

How to run the “Assessments Taken for the Year-Funded” report

This document provides step-by-step instructions on how to run the “Assessments Taken for the Year – Funded” report in InTERS. The report allows approved users to see currently submitted data for industry certifications for their school corporation or CTE District, the associated reimbursement rates for each submitted certification, and an estimated total the entity will receive from the state’s industry certification reimbursement line item.

The total should be considered an estimate as reimbursement rates are subject to change based on the limitations of the industry certification reimbursement appropriation and specific policies may be implemented for unique circumstances to best reflect costs schools are incurring (e.g. a series of certifications incurs a one-time fee rather than a cost per individual certification). For example, ASE or SACA certifications earned during the 25-26 school year reimbursement will be limited to one per student. Earning multiple certifications under these organizations will not qualify a candidate for additional reimbursement.

Step 1: Login to CTE InTERS or contact Area CTE Director or CHE Data staff for assistance with access

Step 2: Select the “Reports” tab

Step 3: Select the “Federal” tab

Step 4: Select the report titled “Assessments Taken for the Year-Funded”

Step 5: Select term dropdown and choose List Term 2025-2026 (Grad Term 2028-2029)

Step 6: Select location dropdown and click the selection you desire (District, School)

Step 7: Based on the selection in Step 6 select a specific district or school if needed

Step 8: Leave the assessment dropdown set to the default “All”

Step 9: Leave the “include DOE codes” and “location breakdown” boxes unchecked

Step 10: Select approved type dropdown and click “grad pathways”

Step 11: Select report type either as “count” or “audit”

Count = count by assessment in PDF

Audit = Excel file with student details

*Conducting school name is in column T (this is where the funds will be sent)

*Assessment cost is in column AA

*CoV score is in column AB

*CSA student flag is in column AC

