



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

User Guide

Updated May 2018

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Purpose

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

[Minnesota Statutes, section 124D.4531](#) governs the career and technical education levy.

Minnesota Statutes, section 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

[Read the full text of the requirements for Minnesota Rules, part 3505.1000.](#)

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.

Minnesota Administrative Rules 3505.2500 Instructional Program Approval

[Read the full text of the requirements for Minnesota Rules 3505.2500.](#)

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 CTE program approval, refer to the CTE section of the Minnesota Department of Education (MDE) website: MDE website > Schools, Districts, and Educators > CTE > Data and Accountability > [Program Approval](#) or contact program staff listed in [Appendix IV](#) of this manual. A list of all CTE programs that may be approved appears in [Appendix II](#).

Regular career and technical education expenditures should be reported through Uniform Financial Accounting and Reporting System (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 and 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 and 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 and 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 four-digit district identifier, e.g. 0006 (South St. Paul)
- District Type: The two-digit type identifier, e.g. 01 (independent school district)

Program Identification Information

- Program Name: From the list in [Appendix II](#). 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 six-digit occupational education code for your state-approved program from the list in [Appendix II](#).
- UFARS Program Code: The three-digit UFARS Program Code that corresponds to the OE Code from the table in [Appendix II](#).

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 Educator Licensing database. Refer to Minnesota Professional Educator Licensing and Standards Board (PELSB) website link to Teacher Licensure. [Access PELSB website](#), under Minnesota Educator License Lookup, select License Lookup.
- 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-down list in the system but it is not allowable. Please do not enter the staffing expenses for Paraprofessionals.
- File Folder Number: The six-digit file folder number from the PELSB Educator 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. The CTE Levy program will calculate the reimbursable salary for each instructor.
- 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. 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 five-year curriculum development plan.

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

Secondary Career and Technical Education Program Budget Worksheet

District Identification

- **District Number:** The four-digit district identifier, e.g. 0006 (South St. Paul)
- **District Type:** The two-digit type identifier, e.g. 01 (independent school district)

Program Identification Information

- **Program Name:** From the list in [Appendix II](#). 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 six-digit occupational education code for your state-approved program from the list in [Appendix II](#).
- **UFARS Program Code:** The three-digit UFARS Program Code that corresponds to the OE Code from the table in [Appendix II](#).

Program Budget Information

Object Codes 140, 143 and 185: See [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:

1. **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.
2. **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.
3. **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.

4. **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 five-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 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 and Responsibilities:

A New User can register for an MDE user account from [MDE Data Submissions page](#). (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.**

- Registered Users can request access to the CTE Levy Reporting System [Access MDE User Login page](#) or [Access the Career and Technical Education Levy page](#)
- User can access the Secure Login Welcome page for the CTE Levy Reporting System [Enter the online CTE Levy Reporting System](#)
- User accepts the privacy/confidentiality agreement.
- User selects the district(s) they are responsible for maintaining.
- 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 update their contact information.
- User can change their password.

Directions for a New User

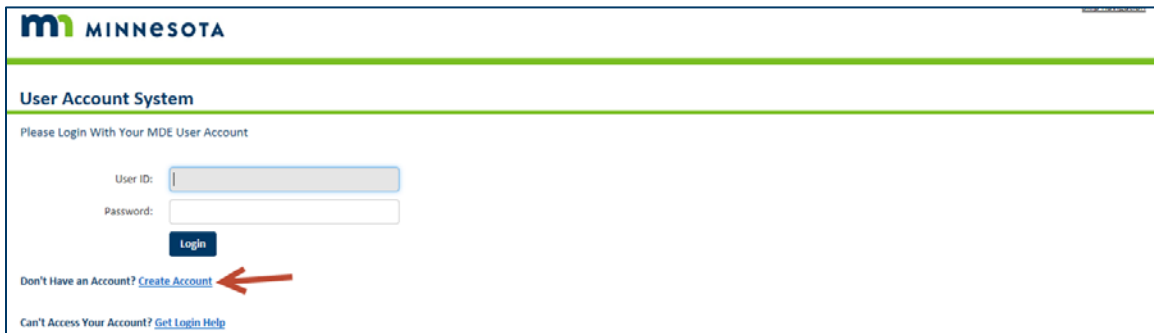
MDE Secure Login Welcome Page

If you have not previously registered for an MDE password-protected account, begin with step 1 below. If a User Account is already established with MDE, skip to “[Requesting Access to CTE Levy Reporting System](#)” page 15 of this guide.

[Create an MDE User Account](https://w1.education.state.mn.us/MIDMSWEB/MDELogin.html) (https://w1.education.state.mn.us/MIDMSWEB/MDELogin.html)

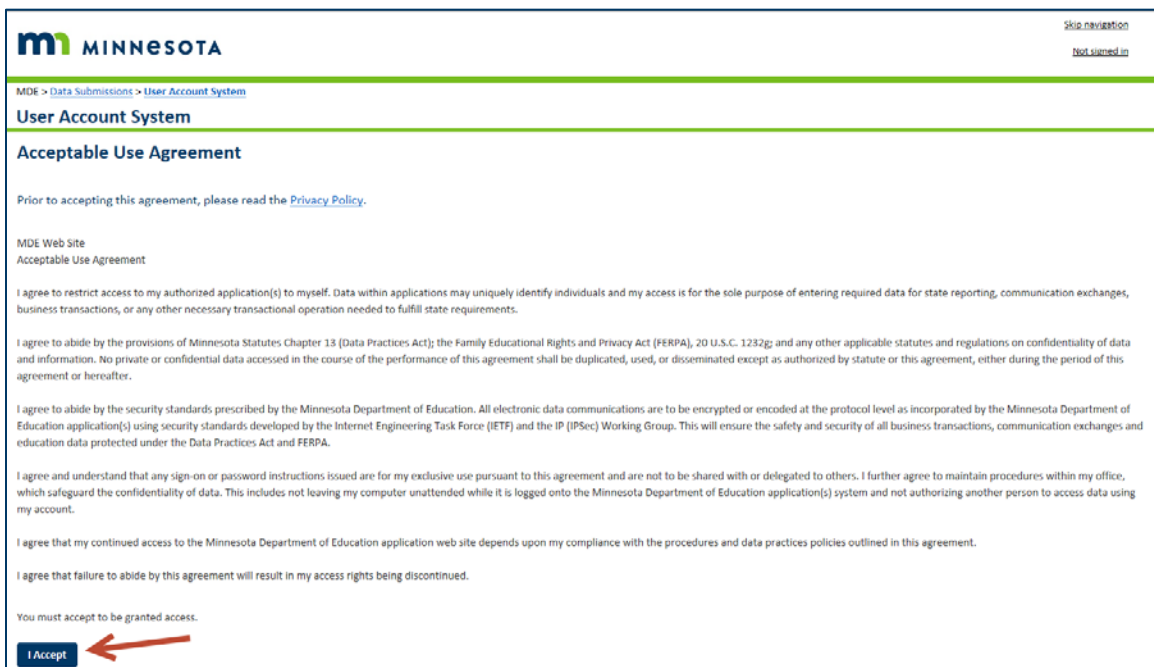
Step 1: Creating the User Account

Select “Create Account” on the User Account System of the MDE web page.



Step 2: Acceptable Use Agreement and Privacy Policy

Read the Acceptable Use Agreement and Privacy Policy, and select the “**I Accept**” button at the bottom of the page. **Note:** If you decide not to register with MDE at this time, then close your browser.



Step 3: Filling in required information

Fill in all required fields on the Create User Account screen. Keep track of the personal User ID and Password because that information will be needed later.

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.**

The screenshot shows the 'Create User Account' form in the Minnesota MDE User Account System. The form is titled 'Create User Account' and includes the following fields and instructions:

- First Name:** Required field (indicated by an asterisk).
- Middle Name:** Optional field.
- Last Name:** Required field (indicated by an asterisk).
- Full Name:** Optional field.
- Email:** Required field (indicated by an asterisk).
- Confirm Email:** Required field (indicated by an asterisk).
- Phone:** Optional field. Example phone number: 651-582-8200 or 651-582-8200 or 651-582-8200.
- User ID:** Required field (indicated by an asterisk). Instruction: Your user ID must be at least 8 characters long.
- Password:** Required field (indicated by an asterisk). Instruction: Your password must be at least 8 characters long and include at least one upper case character.
- Re-enter Password:** Required field (indicated by an asterisk).
- Security Question:** Required field (indicated by an asterisk). Dropdown menu with the option 'What city were you born in?' selected.
- Security Answer:** Required field (indicated by an asterisk).

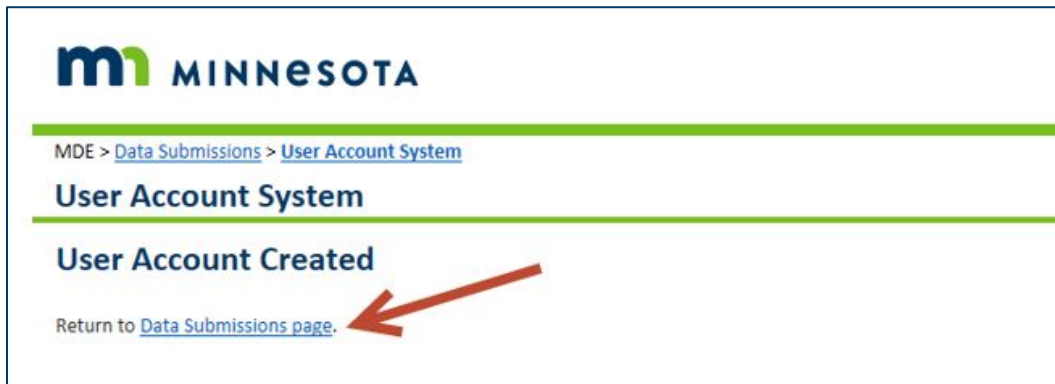
At the bottom of the form, there are two buttons: 'Create Account' and 'Cancel'. A red arrow points to the 'Create Account' button.

Step 4: Select the **Create Account** button at the bottom of the screen.

This screenshot is identical to the previous one, showing the 'Create User Account' form. A red arrow points to the 'Create Account' button at the bottom left of the form.

Step 5: User Account Created

The User Account System page will display. Select Return to Data Submissions page link. You will need to request application access and validate your user account with MDE



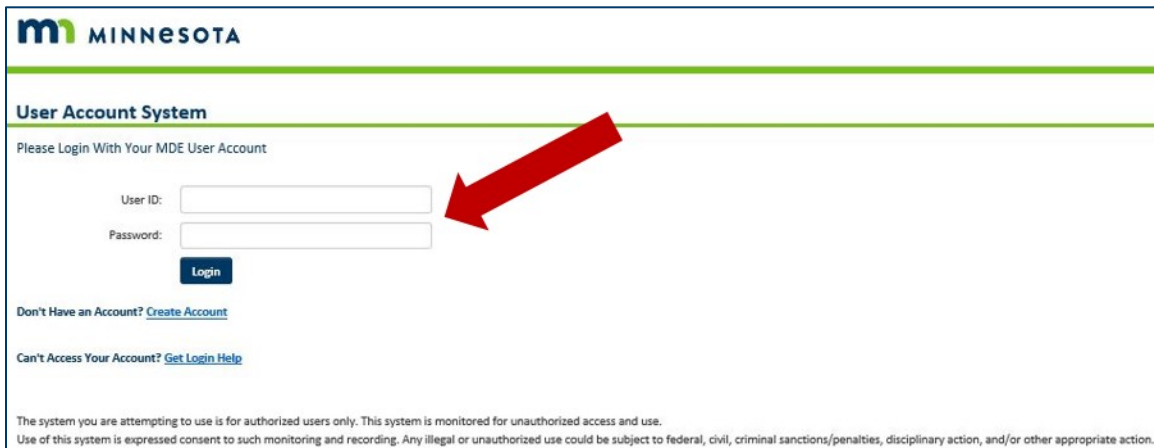
Directions for Requesting Access to CTE Levy Reporting System

It is now possible to successfully [login to the User Account System](#) and request access to the online CTE Levy Reporting System.

Step 1: Logging in

If the user has not used the CTE Levy Web-Based Reporting System, follow steps 1a through 1e below.

If the user has logged into the system more than once before, the next page that will appear is in Part 2: Step 1 of this guide.



m1 MINNESOTA

User Account System

Please Login With Your MDE User Account

User ID:

Password:

Login

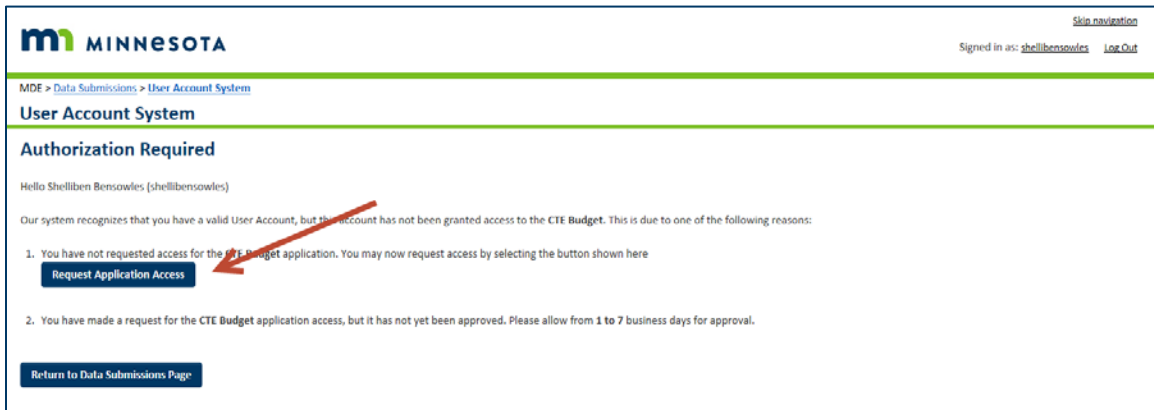
Don't Have an Account? [Create Account](#)

Can't Access Your Account? [Get Login Help](#)

The system you are attempting to use is for authorized users only. This system is monitored for unauthorized access and use. Use of this system is expressed consent to such monitoring and recording. Any illegal or unauthorized use could be subject to federal, civil, criminal sanctions/penalties, disciplinary action, and/or other appropriate action.

Step 1a: Authorization Required

The “Authorization Required” screen appears after attempting to login to the User Account System. Users should select “Request Application Access”.



m1 MINNESOTA

Signed in as: [shellibensowles](#) [Log Out](#)

MDE > [Data Submissions](#) > [User Account System](#)

User Account System

Authorization Required

Hello Shelliben Bensowles (shellibensowles)

Our system recognizes that you have a valid User Account, but the 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 the 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

Step 1b: Choose Role

The User will request to be granted **CTE District User**, or **CTE District Administrator** on the “Choose Roll” screen.

- 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).

m1 MINNESOTA

MDE > [Data Submissions](#) > [User Account System](#)

User Account System

Choose Role

You are requesting authorization as:

User ID: shellibensowles
Full Name: Shelliben Bensowles
For Application: CTE Budget

| Role Name | Description |
|---------------------------|---|
| DistUser | This role enters the budget and expenditure data into the system. It is strongly recommended that this person be the Business Manager or Designee |
| DistAdmin | This role is the superintendent or designee and approves budgets |

[Cancel My Request](#)

Step 1c: Choose District

Select the district for which you would like to request authorization. **Note:** If you are a District User responsible for more than one district, follow steps 1c-1f under [District Users with Multiple District Access](#).

m1 MINNESOTA

MDE > [Data Submissions](#) > [User Account System](#)

User Account System

Choose District

You are requesting authorization as:

User ID: shellibensowles
Full Name: Shelliben Bensowles
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 | Academy of Construction and Engineering Science 4260-07 |
| 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 | Aitkin 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 | Alexandria Public School District 0206-01 |
| Annandale Public School District 0876-01 | Anoka-Hennepin Public School District 0011-01 |

Step 1d: Confirm Authorization Request

The User will confirm the request by selecting “Submit My Authorization Request” button.

m1 MINNESOTA

MDE > [Data Submissions](#) > [User Account System](#)

User Account System

Confirm Authorization Request

You are requesting authorization as:

- User ID: shellibensowles
- Full Name: Shelliben Bensowles
- For Application: CTE Budget
- Role: DistUser
- Districts: Benson Public School District 0777-01

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

Step 1e: Authorization Request Submitted

The “Authorization Request Submitted” screen will let the user know that the request to access the CTE Levy Reporting System for the districts selected has been submitted. 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.

m1 MINNESOTA

MDE > [Data Submissions](#) > [User Account System](#)

User Account System

Authorization Request Submitted

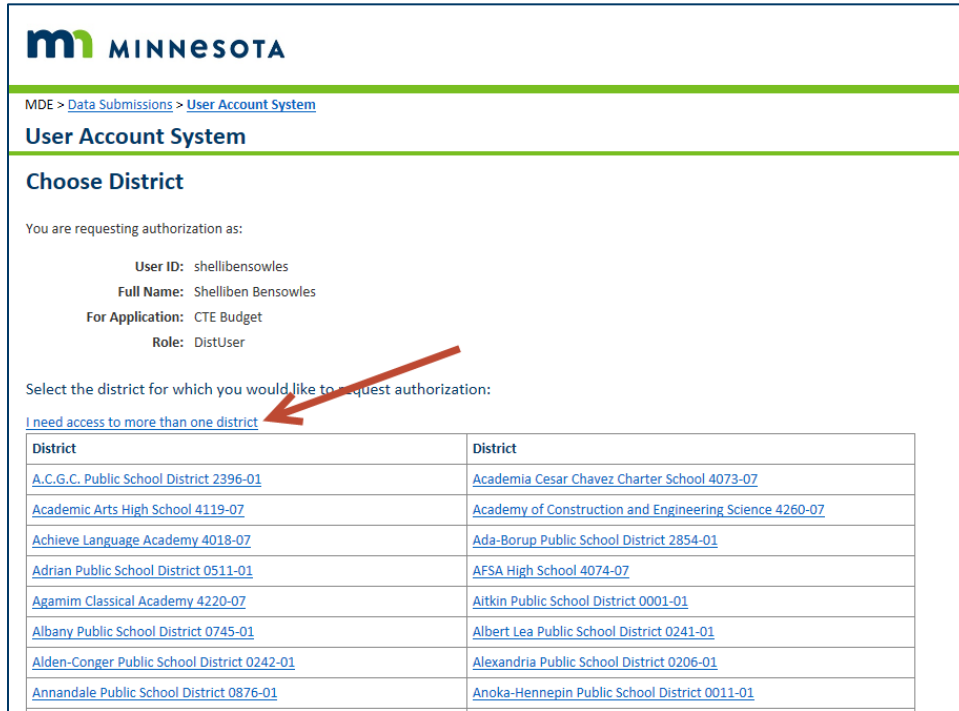
Your request to access the [redacted] application has been submitted for review. Requests are reviewed in the order received. Please allow from **1 to 7** business days for approval. **Do not submit more than one request.**

[View My Account](#) [Return to Data Submissions](#)

Please close out your browser. You should receive an email notification within 24 hours of your request.

District Users with Multiple District Access

Step 1c: 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.



m1 MINNESOTA

MDE > [Data Submissions](#) > [User Account System](#)

User Account System

Choose District

You are requesting authorization as:

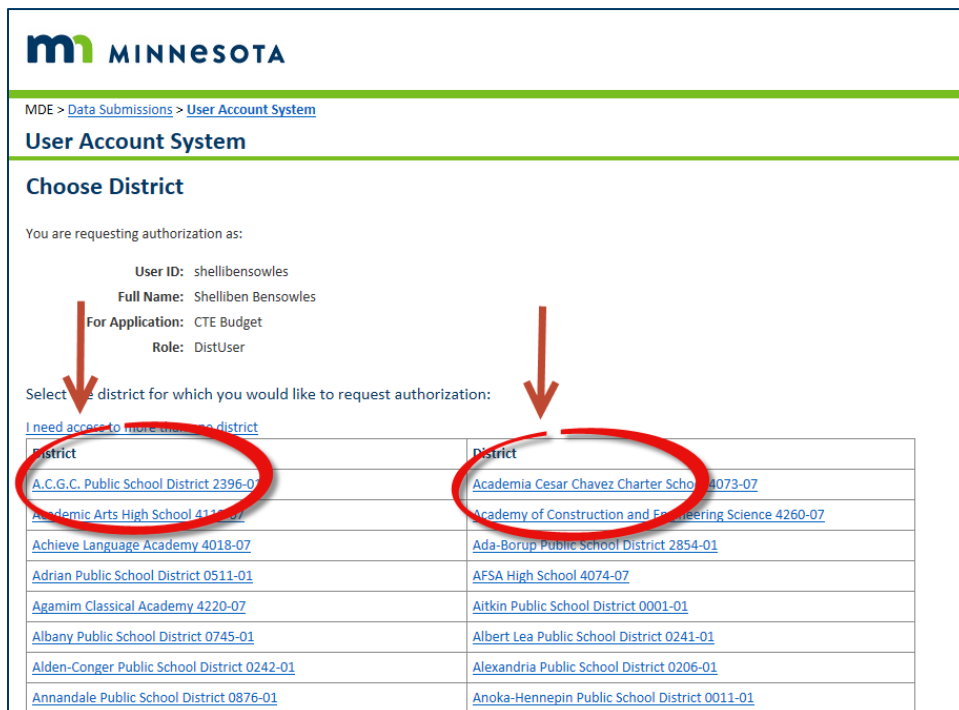
User ID: shellibensowles
Full Name: Shelliben Bensowles
For Application: CTE Budget
Role: DistUser

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 | Academy of Construction and Engineering Science 4260-07 |
| 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 | Aitkin 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 | Alexandria Public School District 0206-01 |
| Annandale Public School District 0876-01 | Anoka-Hennepin Public School District 0011-01 |

Step 1d: Select the districts you are responsible for as District User.



m1 MINNESOTA

MDE > [Data Submissions](#) > [User Account System](#)

User Account System

Choose District

You are requesting authorization as:

User ID: shellibensowles
Full Name: Shelliben Bensowles
For Application: CTE Budget
Role: DistUser

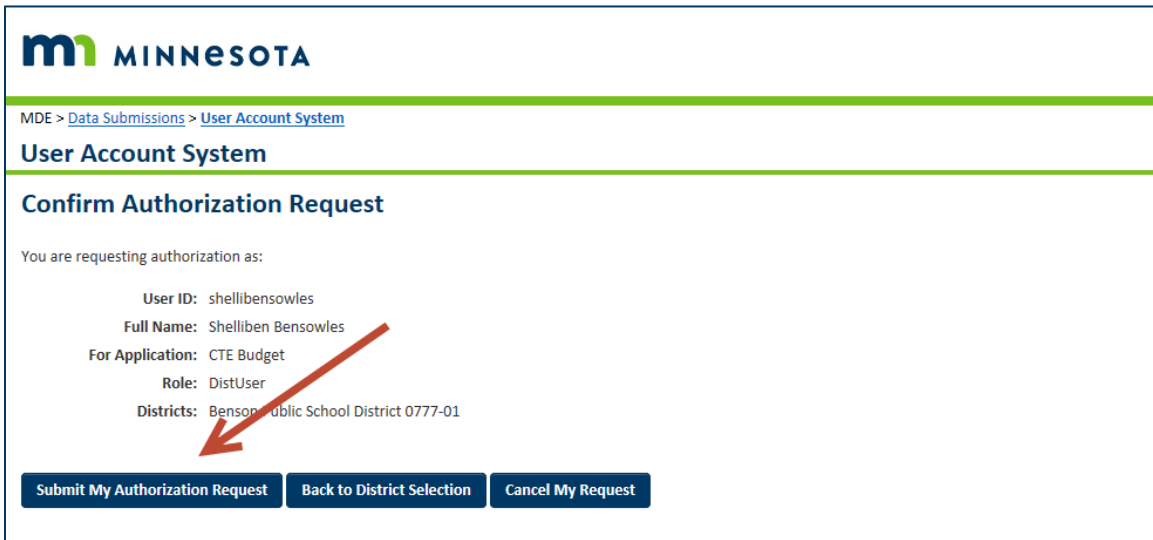
Select the district for which you would like to request authorization:

[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 | Academy of Construction and Engineering Science 4260-07 |
| 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 | Aitkin 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 | Alexandria Public School District 0206-01 |
| Annandale Public School District 0876-01 | Anoka-Hennepin Public School District 0011-01 |

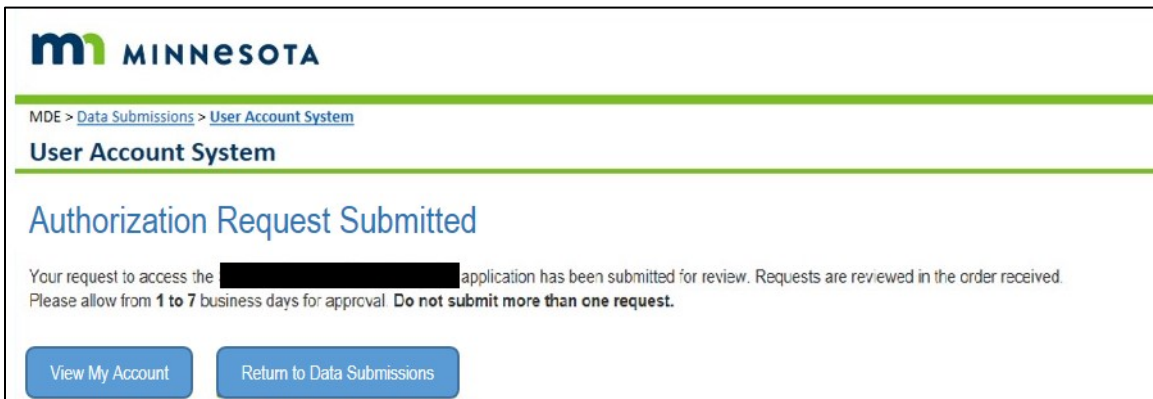
Step 1e: Confirm Authorization Request

The User will confirm the request by selecting “Submit My Authorization Request” button.



Step 1f: Authorization Request Submitted

The “Authorization Request Submitted” screen will let the user know that the request to access the CTE Levy Web-Based Reporting System for the districts selected has been submitted. 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.



Close out your browser. You should receive an email notification within 24 hours of your request.

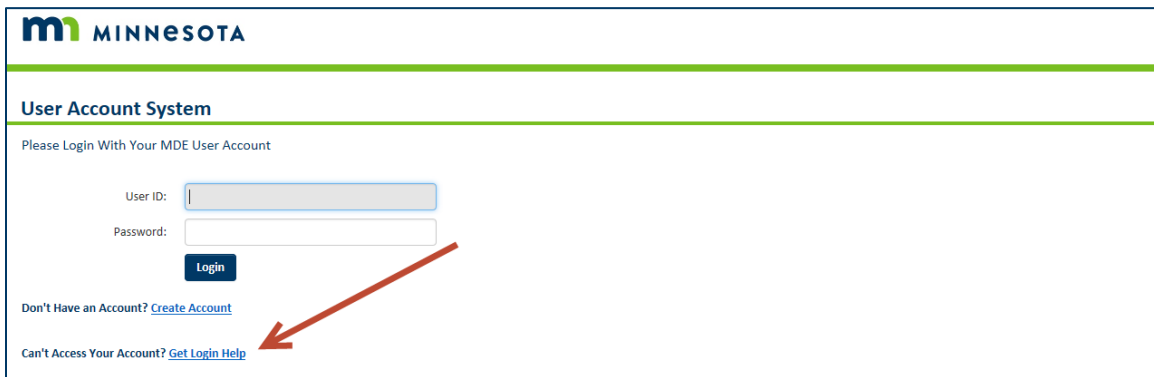
Directions for a Forgotten User ID or Password

PLEASE READ FIRST: To recover your forgotten password, you must have access to the email account you specified when you first set up this account. If you no longer have access to that email account, you cannot reset your forgotten password. Instead, you must create a new MDE user account.

[View step-by-step instructions on how to reset your password.](#)

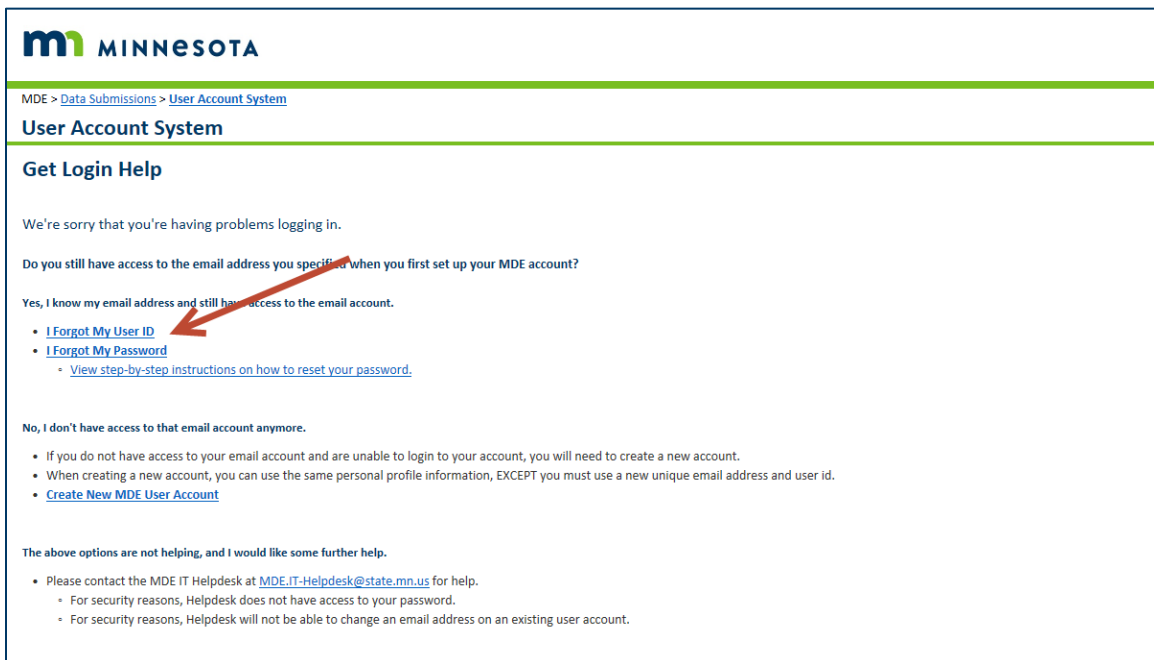
Step 1: MDE Secure Login Welcome Page

Under the second section on the Welcome screen **Can't Access Your Account?** Select **Get Login Help**.



Step 2: Get Login Help

On the Get Login Help page select "I Forgot My User ID".



Step 3: Forgotten User ID

Fill in all required information and select Finish. MDE will email the User Id to your registered email address.

m MINNESOTA

MDE > [Data Submissions](#) > [User Account System](#)

User Account System

Forgotten User ID

Provide the information required below and we will email the User Id to your registered email address.

- If you do not have access to your registered email account or do not know the answers to these questions, you will need to create a new account.
- When creating a new account, you can use the same personal profile information, EXCEPT you must use a new unique email address and user id.
- [Create New MDE User Account](#)

Fields with an "*" are required

* Registered Email Address

It is the address to which email is directed by MDE regarding the associated account.

* First Name

* Last Name

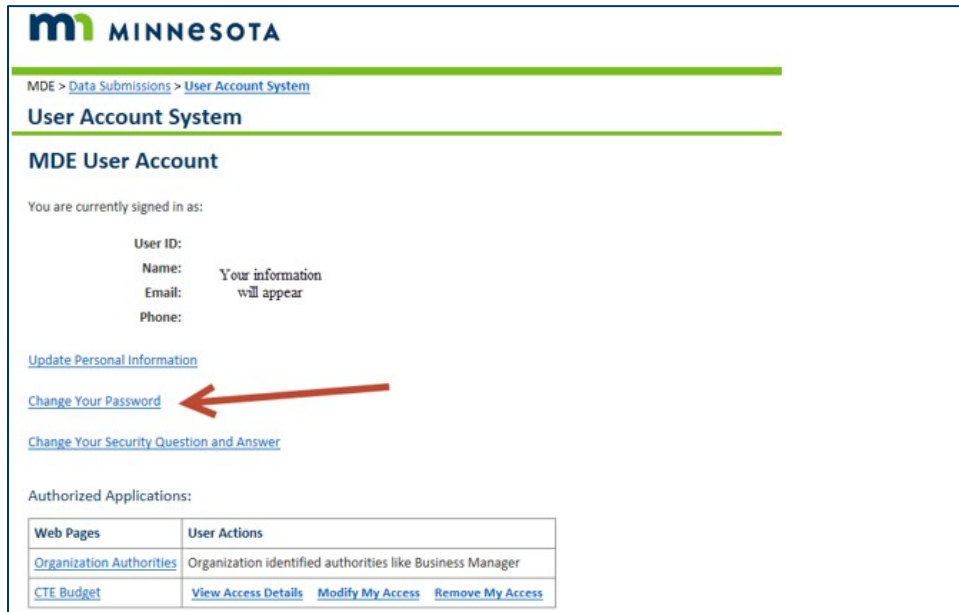
Finish

Directions for User to Update Profile Information

If you have an MDE user account, 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.](#)

Step 1: MDE User Account

If you need to change information, select the Update Personal Information button.

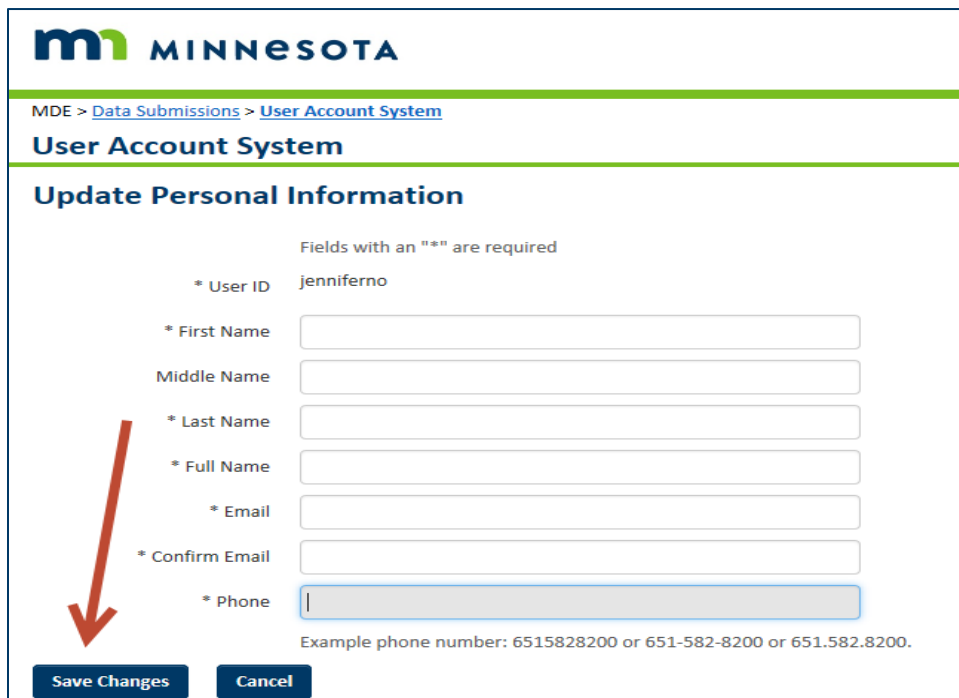


The screenshot shows the 'User Account System' page for an MDE user. The user is currently signed in as 'jenniferno'. The page lists several options for updating the account: 'Update Personal Information', 'Change Your Password', and 'Change Your Security Question and Answer'. A red arrow points to the 'Change Your Password' link. Below these options is a table for 'Authorized Applications'.

| Web Pages | User Actions |
|--|---|
| Organization Authorities | Organization identified authorities like Business Manager |
| CTE Budget | View Access Details Modify My Access Remove My Access |

Step 2: Update Personal Information

Make changes as necessary to your Name, Email Address or Phone Number. Select **Save Changes** button to update your profile information.



The screenshot shows the 'Update Personal Information' form. It includes a note that fields with an asterisk are required. The form contains the following fields: User ID (jenniferno), First Name, Middle Name, Last Name, Full Name, Email, Confirm Email, and Phone. A red arrow points to the 'Save Changes' button at the bottom left of the form.

Fields with an "*" are required

* User ID jenniferno

* First Name

Middle Name

* Last Name

* Full Name

* Email

* Confirm Email

* Phone

Example phone number: 6515828200 or 651-582-8200 or 651.582.8200.

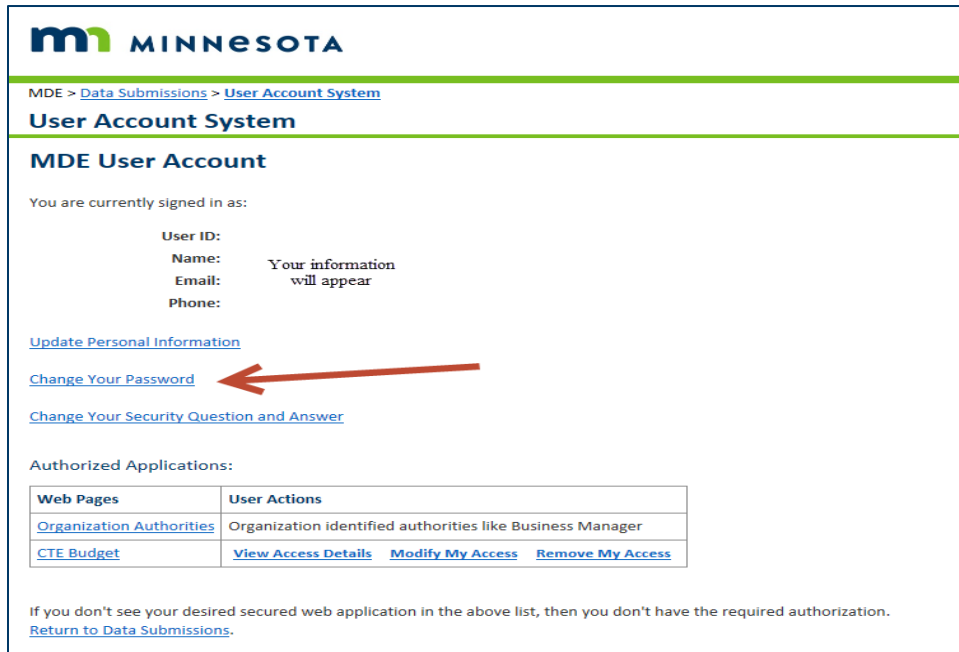
Save Changes **Cancel**

Directions for User to Change Password

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

Step 1: MDE User Account

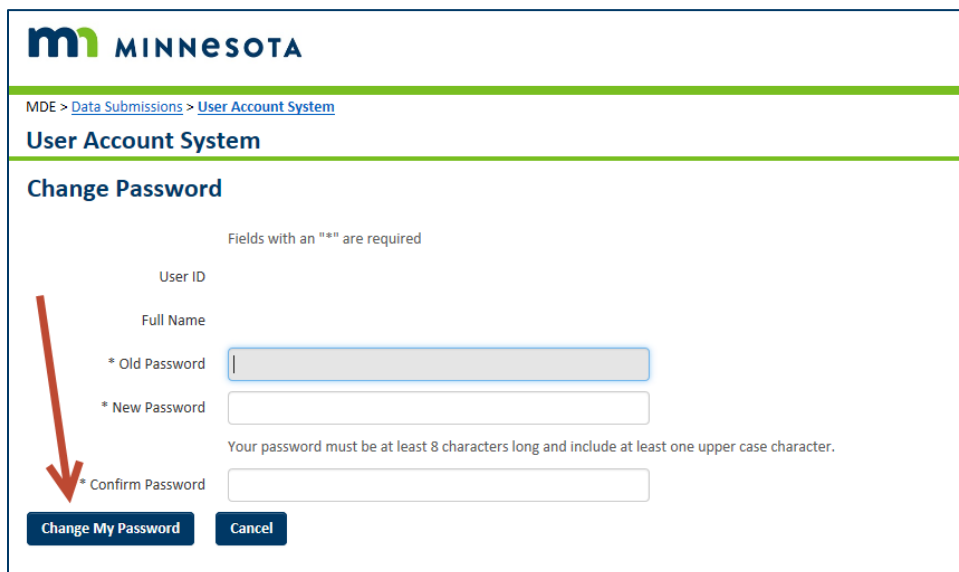
Select the **Change Password** button to change your current password.



The screenshot shows the 'User Account System' page for an MDE user. The page header includes the Minnesota logo and the text 'MINNESOTA'. Below the header, the breadcrumb trail reads 'MDE > Data Submissions > User Account System'. The main heading is 'User Account System', followed by 'MDE User Account'. A message states 'You are currently signed in as:' followed by fields for 'User ID:', 'Name:', 'Email:', and 'Phone:'. The 'Name' field contains the text 'Your information will appear'. Below this, there are three links: 'Update Personal Information', 'Change Your Password' (highlighted with a red arrow), and 'Change Your Security Question and Answer'. Underneath is a section for 'Authorized Applications:' containing a table with two columns: 'Web Pages' and 'User Actions'. The table lists 'Organization Authorities' and 'CTE Budget' with corresponding user actions like 'View Access Details', 'Modify My Access', and 'Remove My Access'. A footer note states: '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](#).'

Step 2: Change Password/Enter New Password

1. In the **Old Password** entry line, type your current password.
2. **Type** the new password in both the New Password box and the Confirm Password box for validation purposes.
3. 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.



The screenshot shows the 'Change Password' form. At the top, it says 'Fields with an "*" are required'. There are input fields for 'User ID', 'Full Name', '* Old Password', '* New Password', and '* Confirm Password'. A red arrow points to the 'Change My Password' button at the bottom left. Below the 'New Password' field, there is a note: 'Your password must be at least 8 characters long and include at least one upper case character.' At the bottom, there are two buttons: 'Change My Password' and 'Cancel'.

Part 2 District User's Guide: CTE Levy Web-Based Reporting System

User Roles and 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

Once Users are approved and signed in to the [MDE User Account System](#), the General Information/District Selection screen will be displayed.

1. Select your district from the drop-down list and ensure that all contact information is filled in.
2. 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.

General Information/District Selection

Career & Technical Education

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)

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Program Selection

1. Select the fiscal year and approved CTE Program for which the budget and/or expenditure data will be entered
2. After selecting both, select the Next button and the Cost Allocation to Other Districts screen is displayed. If no Cost Allocations to other districts – go to Classroom Support Tab after selecting NEXT button.

Minnesota Department of Education
Career & Technical Education

District:
Program Code:
Budget Year:

Select the year you are entering data

Logoff
Help

Secondary Career and Technical Education Program Budget

Program Selection

Please select fiscal year for program budget: 2014-2015

Please select program for the appropriate budget information:

0-No Program Selected
19090-Teacher-Coordinator, Agricultural Cooperative Work Experience
19901-Agriculture
90101-Family and Consumer Science
140710-Administrative Support Occupations
170321-Metals/Fabrication
171000-Construction Occupations
172306-Welding Occupations
999999-Other with MDE Approval

Minnesota.gov



Select the program you are entering CTE information for from the drop down menu.

Cost Allocation to Other Districts – Cooperative and Intermediate Districts only

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.)

1. Select the District from the drop-down list and enter their percent allocation in the box to the right.
2. 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.
3. Repeat these steps for each district you wish to add making sure they total 100 percent.
4. 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**.



Career & Technical Education

District:

Program Code: 790-Technical Tutor/Paraprofessional

Budget Year: 2014-2015

Secondary Career and Technical Education Program Budget

Budget Entry

General Information

Program Selection

Classroom Support

Contracted Services

Byt 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

Cost Allocations to Other Districts

Independent and Special School Districts should disregard this screen.

Districts served within your COOP (with the total of all districts not to exceed 100%)

| District | Percentage Allocation for Participant Districts | Cost Allocation Amount | Delete |
|----------|---|------------------------|--------------------------|
| 0001-01 | 15.00 | 2250.00 | <input type="checkbox"/> |
| 0038-01 | 85.00 | 12750.00 | <input type="checkbox"/> |
| Total: | 100.00 | 15000.00 | |

Net Budget: 15000.00

Add Cost Allocation

Select the districts that are being served by your COOP. Add in the districts percentage share, in aggregate must not exceed 100%, that will be prorated (spread) across all districts being served.

| District | Percentage Allocation for Participant District |
|------------------------|--|
| PUBLIC SCHOOL DISTRICT | % |

Budget Entry Process

Classroom Support

Please read detailed steps below to clarify questions.

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 Number 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:
 - a. Base Salary: Enter the Actual salary - do not include fringe benefits or extended time
 - b. Hours per day: Include the total of teaching hours including prep time and other student contact hours.
 - c. Assigned Hours in this Program per Day - ONLY include the hours per day in teaching this CTE Program.
 - d. 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.
 - e. Extended Days – Enter days assigned beyond the regular teaching contract.
 - f. Extended Salary – Enter the additional salary beyond the regular school year.
5. 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**.
6. If any Travel or Contracted Services add those on the Approved Expense Amount.
7. Select “SAVE”

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)

Contracted Services

1. If you have contracted services, enter the **Contracted Services** data in the space provided, beginning with the Contractor ID#. Use the Tab key to move through the fields.
2. **Note:** For each **Contracted Service** request you must attach a copy of the contract using the **General Attachments** link on the left navigation bar.

If you have travel or contracted services enter them here.

Secondary Career and Technical Education Program Budget

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 |
| Program Code | | | | | |
| 810 | Curriculum Development Activities | 0.00 | 0.00 | 0 | 0.00 |
| CTE Program | | | | | |
| Total Anticipated Expenditures | | 52726.00 | | | |
| Subtotal: | | 52726.00 | 0.00 | 0 | 0.00 |

Enter Additional Budget Information

3. 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**.

Career & Technical Education

District: ISD XXXXX [Logout](#)

Program Code: Program Code XXX [Help](#)

Budget Year: 2014-2015

Secondary Career and Technical Education Program Budget

Budget Entry

General Information

Program Selection

Classroom Support

Travel

Contracted Services

5-yr Curriculum Plan

Budget Information

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 |
|---------------------------------------|--|-----------------------------------|-------------------------------------|
| <input type="text" value="12345678"/> | <input type="text" value="Jane Doe, First Response Training"/> | <input type="text" value="0.00"/> | <input type="text" value="500.00"/> |

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

Five-Year Curriculum Plan

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.

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.
3. Select the **Next** button to go to the **Budget Information** page that displays the summary of the **Program** budget by object code.

The screenshot shows the 'Secondary Career and Technical Education Program Budget' page. At the top, there is a header for 'DEPARTMENT OF EDUCATION' and 'Career & Technical Education'. Below the header, there are fields for 'District:', 'Program Code:', and 'Budget Year: 2014-2015'. A red-bordered box highlights a note: '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'. The main content area is titled '5-yr Curriculum Plan' and contains a note: '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.' Below this note, there are several input fields: 'Submitted Date: (MMDDYYYY)', 'Approved Date: (MMDDYYYY)', 'Begin Date: (MMDDYYYY)', and 'End Date: (MMDDYYYY)'. There is also a checkbox for '5-Yr plan or amendment attached * 5-Yr plan on file at MDE'. Below these fields, there is a text input for 'Assessment type used to evaluate CTE programs:' and a 'Browse...' button for '5-yr Curriculum Plan Attachment:'. At the bottom, there is an 'Assurance Checklist' section with the text: 'The 5-year plan for improvement in my district/center is comprehensive and does consider the following criteria: (check all that apply)'. The checklist items are: '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', and 'All documentation is attached or kept locally and available upon request'. A 'Save' button is located at the bottom right of the page.

Additional Classroom Support

For each additional CTE Program, continue with CLASSROOM SUPPORT FOR EACH TEACHER FOR EACH PROGRAM AREA.

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.

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

| Program Code | Program Name | District User Status | District Admin Status | MDE Status | Budget Amount | Expense Amount | Delete |
|--------------|---|----------------------|-----------------------|------------|---------------|----------------|---------------------------------|
| 0000 | Teacher-Coordinator, Diversified Occupations Co-op Programs | No status | No status | No Status | 98517.00 | | <input type="button" value=""/> |
| 0000 | Health Sciences & Technology Education | No status | No status | No Status | 47909.00 | | <input type="button" value=""/> |
| 80101 | Family and Consumer Science | No status | No status | No Status | 0.00 | | <input type="button" value=""/> |
| 80204 | Creative Design | No status | No status | No Status | 607295.00 | | <input type="button" value=""/> |
| 140710 | Administrative Support Occupations | No status | No status | No Status | 23979.00 | | <input type="button" value=""/> |
| 170301 | Auto Body Mechanics | No status | No status | No Status | 94468.00 | | <input type="button" value=""/> |
| 170302 | Auto Mechanics | No status | No status | No Status | 83572.00 | | <input type="button" value=""/> |
| 171000 | Construction Occupations | No status | No status | No Status | 94468.00 | | <input type="button" value=""/> |
| 171710 | Manufacturing Technology | No status | No status | No Status | 445000.00 | | <input type="button" value=""/> |
| 172002 | Machine Shop Occupations | No status | No status | No Status | 361678.00 | | <input type="button" value=""/> |

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

Summary of Program Budget

Under Summary of Program Budgets it shows all of the Expense Amounts you have 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.

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: 2011-2012

| Program Code | Program Name | District User Status | District Admin Status | MDE Status | Budget Amount | Expense Amount | Delete |
|--------------|---------------------------------------|----------------------|-----------------------|------------|---------------|----------------|---------------------------------|
| 80101 | Family and Consumer Science | No status | No status | No Status | 0.00 | 33000.00 | <input type="button" value=""/> |
| 140710 | Administrative Support Occupations | Submitted | No status | No Status | 0.00 | 33333.33 | <input type="button" value=""/> |
| 171502 | Communications Technology Occupations | Submitted | No status | No Status | 0.00 | 43750.00 | <input type="button" value=""/> |

Submit Budget/Expense

1. Select the **Submit Expense** button to submit to the **District Administrator** for approval.
2. Once the budget is submitted the screen will appear with a notification to indicate that the **“Expense is submitted successfully.”**

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.

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 |
|------------------------|---------------------------------------|----------------------|-----------------------|------------|---------------|----------------|--------------------------|
| 90101 | Family and Consumer Science | Submitted | No status | No Status | 0.00 | 33000.00 | <input type="checkbox"/> |
| 140710 | Administrative Support Occupations | Submitted | No status | No Status | 0.00 | 33333.33 | <input type="checkbox"/> |
| 171502 | Communications Technology Occupations | Submitted | No status | No Status | 0.00 | 43750.00 | <input type="checkbox"/> |

<< < > >> Rows/page: 0

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.

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 and 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. [Access CTE Levy Web-Based Reporting System](#)
- 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.

CTE Program Budget Review

Once Administrator is signed in to the [MDE User Account System](#), the District Admin Role Choice screen will be displayed.

Step 1: Choose Role

For the District Admin Role Choice, select “Admin” role to proceed with the CTE Program Budget Review and approval.

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

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

District Admin Role Choice

Please choose one of the following roles.

Admin User

Step 2: 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.

1. 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.
2. 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**.

DEPARTMENT OF EDUCATION Career & Technical Education

District: ISD XXXXX
Program Code: XXX
Budget Year: 20XX-20XX

[Logoff](#)
[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

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 |
|------------------------|--------------------------------------|----------------------|-----------------------|------------|---------------|----------------|--------------------------|
| 90101 | Family and Consumer Science | No status | No status | No Status | 0.00 | 50000.00 | <input type="checkbox"/> |
| 140710 | Administrative Support Occupations | No status | No status | No Status | 23378.38 | 0.00 | <input type="checkbox"/> |
| 171000 | Construction Occupations - General | No status | No status | No Status | 0.00 | 0.00 | <input type="checkbox"/> |
| 171016 | Construction Occupations - Finishing | No status | No status | No Status | 11705.24 | 0.00 | <input type="checkbox"/> |

Rows/page: 0

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

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Step 3: Line Item Budget

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.

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](#)

do not include extended time, assignment salaries or fringe benefits

Include the total of teaching hours + prep time + other student contact assignments.

Include ONLY the hours per day in teaching this CTE program.

The total hours assigned for prep for the full day.

Enter days assigned beyond the regular teaching contract.

Enter the additional salary beyond the regular school year.

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Step 4: CTE Program Budget List/Budget Submission

1. Follow steps 2 and 3 of this section for each Program budget that you wish to review/approve.
2. 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.

Secondary Career and Technical Education Program Budget

District: 916 - 6 - NORTHEAST METRO 916
 Program Code:
 Budget Year: 2016-2017

District Budget Approval

Select a program budget year to review and/or approve.

Program Budget Year:
 District: [Dropdown] [Submit]

| Rejected | Program Code | Program Name | District User Status | District Admin Status | MDE Status | Budget Amount | Expense Amount |
|--------------------------|--------------|---|----------------------|-----------------------|------------|---------------|----------------|
| <input type="checkbox"/> | 733 | Career and Technical Evaluation | Submitted | Approved | No status | 0.00 | 0.00 |
| <input type="checkbox"/> | 8026 | Teacher-Coordinator, Diversified Youth Apprenticeship | Submitted | Approved | No status | 12500.00 | 0.00 |
| <input type="checkbox"/> | 18801 | Agriculture | Submitted | Approved | No status | 0.00 | 0.00 |
| <input type="checkbox"/> | 20300 | Health Sciences & Technology Education | No Status | No Status | No status | 0.00 | 0.00 |

Allocated Costs from Cooperative School District: 0.00 0.00
Net Budget: 12500.00 0.00

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.

xxxxxx
 Signature - Superintendent or Designee

xxxxxxx
 Title

01/01/2222
 Date (mm/dd/yyyy)

[Budget Approved] [Reject]

Step 5: CTE Budget Submission/Confirmation

1. 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.
2. MDE staff will review all Program Budgets that are submitted and will notify districts if there are questions or concerns.

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

your title
 Title

05/02/2014
 Date (mm/dd/yyyy)

Budget is Submitted to MDE for Review.

[Budget Approved] [Reject]

Appendix I. Directions to Entering Anticipated CTE Expenses

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

Appendix II. CTE Program Code and UFARS Program Code

Special Services / Work Experience

| CTE Program Code | UFARS Program Code | CTE Program | Licensure Required |
|------------------|--------------------|---|---|
| 000670 | 371 | Career Accommodation Specialist ** ¹ | 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>Column A: 000745, 019090, 049090, 079090, 079091, 079092, 099090, 099092, 099094, 099096, 149090, 160000, 179090</p> <p>Column 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>Column A: 000745, 019090, 049090, 079090, 079091, 079092, 099090, 099092, 099094, 099096, 149090, 160000, 179090</p> <p>Column 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 |

¹ ** 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>Column A: 160000</p> <p>Column 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>Column A: 160000</p> <p>Column B: 010000, 010500, 019910</p> |

Marketing

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

Health

| CTE Program Code | UFARS Program Code | CTE Program | Licensure Required |
|------------------|--------------------|--|--|
| 070101 | 321 | Dental Assisting | 070101, 300300 |
| 070208 | 321 | Allied Health | 070103, 070203, 070208, 070300, 300300 |
| 070300 | 321 | Health Sciences and 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 and 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 <hr/> Column A: 016000 Column 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 <hr/> Column A: 160000 Column B: 090100, 090101, 090112, 090121 |

Service Occupations

| CTE Program Code | UFARS Program Code | CTE Program | Licensure Required |
|------------------|--------------------|--|--------------------------------|
| 090201 | 365 | Early Childhood, Guidance, and Education Careers | 090201, 090402, 300500 |
| 090204 | 365 | Textile and 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 and 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/> Column A: 160000 Column 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/> Column A: 160000 Column 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 and Repair | 170302, 170303, 170322, 171200, 300700 |
| 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**

| CTE Program Code | UFARS Program Code | CTE Program | Licensure Required |
|-------------------------|---------------------------|---------------------------------------|---|
| 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**

| CTE Program Code | UFARS Program Code | CTE Program | Licensure Required |
|-------------------------|---------------------------|--------------------------------------|---------------------------------------|
| 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 and 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 2018 – Anticipated Budget submitted for 2018-19

July 2018 – Actual expenditures submitted for 2017-18 school year

September 2018 – Final date to submit actual expenses for 2017-18

September 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 2017-18

April 2019 – Anticipated Budget submitted for 2019-20

July 2019 – Actual expenditures submitted for previous fiscal year (2018-19)

September 2019 – Final date to submit actual expenses for previous fiscal year

September 2019 – Comparison reports generated

October 30, 2019 – CTE actual expenses and UFARS data are complete and matched

October 30, 2019 – Final UFARS data submitted

October 31, 2019 – Final Levy Adjustment determined for 2018-19

April 2020 – Budget submitted for 2020-21

Appendix IV. Career and Technical Education Contact Information

Office of Career and College Success

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

[Michelle Kamenov](#), Supervisor, Career Development and Technical Education
651-582-8434, michelle.kamenov@state.mn.us

[Jennifer Norton](#), Center for Postsecondary Success, Administrative Support Staff
651-582-8333, jennifer.norton@state.mn.us

[Debra Blahosky](#), Office of Career and College Success, Administrative Support Staff
651-582-8334, debra.blahosky@state.mn.us

[Kari-Ann Ediger](#), Program Improvement/Results Measurement
651-582-8269, kari-ann.ediger@state.mn.us

[Joel Larsen](#), Agriculture/Agribusiness
651-582-8396, joel.larsen@state.mn.us

Name to be announced, Trade and Industrial/Technology Education

[April Schnell](#), Transition-Disabled/Work-Based Learning/Guidance
651-582-8840, april.schnell@state.mn.us

[Maxine Peterson](#), Family and Consumer Science
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[Dean Breuer](#), Business and Marketing
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[Shelli Sowles](#), Health Sciences/Service Occupations
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[Jan Carlson](#), Education Finance Specialist
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