

Program Re-Approval Report

The program re-approval report provides a comprehensive look at all approved records that exist in the current CTE course approval application for the designated time period. Every row provides a set of data that is associated from the course approval application. If the original application (App ID) included a single course, but referenced three additional courses on the multiple course tab, the App ID will generate four total rows of information. Additionally, if the original application included a single course, but referenced three additional courses on the sequence of courses tab, the App ID will associate with four total rows of information. The courses listed in the course name column (G) may not be valid courses that the district need approval for, but may reflect course opportunities outside of the CTE sequence.

While there are many ways to process this information, please see the below process for consideration.

1. Open report, and apply filters.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Organiz	Organizati	Appld	Local Cour	Tab Locati	Course Numbr	Course Name	CIP Code	Delivery M	Still Off	Course	Leadershi	Program Are	Last Update	Program Vali	Included In F	Comments	
	Example S	15258	Graphic Co	Sequence	First Course	TEG100 Drawing and Pai	100301	High Scho	YES	90	Skills USA	Skilled and T	3/8/2013	10/1/2012	NO	Only the course ma	
	Example S	15258	Graphic Co	Sequence	Second Course	TEG224 TEG225 Graphic	100301	High Scho	YES	180	Skills USA	Skilled and T	3/8/2013	10/1/2012	NO	Only the course ma	
	Example S	15258	Graphic Co	Sequence	Third Course	TEG204 TEG205 Commer	100301	High Scho	YES	180	Skills USA	Skilled and T	3/8/2013	10/1/2012	NO	Only the course ma	
	Example S	15258	Graphic Co	Sequence	Fourth Course	TEG304 TEG305 Commer	100301	High Scho	YES	180	Skills USA	Skilled and T	3/8/2013	10/1/2012	NO	Only the course ma	

2. Sort report by column "O" – Included in Re-Approval – "Yes"

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Organiz	Organizati	Appld	Local Co	Tab Loc	Course Num	Course Name	CIP Cod	Deliver	Still C	Cours	Leaders	Program A	Last Upda	Program Val	Included In Re-Approv	Comme
	Example Sc	16145	Technology	Sequence	First Course	Technology Foundations	210198	Middle Sch	YES	180	TSA	STEM	8/19/2013	10/1/2012	YES	
	Example Sc	16317	CAD Draftin	Sequence	First Course	CAD Drafting/Technical Illustration	151302	High Scho	YES	180	TSA	Skilled and T	3/14/2013	10/1/2012	YES	
	Example Sc	16386	Communicat	Sequence	First Course	Communications CO-OP	108888	High Scho	YES	90	DECA Skil	Skilled and T	3/7/2013	10/1/2012	YES	
	Example Sc	16390	Mechanic	Sequence	First Course	Mechanic and Repair Technologies Co	478888	High Scho	YES	90	Skills USA	Skilled and T	3/7/2013	10/1/2012	YES	
	Example Sc	16392	Visual and	Sequence	First Course	Visual and Performing Arts Cooperativ	508888	High Scho	YES	90	Skills USA	Skilled and T	3/7/2013	10/1/2012	YES	
	Example Sc	16393	Engineering	Sequence	First Course	Engineering Technologies Cooperative	158888	High Scho	YES	90	Skills USA	STEM	1/24/2013	10/1/2012	YES	
	Example Sc	16413	Math 141	Multiple C	First Course	Math 141 142 Applied Algebra	270301	High Scho	YES	180	Skills USA	STEM	1/24/2013	10/1/2012	YES	
	Example Sc	16413	Math 141	Multiple C	Second Course	Math 331 332 Applied Geometry	270301	High Scho	YES	180	Skills USA	STEM	1/24/2013	10/1/2012	YES	
	Example Sc	16415	Math 331	Multiple C	First Course	Math 141 142 Applied Algebra	270301	High Scho	YES	180	Skills USA	STEM	1/24/2013	10/1/2012	YES	

3. Review all courses listed in Column "G" – course name. Review courses and associated CIP codes, and determine which courses the district is missing. **It may be helpful to crosscheck a course catalog to complete this task.** Re-filter the list to include all course submissions in re-approval, by amending the filter applied to Column "P".
4. Review Program Re-Approval Report Chart to determine next steps.

Important Tips:

When filtering courses, make sure the course is not captured through a different application ID or row in the report.

Example: the tables below illustrate that “Accounting 1” is not included in the re-approval due to naming issues. However, when the district sorts the document by course name, they find there is a course called “Accounting” that will be included in Re-Approval. The district can count on “Accounting” being included into re-approval for 180 hours.

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Organization Name	Appld	Local Cour	Tab Location	Course Num	Course Name	CIP Code	Delivery Me	St	Cou	Leadersh	Program Are	Last Upd	Program	Included In	Comments
Example School District	15739	Accounting	Sequence of Courses Ta	First Course	Accounting I	520301	High School	YES	180	DECA	Business and M	3/13/2013	10/1/2012	NO	Only the course matchi
Example School District	15739	Accounting	Sequence of Courses Ta	Second Course	Marketing I	520301	High School	YES	180	DECA	Business and M	3/13/2013	10/1/2012	NO	Only the course matchi
Example School District	15739	Accounting	Sequence of Courses Ta	Third Course	Marketing II	520301	High School	YES	180	DECA	Business and M	3/13/2013	10/1/2012	NO	Only the course matchi

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Organization Name	Appld	Local Cour	Tab Location	Course Num	Course Name	CIP Code	Delivery Me	St	Cou	Leadersh	Program Are	Last Upd	Program	Included In	Comments
Example School District	15739	Accounting	Sequence of Courses Ta	First Course	Accounting I	520301	High School	YES	180	DECA	Business and M	3/13/2013	10/1/2012	NO	Only the course match
South Kitsap School Dis	26298	Accounting	Sequence of Courses Ta	First Course	Accounting	520301	High School	YES	180	DECA	Business and M	8/15/2017	10/1/2012	YES	

When determining if courses will be properly captured, ensure that you are looking at all records under Column “G,” course name.

Example: Below you will see there are more than 31 records associated with Marketing courses. The district will observe many of these records will not be included in the re-approval. However, they will want to notice that Marketing 1, Marketing 2, and Marketing 3 will be included in the program re-approval.

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Organization Name	Appld	Local Cd	Tab Location	Course Num	Course Name	CIP Code	Delivery M	St	Co	Leaders	Program Ari	Last Upd	Program	Included In	Comments		
Example School Distri	15739	Accounting	Sequence of Courses	Second Cours	Marketing I	520301	High School	YES	180	DECA	Business and f	3/13/2013	10/1/2012	NO	Only the course matching the Application		
Example School Distri	15739	Accounting	Sequence of Courses	Third Course	Marketing II	520301	High School	YES	180	DECA	Business and f	3/13/2013	10/1/2012	NO	Only the course matching the Application		
Example School Distri	15739	Accounting	Sequence of Courses	Fourth Course	Marketing III	520301	High School	YES	180	DECA	Business and f	3/13/2013	10/1/2012	NO	Only the course matching the Application		
Example School Distri	15854	Marketing 1	Sequence of Courses	First Course	Marketing 1	521400	High School	YES	180	DECA	Business and f	3/15/2013	10/1/2012	YES			
Example School Distri	15854	Marketing 1	Sequence of Courses	Second Cours	Marketing 2	521400	High School	YES	180	DECA	Business and f	3/15/2013	10/1/2012	NO	Only the course matching the Application		
Example School Distri	15854	Marketing 1	Sequence of Courses	Third Course	Marketing 3	521400	High School	YES	180	DECA	Business and f	3/15/2013	10/1/2012	NO	Only the course matching the Application		
Example School Distri	15855	Marketing 2	Sequence of Courses	First Course	Marketing 1	521801	High School	YES	180	DECA	Business and f	3/19/2013	10/1/2012	NO	Only the course matching the Application		
Example School Distri	15855	Marketing 2	Sequence of Courses	Second Cours	Marketing 2	521801	High School	YES	180	DECA	Business and f	3/19/2013	10/1/2012	YES			
Example School Distri	15855	Marketing 2	Sequence of Courses	Third Course	Marketing 3	521801	High School	YES	180	DECA	Business and f	3/19/2013	10/1/2012	NO	Only the course matching the Application		
Example School Distri	15856	Marketing 3	Sequence of Courses	First Course	Marketing 1	521401	High School	YES	180	DECA	Business and f	3/15/2013	10/1/2012	NO	Only the course matching the Application		
Example School Distri	15856	Marketing 3	Sequence of Courses	Second Cours	Marketing 2	521401	High School	YES	180	DECA	Business and f	3/15/2013	10/1/2012	NO	Only the course matching the Application		
Example School Distri	15856	Marketing 3	Sequence of Courses	Third Course	Marketing 3	521401	High School	YES	180	DECA	Business and f	3/15/2013	10/1/2012	YES			
Example School Distri	15860	Career Choi	Sequence of Courses	Second Cours	Marketing 1	320107	High School	YES	180	DECA	Business and f	4/17/2013	10/1/2012	NO	Only the course matching the Application		
Example School Distri	15860	Career Choi	Sequence of Courses	Third Course	Marketing 2	320107	High School	YES	180	DECA	Business and f	4/17/2013	10/1/2012	NO	Only the course matching the Application		
Example School Distri	17036	Career Choi	Sequence of Courses	Second Cours	Marketing 1	320107	Online	YES	180	DECA	Business and f	4/15/2013	10/1/2012	NO	Only the course matching the Application		
Example School Distri	17036	Career Choi	Sequence of Courses	Third Course	Marketing 2	320107	Online	YES	180	DECA	Business and f	4/15/2013	10/1/2012	NO	Only the course matching the Application		
Example School Distri	26298	Accounting	Sequence of Courses	Second Cours	Marketing I	520301	High School	YES	180	DECA	Business and f	8/15/2017	10/1/2012	NO	Only the course matching the Application		
Example School Distri	26298	Accounting	Sequence of Courses	Third Course	Marketing II	520301	High School	YES	180	DECA	Business and f	8/15/2017	10/1/2012	NO	Only the course matching the Application		
Example School Distri	26298	Accounting	Sequence of Courses	Fourth Course	Marketing III	520301	High School	YES	180	DECA	Business and f	8/15/2017	10/1/2012	NO	Only the course matching the Application		
Example School Distri	26323	Marketing 2	Sequence of Courses	First Course	Marketing 1	521801	High School	YES	180	DECA	Business and f	7/12/2017	10/1/2012	NO	Only the course matching the Application		
Example School Distri	26323	Marketing 2	Sequence of Courses	Second Cours	Marketing 2	521801	High School	YES	180	DECA	Business and f	7/12/2017	10/1/2012	YES			
Example School Distri	26323	Marketing 2	Sequence of Courses	Third Course	Marketing 3	521801	High School	YES	180	DECA	Business and f	7/12/2017	10/1/2012	NO	Only the course matching the Application		
Example School Distri	26324	Marketing 1	Sequence of Courses	First Course	Marketing 1	521400	High School	YES	180	DECA	Business and f	7/12/2017	10/1/2012	YES			

When the document is filtered to include the marketing courses that will be included, the district will find that the record is associated with more than one application ID. In preparation for program re-approval, the district will want to determine which associated App ID will be checked as “still offered” when the full program launches.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Organization Name	Appld	Local Course Title	Tab Location	Course Num	Course Name	CIP C	Delivery	Still	Co	Leade	Prog	Last Updated	Prog	Included In Re-Approval
Example School Distr	15854	Marketing 1	Sequence of Courses	First Course	Marketing 1	521400	High Schoc	YES	180	DECA	Busines	3/15/2013	1/1/2013	YES
Example School Distr	15855	Marketing 2	Sequence of Courses	Second Cours	Marketing 2	521801	High Schoc	YES	180	DECA	Busines	3/19/2013	1/1/2013	YES
Example School Distr	15856	Marketing 3	Sequence of Courses	Third Course	Marketing 3	521401	High Schoc	YES	180	DECA	Busines	3/15/2013	1/1/2013	YES
Example School Distr	26323	Marketing 2	Sequence of Courses	Second Cours	Marketing 2	521801	High Schoc	YES	180	DECA	Busines	7/12/2017	1/1/2013	YES
Example School Distr	26324	Marketing 1	Sequence of Courses	First Course	Marketing 1	521400	High Schoc	YES	180	DECA	Busines	7/12/2017	1/1/2013	YES
Example School Distr	26325	Marketing 3	Sequence of Courses	Third Course	Marketing 3	521401	High Schoc	YES	180	DECA	Busines	7/12/2017	1/1/2013	YES