



2026-2027 CTSO Annual Submission Walkthrough



ARIZONA DEPARTMENT OF
EDUCATION

Annual Chapter Submission Location

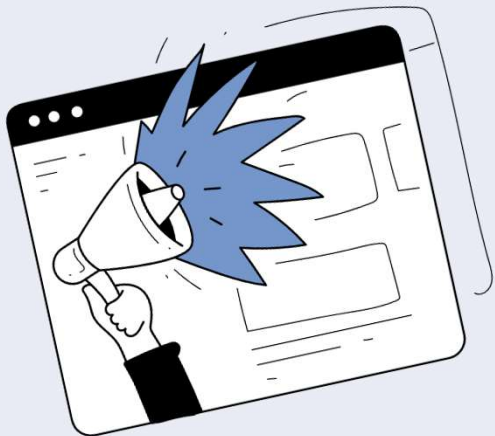
[CTE Data Portal](#)

azed.gov → ADEConnect → Applications → CTE Data Portal → CTSO

Chapter Annual Submission (Formally 7a) Deadline

Fall: December 1, 2025

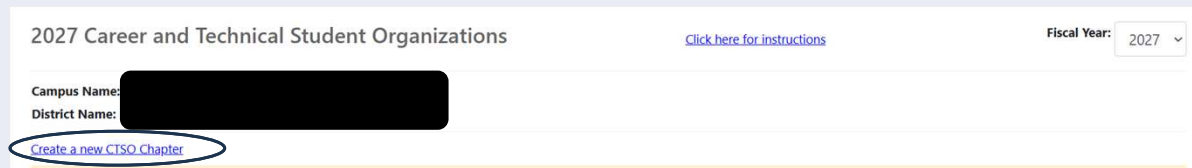
Spring: March 1, 2026



Once in the Data Portal...

Starting a New Submission

On the main CTSO page, use the button that says “Start a New CTSO Chapter”. This allows you to start a new submission.



2027 Career and Technical Student Organizations [Click here for instructions](#) Fiscal Year: 2027 ▾

Campus Name: [REDACTED]
District Name: [REDACTED]

[Create a new CTSO Chapter](#)

Editing a Submission that was Saved as a Draft

On the main CTSO page, use the “Modify” button to edit the draft.



2027 Career and Technical Student Organizations

Campus Name: [REDACTED]
District Name: [REDACTED]

[Create a new CTSO Chapter](#)

Show 50 ▾ entries

Action	CTSO	Program(s)	Advisor Name	Advisor Email Address
Delete Modify	DECA			

How do you Check Submission Status?

On the submission table, there is a box for the submission that will say “Draft”, “Submitted to ADE”, “Accepted”, or “Returned for Edits”



Frequently Asked Questions

What is this form?

This form serves as a central submission place for all chapter documents. This is an **annual** submission, not just when your CTE program is being monitored.

Why do we have to submit every year?

One requirement of membership for each CTSO is to have each of these documents on file with ADE each year. Additionally, if the chapter or district misplaces their files, we have recent uploads for each of the compliance documents, ultimately helping YOU as an advisor.

Who has to submit to this form?

CTSO advisors have to submit this form for each CTSO they advise or serve as a co-advisor. For example, if you are the DECA and HOSA advisor, you will need to submit this form for both your DECA chapter and HOSA chapter. If the FCCLA chapter has both Culinary and Early Childhood Education, the form only has to be submitted once



Data Portal Frequently Asked Questions

What is the Data Portal?

The Data Portal is a live ADE Hub that is housed within the Arizona Department of Education ADEConnect application. This portal is not linked to a 3rd party (ex. Jotform) which makes the data more secure. You can only access the Data Portal through ADEConnect.

What do I do if I don't have access to the Data Portal?

We have created advisor access for CTSO submissions; however, please work with your school admin for a solution that works for your school.

How does it work?

Advisors will submit their annual chapter documentation to be reviewed by the state CTSO team. Once reviewed, the CTE director and advisor will receive a live update on approval or if it needs modification (with notes) and resubmission.



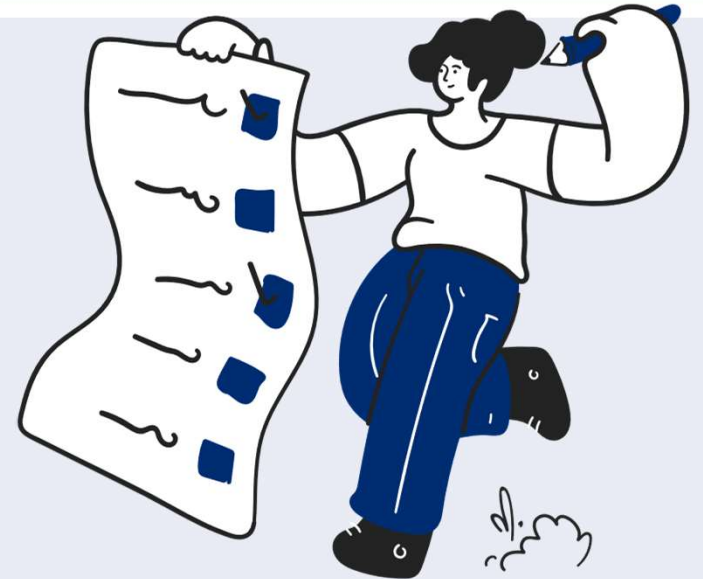
Annual Chapter Submission Form Elements

1. Levels of Access
2. Chapter Information
3. Chapter Constitution and/or Bylaws
4. Membership/Officers
5. Program of _____
6. Meeting Minutes
7. Statement of Assurance

Chapter Documentation

Required Documents: Constitution/Bylaws, Official Membership Invoice, List of Officers, Program of Work, Meeting Minutes

- Documents highlighted in red are required and must be uploaded.
- You must provide a Documentation Type and Title to upload any files.
- Maximum allowed file size: 250MB.
- Most common file types are supported, such as Microsoft Word, Microsoft Excel, PDF, or pictures.
- Google Docs must be converted to a PDF document for upload.



Data Portal Access

Which access level type is right
for your CTSO?



Teacher/Advisor Level

01

Can only access the CTSO
portal page

02

Able to access and submit
for their CTSO only

03

Submission Status View

District Level

01

Able to access the CTSO
page and other CTE pages

02

Able to access and submit
for an entire district

03

Ability to pull reports
regarding status for all
submissions

Chapter Information

To start the form, some basic information needs to be established:

- Your log-in will autofill the school; however, you will need to input the **program** and the **advisor information**
 - If you need assistance finding your Educator Identification Number (EIN), you can look it up at <https://mycert.azed.gov/public>
- Please select the CTSO you are submitting for and all programs that are in the chapter. You will also be prompted to enter the CTSO Chapter ID
 - Please note, the programs available are only programs your school has been approved and reported students for.
- You will need the school's **Invoicing/Billing Address** on this section

CTSO Chapter Record

Status: Not Reviewed

School: Arizona Union High School
CTSO: HOSA

CTE Program(s): Select all that apply.

☐ Bioscience	☐ Medical Assisting Services	☐ Sports Medicine and Rehabilitation
☐ Dental Assisting	☐ Medical Records Technologies	☐ Therapeutic Massage
☐ Emergency Medical Services	☐ Mental and Social Health Technician	☐ Veterinary Assisting
☐ Home Health Aide	☐ Nursing Services	
☐ Laboratory Assisting	☐ Pharmacy Support Services	

Name will be pre-populated based on EIN.
If Location is postsecondary, EIN is disabled and name fields are enabled.

Advisor Information

Advisor EIN: CTE Certified: Yes (Standard CTE Health Careers, K-12)

Advisor First Name: Advisor Last Name:

Advisor Phone: Advisor Email:

Are you a new advisor? ☐ ☐ Advisor Years of Service in Position:

Invoicing Information/Billing Address

Billing Address Line 2:
Billing Address State: Billing Address Zip:



Important Notes

Chapters need to have their Chapter ID available.



If you are not sure about what CTSO you are affiliated with, reach out to a campus administrator or district CTE director



For questions about Private/Parochial school CTSO requirements, please reach out to

CTELocalPrograms@azed.gov

or the State Advisor for the CTSO you are affiliated with



Constitution/Bylaws

- The uploaded document(s) must be *your chapter's* constitution/bylaws
 - Uploads of incomplete documents, the organization's constitution/bylaws, or constitution/bylaws for another chapter will not be accepted
- Constitution/bylaws **must be** reviewed and approved yearly by the advisor and the chapter officer team and the date needs to be on the document.
 - Documents without a review date in the current year **will be rejected**

Chapter Documentation

Document Title

Required Documents: Document-Name1, Document-Name2

Document Type	Title	File	Actions
Chapter Bylaws	Chapter Bylaws	chapter_bylaws.pdf	Delete
Program of Work	Program of Work Document	program_of_work.docx	Delete
Invoice	Membership Dues Invoice	invoice.pdf	Delete

Bylaws will be
uploaded and can be
found here!



Frequently Asked Questions



Do I use the Sample Constitution/Bylaws?

The Sample Constitution and/or Bylaws should only be used for **new** chapters. new advisors should contact their state advisor for the previous year's documents.

How often do I have to review my Constitution/Bylaw?

Every year! The Constitution/Bylaws have to be reviewed or revised with your chapter every year. The revision/review date should be on the bottom of the Constitution/Bylaws and submissions will not be accepted without it.



Membership

Membership refers to **affiliated members**. In order for students to compete and be an official member of each respective CTSO, they must be affiliated and each chapter to hold no outstanding balance.

- Official invoices are required for each CTSO. FFA's Membership Contract is accepted
- A typed/written list of members is **not** an approved upload
- Districts that register all chapters at once may submit a combined invoice.

Chapter Documentation

Document Title

Required Documents: Document-Name1, Document-Name2

Document Type	Title	File	Actions
Chapter Bylaws	Chapter Bylaws	chapter_bylaws.pdf	Delete
Program of Work	Program of Work Document	program_of_work.docx	Delete
Invoice	Membership Dues Invoice	invoice.pdf	Delete

The **Official Membership Invoice** will be uploaded and can be found here!



Membership

NEW THIS YEAR:

Prior to March 1 -

An invoice of members will be entered for the Annual Chapter Submission

After March 1 -

You will need to provide a numerical count of non-secondary student members in addition to adding the student roster into the form. Students will be searchable by Student ID number or First/Last Name.



Membership

Middle School Membership Count:

Postsecondary Membership Count (non-secondary students):

Secondary Student Membership

Upload ID: 46651

[Add Student](#)

Action	SUID	Student Name	Currently Enrolled?	Chapter Officer

All chapter submissions will be sent back to the advisor's portal for membership data entry after March 1

Members and Chapter Officers

Chapter Officers

- These students should be **active, affiliated** members of your chapter

Membership

Middle School Membership Count:

Postsecondary Membership Count (non-secondary students):

Secondary Student Membership Upload ID: 46651

[Add Student](#)

Action	SUID	Student Name	Currently Enrolled?	Chapter Officer

- Members and chapter officers can be added one of two ways:
 - Dropdown list selection**
 - Only available if the school has already submitted enrollment for the school year
 - Students enrolled will be included in a dropdown list and can be selected. SUID will auto populate
 - SUID**
 - Must be used if enrollment has not been submitted or if student is not currently enrolled in the program for the fiscal year but still in the CTSO (ex Program Completer)
 - SUID will be typed in, and student name will auto populate



Example of Membership Uploads

ODECA
Membership Invoice

Chapter ID: [REDACTED]
Invoice Number: [REDACTED]
Invoice Date: [REDACTED]
Invoice Amount: [REDACTED]
Terms: [REDACTED]
Invoice Year: [REDACTED]
Please remit payment to:
ODECA Inc.
4001 ODECA Membership
1908 Association Drive
Reston, VA 20191

Please include the top section with your payment.
JC

Chapter ID: [REDACTED]
Invoice Number: [REDACTED]
Invoice Date: [REDACTED]

Balance Due: [REDACTED]
Total Payment Amount: [REDACTED]

Name	Max. Product Notes	Unit Price	Quantity	Amount
Student Affiliation			[REDACTED]	[REDACTED]
Arizona State Student Affiliation			[REDACTED]	[REDACTED]
			Total	[REDACTED]
			Balance Due	[REDACTED]

Student Affiliation

[REDACTED]

FBLA
Future Business Leaders of America

INVOICE

Sent By:
Future Business Leaders of America, Inc.
PO Box 19003
Baltimore, MD 21279

Invoice #: [REDACTED]
Invoice Date: [REDACTED]
Due Date: [REDACTED]

Please remit payment to:
FBLA, Inc.
1204 Woodford Park Rd. 310-100
Harrison, VA 20177

Chapter ID: [REDACTED]
Invoice Number: [REDACTED]
Invoice Date: [REDACTED]

Balance Due: [REDACTED]
Total Payment Amount: [REDACTED]

PAID
[REDACTED]

2023-2024 High School National Fees
Fee to join FBLA for high school students.

Membership Status	Price	Quantity	Amount
Members transitioning from Unpaid Student to Active Member			[REDACTED]
A			[REDACTED]
A			[REDACTED]
A			[REDACTED]
A			[REDACTED]
B			[REDACTED]
B			[REDACTED]
B			[REDACTED]
C			[REDACTED]
C			[REDACTED]
C			[REDACTED]
C			[REDACTED]

FFCLA
Future Farmers of America

INVOICE

Chapter ID: [REDACTED]
Invoice Number: [REDACTED]
Invoice Date: [REDACTED]
Invoice Amount: [REDACTED]
Terms: [REDACTED]
Invoice Year: [REDACTED]

Please remit payment to:
Family, Career and Community Leaders of America
1204 Woodford Park Rd. 310-100
Harrison, VA 20177

Chapter ID: [REDACTED]
Invoice Number: [REDACTED]
Invoice Date: [REDACTED]

Balance Due: [REDACTED]
Total Payment Amount: [REDACTED]

Item	Membership Type	Unit Price	Quantity	Amount
National Student Membership Dues	12 Member Minimum		[REDACTED]	[REDACTED]
National Chapter Adviser Dues	Regular		[REDACTED]	[REDACTED]
Arizona - Student State Dues	12 Member Minimum		[REDACTED]	[REDACTED]
Arizona - Chapter Adviser State Dues	Regular		[REDACTED]	[REDACTED]
			Invoice Total	[REDACTED]
			Balance Due	[REDACTED]

hosa
Future Health Professionals

Account Statement

Chapter ID: [REDACTED]
Invoice Number: [REDACTED]
Invoice Date: [REDACTED]
Invoice Amount: [REDACTED]
Terms: [REDACTED]
Invoice Year: [REDACTED]

Please remit payment to:
HOSA - Future Health Professionals
10000 HOSA Blvd. Suite 100
Lynchburg, VA 24502
Email: hosa@hosa.org

Chapter ID: [REDACTED]
Invoice Number: [REDACTED]
Invoice Date: [REDACTED]

Balance Due: [REDACTED]
Total Payment Amount: [REDACTED]

SkillsUSA
New Address: Download PDF at <https://skillsusa.org>

Chapter ID: [REDACTED]
Invoice Number: [REDACTED]
Invoice Date: [REDACTED]
Invoice Amount: [REDACTED]
Terms: [REDACTED]
Invoice Year: [REDACTED]

Please remit payment to:
SkillsUSA Inc.
673 Poloma Station Dr.
PMB 8009
Lynchburg, VA 24502
Email: skillsusa@skillsusa.org

Chapter ID: [REDACTED]
Invoice Number: [REDACTED]
Invoice Date: [REDACTED]

Balance Due: [REDACTED]
Total Payment Amount: [REDACTED]

2023-2024 High School National Fees
Fee to join SkillsUSA for high school students.

Description	Qty	Unit Price	Total State Dues	Total Nat'l Dues	Grand Total Dues
National Student Membership Dues	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
National Chapter Adviser Dues	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Arizona - Student State Dues	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Arizona - Chapter Adviser State Dues	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
			Total	[REDACTED]	[REDACTED]

Please note that any overpayments of \$20 or less of the invoiced amount will not be refunded.

Payments:
[REDACTED]

Electronic payment is the preferred and fastest method to ensure payment is received in a timely fashion.
Click here to access our online payment system.

Membership is valid from Jan 26, 2024 to July 31, 2024.

New Address: Download PDF at <https://skillsusa.org>
SkillsUSA Inc.
673 Poloma Station Dr.
PMB 8009
Lynchburg, VA 24502

Thanks for joining SkillsUSA!

& FFA's Membership Contract

Meeting Minutes

Two Meeting Minutes are required. They must be from different meetings in the current school year

Meeting minutes should include

- Which students were in attendance
- The date of the meeting
- A written summary and any action items

Meeting Minutes will be uploaded here

Chapter Documentation

Document Title

No file selected...

Required Documents: Document-Name1, Document-Name2

Document Type	Title	File	Actions
Chapter Bylaws	Chapter Bylaws	chapter_bylaws.pdf	Delete
Program of Work	Program of Work Document	program_of_work.docx	Delete
Invoice	Membership Dues Invoice	invoice.pdf	Delete

Sample Format of Meeting Minutes

The following is a sample format when creating minutes of a meeting. The minutes are usually completed by the Chapter Secretary, but can be assigned to someone else by the President

Chapter Name:
Date/Time of Meeting:
Location of Meeting:

Members Present: (list all members that attended meeting)

Members Apologies: (list members that did not attend the meeting)

Guests: (list any guests that attended such as speakers, or any potential new members)

Reading and Approval of Minutes: (specify date of minutes being approved)

Agenda Item #1: Officer Reports (create separate agenda items for each officer report)
Discussion: (summarize the discussion at the meeting)
Action: (list any action to be taken by whom and by when)

Agenda Item #2: Advisor's Report
Discussion: (summarize the discussion at the meeting)
Action: (list any action to be taken by whom and by when)

Agenda Item #3: Committee Reports (create separate agenda items for each committee report)
Discussion: (summarize the discussion at the meeting)
Action: (list any action to be taken by whom and by when)

Agenda Item #4: Old Business (create separate agenda item for each unfinished business item)
Discussion: (summarize the discussion at the meeting)
Action: (list any action to be taken by whom and by when)

Agenda Item #5: New Business (create separate agenda item for each new business item)
Discussion: (summarize the discussion at the meeting)
Action: (list any action to be taken by whom and by when)

Announcements: (list any announcements made)

Future Agenda Items: (list any suggested agenda items that are to be tabled for the next meeting)

Next Meeting: (list Date/Time/Location of the next meeting)

Minutes Prepared By: (minutes of meetings should be written up and emailed to all members for review within one week of the meeting. Copies may also be provided at the next chapter meeting)



Program of Work or Leadership



- The Program of Work template for FBLA, FCCLA, HOSA, and SkillsUSA is the only PoW format that will be accepted.
 - If you do not have the template, it is linked to the blue “Program of Work” text and can be found on the ADE Website
 - Your Program of Work should be a **tool** for you and your chapter!
- DECA must submit the Program of Leadership
- FFA must submit the Program of Activities

Chapter Documentation

Document Title

Required Documents: Document-Name1, Document-Name2

Document Type	Title	File	Actions
Chapter Bylaws	Chapter Bylaws	chapter_bylaws.pdf	Delete
Program of Work	Program of Work Document	program_of_work.docx	Delete
Invoice	Membership Dues Invoice	invoice.pdf	Delete

Program of
Work/Leadership/Activities
will be uploaded and can
be found here!



Program of Work/ Leadership/Activities

Instead of the Program of Work, DECA requires a
Program of Leadership and FFA requires a
Program of Activities

The image displays four sample pages from the SkillsUSA Program of Work Template, arranged horizontally. Each page is titled 'Program of Work Template' and includes a header with the SkillsUSA logo and a section for 'CDEB Name' and 'Program'. The pages are labeled 'Page 10', 'Page 11', 'Page 12', and 'Page 13' at the bottom.

- Page 10:** Shows the months of August and September. It includes a table for 'Leadership' with columns for 'Activity Category', 'Points', and 'Rate'. Below this is a table for 'Activities' with columns for 'Activity Category', 'Points', and 'Rate'.
- Page 11:** Shows the months of October, November, and December. It includes a table for 'Activities' with columns for 'Activity Category', 'Points', and 'Rate'.
- Page 12:** Shows the months of February, March, April, and May. It includes a table for 'Activities' with columns for 'Activity Category', 'Points', and 'Rate'.
- Page 13:** Shows a large table for 'Activities' with columns for 'Activity Category', 'Points', and 'Rate'.



Statement of Assurance

The statement of assurance for each CTSO provides a clear understanding of the expectations for Conference Liability & Release Form

- The CTSO that was indicated in step one will determine which upload will be visible to you
- The Conference Liability & Release Form can be accessed on each of the respective CTSO's websites or via the blue link in the statement of assurance

This will be on the form as a signature field.



DECA



FBLA



FCCLA



HOSA



SkillsUSA



CTE Program Monitoring 7b

7b Submissions evaluate the quality of activities a chapter participates in.

- Chapter Awards is the **only** available pathway to 7b Quality Points
- Programs being monitored in the 2026–2027 school year that wish to receive quality points must have submitted documentation for their respective chapter award in the **prior school year**. For example, a monitored school in 2028–2029 must have received the chapter award in 2027–2028



For any questions:

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