CAREERTECH INFORMATION MANAGEMENT SYSTEM (CTIMS)

Certification Collection Guidebook for Comprehensive Schools

May 2021
# Table of Contents

CTIMS Support ........................................................................................................................................ 1
Help and Troubleshooting ....................................................................................................................... 2
Certification Submission or Comprehensive Schools ............................................................................. 3
Logging into CTIMS .................................................................................................................................. 3
Inputting Certifications for All Students ................................................................................................. 4
Work Based Learning ................................................................................................................................. 8
Checking the Student’s Certification Status ......................................................................................... 10
CTIMS Support

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

**Mika Hickman**
Administrative Assistant
Office: (405) 743-5124
Email: Mika.hickman@careertech.ok.gov

**Rebecca Thacker**
Technical Support Specialist
Office: (405) 743-5134
Email: Rebecca.Thacker@careertech.ok.gov

**Andra Beyer**
Data Quality Coordinator
Office: (405) 743-5403
Email: Andra.Beyer@careertech.ok.gov

**Kerri Watkins**
Manager, Information Management Division
Office: (405) 743-6882
Email: Kerri.Watkins@careertech.ok.gov

**Carol Hall**
Performance Data/Analysis Coordinator
Office: (405) 743-5125
Email: Carol.Hall@careertech.ok.gov
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 Hints section of this document.

- **IMPORTANT**: Please log into CTIMS using Mozilla Firefox, Google Chrome, or Microsoft Edge.
- Internet Explorer is currently not compatible with CTIMS.

CTIMS Customer Support Contact
Rebecca Thacker
Phone: 405-743-5134
CTIMSSupport@careertech.ok.gov
Certification Submission or Comprehensive Schools

This guidebook will take you through the steps to submit Comprehensive School Certifications into CTIMS.

Logging into CTIMS

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

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.
Inputting Certifications for All Students

If any of your students take certification tests, you can update their record in CTIMS to indicate that they took the test and whether they passed or did not pass.

- Log in using your email and password at https://ctims.okcareertech.org/CTBDSWeb.
- Verify that you are using the role of a Comprehensive School Teacher. If not, use the drop down arrow to select the appropriate role.
- Click the arrow next to Certification System in the left navigation panel.
- Click the arrow next to Comprehensive Certificate Collection in the left navigation panel.
• Enter the Enrollment Calendar Year.
• The Organization, Submitter Name and PID should automatically come up when you sign in. The programs and student data are already in the system.
• Click on the Load Data to load your student list.

This will bring up a list of all your students from the current year. You do not have to enter data for all your students, only those you want to input certifications. Search by the student using the filter button by student name.
• When you find the student, click on your school name to highlight the row. Click Select & Continue.
• Fill in students Email Address.

Under the Certification Information section:

• If a student has taken a certification test, you will answer Yes on the certification test question.
• Click the Add Certification button.
• Select the certification by clicking in the field under the Certification column. **Type the first three letters or numbers** of the certification test, the list will self-populate, choose the certification from the drop-down menu.

NOTE: Certifications are auto-populated from the Approved Assessment List. If your certification is not available, please refer to the Approved Assessment List on our website: Testing — CareerTech (CT) - okcareertech.org
• Select the Cluster from the drop-down menu by clicking in the field under the Cluster column.
• Mark the certification test the student took as Test Passed, Test Not Passed, or Test Not Taken.

![Image 1](image1.png)

• After you have added all certifications, then click Yes or No in Work Based Learning drop-down menu.
• Click the Save button.
• Then click Next Student and complete the process for each student.

**IMPORTANT:** Make sure you Save each student’s information before navigating to another student.

• You can navigate to the next student by clicking on Next Student.

![Image 2](image2.png)

You will see a confirmation that student data was Saved Successfully.
• When you have completed all of your students certifications, click Save & Go to WBL (Work Based Learning).

Work Based Learning

1. Select the Work Based Learning Category from the dropdown menu. *Mandatory
2. Write notes and Employer involved.
3. Number of hours in WB Learning.
4. If Work Based Learning Completed, yes or no. *Mandatory
5. If Work Based Learning was paid, yes or no. If yes, how much per hour. *Mandatory
6. Did it turn into fulltime employment?
7. If yes, fill out the Company's information and any comment. When you have finished this student’s Work Based Learning, click Save & Submit.

A box will appear asking if you would like to update Work Based Learning on just this student or update all students.
*Note - clicking No, Update only this student! is for adding information for individual students. The Yes, Update to all students! is for entering information for a class or group of students that have all had the same Work Based Learning event. (i.e. guest speaker, industry visit, field trip, etc.)

You are now finished with this student. You may now click Previous Student to access the next student. Complete Work Based Learning for each student, then click the Return to Student List.

A screen will pop up to make sure you want to close the tab? Click OK.
Checking the Student's Certification Status

After you have updated all the certifications for your students that have taken certification tests, and WBL you can navigate back to the summary screen by clicking on Return to Student List. Hit the Refresh button. The students you have completed the certifications for will say Yes in the Certificate Complete Column.

<table>
<thead>
<tr>
<th>School Name</th>
<th>SKU</th>
<th>Teacher Name</th>
<th>Student Name</th>
<th>Grade</th>
<th>Birth Date</th>
<th>Gender</th>
<th>Yes WBL</th>
<th>Certificate Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>123E</td>
<td>Sample Teacher</td>
<td>Student</td>
<td>10</td>
<td>01/01/2002</td>
<td>Female</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>High School</td>
<td>123E</td>
<td>Sample Teacher</td>
<td>Student</td>
<td>10</td>
<td>01/01/2002</td>
<td>Female</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>High School</td>
<td>123E</td>
<td>Sample Teacher</td>
<td>Student</td>
<td>10</td>
<td>01/01/2002</td>
<td>Female</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>High School</td>
<td>123E</td>
<td>Sample Teacher</td>
<td>Student</td>
<td>10</td>
<td>01/01/2002</td>
<td>Female</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>