

# **ODE EMIS MANUAL**

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



**Version 5.9**  
July 1, 2023

## REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through underlined blue text for additions and red text with strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective	Change #	Description
<u>5.9</u>	<u>7/1/23</u>	<u>FY24</u>	<u>NA</u>	<u>Posted for FY24.</u>
5.8	7/1/22	FY23	NA	Posted for FY23.
5.7	7/1/21	FY22	NA	Posted for FY22.
5.6	7/1/20	FY21	NA	Posted for FY21.
5.5	6/10/20	FY20	NA	Posted for FY20.
5.4	4/25/19	FY19	66261	Removed Curriculum Code VC.
5.3	9/7/18	FY19	67023	Removed subject code table and references to GRADS. Updated general guidelines and rules for anchor/lab/co-op class of a CT block. Updated CBI rules.
5.2	7/2/18	FY19	NA	Posted for FY19.
5.1	12/28/17	FY18		No FY18 changes.
5.0	8/30/17	FY17	NA	No FY17 changes.
4.0	8/22/16	FY16		Added Upcoming Changes section.
3.0	10/6/15	FY15L		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	10/16/13	FY14K	997	Updated per course additions.

## COMING CHANGES

The EMIS Manual is a living document, and each fiscal year’s version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate EMIS Changes webpage.

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## 4.5 CAREER-TECHNICAL EDUCATION CORRELATED CLASS (CV) RECORD

### ***Required Collections***

The Career-Technical Education Correlated Class (CV) Record is to be reported for the Initial and Final Staff and Course (L) Collections.

### ***General Guidelines***

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

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

One or more Correlated Class (CV) 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 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 (CV) 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 (CV) Record must have an Anchor/Lab/Co-op local classroom code with a valid career-technical Subject Code and career-technical Curriculum Element option.
- The valid Curriculum Element options for the Anchor/Lab/Co-op local classroom code are VN, VP, and VT.
- Career Technical Education Related/Correlated (V3) courses must be correlated to an Anchor/Lab/Co-op course. The pathway for both the anchor and correlated V3 courses must have an approved CTE-26 application.
- The valid Subject Codes for the Anchor/Lab/Co-op local classroom code are found in EMIS Manual Section 4.7 Subject Codes under the following headings.

**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 Program and Assessment Matrix (available on the Department’s Career-Technical Education website) lists workforce development subject codes that are valid V3 Curriculum Element options.
- All students enrolled in a correlated technical related class (V3 Curriculum Element option) must also be funded in an approved workforce development anchor class (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 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).
- All students enrolled in correlated technical related and academic V3 courses must also be enrolled in an approved and funded CBI anchor class (VN).

**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 (CV) 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, 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) 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 option V3) 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) 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 the Department. For the Career-Technical Education Correlated Class (CV) 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 (CV) RECORD 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., 2020 (CCYY)	PIC X(4)
CV030	16	Data Set	PIC X
		L – Staff/Course	
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)