

EMIS Focused Training – Career-Tech Q & A
September 2022

Below are some of the questions that were asked during the EMIS Focused Training – Career-Tech sessions held on September 20 and 22, 2022. The questions are in order by topic and include the answer and, in many cases, a link to EMIS documentation where the information can be found. Questions received via Teams Chat and the phone have been included. These Q&A documents, as well as training schedules and presentations, are available on our [EMIS Focused Training webpage](#). Note that the [EMIS Manual](#) continues to be the authoritative source for EMIS reporting guidance.

Data Reporting

Q1 *Why does the 2023_CTE_FOLLOWUP_STDNT_DRAFT file include current students who are concentrators?*

A1 The reasons a student could have been included in the file are:

- Reported withdrawal
- Reported graduation data
- Lack of reported enrollment in 2023

Once enrollment data is submitted in the FY23 Beginning of Year Student (S) Collection, these unexpected students will be removed from the file.

Q2 *Should a program of concentration be reported for a concentrator if they are not currently taking any courses in the aligned program?*

A2 No. The CTE Program of Concentration (FN290) should be reported in the year the student achieves concentrator status and any subsequent year in which the student takes a course aligned to their program of concentration. If they are not taking any courses aligned to their program of concentration, they should not be reported as a concentrator. See [EMIS Manual Section 2.6](#).

Q3 *Would a teacher need a special endorsement to be properly certified to teach a CTE course?*

A3 Licensure requirements depend on course in question as well as the grade level of the students in that course. The [Certification and Licensure Search tool](#) can be used to determine which licenses are considered properly certified to teach a particular course.

Q4 *Do mapped courses need to have the same students in them?*

A4 Whether the students need to match depends on when the courses meet:

- Students would not need to be the same for courses with the same semester code. For example, juniors and seniors scheduled separately during first semester, but taught by the same teacher during the same period.
- Students would need to be the same for courses with different semester codes. For example, a year-long course split between first and second semester.

See [EMIS Manual Section 4.6](#).

Q5 *Can two all year courses be mapped?*

A5 Yes. Courses with Semester code option 3 can be mapped. See [EMIS Manual Section 4.6](#).

Q6 *When courses are mapped together, are the course hours combined?*

A6 The hours will be combined for mapped courses in different semesters. See [EMIS Manual Section 4.6](#).

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- Q7** *If the JVS is reporting the Industry Credential, does the Resident District also have to report it?*
- A7** No. The only reason the home district should report is if the JVS misreported or did not report the credential and is no longer able to report the record.
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