CareerTech Information Management System (CTIMS)

Instructional Framework Guidebook

IMD Information Management Division

January 2024

Table of Contents

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Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

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

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

IMPORTANT: Please log into CTIMS using the latest version of Microsoft Edge , Google Chrome , or Mozilla Firefox . CTIMS is currently not compatible with other browsers.
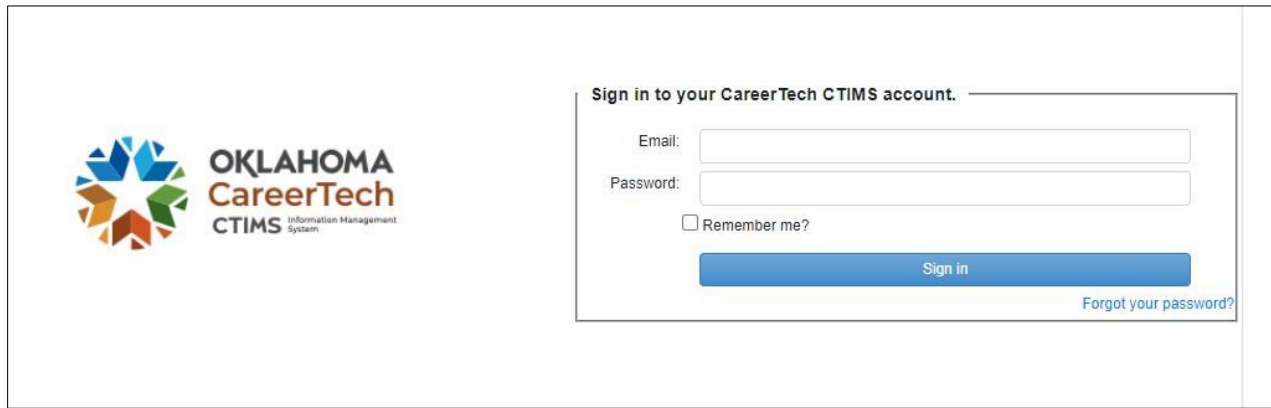
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Logging into CTIMS

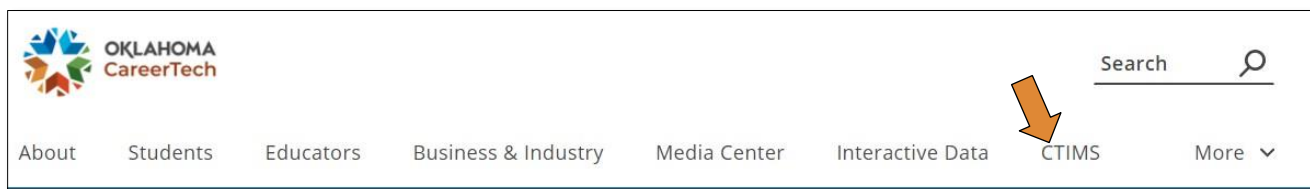Sign in using your school email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb

Or, go to CareerTech (oklahoma.gov) and select the **CTIMS** tab.

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

Approval Process Overview

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

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 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.

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

If you do not see **Technology Center – IFW Submitter**, contact CTIMSSupport@careertech.ok.gov
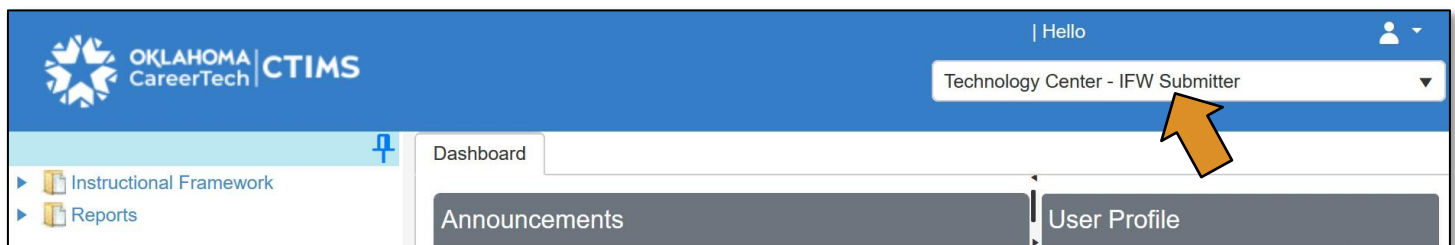
- Click the arrows next to **Instructional Framework & Instructional Process**.
- Click on the **IFW Tech Center Rollover Process** link.
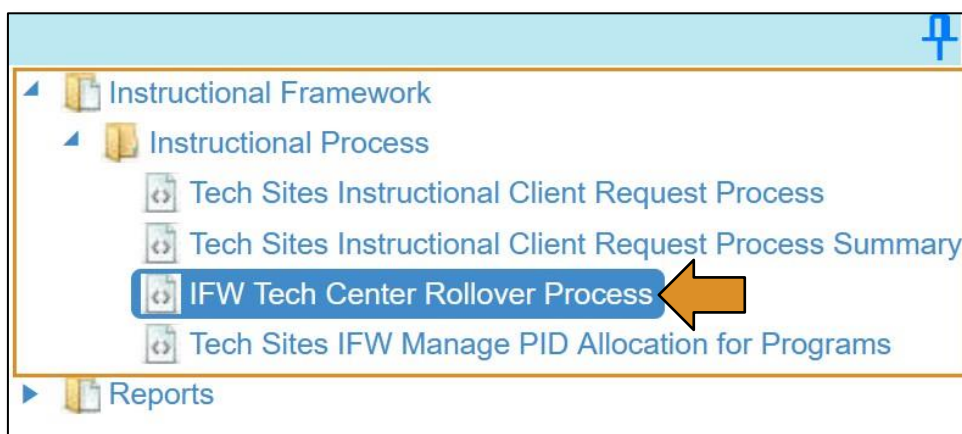
Select Rollover Options - Step 1

1. **Current Calendar Year***: This will default to the current calendar year.
2. **Planned Year***: This should default to the current calendar year.
3. **Implementation Year***: This should default to the next calendar year.
4. Confirm the **Start Date*** and **End Date*** for the planned (current FY) & Implementation (next FY) years are correct.
5. **District Name***: Start typing the first 3 letters of your school then choose your district from the drop-down.
6. Select the **Site(s)***: Start typing the first 3 letters of the site and choose from the drop-down.
   a. If you will be choosing for more than one site, click the box next to **Check for Multiple Site(s)** first – then type the school name.
7. Click **Search.**

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

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

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

- When you have selected 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, <u>except for those that will not be offered next year</u>, will need to go through these steps.

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

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

- Process the rollover option by clicking the **Process the State Program with – ......** button at the bottom of the screen.

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

- On the **Process Rollover Options – Step 2** screen select **Process the State Program with – Move to Another Site.**
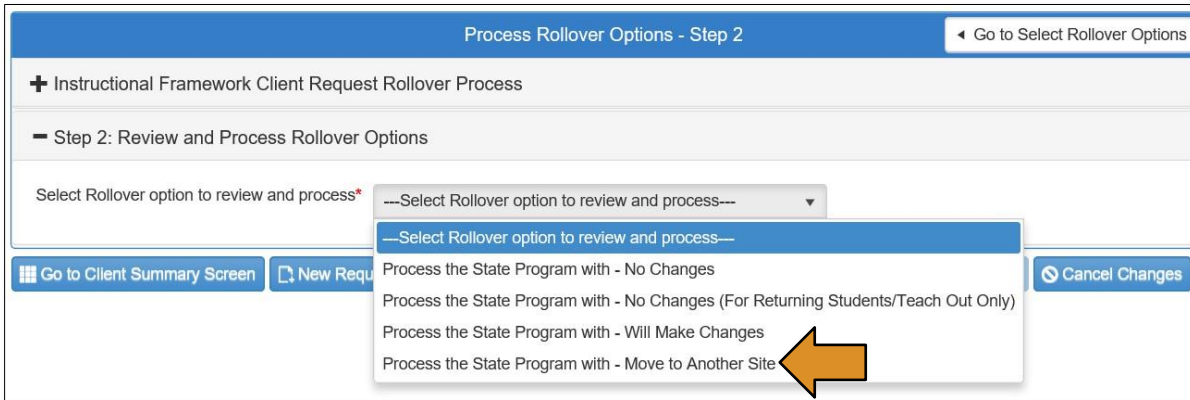
- A new screen will appear. Under the **Organization Name** column, select the site from the drop-down menu where the program will be moved.
- Under the **Roll Over Option** column, choose the rollover option from the drop-down menu.
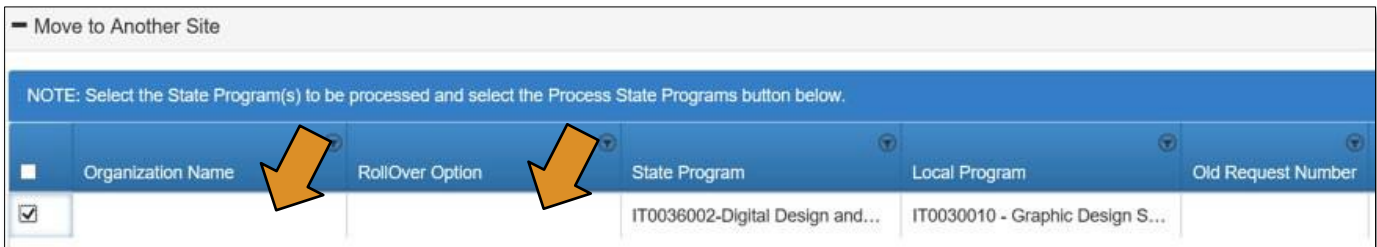
- Click the **Process the State Program with – Move to Another Site** button at the bottom of the screen.
  - This program will be removed from the current site and will be displayed at the new site.
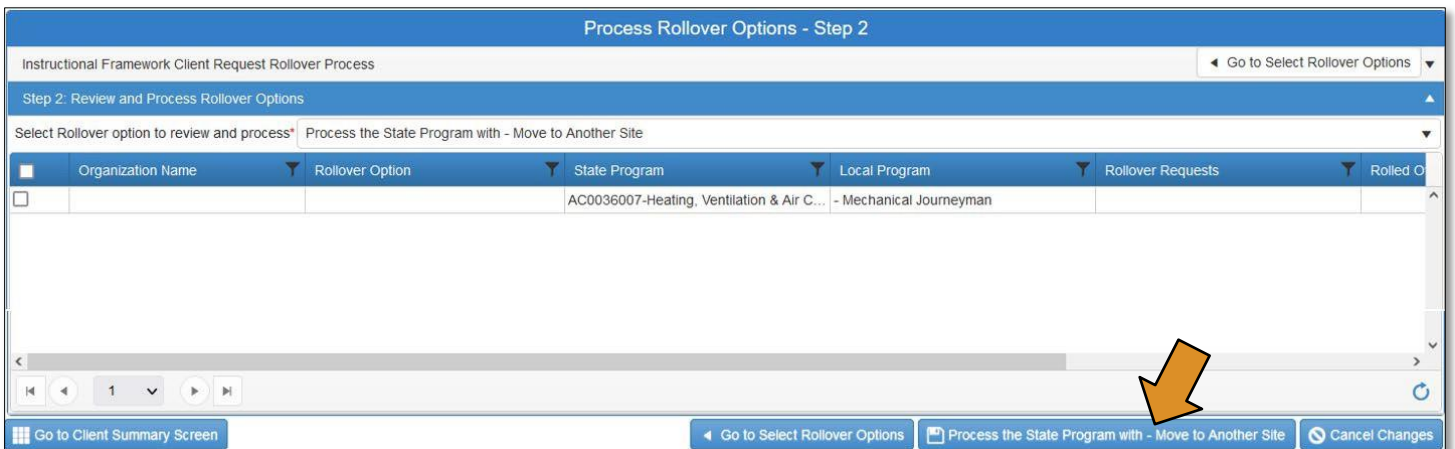
Copy a Program to another Site

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 no changes are required.
- 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, 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:

IFW Request Summary Screen:

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

- Confirm the copy on the pop-up screen by clicking **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.
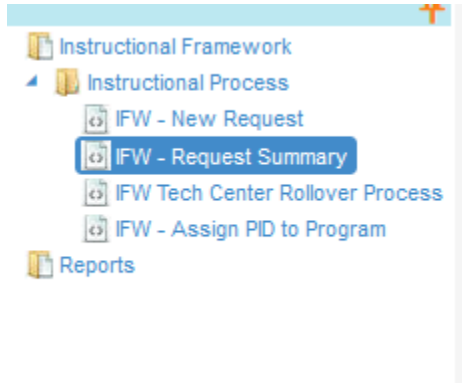
NOTE: Programs you indicated will not be offered next year <u>will not</u> appear on this screen.

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.

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 **Division** screen.
  - o **NOTE**: You cannot make changes to the division, cluster, pathway, or state program name.

Technology Center Program Name Screen:

To edit the technology center program details:

- Click the arrow next to the **Local Program Name** to expand the local program details. Make the necessary changes in the details section by clicking in the **Technology Center Program Name** 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, federal student aid info, distance ed. info), you MUST click the **SAVE** button at the top or bottom of this section.
- Click **Save & Continue** at the top or bottom of the screen.

Course Screen:

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

- Click the arrow beside the course to expand the course details.
- Make the necessary changes.
- Click the **Save** button within this block section.
  - ○ 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. <u>Otherwise, you may lose information that was corrected.</u>

Course		

Manage	Course Name	Course Hours
☑ View / Edit Course	Safety 1	15.00
☑ View / Edit Course	Digital Typography	45
☑ View / Edit Course	Animation Overview	45
☑ View / Edit Course	Digital Image Manipulation	60
☑ View / Edit Course	Copyright Law	15.00
☑ View / Edit Course	Portfolio Production	45
☑ View / Edit Course	Computer Illustration	60.00
☑ View / Edit Course	Digital Page Layout	180
☑ View / Edit Course	Web Animation (Macromedia Flash)	120
☑ View / Edit Course	Graphic Design Mathematics	15
☐	Image Manipulation	60.00
☐	Professional And Personal Devel...	15.00

Course:

- Use the wheel on your mouse or the scroll bar on the right of the screen to browse the available courses.
- Click on the **Add New Course** link 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.
- To add a CIP, expand any CIP listed by clicking the arrow and selecting the **Add CIP** hyperlink. 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 SOCs.
  - o **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 the certifications that will be available for the program.
  - o If you need to add a certification that is not listed or if you have questions regarding the certifications, contact your occupational division specialist.
- Expand any of the certifications listed by clicking on the arrow and then selecting the **Add Certification** hyperlink.
- Click **Save and Continue**.

PID/Teacher Screen:

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

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

Review the Data before Submitting

- On the **Summary Review-Hierarchy** screen. Click the View Detail Summary button to produce a summary report of your request. (This may take a few moments to pull up.)

NOTE: All programs receiving Pell-Eligible Financial aid or programs with third-party certification minimum hour requirements will be required to submit justification documentation if the state and local program hours do not match.

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

- Once you are comfortable with the request, click one of the 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**.

- 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**.
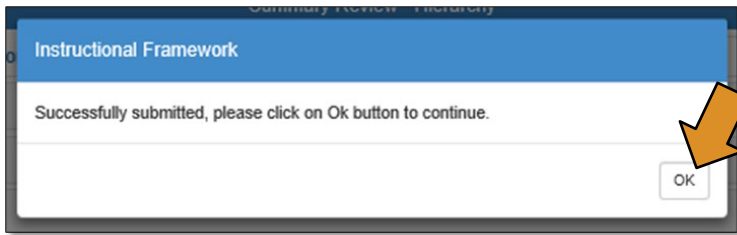
- You can close this screen by clicking the *X* beside the tab name.
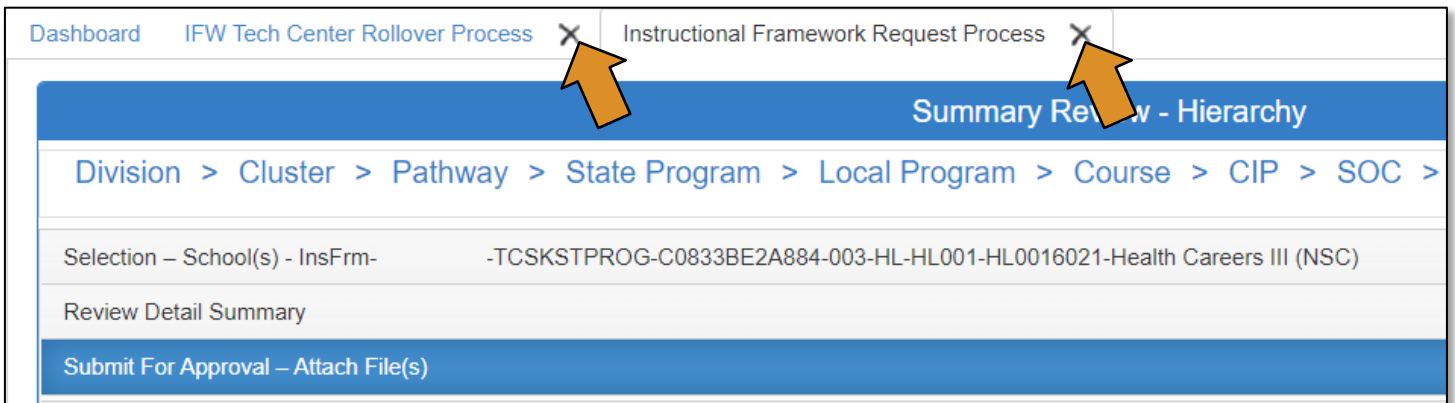
What If I Change My Mind on How I Categorized a Program after Processing?

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.
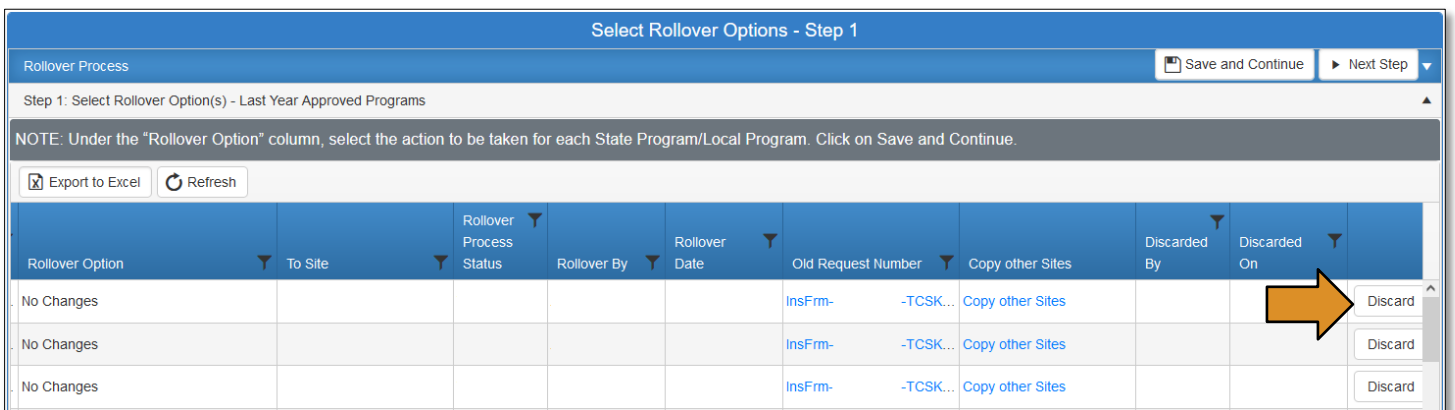
NOTE: Click here for the Rollover Process instructions.

Request a New Program

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

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

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

- Click the arrows next to **Instructional Framework** & **Instructional Process**.
- Click on the **IFW – New Request** link.
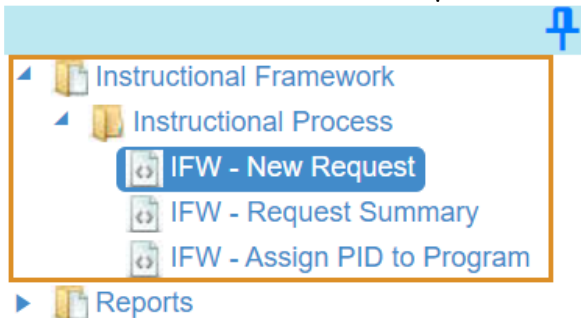
1. **Planned Year***: This should default to the current calendar year.
2. **Implementation Year***: This should default to the next calendar year.
3. **Confirm the Start Date*** and End Date* for the *Planned* (current FY) & *Implementation* (next FY) years are correct.
4. **District Name***: Start typing the first 3 letters of your school then choose your district from the drop-down.
5. **Select the Site(s)***: Start typing the first 3 letters of the site and choose from the drop-down.
a. If you will be choosing for more than one site, click the box next to **Check for Multiple Site(s)** first – then type the school name.
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**.

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

Local Program Screen:

Applicable local names will appear.

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

- o   A pop-up box will appear. Make the needed changes/updates.
- Add a **Technology Center Program Name** by typing in the text box.

- Enter in the new local program name, hours, federal student aid information, and distance ed. Information by clicking on the Add Local Program tab.
- Click the **Save** button within this expanded box.
- Then, click the **Save & Continue** button at the top or bottom of the page to continue.

Course(s) Screen:
Applicable course names will appear.
- You can select one or more of these by clicking on the check box in the course name column.
- Click the arrow next to the box to expand the box to edit hours.
- Click the button within this expanded box.
- Then, click the **Save & Continue** button to continue.

Add New Course:
- Expand one of the course records and click on the **Add Course** tab.
- Enter in the new course name, hours, federal student 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:

The certifications selected for this state program will be displayed.

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

PID/Teacher Screen:

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

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

Summary Review/Submitting Request Screen:

- On the **Summary Review-Hierarchy** screen. Click the View Detail Summary button to produce a summary report of your request. (This may take a few moments to pull up.)

NOTE: All programs receiving Pell-Eligible Financial aid or programs with third-party certification minimum hour requirements will be required to submit justification documentation if the state and local program hours do not match.

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

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

Change Request

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

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

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

- Make the necessary changes.
- Once you make the changes, 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.

Approved State Programs Report

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

- Click the arrows next to **Reports** & **Instructional Framework Reports**.
- Click on the **IFW User State Program Reports** link.
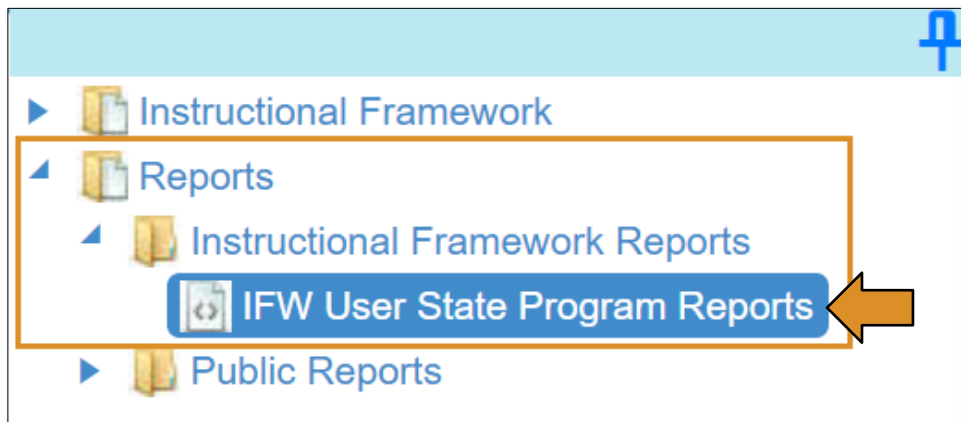
1. **Report Module***: Should default to Instructional Framework.
2. **Organization Type***: Should default to Technology Sites.
3. **Report Groups***: Should default to IFW User State Program Instructional Reports.
4. **Organization***: Start typing the first 3 letters of your school then choose your district from the drop-down.
5. **Report Name***: Choose which report you want to run from the drop-down.
6. **School Calendar Year***: Choose whichever school year you wanting to view.
7. Click **View Report**.

The report will appear under the View Report button. You can export the report to excel or PDF.
- Select the blue diskette in the tan toolbar.
- Select the format needed (**PDF option is recommended for this report**).
  - If you select Excel, you will need to adjust the print layout option before you print to get the entire record on one page.

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

View Approval Status
- Click the arrows next to **Instructional Framework** & **Instructional Process**.
- Click on the **Tech Sites Instructional Client Request Process Summary** link.

- Complete the IFW Request Summary List screen by verifying the planned year is the current year, the Implementation Year is the next school year.
- Type in the first three letters of your district name and select your school district from the drop-down menu.
- Select the site you are wanting to view by typing the first three letters of the site and choosing the site from the drop-down menu. You can select multiple sites at the same time by clicking on the **Check for Multiple Site(s)** box.

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

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

IFW Local Financial Aid Approval

For individuals with the role of **IFW – Local Financial Aid Approval**, 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.

- Click the arrows next to **Instructional Framework** & **Instructional Process**.
- Click on the **Tech Sites Instructional Client Request Process Summary** link.

- Verify the **Planned Year** is the current year and the **Implementation Year** is the next school year.
- In the **District Name** field, type in the first three letters of your district name and select your school district from the drop-down menu.
- In the **Site(s)** field select the site you are wanting to view by typing the first three letters of the site and choosing the site from the drop-down menu. You can select multiple sites at the same time by clicking on the **Check for Multiple Site(s)** box.
- Click **Search**.

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

Requests needing your attention will have **Local Financial Aid** 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.
- Click the **View Detail Summary** button to produce a summary

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

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

Once you have reviewed and are ready to approve:

- Click the **Review Detail Summary** words 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 <u>must</u> enter something in the **Approval/Rejection Note** box.
- Then, click the **Reject or Approve** button.
- You will be asked if you are sure. Click **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 selection.

NOTE: You will need to click the **Refresh** button (in CTIMS <u>not</u> your browser) to update the Approval Stage column.

APPENDIX A

State Program List – By Division, Pathway & Program Name

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	State Program Hours
BMITE	BA	BA005	Business Information Management	BA0056001	Business Information Management-Medical	1080
BMITE	BA	BA002	Administrative Support	BA0026000	Administrative Support	900
BMITE	BA	BA002	Administrative Support	BA0026001	Administrative Support-Medical	900
BMITE	BA	BA004	General Management	BA0056002	Hospitality Management	900
BMITE	BA	BA004	General Management	BA0046000	Entrepreneurship-BA	900
BMITE	BA	BA002	Administrative Support	BA0026004	Customer Service	900
BMITE	BA	BA002	Administrative Support	BA0026002	Administrative Support-Legal	900
BMITE	BA	BA005	Business Information Management	BA0056000	Business Information Management	900
BMITE	FN	FN001	Accounting	FN0016000	Accounting	900
BMITE	FN	FN002	Business Finance	FN0026000	Financial Services	900
BMITE	IT	IT002	Information Support And Services	IT0016000	Computer/Network Support	900
BMITE	IT	IT001	Network Systems	IT0016005	Networking	1200
BMITE	IT	IT003	Web And Digital Communications	IT0036004	Multimedia Technology	900
BMITE	IT	IT004	Programming And Software Development	IT0046000	Programming	900
BMITE	IT	IT003	Web And Digital Communications	IT0036001	Audio and Video Technology IT	900
BMITE	IT	IT001	Network Systems	IT0016001	Cybersecurity	1200
BMITE	IT	IT003	Web And Digital Communications	IT0036000	Animation Technology	900
BMITE	IT	IT003	Web And Digital Communications	IT0036002	Digital Design and Publishing	900
BMITE	IT	IT003	Web And Digital Communications	IT0036005	Web Design and Development-IT	900
BMITE	IT	IT001	Network Systems	IT0016004	Network Support	900
BMITE	IT	IT003	Web And Digital Communications	IT0036001	Audio and Video Technology-IT	900
BMITE	IT	IT003	Web And Digital Communications	IT0036003	Game Design/Development	900
BMITE	IT	IT004	Programming And Software Development	IT0046001	Computer Science Prep	900
BMITE	MK	MK004	Marketing Communications	MK0046000	Marketing Communications	900
BMITE	MK	MK001	Marketing Management And Entrepreneurship	MK0016000	Entrepreneurship-MK	900

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	State Program Hours
BMITE	MK	MK001	Marketing Management And Entrepreneurship	MK0016001	Management	900
F&CS	AR	AR006	Visual Arts	AR0066003	Interior Design	600
F&CS	AR	AR006	Visual Arts	AR0066001	Fashion and Apparel Design	600
F&CS	ED	ED003	Teaching/Training	ED0036000	Teaching/Training	800
F&CS	HM	HM001	Early Childhood Development & Services	HM0016004	Early Care and Education Teacher Assistant	850
F&CS	HM	HM001	Early Childhood Development & Services	HM0016002	Early Care and Education Specialized	1350
F&CS	HM	HM001	Early Childhood Development & Services	HM0016003	Early Care and Education Teacher	1150
F&CS	HT	HT001	Restaurant Food & Beverage Services	HT0016000	Culinary Arts	800
F&CS	HT	HT002	Lodging	HT0026000	Lodging	700
F&CS	HT	HT002	Lodging	HT0026002	Lodging Service Careers and Workforce Transition	300
F&CS	HT	HT001	Restaurant Food & Beverage Services	HT0016001	Service Careers Culinary Arts	400
F&CS	HT	HT004	Recreation, Amusements & Attractions	HT0046000	Casino and Gaming	800
F&CS	HT	HT002	Lodging	HT0026000	Lodging Services	700
Health	HL	HL004	Support Services	HL0016017	Surgical Technologist	1000
Health	HL	HL002	Diagnostic Services	HL0026002	Radiologic Technologist	2300
Health	HL	HL001	Therapeutic Services	HL0016005	Licensed Practical Nurse	1300
Health	HL	HL001	Therapeutic Services	HL0016021	Medical Services - Medical Assisting	900
Health	HL	HL002	Diagnostic Services	HL0016006	Medical Imaging	900
Health	HL	HL001	Therapeutic Services	HL0016025	Nursing Services - C N A	600
Health	HL	HL001	Therapeutic Services	HL0016015	Respiratory Services	1400
Health	HL	HL001	Therapeutic Services	HL0016002	Dental Services	900
Health	HL	HL001	Therapeutic Services	HL0016009	Occupational Therapy	1200
Health	HL	HL001	Therapeutic Services	HL0016013	Physical Therapy Assistant	1200
Health	HL	HL004	Support Services	HL0016016	Surgical Services	600
Health	HL	HL001	Therapeutic Services	HL0016021	Medical Services-Medical Assisting	900
Health	HL	HL001	Therapeutic Services	HL0016020	Vision Care Services	900

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
Health	HL	HL001	Therapeutic Services	HL0016026	Nursing Services - Advanced	800
Health	HL	HL001	Therapeutic Services	HL0016023	Medical Services - H U C	600
Health	HL	HL001	Therapeutic Services	HL0016019	Veterinary Services	750
Health	HL	HL001	Therapeutic Services	HL0016014	Rehabilitation Services	800
Health	HL	HL001	Therapeutic Services	HL0016024	Medical Services - Phlebotomy	900
Health	HL	HL004	Support Services	HL0046001	Health Studies	600
Health	HL	HL001	Therapeutic Services	HL0016022	Medical Services - E K G	700
Health	HL	HL001	Therapeutic Services	HL0016011	Paramedic	1200
Health	HL	HL001	Therapeutic Services	HL0016004	Emergency Medical Services	400
Health	HL	HL001	Therapeutic Services	HL0016010	Orthotic & Prosthetics	2000
Health	HL	HL001	Therapeutic Services	HL0016012	Pharmacy Services	600
Health	HL	HL001	Therapeutic Services	HL0016000	Behavioral Medicine	600
Health	HL	HL002	Diagnostic Services	HL0016003	Diagnostic Medical Sonographer	1800
Health	HL	HL001	Therapeutic Services	HL0016024	Medical Services--Phlebotomy	900
Health	HL	HL001	Therapeutic Services	HL0016001	Dental Hygiene	2100
STEM	SC	SC001	Engineering And Technology	SC0026010	Pre-Engineering Program - Advanced	960
STEM	SC	SC002	Science And Mathematics	SC0026007	Biomedical Science and Medicine Program - Advanced	960
STEM	SC	SC001	Engineering And Technology	SC0026002	Computer Science Program - Advanced	960
STEM	SC	SC001	Engineering And Technology	SC0016001	Pre-Engineering Program	480
STEM	SC	SC002	Science And Mathematics	SC0026008	Biotechnology Program	480
STEM	SC	SC002	Science And Mathematics	SC0026001	Biotechnology Program - Advanced	960
STEM	SC	SC002	Science And Mathematics	SC0026000	Biomedical Science and Medicine Program	480
STEM	SC	SC001	Engineering And Technology	SC0026006	Aerospace Program - Advanced	960
T&I	AC	AC002	Design/Pre-Construction	AC0026000	Computer Aided Drafting-AC	900
T&I	AC	AC003	Construction	AC0036007	Heating, Ventilation & Air Conditioning	900
T&I	AC	AC003	Construction	AC0036000	Carpentry	900
T&I	AC	AC003	Construction	AC0036009	Introduction to Construction	900
T&I	AC	AC004	Maintenance/Operations	AC0046000	Service Careers Maintenance	725
T&I	AC	AC003	Construction	AC0036003	Electrical Trades	900

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
T&I	AC	AC003	Construction	AC0036011	Plumbing	900
T&I	AC	AC003	Construction	AC0030008	CABINETMAKER	525
T&I	AC	AC003	Construction	AC0036006	Finish Carpentry	600
T&I	AC	AC003	Construction	AC0030117	Carpentry Level 1	525
T&I	AC	AC003	Construction	AC0030059	CARPENTERS HELPER	525
T&I	AC	AC003	Construction	AC0036010	Masonry	900
T&I	AC	AC003	Construction	AC0036008	Heavy Equipment Operator	900
T&I	AC	AC003	Construction	AC0036004	Electricity	900
T&I	AC	AC003	Construction	AC0030012	FRAME CARPENTER	500
T&I	AC	AC003	Construction	AC0036005	Construction Electronics	900
T&I	AC	AC003	Construction	AC0036014	Welding-AC	900
T&I	AC	AC003	Construction	AC0030083	CONSTRUCTION TECHNOLOGY	900
T&I	AC	AC003	Construction	AC0030089	HEAVY EQUIPMENT OPERATOR I	525
T&I	AC	AC003	Construction	AC0036015	Introduction to Construction	525
T&I	AC	AC004	Maintenance/Operations	AC0040052	SERVICE CAREERS MAINTENANCE II	500
T&I	AC	AC003	Construction	AC0030006	RESIDENTIAL ELECTRICIANS ASSISTANT	480
T&I	AG	AG002	Plant And Soil Science	AG0026002	Service Careers Horticulture	750
T&I	AG	AG003	Animal Science	AG0036000	Equine Science	1025
T&I	AG	AG002	Plant And Soil Science	AG0026001	Horticulture	700
T&I	AR	AR004	Printing Technology	AR0046002	Graphic Communications	900
T&I	AR	AR006	Visual Arts	AR0066004	Web Design and Development-AR	1050
T&I	AR	AR001	Audio And Video Technology	AR0016000	Audio and Video Technology-AR	900
T&I	AR	AR001	Audio And Video Technology	AR0046000	3D Gaming Design	900
T&I	AR	AR006	Visual Arts	AR0066000	Commercial Photography	600
T&I	AR	AR006	Visual Arts	AR0066004	Web Design and Development	900
T&I	AR	AR004	Printing Technology	AR0046001	Printing Technology	900
T&I	EP	AC004	Maintenance/Operations	EP0020002	Electrical Lineman	1200
T&I	EP	AC004	Maintenance/Operations	EP0020001	Energy & Power	1000
T&I	HM	HM004	Personal Care Services	HM0046002	COSMETOLOGY	1500
T&I	HM	HM004	Personal Care Services	HM0046004	MANICURIST/NAIL TECHNICIAN	600

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
T&I	HM	HM004	Personal Care Services	HM0040007	MASTER INSTRUCTOR	1000
T&I	HM	HM004	Personal Care Services	HM0046003	ESTHETICS	600
T&I	HM	HM004	Personal Care Services	HM0046003	Esthetician	600
T&I	HM	HM004	Personal Care Services	HM0046001	BARBER	1500
T&I	HM	HM004	Personal Care Services	HM0046004	Manicurist/Nail Technology	800
T&I	LW	LW004	Law Enforcement Services	LW0046000	Criminal Justice	900
T&I	LW	LW002	Emergency & Fire Management Services	LW0026000	Firefighter	900
T&I	MN	MN003	Maintenance, Installation & Repair	MN0036001	Mechatronics	900
T&I	MN	MN007	Welding And Metal Fabrication	MN0076011	WELDING	900
T&I	MN	MN002	Production	MN0026000	CNC Machining	900
T&I	MN	MN007	Welding And Metal Fabrication	MN0076000	Metal Fabrication	600
T&I	MN	MN007	Welding And Metal Fabrication	MN0076001	Welding-MN	900
T&I	MN	MN001	Manufacturing Production Process Development	MN0016000	Computer Aided Drafting-MN	900
T&I	MN	MN002	Production	MN0026001	Manual Machinist	580
T&I	MN	MN002	Production	MN0026001	Manual Machinist with CNC	600
T&I	MN	MN001	Manufacturing Production Process Development	MN0076003	Energy & Power	1050
T&I	MN	MN003	Maintenance, Installation & Repair	MN0036000	Electronics-MN	900
T&I	MN	MN011	Manufacturing Academy	MN0116000	Foundations Of Manufacturing	400
T&I	MN	MN001	Manufacturing Production Process Development	MN0016001	Applied Engineering Technology	600
T&I	TR	TR009	Automotive Collision Repair	TR0096000	Automotive Collision Repair and Refinishing	900
T&I	TR	TR008	Automotive Service	TR0086000	Automotive Service Technology	900
T&I	TR	TR010	Medium/Heavy Diesel Truck Repair	TR0106000	Medium/Heavy Diesel Service	900
T&I	TR	TR011	Aerospace Maintenance	TR0116001	A & P Mechanic	1900
T&I	TR	TR011	Aerospace Maintenance	TR0116000	Aerospace Technician	960
T&I	TR	TR015	Logistics, Planning & Management Services	TR0156000	Pipeline Technology	900
T&I	TR	TR001	Transportation Operations	TR0016001	Truck Driver Training	200
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046002	Motorcycle Technology	900

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
T&I	TR	TR010	Medium/Heavy Diesel Truck Repair	TR0106001	Agriculture Mechanics-TR	900
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046001	Marine Repair Technology	900
T&I	TR	TR008	Automotive Service	TR0086001	Service Careers - Auto Care	120
T&I	TR	TR003	Warehousing And Distribution Center Operations	TR0036001	Warehouse and Logistics	700
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046003	Power Products	900
T&I	TR	TR001	Transportation Operations	TR0016000	Private Pilot	480

APPENDIX B

State Program List – By State Program

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
T&I	AR	AR001	Audio And Video 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
STEM	SC	SC001	Engineering And Technology	SC0026006	Aerospace Program - Advanced	960
T&I	TR	TR011	Aerospace Maintenance	TR0116000	Aerospace Technician	960
T&I	TR	TR010	Medium/Heavy Diesel Truck Repair	TR0106001	Agriculture Mechanics-TR	900
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	IT003	Web And Digital Communications	IT0036001	Audio and Video Technology IT	900
T&I	AR	AR001	Audio And Video Technology	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	TR008	Automotive Service	TR0086000	Automotive Service Technology	900
T&I	HM	HM004	Personal Care Services	HM0046001	BARBER	1500
Health	HL	HL001	Therapeutic Services	HL0016000	Behavioral Medicine	600
STEM	SC	SC002	Science And Mathematics	SC0026000	Biomedical Science and Medicine Program	480
STEM	SC	SC002	Science And Mathematics	SC0026007	Biomedical Science and Medicine Program - Advanced	960
STEM	SC	SC002	Science And Mathematics	SC0026008	Biotechnology Program	480
STEM	SC	SC002	Science And Mathematics	SC0026001	Biotechnology Program - Advanced	960
BMITE	BA	BA005	Business Information Management	BA0056000	Business Information Management	900
BMITE	BA	BA005	Business Information Management	BA0056001	Business Information Management-Medical	1080

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
T&I	AC	AC003	Construction	AC0030008	CABINETMAKER	525
T&I	AC	AC003	Construction	AC0030059	CARPENTERS HELPER	525
T&I	AC	AC003	Construction	AC0036000	Carpentry	900
T&I	AC	AC003	Construction	AC0030117	Carpentry Level 1	525
F&CS	HT	HT004	Recreation, Amusements & Attractions	HT0046000	Casino and Gaming	800
T&I	MN	MN002	Production	MN0026000	CNC Machining	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	IT004	Programming And Software Development	IT0046001	Computer Science Prep	900
STEM	SC	SC001	Engineering And Technology	SC0026002	Computer Science Program - Advanced	960
BMITE	IT	IT002	Information Support And Services	IT0016000	Computer/Network Support	900
T&I	AC	AC003	Construction	AC0036005	Construction Electronics	900
T&I	AC	AC003	Construction	AC0030083	CONSTRUCTION TECHNOLOGY	900
T&I	HM	HM004	Personal Care Services	HM0046002	COSMETOLOGY	1500
T&I	LW	LW004	Law Enforcement 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	Cybersecurity	1200
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 Specialized	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

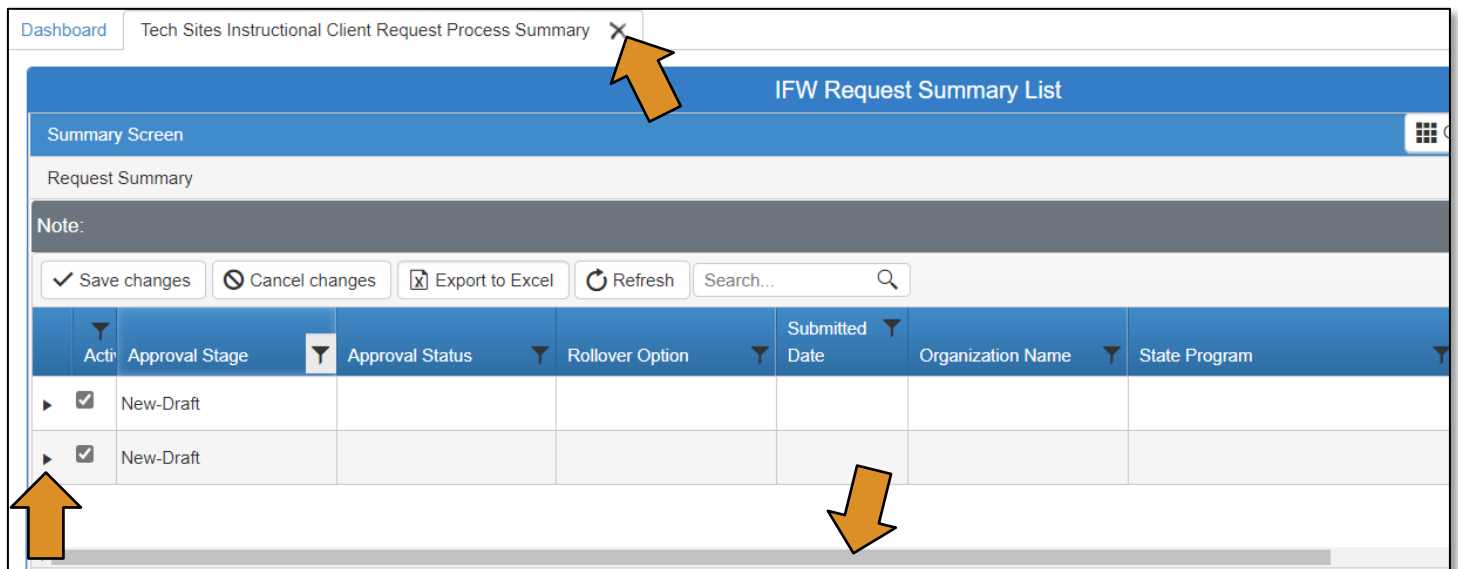| Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
T&I	EP	AC004	Maintenance/Operations	EP0020002	Electrical Lineman	1200
T&I	AC	AC003	Construction	AC0036003	Electrical Trades	900
T&I	AC	AC003	Construction	AC0036004	Electricity	900
T&I	MN	MN003	Maintenance, Installation & Repair	MN0036000	Electronics-MN	900
Health	HL	HL001	Therapeutic Services	HL0016004	Emergency Medical Services	400
T&I	EP	AC004	Maintenance/Operations	EP0020001	Energy & Power	1000
T&I	MN	MN001	Manufacturing Production Process Development	MN0076003	Energy & Power	1050
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	600
T&I	HM	HM004	Personal Care Services	HM0046003	ESTHETICS	600
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	MN	MN011	Manufacturing Academy	MN0116000	Foundations Of Manufacturing	400
T&I	AC	AC003	Construction	AC0030012	FRAME CARPENTER	500
BMITE	IT	IT003	Web And Digital Communications	IT0036003	Game Design/Development	900
T&I	AR	AR004	Printing Technology	AR0046002	Graphic Communications	900
Health	HL	HL004	Support Services	HL0046001	Health Studies	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	AC0030089	HEAVY EQUIPMENT OPERATOR I	525
T&I	AG	AG002	Plant And Soil Science	AG0026001	Horticulture	700
BMITE	BA	BA004	General Management	BA0056002	Hospitality Management	900
F&CS	AR	AR006	Visual Arts	AR0066003	Interior Design	600
T&I	AC	AC003	Construction	AC0036015	Introduction to Construction	525
T&I	AC	AC003	Construction	AC0036009	Introduction to Construction	900

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
Health	HL	HL001	Therapeutic Services	HL0016005	Licensed Practical Nurse	1300
F&CS	HT	HT002	Lodging	HT0026000	Lodging	700
F&CS	HT	HT002	Lodging	HT0026002	Lodging Service Careers and Workforce Transition	300
F&CS	HT	HT002	Lodging	HT0026000	Lodging Services	700
BMITE	MK	MK001	Marketing Management And Entrepreneurship	MK0016001	Management	900
T&I	HM	HM004	Personal Care Services	HM0046004	MANICURIST/NAIL TECHNICIAN	600
T&I	HM	HM004	Personal Care Services	HM0046004	Manicurist/Nail Technology	800
T&I	MN	MN002	Production	MN0026001	Manual Machinist	580
T&I	MN	MN002	Production	MN0026001	Manual Machinist with CNC	600
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	HM	HM004	Personal Care Services	HM0040007	MASTER INSTRUCTOR	1000
T&I	MN	MN003	Maintenance, Installation & Repair	MN0036001	Mechatronics	900
Health	HL	HL002	Diagnostic Services	HL0016006	Medical Imaging	900
Health	HL	HL001	Therapeutic Services	HL0016022	Medical Services - E K G	700
Health	HL	HL001	Therapeutic Services	HL0016023	Medical Services - H U C	600
Health	HL	HL001	Therapeutic Services	HL0016021	Medical Services - Medical Assisting	900
Health	HL	HL001	Therapeutic Services	HL0016024	Medical Services - Phlebotomy	900
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	600
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	IT0016004	Network Support	900
BMITE	IT	IT001	Network Systems	IT0016005	Networking	1200

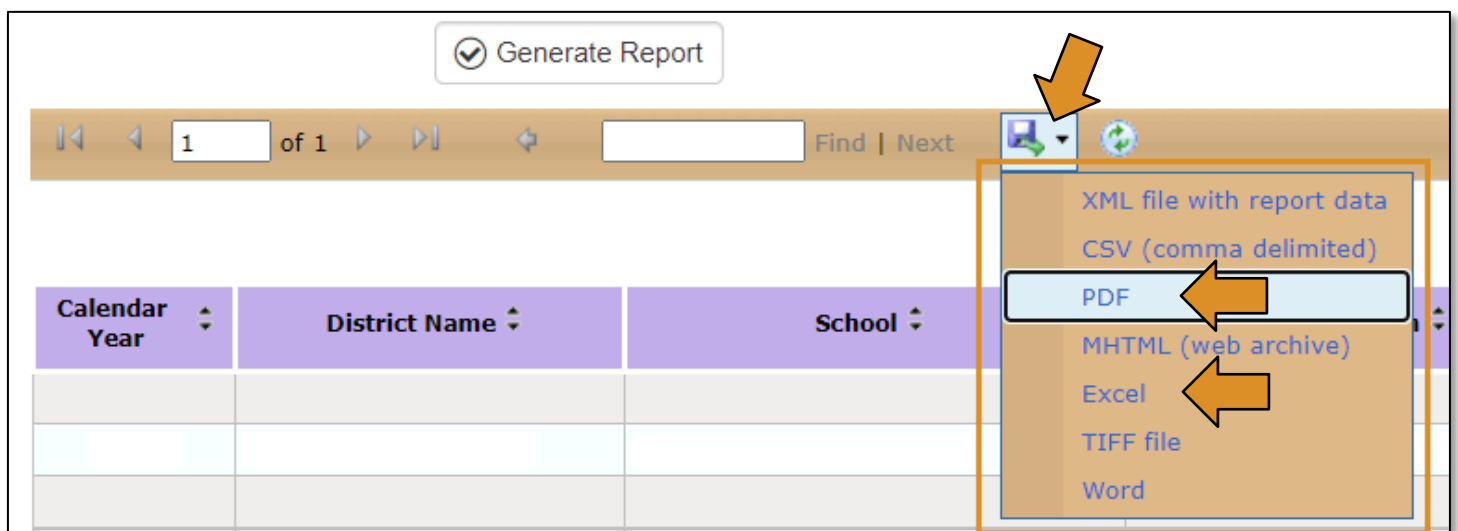| Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
Health	HL	HL001	Therapeutic Services	HL0016026	Nursing Services - Advanced	800
Health	HL	HL001	Therapeutic Services	HL0016025	Nursing Services - C N A	600
Health	HL	HL001	Therapeutic Services	HL0016009	Occupational 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	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046003	Power Products	900
STEM	SC	SC001	Engineering And Technology	SC0016001	Pre-Engineering Program	480
STEM	SC	SC001	Engineering And Technology	SC0026010	Pre-Engineering Program - Advanced	960
T&I	AR	AR004	Printing Technology	AR0046001	Printing Technology	900
T&I	TR	TR001	Transportation Operations	TR0016000	Private Pilot	480
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
T&I	AC	AC003	Construction	AC0030006	RESIDENTIAL ELECTRICIANS ASSISTANT	480
Health	HL	HL001	Therapeutic Services	HL0016015	Respiratory Services	1400
T&I	TR	TR008	Automotive Service	TR0086001	Service Careers - Auto Care	120
F&CS	HT	HT001	Restaurant Food & Beverage Services	HT0016001	Service Careers Culinary Arts	400
T&I	AG	AG002	Plant And Soil Science	AG0026002	Service Careers Horticulture	750
T&I	AC	AC004	Maintenance/Operations	AC0046000	Service Careers Maintenance	725
T&I	AC	AC004	Maintenance/Operations	AC0040052	SERVICE CAREERS MAINTENANCE II	500
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	800
T&I	TR	TR001	Transportation Operations	TR0016001	Truck Driver Training	200
Health	HL	HL001	Therapeutic Services	HL0016019	Veterinary Services	750

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
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	900
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	MN	MN007	Welding And Metal Fabrication	MN0076011	WELDING	900
T&I	AC	AC003	Construction	AC0036014	Welding-AC	900
T&I	MN	MN007	Welding And Metal Fabrication	MN0076001	Welding-MN	900

Helpful Tips

- There are scroll bars located at the bottom and right of some of the screens in CTIMS. If you cannot see all the information on a screen, go to the right or bottom of the screen and use the scroll bar to see navigate over to view additional columns and rows.
- There are tabs within screens in CTIMS. Look for these tabs to view a different screen or more information.
- Many sections in CTIMS can be expanded to view more detailed information by clicking on the arrow next to the section header or line (row).
- Hold down the Ctrl key and click on the + or – keys to zoom in or out.
- You can only have 10 tabs open at one time. To close tabs, click on the on the right side of the tab you wish to close, then confirm that you would like to close by clicking OK on the confirmation screen.

- Use the blue diskette icon to export to a PDF or Excel.

Print the Detail Summary page on ONE page.

- Click on 'Review Detail Summary.

- Click on 'Go to Detail of Local Program Request'

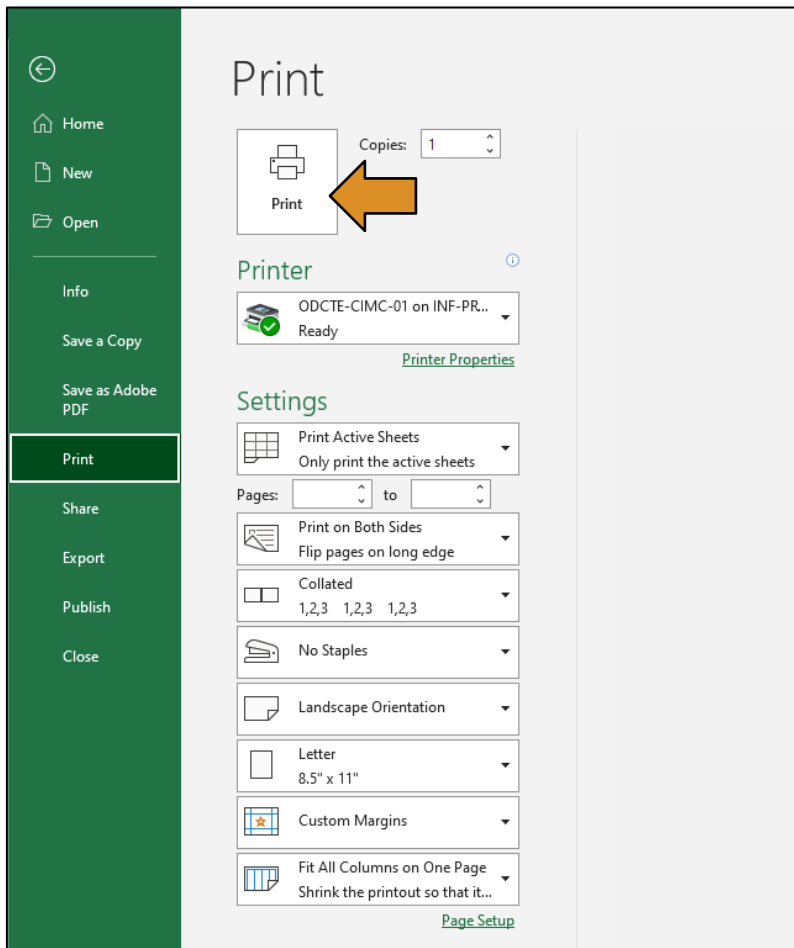- Click on the blue disc and click on Excel.

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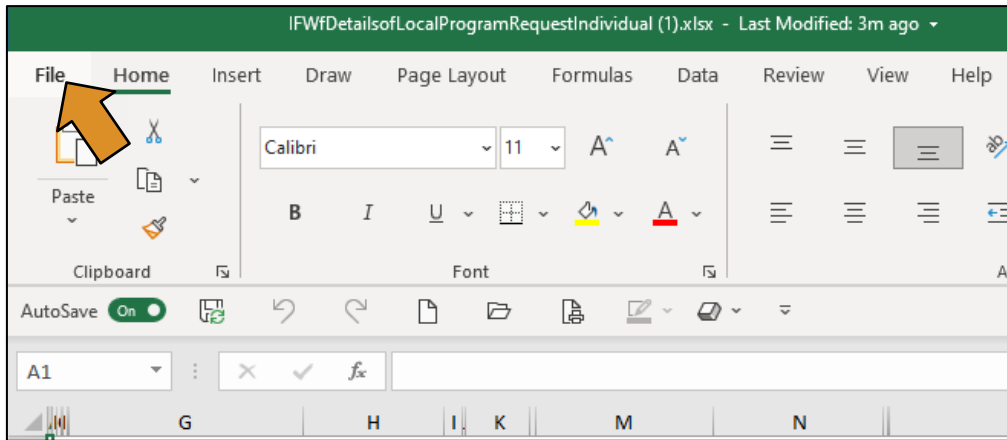
  - Click on the '*No Scaling*' drop-down box.
  - Click '*Fit All Columns on One Page*'.
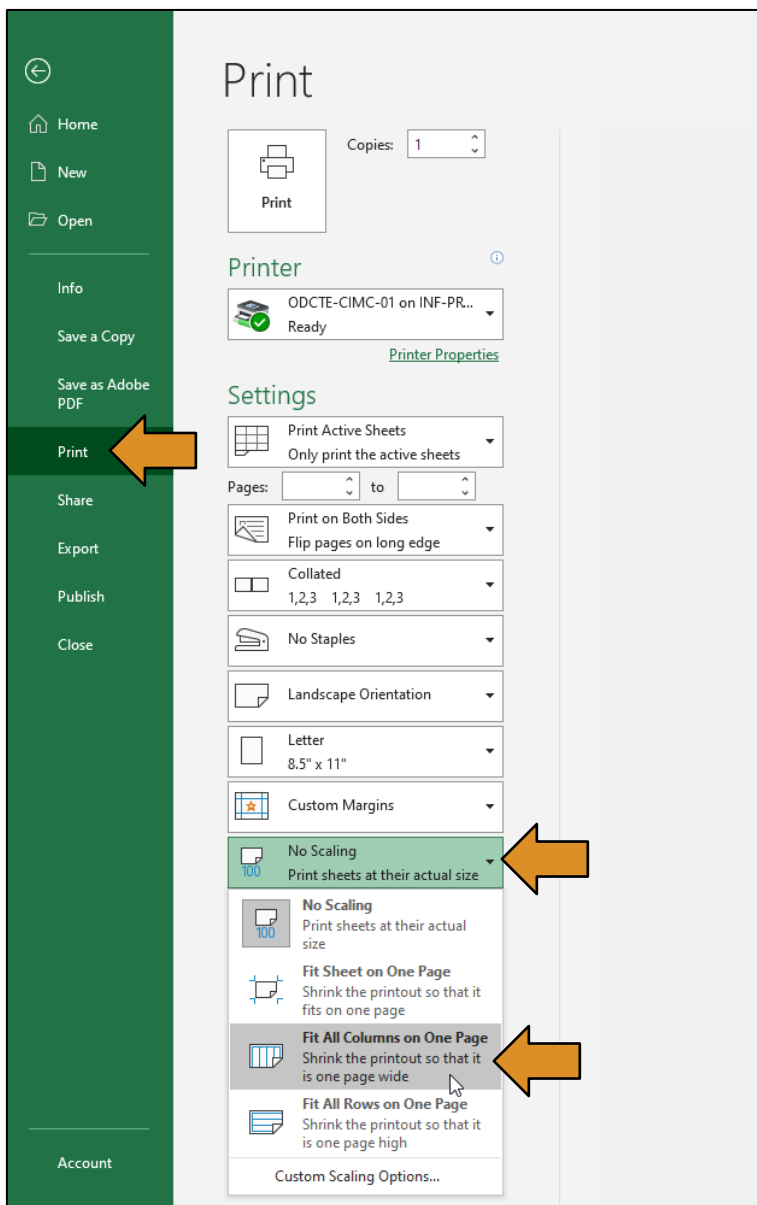
- Click '*Print*'.

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