ODE EMIS MANUAL

Section 4.5:
Career-Technical Education Correlated Class Record (CV)

Ohio | Department of Education

Version 2.0
June 17, 2015

REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description
2.0	10/16/13	FY14K	997	Updated per course additions.

TABLE OF CONTENTS

4.5 CAREER-TECHNICAL EDUCATION CORRELATED CLASS RECORD (CV)

Required Reporting Periods

The Career-Technical Education Correlated Class Record (CV) is to be reported for the October (K) and Yearend (N) reporting periods.

General Guidelines

To form a career-technical program, the Career-Technical Education Correlated Class Record is used to indicate the relationship between a career-technical anchor (Curriculum Element options VN, VC, VP, or VT) and its

- Associated technical related class (Curriculum Element option V3) for career field workforce development programs,
- Associated technical related class and/or academic class(es) (Curriculum Element option V3) for Career Based Intervention, and
- Instructional support time (Curriculum Element option V3) for GRADS.

One or more Correlated Class Records may be used for a career-technical anchor class. This file is comprised of local classroom codes.

All co-op classes (Curriculum Element option VC or VP) MUST be correlated with a technical related class (Curriculum Element option V3).

Rules for Determining Anchor/Lab/Co-op, First and Second Academic or Technical Related Correlated Classes for the Career-Technical Education Correlated Class. The Career-Technical Correlated Class Record is used to form a career-technical program by associating the career-technical anchor class with its associated class(es).

Rules for the Anchor/Lab/Co-op Class of a career-technical Block.

- The Career-Technical Correlated Class Record must have an Anchor/Lab/Co-op local classroom code with a valid career-technical subject code and career-technical Curriculum Element option (VX).
- The valid Curriculum Element options for the Anchor/Lab/Co-op local classroom code are VN, VC, VP and VT.
- The valid Subject Codes for the Anchor/Lab/Co-op local classroom code are found in Section 4.7 Subject Codes of the EMIS Manual under the following headings:

All subject codes in the following Career Fields could be used as Anchor/Lab/Co-op subject codes (Curriculum Element options VN, VC, VP or VT) for the correlated class record:

- Career Field 01: Agricultural and Environmental Systems
- Career Field 05: Education & Training Subject Codes
- Career Field 06: Engineering & Science Technologies Subject Codes

- Career Field 07: Finance Subject Codes
- Career Field 08: Government and Public Administration Subject Codes
- Career Field 10: Hospitality & Tourism Subject Codes
- Career Field 11: Human Services Subject Codes
- Career Field 12: Information Technology Subject Codes
- Career Field 15: Marketing Subject Codes

The following subject code could be used as an Anchor/Lab/Co-op subject code (Curriculum Element option VN) for the correlated class record:

- Vocational Job Training Coordinating (990371)

The following subject code could be used as an Anchor/Lap/Co-op subject code (Curriculum Element options VN or VC) for the correlated class record:

- Career Based Intervention (CBI) (252525)

The following table includes the Career Fields or Subject Code section where some subject codes are valid but others are not for Anchor/Lab/Co-op subject codes (Curriculum Element options VN, VC, VP, or VT).

Anchor/Lab/Co-op Subject Codes (VN, VC, VP, & VT Curriculum options ONLY)	Does not include subject codes
Career Field 01: Environmental & Agricultural Systems Subject Codes	010001 – Environmental and Agricultural Science
Career Field 02: Arts & Communications Subject Codes	040001 – Arts and Communication Foundation 340010 – Principles of Arts and Communications
Career Field 03: Business & Administrative Services Subject Codes	140001 – Business and Management Foundation 140200 – Business Information Technology 140050 – Introduction to Business and Administrative Services 140075 – Interdisciplinary Career Field Business Concepts
Career Field 04: Construction Technologies Subject Codes	170003 – Construction Foundations 170005 – Construction Technologies
Career Field 05: Education and Training Codes	350001 – Introduction to Education and Training
Career Field 06: Engineering and Science Technology Codes	170007 – Engineering Systems 175001 – Engineering Design 175015 – Pre-Engineering Technologies
Career Field 07: Finance Codes	140025 – Finance Career Field Course
Career Field 09: Health Science Subject Codes	070001 – Foundation for Health Careers 070005 – Health Science
Career Field 10: Hospitality and Tourism Codes	330015 – Introduction to Hospitality and Tourism
Career Field 11: Human Service Codes	172600 – Human Services
Career Field 12: Information Technology Codes	140200 – Information Technology I

Anchor/Lab/Co-op Subject Codes (VN, VC, VP, & VT Curriculum options ONLY)	Does not include subject codes
Career Field 13: Law & Public Safety ~~Subject~~ Codes	170342 – Foundations of Firefighting and Emergency Medical Services 170911 – The American Criminal Justice System 172812 – Public Safety - Core ~~172809 – Fundamentals of Public Safety~~
~~Career Field 13: Law & Public Safety Subject Codes~~	~~172809 – Fundamentals of Public Safety~~
Career Field 14: Manufacturing Technologies Codes	170006 – Manufacturing Technologies
Career Field 15: Marketing Codes	040805 – Introduction to Marketing
Career Field 16: Transportation Systems ~~Subject~~ Codes	~~170004 – Transportation Foundations~~ 170350 – Transportation Systems
Family and Consumer Sciences Codes (Includes GRADS – 090194, 090193, 090192)	~~090001 – Human Resources/Services Foundation~~ ~~090101 – Personal Development~~ ~~090102 – Parenting and Child Development~~ ~~090106 – Family Relations~~ ~~090107 – Nutrition and Wellness~~ ~~090108 – Resource Management~~ ~~090111 – Life Planning~~ ~~090112 – Life Planning w/Career Mentorship~~ ~~090185 – Middle School Work & Family Life~~ 090700 – Consumer and Financial Literacy 091025 – Child Development 091050 – Financial Management I 091051 – Financial Management II 091400 – Career Search 091401 – Career Search II (Includes Mentorship) 091410 – Transitions and Careers 090050 – Healthy Food – Middle School 091077 – Healthy and Safe Food 091200 – Healthy Living 091300 – Managing Transitions

Workforce Development Programs – Rules for the Technical Related Correlated Classes of a Career Field Workforce Development Block.

- The Technical Related Correlated Local Classroom Code Elements must be career-technical Curriculum Element option V3.
- The related correlated local classroom code subject code must be a valid career-technical subject code for the V3 Curriculum Element option. The CTE Secondary Workforce Development Program Matrix (available on the ODE Career-Technical and Adult Education website) lists workforce development subject codes that are valid as V3 Curriculum Element option.
- All students enrolled in a correlated technical related class (V3 Curriculum Element option) must also be enrolled in an approved and funded career field workforce development anchor class (~~VN, VC~~VP or ~~&~~ VT).

Career Based Intervention (CBI) (252525 subject code) – Rules for the First and Second Academic or CBI Related Correlated Classes of a Career-Technical CBI Block.

- The related correlated local classroom code subject code may be a related CBI class (252525 subject code), a valid CBI academic subject code or a valid mathematics, science, English/language arts or social studies subject code. The related correlated class must be the V3 *Curriculum Element* option.
- CBI teachers can instruct ONLY academic subjects in which they are age- and subject-appropriate certificated/licensed (e.g., an elementary certificate (K-8) permits the CBI teacher to teach any academic to 7th-8th grade CBI students only).
- Only CBI technical related or academic V3 courses taught by one CBI teacher can be correlated. CBI technical related or academic V3 courses taught by different CBI teachers cannot be correlated.
- All students enrolled in correlated technical related and academic V3 courses must also be enrolled in that teacher's approved and funded CBI anchor class (VN or VC).

Graduation, Reality and Dual-role Skills (GRADS) (subject codes 090194, 090193, and ~~*090102*~~***090192) – Rules for the Instructional Support Time Correlated Class of a Career-Technical GRADS Program Block.***

- The correlated local classroom codes subject code must be career-technical *Curriculum Element* option V3.
- The correlated local classroom codes subject code must be 090194, 090193, or 090192.
- A GRADS teacher must have one (1) Instructional Support Time (*Curriculum Element* option V3) correlated with one (1) GRADS class taught by that GRADS teacher.
- Students must NOT be enrolled in the Instructional Support Time.

Career-Technical Education Correlated Class Record Data Elements. The following portion of this section discusses each of the data elements within the Career-Technical Education Correlated Class Record data. The elements are organized alphabetically.

☼ *Anchor/Lab/Co-op Local Classroom Code Element*

Record Field Number	CV060
Definition	The Anchor/Lab/Co-op local classroom code found on the Course Master Record.

Valid Options
Alphanumeric code

Reporting Instructions. Report the local classroom code of the career-technical anchor course (VN, VC, VP, or ~~&~~ VT) in the first column on the State Software EMIS screen EMSVEP (labeled "Anchor/Lab/Coop LCC").

☼ *First Correlated Academic or Technical Related Local Classroom Code Element*

Record Field Number	CV070
Definition	The Technical Related local classroom code (or academic local classroom code for Career-Based Intervention; or Instructional Support Time local classroom code for GRADS) from the Course Master Record of the first correlated class.

Valid Options

Alphanumeric code   Local district classroom code

Reporting Instructions. Report the local classroom code of the related course (*Curriculum Element* optionV3) in second column on the State Software EMIS screen EMSVEP (labeled "First Corr. Academic or Tech. Related LCC").

☼ *Second Correlated Academic or Technical Related Element*

Record Field Number	CV080
Definition	The Technical Related local classroom code (or academic local classroom code for Career Based Intervention; or Instructional Support Time local classroom code for GRADS) from the Course Master Record of the second correlated class.

Valid Options

Alphanumeric code   Local district classroom code

Reporting Instructions. Report local classroom code of related course (*Curriculum Element* option V3) in the third column on the State Software EMIS screen EMSVEP (labeled "Second Corr. Academic or Tech. Related LCC").

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Career-Technical Education Correlated Class Record, each combination of values in the following fields must be unique.

Required Fields	Number
Local Classroom Code	CV060
First Correlated Classroom	CV070
Second Correlated Classroom	CV080

4.5 CAREER-TECHNICAL EDUCATION CORRELATED CLASS RECORD (CV) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CV010	9-10	Sort Type	PIC X(2)
		Always "CV"	
	11	Filler	PIC X
CV020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CV030	16	Reporting Period	PIC X
		K – October	
		N – Yearend	
CV040	17-22	District IRN	PIC X(6)
	23-28	Filler	PIC X(6)
CV060	29-48	Anchor/Lab/Co-op Local Classroom Code	PIC X(20)
CV070	49-68	First Correlated Academic or Technical Related Local Classroom Code	PIC X(20)
CV080	69-88	Second Correlated Academic or Technical Related Local Classroom Code	PIC X(20)