

## Career and Technical Education (CTE) Levy Recalculation Web-Based Reporting System Quick-Step Guide for New Legislation – Starting FY15

Access the online CTE Levy Reporting System on the [CTE Levy Web page](http://education.state.mn.us/MDE/SchSup/DataSubLogin/CareerTechEducLevyRecalcReportSys/index.html)  
(<http://education.state.mn.us/MDE/SchSup/DataSubLogin/CareerTechEducLevyRecalcReportSys/index.html>).

Registered Users can request access to the CTE Levy application—same URL as above.

The CTE District User logs in. **There should be only one District User identified per district for the CTE Levy System.** Select your District, select School Year 2013-14, and select an Approved CTE Program. See the list of Approved CTE Programs available on the [CTE Program Approvals Web page](http://www.education.state.mn.us/MDE/SchSup/CareerEdAdmin/ProgAppr/index.html)  
(<http://www.education.state.mn.us/MDE/SchSup/CareerEdAdmin/ProgAppr/index.html>), or access the [Career and Technical Education Program Approvals Database 2008-2014](#) spreadsheet directly.

Go to Classroom Support tab, enter in teacher(s), and all ACTUAL INFORMATION.

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 # for each licensed staff serving in the selected **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:

Base Salary: Enter the **Actual salary** – do **not** include fringe benefits or extended time.

Hours per day: Include the total of teaching hours **including** prep time and other student contact hours.

Assigned Hours in this Program Per Day – ONLY include 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. The system will calculate the amount of prep time to be allocated to the CTE program.

Extended Days – Enter days assigned beyond the regular teaching contract.

Extended Salary – Enter the additional salary beyond the regular school year.

Click on 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**.

5. If any Travel or Contracted Services, add those on the Approved Expense Amount.
6. Click on "SAVE."
7. If you have contracted services, complete the Contracted Services detailed information.

Enter **Contracted Services** data in the space provided, beginning with the Contractor ID#. Use the Tab key to move through the fields.

Enter each additional CTE Program and continue with CLASSROOM SUPPORT FOR EACH TEACHER FOR EACH PROGRAM AREA.

8. In Budget Entry Process (five-year curriculum plan), enter the date in each of the fields, the checklist and attach the five-year plan or amendment. Click on the NEXT button to go to the Budget Information.
9. When all CTE-Approved Programs and actual budgets have been entered, continue with the final step of Expenditure Entry Process for the Administrator to approve it.
  - You will note that the fields have been populated with a summary of the data previously entered.
  - Click on the **Save** button to save the **Program** budget.
  - Once you are certain that your **Program** budget is final and you are ready to submit to the **District Administrator** for review, click on the **Submit Budget** link on the left navigation bar and the **Submit Budget/Expense** screen will display.

**Note:** You must click on the **Save** button before trying to Submit Budget/Expense.

10. Click on the **Submit Budget** button to submit to the **District Administrator** for approval. Once the budget is submitted, the screen will appear with a notification to indicate that the "Budget is submitted successfully."
11. Once **all** CTE **Program** budgets have been submitted, you should contact the **District Administrator** to indicate that all CTE **Program** budgets have been submitted for their approval. At that time, the **District Administrator** will login to the system to review, approve and submit all of the CTE Program Budgets to MDE.
12. Expenditures will be reported through the **Budget Information** page on the left navigation bar. If all information is entered, click the "Submit Expense" tab for the Administrator to approve.

#### **Administrators:**

1. This screen will show all of the approved CTE Program Budgets that have been submitted by the **District User** for your approval.
2. Select the **Program Budget Year** from the drop-down box and click on the **Submit** button. The list of **Program** budgets submitted by the **District User** for that year will be displayed.

3. To review the budget breakdown for each individual **Program**, click on the **Program Code** that precedes the **Program Name**. This will display the line item budget (for that Program), as submitted by the **District User**.
4. After reviewing the Program Budget, click on 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 click on 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.

5. Follow the above steps for each **Program** budget that you wish to review/approve. Once ALL **Program Budgets** have been reviewed, click on the **Budget Approved** button to submit to MDE. It is **very important** to review ALL Program budgets before you click on the Budget Approved button. The **Budget Approved** button should only be used one time.
6. After clicking on the Budget Approved button, you will receive a message on the screen to indicate that the Budget is Submitted to MDE for Review.
7. MDE staff will review all Program Budgets that are submitted and will notify districts if there are questions or concerns.