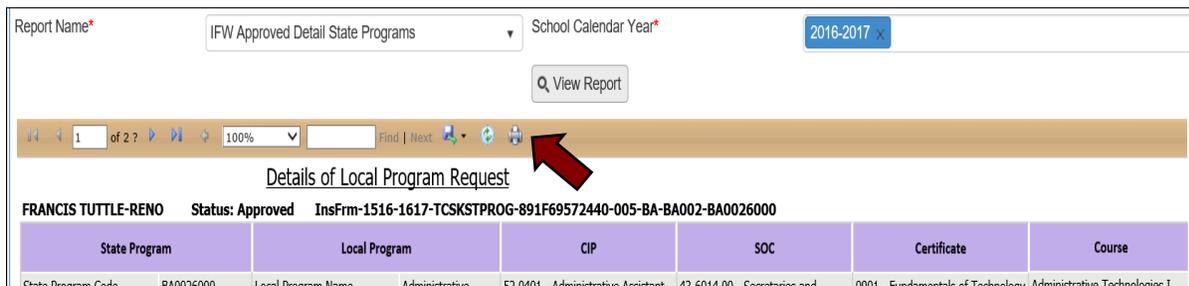
- Click the ▶ symbol next to **Reports** in the left navigation.
- Click the ▶ symbol next to **Instructional Framework Reports**.
- Select **IFW User State Program Reports** on the left navigation.
- On the Report Generation screen, in the report name field, select the report **IFW Approved Detail State Programs** from the drop-down menu.
- Type in the first 3 letters of your school name in the **Organization** field, then choose your school from the drop-down menu.
- Select the current year in the **School Calendar Year** field.
- Click **View Report**.



Once the report appears on your screen, you can export the report to print:

- Select the  button in the tan toolbar.
- Then select the format needed (**PDF option is recommended for this report.**).
- Select **OPEN** on the pop-up that appears.
NOTE: 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 Excel sheet. Click on the different sheet numbers at the bottom of the Excel file to go to each program record.



Viewing Approval Status

To view the approval status of your IFW requests:

- Click **Tech Sites Instructional Client Request Process Summary** in the left navigation pane.



- 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.

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.).

IFW Request Summary List									
+ Summary Screen									
- Request Summary									
Note:									
<input checked="" type="checkbox"/> Save changes <input type="checkbox"/> Cancel changes <input type="checkbox"/> Export to Excel <input type="checkbox"/> Refresh									
Active/In/	Approval Stage	Approval Status	Rollover Option	Submitted Date	Organization Name	State Program	Request Number	Local Pro	
▶ <input checked="" type="checkbox"/>	Submitter - 1st stage	Reject	Will Make Changes	04/08/2019	Technology Center	Biomedical Science and Medic...	InsFrm-1819-1920...	SC00200	
▶ <input checked="" type="checkbox"/>	Local Financial Aid...	Pending		04/05/2019	Technology Center	Medical Imaging - HL0016006	InsFrm-1819-1920...	HL00200	

- Click the ▶ symbol beside the program to display each approval stage and status.

IFW Request Summary List Go to Select Rollover Options - Su

+ Summary Screen

- Request Summary

Note:

Save changes
 Cancel changes
 Export to Excel
 Refresh

Active/In/	Approval Stage	Approval Status	Rollover Option	Submitted Date	Organization Name	State Program	Request Number	Local Programs																														
<input checked="" type="checkbox"/>	Submitter - 1st Stage	Reject	Will Make Changes	04/08/2019	WES WATKINS TC	Biomedical Science and Medic...	InsFrm-1819-1920...	SC0020005 - Pitw Biomedical																														
▶	<table border="1"> <thead> <tr> <th>Approval Stage</th> <th>Approval Status</th> <th>Approval/Rejection Note</th> <th>Approver Email</th> <th>Approval Date</th> <th>Approver Role</th> </tr> </thead> <tbody> <tr> <td>Submitter - 1st Stage</td> <td>Approved</td> <td>New Process</td> <td>email@123.edu</td> <td>04/08/2019 15:54:23</td> <td>IFW-Submitter</td> </tr> <tr> <td>Local Financial Aid Approver - 2...</td> <td>Reject</td> <td>sdfadf</td> <td>email@123.edu</td> <td>04/08/2019 15:56:09</td> <td>IFW-Local Financial Aid Appr...</td> </tr> <tr> <td>Submitter - 1st Stage</td> <td></td> <td></td> <td></td> <td></td> <td>IFW-Submitter</td> </tr> <tr> <td>Local Financial Aid Approver - 2...</td> <td></td> <td></td> <td></td> <td></td> <td>IFW-Local Financial Aid Appr...</td> </tr> </tbody> </table>								Approval Stage	Approval Status	Approval/Rejection Note	Approver Email	Approval Date	Approver Role	Submitter - 1st Stage	Approved	New Process	email@123.edu	04/08/2019 15:54:23	IFW-Submitter	Local Financial Aid Approver - 2...	Reject	sdfadf	email@123.edu	04/08/2019 15:56:09	IFW-Local Financial Aid Appr...	Submitter - 1st Stage					IFW-Submitter	Local Financial Aid Approver - 2...					IFW-Local Financial Aid Appr...
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Local Financial Aid Approver - 2...					IFW-Local Financial Aid Appr...																																	
▶	<input checked="" type="checkbox"/>	Local Financial Aid...	Pending		04/05/2019	WES WATKINS TC	Medical Imaging - HL0016006	InsFrm-1819-1920... HL0020001 - Magnetic Reson																														



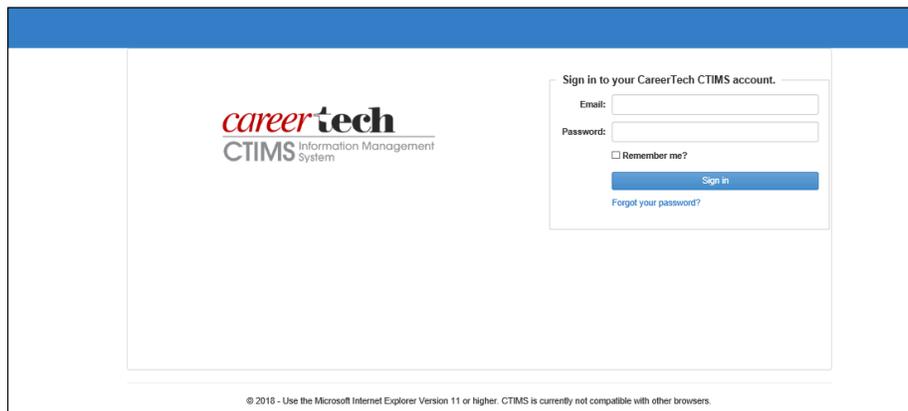
IFW Local Financial Aid Approval

For individuals with the role of IFW Local Financial Aid Approver, new program requests and/or program requests with changes 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.

NOTE: For requests processed as **No Changes, No Changes for Returning Students/Teach Out Only**, or **Will Not Offer Next Year**, the request will automatically be approved and no action is needed.

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



IMPORTANT: Please log in using **Internet Explorer**  **version 11 or higher**. CTIMS is currently not compatible with other browsers.

- Verify that you are signed in with the role of **IFW Local Financial Aid Approval**, in the top right corner. Use the drop-down arrow to select this role.



Dashboard	
Name	Oklahoma Department of Career and Technology Education
Short Name	OK DEPT CAREER TECH
Organization Code	60000000

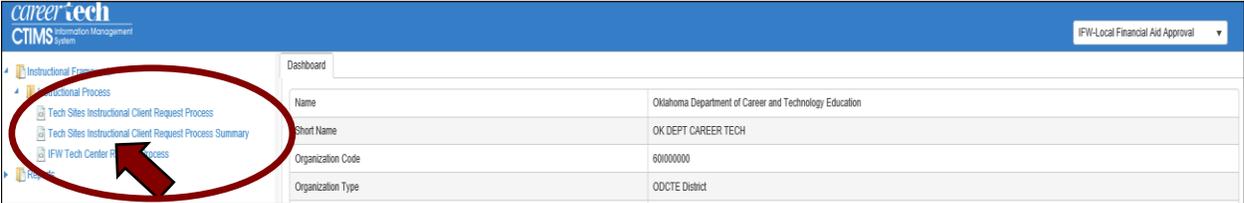
- Click the arrow |▶ next to **Instructional Framework** on left navigation.



- Click the arrow |▶ next to **Instructional Process** on left navigation.

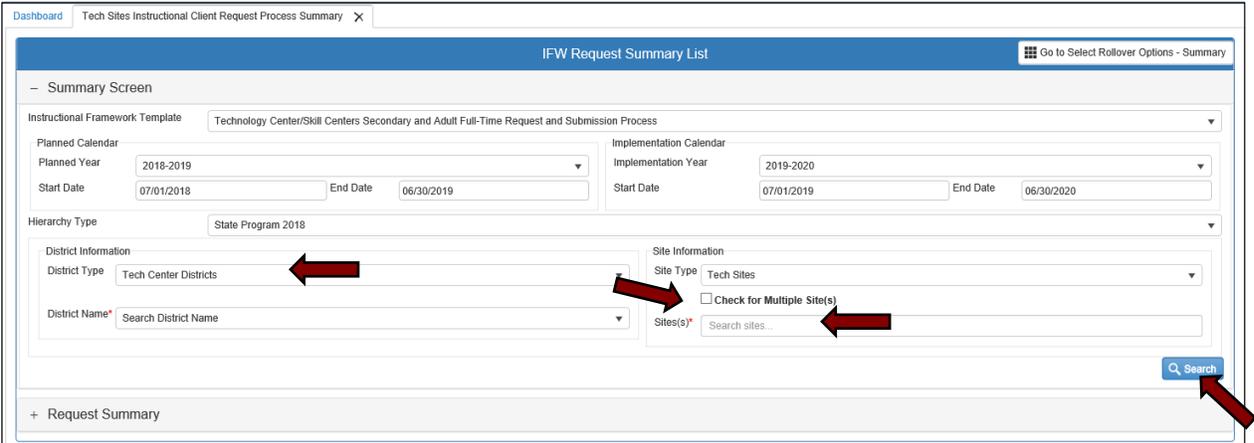


- Select **Tech Sites Instructional Client Request Process Summary** on left navigation.



IFW Request Summary List Screen:

- 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.
- Then, click **Search**.



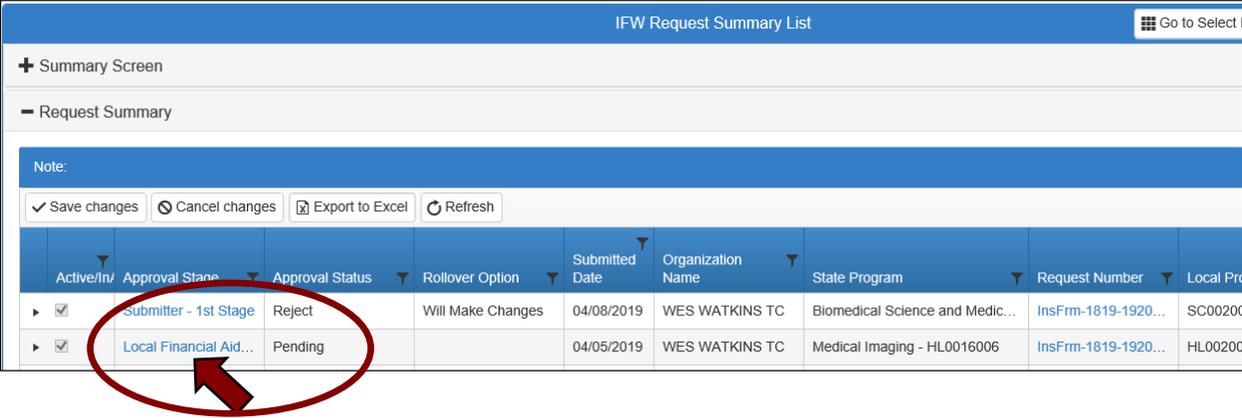
All requests processed or requested will be displayed with the current approval stage as shown in the third column of the grid (pending, fully approved, rejected, etc.).

Active	Approval Stage	Approval Status	Rollover Option	Submitted Date	Organization	State Program	Request Number	Local Pr
▶	Submitter - 1st Stage	Reject	Will Make Changes	04/08/2019	Technology Center	Biomedical Science and Medic...	InsFrm-1819-1920...	SC00200
▶	Local Financial Aid...	Pending		04/05/2019	WES WATKINS TC	Medical Imaging - HL0016006	InsFrm-1819-1920...	HL00200

Requests needing your attention will have **Local Financial Aid** in the Approval Stage column and **Pending** in the Approval Status column.

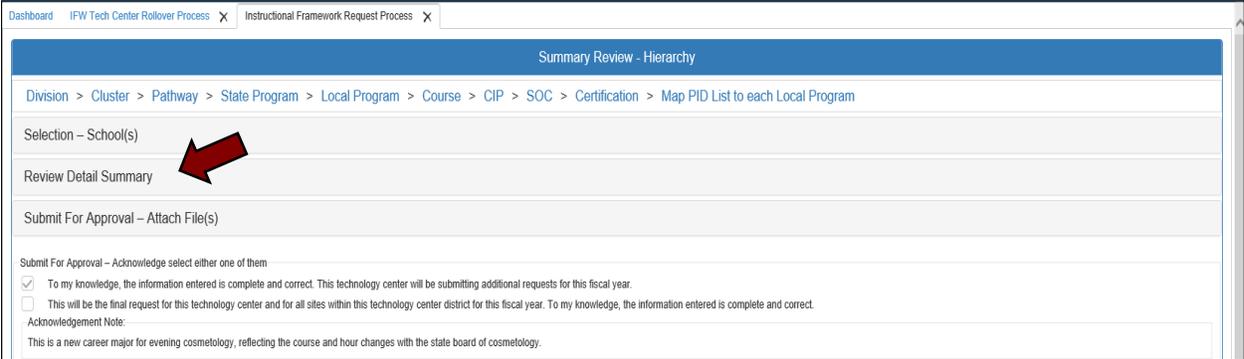
NOTE: To sort the requests, you can click on the heading title to sort alphabetically, or you can filter the column by clicking on the filter icon  in those columns.

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



Active/In/	Approval Stage	Approval Status	Rollover Option	Submitted Date	Organization Name	State Program	Request Number	Local Pr
<input checked="" type="checkbox"/>	Submitter - 1st Stage	Reject	Will Make Changes	04/08/2019	WES WATKINS TC	Biomedical Science and Medic...	InsFrm-1819-1920...	SC00200
<input checked="" type="checkbox"/>	Local Financial Aid...	Pending		04/05/2019	WES WATKINS TC	Medical Imaging - HL0016006	InsFrm-1819-1920...	HL00200

- On the **Summary Review-Hierarchy** screen, click **Review Detail Summary**.



Dashboard IFW Tech Center Rollover Process x Instructional Framework Request Process x

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s)

[Review Detail Summary](#)

Submit For Approval - Attach File(s)

Submit For Approval - Acknowledge select either one of them

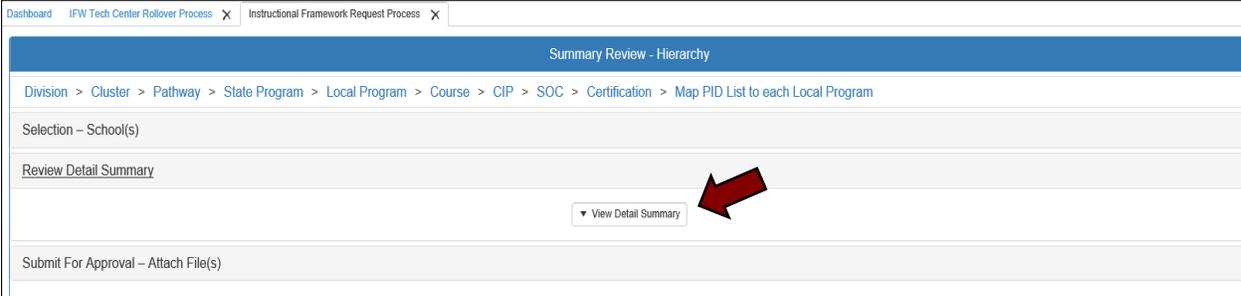
To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

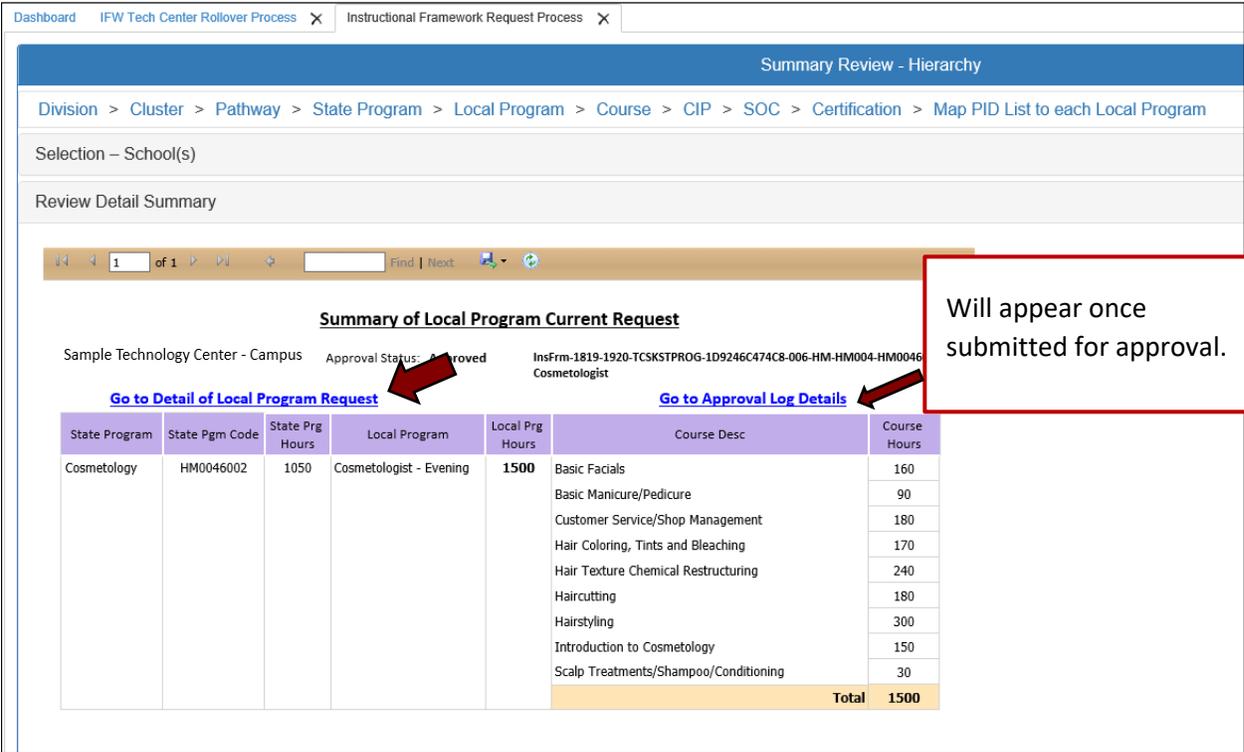
Acknowledgement Note:

This is a new career major for evening cosmetology, reflecting the course and hour changes with the state board of cosmetology.

- Click the **View Detail Summary** button to produce a summary report of your request.



- 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.



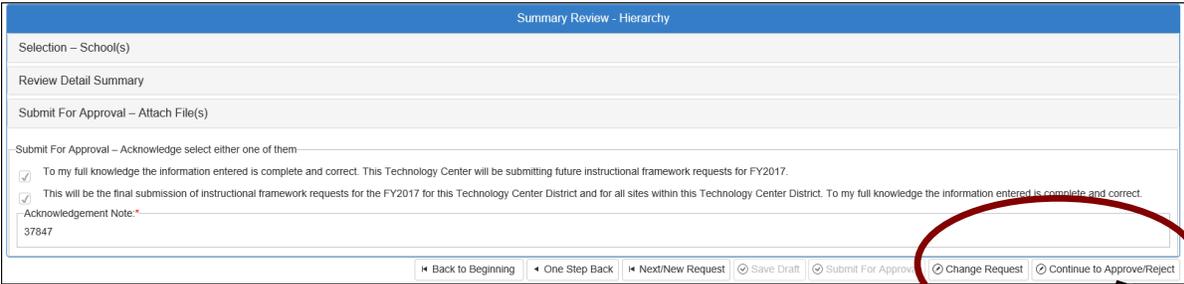
Review the program report:

- Is the program eligible for financial 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. That is okay.

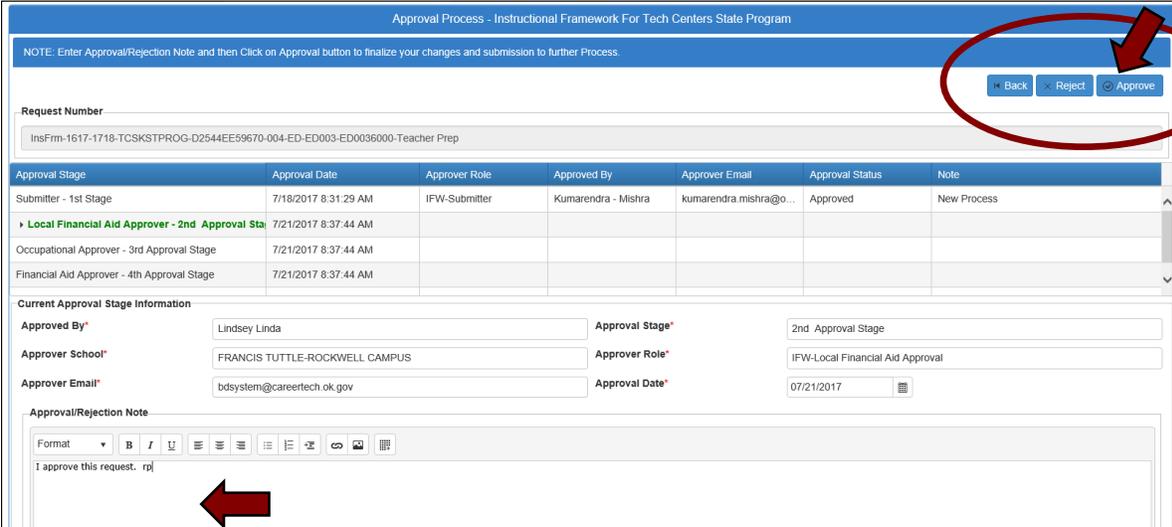
Once you have reviewed and are ready to approve:

- Click the **Review Detail Summary** link again to collapse this section.
- Click the **Continue to Approve/Reject** button.

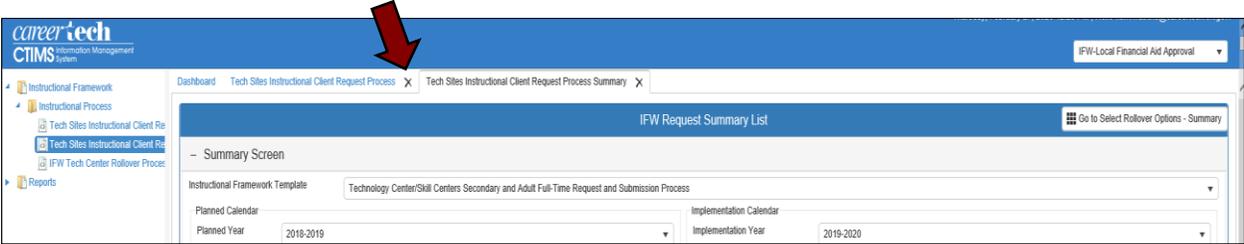


The following screen will allow you to finalize and approve (or reject) the request.

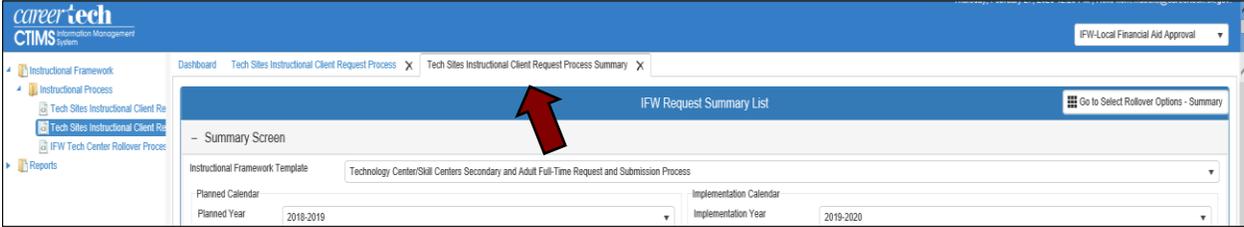
- You must enter something in the **Approval/Rejection Note** box.
- Then, click the **Reject or Approve** button.



- You will be asked if you are sure? Click **Yes** or **No**.
- If you click yes, you will receive a message: **Successfully Approved the Request**.
- You will be returned to the **Summary Review** page.
- Click the X on the **Instructional Framework Request Process** tab to close that screen.



- Click the **Tech Sites Instructional Client Request Process Summary** tab to make your next section.
NOTE: You may need to click the Refresh button to update the Approval Stage column.



APPENDIX A

STATE PROGRAM LIST - BY DIVISION, PATHWAY AND PROGRAM NAME

DIVISION	CLUSTER	PATHWAY CODE	PATHWAY	PROGRAM CODE	PROGRAM NAME	HOURS
BMITE	BA	BA002	Administrative Support	BA0026000	Administrative Support	900
BMITE	BA	BA002	Administrative Support	BA0026001	Administrative Support-Medical	900
BMITE	BA	BA002	Administrative Support	BA0026002	Administrative Support-Legal	900
BMITE	BA	BA002	Administrative Support	BA0026003	Court Reporting	1800
BMITE	BA	BA002	Administrative Support	BA0026004	Customer Service	900
BMITE	BA	BA003	Human Resources Management	BA0036000	Human Resources Management	900
BMITE	BA	BA004	General Management	BA0046000	Entrepreneurship-BA	900
BMITE	BA	BA005	Business Information Management	BA0056000	Business Information Management	900
BMITE	BA	BA005	Business Information Management	BA0056001	Business Information Management-Medical	1080
BMITE	FN	FN001	Accounting	FN0016000	Accounting	900
BMITE	FN	FN002	Business Finance	FN0026000	Financial Services	900
BMITE	FN	FN003	Banking Services	FN0036000	Banking Services	900
BMITE	FN	FN004	Insurance	FN0046000	Insurance Services	900
BMITE	IT	IT001	Network Systems	IT0016000	Computer/Network Support	900
BMITE	IT	IT001	Network Systems	IT0016001	Cyber Security	1200
BMITE	IT	IT001	Network Systems	IT0016002	Network Systems	1200
BMITE	IT	IT001	Network Systems	IT0016003	Residential Electronics	1050
BMITE	IT	IT002	Information Support And Services	IT0016000	Computer/Network Support	900
BMITE	IT	IT002	Information Support And Services	IT0026000	ArcGIS Support	900
BMITE	IT	IT002	Information Support And Services	IT0026001	Computer Applications Support	900
BMITE	IT	IT002	Information Support And Services	IT0026003	Database Administration/Development	900
BMITE	IT	IT003	Web And Digital Communications	IT0036000	Animation Technology	900
BMITE	IT	IT003	Web And Digital Communications	IT0036001	Audio and Video Technology-IT	900
BMITE	IT	IT003	Web And Digital Communications	IT0036002	Digital Design and Publishing	900
BMITE	IT	IT003	Web And Digital Communications	IT0036003	Game Design/Development	900
BMITE	IT	IT003	Web And Digital Communications	IT0036004	Multimedia Technology	900

BMITE	IT	IT003	Web And Digital Communications	IT0036005	Web Design and Development-IT	900
BMITE	IT	IT004	Programing And Software Development	IT0046000	Programming	900
BMITE	MK	MK001	Marketing Management And Entrepreneurship	MK0016000	Entrepreneurship-MK	900
BMITE	MK	MK001	Marketing Management And Entrepreneurship	MK0016001	Management	900
BMITE	MK	MK002	Professional Sales	MK0026000	Professional Sales	900
BMITE	MK	MK004	Marketing Communications	MK0046000	Marketing Communications	900
F&CS	AR	AR006	Visual Arts	AR0066001	Fashion and Apparel Design	600
F&CS	AR	AR006	Visual Arts	AR0066003	Interior Design	600
F&CS	ED	ED003	Teaching/Training	ED0036000	Teaching/Training	540
F&CS	HM	HM001	Early Childhood Development & Services	HM0016002	Early Care and Education Director	1350
F&CS	HM	HM001	Early Childhood Development & Services	HM0016003	Early Care and Education Teacher	1150
F&CS	HM	HM001	Early Childhood Development & Services	HM0016004	Early Care and Education Teacher Assistant	850
F&CS	HT	HT001	Restaurant Food & Beverage Services	HT0016000	Culinary Arts	800
F&CS	HT	HT001	Restaurant Food & Beverage Services	HT0016001	Service Careers Culinary Arts	400
F&CS	HT	HT001	Restaurant Food & Beverage Services	HT0016002	Cooks and Food Preparation	540
F&CS	HT	HT001	Restaurant Food & Beverage Services	HT0016003	Baking and Pastry Arts	600
F&CS	HT	HT002	Lodging	HT0026000	Lodging	700
F&CS	HT	HT002	Lodging	HT0026001	Service Careers Lodging	400
F&CS	HT	HT002	Lodging	HT0026002	Lodging Service Careers and Workforce Transition	300
F&CS	HT	HT002	Lodging	HT0026003	Lodging	700
F&CS	HT	HT005	Travel And Tourism	HT0056000	Event Planning	700
Health	HL	HL001	Therapeutic Services	HL0016000	Behavioral Medicine	600
Health	HL	HL001	Therapeutic Services	HL0016001	Dental Hygiene	2100
Health	HL	HL001	Therapeutic Services	HL0016002	Dental Services	900
Health	HL	HL001	Therapeutic Services	HL0016004	Emergency Medical Services	400
Health	HL	HL001	Therapeutic Services	HL0016005	Licensed Practical Nurse	1300
Health	HL	HL001	Therapeutic Services	HL0016006	Medical Imaging	900
Health	HL	HL001	Therapeutic Services	HL0016009	Occupational Therapy	1200
Health	HL	HL001	Therapeutic Services	HL0016010	Orthotic & Prosthetics	2000
Health	HL	HL001	Therapeutic Services	HL0016011	Paramedic	1200
Health	HL	HL001	Therapeutic Services	HL0016012	Pharmacy Services	600
Health	HL	HL001	Therapeutic Services	HL0016013	Physical Therapy Assistant	1200
Health	HL	HL001	Therapeutic Services	HL0016014	Rehabilitation Services	800
Health	HL	HL001	Therapeutic Services	HL0016015	Respiratory Services	1400

Health	HL	HL001	Therapeutic Services	HL0016016	Surgical Services	600
Health	HL	HL001	Therapeutic Services	HL0016019	Veterinary Services	750
Health	HL	HL001	Therapeutic Services	HL0016020	Vision Care Services	900
Health	HL	HL001	Therapeutic Services	HL0016021	Medical Services-Medical Assisting	900
Health	HL	HL001	Therapeutic Services	HL0016022	Medical Services- EKG	700
Health	HL	HL001	Therapeutic Services	HL0016023	Medical Services--HUC	600
Health	HL	HL001	Therapeutic Services	HL0016024	Medical Services--Phlebotomy	900
Health	HL	HL001	Therapeutic Services	HL0016025	Nursing Services-C.N.A.	600
Health	HL	HL001	Therapeutic Services	HL0016026	Nursing Services- Advanced	800
Health	HL	HL002	Diagnostic Services	HL0016003	Diagnostic Medical Sonographer	1800
Health	HL	HL002	Diagnostic Services	HL0016006	Medical Imaging	900
Health	HL	HL002	Diagnostic Services	HL0026002	Radiologic Technologist	2300
Health	HL	HL004	Support Services	HL0016016	Surgical Services	600
Health	HL	HL004	Support Services	HL0016017	Surgical Technologist	1000
Health	HL	HL004	Support Services	HL0046001	Health Studies	600
STEM	SC	SC001	Engineering And Technology	SC0016001	Pre-Engineering STEM Academy	1050
STEM	SC	SC002	Science And Mathematics	SC0026000	Biomedical Science and Medicine STEM Academy	1050
STEM	SC	SC002	Science And Mathematics	SC0026001	Biotechnology STEM Academy	1050
STEM	SC	SC002	Science And Mathematics	SC0026002	Computer Science STEM Academy	1050
STEM	SC	SC002	Science And Mathematics	SC0026003	Foundations of S T E M	120
T&I	AC	AC002	Design/Pre-Construction	AC0026000	Computer Aided Drafting-AC	900
T&I	AC	AC003	Construction	AC0036000	Carpentry	900
T&I	AC	AC003	Construction	AC0036001	CNC Woodworking	900
T&I	AC	AC003	Construction	AC0036002	Construction Academy	600
T&I	AC	AC003	Construction	AC0036003	Electrical Trades	900
T&I	AC	AC003	Construction	AC0036004	Electricity	900
T&I	AC	AC003	Construction	AC0036005	Electronics-AC	900
T&I	AC	AC003	Construction	AC0036006	Finish Carpentry	600
T&I	AC	AC003	Construction	AC0036007	Heating, Ventilation & Air Conditioning	900
T&I	AC	AC003	Construction	AC0036008	Heavy Equipment Operator	900
T&I	AC	AC003	Construction	AC0036009	Introduction to Construction	900
T&I	AC	AC003	Construction	AC0036010	Masonry	900
T&I	AC	AC003	Construction	AC0036011	Plumbing	900
T&I	AC	AC003	Construction	AC0036012	Service Careers Carpentry	500

T&I	AC	AC003	Construction	AC0036014	Welding-AC	900
T&I	AC	AC003	Construction	AC0046000	Service Careers Maintenance	725
T&I	AC	AC004	Maintenance/Operations	AC0036003	Electrical Trades	900
T&I	AC	AC004	Maintenance/Operations	AC0036007	Heating, Ventilation & Air Conditioning	900
T&I	AC	AC004	Maintenance/Operations	AC0036011	Plumbing	900
T&I	AC	AC004	Maintenance/Operations	AC0046000	Service Careers Maintenance	725
T&I	AC	AC004	Maintenance/Operations	AC0046001	Forklift Operator	300
T&I	AC	AC004	Maintenance/Operations	AC0046004	Service Careers Forklift Operator	300
T&I	AG	AG002	Plant And Soil Science	AG0026000	Floriculture	1000
T&I	AG	AG002	Plant And Soil Science	AG0026001	Horticulture	700
T&I	AG	AG002	Plant And Soil Science	AG0026002	Service Careers Horticulture	750
T&I	AG	AG002	Plant And Soil Science	AG0026003	Service Careers Landscape Design/Maintenance	700
T&I	AG	AG003	Animal Science	AG0036000	Equine Science	1025
T&I	AG	AG003	Animal Science	AG0036001	Small Animal Care & Grooming	400
T&I	AG	AG004	Agricultural Power, Structures And Technology	AG0046000	Agriculture Mechanics-AG	1100
T&I	AG	AG007	Natural Resources And Environmental Science	AG0076000	Landscape Design/Maintenance	700
T&I	AR	AR001	Audio And Video Technology	AR0016000	Audio and Video Technology-AR	900
T&I	AR	AR002	Journalism And Broadcasting	AR0016000	Audio and Video Technology-AR	900
T&I	AR	AR002	Journalism And Broadcasting	AR0046002	Graphic Communications	1000
T&I	AR	AR003	Performing Arts	AR0046001	Printing Technology	900
T&I	AR	AR003	Performing Arts	AR0046002	Graphic Communications	1000
T&I	AR	AR004	Printing Technology	AR0046000	3D Gaming Design	900
T&I	AR	AR004	Printing Technology	AR0046001	Printing Technology	900
T&I	AR	AR004	Printing Technology	AR0046002	Graphic Communications	1000
T&I	AR	AR006	Visual Arts	AR0046002	Graphic Communications	1000
T&I	AR	AR006	Visual Arts	AR0066000	Commercial Photography	600
T&I	AR	AR006	Visual Arts	AR0066004	Web Design and Development-AR	1050
T&I	HM	HM004	Personal Care Services	HM0046001	Barber	1050
T&I	HM	HM004	Personal Care Services	HM0046002	Cosmetology	1050
T&I	HM	HM004	Personal Care Services	HM0046003	Esthetician	800
T&I	HM	HM004	Personal Care Services	HM0046004	Manicurist/Nail Technology	800
T&I	LW	LW001	Correction Services	LW0046000	Criminal Justice	900
T&I	LW	LW002	Emergency & Fire Management Services	LW0026000	Firefighter	900
T&I	LW	LW003	Security & Protective Services	LW0046000	Criminal Justice	900

T&I	LW	LW004	Law Enforcement Services	LW0046000	Criminal Justice	900
T&I	LW	LW005	Legal Services	LW0046000	Criminal Justice	900
T&I	MN	MN001	Manufacturing Production Process Development	MN0016000	Computer Aided Drafting-MN	900
T&I	MN	MN001	Manufacturing Production Process Development	MN0016001	Applied Engineering Technology	600
T&I	MN	MN002	Production	MN0026000	CNC Machining	900
T&I	MN	MN002	Production	MN0026001	Manual Machinist	900
T&I	MN	MN002	Production	MN0036000	Electronics-MN	900
T&I	MN	MN002	Production	MN0036001	Mechatronics	900
T&I	MN	MN003	Maintenance, Installation & Repair	MN0036000	Electronics-MN	900
T&I	MN	MN003	Maintenance, Installation & Repair	MN0036001	Mechatronics	900
T&I	MN	MN003	Maintenance, Installation & Repair	MN0076001	Welding-MN	900
T&I	MN	MN007	Welding And Metal Fabrication	MN0076000	Metal Fabrication	900
T&I	MN	MN007	Welding And Metal Fabrication	MN0076001	Welding-MN	900
T&I	MN	MN007	Welding And Metal Fabrication	MN0076002	Service Careers Metal Fabrication	400
T&I	MN	MN011	Manufacturing Academy	MN0116000	Foundations Of Manufacturing	400
T&I	TR	TR001	Transportation Operations	TR0016000	Private Pilot	525
T&I	TR	TR001	Transportation Operations	TR0016001	Truck Driver Training	425
T&I	TR	TR003	Warehousing And Distribution Center Operations	TR0036001	Warehouse and Logistics	700
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046000	Heavy Equipment Service and Repair	900
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046001	Marine Repair Technology	900
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046002	Motorcycle Technology	900
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046003	Power Products	1100
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046004	Service Careers Small Engines	150
T&I	TR	TR008	Automotive Service	TR0086000	Automotive Service Technology	1000
T&I	TR	TR008	Automotive Service	TR0086001	Service Careers Auto Care	120
T&I	TR	TR009	Automotive Collision Repair	TR0096000	Automotive Collision Repair and Refinishing	900
T&I	TR	TR009	Automotive Collision Repair	TR0096001	Automotive Detailing	120
T&I	TR	TR009	Automotive Collision Repair	TR0096002	Automotive Refinishing Technology	600
T&I	TR	TR010	Medium/Heavy Diesel Truck Repair	TR0106000	Medium/Heavy Diesel Service	900
T&I	TR	TR010	Medium/Heavy Diesel Truck Repair	TR0106001	Agriculture Mechanics-TR	1100
T&I	TR	TR011	Aerospace Maintenance	TR0116000	Aerospace Technician	1100
T&I	TR	TR011	Aerospace Maintenance	TR0116001	A & P Mechanic	1900
T&I	TR	TR015	Logistics, Planning & Management Services	TR0156000	Pipeline Technology	900

APPENDIX B

STATE PROGRAM LIST – BY PROGRAM NAME

DIVISION	CLUSTER	PATHWAY CODE	PATHWAY	PROGRAM CODE	PROGRAM NAME	HOURS
T&I	AR	AR004	Printing Technology	AR0046000	3D Gaming Design	900
T&I	TR	TR011	Aerospace Maintenance	TR0116001	A & P Mechanic	1900
BMITE	FN	FN001	Accounting	FN0016000	Accounting	900
BMITE	BA	BA002	Administrative Support	BA0026000	Administrative Support	900
BMITE	BA	BA002	Administrative Support	BA0026002	Administrative Support-Legal	900
BMITE	BA	BA002	Administrative Support	BA0026001	Administrative Support-Medical	900
T&I	TR	TR011	Aerospace Maintenance	TR0116000	Aerospace Technician	1100
T&I	AG	AG004	Agricultural Power, Structures And Technology	AG0046000	Agriculture Mechanics-AG	1100
T&I	TR	TR010	Medium/Heavy Diesel Truck Repair	TR0106001	Agriculture Mechanics-TR	1100
BMITE	IT	IT003	Web And Digital Communications	IT0036000	Animation Technology	900
T&I	MN	MN001	Manufacturing Production Process Development	MN0016001	Applied Engineering Technology	600
BMITE	IT	IT002	Information Support And Services	IT0026000	ArcGIS Support	900
T&I	AR	AR001	Audio And Video Technology	AR0016000	Audio and Video Technology-AR	900
T&I	AR	AR002	Journalism And Broadcasting	AR0016000	Audio and Video Technology-AR	900
BMITE	IT	IT003	Web And Digital Communications	IT0036001	Audio and Video Technology-IT	900
T&I	TR	TR009	Automotive Collision Repair	TR0096000	Automotive Collision Repair and Refinishing	900

T&I	TR	TR009	Automotive Collision Repair	TR0096001	Automotive Detailing	120
T&I	TR	TR009	Automotive Collision Repair	TR0096002	Automotive Refinishing Technology	600
T&I	TR	TR008	Automotive Service	TR0086000	Automotive Service Technology	1000
F&CS	HT	HT001	Restaurant Food & Beverage Services	HT0016003	Baking and Pastry Arts	600
BMITE	FN	FN003	Banking Services	FN0036000	Banking Services	900
T&I	HM	HM004	Personal Care Services	HM0046001	Barber	1050
Health	HL	HL001	Therapeutic Services	HL0016000	Behavioral Medicine	600
STEM	SC	SC002	Science And Mathematics	SC0026000	Biomedical Science and Medicine STEM Academy	1050
STEM	SC	SC002	Science And Mathematics	SC0026001	Biotechnology STEM Academy	1050
BMITE	BA	BA005	Business Information Management	BA0056000	Business Information Management	900
BMITE	BA	BA005	Business Information Management	BA0056001	Business Information Management-Medical	1080
T&I	AC	AC003	Construction	AC0036000	Carpentry	900
T&I	MN	MN002	Production	MN0026000	CNC Machining	900
T&I	AC	AC003	Construction	AC0036001	CNC Woodworking	900
T&I	AR	AR006	Visual Arts	AR0066000	Commercial Photography	600
T&I	AC	AC002	Design/Pre-Construction	AC0026000	Computer Aided Drafting-AC	900
T&I	MN	MN001	Manufacturing Production Process Development	MN0016000	Computer Aided Drafting-MN	900
BMITE	IT	IT002	Information Support And Services	IT0026001	Computer Applications Support	900
STEM	SC	SC002	Science And Mathematics	SC0026002	Computer Science STEM Academy	1050
BMITE	IT	IT001	Network Systems	IT0016000	Computer/Network Support	900
BMITE	IT	IT002	Information Support And Services	IT0016000	Computer/Network Support	900

T&I	AC	AC003	Construction	AC0036002	Construction Academy	600
F&CS	HT	HT001	Restaurant Food & Beverage Services	HT0016002	Cooks and Food Preparation	540
T&I	HM	HM004	Personal Care Services	HM0046002	Cosmetology	1050
BMITE	BA	BA002	Administrative Support	BA0026003	Court Reporting	1800
T&I	LW	LW001	Correction Services	LW0046000	Criminal Justice	900
T&I	LW	LW003	Security & Protective Services	LW0046000	Criminal Justice	900
T&I	LW	LW004	Law Enforcement Services	LW0046000	Criminal Justice	900
T&I	LW	LW005	Legal Services	LW0046000	Criminal Justice	900
F&CS	HT	HT001	Restaurant Food & Beverage Services	HT0016000	Culinary Arts	800
BMITE	BA	BA002	Administrative Support	BA0026004	Customer Service	900
BMITE	IT	IT001	Network Systems	IT0016001	Cyber Security	1200
BMITE	IT	IT002	Information Support And Services	IT0026003	Database Administration/Development	900
Health	HL	HL001	Therapeutic Services	HL0016001	Dental Hygiene	2100
Health	HL	HL001	Therapeutic Services	HL0016002	Dental Services	900
Health	HL	HL002	Diagnostic Services	HL0016003	Diagnostic Medical Sonographer	1800
BMITE	IT	IT003	Web And Digital Communications	IT0036002	Digital Design and Publishing	900
F&CS	HM	HM001	Early Childhood Development & Services	HM0016002	Early Care and Education Director	1350
F&CS	HM	HM001	Early Childhood Development & Services	HM0016003	Early Care and Education Teacher	1150
F&CS	HM	HM001	Early Childhood Development & Services	HM0016004	Early Care and Education Teacher Assistant	850
T&I	AC	AC003	Construction	AC0036003	Electrical Trades	900
T&I	AC	AC004	Maintenance/Operations	AC0036003	Electrical Trades	900
T&I	AC	AC003	Construction	AC0036004	Electricity	900

T&I	AC	AC003	Construction	AC0036005	Electronics-AC	900
T&I	MN	MN002	Production	MN0036000	Electronics-MN	900
T&I	MN	MN003	Maintenance, Installation & Repair	MN0036000	Electronics-MN	900
Health	HL	HL001	Therapeutic Services	HL0016004	Emergency Medical Services	400
BMITE	BA	BA004	General Management	BA0046000	Entrepreneurship-BA	900
BMITE	MK	MK001	Marketing Management And Entrepreneurship	MK0016000	Entrepreneurship-MK	900
T&I	AG	AG003	Animal Science	AG0036000	Equine Science	1025
T&I	HM	HM004	Personal Care Services	HM0046003	Esthetician	800
F&CS	HT	HT005	Travel And Tourism	HT0056000	Event Planning	700
F&CS	AR	AR006	Visual Arts	AR0066001	Fashion and Apparel Design	600
BMITE	FN	FN002	Business Finance	FN0026000	Financial Services	900
T&I	AC	AC003	Construction	AC0036006	Finish Carpentry	600
T&I	LW	LW002	Emergency & Fire Management Services	LW0026000	Firefighter	900
T&I	AG	AG002	Plant And Soil Science	AG0026000	Floriculture	1000
T&I	AC	AC004	Maintenance/Operations	AC0046001	Forklift Operator	300
T&I	MN	MN011	Manufacturing Academy	MN0116000	Foundations Of Manufacturing	400
STEM	SC	SC002	Science And Mathematics	SC0026003	Foundations of S T E M	120
BMITE	IT	IT003	Web And Digital Communications	IT0036003	Game Design/Development	900
T&I	AR	AR002	Journalism And Broadcasting	AR0046002	Graphic Communications	1000
T&I	AR	AR003	Performing Arts	AR0046002	Graphic Communications	1000
T&I	AR	AR004	Printing Technology	AR0046002	Graphic Communications	1000
T&I	AR	AR006	Visual Arts	AR0046002	Graphic Communications	1000

Health	HL	HL004	Support Services	HL0046001	Health Studies	600
T&I	AC	AC003	Construction	AC0036007	Heating, Ventilation & Air Conditioning	900
T&I	AC	AC004	Maintenance/Operations	AC0036007	Heating, Ventilation & Air Conditioning	900
T&I	AC	AC003	Construction	AC0036008	Heavy Equipment Operator	900
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046000	Heavy Equipment Service and Repair	900
T&I	AG	AG002	Plant And Soil Science	AG0026001	Horticulture	700
BMITE	BA	BA003	Human Resources Management	BA0036000	Human Resources Management	900
BMITE	FN	FN004	Insurance	FN0046000	Insurance Services	900
F&CS	AR	AR006	Visual Arts	AR0066003	Interior Design	600
T&I	AC	AC003	Construction	AC0036009	Introduction to Construction	900
T&I	AG	AG007	Natural Resources And Environmental Science	AG0076000	Landscape Design/Maintenance	700
Health	HL	HL001	Therapeutic Services	HL0016005	Licensed Practical Nurse	1300
F&CS	HT	HT002	Lodging	HT0026000	Lodging	700
F&CS	HT	HT002	Lodging	HT0026003	Lodging	700
F&CS	HT	HT002	Lodging	HT0026002	Lodging Service Careers and Workforce Transition	300
BMITE	MK	MK001	Marketing Management And Entrepreneurship	MK0016001	Management	900
T&I	HM	HM004	Personal Care Services	HM0046004	Manicurist/Nail Technology	800
T&I	MN	MN002	Production	MN0026001	Manual Machinist	900
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046001	Marine Repair Technology	900
BMITE	MK	MK004	Marketing Communications	MK0046000	Marketing Communications	900
T&I	AC	AC003	Construction	AC0036010	Masonry	900

T&I	MN	MN002	Production	MN0036001	Mechatronics	900
T&I	MN	MN003	Maintenance, Installation & Repair	MN0036001	Mechatronics	900
Health	HL	HL001	Therapeutic Services	HL0016006	Medical Imaging	900
Health	HL	HL002	Diagnostic Services	HL0016006	Medical Imaging	900
Health	HL	HL001	Therapeutic Services	HL0016022	Medical Services- EKG	700
Health	HL	HL001	Therapeutic Services	HL0016023	Medical Services--HUC	600
Health	HL	HL001	Therapeutic Services	HL0016021	Medical Services-Medical Assisting	900
Health	HL	HL001	Therapeutic Services	HL0016024	Medical Services--Phlebotomy	900
T&I	TR	TR010	Medium/Heavy Diesel Truck Repair	TR0106000	Medium/Heavy Diesel Service	900
T&I	MN	MN007	Welding And Metal Fabrication	MN0076000	Metal Fabrication	900
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046002	Motorcycle Technology	900
BMITE	IT	IT003	Web And Digital Communications	IT0036004	Multimedia Technology	900
BMITE	IT	IT001	Network Systems	IT0016002	Network Systems	1200
Health	HL	HL001	Therapeutic Services	HL0016026	Nursing Services- Advanced	800
Health	HL	HL001	Therapeutic Services	HL0016025	Nursing Services-C.N.A.	600
Health	HL	HL001	Therapeutic Services	HL0016009	Occupational Therapy	1200
Health	HL	HL001	Therapeutic Services	HL0016010	Orthotic & Prosthetics	2000
Health	HL	HL001	Therapeutic Services	HL0016011	Paramedic	1200
Health	HL	HL001	Therapeutic Services	HL0016012	Pharmacy Services	600
Health	HL	HL001	Therapeutic Services	HL0016013	Physical Therapy Assistant	1200
T&I	TR	TR015	Logistics, Planning & Management Services	TR0156000	Pipeline Technology	900
T&I	AC	AC003	Construction	AC0036011	Plumbing	900

T&I	AC	AC004	Maintenance/Operations	AC0036011	Plumbing	900
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046003	Power Products	1100
STEM	SC	SC001	Engineering And Technology	SC0016001	Pre-Engineering STEM Academy	1050
T&I	AR	AR003	Performing Arts	AR0046001	Printing Technology	900
T&I	AR	AR004	Printing Technology	AR0046001	Printing Technology	900
T&I	TR	TR001	Transportation Operations	TR0016000	Private Pilot	525
BMITE	MK	MK002	Professional Sales	MK0026000	Professional Sales	900
BMITE	IT	IT004	Programming And Software Development	IT0046000	Programming	900
Health	HL	HL002	Diagnostic Services	HL0026002	Radiologic Technologist	2300
Health	HL	HL001	Therapeutic Services	HL0016014	Rehabilitation Services	800
BMITE	IT	IT001	Network Systems	IT0016003	Residential Electronics	1050
Health	HL	HL001	Therapeutic Services	HL0016015	Respiratory Services	1400
T&I	TR	TR008	Automotive Service	TR0086001	Service Careers Auto Care	120
T&I	AC	AC003	Construction	AC0036012	Service Careers Carpentry	500
F&CS	HT	HT001	Restaurant Food & Beverage Services	HT0016001	Service Careers Culinary Arts	400
T&I	AC	AC004	Maintenance/Operations	AC0046004	Service Careers Forklift Operator	300
T&I	AG	AG002	Plant And Soil Science	AG0026002	Service Careers Horticulture	750
T&I	AG	AG002	Plant And Soil Science	AG0026003	Service Careers Landscape Design/Maintenance	700
F&CS	HT	HT002	Lodging	HT0026001	Service Careers Lodging	400
T&I	AC	AC003	Construction	AC0046000	Service Careers Maintenance	725
T&I	AC	AC004	Maintenance/Operations	AC0046000	Service Careers Maintenance	725

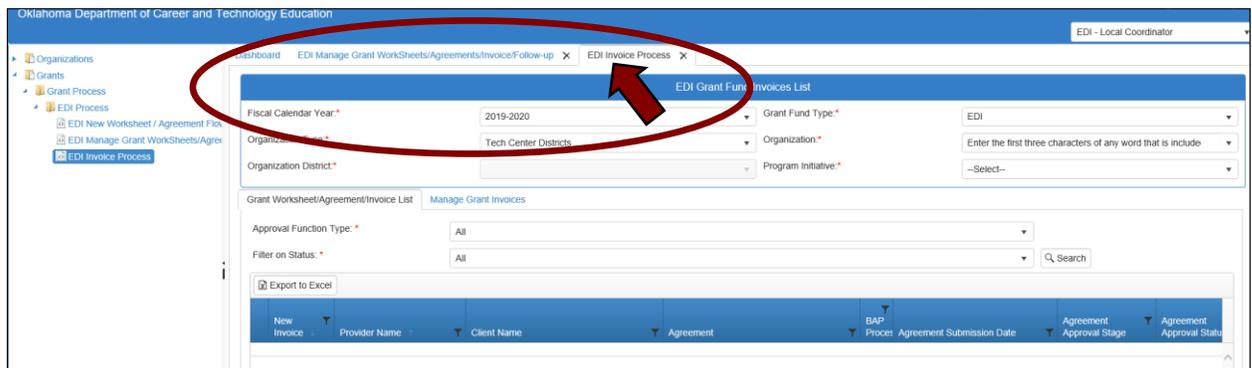
T&I	MN	MN007	Welding And Metal Fabrication	MN0076002	Service Careers Metal Fabrication	400
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046004	Service Careers Small Engines	150
T&I	AG	AG003	Animal Science	AG0036001	Small Animal Care & Grooming	400
Health	HL	HL001	Therapeutic Services	HL0016016	Surgical Services	600
Health	HL	HL004	Support Services	HL0016016	Surgical Services	600
Health	HL	HL004	Support Services	HL0016017	Surgical Technologist	1000
F&CS	ED	ED003	Teaching/Training	ED0036000	Teaching/Training	540
T&I	TR	TR001	Transportation Operations	TR0016001	Truck Driver Training	425
Health	HL	HL001	Therapeutic Services	HL0016019	Veterinary Services	750
Health	HL	HL001	Therapeutic Services	HL0016020	Vision Care Services	900
T&I	TR	TR003	Warehousing And Distribution Center Operations	TR0036001	Warehouse and Logistics	700
T&I	AR	AR006	Visual Arts	AR0066004	Web Design and Development-AR	1050
BMITE	IT	IT003	Web And Digital Communications	IT0036005	Web Design and Development-IT	900
T&I	AC	AC003	Construction	AC0036014	Welding-AC	900
T&I	MN	MN003	Maintenance, Installation & Repair	MN0076001	Welding-MN	900
T&I	MN	MN007	Welding And Metal Fabrication	MN0076001	Welding-MN	900

CTIMS Helpful Tips

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Helpful Tips

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



- 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 in order to view more detailed information by clicking on the +(plus) sign or an 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.
- Do not use the Print icon  to print documentation. Use the save icon  to download a pdf, then you can save it to your computer or print the pdf.
- 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.