CTE Program Approval Process Overview

Prior to the Preview Window

Before December 1

1. Review the 2017-23 Program Approval Schedule.
   a. Identify appropriate Program Approval 5-Year Cycle Group
   b. Confirm the 5-Year Cycle Program Approval submission dates (typically January 1-30) and begin gathering the documents required for approval
      i. Advisory Minutes and Skills Gap Data
      ii. CTSO current affiliation and Program of Activities/Work (POA/POW)/Equivalent documents
      iii. Preparatory Course Criteria forms
2. Review the courses in the program area(s) that are up for approval:
   a. Log into EDS
   b. From the table under **My Application List** select **Career and Technical Education**
   c. From the **Application Management** menu on the left sidebar, select **View Applications**
   d. Click on the **Sort** tab and select **Program Area**
   e. Ensure courses being currently offered or planned to be offered in the upcoming school year are listed with a **Submission Status** of **Approved**

Preview Window

December 1-31

1. Log into EDS:
   a. From the table under **My Application List** select **Career and Technical Education**
   b. Click on the **Submissions** tab in the top of the application
   c. From the **Program Approval** menu on the left sidebar, select **Program Approval** to access the Preview Window
   d. The program area under review will pre-populate with any courses that have approval in the Application Management system
2. Check each course to ensure accuracy.

   Course applications will display in the Program Approval Preview Window that are:

   a. Previously approved through a Program Approval cycle
   b. Updated with a date on or after 02/01/2018
   c. Approved prior to the opening of the Preview Window

   NOTE: During the Program Approval Preview Window (typically December 1-31), no changes can be made.

Submission Window

January 1-31

1. Edit the list of courses/CIPS in the program area:
   a. To make allowable changes, click the edit button (pencil icon to the left of the row)
      i. After changes are complete, click the green check box to save the changes
   b. If a course is no longer offered and will not be offered in the district during the next 5-year program approval cycle, uncheck the **Still Offered** box
      i. Any courses selected as **No Longer Offered** will no longer be considered valid for the purposes of claiming CTE enhanced funding or meeting the CTE Graduation Pathway requirements
   c. For changes to course name, edit the "**Local Course Name**."
   d. Select a **Credit Equivalency Type** and Credit Equivalency Subject for each course (If none is selected, the course is for CTE credit only)

2. Review and Edit **CTSO/Leadership Equivalency** (Career and Technical Student Organization).
   a. If the district marks **Equivalency**, the current completed OSPI CTE Student Leadership Template must be uploaded (See CTE Resources & Essentials webpage for template)
   b. If the district marks **CTSO**, an acceptable proof of membership (official invoice, official roster, or letter of charter) and the current aligned CTSO Program of Activities/Work (POA/POW) must be uploaded (See CTE Resources & Essentials webpage for template)

   NOTE: Multiple options 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 should check all that apply. Uploaded proof of membership for the CTSO and POA/POW and the OSPI CTE Student Leadership Template document would be required.

3. Upload current year, signed, **Advisory Committee** minutes (general or program-specific), showing validation and approval of the courses, including course titles and CIP codes, AND the labor market data that was reviewed to substantiate offering the courses (Requirement effective May 1, 2020).

   NOTE: It is best practice to highlight the course and program approval in advisory minutes.

4. Upload the OSPI Preparatory Course Criteria form in the **Miscellaneous Documents** section for EACH preparatory course offered.

a. IF APPLICABLE, Upload proof of approval of nursing programs by the nursing commission in **Miscellaneous Documents.**

5. **Submit** the Program Approval application by the due date (typically January 31).
   a. The Submission Window will typically be open January 1 through January 31 of that calendar year.

6. Read, scroll to the bottom, and check the box, assuring that all CTE Program Standard Assurances are being met.

7. Click **Submit.**

   NOTE: Curriculum frameworks are not uploaded during the Program Approval process. They should be updated locally between program approval cycles and maintained on file.

After Receiving Approval

1. Print, sign, and date, the **Signature Page**.

2. File and maintain:
   a. Annually updated local curriculum framework
   b. Advisory minutes and skills gap data
   c. CTSO current affiliation and POA/POW/Equivalent documents,
   d. Preparatory Course Criteria form
   e. Signature pages