

L. Career Technical Education District

L-1. Definitions

A Career Technical Education District (CTED) is a school district that provides Arizona Department of Education (ADE) Career and Technical Education (CTE) approved career technical education courses pursuant to [A.R.S. § 15-391](#). In 2018, Joint Technical Education Districts (JTED) were renamed to CTED. ((H.B. 2526) 2018 Ariz. Sess. Laws, 2nd Regular Session, Chapter 311). Please see the [definition of a CTE Course](#) pursuant to [A.R.S. § 15-391\(2\)](#) and the [definition of a CTE Program](#) pursuant to [A.R.S. § 15-391\(4\)](#).

L-2. CTDS Numbers

Accurate determination of a student's Full Time Equivalency (FTE) and maximum combined FTE cannot be made without site-specific details, as specified in [A.R.S. § 15-393\(O\),\(P\),\(Q\), \(R\) and \(U\)](#). Completion of a CTED site entity form will be the basis for populating the ADE entity management system. If instruction for a single course is provided at multiple locations, only the primary location must have a CTDS. CTED students attending CTED programs and courses provided at community colleges may be reported under a single CTDS number even though the community college has multiple campuses. A CTDS is required for each community college for which an IGA is required.

L-3. CTED Calendars

The first day of each calendar will be the 1st instructional day for the first semester, without regard to individual students' first scheduled day of class. Additional information regarding a student's first day of enrollment can be found in section [L-5a](#) below.

The last day of each calendar will be the last scheduled instructional day for the second semester, without regard to students' scheduled last day of class.

All AzEDS instructional calendar rules apply (holidays, fall, winter, and spring breaks, etc.).

All new or updated calendars may only be for 4 or 5 instructional days per week and must describe the entire instructional year, excluding summer school.

Each community college may establish one instructional calendar to be used for all campuses at which the community college offers CTED courses on identical instructional calendars. If all campuses of the community college operate on an identical instructional calendar, only one calendar is required. If one or more instructional or non-instructional days vary from one campus or location to another, additional calendar(s) are required.

CTEDs which have submitted student data under multiple CTDS and/or multiple calendars may elect to continue as is for the remainder of Fiscal year 2019-2020 or convert to the above.

Options may include updating existing calendars for a single campus to reflect the new calendar model or creating a new calendar. Both options require the assignment of students to the new or updated calendar.

CTED courses and programs which require Saturday attendance will not increase instructional calendar days for those Saturdays. Students will generate Average Daily Membership (ADM) based on the days enrolled during the 4- or 5-day calendars established pursuant to the above specifications. Attendance should only be reported on the weekdays it actually occurs during the 4- or 5-day instructional calendar. Instructional time that occurs on a Saturday or Sunday should not be reported.

L-4. AzEDS Reporting and Verification

Only Arizona resident CTED students in grades 10, 11, and 12 may be reported for state aid funding purposes, and generate fundable ADM per [A.R.S. § 15-393\(N\)\(O\)\(P\)\(Q\)](#).

L-4a. State Aid Eligibility and Tuition Payer Codes for CTEDS

Regardless of ADM or state aid eligibility, all students enrolled in CTED programs and courses must be reported. The memberships for students eligible for state aid must be reported with a tuition payer code of 1. Students not eligible to be reported for state aid purposes, including students in the 9th grade, must be reported with a tuition payer code of 2.

L-4b. FTE

Even though a CTED and member district can each generate up to a 1.000 ADM, depending on the scenario, ADM will be limited to 1.750, 1.250, or 1.000.

Courses offered in single periods of 150 minutes (not including breaks) or more per day, 5-days per instructional week, for 180 days on a **CTED centralized campus** which is owned and operated by the CTED shall be reported with an FTE of 0.75 for the actual number of days enrolled in the course ([A.R.S. § 15-393\(P\)](#)). Proration of FTE for incremental portions of the 150 minutes is not provided for in statute. Passing time may not be included as part of the 150 minutes, as passing time is already considered in allowing 0.75 FTE for 150 minutes per [A.R.S. § 15-393\(P\)](#).

Courses offered in single periods of 150 minutes (not including breaks) or more per day, 5-days per instructional week, for 180 days on a **CTED leased centralized campus** may be reported with an FTE not to exceed 0.75 for the actual number of days enrolled in the course ([A.R.S. § 15-393\(Q\)](#)). Proration of FTE for incremental portions of the 150 minutes is not provided for in statute. An FTE of 0.75 for a 150-minute course provided on a leased centralized campus shall be reported in its entirety by the CTED. Passing time may not be included as part of the 150 minutes, as passing time is already considered in allowing 0.75 FTE for 150 minutes per [A.R.S. § 15-393\(Q\)](#).

The FTE generated for each CTE course that does not meet the requirements of [A.R.S. § 15-393\(P\) and \(Q\)](#) shall be 0.25 ([A.R.S. § 15-393\(N\)](#)). The FTE generated for a single period of instructional time that is less than 150 minutes per day or that meets fewer than 5 days per week or for fewer than 180 instructional days is 0.25 pursuant to [A.R.S. § 15-393\(N\)](#).

L-4bi. Member District FTE

Student member district FTE is determined based solely on enrollment in non-CTED member district courses. Enrollment in CTED courses which are to be reported by or for the CTED shall not be included in students' member district FTE determination. Satellite courses may not be included in both the CTED FTE determination and the member district FTE determination.

L-4bii. Grand Canyon Diploma FTE

Students eligible for a Grand Canyon Diploma (GCD), [A.R.S. § 15-792.03\(C\)\(3\)](#), may be enrolled in a full-time CTED instructional program offered on one or more campuses. The CTED shall report an FTE of 1.00 and the school at which the student became eligible for the GCD may report an FTE of 0.25.

- A student may not be eligible for a GCD prior to the end of the 10th grade.
- A student enrolled in a CTED program pursuant to [A.R.S. § 15-792.03\(C\)](#) shall not have graduated from high school.
- A student is eligible for enrollment pursuant to [A.R.S. § 15-792.03\(C\)](#) until the student would have otherwise graduated.

A student is not eligible for enrollment pursuant to [A.R.S. § 15-792.03\(C\)](#) with less than full time enrollment.

L-4biii. FTE by Campus Type and Course

In scenarios where total generated ADM exceeds 1.750, 1.250, or 1.000, ADM will be proportionally allocated based on each LEAs ADM. If a different allocation is specified in the IGA, it must be managed by the FTE reported by each LEA.

FTE 150 minute per day or 750 minutes per week courses: 0.75

Students in CTED programs/courses offered on CTED centralized campuses, on CTED leased centralized campuses, or on community college campuses may be reported with an FTE of 0.75 when the courses meet the following criteria:

- 150 minutes per day, per course, 5 days per week; **or**
- 750 minutes per week, per course

The instructional minutes shall not include any non-instructional time such as passing time or scheduled breaks.

The minimum number of minutes required for daily attendance multiplied by the total number of school days per school year shall be at least equal to the number of minutes prescribed for that program or grade in section [A.R.S. § 15-901\(A\)\(5\)](#) multiplied by one hundred eighty. An additional subject that does not meet the above criteria may be included in the calculation of the FTE making the total FTE 1.00. Even though a CTED and member district can each generate up to a 1.000 ADM, depending on the scenario, ADM will be limited to 1.750, 1.250, or 1.000.

FTE Courses of fewer than 150 minutes per day: 0.25

FTE for students in CTED programs/courses offered on CTED centralized campuses, on CTED leased centralized campuses, and on community college campuses shall be reported with an FTE of 0.25 for each course offered:

- For 4- or 5-day instructional weeks and for fewer than 150 minutes per course as defined by [A.R.S. § 15-391\(2\)](#).
 - 1 subject: FTE of 0.25
 - 2 subjects: FTE of 0.50
 - 3 subjects: FTE of 0.75
 - 4 or more subjects: FTE of 1.00

FTE Satellite Courses: 0.25

Students in CTED programs/courses offered on satellite campuses may be reported with an FTE of 0.25 for each course. The maximum combined FTE for the CTED and the member district is 1.25.

- Potential CTED satellite FTE's:
 - 1 subject: FTE of 0.25
 - 2 subjects: FTE of 0.50
 - 3 subjects: FTE of 0.75
 - 4 subjects: FTE of 1.00

FTE fewer than 150 minutes per day courses: 0.25

The FTE for students attending CTED courses offered in facilities which do not meet the definition of a community college campus, a centralized campus, a leased centralized campus, or a satellite campus may be reported with an FTE of 0.25 per course. The maximum combined FTE for the CTED and the member district is 1.00.

- Potential CTED FTE's:
 - 1 subject: FTE of 0.25
 - 2 subjects: FTE of 0.50
 - 3 subjects: FTE of 0.75
 - 4 subjects: FTE of 1.00

Students in CTED courses offered by a community college on a member district campus must be reported as satellite students. A community college which provides instruction at a facility which it has leased, except for a facility on a member district campus, may qualify students at this leased facility to generate an ADM of up to 1.000. See community college FTE options above.

L-4biv. FTE Examples

The following examples assume a 180-day school year with 5-day weeks, except as specified.

The example student schedules at the member district are simplified. If the student is scheduled for and participates in lunch or study hall for 50 or more minutes per day, the total instructional time at the member district can increase. Specifically, in Example 2, the additional instructional time from daily lunch and study hall would allow the member district to report an FTE of 1.00 ((S.B. 1156) 2017 Ariz. Sess. Laws, 1st Regular Session, Chapter 333, Section 1).

For guidance on any scenario not represented in these examples, please email SFAlystTeam@azed.gov and note that each scenario will be reviewed on a case-by-case basis.

FTE Example 1, Sufficient Hours

In Example 1, there are sufficient enrolled courses and hours of instruction for the member district to report an FTE of 1.00 and the CTED to report an FTE of 0.25 for satellite classes. Instructional time, excluding the CTED course(s), meets or exceeds 4 courses and 720 hours for enrolled courses to be reported by the member district.

<u>Courses</u>	<u>Member District Daily Class Length (minutes)</u>	<u>CTED Daily Class Length (minutes)</u>	<u>Student Total Daily</u>
English	60		60
Science	60		60
Algebra	60		60
PE	60		60
Mechanical Drawing - CTED		60	60
Total Daily Minutes	240	60	300

Total daily instructional time: 300 minutes x 180 days = 900 Hours

Less CTED Reported Time of 60 minutes: 240 minutes x 180 days = 720 Hours in member district

FTE Example 2, Shorter Class Periods

In example 2, there are a sufficient number of enrolled courses and hours of instruction for the member district to report an FTE of 0.75 and for the CTED to report an FTE of 0.25. While all courses combined exceed the required 720 annual required hours, the reporting of the Mechanical Drawing - CTED course taught by the CTED leaves only 200 minutes per day, or 600 hours annually, for the member district to base the student's FTE on. Even though the student is enrolled in 4 member district courses, the member district generates an FTE of only 0.75 (4 member district courses and 200 minutes per day = 0.75 FTE, because 600 hours ÷ 720 hours = 0.833, and is rounded down to 0.75).

In this case, the member district may report an FTE of 1.00 only if the ADM sharing agreement allows the member district to report the CTED satellite FTE of 0.00. If the CTED is reporting the CTED course for this student as a 0.25 FTE, the member district must report an FTE of 0.75 for the student.

<u>Courses</u>	<u>Member District Daily Class Length (minutes)</u>	<u>CTED Daily Class Length (minutes)</u>	<u>Student Total Daily</u>
English	50		50
Science	50		50
Algebra	50		50
PE	50		50
Mechanical Drawing - CTED		50	50
Total	200	50	250

Total daily instructional time: 250 minutes x 180 days = 750 Hours

Less CTED Reported Time of 50 minutes: 200 minutes x 180 days = 600 Hours in member district

FTE Example 3, Shorter Class Periods

In Example 3, the student is enrolled in 4 member district courses and 2 CTED satellite courses, and instructional time totals 300 minutes per day, or 900 hours for the year. The member district generates an FTE of 0.75 for member district courses (4 member district courses and 200 minutes per day = 0.75 FTE, because 600 hours ÷ 720 hours = 0.83, and is rounded down to 0.75).

However, if allowed by CTED/member district agreement, one of these satellite courses may be reported by the member district for an increase in the member district FTE to 1.00 (4 member district courses plus 1 satellite course allocated to the member in the IGA results in 5 courses and 250 minutes per day or 750 hours per year).

<u>Courses</u>	<u>Member District Daily Class Length (minutes)</u>	<u>CTED Daily Class Length (minutes)</u>	<u>Student Total Daily</u>
English	50		50
Science	50		50
Algebra	50		50
PE	50		50
Computer Science - CTED		50	50
Mechanical Drawing - CTED		50	50
Total	200	100	300

Total daily instructional time: 300 minutes x 180 days = 900 Hours

Less CTED Time of 100 Minutes: 200 minutes x 180 days = 600 Hours in member district

L-4c. Online Instruction

CTED courses offered by community colleges which require partial online or full online instruction will generate ADM based on the days enrolled during the 4- or 5-day calendars established pursuant to the specifications provided in [L-3](#).

For CTED provided online instruction (not through a community college), the CTED must be approved by the State Board of Education to offer online instruction and a majority of CTED instruction must be conducted in a laboratory environment, field-based environment, or work-based learning environment for the course to qualify for funding. Also, online instruction must be reported on a CTDS that specifically tracks the instructional time logged by each student.

L-5. Community College CTED Course Enrollment Date

L-5a. First Enrollment During Semester 1

Students enrolled prior to or on the first instructional day of semester 1 and who physically attend class during the 1st ten days of the instructional calendar, may be reported with an enrollment date equal to the first day of the community college instructional calendar. If a student enrolls on or after the 2nd instructional days of semester 1, the first day of actual attendance shall be reported as the enrollment date.

Enrollment Date Example 1

The first day of instruction for the 1st semester is Monday, August 10, but the student is pre-enrolled, and his first scheduled day of instruction is Tuesday, August 11. The student attends class at least 1 time on or prior to Monday, August 24, thus, the student's first day of enrollment should be reported to ADE as Monday, August 12.

Enrollment Date Example 2

The first day of instruction for the 1st semester is Monday, August 10. The student is **not** pre-enrolled and her first scheduled day of instruction is Friday, August 14. She attends class on Friday, August 14, thus the student's first day of enrollment is Friday, August 14.

L-5b. First Enrollment During Semester 2

Students not enrolled on the last day of the first semester, shall be reported with an enrollment date equal to their first actual day of attendance.

L-6. Leased Centralized Campus Reporting

Leases entered into by CTED's on or after December 31, 2012, must be approved by the Joint Committee on Capital Review. The lease must be at fair market value if the facility is located on a member district's site. The enrollment of students residing within the CTED at a leased centralized campus must be reported by the CTED as being a resident of the CTED. ADM cannot be shared with a member district.

To be eligible for a combined ADM of 1.750, the leased centralized campus must have students from multiple high schools. Please note that the combined ADM cap is 1.000 without enrollment from multiple high schools.

L-7. ADM and Limiting

ADM may be claimed, by either the CTED or the member district (not both), for a student in grades 10, 11, or 12, who is enrolled in a CTE course ([A.R.S. § 15-391\(2\)](#)) which is provided at either a CTED

centralized campus (owned and operated by the CTED) or a CTED satellite campus, as agreed upon by the CTED and the member district. ADM for students at a leased centralized campus must be reported by the CTED. Effective July 1, 2016, the ADM allocation methodology must be clearly stated as part of the Intergovernmental Agreement (IGA) required pursuant to [A.R.S. § 15-393\(L\)](#). The IGA shall be made available to ADE upon request. An IGA must be current, be in writing, include an effective and expiration date, and specify the community college campus at which the CTED instruction will occur. They must also be approved by the community college and the CTED, with signatures by authorized representatives.

L-7a. ADM

To be eligible for ADM, students must be enrolled in ADE-Approved CTE Courses. Like all other courses, only one entity may claim ADM for a student’s enrollment in a CTED course.

Every district is required to establish an instructional calendar for the school year. The instructional calendar must be certified and passing Integrity before any student detail information can be processed through the Integrity and ADM calculation engine (ACE) in AzEDS.

The instructional calendar is used for the purposes of calculating the 100th day in session and the 100th day ADM. Until the 100th instructional day of the track, a student’s ADM is calculated projecting their enrollment to the end of the instructional calendar.

When a student withdraws from school or reaches the 100th instructional day of the track, ACE will calculate actual 100th day ADM for that student. Until then, ACE will calculate the projected 40th, 100th, and 200th (if applicable) day prior to reaching these milestones and will reflect transactions available at the time of processing.

The “Year End ADM Before Limiting” value for each student is calculated using the number of days the student is enrolled as a member in the instructional calendar divided by 100 days (or 200 days if applicable) then multiplied by the students reported FTE as follows:

$$\text{Year End ADM Before Limiting} = \frac{\text{Membership Days}}{100} \times \text{FTE}$$

L-7b. Limiting

The total combined ADM generated by a single student, including enrollment in a school district, charter school, and CTED, is limited as follows:

- Student enrollments which include an enrollment in a CTED course offered on a Satellite Campus will be limited to 1.250 ADM ([A.R.S. § 15-393\(N\)\(O\)](#)).
- Student enrollments which include an enrollment in a CTED course offered on a Centralized Campus will be limited to 1.750 ADM ([A.R.S. § 15-393\(P\)](#)).
 - 0.75 FTE may consist of one class that meets the requirements specified in [A.R.S. § 15-393\(P\)](#) or 3 or more courses that must be reported as a 0.25 FTE per [A.R.S. § 15-393\(N\)](#).

- Student enrollments which include an enrollment in a CTED course offered on a Leased Centralized Campus will be limited to 1.750 ADM ([A.R.S. § 15-393\(Q\)](#)).
 - 0.75 FTE may consist of one class that meets the requirements specified in [A.R.S. § 15-393\(Q\)](#) or 3 courses that must be reported as a 0.25 FTE per [A.R.S. § 15-393\(N\)](#).
- Student enrollments in a CTED course offered at a Community College will be limited to 1.750 ADM ([A.R.S. § 15-393\(P\)](#)).
 - 0.75 FTE may consist of one class that meets the requirements specified in [A.R.S. § 15-393\(P\)](#) or 3 or more courses that must be reported as a 0.25 FTE per [A.R.S. § 15-393\(N\)](#).
- Students enrollments in CTED courses offered at facilities not included above will be limited to 1.000 ADM ([A.R.S. § 15-393\(D\) and \(O\)](#)).

ACE will calculate the limited ADM for each membership for a student across all schools for a given fiscal year. The Limiting Factor for each student is the ratio of possible ADM used to reduce the membership days for each of a student’s memberships proportionally. The Limited Membership Days value for a membership is membership days multiplied by that ratio:

$$\text{Limiting Factor} = \frac{\text{Maximum Membership Days for the Student}}{\text{Total Membership Days for the Student}}$$

L-7bi. Limiting Examples

The following examples are designed to demonstrate limiting. For guidance on any scenario not represented in these examples, please email SFAlystTeam@azed.gov and note that each scenario will be reviewed on a case-by-case basis.

CTED Limiting Example 1, Sharing ADM Between 2 Schools

A student was enrolled for the full fiscal year on their first day of school as a 1.00 FTE with School District A and as a 1.00 FTE at a CTED Centralized Campus (per [A.R.S. § 15-901](#), [A.R.S. § 15-391](#) and [A.R.S. § 15-393](#)):

School District A will share the 1.750 ADM with the CTED Centralized Campus if all statutory requirements are met for calculation of FTE:

School	ADM before Limiting	Limiting Factor	Limited ADM
Member District School	1.000	175/200	0.875
CTED Centralized Site	1.000	175/200	0.875

The ADM before limiting for this example student’s memberships represent 100 days each. To find the limiting factor, divide the possible membership days for the concurrency by the total membership days for the student. In this case, the student is allowed up to 1.750 ADM which is 175 days, divided by the 200 total membership days for the student resulting in a Limiting Factor of 0.875. To find Limited ADM: ((Limiting Factor) x (Fundable Membership Days)) ÷ 100 = Limited ADM.

CTED Limiting Example 2, Sharing ADM Between 3 Schools

If the same student has fundable membership days at a third school, that ADM will be proportionately distributed using the ADM limiting factor as follows:

School	ADM before Limiting	Limiting Factor	Limited ADM
Member District A School	1.000	175/205	0.853
Non-Member District B School	0.300	175/205	0.256
CTED Centralized Site	0.750	175/205	0.640

In this second example, the student is still allowed up to 1.750 ADM which is 175 days, divided by the 205 total membership days for the student resulting in a Limiting Factor of 0.8536. Either School District A or School District B must be a member district of the CTED.

L-8. Appendix

L-8a. A.R.S. § 15-391

The following excerpts from Arizona Revised Statutes were extracted from <https://www.azleg.gov> in March 2020. The page includes the following note, “The Arizona Revised Statutes have been updated to include the revised sections from the 54th Legislature, 1st Regular Session. Please note that the next update of this compilation will not take place until after the conclusion of the 54th Legislature, 2nd Regular Session, which convenes in January 2020.”

15-391. Definitions

In this article, unless the context otherwise requires:

1. "Career technical education board" means a career technical education district governing board.

2. "Career technical education course" means a course that is offered by a career technical education district as part of a career technical education district program, that is approved by the career and technical education division of the department of education and that meets each of the following requirements:

(a) Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.

(b) Is part of a program that requires students to obtain a passing score of at least sixty percent on an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry for that program of study.

(c) Is part of an approved career technical education district program.

(d) Is not a course or any variation of a course, including honors, that is required under the minimum course of study pursuant to section 15-701.01 in order to graduate from high school, except that credit may be awarded for any career and technical education course.

(e) Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment, except for community college courses.

(f) Has demonstrated a need for extra funding in order to provide the career technical education course.

(g) Requires specialized equipment and specialized materials in order to provide instruction to students that exceeds the cost of a standard educational course.

3. "Career technical education district" means a district that is formed pursuant to this article and that offers career technical education courses.

4. "Career technical education district program" means a sequence of courses that is offered by a career technical education district and that meets all of the following requirements:

(a) Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.

(b) Requires an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry or an assessment necessary for certification, if appropriate, or for career readiness and entry-level employment, in and acceptance by that vocation or industry. Any assessment adopted pursuant to this subdivision shall require a passing score of at least sixty percent.

(c) Requires specialized equipment and specialized materials in order to provide instruction to students that exceeds the cost of a standard educational course.

(d) Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment, and requires career and technical student organization participation, except for community college courses.

(e) Demonstrates alignment through a curriculum, instructional model and course sequence to meet the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.

(f) Has a defined pathway to career and postsecondary education in a specific vocation or industry as determined by the career and technical education division of the department of education.

(g) Is approved by the career and technical education division of the department of education based only on the requirements prescribed in this paragraph after the submission of all required documentation.

- (h) Is certified by the career technical education district governing board to have met all the requirements prescribed in this article.
- (i) Is offered only to students in grades nine, ten, eleven and twelve.
- (j) Fills a high-need vocational or industry need as determined by the career and technical education division of the department of education.
- (k) Requires a single or stackable credential as described in subdivision (l) of this paragraph or a skill that will allow a student to obtain work as described in subdivision (l) of this paragraph on graduation before receiving an associate degree or baccalaureate degree.
- (l) Leads to certification or licensure, if available, or to career readiness and entry-level employment where relevant certification or licensure does not exist in that industry, in the designated vocation or industry that has been verified and accepted by that vocation or industry and that qualifies the person for employment. If there is no certification or licensure that is accepted by the vocation or industry, or if business practicalities do not require certification or licensure, completion of the program must qualify the student for at least entry-level employment.
- (m) Requires instruction and instructional materials in courses that are substantially different from and exceed the scope of standard instruction and that include vocational skills, competencies and knowledge to be successful in the designated career technical education district program vocation or industry.
- (n) An industry or vocation has agreed to provide financial or technical support to the career technical education district for a specific career technical education district program. For the purposes of this subdivision, "financial support" includes in-kind contributions and donations.
- (o) A career technical education district has demonstrated a need for extra funding in order to provide the career technical education district program.

5. "State board" means the state board of education.