

CAREER AND TECHNICAL COMPLETER

Important definitions:

Participants – Students who enroll in one unit of credit in CTE

Concentrators – Students who complete a minimum of three units of credit, including the core required courses, in a CTE program of study

Completers – Students who complete a minimum of three units of credit, including the core required courses, in a CTE program of study and graduate from high school

In order to have approved programs of study, districts must teach all of the foundation courses* and must offer these courses in sufficient quantity so that all students have the opportunity to enroll. However, the foundation courses are generally offered at the middle/junior high level and are not considered when determining if the student is a completer. None of the foundation courses taken in 7th and 8th grade count toward the three units of credit required to be a career and technical completer.

*Foundation courses are Career Orientation, Keyboarding, and Computer Tech Introduction (or the approved equivalents). In addition, Family & Work Connections (or its approved equivalent) is a foundation course for programs of study in Family and Consumer Sciences.

- District completer reports are due September 1
- District placement reports are due January 1
- Placement categories
 - Working
 - College
 - Military
 - Not working, not in college or military
 - Not Found

FREQUENTLY ASKED QUESTION

Can a student be reported as completing more than one program of study?

Yes. Districts/schools may report each graduating senior in as many programs of study as they successfully completed. The District Status Report lists the completers by program of study as both a duplicated and unduplicated count. Below is an excerpt from an actual status report.

Total unduplicated number of completers of programs of study:	60
Child Care	8
Computer Engineering	14
Construction Technology	4
Desktop Publishing	1
Drafting/Design Architect CADD	2
FACS Education	10
Medical Professions Education	17
Welding	8

If you total the completers by program of study you will see that there are 65 program completions – among the 60 completers graduating from this high school.

The program of study that is entered first in the Portal for each student is the program that relates to the placement status of “Employed in a related field” when the follow-up study is done six months after graduation. That is the only significance of the order in which the programs of study are entered for each completer.

COMPLETER SEALS

To obtain gold completer seals for each area that a student completes, please contact the office in charge of that program in the spring before graduation. These seals are provided for the school’s convenience and may be used on transcripts, certificates, diplomas or other uses as seen appropriate by the school administration.