



CTE Program Re-Approval Process



Prior to Beginning the Program Re-Approval Process

Each District:

1. Reviews the Program Re-Approval Process.
2. Identifies their 5-Year Re-Approval Group. ([CTE website under Topics A-Z](#))
3. Reviews the 5-Year Cycle Proposal submission dates and the program applications that they will submit during that time frame.

Beginning the Program Re-Approval Process

Each District:

1. Reviews and validates in EDS, all courses that are currently approved in the program application area prior to the re-approval process beginning.
 - a. Is there a change to the CIP code? Yes No
 - b. Is there a change to the Delivery Method (HS/MS)? Yes No
 - c. Is there a change to the Hours of Instruction? Yes No
 - d. Is there a course missing from the Re-Approval Program? Yes No
 - e. Is there a course that has not been submitted prior or is new? Yes No
 - f. Have the Washington State Learning standards been revised, updated, or changed since the last submission? Yes No
(i.e., Next Generation Science standards [2016–17]; Health and Fitness Standards [2017–18], Financial Education K–12 Learning Standards [2016–17]; Computer Science K–12 Standards Proposed [December 2016], etc.)
 - g. Is there a change to the Industry standards, i.e., Health Science Standards; Nursing Certified Assistant WAC; ANFR standards? Yes No

If the district responds Yes to any of the above, they must submit a new Course Application in the EDS system when the Re-Approval Cycle begins in the program application.

2. Submits the Program Re-Approval Application on the due date of January 31 of the calendar year. The submission window will be open January 1 through January 31 of that calendar year. Applications may not be submitted prior to or after the 31-day calendar window.
3. Has to submit all courses under the New Course Application if the district misses the 31-day window.
4. Has to review all of the uploaded approved courses in the Program Re-Approval Application.



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5. Edits the list of all courses/CIPS in the program area row by row, marking with a check those courses still offered.
 - a. Any courses not checked will be expired.
 - b. Any courses that are no longer offered should not be checked. They will be expired.
6. Reviews CTSO/Leadership.
 - a. If the district changes CTSO they must check the appropriate CTSO.
 - b. If the district changes from a CTSO to "Equivalent" they must upload the Student Leadership document. The Student Leadership document must be kept on file for review.
 - c. If the district is currently doing an Equivalent, they must upload the Student Leadership document found on the OSPI website and keep it on file for review.
 - d. Multiple may be marked. If the district offers two CTSOs or both a CTSO and Student Leadership through an "Equivalency" model, in a program area, they are to check all that apply. Upload the Student Leadership document if the district is using the Equivalency model and keep on file for review.
7. Uploads signed Advisory Committee minutes, from the current school year, validating the committee has addressed the skill gap for the program area and approved offering the courses in the program area.
8. Reads, scrolls to the bottom, and checks the box, assuring that all CTE Program Standards are being met.

Completion of the Program Re-Approval Process

Each District:

1. Prints, signs and files Signature Page.
2. Files and maintains updated local framework; Advisory Minutes; CTSO affiliation and/or Student Leadership document.

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