



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

To: Members of the Legislative Council

Cc: Indiana Department of Education

From: Steve Braun, Commissioner 

Date: November 7, 2016

Subject: Career and Technical Education Utilization Report

Per the requirements of Section 4 of [Senate Enrolled Act 301 \(SEA 301\)](#), the Indiana Department of Workforce Development (DWD) and the Indiana Department of Education (DOE) have prepared a report that details student enrollment in and completion of secondary career and technical education (CTE) courses in the state of Indiana. The report, which the departments have named the Career and Technical Education Utilization Report, consists of data submitted by schools and compiled by DWD in the format agreed to by DWD and DOE.

I. Statutory Requirements and Report Details

[IC 20-26-5-37.3](#) require that the report include the following information for each high school and each school corporation (including charter schools per [IC 20-24-8-5](#)) for the immediately preceding school year:

- Career and technical education courses available to the students attending the high school.
- The number of students enrolled in each course, by grade level.
- The number of students successfully completing each course.
- The number of students who:
 - successfully completed a career and technical education course sequence; and
 - obtained employment in the career or technical field for which the student successfully completed a course sequence.

DWD and DOE have jointly developed the following definitions in compiling the report.

- “Career and technical education courses available to the students attending the high school”—DWD and DOE created an unduplicated list of programs from the approved program inventories of all schools in the district. This list contains the programs available to each school in the CTE district (as some programs are available to multiple schools).
- “The number of students enrolled in each course, by grade level,” is determined by the enrollment numbers as reported by the schools.
- “The number of students successfully completing each course,”—a student must earn all credits possible for the course at each respective school.
- “The number of students who successfully completed a career and technical education course sequence; and obtained employment in the career or technical field for which the student successfully completed a course sequence,”
 - The definition of a “course sequence” is two or more courses within the same subject area that make up the education part of a pathway to a career, utilizing the DOE defined pathways. This includes “pathways completers,” who are students who have taken at least two pathway courses AND either earned the certification for the program or successfully complete the capstone course.
 - The employment cohort is the graduating seniors from the list of course sequence/pathways completers. NOTE: The employment data comes from Unemployment Insurance data. While the data shows us whether the student is employed, it does not shows us whether the employment is related to the training the student completed.

II. CTE Utilization Report:

The CTE Utilization Report data is available upon request to Regina Ashley at rashley@dwd.in.gov. The report will be used, along with other reports required by SEA 301, in order to prepare an inventory of career and technical education courses available to the students attending high school in each economic growth region. Ultimately, the report will be used to help determine if and where gaps exist in the training opportunities available in each region.

DWD looks forward to continued collaboration with each of the education and workforce stakeholders who have collaborated on SEA 301, to continue to better align education, training and workforce demand across each region in Indiana.