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DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
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edu.wyoming.gov  
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## MEMORANDUM NO. 2015-122

**TO:** School District Superintendents  
Business Managers  
Perkins Coordinators  
Data Collection Personnel

**FROM:** Randall Butt, CTE Consultant and Data Steward  
School Support Division

**DATE:** September 28, 2015

**SUBJECT:** New Perkins CTE Data Collection and Assessment Systems

## NEW PERKINS CTE DATA COLLECTION AND ASSESSMENT SYSTEMS

Upcoming changes to Career Technical Education (CTE) data collection, performance target negotiation, and technical skills assessment delivery will affect some processes for Carl D. Perkins grant recipients.

### CTE Data Collection

The WDE data team will be taking over all data collection, analyses and reporting for the Perkins grant. The WDE is in possession of all district CTE data collected by PRES Associates (the previous vendor) during the 2014-2015 program year, and the data team is currently in the process of reviewing and analyzing that data. Instructions on accessing your 2014-2015 data results will be sent in early November. **Note: the WYCTA database is no longer the source for data reports.**

Districts will need to submit their follow up data to the WDE's Data Collection Suite (DCS) between October 1st, 2015 and December 31st, 2015. Remember, this data will reflect unduplicated placement status of CTE concentrators who left secondary education by June 30th, 2015.

To submit CTE follow up data for your district, please follow these instructions:

1. Go to [edu.wyoming.gov/dcs/default.html](http://edu.wyoming.gov/dcs/default.html).
2. Scroll down to "WDE777", click on the gray arrow to the left.
3. Click on the "Documents" tab.
4. An Excel spreadsheet and a PDF are available on this tab. Fill out the spreadsheet, then follow the instructions in the

PDF to upload your collection data to the DCS. The PDF also contains instructions to register a Fusion account. You will need an account for the upload process if you do not already have one.

Spring CTE data collection will occur on a similar timeline as in previous years, but you will enter that data in a different secure web-based platform. Local negotiations of performance targets will occur in the same platform. More information about spring data collection and local negotiations will be available at a later date.

*If you have any questions about the DCS, please contact Elizabeth Foster at [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov) or 307-777-7009.*

#### CTE Technical Skills Assessments

The WDE is moving forward on developing a contract with NOCTI for CTE assessment delivery. To learn more about the company, visit this link: <http://www.nocti.org/>.

NOCTI will facilitate web-based delivery of all existing Wyoming CTE assessments. Assessments will be available for CTE concentrators who need to test later this fall, as well as for those who will test in the spring. Instruction for fall testing will be sent out shortly.

For the Automotive Service Excellence (ASE) Assessments, please see attached instructions. Districts will be able to request reimbursements for fees associated with the assessments through the Grants Management System starting October 1st, 2015. The reimbursements will be paid to districts out of Perkins state leadership funds.

*For more information, please contact Randall Butt, CTE Consultant, at 307-777-5329 or [randall.butt@wyo.gov](mailto:randall.butt@wyo.gov), or Tonya Gerharter, CTE Consultant, at 307-777-6808 or [tonya.gerharter@wyo.gov](mailto:tonya.gerharter@wyo.gov).*

Attachment:  
Instructions for ASE Assessment Reimbursement