Does the course name “F” have a “Yes” in column “P”

- YES
  - The course will pull into the re-approval program correctly

- 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 naming issues only”

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.