APR Guidance for Completion:
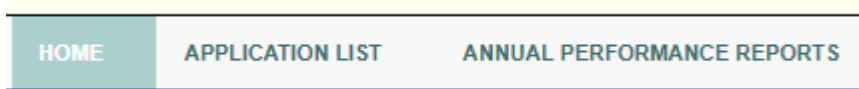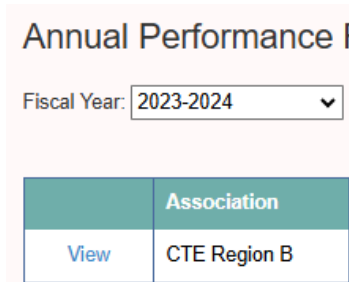
Complete the following steps:

Log into the CTE Grant Management (GMS) platform.

Along the top, horizontal menu bar, click on the Annual Performance Report:

HOME	APPLICATION LIST	ANNUAL PERFORMANCE REPORTS

Within the APR, ensure that the fiscal year says 2023-2024, then click on View:

Annual Performance F

Fiscal Year: 2023-2024

	Association
View	CTE Region B

To maneuver within the APR and visit each page, you may use the left, vertical menu bar or the Summary landing page.

Complete the prompts within each category:

Introduction: verify that a Primary Contact for their institution has been selected.

Performance Narrative: review each tab. Enter text and click save within each tabbed page.

Accomplishments: review each POS and submit responses.

Data Analysis: this page provides and fully breaks down the data! The state target (aka: state determined performance level, or SDPL) for each performance indicator, the disaggregated data for each LEA/HEI, the institutional performance, the state performance, and identifies whether the LEA/HEI met the SDPL. This page is 100% informational and no action is needed. If the LEA/HEI did not meet the target, the PIP will activate for that performance indicator.

PIP: review each PIP, if required. If none are required, no action is needed. If the LEA/HEI needs to submit PIPs, check each tab and read the summaries, enter information for each prompt, and select a target deadline date for both semesters.

Certifications: ensure that the certs have been identified per Program of Study (POS), as applicable, and the number of certs attempted and earned are completed, even if 0.

Advisory Committees: ensure that a contact list and minutes from 2 advisory committee meetings have been uploaded per Program of Study (POS).

CTSOs: ensure that the CTSO/s have been identified per POS, as applicable, and the number of paid and total memberships are entered, even if 0.

CLNA: ensure that the CLNA is available to download. The file available for viewing should be a carryover from the spring 2024 CLNA process. You may download and view it for verification. If it is missing, please let your CTE Coach know.

APR Certification: ensure that the Title, Name, and Signature of the person serving as the Certifier are complete. If you receive an error message, double check that a Primary Contact has been selected in the Introduction tab.

Thank you for your diligence, commitment, and time in providing New Mexico students with an advantage on their career aspirations.