

Best Practice – 2005
Golden Crescent Tech Prep Partnership



CATEMA[®] System

The Career And Technology Education Management Application (CATEMA[®] System) is a web-based system for managing information relating to Tech-Prep and other advanced educational courses, schools, students, teachers, counselors, administrators, and staff.

The system is designed to provide a standardized method to enter, update, display and report educational information. The web-based interface allows users to establish and maintain their own user accounts. Each user account type has a distinct set of access privileges, tasks, and limitations related to system information.

The primary system objectives are to facilitate the management of Tech-Prep programs and make them easily accessible to everyone in education, to validate data at the point of entry, to minimize the required tasks for each user, to provide accessible and printable data in detail and summary reports, and to assure that data is accurate and secure.

System staff manages the web site and database through their web interface. Data access, entry and update can be accomplished from any web-enabled computer, from any location where the Internet is available such as the school classroom, school computer lab, local library computer, public Internet kiosk, or from the individual user's home.

Users are able to view their own status and history in the program at any time. They have the primary responsibility for maintaining current personal information and settings for their own account.

Teachers create "classes" in the system for specific courses, and students create application records to enroll on those classes. The system may be configured to include a list of required "Competencies" for each of the system courses. Using the online competency form, the teacher can rate a student for each course competency, and can make a recommendation for Tech-Prep or advanced credit.

Students may log into their password protected account at any time to view their application status, to update their personal information, to create a new application record for another class, or print their electronic portfolio of system activity, competencies, and recommendations.

Staff users have access to detailed, as well as summary information for the current school year and all previous years.

Counselors, coordinators, advisors and registrars may look up student information in the system. Their user account allows them to verify a student's recommendation for advanced credit. They can view a student's complete course history, and registrars can record whether advanced credit was awarded.

The system implements secure data encryption to protect information entered and extracted. The CATEMA[®] System adheres to regulations and guidelines relating to information privacy. Each user has specific access limitations based on user type, school/district affiliation, and user status.

Overall, the system provides a seamless record of a student's accomplishments from secondary to post secondary education and beyond. It can fill the information gap that typically exists between educational institutions maintaining their own proprietary information. The CATEMA[®] System's primary goal is to ensure that individual students receive the benefits promised from advanced technical education programs, and give them a stronger sense of ownership in their education and their future.

For more information please contact Shannon McBride or David Green via the Golden Crescent Tech-Prep Partnership Website at www.gctechprep.org.

