CTE Program Approval Process and Application

Process for Approval of CTE Programs

- **State Board Rule** R277-911 explains the requirement for CTE program approval and funding of approved programs. Schools must provide the opportunity for students to complete in at least one state approved CTE High School to College and Career Pathway during grades 9-12, offer at least two concentrating level courses in any pathway, and a related Career and Technical Student Organization (CTSO) to qualify for funding. A minimum of six CTE courses and two program areas must be available to students in approved CTE programs. Additional requirements for CTE program approval and CTE pathways can be found in SBR277-911 and at https://www.schools.utah.gov/cte

- The minimum requirements **must** continue to be met each year after initial approval to stay as an approved CTE program. The lack of being able to meet the minimum requirements will put the LEA CTE program as unapproved and the LEA will need to reapply when they are able to meet the requirements.

- **Approval process *example* timeline:**

  - Apply by May 1

  - Year 1 Review – Following Fall to Summer

  - Approval or Disapproval Notification – Following Summer (Year 2)

  - Data submissions - June (Year 2)

  - Funding (if approved) awarded – Year 2 Fall

- **Request** for approval of CTE programs evaluation (Application Deadline: May 1st)

  - Submit New CTE Program Approval Application requests online to:

    Janice Whatcott, CTE Executive Secretary

    Janice.Whatcott@schools.utah.gov

    Phone: 801-538-7662

  - Request includes the following information:

    o School Name, address, website

    o Principal's name and contact information

- o CTE contact person name and contact information
- o List of CTE courses offered, including Core Codes, credits, course names, term/quarter taught, grade level enrolled, instructor name
- o Pathway(s) offered
- o National affiliation with Career and Technical Student Organization(s)
- o Goals and additional narrative

- **Onsite visits** will be scheduled with the applicants in the fall, after evaluation of the application, using Program Standards and Evaluation Criteria

- **Data Reporting**
  - State Clearinghouse Report - your SIS representative can help you with this
  - CTE Course membership data and teacher qualifications verified through the Data Gateway – your Data Gateway Admin can help you with this
  - Course attendance records must be kept and available to USBE upon request to monitor student membership reporting

- **Training**
  - New CTE Financial training in September and attendance at CTE Director's Meetings (on-going, quarterly)
  - Periodic statewide CTE meetings, where information is given on membership reporting and other CTE program requirements

- **Funding**
  - Funding is based on the LEA meeting program requirements. Membership reported through the State UTREx/Data Clearinghouse System, as long as the courses are reported with the appropriate Core Code and taught by qualified school instructors. Membership reported at the year-end closing date and approved by USBE, will be funded for the following school year. Once LEAs have an approved program, they must continue to meet program requirements annually for continued funding
  - CTE Add-on funding is used to support the additional cost of CTE programs and are restricted funds that can only be used for CTE programs in grades 9-12
  - CTE Add-On funds have an annual Maintenance of Effort (MOE) requirement

- **Application for Approval of CTE Programs** *(see application below)*

Application for Approval of CTE Programs

Application Deadline: **May 1ˢᵗ**

Submit requests to:

Janice Whatcott, CTE Executive Secretary
Janice.whatcott@schools.utah.gov
Phone: 801-538-7662

School Name:_____ **Website:** _____

Address:_____ **City:** _____ZIP: _____

Mailing Address: _____ **City:** _____ZIP: _____

Principal/Director: _____ **CTE Contact:** _____

Phone Number: _____ **Phone Number:** _____

Email: _____ **Email:** _____

Pathway(s) Offered: A minimum of one pathway to completion must be offered to students each year. To be a completer a student must complete 3.0 credits in a pathway where one of the courses must be a concentrator course. Please list the state approved CTE pathway offered currently by the LEA.

_____

_____

Concentration Courses: A minimum of two concentration level courses must be offered

_____

_____

Affiliated Career and Technical Student Organization(s) (CTSO): A minimum of one CTSO must be offered and the CTSO should be affiliated with the pathway(s) offered by the LEA

_____

_____

Course Program Area (Cluster Area): A minimum of two cluster area must be represented by the courses offered by the LEA.

1. _____
2. _____
3. _____
4. _____

Program Goals: What goals does the LEA have for the CTE program? What innovations and growth are planned for the future of CTE.

Program narrative and other related information: Please provide any additional information on how CTE will provide opportunities for the LEA and fit with the mission and vision of the LEA.

CTE Courses offered in the program review year. A minimum of six CTE courses need to be offered by the LEA each school year.

CORE CODE	COURSE NAME	Course type (explorer, concentrator, completer	Course Length and Credit	TERM TAUGHT	WHEN COURSE BEGAN	#'S AND GRADE LEVELS OF STUDENTS	INSTRUCTOR NAME