

**MAEP CAREER & TECHNICAL EDUCATION (CTE) EDITS
MAEP TEACHER UNIT (TU) EDIT REPORT**

1. Begin checking the TU Edit Report after Month 01 and District Personnel have been approved and processed.
2. The terms “Voc Edit and Total Vocational” at the bottom of the TU Edit report should be disregarded.
3. The Special Program Code of “2” must be entered on the teacher’s schedule in order to receive an MAEP Teacher Unit (TU) Edit Report for the teacher.
4. The table below indicates CTE MAEP TU Edit Report common errors and resolutions.

CTE MAEP TU EDIT REPORT ERRORS	RESOLUTIONS
1. Multiple Carnegie credits in one class period	1. Use different Term/Semester Codes (T1 & S1) or use 10 & 11 (if first period) for the different Carnegie units.
2. Total Number of Students per Class Period is zero or less than the actual students enrolled.	2. Student's schedule and teacher's schedule must match on school year, teacher SSN, term/semester code, period number, school number, and course code.
3. Improper Program Location	3. The CTE Director must split the teacher’s percentage of time taught in the CTE teacher budget. –OR– 3a. Make sure all class periods on the schedules show the actual location of the teacher who is teaching the class—School 90 if the teacher is located at the CTE Center.
4. Annual Salary Less Than MAEP Salary or Invalid Annual Salary	4. Correct the years of teaching experience in personnel and in the CTE teacher budget. -OR- 4a. Check for typo when teacher salary was entered.
5. Improper Enrollment	5. Student's schedule and teacher's schedule must match on school year, teacher SSN, term/semester code, period number, school number, and course code.
6. Invalid Schedule Type – Modified Version Schedule	6. Modified Version schedule type should not be used for CTE teachers. <i>(See page 2 below for schedule type guidelines.)</i>
7. Invalid Schedule Type – Inconsistent Schedule Type	7. Check schedule type, term/semester code, and number of class periods for accuracy. <i>(See page 2 below for schedule type guidelines.)</i>
8. Invalid Schedule Type – 8 Fundable Periods	8. The teacher’s schedule must have a planning period. –OR– Check schedule type, term/semester code, and number of class periods for accuracy.
9. Do Not Have MAEP Selectable Code	9. There is no MAEP funding for this employee. No action needed.