

CareerTech Information Management System (CTIMS)

Technology Center Follow-up Guidebook



OKLAHOMA
CareerTech

IMD Information Management Division

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Table of Contents

CTIMS Support	2
Help and Troubleshooting.....	1
Logging into CTIMS.....	2
Follow-Up Completion	3
Continuing, Changed Program, Transferred to Another School, Dropped No Longer in School & Course Enrollee Only.	4
Certifications	6
Work-Based Learning.....	7
Bulk Work-Based Learning Collection.....	8
Course Concentrator or Program Completer	9
Reports.....	11
Appendix A.....	12
Follow-up Completion Code Definitions	12
Appendix B	13
Education and Employment Status & Job Details.....	13
Appendix C	14
Work-Based Learning Definitions	14

CTIMS Support

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

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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.

CTIMS Customer Support Contact

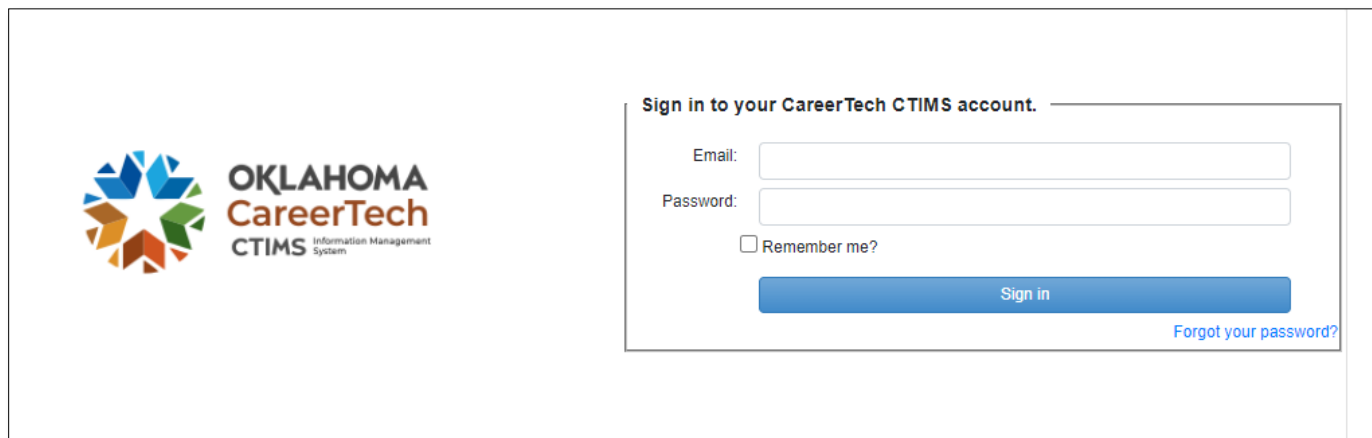
Elizabeth Richardson

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Email: CTIMSSupport@careertech.ok.gov

Logging into CTIMS

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



Sign in to your CareerTech CTIMS account.

Email:

Password:

Remember me?

[Sign in](#)

[Forgot your password?](#)




Or go to [CTIMS \(CareerTech Information Management System\) \(oklahoma.gov\)](#) and select the green **CTIMS Login** button.


CTIMS (CareerTech Information Management System)

CTIMS Login and Assistance

Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00

For help with CTIMS, contact the Information Management Division via email: CTIMSSupport@careertech.ok.gov

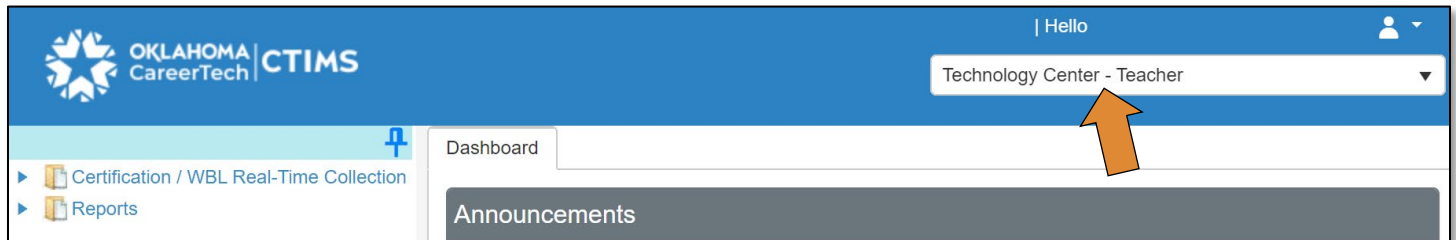
Microsoft Edge , Mozilla Firefox , or Google Chrome  are currently the only browsers compatible with CTIMS.

Click here to login to CTIMS 

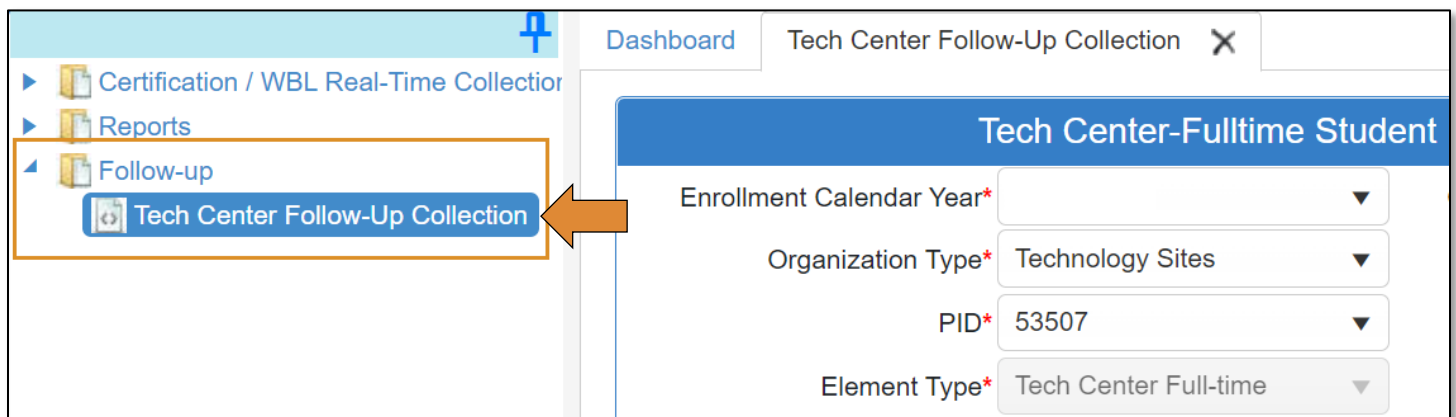
Follow-Up Completion

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 – Teacher** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

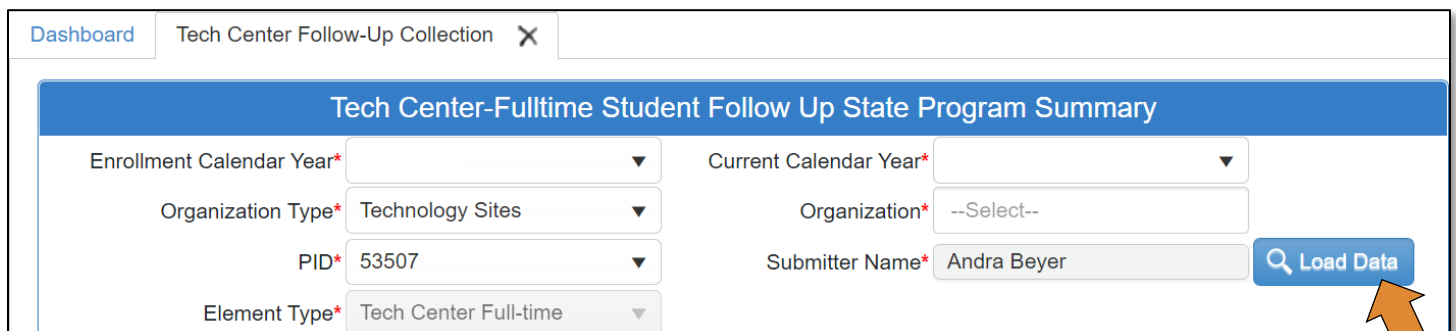
If you do not see **Technology Center – Teacher**, contact CTIMSSupport@careertech.ok.gov



- Click the arrows next to **Follow-up**.
- Click on the **Tech Center Follow-Up Collection** link.



- The **Enrollment Calendar Year*** should default to the previous school year.
- The **Current Calendar Year*** should default to the current school year.
- Your **Organization*** (School) name, **Submitter Name*** and **PID*** should default when you login.
- Click on the **Load Data** button to load your student list.



- Highlight the program you need to complete follow-up on by clicking on your school name.
 - ****Do not click on the View Report link until after you input your data. This report gives a summary by teacher.**
- Click on **Select & Continue**.

Tech Center-Fulltime Student Follow Up State Program Summary

Enrollment Calendar Year*

Organization Type* Technology Sites

PID* 53507

Element Type* Tech Center Full-time

Current Calendar Year*

Organization*

Submitter Name* Andra Beyer

Help Note:

School Name	Teacher PID	Teacher Name	State Program	Program Name	Total Student Enrolled	Total Student Left for Follow Up	Division Name	View Report
Technology Center...			HM00...	Early Care and Education Teache...	34	34	Family & Cons...	View Report
Technology Center...			AC00...	Heating, Ventilation & Air Conditio...	51	51	Trade & Indust...	View Report

- Click inside the blank box under the **Completion Desc** column for each student and select the appropriate completion description in the drop down. **See Appendix A for definitions of the Completion Codes.*
- Use the scroll bar on the right side of the box to scroll down and see all the options.
- Once the **Completion Desc** for each student, click **Save & Continue**.
 - If you are not able to complete all the students, you can click **Save & Continue** and come back to the list at a later time.

*Note: If you select the **Completion Desc Code of Student is Deceased**, no other information will be required for the student.*

Continuing, Changed Program, Transferred to Another School, Dropped No Longer in School & Course Enrollee Only.

School Name	PID	Teacher Name	State Program	Program Name	Follow-Up Completed?	Student Name	Completion Desc	Student Participated WBL ?	WBL Collection Completed?	sol ID	Grade	Ge
Technology Center			HM0016004	Early Care and Ed	No						12	Fen
Technology Center...			HM0016004	Early Care and...	No						11	Fen
Technology Center...			HM0016004	Early Care and...	No						12	Fen
Technology Center...			HM0016004	Early Care and...	No						11	Fen
Technology Center...			HM0016004	Early Care and...	No						11	Fen
Technology Center...			HM0016004	Early Care and...	No						12	Mal
Technology Center...			HM0016004	Early Care and...	No						12	Fen
Technology Center...			HM0016004	Early Care and...	No						11	Fen
Technology Center...			HM0016004	Early Care and...	No						12	Fen

After clicking **Select & Continue**, CTIMS will display the appropriate screen depending on the **Completion Desc Code** that was selected. You can see the Follow-up Completion Code for the currently selected student at the top of the page.

- Enter the student's email address. **This is a mandatory field.**

If the **Completion Desc Code** is **Continuing, Changed Program, Transferred to Another School, Dropped No Longer in School, and Course Enrollee Only**, you must answer the questions that appear in red.

- Select **Yes** or **No** from the drop-down menu in the box.
 - If the answer to the question is **No** click the **Save** button, then click **Back to Summary**.

Completion Code: Changed Program

Tech Center Fulltime Student Follow Up Report

Enrollment Calendar Year* Current Calendar Year

Organization Type: Technology Sites School Name* Technology Center

Teacher Name* PID*

Student Information

Student Name Student Follow Up Process No.

STN Grade 12

Gender Female Date of Birth

Email Address* State Program HM0016004-Early Care and Education Teacher Assistant

Has the student taken a certification test?
If yes, input the certification information below *

Work Based Learning? *

Certification	Cluster	Test Result

Certifications

- If the answer is **Yes**, click **+ Add Certificate**. Then select the certification by typing the first three letters of the certificate in the blank dropdown box under Certification.
- Click on the down arrow to the left of the Cluster name. The certifications available will populate the drop-down menu. If you already know the number or name of the certification(s), you can click the filter button by entering the information in the filter menu.
- Mark each certification(s) test(s) the student took as **Test Passed** or **Test Not Passed**.
- After you have marked all the certifications tests the student has completed, click on the **Work Based Learning** option, and select **yes** or **no**. Click on the **Save** button.

Has the student taken a certification test? If yes, input the certification information below

Work Based Learning ?*

Certification Information for Enrollment Calendar Year " ".

+ Add Certificate x Remove Certificate o Cancel changes

Certification	Cluster	Test Result
found	Architecture & Construction - AC	<input checked="" type="radio"/> Test Passed <input type="radio"/> Test Not Passed <input type="radio"/> Test Not Taken
CIW Web Foundations Associate - 0300	Culture, Food & Natural Resources - AG	
Construction Trades Foundation - 3053	Arts, Audio/Video Technology & Communications - AR	
	Business, Management & Administration - BA	
	Education & Training - ED	
	Energy & Power - EP	
	Finance - FN	
	Government & Public Administration - GP	
	Health Science - HI	

Back to Summary Refresh Cancel Changes Save Save & Go to WBL Go to WBL Without Saving

- You will get a pop-up message that says **Saved Successfully**.
- Click **OK**.

Information

Saved Successfully.

OK

You are now finished with this student. You can use the navigation buttons at the top or bottom of the screen to **Return to Student List**, or go to the **first, previous, next, or last student**.

- **IMPORTANT:** Make sure you **Save** each student's information before navigating to another student.
- When you have completed all your students, click the **Save & Go to WBL** button.

Work-Based Learning

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

Bulk Work-Based Learning Collection

If you are choosing a Work-Based Learning that will include the whole class or multiple students, such as a guest speaker, interviews, community service, etc., a teal bar will appear at the top of the screen.

- Click on the **Add/RemoveStudent(s)** from selected WBL Category.

Student Work Based Learnings – Tech Sites Programs

Work Based Learning ? Yes

Work Based Learning Information 1

Do you want to update WBL Category to rest of the Follow-Up Collected Student(s), then click on "Add / Remove Student(s) from selected WBL Category" Button **Add / Remove Student(s) from selected WBL Category**

Work Based Learning Category Guest Speakers

Work Based Learning Note / Employer Involved

Number of hours in WB Learning

Work Based Learning Completed?

Work Based Learning Paid?

If, Yes Average Paid Amount per hour.

Did it turn into fulltime employment?

A list of all the students who have had their Follow-up and Certifications completed, will populate in a list. You may check all students that participated in this Work-Based Learning.

- Click the **Select & Continue** button.

Add / Remove Student(s) from selected WBL Category

Do you want to Delete the above saved WBL record? If, Yes then set the value to "Yes" then click on "Save and Submit" Button No

Select & Continue Search...

Select	Student Name	Student STN	Birth Date	Grade	Gender	PID
<input type="checkbox"/>	Student 1			12		12345
<input type="checkbox"/>	Student 2			12		23569
<input type="checkbox"/>	Student 3			12		45648

- Click the **Back to Summary** button to return to the Summary Page.

Do you want to Delete the above saved WBL record? If, Yes then set the value to "Yes" then click on "Save and Submit" Button No **+ Add Another WBL**

Back to Summary Refresh First Student Previous Student Next Student Last Student Cancel Changes Save & Submit

- Click the **Refresh** button to check the status of your students' Follow-up completion; their row will have turned grey if it is complete.

School Name	PID	Teacher Name	State Program	Program Name	Follow-Up Completed?	Student Name	Completion Desc	WBL?	WBL Collection Completed?	School ID	Grade
Technology Cent...			HM0016004	Early Care an...	Yes		Continuing	Yes	Completed		12

Course Concentrator or Program Completer

- If the **Completion Desc Codes** is **Course Concentrator** or **Program Completer**.
- Click **Save & Continue**.

School Name	PID	Teacher Name	State Program	Program Name	Follow-Up Completed?	Student Name	Completion Desc	Student Participated WBL ?	WBL Collection Completed?	School ID	Grade
Technology Center...			HM0016004	Early Care and E	Yes		Continuing	Yes	Completed		12
Technology Center...			HM0016004	Early Care and...	No		Continuing	Yes	Completed		12
Technology Center...			HM0016004	Early Care and...	No		Student Is Deceased	Yes	Completed		12
Technology Center...			HM0016004	Early Care and...	No		Changed Program	Yes	Completed		12
Technology Center...			HM0016004	Early Care and...	No		Transferred To Another School	Yes	Completed		12
Technology Center...			HM0016004	Early Care and...	No		Course Concentrator	Yes	Completed		12
Technology Center...			HM0016004	Early Care and...	No		Dropped No Longer in School	Yes	Completed		12
Technology Center...			HM0016004	Early Care and...	No		Program Completer	Yes	Completed		11
Technology Center...			HM0016004	Early Care and...	No		Full Employment Exits	Yes	Completed		31

The following screen will appear.

- You will be required to select an **Education Status** and **Employment Status** from drop-down menus
 - (See [Appendix B](#) for list of Education and Employment statuses).
- If the Employment Status is **employed full-time civilian** or **employed part time civilian**, complete the **Job Details** section. Job Title and Job Duties are required fields.
- On salary information give a dollar amount then choose hourly, daily, weekly, bi-weekly, monthly annually. The per hour field will be filled in automatically depending on the student's pay schedule.
- The question, **Is this job related to the program completed?** is a required field if the student has a job.
- Fill out all the fields, including the Company Name, Address, City, State and Zip.
- If the student has more than one job, select **Yes** on **Does this Student have another Job?**, then click on the **Add Another Job** and fill out the same information for the next job.
- After you have completed the details for the Education Status, Employment Status and Job Details, click on the **Save**.

Follow-Up Completion Code: Course Concentrator

◀ Back to Summary Refresh First Student Previous Student Next Student Last Student Save

"Calendar Year" Tech Center Fulltime Student Follow Up Report

Enrollment Calendar Year* [dropdown] Current Calendar Year [dropdown]
 Organization Type: Technology Sites School Name* Technology Center
 Teacher Name* [text] PID* [dropdown]

Student Information

Student Name [text] Student Follow Up Process No. [text]
 STN [text] Grade 11
 Gender: Female Date of Birth [text]
 Email Address [text] State Program: HM0016004-Early Care and Education Teacher Assistant
 Education Status* --Select-- Employment Status* --Select--

Job Details

Job Information 1

Job Category [text] Company Name [text]
 Job Duties [text] Company Address [text]
 Current Salary [text] Per [dropdown] City [text]
 Hours Worked Per Week [text] Per Hour [text] State [text]
 Zip Code [text]
 Is this student self-employed? No
 Is the job related to the program completed?* [dropdown]
 If the Job is not related to the Program, is it related to the Career Cluster? [dropdown]
 Does this Student have another Job? No

+ Add Another Job Save

◀ Back to Summary Refresh First Student Previous Student Next Student Last Student Save

- The same screen you are on will update, click on **Update Certification**.

Program, is it related to the Career Cluster? [dropdown]
 Does this Student have another Job? No

+ Add Another Job

◀ Back to Summary Refresh First Student Previous Student Next Student Last Student Save Update Certification

The Certification screen comes up. Click [here](#) for instructions on completing this section.

Reports

Check to make sure you have updated all your students by going **Back to Summary** page. After all your student data is updated, you can run a teacher summary report by clicking on the **View Report** link. This report is a summary of each teacher for a specific program. Since you are saving after each student, you do not have to submit anything. When you complete all your students, you are finished. If you want a paper copy you can export your records to an excel file.

Dashboard
Tech Center Follow-Up Collection ✕

Tech Center-Fulltime Student Follow Up State Program Summary

Enrollment Calendar Year* ▼

Organization Type* Technology Sites ▼

PID* 53507 ▼

Element Type* Tech Center Full-time ▼

Current Calendar Year* ▼

Organization* ▼

Submitter Name* Andra Beyer Load Data

Help Note:

Export to Excel Refresh Select & Continue

School Name	Teacher PID	Teacher Name	State Program	Program Name	Total Student Enrolled	Total Student Left for Follow Up	Division Name	View Report
Technology Center - ...			HM00...	Early Care and Education Teacher As...	34	34	Family & Consu...	View Report
Technology Center - ...			AC003...	Heating, Ventilation & Air Conditioning	51	51	Trade & Indust...	View Report



[Appendix A](#)

Follow-up Completion Code Definitions

Continuing -- Student is continuing in the program this school year and enrollment has been submitted for the current school year in this program.

Student Is Deceased – Student is deceased at the time this report is completed.

Changed Program – Student did not complete the program but transferred to another program at your school.

Transferred to Another School – Student did not complete the program and transferred to another school.

Course Concentrator * – Student did not complete the entire program but did complete 240 or more hours of the program and is no longer enrolled in this program.

Dropped, No Longer in School – Student did not complete the program, is not a course concentrator, is not a skill enhancement enrollee, is not a transfer, did not change programs and is no longer attending a comprehensive school or a technology center.

Program Completer -- Student completed the program last school year. This student will not be submitted as an enrollment in this program for the current school year. Completion is defined as completing all requirements set forth by the school for the program approved for that school.

Skill Enhancement Enrollee – Adult student enrolled in the program for a specific set of knowledge and skills and did not intend to complete the entire program or even an entire course – but did complete the intended course work. Student is no longer enrolled for this school year. This category will only pertain to adult students.

Course Enrollee Only – Student is enrolled in a course at the K-12 site or the tech center and is not enrolled in a program.

**Secondary students who are on an IEP with the full participation of either a technology center representative or a career and technology education instructor as a member of the student's IEP team and who have met the goals for the career and technology education program as stated in their IEP are considered concentrators. Adult students on 504 Accommodation Plans have individualized accommodations that are to be used in the classroom, lab and shop to provide equal access for them to the program curriculum. The development of the 504 Plan should consider the future employment of the student and the effects of the student's disability when writing the 504 Plan. If adjustments to the program are made in the 504 Plan but the core competencies are met the student is considered a concentrator.*

Appendix B

Education and Employment Status & Job Details

For students that completed one or more programs during the past school year, or was a Course Concentrator, indicate their current Education Status and Employment Status. Choices are:

Educational Status:

- Not attending school
- Attending high school or technology center as a secondary student
- Attending a technology center as an adult student
- Attending a private school as an adult student
- Attending a public collegiate school as an adult student
- Educational status is unknown

Employment Status:

- Employed full-time civilian (at least 35 hr/week)
- Employed part-time civilian (less than 35 hr/week)
- Employed full-time Military
- Unemployed but actively seeking employment
- Not in the labor force and not seeking employment
- Employment status is unknown

Job Details:

For students that are employed, provide the following information.

Job Title – list the student’s current job title.

Job Duties – provide a brief description of the student’s job duties.

Current Salary – provide the student’s current salary and whether it is per hour, per week, per month or per year. If the student will not share this information, leave the field blank.

Per – provide whether the salary is hourly, daily, weekly, bi-weekly, monthly, annually.

Hours Worked Per Week – provide the number of hours that the student works per week. Do not count overtime.

Is this Student Self-Employed? – Select Yes or No from the Drop-Down menu.

Is the Job Related to the Program(s) Completed? -- Indicate if the student’s current job is related to one or more programs completed last school year.

If the Job is not Related to the Program(s), is it Related to the Career Cluster? – If the student’s current job is not related to the program, indicate if the job is related to the Career Cluster.

Appendix C

Work-Based Learning Definitions

Governor's Council (GCWED) for work-based learning activities defines **work-based learning activity** as a planned, structured learning experience that provides Oklahomans with real-life or simulated work experiences where they can develop and apply academic, technical, and essential skills; and contributes to the achievement of their postsecondary and employment goal(s). The GCWED is employing a flexible definition of work-based learning, encompassing the activities below:

- **Career Exploration Day / Fairs:** are useful for a range of students. They are frequently used as an exposé or recruiting tool to expose students of all ages to a variety of career options. The Fairs may include age-appropriate job related activities or handouts.
- **Workplace Tours / Field Trips:** Career awareness activities in which students visit a workplace, to learn about the business, meet employees, ask questions and observe work in progress.
- **Guest Speakers:** A career awareness activity in which an industry expert is given a chance to share their perspectives on what the world of business is like, their passion for what they do, to make connections with duties and daily activities of the job, and to offer their well-earned words of advice. The speaker also is open for informal interview from the students and the instructor in the classroom.
- **Service Learning / Research Papers:** A career exploration activity in which the method of teaching and learning combines academic work with service and social action. Students complete a planned series of activities and apply their skills and knowledge to help meet a need in the school or greater community. The activity is usually culminated with a presentation of the research, the process and solution results.
- **Community Service:** perform unpaid public services as a way to gain occupational experience. Students should be considered volunteers only if their intent is to donate their services to religious, charitable, government or nonprofit organizations for the public good.
- **Interviews:** A career awareness activity in which students formally interview a workplace partner about his or her industry and chosen profession. The interview includes discussion of the career itself, duties and daily activities of the job and the level of education required to be successful. The students also explore growth opportunities in the industry and salary ranges for different occupations.
- **Career Mentoring:** A career exploration activity in which the student is matched one-to-one with an adult professional in a chosen field of interest to explore a career and related issues. The career mentor serves as a resource for the student by sharing insights and providing guidance about the workplace, careers and education. This mentoring can take place in conjunction with an activity that a club or student organization is sponsoring.

• **CTE Program of Study [PBL, Co-Op, Clinical, etc.]:** A program of learning that requires learning specific skills and knowledge that is applied to real world-of-work by using Project Based Learning, Co-Op education work site learning, clinical, live work, or any other experiences that lead to the completion of the Program of Study. Thus, allowing the student to enter the work force or advance to a higher work/learning environment.

• **Pre-Apprenticeship:** A pre-apprenticeship is a program designed to prepare individuals to enter and succeed in a Registered Apprenticeship program. Pre-apprenticeship models allow individuals to master essential basic skills and then individuals are directly accepted into the apprenticeship program, often receiving credit for prior experience. Basic essential skills could include training in math, literacy, communication, and other pre-vocational and vocational skills that are essential for future success in a Registered Apprenticeship program. Through a variety of unique designs and approaches, pre-apprenticeship programs can be adapted to meet the needs of differing populations being trained, the various employers and sponsors they serve, and specific opportunities within the local labor market. Pre-apprenticeships have formal relationships with one or more Registered Apprenticeship programs.

• **Job Shadow:** Job shadow experiences allow participants to explore a specific career of interest by observing an experienced employee performing their typical work duties in a real-world work environment. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant. Job shadowing typically includes a partnership between a business and education/training institution and provides relevant career information to assist participants

• **Internship:** A position for a student or trainee to work in an organization for a limited duration, sometimes without pay, to gain work experience, satisfy requirements for a credential, and/or gain course credit. An internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. With the passage of SB 1171 in 2018, Oklahoma employers can participate in Oklahoma's Registered Internship program as of July 2018. The Registered Internship program creates a competitive recruitment process so that employers can find the best intern to meet their organization's needs. It also provides industry-led guidelines for employers to create quality work experiences that benefit both interns and employers. For youth internships where students are receiving K-12 academic credit, the following guidelines were set by the Oklahoma State Department of Education in 20174:

- Students must be juniors or seniors to participate in an internship.
- A maximum of 2 high school elective hours of the 6 rigorous course hours required per school day, can be used for such programs. (The 2 hours include student travel to internship site.) A senior student may petition their local school board to increase to 3 hours if that fits into the student's schedule.
- Internships will count as a semester course and can be repeated for elective credit – up to 1 credit per semester (per class - consistent with concurrent enrollment)
- Districts are encouraged to consider developing local policies and guidelines to govern internship programs including:
 - Agreements between the school and business
 - Grading rubrics for school, student and business (e.g. attendance)
 - Feedback forms for business
 - Performance evaluations for students

- Workplace Safety

- **Apprenticeship:** Highly formal job training experience that involves studying with a master of the trade or experienced mentor on the job. Registered Apprenticeships refer to those programs which are registered with the U.S. Department of Labor (DOL). Registered Apprenticeship programs are a written plan designed to move an apprentice from a low or no skill entry-level position to full occupational proficiency. Registered apprenticeship is an employer-driven, “earn while you learn” model that combines on-the-job training with related technical instruction, resulting in an industry-recognized national certification upon completion. Apprenticeships are full-time, paid positions that provide specialized training in specific occupational skills. Apprentices receive on-the-job training (OJT) from an experienced mentor at the job site that is supplemented by related technical instruction. DOL recommends a minimum of 2,000 hours of on-the-job training and 144 hours of related technical instruction per year of an apprenticeship.

- **Employee Development:** is defined as a process where the employee with the support of his/her employer undergoes various training programs to enhance his/her skills and acquire new knowledge and skills. This development frequently includes training programs and leadership development programs. Investments in employee learning and development directly impact employee engagement and productivity, improving overall business success metrics