

Program Re-approval Report Chart

The course will pull into the re-approval program correctly

YES

Does the course name "F" have a "Yes" in column "P"

NO

Review comments in column "Q"

"Course hours less than minimum 45" and/or "Course hours greater than the maximum 1400"

Original submission was approved with invalid hour range and is not valid in the course approval system

"Application invalid because Last Updated Date out of tolerance for organization's group review date"

Original application was outside of the required submission window based upon group and program area and would be an audit finding

"Only the course matching the application can come from the Sequence of Courses Tab"

Original application course name does not match, this would not be an audit finding, and the course is eligible for **expedited approval**

EDS – CTE Application
Create Application

Course Info, Sequence of Courses, and Multiple Courses Tabs (if applicable):
Information must be complete and consistent and include course hours that match framework

Framework Tab:
Framework must be uploaded showing correct course hours and completed framework

Application Management Tab:
In the comments section include: "This course was originally submitted as App ID # _____, and was rejected in program re-approval due to insert reason)"

Leadership Tab
CTSO or Equivalent must be checked
No documentation upload required, as evidence of extended leadership will be captured in program re-approval upload

Skills Gap Tab
No upload required, as evidence that advisory committees has reviewed employment demand and approved course will be captured in program re-approval upload

Assurances Tab
Must be checked

Program Supervisors will process application for completeness. If all requirements above are met – the application will be approved.

EDS – CTE Application
Create Application

Requires information on Course Info Tab and Sequence of Courses to be consistent, must include original course application hours

Leadership Tab:
CTSO or Equivalent must be checked – No upload required
Framework Tab and Skills Gap Tab
No upload required
Assurances:
Must be checked

Application Management
In the comments section include: "This course was originally submitted as App ID # _____, and was rejected in program re-approval due to naming issues only"

Program Supervisors will cross check application with district report and column "Q" to determine expedited approval eligibility. If this matches, and all requirements above are met – the application will be approved.