

**Maryland State Department of Education  
Career and Technical Education (CTE)**

**DUE DATES**

Fiscal Year 2022  
July 1, 2021 - June 30, 2022

<b>Due Date*</b>	<b>Plans/Reports/Data</b>	<b>Secondary</b>	<b>Postsecondary</b>
7/23/2021	Submit CTE student data in the End of Year (EOY) Attendance via MODE	X	
7/30/2021	Final Narrative Progress Reports due for all FY 2021 Grants	X	X
7/30/2021	Locally Developed CTE Programs of Study Proposals Due	X	
9/3/2021	Submit CTE student data in the MSDE Student, Grade, Course, Teacher (SCGT) via MODE.	X	
9/10/2021	Submit CTE student data in the MSDE High School Data Collection (HSDC) via MODE.	X	
9/10/2021	Submit CTE student Single Parent data via MSDE Secure Server.	X	
9/15/2021	CTE Data should be submitted in accordance with the Postsecondary CTE Data Collection and Reporting Specifications and Procedures Manual.		X
9/30/2021	Annual Equipment Inventory Reports Due	X	X
9/30/2021	Final Annual Financial Reports (AFR) due for all FY 2021 Grants	X	X
9/30/2021	List A Verifications Due	X	X
10/15/2021	P-TECH Enrollment File and P-TECH Outcome Files	X	
10/15/2021	P-TECH Funding File	X	
10/29/2021	Locally Developed CTE Programs of Study Proposals Due	X	
10/29/2021	P-TECH Fall Validation File	X	
10/29/2021	FY 2021 Equipment Inventory Purchase and Disposition Reports Due	X	X
11/19/2021	Financial Literacy Education Update Due	X	
1/17/2022	Interim (Mid-Year) Narrative Progress Reports for FY 2022 Due	X	X
2/1/2022	Postsecondary FY 2021 Pell Grant Recipient Reports due for FY 2023 Perkins Funding		X
2/25/2022	Locally Developed CTE Programs of Study Proposals Due	X	
5/2/2022	FY 2023 Perkins Local Applications Due	X	X
5/16/2022	Amendment Request Deadline for FY 2022 Grants	X	X
6/15/2022	Questionnaire for Work-Based Learning Students for 2022	X	
6/15/2022	Pre-Graduate Survey of High School Graduates, Class of 2022	X	

**\*\* Maryland State CTE Programs of Study may be submitted at any time to DocuShare**

**Useful Web Links:**

[MSDE Perkins V Webpages](#)

[MDCTEData.org website](#)

[DocuShare](#)



**SUBMISSION INFORMATION FOR CAREER AND TECHNICAL EDUCATION ITEMS – Local School Systems**

The purpose of this document is to provide information on how to submit CTE information and who to notify after submitting.

<b>CTE CATEGORY</b>	<b>CTE ITEM</b>	<b>Due Date</b>	<b>LOCATION</b>	<b>NOTIFY</b>	<b>COPY</b>	<b>COMMENTS</b>
<b><u>List "A"</u></b>	List "A" Programs	Ongoing	<a href="#">DocuShare</a>	<a href="#">Pamela Clay</a> <a href="#">Dean Kendall</a> <a href="#">Barbara Webb</a> <a href="#">Traci Verzi</a>		List A is updated as new programs are added/approved. Notify your Regional Specialist when you've uploaded any new program applications or program amendments to DocuShare.
<b><u>List "A"</u></b>	List "A" Verification	9/30	<a href="#">DocuShare</a>	<a href="#">Dean Kendall</a>	Appropriate Regional Specialist	List A verifications are performed annually in September via Excel spreadsheets sent for review.
<b><u>Enrollment and Outcome Data</u></b>	Student CTE Enrollment and Outcome Data	See <a href="#">Specification Manual</a>	MSDE Office of Accountability	<a href="#">Nicassia Belton</a>		MSDE secondary CTE data is collected as part of the Maryland Course Catalog (MCC), Student-Course-Grade-Teacher (SCGT), Attendance, and High School (HSDC) data collections.  Secondary CTE enrollment data is obtained through analysis of data provided in MCC and SCGT file submissions. While secondary CTE outcome data is obtained through analysis of data provided in the HSDC and Attendance file submissions.  All submissions should adhere to the requirements set forth by the MSDE Office of Accountability, and all CTE data should be entered as required by the Division of Career and College Readiness.
<b><u>Equipment Inventory</u></b>	Equipment	9/30	<a href="#">DocuShare</a>	<a href="#">Pamela Clay</a> <a href="#">Dean Kendall</a> <a href="#">Barbara Webb</a> <a href="#">Traci Verzi</a>		Notify your Regional Specialist via email after uploading to DocuShare the annual Equipment Purchase and Disposition Reports, due by September 30 <sup>th</sup> for the previous year.
<b><u>Grants</u></b>	Budget and Programmatic Amendments, Other	Provided in award notification	<a href="#">DocuShare</a>	<a href="#">Nina Roa</a>	Appropriate Regional Specialist	Once the document(s) is/are uploaded, send an e-mail to Nina Roa and copy your Regional Specialist. Please do <b>not</b> attach the documents to the notification e-mail. We will the download the materials from DocuShare upon notification.
<b><u>Grants</u></b>	CTE Reserve Fund Applications, Interim Reports, Final Reports	Appl: varies Interim: 1/15 Final: 7/31	<a href="#">DocuShare</a>	<a href="#">Jennifer Griffin</a>	Appropriate Regional Specialist	Once the document(s) is/are uploaded, send an e-mail to Jennifer Griffin and copy your Regional Specialist. Please do <b>not</b> attach the documents to

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						the notification e-mail. We will the download the materials from DocuShare upon notification.
<b><u>Grants</u></b>	Final Annual Financial Report (AFR)	9/30	MSDE COGNOS [This report is filed electronically through MSDE's Grant Annual Financial Reporting (AFR) System]	<a href="#">Nina Roa</a>		Once the document(s) is/are uploaded, send an e-mail notification to Nina Roa and copy your regional specialist.
<b><u>Grants</u></b>	Perkins Formula Applications, Interim Program Reports and Final Program Reports	Appl: 5/1 Interim: 1/15 Final: 7/31	<a href="#">DocuShare</a>	<a href="#">Nina Roa</a>	Appropriate Regional Specialist	Once the document(s) is/are uploaded, send an e-mail to Nina Roa and copy your Regional Specialist. Please do <b>not</b> attach the documents to the notification e-mail. We will the download the materials from DocuShare upon notification.
<b><u>Grants</u></b>	Maryland Innovation Grant Applications, Interim Reports, Final Reports	Appl: varies Interim: 1/15 Final: 7/31	<a href="#">DocuShare</a>	<a href="#">Jennifer Griffin</a>	Appropriate Regional Specialist	Once the document(s) is/are uploaded, send an e-mail to Jennifer Griffin and copy your Regional Specialist. Please do <b>not</b> attach the documents to the notification e-mail. We will the download the materials from DocuShare upon notification.
<b><u>Grants</u></b>	P-TECH Grants, Interim Reports, Final Reports	Appl: varies Interim: 1/15 Final: 7/31	<a href="#">DocuShare</a>	<a href="#">Nina Roa</a>		Once the document(s) is/are uploaded, send an e-mail to Nina Roa. Please do <b>not</b> attach the documents to the notification e-mail. We will the download the materials from DocuShare upon notification.
<b><u>Program Proposals</u></b> <i>(Locally Developed)</i>	Locally developed programs of study for the CTE Review Panel (three panel review dates)	Varies	<a href="#">DocuShare</a>	<a href="#">Nina Roa</a>	Appropriate Regional Specialist	Once the document(s) is/are uploaded, send an e-mail to Nina Roa and copy your Regional Specialist. Please do <b>not</b> attach the documents to the notification e-mail. We will the download the materials from DocuShare upon notification.
<b><u>Program Proposals</u></b> <i>(State Programs of Study)</i>	Maryland CTE Programs of Study	Ongoing	<a href="#">DocuShare</a>	<a href="#">Nina Roa</a>	Appropriate Regional Specialist	Once the document(s) is/are uploaded, send an e-mail to Nina Roa and copy your Regional Specialist. Please do <b>not</b> attach the documents to the notification e-mail. We will the download the materials from DocuShare upon notification.
<b><u>Work-Based Learning Questionnaire</u></b>	Questionnaire for Work-Based Learning Students and Employers	Ongoing	Web links to questionnaires are sent to students and their respective employers by the Teacher supervising the Work-Based Learning experience.	<a href="#">Nicassia Belton</a> <a href="#">Jennifer Griffin</a>		Feedback on student work-based learning experiences are collected via the MSDE Student Work-based Learning Questionnaire and the MSDE Employer Work-based Learning Questionnaire. The questionnaires are administered online via MSDE's SELECTSURVEY.NET v5 platform.

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<i><b><u>Financial Literacy Education Update (every 5 years)</u></b></i>	Description of the school system's program of study in Financial Literacy Education at the elementary, middle and high school levels	Mid November (this year 11.19.21)	Program Specialist	<a href="#">Jennifer Griffin</a>		Updates are emailed to Jennifer Griffin.