

# **Career and Technical Education (CTE) Levy Web-Based Reporting System**

## **User's Guide**

**Updated March 2017**

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## Purpose

This manual is designed to assist school districts to meet data reporting requirements for career and technical education programs as they access career and technical education levy revenue.

Minnesota Statutes, section 124D.4531 governs the career and technical education levy. [Minnesota Statute for Career and Technical Education Levy](#)

### 124D.4531 CAREER AND TECHNICAL REVENUE

Subdivision 1. **Career and technical revenue.** (a) A district with a career and technical program approved under this section for the fiscal year in which the levy is certified is eligible for career and technical revenue equal to 35 percent of approved expenditures in the fiscal year in which the levy is certified for the following:

(1) salaries paid to essential, licensed personnel providing direct instructional services to students in that fiscal year, including extended contracts, for services rendered in the district's approved career and technical education programs, excluding salaries reimbursed by another school district under clause (2);

(2) amounts paid to another Minnesota school district for salaries of essential, licensed personnel providing direct instructional services to students in that fiscal year for services rendered in the district's approved career and technical education programs;

(3) contracted services provided by a public or private agency other than a Minnesota school district or cooperative center under chapter 123A or 136D;

(4) necessary travel between instructional sites by licensed career and technical education personnel;

(5) necessary travel by licensed career and technical education personnel for vocational student organization activities held within the state for instructional purposes;

(6) curriculum development activities that are part of a five-year plan for improvement based on program assessment;

(7) necessary travel by licensed career and technical education personnel for noncollegiate credit-bearing professional development; and

(8) specialized vocational instructional supplies.

(b) The district must recognize the full amount of this levy as revenue for the fiscal year in which it is certified.

(c) The amount of the revenue calculated under this subdivision may not exceed \$17,850,000 for taxes payable in 2012, \$15,520,000 for taxes payable in 2013, and \$20,657,000 for taxes payable in 2014.

(d) If the estimated revenue exceeds the amount in paragraph (c), the commissioner must reduce the percentage in paragraph (a) until the estimated revenue no longer exceeds the limit in paragraph (c).

Subdivision 1a. **Career and technical levy.** (a) For fiscal year 2014 only, a district may levy an amount not more than the product of its career and technical revenue times the lesser of one or the ratio of its adjusted net tax capacity per adjusted pupil unit in the fiscal year in which the levy is certified to the career and technical revenue equalizing factor. The career and technical revenue equalizing factor for fiscal year 2014 equals \$7,612.

(b) For fiscal year 2015 and later, a district may levy an amount not more than the product of its career and technical revenue times the lesser of one or the ratio of its adjusted net tax capacity per

adjusted pupil unit in the fiscal year in which the levy is certified to the career and technical revenue equalizing factor. The career and technical revenue equalizing factor for fiscal year 2015 and later equals \$7,612.

**Subdivision 1b. Career and technical aid.** For fiscal year 2014 and later, a district's career and technical aid equals its career and technical revenue less its career and technical levy. If the district levy is less than the permitted levy, the district's career and technical aid shall be reduced proportionately.

**Subdivision 2. Allocation from cooperative centers and intermediate districts.** For purposes of this section, a cooperative center or an intermediate district must allocate its approved expenditures for career and technical education programs among participating districts.

**Subdivision 3. Revenue guarantee.** Notwithstanding subdivision 1, paragraph (a), the career and technical education revenue for a district is not less than the lesser of:

- (1) the district's career and technical education revenue for the previous fiscal year; or
- (2) 100 percent of the approved expenditures for career and technical programs included in subdivision 1, paragraph (a), for the fiscal year in which the levy is certified.

**Subdivision 3a. Revenue adjustments.** Notwithstanding subdivisions 1, 1a, and 3, for taxes payable in 2012 to 2014 only, the department must calculate the career and technical revenue for each district according to Minnesota Statutes 2010, section [124D.4531](#), and adjust the revenue for each district proportionately to meet the statewide revenue target under subdivision 1, paragraph (c). For purposes of calculating the revenue guarantee under subdivision 3, the career and technical education revenue for the previous fiscal year is the revenue according to Minnesota Statutes 2010, section [124D.4531](#), before adjustments to meet the statewide revenue target.

**Subdivision 4. District reports.** Each district or cooperative center must report data to the department for all career and technical education programs as required by the department to implement the career and technical revenue formula.

**Subdivision 5. Allocation from districts participating in agreements for secondary education or interdistrict cooperation.** For purposes of this section, a district with a career and technical program approved under this section that participates in an agreement under section [123A.30](#) or [123A.32](#) must allocate its revenue authority under this section among participating districts.

## Minnesota Administrative Rules

### 3505.1000 DEFINITIONS

#### Subpart 4a. **Career and technical education.**

"Career and technical education" means organized educational programs, services, and activities which are related to the preparation of individuals for paid or unpaid work or for additional preparation for a career requiring technical competencies or a postsecondary or higher education advanced degree.

#### Subpart 4b. **Career and technical instructional program.**

"Career and technical instructional program" means an educational activity or a series of instructional components designed to meet the program objectives for the period of instruction.

#### Subpart 4c. **Career and technical program advisory committee.**

"Career and technical program advisory committee" means a group of persons with competence or interests in an occupational field related to the program being served, selected for offering advice to teachers or administrators regarding career and technical education. At least 50 percent of the members shall be representatives of a directly related business, labor, or industry.

#### Subpart 31. **Secondary career and technical education.**

"Secondary career and technical education" means programs for grades 9 through 12 that meet the requirements of part 3505.2500, items A to C, and work experience/career exploration programs.

### 3505.2500 INSTRUCTIONAL PROGRAM APPROVAL

The commissioner of education shall approve programs on the following basis. Approval shall be on the basis of a complete program as defined in part 3505.2550. The local education agency shall provide evidence that its curriculum is designed to meet career and technical objectives which shall include:

- A.  
In-depth exploration of occupations to assist in the career planning process;
- B.  
Development of occupational competencies designed to be recognized for advanced placement in postsecondary programs; and
- C.  
Development of occupational competencies necessary to enter an occupation.

Each program shall have a career and technical program advisory committee to advise the teacher, the local authorized administrator, and the local board; the advisory committee shall meet at least two times a year.

For information regarding Career and Technical Education program approval, refer to the career and technical education section of the MDE website: [Minnesota Department of Education Website – Schools, Districts, & Educators - Career and Technical Education – Data and Accountability- Program Approval](#); or contact program staff listed in Appendix V of this manual. A list of all career and technical education programs that may be approved appears in Appendix III.

Regular career and technical education expenditures should be reported through UFARS as follows:

Fund	01
Program	301; 311; 321; 331; 341; 361; 365; 371; 385; 399; 610
Finance	830
Object	140, 143, 185, 305, 365, 366, 394, 396, 433, 490
Course	Not Required

## **UFARS PROGRAM DIMENSIONS**

Appropriate expenditures under the career and technical levy are limited to those reported using the following UFARS Program Codes:

### **301 Agriculture Education**

Courses providing learning experiences concerned with developing knowledge, understanding, and skills in agricultural, agribusiness and agricultural science subjects.

### **311 Marketing Education**

Courses and learning experiences pertaining to employment that directs the flow of goods and services from the producer to the consumer. Emphasis is on the development of attitudes, skills and understanding related to marketing, merchandising and management.

### **321 Health Occupations Education**

Courses and learning experiences designed to develop knowledge and skills required in the supportive services to the health professions. Instruction is organized to prepare pupils for assisting qualified personnel in providing diagnostic, therapeutic, preventative, restorative and rehabilitative services. Includes care and health services to patients.

### **331 Family & Consumer Sciences**

Courses of instruction concerned with work in a home environment. Includes relationships among family members and the managing of family resources.

### **341 Business Education**

Courses of instruction in selected office or business occupations in public and private enterprises or organizations.

### **361 Trade & Industrial Education**

This program is involved in a wide range of trades and industrial occupations, both skilled and semiskilled, and may involve apprenticeships.

### **365 Hospitality & Service Occupations**

Courses of instruction in child care/guidance and education occupations, fashion and apparel, foods, grooming, housing, public safety, and tourism occupations. Programs include instruction in safety, decisions in the use of energy, self-concept, work attitudes and behaviors.

### **371 Related Subjects/Diversified and Interrelated Occupations**

Related subjects include those which cannot be assigned to any of the above programs, as they serve all programs (e.g., industrial communications). Diversified and Interrelated Occupations include combinations of subject matter and learning experiences related to the performance of various skills in a variety of career objectives. Emphasis is on the development of attitudes, skills, and understanding related to the career objectives of the pupils.

**385 Special Needs Non-Disabled**

Activities which serve students who are non-disabled but are economically or academically disadvantaged in career and technical education. Activities include both special programs and support services for pupils enrolled in a regular career and technical education program.

**399 Career and Technical – General**

Consists of all learning experiences related to career and technical education unable to be classified to the specific programs defined above.

**610 Curriculum Consultant And Development**

Professional and/or technical assistance in curriculum consultation and development. This includes preparing and utilizing curriculum materials, training in the various techniques of stimulating and motivating pupils, and instruction-related research and evaluation done by consultants.



## UFARS OBJECT CODES

Appropriate expenditures under the career and technical levy are limited to those reported using the following UFARS Object Codes:

### **140 Licensed Classroom Teacher**

Include salaries of appropriately licensed teaching personnel whose duties include direct student instruction on a regular and systematic basis. Salary amounts in addition to the basic classroom teaching salary should be recorded in Object Code 185, Other Salaries.

### **143 Licensed Instructional Support Personnel**

Include salaries of all licensed auxiliary personnel supporting the teacher/student learning relationship or assisting individual students. Technical tutors would be examples of licensed auxiliary personnel for career and technical education programs.

### **185 Other Salary Payments**

Include all stipend compensation which is hourly based or event-based not described above. Include all compensation for employees which is beyond the basic contract, e.g. career and technical education student organization advisor pay, extended year assignments, etc.

### **305 Consulting Fees/Fees for Services**

Include expenditures for purchased services if not enumerated by other object codes in this series. Services might include a guest speaker or community expert.

### **365 Interdepartmental Transportation Chargeback**

Include expenditures incurred to reclassify the costs incurred by the district's transportation department in providing transportation services to the programs receiving their service. For career and technical education, this is limited to staff travel. (Please refer to Object Code 365 in the UFARS manual for additional information).

### **366 Travel, Conventions and Conferences**

Include expenditures incurred for the cost of transportation, meals, hotel, registration fees, and other expenditures associated with travel and attendance at conventions and conferences. It would also include expenditures incurred for the costs associated with travel by licensed CTE staff between instructional sites, and travel to community instructional sites (work sites for students involved in supervised work-based learning activities. For career and technical education, this is limited to in-state travel.

### **394 Payments for Educational Purposes to Other Agencies (Non-School Districts)**

Include payments made for students to any other public or private agencies (other than school districts) for contracted services, e.g. payments for career and technical education services purchased from other educational agencies, special vocational assessment for learners with disabilities, etc.

**396 Salary Purchased from Other Minnesota School District**

Include payments made to other school districts for the salary of licensed teachers or related service providers who are working in your district but employed by another district.

**433 Supplies and Materials - Individualized Instruction**

Include expenditures for individualized instructional supplies and materials that are unique to the career and technical education program and are not common to the general operation of the school.

**490 Food**

Expenditures for all purchases of food for all uses excluding milk not used in the preparation of food. Purchases of food for the food service program must be associated with Program Code 770, Food Services. Purchases of food for instruction use should be associated with the appropriate CTE program.

## **Instruction Worksheets for the Development of Career and Technical Education Budgets**

A district must submit an estimate of planned expenditures to qualify for the Career and Technical Education Levy, even if the amount of that levy would be based on a factor other than approved expenditures.

### **Secondary Career and Technical Education Staffing Worksheet**

#### **District Identification**

District Number: The 4-digit district identifier, e.g. 0006 (South St. Paul)

District Type: The 2-digit type identifier, e.g. 01 (independent school district)

#### **Program Identification Information**

- Program Name: From the list in Appendix III. Be certain to include only programs for which you have state approval and that are serving students in grades 9-12.
- OE Program Code: The 6-digit occupational education code for your state-approved program from the list in Appendix III.
- UFARS Program Code: The 3-digit UFARS Program Code that corresponds to the OE Code from the table in Appendix III.

#### **Program Staffing Information**

- Name of staff member: Name of the individual providing direct instructional services in this program. This name should match the entry in the state's Teacher Licensing database (see [Minnesota Department of Education Website link to Teacher Licensure](#))
- Check one: Teacher/Technical Tutor: Identify whether the named staff member is a teacher or a licensed technical tutor within the program. You will note the Paraprofessional is included on the drop-downlist in the system but it is not allowable and will soon be removed. Please do not use.
- File Folder Number: The 6-digit file folder number from the Teacher Licensing database.
- Base Salary: The base salary for the individual from the district's master agreement. Do not include benefits, salary for extended time, or salary for additional assignments. Benefits are not an allowable expense for the calculation of a district's career and technical levy. Extended time and some additional assignments would be included as additional salary below.
- Assigned hours per day: List the assigned instructional hours per day including all teaching assignments (both within the career and technical program and other teaching or non-teaching assignments) and preparation time. Do not list hours for after-school time or extended activities.
- Assigned hours within this CTE program: List the instructional hours assigned to this program. Do not list preparation time, instruction in other programs, or other duty assignments (supervision, etc.).
- Assigned hours for teacher preparation per day: List the amount of preparation time assigned each day for all assignments, both within the program and otherwise. The allowable preparation expense for this program will be calculated as the ratio of (assigned hours within the program) divided by (assigned hours per day minus preparation time) times (preparation hours).

- **Extended days:** List the number of days beyond the full teacher contract for which the teacher is hired to provide service for this program. Extended days are generally allowed for work-based learning coordinators to establish worksite agreements or for laboratory instructors to prepare their laboratories for instruction at the beginning of the year.
- **Extended salary:** List the salary for extended days appropriate for this program.
- **Student Organization Advisor Salary:** List any salary addition paid for advising career and technical student organization activities.
- **Salary for additional assignments:** List any salary for other additional assignments associated with this program and describe the additional assignment. Do not list salaries that are general in nature (e.g. department head, general supervisory responsibilities, etc.) or salaries for curriculum development. Curriculum development salaries should be reported as an expense under program code 610 and only when associated with an approved 5-year curriculum development plan.

For clarification on how to complete Program Staffing refer to pages 28 and 29 – [Budget Entry Process - Classroom Support](#) found in this manual.

## **Secondary Career and Technical Education Program Budget Worksheet**

### **District Identification**

**District Number:** The 4-digit district identifier, e.g. 0006 (South St. Paul)

**District Type:** The 2-digit type identifier, e.g. 01 (independent school district)

### **Program Identification Information**

**Program Name:** From the list in Appendix III. Be certain to include only programs for which you have state approval and that are serving students in grades 9-12.

**OE Program Code:** The 6-digit occupational education code for your state-approved program from the list in Appendix III.

**UFARS Program Code:** The 3-digit UFARS Program Code that corresponds to the OE Code from the table in Appendix III.

### **Program Budget Information**

**Object Codes 140, 143 and 185:** See separate Secondary Career and Technical Education Staffing Worksheet

**Object Codes 365/366:** Identify the budgeted amounts for staff travel associated with the program. Allowable travel expenditures may occur as four types:

- **Travel between instructional sites:** Include travel by licensed career and technical education teachers for teaching assignments between one or more sites during the school day. Travel may be between multiple instructional sites within a district or to community instructional sites, most commonly worksites of students participating in work-based learning programs. Do not include travel to get supplies or materials for a program or for other activities not associated with direct instruction.

- **Interdepartmental transportation chargeback:** Include expenditures incurred to reclassify the costs incurred by the district's transportation department in providing transportation services to the programs receiving their service. This is limited to licensed staff travel. For additional information please refer to Object Code 365 in the UFARS manual.
- **Professional development:** Include travel for professional development activities that do not grant collegiate credit for participation. Include mileage, registration, meals, lodging and other usual expenses associated with non-collegiate professional development. Do not include the costs of texts or materials that become the property of the instructor.
- **Student organization activities:** Include travel expenses associated with instructor participation at in-state activities of career and technical student organizations that enhance learning. Include mileage (if not transporting students), registration, meals, lodging and other usual expenses associated with supervision of in-state career and technical student organization activities. Do not include student expenses or student transportation. Do not include mileage for social functions that do not have an instructional component. Do not include costs associated with student organization activities occurring out of the state.

**Object Code 305/394/396:** Identify contracted services that supplement instruction and have been approved by the state. Services supported under these contracts must be provided by a public or private agency other than a Minnesota school district or cooperative center and must enhance instruction. Such contracts might include:

- a. Contracts or honoraria for guest speakers or supplementary instruction providers who do not replace the instructor for the time spent in instruction.
- b. Educational services that prepare students for competitive employment or postsecondary career and technical education participation if not supported by another funding stream.
- c. Contracted mentoring relationships between appropriately licensed career and technical education teachers and college faculty necessary under a formal concurrent enrollment arrangement.

Do not include expenses for student participation under the postsecondary enrollment options program (PSEO) or for the costs of certification exams, advanced placement tests or other activities that provide a direct transferable benefit to individual students.

A copy of a contract between the school district and the provider must be submitted to the state for approval of contracted services under the CTE levy.

**Guidance for school districts purchasing services from another district using PC 999999 and reported under 396 object code:**

Include the school district information for expenses paid to another district for CTE program access. School Districts receiving revenue from another district under the 396 Object Code for access to an approved CTE program should report this revenue under Source Code 021, Tuition and Reimbursements from Minnesota School Districts.

**Object Code 433/490:** Include the costs of specialized instructional supplies necessary for the operation of the program. Individualized instructional supplies and materials are those that are unique to the career and technical education program and not common to the general operation of the school or other educational programs within the school. Include items that are unique to the program (e.g.

welding rods for a welding program, printer cartridges for a business education program where such use exceeds that of most educational programs). Do not include general supplies (paper, markers, etc.). Do not include supplies whose cost will be recovered by resale (e.g. construction materials for a student-produced home, supplies for a food preparation program where products are sold to the student body or general public).

**Program Code 610:** Curriculum development expenditures may be approved if part of a 5-year plan for curriculum improvement approved by the department. The five year plan must be submitted to the department for approval. Amendments are required if the plan or time lines deviate from the approved plan. The plan must identify a formal process involving teachers, administrators, business and industry, and the community. North Central evaluation, Career and Technical Education evaluation, or other evaluation process may be used. Expenditures must be used to develop a career and technical education (CTE) curriculum and may include curriculum writing time and non-instructional activities (curriculum consultation, evaluations, meetings, preparation time, and expenses) by a licensed CTE teacher. Do not include indirect costs such as heating, lighting and administrative expenses.

### **Allocated Costs from Cooperative Districts**

Cooperative and intermediate school districts must complete career and technical education budgets but, because they have no direct levy authority, must allocate costs to participating districts for the purpose of levy calculation. Allocation must be on the basis of participation or other agreed-upon method. The cooperative district is responsible for identifying a per-district percentage allocation so that appropriate levy calculation may occur. The percentage allocation is rounded to two digits, and must total 100 percent. A district receiving levy revenue on the basis of this calculation must forward that revenue to the cooperative district. For the purpose of levy calculation, cooperative districts must identify expenditures on the same basis as independent school districts.

## Part 1 MDE Secure Login

### Standard CTE Levy System User's Guide

#### User Roles & Responsibilities:

- A New User can register for access to a specific MDE Application using the link below. (User has never had a login or access to MDE password-protected Websites). Please note there can only be one CTE District User and one CTE District Administrator per school district.  
[Access MDE Data Submissions page](#)
- Registered Users can request access to the CTE Levy application – same URL as above.  
[Access MDE User Log In page](#)

OR

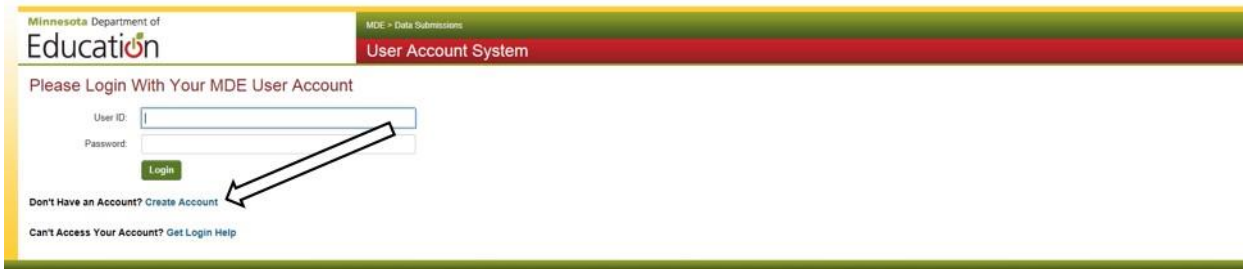
[Access the Career and Technical Education Levy page](#)

- User can access the Secure Login Welcome page for the CTE Levy application – same URL as above.
- User selects the district(s) they are responsible for maintaining.
- User accepts the privacy/confidentiality agreement.
- User can reset a forgotten password (only if a Forgotten Password Retrieval Question and Forgotten Password Retrieval Answer was provided during initial registration setup.)
- User can change their password.
- User can update their contact information.

## Directions for a New User

(Unregistered for an MDE Password-Protected Website)

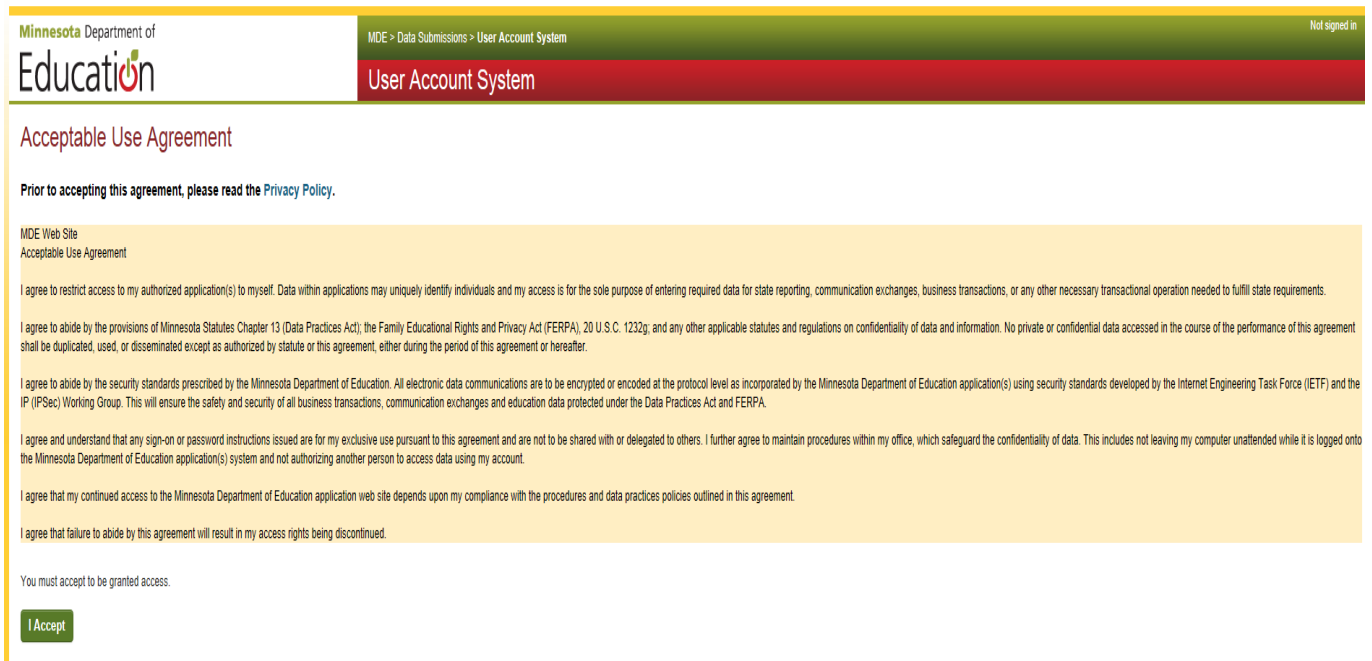
### MDE Secure Login Welcome Page



If you have not previously registered for an MDE password-protected website, follow the instructions below:

1. On the MDE Secure Login Welcome page, go to the third section under the heading bar: **Don't have an account? Create Account** and select the link. This link will start the registration process by first displaying the Site User Authorization Agreement and then the User Profile Entry page.

### MDE Secure Login – User Authorization Agreement Page



2. Read the User Authorization Agreement and select **I Accept** to continue the registration process.

**Note:** If you decide not to register with MDE at this time, then close your browser.



3. Enter the following information on the User Registration Profile Page:

- First Name
- Last Name
- Full Name (this box will fill in from your first and last name)
- Email
- Phone
- User ID (Minimum 8 characters)
- Password (Minimum 8 characters with at least 1 Capital letter; case sensitive)
- Re-enter Password
- Password Retrieval Question
- Password Retrieval Answer

**Note:** It is very **important** to enter the security question and your security answer. MDE staff does not have access to passwords. If you do not enter a password security question and security answer, **there is no way to re-set a password if it is forgotten.**

5. Select the **Create Account** button at the bottom of the screen.

6. The User Account System page will display. Select the Return to Data Submissions page link.

## User Account Authorization screen

Minnesota Department of Education

MDE > Data Submissions > User Account System

### User Account System

#### Authorization Required

Hello JM Norton (JMMBL541)

Our system recognizes that you have a valid User Account System account has not been granted access to the CTE Budget. This is due to one of the following reasons:

1. You have not requested access for CTE Budget application. You may now request access by selecting the button shown here  
[Request Application Access](#)
2. You have made a request for the CTE Budget application access, but it has not yet been approved. Please allow from 1 to 7 business days for approval.

[Return to Data Submissions Page](#)

Revision: 2610

[Link Disclaimer](#)  
[Privacy Statement](#)  
[Accessibility Policy](#)  
[Minnesota Northstar](#)  
[Help](#)

7. Select the Request Application Access button.

Minnesota Department of Education

MDE > Data Submissions > User Account System

### User Account System

#### Choose Role

You are requesting authorization as:

User ID: JMMBL541  
Full Name: JM Norton  
For Application: CTE Budget

Role Name	Description
<a href="#">DistUser</a>	This role enters the budget and expenditure data into the system. It is strongly recommended that this person be the Business Manager or Designee
<a href="#">DistAdmin</a>	This role is the superintendent or designee and approves budgets

[Cancel My Request](#)

Revision: 2610

[Link Disclaimer](#)  
[Privacy Statement](#)  
[Accessibility Policy](#)  
[Minnesota Northstar](#)  
[Help](#)

8. Select the **Role of CTE District User**, CTE MDE User (MDE only), **CTE District**

**Administrator** or CTE Finance User (MDE only) by selecting the radial button next to the appropriate role and select the **Submit** button.

Minnesota Department of  
**Education**

MDE > Data Submissions > User Account System  
**User Account System**

### Choose District

You are requesting authorization as:

User ID: JMMBL541  
Full Name: JM Norton  
For Application: CTE Budget  
Role: DistUser

Select the district for which you would like to request authorization:

I need access to more than one district

District	District
A.C.G.C. Public School District 2396-01	Academia Cesar Chavez Charter School 4073-07
Academic Arts High School 4119-07	Achieve Language Academy 4018-07
Ada-Borup Public School District 2854-01	Adrian Public School District 0511-01
AFSA High School 4074-07	Agamim Classical Academy 4220-07
Atkin Public School District 0001-01	Albany Public School District 0745-01
Albert Lea Public School District 0241-01	Alden-Conger Public School District 0242-01

9. Select the District you would like to request authorization for and submit authorization request.

Minnesota Department of  
**Education**

MDE > Data Submissions > User Account System  
**User Account System**

### Confirm Authorization Request

You are requesting authorization as:

User ID: JMMBL541  
Full Name: JM Norton  
For Application: CTE Budget  
Role: DistUser  
Districts: Agamim Classical Academy 4220-07

Submit My Authorization Request    Back to District Selection    Cancel My Request

10. Select Submit My Authorization Request button. This will alert MDE staff of your request and they will confirm your request. MDE will contact you if there is an individual in your district that is currently identified for the role you are requesting.

- The **CTE District User** is the person who will enter the budget and expenditure data into the system. It is strongly recommended that this person be the Business Manager or Designee.
- The **CTE District Administrator** is the superintendent or designee. MDE Secure Login –User Request Access - Select District(s).
- Close out your browser. You should receive an email notification within 24 hours of your request.

## District Users with Multiple District Access

Minnesota Department of  
**Education**

MDE > Data Submissions > User Account System  
**User Account System**

### Choose District

You are requesting authorization as:

User ID: JMMBL541  
Full Name: JM Norton  
For Application: CTE Budget  
Role: DistUser

Select the district for which you would like to request authorization:

[I need access to more than one district](#)

District	District
----------	----------

11. If you are a District User responsible for more than one district, select **I need access to more than one district** link. The District Administrator must have a separate user id and password for each district for which they are responsible.

Minnesota Department of  
**Education**

MDE > Data Submissions > User Account System  
**User Account System**

### Choose Districts

You are requesting authorization as:

User ID: JMMBL541  
Full Name: JM Norton  
For Application: CTE Budget  
Role: DistUser

Select each District for which you would like to request authorization.

[I need access to only one district](#)

District	District
<input type="checkbox"/> A.C.G.C. Public School District 2396-01	<input type="checkbox"/> Academia Cesar Chavez Charter School 4073-07
<input type="checkbox"/> Academic Arts High School 4119-07	<input type="checkbox"/> Achieve Language Academy 4018-07
<input type="checkbox"/> Ada-Borup Public School District 2854-01	<input type="checkbox"/> Adrian Public School District 0511-01
<input type="checkbox"/> AFSA High School 4074-07	<input type="checkbox"/> Agamim Classical Academy 4220-07
<input type="checkbox"/> Aitkin Public School District 0001-01	<input type="checkbox"/> Albany Public School District 0745-01
<input type="checkbox"/> Albert Lea Public School District 0241-01	<input type="checkbox"/> Alden-Conger Public School District 0242-01

12. Select the districts you are responsible for as District User.

Minnesota Department of  
**Education**

MDE > Data Submissions > User Account System  
**User Account System**

### Confirm Authorization Request

You are requesting authorization as:

User ID: JMMBL541  
Full Name: JM Norton  
For Application: CTE Budget  
Role: DistUser  
Districts: Agamim Classical Academy 4220-07

[Submit My Authorization Request](#) [Back to District Selection](#) [Cancel My Request](#)

13. Select the Submit My Authorization Request button.

## Directions for Users with access to other MDE password-protected websites

### MDE Secure Login Welcome Page

The screenshot shows the MDE Secure Login Welcome Page. At the top left is the Minnesota Department of Education logo. To the right, there is a breadcrumb trail: "MDE > Data Submissions" and a red banner with "User Account System". The main heading is "Please Login With Your MDE User Account". Below this is a login form with two input fields: "User ID: enter in your user name" and "Password:". A green "Login" button is positioned below the password field. To the right of the password field, a red box contains the text "enter in your password, if you forget your password, get login help" with a red arrow pointing to the password field. Below the login form, there are two links: "Don't Have an Account? [Create Account](#)" and "Can't Access Your Account? [Get Login Help](#)". A red arrow points from the "Get Login Help" link to the "Get Login Help" section of the next screenshot.

### Directions for a Forgotten Password

### MDE Secure Login Welcome Page

The screenshot shows the "Get Login Help" section of the MDE Secure Login Welcome Page. The breadcrumb trail is "MDE > Data Submissions > User Account System" and the page is titled "User Account System". The heading is "Get Login Help". Below the heading, it says "We're sorry to hear that you're having problems logging in." and "Do you still have access to the email address you specified when you first set up your MDE account?". There are two main sections: "Yes, I know my email address and still have access to the email account." with links for "I Forgot My Password" and "I Forgot My User ID"; and "No, I don't have access to that email account anymore." with a link to "Please contact the MDE IT Helpdesk at MDE.IT-Helpdesk@state.mn.us for help in restoring your MDE account access." The footer contains "Revision: 2174", "Link Disclaimer", "Privacy Statement", "Accessibility Policy", "Minnesota Northstar", "Help", "Copyright 2014", and "Minnesota Department of Education".

1. Under the second section on the Welcome screen **Forgot your Password?** Select the **click here** link. [Forgot your log in or password to the CTE levy MDE Link](#)

## Forgotten Password User ID Page

The screenshot shows the 'Forgotten User ID' page. At the top left is the Minnesota Department of Education logo. The breadcrumb trail reads 'MDE > Data Submissions > User Account System'. The page title is 'User Account System'. The main heading is 'Forgotten User ID'. Below the heading is a paragraph: 'Provide the information required below and we will email the User ID to your registered email address. If you do not know the answers to these questions -OR- your registered email address is obsolete or no longer in use, please contact MDE IT Helpdesk at [joe.schemenauer@state.mn.us](mailto:joe.schemenauer@state.mn.us)'. There is a note: 'Fields with an "\*" are required'. The form includes fields for '\* Registered Email Address', '\* First Name', and '\* Last Name'. A 'Finish' button is at the bottom left. A red-bordered box on the right contains the text: 'If you forgot your user ID go to this part and fill out your email and first and last name.' At the bottom right, there are links for 'Link Disclaimer', 'Privacy Statement', 'Accessibility Policy', 'Minnesota Northstar', and 'Help'. The revision number '2275' is also visible.

2. Type your **User ID** in the box and select the **Submit** button.

The screenshot shows the 'Security Question and Answer' page. The breadcrumb trail is 'MDE > Data Submissions > User Account System'. The page title is 'User Account System -'. The main heading is 'Security Question and Answer'. The question is 'What city were you born in?'. There is a text input field. Below the field is the instruction: 'Please provide the answer to the question you provided during registration. This is not case sensitive.' A 'Next' button is at the bottom left. A link 'Forgot your Security Answer?' is also present.

3. Type the answer to your Challenge Question in the Password Retrieval Answer box. The answer needs to match the original answer you entered when registering with MDE for a user account. The answer is case-sensitive.

4. Select the **Submit** button.

The screenshot shows a confirmation page. The breadcrumb trail is 'MDE > Data Submissions > User Account System'. The page title is 'User Account System'. A blue message box contains the text: 'Your password has been reset and a temporary password has been sent to your registered email address.' A 'Back to Login Page' button is at the bottom left.

5. Enter a new password in the **Enter new password** box and retype it in the **Retype password** box.

6. Select the **Save** button. You will receive a confirmation that your password has been changed.

7. Select the **Back** button to return to the **Log in** page.

## Directions for User to Update Profile Information or Change Password

### View or Update Your Account

If you have an MDE user account, start here to view your account details and to make updates to your account. [View Account](#) or [View step-by-step instructions on how to view or update your MDE account.](#)

### User Profile Page

The screenshot shows the 'MDE User Account' page. At the top, there is a navigation bar with the Minnesota Department of Education logo and the text 'MDE > Data Submissions > User Account System'. Below this is a red header with 'User Account System -'. The main content area is titled 'MDE User Account' and shows the user is signed in as 'your user name'. It lists user details: User ID, Name (Your name), Email, and Phone (1234567899 1234). There are three main sections: 'Update Personal Information' (with a red arrow pointing to it and a callout box saying 'If you need to update your information, please do it here.'), 'Change Your Password', and 'Change Your Security Question and Answer'. Below these are 'Authorized Applications' and 'Public Applications' sections, each with a table of links and buttons like 'View Access Details', 'Modify My Access', and 'Remove My Access'. At the bottom, there is a 'Non-Authorized Applications' section with a note about missing authorization and a 'Return to Data Submissions' link.

2. Select the **Update Profile** button.

The screenshot shows the 'Update Personal Information' form. It has a header with the Minnesota Department of Education logo and 'MDE > Data Submissions > User Account System'. The form title is 'Update Personal Information'. It includes a note: 'Fields with an "\*" are required'. The form fields are: \* User ID, \* First Name, Middle Name, \* Last Name, \* Full Name, \* Email, \* Confirm Email, and \* Phone. At the bottom, there are 'Save Changes' and 'Cancel' buttons. A red arrow points from the 'Save Changes' button to a callout box that says 'Update any of the fields you need to update, then click on "save changes"'. Below the form, there is a small note: 'Example phone number: 651.582.8200 or 651-582-8200 or 651.582.8200.'

3. Make changes as necessary to your Name, Email Address or Phone Number.

4. Select the **Save** button to update the profile information.

5. A confirmation page is displayed confirming that the User information has been successfully changed.

6. Select the **OK** button to return to the User Profile page.

## Change Password

If you need to change your password, select [Access the User Account System Login page](#)

The screenshot shows the 'MDE User Account' page. At the top left is the Minnesota Department of Education logo. At the top right, there is a breadcrumb trail: 'MDE > Data Submissions > User Account System' and a red button labeled 'User Account System'. Below the header, the page title is 'MDE User Account'. A message states 'You are currently signed in as:' followed by user details: 'User ID: JMMBL541', 'Name: JM Norton', 'Email: jmdbl@bevcomm.net', and 'Phone: 651-582-8333'. There are links for 'Update Personal Information', 'Change Your Password', and 'Change Your Security Question and Answer'. Under 'Authorized Applications:', there are tabs for 'Web Pages' and 'User Actions', with a link 'View or Apply Here' under 'Online Licensing'. A note at the bottom says: 'If you don't see your desired secured web application in the above list, then you don't have the required authorization. Return to Data Submissions.'

Select the **Change Password** button to change your current password.

### **Change Password/Enter New Password**

The screenshot shows the 'Change Password' form. At the top left is the Minnesota Department of Education logo. At the top right, there is a breadcrumb trail: 'MDE > Data Submissions > User Account System' and a red button labeled 'User Account System'. Below the header, the page title is 'Change Password'. A note says 'Fields with an "\*" are required'. The form contains the following fields: 'User ID' (JMMBL541), 'Full Name' (JM Norton), '\* Old Password' (empty text box), '\* New Password' (empty text box), and '\* Confirm Password' (empty text box). Below the password fields, a note states: 'Your password must be at least 8 characters long and include at least one upper case character.' At the bottom left, there are two buttons: 'Change My Password' and 'Cancel'.

- In the **Old Password** entry line, type your current password.
- **Type** the new password in both the New Password box and the Confirm Password box for validation purposes.
- Select the **Change My Password** button at the left bottom of the screen. You will receive a message indicating that your password has been changed.



## Part 2 District User's Guide

### CTE Levy Web-Based Reporting System

#### User Roles & Responsibilities:

The District User is the person who will enter all CTE Program Budget data. It is strongly recommended that this person be someone in the Business Office. If this is not possible, it is VERY IMPORTANT that the information is reviewed by the Business Office before it is submitted to the Superintendent and/or MDE for approval. **There should be only one District User identified per district for the CTE Levy System.**

- User opens a browser window and accesses the URL Website for the CTE Levy Login page and logs in using User ID and password.
- User is able to access the CTE Levy Reporting System User's Guide for information about the web reporting system.
- User reads the General Information for referral to resource information supporting the CTE Levy system.
- User reads the Announcements Page to obtain important information for the CTE Levy system and MDE contact information.
- User is able to select the appropriate district and fiscal cycle.
- User is able to enter program budget/expenditure data for each approved CTE program area.
- User is able to submit each program budget to the superintendent or designee for approval.

## General Information/District Selection

District:   
Program Code:  
Budget Year:

[Logoff](#)  
[Help](#)

### Secondary Career and Technical Education Program Budget

#### General Information

Minnesota Statute § 124D.4531 grants permission to school districts to levy for secondary Career and Technical Education (CTE) programs on a current funding basis. The formula for calculating a district's levy authority is described in statute and is based on a comparison between a district's approved expenditures within its career and technical education programs and the district's enrollment in grades 10-12. For the Department to calculate levy authority, each district must submit a separate budget for each secondary CTE Program within the district/center.

The district's program budget/expenses can be edited or viewed prior to submission to the Superintendent for approval. Once the budget or expense cycle is complete, the program budget information is only viewable.

Click here to review the CTE Levy Reporting System [User Manual](#). If you have questions regarding the OE Program Codes please refer to the [TABLE C](#). It will explain the unique OE Codes and Course Dimensions that are being used by Secondary Career and Technical Education.

Expenditures in state-approved CTE programs should be reported in [UFARS](#) using FIN Code 830.

#### District Information

Please select a district to enter program budget/expense information:

District:

Name of Person Completing This Report:

E-Mail Address:

Title:

Phone Number:  (ex: 1234567890)

Next

1. After logging into the CTE Levy System application, the General Information/District Information screen is displayed.
2. Select your district from the drop-down list and ensure that all contact information is filled in.
3. Select the **Next** button to go to the **Program Budget** page. This is where you will select the fiscal year and approved CTE Program for which the budget and/or expenditure data will be entered.

## Select Fiscal Year and CTE Program

4. Select the drop-down box to select the appropriate fiscal year.
5. Select the drop-down box to select the CTE Program.
6. After selecting both, click on the Next button and the Cost Allocation to Other Districts screen is displayed.
7. If no Cost Allocations to other districts – go to Classroom Support Tab after selecting NEXT button.

## Cost Allocation to Other Districts

8. Cooperative and Intermediate Districts will enter the member district percent breakdown for each of their member districts. (ISD's will not have this option and will be instructed to select the Next button to continue.)
9. Select the District from the drop-down list and enter their percent allocation in the box to the right.

10. Select the **Add/Update** button. The allocation will appear in a table under the first section, **Cost Allocations to Other Districts**, after each entry is added.

11. Repeat these steps for each district you wish to add making sure they total 100 percent.

12. Select the **Next** button to start entering the budget data.

**Note:** On this screen the left navigation bar is displayed for the first time. However, it is best to navigate through the system for the first time using the **Next** button. The **General Information** link is the first link from which you selected your district. You should only need to go back to that link if you need to change the district for which you wish to report. The **Program Selection** link may be used when you have completed the budget entry process for your first **Program** and you wish to select a new **Program**.

### Budget Entry Process – Classroom Support

Please read detailed steps below to clarify questions.

Classroom Support

Staff assigned to the program in your district.

Budget

Copy Budget

Add/Edit Approved Expense Amount

Active	Waiver	Renew	File Folder	Staff Member	Area of Licensure	*Base Salary	Actual Salary	Total Assigned Hrs/Day	Assigned Pgm Hrs/Day	Assigned Prep Hrs/Day	Extended Days	Extended Salary	Student Org Advisory Salary	Salary for Additional Assignments	Edit or Delete Select
true	false	false	111111	John Doe	Teacher	50000.00	50000.00	6.00	5.00	1.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>

Active:  Yes  No

Renewal Required:  Yes  No

Waiver:  Yes  No

File Folder:

Staff Member:

Area of Licensure:

\*Base Salary:  do not include extended time, assignment salaries or fringe benefits

Total Assigned Hours Per Day:  Include the total of teaching hours + prep time + other student contact assignments.

Assigned Hours with This Program per Day:  Include ONLY the hours per day in teaching this CTE program.

Assigned Hours for Teacher Preparation Per Day:  The total hours assigned for prep for the full day.

Extended Days:  Enter days assigned beyond the regular teaching contract.

Extended Salary:  Enter the additional salary beyond the regular school year.

Student Organization Advisory Salary:

Salary for Additional Assignments:

\* per master agreement (do not include extended time, assignment salaries or fringe benefits)

Add / Update
Edit
Delete

Back
Next

1. Enter in the proper licensure “active,” “renewal” or “waiver” for the staff you are entering information on correct **Yes or No** radial button for each of the first three entries.
2. Enter the File Folder # for each licensed staff serving in the selected CTE **Program**.
3. Select Teacher or Technical Tutor from the Area of Licensure drop-down list. You will note that Paraprofessional is included on the drop-down list but it is not allowable and will soon be removed. **Please do not use.**
4. Enter the additional information fields:
5. Base Salary: Enter the Actual salary - do **not** include fringe benefits or extended time
6. Hours per day: Include the total of teaching hours **including** prep time and other student contact hours.
7. Assigned Hours in this Program per Day - **ONLY** include the hours per day in teaching this CTE Program.
8. Assigned Hours for Teacher Preparation per Day – The total hours assigned for prep for the full day. The system will calculate the amount of prep time to be allocated to the CTE program.
9. Extended Days – Enter days assigned beyond the regular teaching contract.
10. Extended Salary – Enter the additional salary beyond the regular school year.

Select the **Add/Update** button after each entry to add a new staff person. Each time you **Add/Update** an entry, the staff person will be added to a table that will appear under Section One, **Classroom Support**.

11. If any Travel or Contracted Services add those on the Approved Expense Amount.
12. Select “SAVE”

If you have travel or contracted services enter them here.

**Secondary Career and Technical Education Program Budget**

**Budget Entry**

- General Information
- Program Selection
- Classroom Support
- Contracted Services
- 5-yr Curriculum Plan
- Budget Information

**Budget Submission**

- Cost Allocations to Other Districts
- Summary of Program Budgets
- Coop Cost Allocation Summary

**Additional Information**

- MDE Announcements
- General Attachments
- General Comments

**Budget Information**

**Budget/Expense View for 2014-2015**

NOTE: Budget/Expense information must be saved before leaving this screen.

When in Expenditure Reporting Mode, to enter actual salary expenditures please go to the Classroom Support screen using the left navigation menu.

UFARS Object Code	Item	Budget Amount	Approved Expense Amount	UFARS	Lesser Amount of the two
140/143	Classroom Support	0.00	0.00	0	0.00
185	Staff Extended Time	0.00	0.00	0	0.00
365/366	Travel (Staff Travel)	0.00	0.00	0	0.00
305/394/396	Contracted Services (Approved By the state) and/or Salary Purchased from Another District	0.00	0.00	0	0.00
433/490	Specialized CTE Instructional Supplies/Food	0.00	0.00	0	0.00
<b>Program Code</b>					
610	Curriculum Development Activities	0.00	0.00	0	0.00
<b>CTE Program</b>					
Total Anticipated Expenditures		52726.00			
<b>Subtotal:</b>		52726.00	0.00	0	0.00

[Enter Additional Budget Information](#)

13. If you have contracted services complete the Contracted Services detailed information.

## Budget Entry Process – Contracted Services

Minnesota Department of  
**Education**

Career & Technical Education

District: ISD XXXXX  
Program Code: Program Code XXX  
Budget Year: 2014-2015

[Logout](#)  
[Help](#)

### Secondary Career and Technical Education Program Budget

**Budget Entry**

- General Information
- Program Selection
- Classroom Support
- Travel
- Contracted Services**
- 5-yr Curriculum Plan
- Budget Information

**Budget Submission**

- Cost Allocations to Other Districts
- Summary of Program Budgets
- Coop Cost Allocation Summary

**Additional Information**

- MDE Announcements
- Equipment Cost/General Attachments
- General Comments

**Contracted Services**

Contracted staff assigned to the program:

**Add Contracted Service**

You may augment your program by contracting for certain services to supplement instruction. Contracts may involve guest speakers or services provided by a public or private agency other than a Minnesota school district or cooperative center. Contracts must be pre-approved by the Department.

*Contractor Identification Number	**Name and Brief Description of Contracted Services Provided	Estimated Expenditures	Actual Expenditures
0		0.00	0.00

Contracted Service Attachment:

\* State/Federal Identification Number  
\*\* A copy of the contract MUST be attached with each request for pre-approval.

When done adding contract and attaching approved contract, select Add/Update.

1. Enter **Contracted Services** data in the space provided, beginning with the Contractor ID#. Use the Tab key to move through the fields.
2. Select the **Add/Update** button after each entry. Each time you **Add/Update** an entry, the entry is added to a table that will appear under the first section, **Contracted Services**.

**Note:** For each **Contracted Service** request you must attach a copy of the contract using the **General Attachments** link on the left navigation bar.

District: ISD XXXXX  
 Program Code: Program Code XXX  
 Budget Year: 2014-2015

[Logout](#)  
[Help](#)

Secondary Career and Technical Education Program Budget

<b>Budget Entry</b>
General Information
Program Selection
Classroom Support
Travel
Contracted Services
5-yr Curriculum Plan
Budget Information
<b>Budget Submission</b>
Cost Allocations to Other Districts
Summary of Program Budgets
Coop Cost Allocation Summary
<b>Additional Information</b>
MDE Announcements
Equipment Cost/General Attachments
General Comments

**Contracted Services**

Contracted staff assigned to the program:

*Contractor Identification Number	Name and Brief Description of Contracted Services Provided	Estimated Expenditures	Actual Expenditures	Delete
12345678	Jane Doe, First Response Training	0.00	500.00	<input type="checkbox"/>

**Add Contracted Service**

You may augment your program by contracting for certain services to supplement instruction. Contracts may involve guest speakers or services provided by a public or private agency other than a Minnesota school district or cooperative center. Contracts must be pre-approved by the Department.

*Contractor Identification Number	**Name and Brief Description of Contracted Services Provided	Estimated Expenditures	Actual Expenditures
12345678	Jane Doe, First Response Training	0.00	500.00

Contracted Service Attachment:

\* State/Federal Identification Number

\*\* A copy of the contract MUST be attached with each request for pre-approval.

District:  
Program Code:  
Budget Year: 2014-2015

[Logout](#)  
[Help](#)

**It is only necessary to complete the 5 year curriculum plan if you are reporting expenditures for program code "610" on the budget information page**

Secondary Career and Technical Education Program Budget

<b>Budget Entry</b>
General Information
Program Selection
Classroom Support
Contracted Services
5-yr Curriculum Plan
Budget Information
<b>Budget Submission</b>
Cost Allocations to Other Districts
Summary of Program Budgets
Coop Cost Allocation Summary
<b>Additional Information</b>
MDE Announcements
General Attachments
General Comments

5-yr Curriculum Plan

NOTE: It is only necessary to complete the 5-yr Curriculum Plan if you are reporting expenditures for "Curriculum Development Activities, Program Code 610" on the Budget Information page.

Please enter required information for the 5-yr plan associated with this program:

5-Yr plan or amendment attached  5-Yr plan on file at MDE

Submitted Date:  (MM/DD/YYYY)

Approved Date:  (MM/DD/YYYY)

Begin Date:  (MM/DD/YYYY)

End Date:  (MM/DD/YYYY)

Assessment type used to evaluate CTE programs:

5-yr Curriculum Plan Attachment:

Assurance Checklist

The 5-year plan for improvement in my district/center is comprehensive and does consider the following criteria: (check all that apply)

- Mission statement for Career and Technical Education
- Coordination with Local Staff Development Plan
- Relevancy to the World of Work (e.g., work-based learning opportunities, all aspects of the industry, etc.)
- Articulation between grade levels and across subject matter areas
- Schedule of estimated timelines and assigned individuals (available upon request)
- 5-year plan has been approved by the local program advisory committee
- All documentation is attached or kept locally and available upon request

## Five-Year Curriculum Plan

1. Enter the data in each of the fields in the format identified, and complete the checklist.
2. Attach the five-year plan or amendment, as applicable. It is only necessary to complete the five-year curriculum plan if you are reporting expenditures for program code "610" on the budget information page.
3. Select the **Next** button to go to the **Budget Information** page that displays the summary of the **Program** budget by object code.



## CTE Programs – Additional Classroom Support

Enter each additional CTE Program and continue with CLASSROOM SUPPORT FOR EACH TEACHER FOR EACH PROGRAM AREA.

Minnesota Department of Education  
Career & Technical Education

District: ISD XXXXX  
Program Code: Program Code XXX  
Budget Year: 2014-2015

Secondary Career and Technical Education Program Budget

Summary of Program Budgets

Select a program budget year to review.  
Program Budget Year: 2013-2014 - Submit

In the budget amount column is your anticipated amount that was entered in the prior year.

Program Code	Program Name	District User Status	District Admin Status	MDE Status	Budget Amount	Expense Amount	Delete
9200	Teacher-Cordinator, Diversified Occupations Co-op Programs	No status	No status	No Status	98517.00		
73208	Health Sciences & Technology Education	No status	No status	No Status	47909.00		
95101	Family and Consumer Science	No status	No status	No Status	0.00		
95204	Creative Design	No status	No status	No Status	607295.00		
140710	Administrative Support Occupations	No status	No status	No Status	239579.00		
170301	Auto Body Mechanics	No status	No status	No Status	94468.00		
170302	Auto Mechanics	No status	No status	No Status	83972.00		
171000	Construction Occupations	No status	No status	No Status	94468.00		
171710	Manufacturing Technology	No status	No status	No Status	445080.00		
172302	Machine Shop Occupations	No status	No status	No Status	381978.00		

you enter in the actual amounts under classroom support for each program and that total amount will appear here.

When all your programs are entered, go to summary of program budgets.

Allocated Costs from Cooperative School District: 0.00  
Net Budget: 2072766.00

Back Delete

Attention **District Users**: When all CTE Approved Programs and actual budgets have been entered, you must complete the Budget Summary before your District Administrator can approve the expenses for your District.

### Budget Entry Process – Budget Summary

You will note that the fields have been populated with a summary of the data previously entered.

1. Select the **Save** button to save the **Program** budget.
2. Once you are certain that your **Program** budget is final and you are ready to submit to the **District Administrator** for review.
3. Select the **Submit Budget** link on the left navigation bar and the **Submit Budget/Expense** screen will display.

**Note:** You must select the **Save** button before trying to Submit Budget/Expense.

# Budget Entry Process – Submit Budget/Expense

District: ISD XXXXX  
 Program Code: Program Code XXX  
 Budget Year: 2014-2015

Under **Summary of Program Budgets** it shows all the Expense Amounts (Actual Amounts) you have entered.

[Logout](#)  
[Help](#)

## Secondary Career and Technical Education Program Budget

**Budget Entry**

- General Information
- Program Selection
- Classroom Support
- Travel
- Contracted Services
- 5-yr Curriculum Plan
- Budget Information

**Budget Submission**

- Cost Allocations to Other Districts
- Summary of Program Budgets
- Coop Cost Allocation Summary

**Summary of Program Budgets**

Select a program budget year to review.

Program Budget Year:

Program Code	Program Name	District User Status	District Admin Status	MDE Status	Budget Amount	Expense Amount	Delete
<a href="#">90101</a>	Family and Consumer Science	No status	No status	No Status	0.00	33000.00	<input type="checkbox"/>
<a href="#">140710</a>	Administrative Support Occupations	Submitted	No status	No Status	0.00	33333.33	<input type="checkbox"/>
<a href="#">171502</a>	Communications Technology Occupations	Submitted	No status	No Status	0.00	43750.00	<input type="checkbox"/>

<< < > >> Rows/page: 0 Refresh

**Budget Entry**

- General Information
- Program Selection
- Classroom Support
- Travel
- Contracted Services
- 5-yr Curriculum Plan
- Budget Information

**Budget Submission**

- Cost Allocations to Other Districts
- Summary of Program Budgets
- Coop Cost Allocation Summary

**Additional Information**

- MDE Announcements
- Equipment Cost/General Attachments
- General Comments

**Summary of Program Budgets**

Select a program budget year to review.

Program Budget Year:

Program Code	Program Name	District User Status	District Admin Status	MDE Status	Budget Amount	Expense Amount	Delete
<a href="#">90101</a>	Family and Consumer Science	Submitted	No status	No Status	0.00	33000.00	<input type="checkbox"/>
<a href="#">140710</a>	Administrative Support Occupations	Submitted	No status	No Status	0.00	33333.33	<input type="checkbox"/>
<a href="#">171502</a>	Communications Technology Occupations	Submitted	No status	No Status	0.00	43750.00	<input type="checkbox"/>

<< < > >> Rows/page: 0 Refresh

Expense is submitted successfully!

Allocated Costs from Cooperative School District: 0.00 0.00  
 Net Budget: 0.00 110083.33

If all information is correct and ready to be submitted for the Superintendent to approve, click "SUBMIT EXPENSE"

After successfully submitting information to the Superintendent you will get the "Expense has been submitted successfully" message.

1. Select the **Submit Expense** button to submit to the **District Administrator** for approval.
  - a. Once the budget is submitted the screen will appear with a notification to indicate that the **"Expense is submitted successfully."**
2. Now that you have received the notification that indicates your budget is submitted successfully, you should contact the **District Administrator** to indicate that all **CTE Program** budgets have been submitted for their approval.
3. At this time the **District Administrator** will log into the system to review, approve and submit all of the CTE Program Budgets to MDE.

## Part 3 District Administrator's Guide

### CTE Levy Web-Based Reporting System

#### User Roles & Responsibilities:

The District Administrator is the superintendent or designee, which, in some cases, may be the Licensed CTE Administrator. **There should be only one District Administrator identified per district for the CTE Levy System.**

- User opens a browser window and accesses the URL Website for the CTE Levy Login page and logs in using User ID and password. URL: [Log into the CTE Levy Website at the MDE](#)
- User is able to access the CTE Levy System User's Guide for information about the web reporting system.
- User reads the General Information for referral to resource information supporting the CTE Levy system.
- User reads the Announcements Page to obtain important information for the CTE Levy system and MDE contact information.
- User is able to select the appropriate district and fiscal cycle.
- User is able to review program budget/expenditure data for each approved CTE Program area.
- User is able to submit each CTE Program budget to MDE for approval.

#### Login

Minnesota Department of Education  
Career & Technical Education

District: PUBLIC SCHOOL DIST.  
Program Code:  
Budget Year:

As the administrator logging on to approve the budgets, select "admin" role.

Secondary Career and Technical Education Program Budget

District Admin Role Choice

Please choose one of the following roles.

Admin User

- After signing on to the CTE Levy System application, the CTE Program Budget Review screen is displayed.

## CTE Program Budget Review-CTE Programs Submitted

- This screen will show all of the approved CTE Program Budgets that have been submitted by the **District User** for your approval.
- Select the **Program Budget Year** from the drop-down box and select the **Submit** button. The list of **Program** budgets submitted by the **District User** for that year will be displayed.
- To review the budget breakdown for each individual **Program**, select the **Program Code** that precedes the **Program Name**. This will display the line item budget (for that Program), as submitted by the **District User**.

### CTE Program Budget Review – Line Item Budget

Budget

Copy Budget

Add/Edit Approved Expense Amount

Active	Waiver	Renew	File Folder	Staff Member	Area of Licensure	*Base Salary	Actual Salary	Total Assigned Hrs/Day	Assigned Pgm Hrs/Day	Assigned Prep Hrs/Day	Extended Days	Extended Salary	Student Org Advisory Salary	Salary for Additional Assignments	Edit or Delete Select
true	false	false	111111	John Doe	Teacher	50000.00	50000.00	6.00	5.00	1.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>

Active:  Yes  No

Renewal Required:  Yes  No

Waiver:  Yes  No

File Folder:

Staff Member:

Area of Licensure:

\*Base Salary:

Total Assigned Hours Per Day:

Assigned Hours with This Program per Day:

Assigned Hours for Teacher Preparation Per Day:

Extended Days:

Extended Salary:

Student Organization Advisory Salary:

Salary for Additional Assignments:

\* per master agreement (do not include extended time, assignment salaries or fringe benefits)

Add / Update
Edit
Delete
  
Back
Next

- After reviewing the Program Budget, select the Back Admin button to return to the submitted Program Budget list.

**Note:** If you need to look at more detail on the **Program Budget** you may select the links identified in the left navigation bar. However, if you do so, there is no easy way to get back to the approved **Program Budget** list and you will have to sign out and sign back in. In some cases the **Back** button on your browser may take you back to the list but is not recommended because it may generate a system error. If that happens you will need to start over at login.

# CTE Program Budget List/Budget Submission

District: ISD XXXXX  
 Program Code: Program Code XXX  
 Budget Year: 2014-2015

[Logout](#)  
[Help](#)

## Secondary Career and Technical Education Program Budget

<b>Budget Entry</b>
General Information
Program Selection
Classroom Support
Travel
Contracted Services
5-yr Curriculum Plan
Budget Information
<b>Budget Submission</b>
Cost Allocations to Other Districts
Summary of Program Budgets
Coop Cost Allocation Summary
<b>Additional Information</b>
MDE Announcements
Equipment Cost/General Attachments
General Comments

### Summary of Program Budgets

Select a program budget year to review.

Program Budget Year:

Program Code	Program Name	District User Status	District Admin Status	MDE Status	Budget Amount	Expense Amount	Delete
<a href="#">90101</a>	Family and Consumer Science	No status	No status	No Status	0.00	50000.00	<input type="checkbox"/>
<a href="#">140710</a>	Administrative Support Occupations	No status	No status	No Status	23378.38	0.00	<input type="checkbox"/>
<a href="#">171000</a>	Construction Occupations - General	No status	No status	No Status	0.00	0.00	<input type="checkbox"/>
<a href="#">171016</a>	Construction Occupations - Finishing	No status	No status	No Status	11705.24	0.00	<input type="checkbox"/>

<< < > >> Rows/page:

**Allocated Costs from Cooperative School District:**      0.00      0.00  
**Net Budget:**      35083.62      50000.00

- Follow the above steps for each **Program** budget that you wish to review/approve.
- Once **ALL Program Budgets** have been reviewed, select the **Budget Approved** button to submit to MDE. It is **very important** to review ALL Program budgets before you select the Budget Approved button. The **Budget Approved** button should only be used one time.

## CTE Budget Submission/Confirmation

**Budget Entry**

General Information

Program Selection

Classroom Support

Travel

Contracted Services

5-yr Curriculum Plan

Budget Information

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**Budget Submission**

Cost Allocations to Other Districts

Summary of Program Budgets

Coop Cost Allocation Summary

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**Additional Information**

MDE Announcements

Equipment Cost/General Attachments

General Comments

### Summary of Program Budgets

Select a program budget year to review.

Program Budget Year:

Program Code	Program Name	District User Status	District Admin Status	MDE Status	Budget Amount	Expense Amount	Delete
<a href="#">90101</a>	Family and Consumer Science	Submitted	No status	No Status	0.00	33000.00	<input type="checkbox"/>
<a href="#">140710</a>	Administrative Support Occupations	Submitted	No status	No Status	0.00	33333.33	<input type="checkbox"/>
<a href="#">171502</a>	Communications Technology Occupations	Submitted	No status	No Status	0.00	43750.00	<input type="checkbox"/>

<< < > >> Rows/page:

Expense is submitted successfully!

**Allocated Costs from Cooperative School District:** 0.00      0.00  
**Net Budget:** 0.00      110083.33

If all information is correct and ready to be submitted for the Superintendent to approve, click "SUBMIT EXPENSE"

→

After successfully submitting information to the Superintendent you will get the "Expense has been submitted successfully" message.

- After selecting the Budget Approved button, you will receive a message on the screen to indicate that the Budget is submitted to MDE for Review.

Verification of Data

I hereby verify that the information in this report is accurate and complete to the best of my belief and knowledge, and the expenditure of funds received shall be in accordance with all applicable Minnesota Statutes and rules.

**your typed name**

Signature - Superintendent or Designee

**The MDE staff will review this.**

**your title**

Title

Date (mm/dd/yyyy)

Budget is Submitted to MDE for Review.

- MDE staff will review all Program Budgets that are submitted and will notify districts if there are questions or concerns.

**APPENDIX I. Directions to Entering Anticipated CTE Expenses for School Year 2017-18**

**APPENDIX II. Career and Technical Education Program Code and UFARS Program Code**

**Special Services / Work Experience**

<b>CTE Program Code</b>	<b>UFARS Program Code</b>	<b>CTE Program</b>	<b>Licensure Required</b>
000670	371	Career Accommodation Specialist **	000670, 000680, 000710, 199900
000710	Code to Special Ed	Career and Technical Education Evaluation **	000670, 000710, 199900
000745	385	Work Experience – Disadvantaged	000740, 000745, 000750, 160000
000750	Code to Special Ed	Work Experience – Handicapped **	<p>Either 000740 or 000750 or 1 License from Column A and 1 license from Column B</p> <hr/> <p><b>Column A:</b> 000745, 019090, 049090, 079090, 079091, 079092, 099090, 099092, 099094, 099096, 149090, 160000, 179090</p> <p><b>Column B:</b> 000670, 190200, 190201, 190202, 190300, 190310, 190490, 190497, 190498, 199800, 199801, 199802, 199803, 199810, 199900</p>
000755	Code to Special Ed	Work Experience/ Career Exploration (WE/CEP) **	<p>Either 000740 or 000750 or 1 License from Column A and 1 license from Column B</p> <hr/> <p><b>Column A:</b> 000745, 019090, 049090, 079090, 079091, 079092, 099090, 099092, 099094, 099096, 149090, 160000, 179090</p> <p><b>Column B:</b> 000670, 190200, 190201, 190202, 190300, 190310, 190490, 190497, 190498, 199800, 199801, 199802, 199803, 199810, 199900</p>
009095	371	Diversified Youth Apprenticeships	000740, 000745, 000750, 009090, 019090, 049090, 079090, 079091, 099090, 099094, 099096, 179090, 149090, 179090, 160000

\*\* These CTE Programs eligible to receive funding from special education / transition disabled or other sources and are not identified as programs rather than are considered positions or roles that support CTE Programs.

## Agriculture

CTE Program Code	UFARS Program Code	CTE Program	Licensure Required
010001	301	Agricultural Exploration	010000, 010100
010200	301	Agribusiness Management	010000, 010100
010300	301	Agricultural Mechanics Technology	010000, 010100
010500	301	Horticulture and Landscaping Management	010500, 010000, 010100
010600	301	Forestry and Natural Resources Management	010000, 010100
019901	301	Agricultural Combined Program	010000, 010100
019910	301	Animal Science and Technology	010100, 019910
019090	301	Agricultural Cooperative Work Experience	<p>Either 019090 or 1 License from Column A and 1 license from Column B</p> <hr/> <p><b>Column A:</b> 160000  <b>Column B:</b> 010000, 010500, 019910</p>
019095	301	Agricultural Youth Apprenticeship	<p>Either 019090 or 1 license from Column A and 1 license from Column B</p> <hr/> <p><b>Column A:</b> 160000  <b>Column B:</b> 010000, 010500, 019910</p>

## Marketing

CTE Program Code	UFARS Program Code	CTE Program	Licensure Required
040800	311	Marketing Occupations	040800, 140050



<b>CTE Program Code</b>	<b>UFARS Program Code</b>	<b>CTE Program</b>	<b>Licensure Required</b>
049090	311	Marketing Occupations	Either 049090, 140050 OR 1 License from Column A and 1 license from Column B <b>Column A:</b> 160000 <b>Column B:</b> 040800
049095	311	Marketing Youth Apprenticeship	Either 049090, 140050 OR 1 License from Column A and 1 license from Column B <b>Column A:</b> 160000 <b>Column B:</b> 040800

## Health

<b>CTE Program Code</b>	<b>UFARS Program Code</b>	<b>CTE Program</b>	<b>Licensure Required</b>
070101	321	Dental Assisting	070101, 300300
070208	321	Allied Health	070103, 070203, 070208, 070300, 300300
070300	321	Health Sciences & Technology Education	070203, 070208, 070300, 070303, 070307, 070402, 070701, 070801, 071300, 300300
070303	321	Nursing Services	070303, 300300
070907	321	Emergency Medical Services	070300, 070907, 300300
079090	321	Health occupations Co-Op Program	079090, 160000
079095	321	Health Occupations Youth Apprenticeship	079095

## Family and Consumer Sciences

CTE Program Code	UFARS Program Code	CTE Program	Licensure Required
090101	331	Family & Consumer Science	090100, 090101, 090112, 090121
099090	365	FACS Service Occupations Co-Op Programs	Either 099090, 099094, 099096 OR 1 License from Column A and 1 license from Column B <b>Column A:</b> 016000 <b>Column B:</b> 090100, 090101, 090112, 090121
099095	365	FACS Service Occupations Youth Apprenticeship	Either 099090, 099094, 099096 OR 1 License from Column A and 1 license from Column B <b>Column A:</b> 160000 <b>Column B:</b> 090100, 090101, 090112, 090121

## Service Occupations

CTE Program Code	UFARS Program Code	CTE Program	Licensure Required
090201	365	Early Childhood, Guidance, & Education Careers	090201, 090402, 300500
090204	365	Textile & Apparel Careers	090214, 090240, 300400
090204	365	Housing Interior/Furnishing Careers	090204, 090207, 093500, 300400
090204	365	Cosmetology	092602, Community Expert
090301	365	Food Prep/Production & Service	092902, 092904, 300600
090301	365	Facilities Mgmt./ Maintenance	091100, 300600
090401	365	Law Enforcement Careers	070002, Community Expert

## Business

CTE Program Code	UFARS Program Code	CTE Program	Licensure Required
140100	341	Accounting	140050, 140100
140120	341	Banking and Finance	140050, 140100, 140120
140200	341	Data Processing Occupations	140050, 140200, 140292
140710	341	Administrative Support Occupations	140050, 140100, 140120, 140200, 140292, 140500, 140505, 140710, 140730, 140731
149090	341	Business and Office Cooperative Programs	Either 149090, 140050 OR 1 License from Column A and 1 license from Column B <hr/> <b>Column A:</b> 160000 <b>Column B:</b> 140100, 140200, 140292, 140500, 140505, 140710, 140715, 140731
149095	341	Business Youth Apprenticeship	Either 149090, 140050 OR 1 License from Column A and 1 license from Column B <hr/> <b>Column A:</b> 160000 <b>Column B:</b> 140100, 140200, 140292, 140500, 140505, 140710, 140715, 140731

## Trade and Industrial

These Trade and Industrial Programs require licensure in Transportation Careers

CTE Program Code	UFARS Program Code	CTE Program	Licensure Required
170300	361	Truck Driving	178803, 300700
170301	361	Auto Body Mechanics	170301, 170302, 170322, 300700
170302	361	Auto Mechanics	170302, 170303, 170322, 300700
170303	361	Vehicle Services Occupations	170302, 170303, 17308, 17312, 170322, 300700, 173100, 173101
170322	361	Auto/Truck Service & Repair	170302, 170303, 170322, 171200, 300700

<b>CTE Program Code</b>	<b>UFARS Program Code</b>	<b>CTE Program</b>	<b>Licensure Required</b>
170400	361	Aviation Occupations	170400, 300700
171200	361	Truck/Diesel Mechanics	170302, 170303, 170322, 171200, 300700

These Trade and Industrial Programs require licensure in **Communications Careers**

<b>CTE Program Code</b>	<b>UFARS Program Code</b>	<b>CTE Program</b>	<b>Licensure Required</b>
171300	361	Drafting/CAD Occupations	171020, 171300, 171303, 171310, 171500, 171705, 171502, 171515, 30000
171500	361	Electronics	171020, 171300, 171303, 171310, 171500, 171705, 171502, 171515, 30000
171502	361	Communications Technology Occupations	171020, 171300, 171303, 171310, 171500, 171705, 171502, 171515, 30000
171512	361	Information Technology	171020, 171300, 171303, 171310, 171500, 171705, 171502, 171515, 30000
170700	361	Commercial Art	171020, 171300, 171303, 171310, 171500, 171705, 171502, 171515, 30000
170900	361	Commercial Photography	171020, 171300, 171303, 171310, 171500, 171705, 171502, 171515, 30000

These Trade and Industrial Programs require licensure in **Construction Careers**

<b>CTE Program Code</b>	<b>UFARS Program Code</b>	<b>CTE Program</b>	<b>Licensure Required</b>
171000	361	Construction Occupations – General	171000, 171005, 171016, 17100, 300100
171016	361	Construction Occupations – Finishing	171000, 171005, 171016, 17100, 300100

These Trade and Industrial Programs require licensure in **Manufacturing Careers**

CTE Program Code	UFARS Program Code	CTE Program	Licensure Required
170100	361	Air Conditioning, Heating and Refrigeration Service	170321, 172300, 172302, 172305, 172306, 172350, 300200
170321	361	Metals/Fabrication Occupations	170321, 172300, 172302, 172305, 172306, 172350, 300200
171710	361	Manufacturing Technology	170321, 172300, 172302, 172305, 172306, 172350, 300200
171720	361	Principles of Career & Technology Education	170321, 172300, 172302, 172305, 172306, 172350, 300200
172302	361	Machine Shop Occupations	170321, 172300, 172302, 172305, 172306, 172350, 300200
172306	361	Welding Occupations	170321, 172300, 172302, 172305, 172306, 172350, 300200

These Trade and Industrial Programs require licensure in one of the Trade and Industrial fields and the **Work Based Learning** Endorsement (160000)

CTE Program Code	UFARS Program Code	CTE Program	Licensure Required
179090	361	Trade and Industrial Co-Op Programs	179090 160000
179095	361	Trade and Industrial Youth Apprenticeship	179090 160000

### **APPENDIX III. CTE Levy Reporting Timeline**

April 15, 2017 – Anticipated Budget submitted for 2017-2018

July 15, 2017 – Actual expenditures submitted for 2016-17 school year

September 1, 2017 – Final date to submit actual expenses for 2016-2017

September 25, 2017 – Comparison reports generated

October 30, 2017 – CTE actual expenses and UFARS data are complete and matched

October 30, 2017 – Final UFARS data submitted

October 31, 2017 – Final Levy Adjustment determined for 2016-2017

April 15, 2018 – Anticipated Budget submitted for 2018-2019

July 15, 2018 – Actual expenditures submitted for previous fiscal year (2017-18)

September 1, 2018 – Final date to submit actual expenses for 2017-2018

September 25, 2018 – Comparison reports generated

October 30, 2018 – CTE actual expenses and UFARS data are complete and matched

October 30, 2018 – Final UFARS data submitted

October 31, 2018 – Final Levy Adjustment determined for 2017-2018

Spring 2019 – Budget submitted for 2019-2020

## APPENDIX IV. Career and Technical Education Contact Information

Paula Palmer, Director, Office of College and Career Success  
651-582-8737, [paula.palmer@state.mn.us](mailto:paula.palmer@state.mn.us)

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Kari-Ann Ediger, Program Improvement/Results Measurement  
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Joel Larsen, Agriculture/Agribusiness  
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John Rapheal, Trade & Industrial/Technology Education  
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April Schnell, Transition-Disabled/Work-Based Learning/Guidance  
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Maxine Peterson, Family and Consumer Science  
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TBA, Business and Marketing

TBA, Health Sciences/Service Occupations

### **School Finance**

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