

Career and Technical Education

An Introduction to Program Approval: Step-by-Step Instructions for Success



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Plan for Today



The Basics (Education Data System (EDS), Two CTE Systems, Application Management, Program Approval History and Cycle)



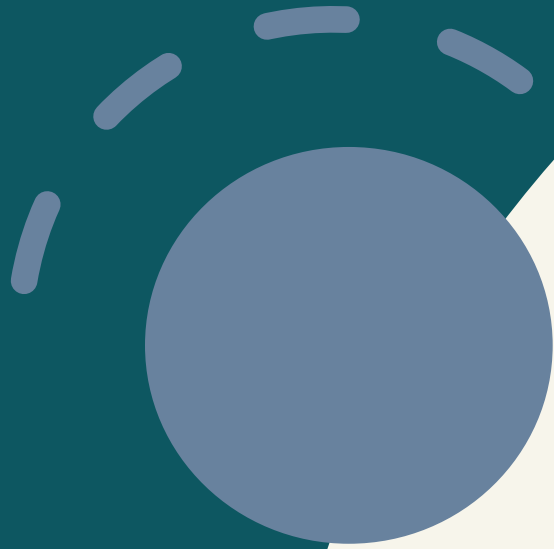
Preview Window



Submission Window



Questions & Feedback



The Basics

EDS, Application Management, Program Approval

The Basics: Education Data System (EDS)

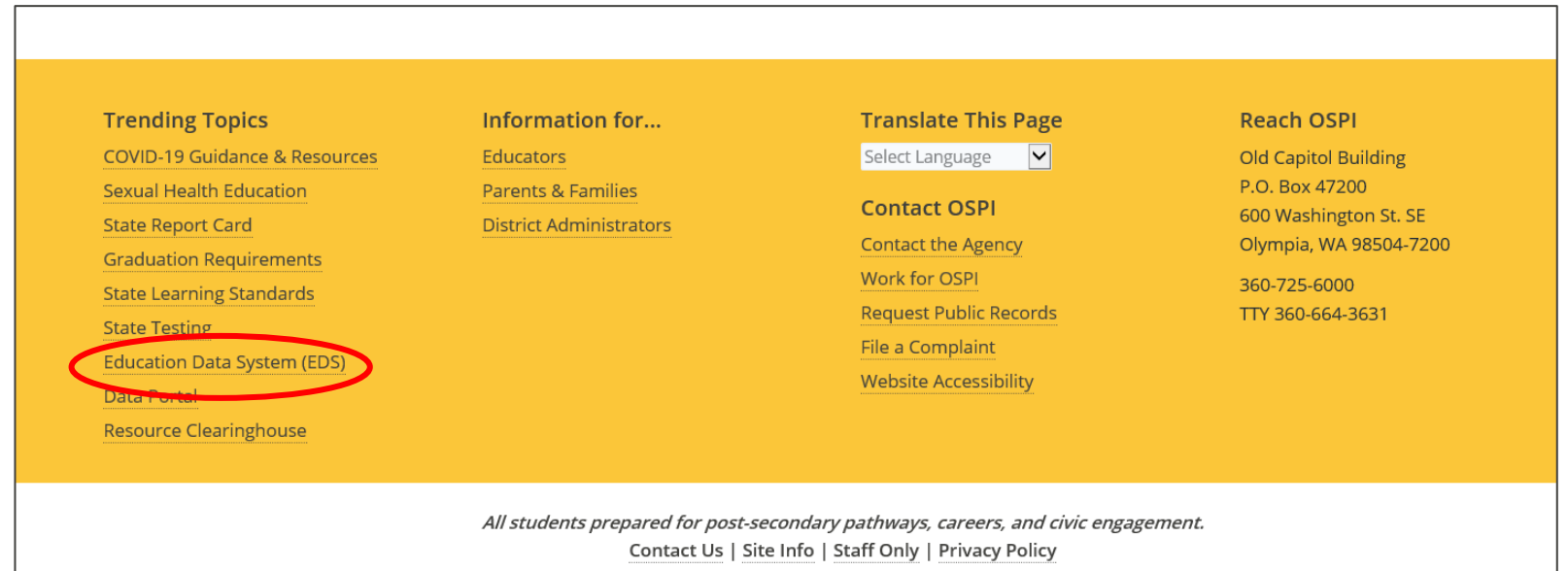
- Access to the CTE Application in EDS
 - CTE Director **role** in EDS, assigned by District Data Security Manager
 - OSPI does NOT grant access to user roles in EDS.

I have access to the CTE Application in EDS.

- Yes.
- No.
- I don't know.

The Basics: EDS

- Access to the CTE Application in EDS
 - [OSPI Website](#)
 - Scroll to the bottom of the page.



The screenshot shows the footer of the OSPI website, which is a yellow bar with white text. It is divided into four columns. The first column, 'Trending Topics', lists various educational resources, with 'Education Data System (EDS)' circled in red. The second column, 'Information for...', lists user groups. The third column, 'Translate This Page', includes a language selection dropdown and links for contact, work, records, complaints, and accessibility. The fourth column, 'Reach OSPI', provides the physical address and contact numbers. At the bottom of the footer, there is a white bar with the OSPI mission statement and a row of links: 'Contact Us', 'Site Info', 'Staff Only', and 'Privacy Policy'.

Trending Topics	Information for...	Translate This Page	Reach OSPI
COVID-19 Guidance & Resources	Educators	Select Language <input type="button" value="v"/>	Old Capitol Building
Sexual Health Education	Parents & Families	Contact OSPI	P.O. Box 47200
State Report Card	District Administrators	Contact the Agency	600 Washington St. SE
Graduation Requirements		Work for OSPI	Olympia, WA 98504-7200
State Learning Standards		Request Public Records	360-725-6000
State Testing		File a Complaint	TTY 360-664-3631
Education Data System (EDS)		Website Accessibility	
Data Portal			
Resource Clearinghouse			

All students prepared for post-secondary pathways, careers, and civic engagement.
[Contact Us](#) | [Site Info](#) | [Staff Only](#) | [Privacy Policy](#)

The Basics: EDS

The screenshot shows a web browser window with the following details:

- Browser: Office of Superintendent of Public Instruction - Internet Explorer
- Address Bar: <https://eds.ospi.k12.wa.us/OspiSts/identity/login?signin=17ae556ee1d5d44d2ab6881c4bf2b57c>
- Page Header: WASHINGTON STATE OSPI Office of Superintendent of Public Instruction
- Page Content: A sign-in form titled "eDS System Sign In".

The sign-in form includes the following elements:

- Buttons: "Sign In" and "Create an Account"
- Form Fields: "Username" and "Password" (with a placeholder "Password")
- Action: "Login" button
- Link: "Forgot your [username](#) or [password](#)?"

The Basics: EDS

My Account - Internet Explorer
https://eds.ospi.k12.wa.us/MyAccount.aspx

My Account

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction

Home My Applications Profile

This section allows you to manage your account information.

What would you like to do?

- [View my applications](#)
- [View my application permissions](#)
- [Edit my personal information](#)
- [Change password](#)
- [Search Education Directory](#)
- [Search EDS Directory](#)
- [View Security Managers](#)



My Applications - Internet Explorer
https://eds.ospi.k12.wa.us/Apps/MyApplications.aspx

My Applications

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction

Home My Applications Profile

> Application List
> Application Roles
> Education Directory
> EDS Directory
> Security Manager List

My Applications

My Application List

You have access to the applications listed below. Click on the application you want to access.

If you need access to more applications, please contact your [District Security Manager](#).

Application
Annual CTE Student Enrollment Review (P210 Voc) application
Career and Technical Education
CECARS
E-Certification
Education Data System
Education Data System Administration
Graduation Alternatives
iGrants
NBPTS Scholarship
pdEnroller
Program Monitor
Special Education November Federal Child Count
Tableau Server

> Submissions**> View CIP Code****> Application Management**

- Create New Application
- View Applications

> Program Approval

- Program Approval
- Program Signature Pages
- Previous Approval Documents

Welcome to the Application Submissions

STEPS TO CREATING A NEW COURSE APPLICATION

- Under Application Management on the left hand sidebar, select "Create New Application" for a new course approval application.
- Select desired CIP code from the drop down.
- Select "New Course" and click create to begin the process.
- Complete all necessary tabs for the application.
- Once complete, submit application under the Manage Application tab.

Note: The assurance must be maintained at the district office with the application and signed course signature page.

STEPS TO CREATING A PROGRAM APPROVAL APPLICATION

- Under Program Approval on the left-hand sidebar, select "Program Approval" for the program submission application.
- The Program Area under review will pre-populate with any courses with current approval.
- Courses may be edited by row during the submission window, and all required components must be complete prior to submission.
- Once complete, click select button for Program Approval.

Note: The assurance must be maintained at the district office with the application and signed program signature page.

VIEWING APPLICATION

- Under the Application Management on the left-hand sidebar
- Select the "View Applications" to access "approved" and "in-work" applications associated with the District.

For additional resource documentation please visit the [OSPI Career and Technical Education website](#) or contact the appropriate Program Supervisor.



The Basics: Functions of the CTE EDS System

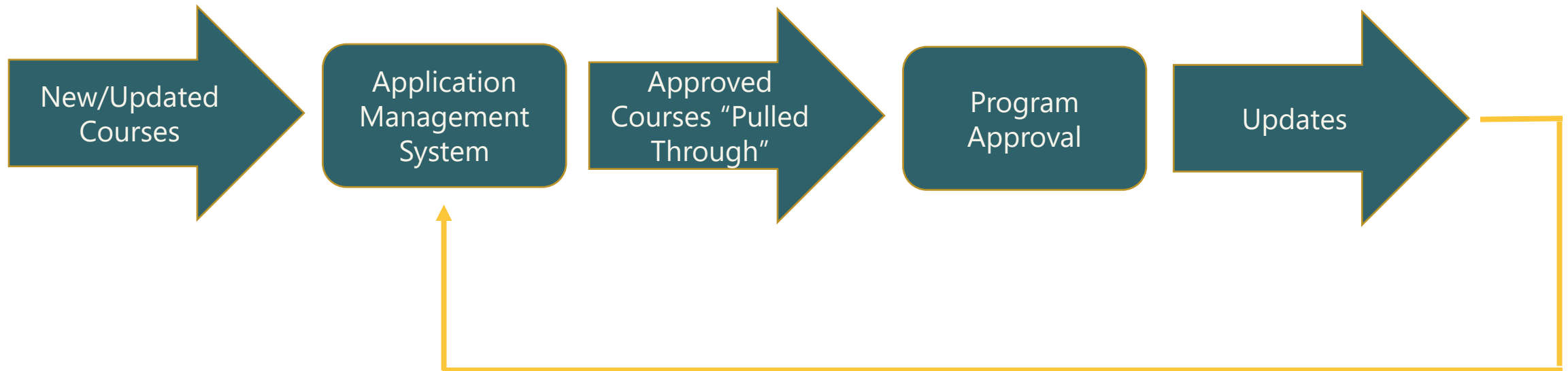
Application Management

- Individual course applications, submitted **before** a course is offered for the first time in a district; or
- To update/revise a previously approved course (change in CIP code, delivery method, or hours of instruction)

Program Approval

- All previously approved courses in a single program area reviewed together. Each program area is managed on a rotating cycle to minimize the review load.

The Basics: Two CTE Systems



The Basics: Program Approval History

- All districts should have completed Program Approval for all 6 program areas in 2018
 - First year of the new system
 - Offered a “zero year” for all districts to enter the 5-group review cycle
- The intention of the system
 - “Abbreviated review process for programs” per [RCW 28A.700.010](#)
 - Instead of uploading all courses to the Application Management system annually, the Program Approval process enables districts to confirm validity of previously approved courses on a formal cycle with the expectation of locally updated course frameworks.

The Basics: Program Approval History

- **Districts submit Program Approval for the program areas specified in their group only.**
 - For January 2023:
 - Group 1: Agriculture
 - Group 2: Business & Marketing
 - Group 3: Family & Consumer Sciences
 - Group 4: STEM, Health Sciences
 - Group 5: Skilled & Technical Sciences

OSPI CTE Program Approval Groups

GROUP 1	Aberdeen	Lake Quinault	North River	Rainier	Tumwater	
	Adna	Mary M Knight	North Thurston	Raymond	Twin Harbors - Br. of New Market SC	
	Boistfort	Montesano	NW Career & Tech. Academy	Rochester	White Pass	
	Centralia	Morton	Oakville	Shelton	Willapa Valley	
	Chehalis	Mossyrock	Ocosta	South Bend	Winlock	
	Elma	Napavine	Olympia	Taholah	Wishkah Valley	
	Evaline	New Market SC	Onalaska	Tenino	Wishram	
	Hoquiam	North Beach	Pe Ell	Toledo	Yelm	
	GROUP 2	Anacortes	Darrington	Lakewood	Oak Harbor	Snohomish
		Arlington	Dayton	Lopez	Orcas Island	South Whidbey
Asotin-Anatone		Edmonds	Lummi Tribal Agency	Othello	Stanwood-Camano	
Bellingham		Everett	Lynden	Pasco	Sultan	
Blaine		Ferndale	Marysville	Pomeroy	Touchet	
Burlington-Edison		Finley	Meridian	Prescott	Tri-Tech SC	
Clarkston		Granite Falls	Monroe	Prosser	Waitsburg	
College Place		Kahlotus	Mount Baker	Richland	Walla Walla	
Columbia (Walla Walla)		Kennewick	Mount Vernon	San Juan Island		
Concrete		Kiona-Benton City	Mukilteo	SEA Tech SC		
Conway		La Conner	Nooksack Valley	Sedro-Woolley		
Coupeville		Lake Stevens	North Franklin	Sno-Isle SC		

The Basics: Program Approval

- **Seven Sections of Program Approval Application:**

District Summary

Advisory Documents

Leadership Documents

Miscellaneous Documents

Program Review History

Program Review Contacts

Comments

The Basics: Program Approval

- Browser
 - Use Internet Explorer (for now!)
- Timelines/Dates
 - Preview Window: December 1–31
 - Submission Window: January 1–30



Questions & Feedback

**Still have questions?
Ask us NOW in the chat!**





During Preview Window

December 1–31

Preview Window: December 1–31

Log in to EDS, under My Applications open the Career and Technical Education application.

- At the toolbar on the top open the Submissions window.
- Under Program Approval on the left-hand sidebar, select "Program Approval."
- The Program Area under review will pre-populate with any courses with current approval.

Check each course, line by line, to ensure correctness. No changes can be made in the Program Approval system during the preview window, December 1 through December 31 of that calendar year.

Course applications that will show in Program Approval are:

- Previously approved during Program Approval cycle.
- New course applications approved prior to the close of preview window.

District Summary Section

- Change page size to 10, 20, or 50.
- Make sure all courses are showing to complete review.

District Summary

District Name: ██████ School District Last Updated By: SYSTEM Last Modified: 12/2/2020

App ID	Local Course Name	CIP Code	Delivery Method	Still Offered	Hours of Instruction	CTSO/Leadership Equivalency	Credit Equivalency Type	Credit Equivalency Subject
> 20452	Financial Fitness 1A	279998	High School	Yes	90	FBLA	None	None
> 20452	Financial Fitness 1B	279998	High School	Yes	90	FBLA	None	None
> 20471	Web Design I	110801	High School	Yes	90	FBLA	None	None
> 20471	Web Design II	110801	High School	Yes	90	FBLA	None	None
> 25656	Yearbook 1	100303	High School	Yes	90	FBLA	None	None
> 25656	Yearbook 2	100303	High School	Yes	90	FBLA	None	None
> 25741	Work Site Learning	118888	High School	Yes	180	FBLA	None	None
> 27505	Computer Applications 1	110699	High School	Yes	90	FBLA	None	None
> 27505	Computer Applications 2	110699	High School	Yes	90	FBLA	None	None
> 29440	Leadership in Project Management	520211	High School	Yes	180	Equivalent	None	None

Page size: 10 14 items in 2 pages



District Summary Section

- During Preview Window
 - Review each line (course) to identify any changes that may need to be made during the Submission Window.

District Summary

District Name: Washougal School District		Last Updated By: SYSTEM				Last Modified: 12/2/2020		
App ID	Local Course Name	CIP Code	Delivery Method	Still Offered	Hours of Instruction	CTSO/Leadership Equivalency	Credit Equivalency Type	Credit Equivalency Subject
> 20452	Financial Fitness 1A	279998	High School	Yes	90	FBLA	None	None
> 20452	Financial Fitness 1B	279998	High School	Yes	90	FBLA	None	None
> 20471	Web Design I	110801	High School	Yes	90	FBLA	None	None
> 20471	Web Design II	110801	High School	Yes	90	FBLA	None	None
> 25656	Yearbook 1	100303	High School	Yes	90	FBLA	None	None
> 25656	Yearbook 2	100303	High School	Yes	90	FBLA	None	None
> 25741	Work Site Learning	118888	High School	Yes	180	FBLA	None	None
> 27505	Computer Applications 1	110699	High School	Yes	90	FBLA	None	None
> 27505	Computer Applications 2	110699	High School	Yes	90	FBLA	None	None
> 29440	Leadership in Project Management	520211	High School	Yes	180	Equivalent	None	None

Navigation: [Home] [Previous] [1] [2] [Next] [Page size: 10] 14 items in 2 pages

You cannot edit during the Preview Window.

District Summary Section



Is there a course missing from the District Summary section that the district is offering?



Is there a change to the CIP code of a previously approved course?



Is there a change to the delivery method (High/Middle School) of a previously approved course?



Is there a change to the hours of instruction of a previously approved course? (i.e., semester to trimester)

If **YES** to any of the questions, a new course application in the Application Management system is required.



Why is it Missing?

District Summary Section

- Missing courses
 - Naming mismatch in Application Management system
 - **Course Info** tab and **Sequence of Courses** tab
 - Requires new application in the Application Management system

Journalism

Journalism

Course Info Leadership Seq of Courses Multiple Courses Frameworks Skills Gap Misc Docs Assurances Manage Application

CIP Info

Program Area Skilled and Technical Sciences

Cluster Arts, AV Technology and Communication

Pathway Printing Technology

CIP Code 100303 - Prepress/Desktop Publishing and Digital Imaging Technology/Technician

Preparatory

Local Course Info

Local Title Journalism

Learning Type Online High School Middle School Skill Center

Application Type New

Application Status Approved

Course Info Leadership Seq of Courses Multiple Courses Frameworks Skills Gap Misc Docs Assurances Manage Application

Sequence of Courses

Please identify the sequence of courses and where this course fits into that sequence. Enter as many courses as applicable in proper order below. Include post secondary if appropriate.

	Course Title	Hours Offered:
First course:	Journalism	394
Second course:		
Third course:		
Fourth course:		

District Summary Section

- Missing courses
 - Course(s) not approved in Application Management
 - In **Pending User Action** or **Created** status

34416		512699	Home Care Aide	Health Science	Health Science	High School	JEFFREY TETRICK	12/4/2020 10:52:24 AM	Marianna Goheen	Created
34415		030205	Water, Wetlands, and Marine Resources Management	Agriculture Education and Science	Agriculture, Food and Natural Resources	High School	Beth Watson	12/7/2020 2:08:28 PM	DENNIS WALLACE	Pending Admin Action
34414		100201	Photography and Video Foundations	Skilled and Technical Sciences	Arts, A/V Technology and Communication	High School	ROGER RICH JR	12/4/2020 4:28:19 PM	ROGER RICH JR	Pending User Action
34413		110701	Introduction to Computer Science	Business and Marketing	Information Technology	High School	Lance Wrzesinski	12/7/2020 11:47:38 AM	Lance Wrzesinski	Approved



District Summary Section

- Missing courses
 - Course checked “No longer offered” in previous Program Approval
 - Course listed in Seq of Courses and/or Multiple Course
 - Work with the appropriate program supervisor (always provide the App ID and CIP code)

District Summary Section



Have the [Washington State Learning Standards](#) been revised, updated, or changed since the last submission?



Is there a change to the Industry standards, (i.e., Health Science Standards, Nursing Certified Assistant WA Administrative Code, ANFR standards, etc.)?

If **YES** to either of the questions, update course framework(s) locally.



Check for Understanding

**If a course is
missing in
Program
Approval
preview window,
what can you do?**



Submit a new
course app
between
Feb1-April 15.



Questions



Please
use the
Chat box.



During Submission Window

January 1-30

District Summary Section

Click on Pencil icon on left side of screen

- Complete edits
 - Local Course Title, Still Offered, CTSO/Leadership Equivalency, Credit Equivalency Type, and/or Credit Equivalency Subject
- Click on the green **Save** icon to save edits

District Summary Section

Review changes effective the 2022-2023 school year.

Family and Consumer Sciences

List of all courses / CIPs in the program area that have been approved

Edit	Application	Local Course Name	CIP Code	Delivery Method	Still Offered	Hours of Instruction	CTSO/Leadership Equivalency	Credit Equivalency Type	Credit Equivalency Subject
	33954	American Sign Language 2	161603	High School	<input checked="" type="checkbox"/>	180	FCCLA	None	None
	33858	Advanced Culinary Arts and Restaurant Management	120503	High School	<input checked="" type="checkbox"/>	180	FCCLA	None	None
	21008	Cooking Essentials	190501	High School	<input type="checkbox"/>	90	FCCLA	None	None
	21000	Child Psychology I	190706	High School	<input checked="" type="checkbox"/>	90	FCCLA	None	None
	31946	Baking and Desserts	120501	High School	<input type="checkbox"/>	90	FCCLA	None	None
	29012	Beginning Sewing - STEM	190901	Middle School	<input checked="" type="checkbox"/>	180	FCCLA	None	None
	33853	Interpersonal Relationships	190706	High School	<input checked="" type="checkbox"/>	90	FCCLA	None	None
	20998	Health 11-12	190003	High School	<input type="checkbox"/>	90	FCCLA	None	None
	20995	7th & 8th Family and Consumer Science	190001	Middle School	<input checked="" type="checkbox"/>	90	FCCLA	None	None
	32760	American Sign Language 1	161603	High School	<input checked="" type="checkbox"/>	180	FCCLA	None	None

Page size: 10

16 items in 2 pages

Advisory Committee Section

- Required uploads include:
 - Advisory minutes
 - General or program-specific (**including the course title and CIP code**)
 - Labor market data (skills gap) that was reviewed to substantiate the offering of the course (Requirement effective May 1, 2020.)

Advisory Committee

Upload current minutes that validate the advisory committee has approved offering these course(s) in the district based on need illustrated by labor market data or local need: Advisory minutes must document the current approval of program course offerings and that the committee has reviewed labor market data with substantial reason for offering the course(s).

Document Name	Uploaded By	Date Uploaded	File	
Copy of GAC Agenda 1_12_22 with minutes.pdf		2/24/2022 1:17:02 PM	View	Delete
LMD FACS course approval 2022.pdf		2/24/2022 1:28:31 PM	View	Delete
LMD FACS course approval 2022 pg2.pdf		2/24/2022 1:28:38 PM	View	Delete
GAC zoom participant list 1-12-22.pdf		2/24/2022 3:29:25 PM	View	Delete

Check for Understanding

How many programs do you have to review through your advisory committees each year?

All of them!



How many programs do you have to review each year through EDS?

The one identified on the Program Approval Schedule



Leadership Documents Section

- If the district marks **CTSO**, upload aligned CTSO Program of Activities/Work (POA/POW) (This clarification in guidance is effective April 15, 2021)
- If the district marks leadership **Equivalency** they must upload the completed OSPI CTE Student Leadership Template.
- Multiple forms of extended leadership may be marked. If the district offers two CTSOs or both a CTSO and Student Equivalency Leadership through an “Equivalency” model, in a program area, they are to check all forms that apply.

NOTE: Courses may have multiple CTSO's and/or Leadership Equivalencies. Uploads for each are required.

Leadership Documents Section

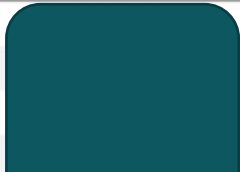
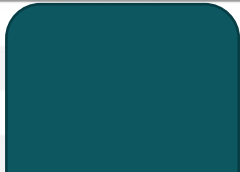
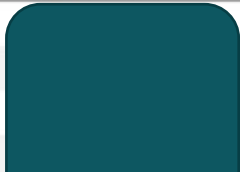
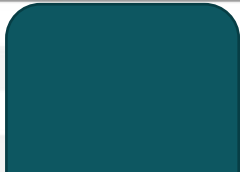
- Upload acceptable proof of CTSO membership (official invoice, official roster, or letter of charter)
 - Leadership Equivalency does NOT require roster/membership.

NOTE: Courses may have multiple CTSO's and/or Leadership Equivalencies. Uploads for each are required.

Leadership Documents

Upload leadership documents:

Acceptable proof of membership for CTSOs include an invoice, official roster or letter of charter. Leadership equivalencies are required to upload a relevant annual program of work.

Document Name	Uploaded By	Date Uploaded	File	
FCCLA membership 21-22.pdf		3/7/2022 1:54:27 PM	View	Delete
FCCLA Invoices 2021-2022.pdf		3/7/2022 1:54:32 PM	View	Delete
FCS Middle school club POW MSD 22-23.pdf		8/31/2022 2:30:23 PM	View	Delete
Leadership CTSO POW Template_FCCLA22-23 updated.pdf		8/31/2022 3:19:31 PM	View	Delete

Miscellaneous Documents Section

- For **each** preparatory course being offered:
 - Upload a current OPSI Preparatory Course Criteria form (see OSPI website) in order to assure the course meets the minimum criteria of [RCW 28A.700.030](#).
 - In order to be “current,” Preparatory Course Criteria forms must be completed within this academic school year. (Requirement effective June 1, 2020.)

Note: NCA programs must upload approval of program by the Nursing Commission

Miscellaneous Documents

Upload any miscellaneous documents related to this program review:
This section is for miscellaneous documents that are required for specific course approval (Ex., Nursing Certified Assistant). This may be used for communication and upload of course specific documents.

Document Name	Uploaded By	Date Uploaded	File	
Prep Course Criteria form ASL I.docx		2/24/2022 2:12:32 PM	View	Delete
Prep Course Criteria form ASL II.docx		2/24/2022 2:12:38 PM	View	Delete
Prep Course Criteria form Bearcats Teach.docx		2/24/2022 2:12:45 PM	View	Delete
Preparatory Course Criteria Form Adv.Cul.Rest.Mang.docx		2/24/2022 2:12:49 PM	View	Delete



Preparatory Course Criteria

Guidance

Preparatory Courses Update *Guidance Related to Hours and Criteria*

Background

As defined in the Washington state Career and Technical Education (CTE) Program Standards, preparatory courses expand upon exploratory course characteristics. School district plans for the delivery of CTE must include demonstration that all preparatory courses offered by the district meet the requirements of [RCW 28A.700.030](#). Through the Course Approval and Program Approval process, the Office of the Superintendent of Public Instruction (OSPI) has the responsibility to ensure that school districts understand preparatory criteria for proper course selection and that submitted courses meet preparatory criteria. Questions have been submitted to OSPI related to the minimum hours of instruction required for approval of preparatory Classification of Instructional Programs (CIP) code courses. While instructional hour requirements are not specifically identified in the preparatory program standards, previous guidance included a minimum of 90 hours to meet preparatory criteria. This document provides further clarity related to the criteria, approval considerations, processes, and best practices related to preparatory courses.

Minimum Preparatory Criteria Reminder

All approved preparatory secondary CTE programs must meet the following minimum criteria:

- (1) Either:
- (a) Lead to a certificate or credential that is state or nationally recognized by trades, industries, or other professional associations as necessary for employment or advancement in that field; or

Form



Washington Office of Superintendent of
PUBLIC INSTRUCTION
CAREER AND TECHNICAL EDUCATION
Old Capitol Building | PO BOX 47200 | Olympia WA 98504-7200

Preparatory Course Criteria

This form should be used to evaluate whether CTE courses meet the minimum criteria of [RCW 28A.700.030](#). This form should be uploaded in the Course Approval system under the "Misc. Docs" tab when submitting courses for consideration, and in the Program Approval system under the Miscellaneous Documents upload section. Courses should meet the full preparatory criteria found in the CTE Program Standards as established through [RCW 28A.700.010](#).

Overview

School District: Course Program Area: Choose an item.

Local Course Name: Course CIP Code:

Location: Skill Center HS Date of Submission:

Application System: Course Approval Program Approval

Minimum Preparatory Criteria

The course must meet criteria 1 and 2, and either 3a or 3b. If the course provides access to both 3a and 3b, please indicate that below.

1. Sequenced Progression

Action: Review course sequence and ensure students have opportunity to develop foundational skills to support



Program Review History Section

- Tracks application activity including change in status

Program Review History			
Date	Action	User	Text
1/22/2020 1:58:16 PM	Program Review Approved	[Redacted]	This program is approved, contingent on implementation as outlined and all assurances met. State approval for courses approved as outlined in this application may lose approval status in the future if there are changes in requirements, removal of CIP codes, or a lack of proper implementation. Print the program signature page, obtain required signatures, and keep on file.
1/22/2020 1:15:09 PM	Program Review Submitted	[Redacted]	Pending Admin Action
1/22/2020 1:15:08 PM	Comment Entered	[Redacted]	[Redacted]
1/22/2020 1:10:28 PM	Program Review Pending	[Redacted]	User Updated a Course
1/22/2020 1:09:59 PM	Program Review Pending	[Redacted]	User Updated a Course
1/22/2020 12:27:04 PM	Program Review Returned To Originator For Resubmittal	[Redacted]	Yes, will need the Info Tech document, if it still won't upload, send via e-mail. Also need a Skill USA membership list for the courses it is listed for.
1/6/2020 9:16:32 AM	Program Review Submitted	[Redacted]	Pending Admin Action
1/6/2020 9:16:32 AM	Comment Entered	[Redacted]	[Redacted]
1/6/2020 9:11:17 AM	Contact Info Added	[Redacted]	Contact added

Program Review Contacts Section

- Be sure to update the people who will receive notification after the application is approved




Program Review Contacts		
Name	Email	Phone
No records to display.		

Comments Section

- Use for comments between district and OSPI Program Supervisor related to application

Comments



Please upload acceptable Proof of Membership for the CTSO. Acceptable proof of membership for CTSOs include an official invoice, official roster, or letter of charter.

Assurances Section

- Read them **all!**
- Standards and requirements have NOT changed.
- Check the box assuring that all CTE Program Standards are being met.

CTE Program Standards Assurances

The following assurances must be accepted and maintained in order for program approval to be completed. Please read through the list of assurances and press the "Accept" button. By clicking "Accept" you are agreeing to comply with all of the listed assurances.

1. Industry Standards Alignment

- District assures all courses utilize current national, state, and/or locally recognized industry standards as evidenced in the framework(s).

2. Academic Standards Alignment

- District assures all course will utilize Washington State Learning Standards as evidenced through academic alignment in the framework(s) reflective of appropriate grade level expectations.

3. Diversity

- Program outcomes included in these course(s) address appreciation for and respectful interaction with diverse populations, the elimination of harassment, bias, and stereotyping.
- The district reviews CTE programs, and identifies and adopts strategies to overcome barriers that result in lowering rates of access to, or lowering success in the programs, for special populations; and provides programs that are designed to enable the special populations to meet the local adjusted levels of performance. Individuals who are members of special populations will not be discriminated against on the basis of their status as members of the special populations. Sec 134(b)(8&9)(A-B).

4. Career Development and Employability

- Program outcomes included in these course(s) help students with career awareness, exploration, and planning.
- District assures course(s) must teach and assess 21st Century Skill Standards and technical skill development for all students as evidenced within framework to prepare students for work place employability expectations

Submission Window: January 1–31



- **Submit the Program Approval Application by the due date of January 31**
 - Read, scroll to the bottom, and check the box, assuring that all CTE Program Standards are being met.
- **CLICK SUBMIT!**



Check for Understanding

- If you have fifteen courses in program approval that you do not touch or resubmit, how many courses may you claim for CTE enhanced funding and/or count towards a CTE Graduation Pathway in the same program area come fall 2023?

Answer: 0

Did we
mention?

Any courses selected as no longer offered or missing, will no longer be valid for CTE enhanced funding or to meet the requirements of the CTE Graduation Pathway

Failure to complete program approval requires all new course applications for that program area.

After Receiving Program Approval

Each District:

- Print, sign, and file **Signature Page**
- File and maintain:
 - **Annually updated local frameworks**
 - Advisory Minutes and Skills Gap Data
 - CTSO current affiliation and POA/POW/Equivalent Documents
 - Preparatory Course Criteria forms

Signature Page

Program Review for Approval for Career and Technical Education (CTE)

Program Area: Agriculture Education and Science -- Date Approved: 11/12/2020

Signature Page

[Complete, Print, Sign and Keep](#)

This page is evidence that this program review was approved during the 2021 program review period.

The following representatives of the district hereby guarantee compliance with the assurances herein and have evidence of the requirements within the Washington State Program Standards for Career Technical Education.

Link to OSPI : <http://www.k12.wa.us/CareerTechEd/courseapproval.aspx>

App ID	Local Course Name	CIP Code	Delivery Method	Hours of Instruction	CTSO
30122	IB Environmental Systems and Societies	030201	High School	210	Equivalent
30120	AP Environmental Science	030201	High School	210	Equivalent
30119	Natural Resources Biology A	030101	High School	70	Equivalent
30119	Natural Resources Biology B	030101	High School	70	Equivalent
30118	Chemistry In The Community A	011202	High School	70	Equivalent
30118	Chemistry In The Community AB	011202	High School	70	Equivalent
21491	AP Environmental Science	030201	High School	180	Equivalent
21490	Worksite Learning - Agriculture	018888	High School	180	Equivalent
21489	Environmental Science	030101	High School	180	Equivalent

CTE Director	CTE Director Signature	Date
Advisory Committee Chair (Either General Advisory Committee or specific Program Advisory Committee Chairperson)	Advisory Committee Chair Signature	Date
Superintendent(or designee)	Superintendent(or designee) Signature	Date

This program will be reviewed again in 2026 for the 2026-2027 school year.

DISCLAIMER: All courses reflected in the program approval are approved contingent on implementation of approved CTE courses with embedded work-based learning and identified extended learning. As a reminder, frameworks are to be updated and maintained locally. Frameworks are to reflect the content of the course; including current Washington State Learning Standards, industry standards, and leadership alignment. A new course application is required if there are major changes to the course, which include: CIP code change, hours of instruction change, or delivery method change. State approval for courses approved as outlined in this application may lose approval status in the future if there are changes in requirements, removal of CIP codes, or a lack of proper implementation. Print this signature page, obtain required signatures, and keep on file. This documentation may be reviewed through Consolidated Program Review (CPR) or by the State Auditor's Office.

Program Approval: The Elephant in the Room... or Rather, Bugs!

Increasing difficulty in clicking Assurances button in Program Approval and Application Management

- Aging Platform
- Evolving Browsers



Can't click the Assurances Button, TRY THIS:

- Be sure to clear your all browser history and cache
- If you have Internet Explorer or Firefox still available, try using them (Please refer to Internet Explorer step by step guide)
- Check your log-in and that you are at the appropriate EDS site



Questions & Feedback

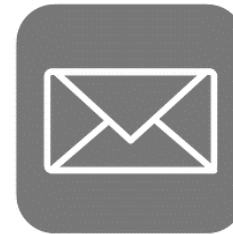
Still Have
Questions?

Tell Us in The
Chat Box.



Contacts and More Training

- [Career & Technical Education Staff Contact Information](#)
- **Technical Assistance- TRY IT! Log Into PREVIEW Window:**
 - Friday December 2, 12–1 pm
 - [Registration Link](#)
- **CTE News & More-Q&A:**
 - Friday, December 9, 12–1 pm
 - [Zoom Link](#)
- **CTE Office Hours-Technical Assistance:**
 - Thursday, December 15, 3:30–4:30 pm
 - [Zoom Link](#)
- **Technical Assistance - TRY IT! Log Into SUBMISSION Window:**
 - Friday, January 6, 12–1 pm
 - [Registration Link](#)
- **CTE News & More-Q&A:**
 - Friday, January 13, 12–1 pm
 - [Zoom Link](#)





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PUBLIC INSTRUCTION

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