Fiscal Year 2024
CTE-26 Manual of Operations

OFFICE OF CAREER-TECHNICAL EDUCATION

Department of Education & Workforce

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Ohio Department of Education & Workforce

Introduction

The Office of Career-Technical Education (CTE) has designed the CTE-26 Manual to provide a step-by-step process for completing a CTE-26 provider application. If you still have questions about completing a CTE-26 application after reviewing the document, please contact the Office of Career-Technical Education, CTE-26@education.ohio.gov.

Local districts will submit renewal applications for programs that are in the last fiscal year of the current approved application as indicated by the CTE-26 System. For example, programs with approval for program period FY2020-FY2025 will renew by March 1, 2024, allowing programs to remain effective FY2025- 2029. Please refer to the current approval period for your program as indicated in the CTE-26 System.

The FY2024 (2023-2024) CTE-26 application is in the OH|ID account. The following timelines govern the process for submitting new CTE-26 program applications or applications for program renewal. The application process will tentatively open on November 1, 2023.

The lead district in the Career-Tech Planning District (CTPD) is responsible for approving or disapproving a program application no later than March 1, 2024.

Submit the approved program application to the Ohio Department of Education by March 15, 2024. The Department will review the program application and notify your district of approval or disapproval by May 15, 2024.

The Office of CTE will open an additional CTE-26 provider application period for Industry Credential Only programs from **July 1, 2024** through **August 15, 2024**. The purpose of this additional window is to allow districts and schools the opportunity to seek approval from the Office of CTE for new Industry Credential Only programs that would incorporate newly recognized industry credentials that were not available during the initial CTE-26 provider application period (November 1, 2023 - March 1, 2024.)

The CTE-26 system automatically sends emails to the person creating the application to notify schools that the status of an application has changed. The system will also generate emails to superintendents for key changes. In order for emails to be received, the school administrators must have an email in the Ohio Educational Directory System (OEDS). To check the status of school information in OEDS, you can search the Ohio Education Directory System.

Preface

This section provides information about common icons in the document that are important for proceeding smoothly through the CTE-26 application process. Use these icons to better understand what should be included in the document as well as how to edit the document.

Throughout the examples, you may see two types of icons: information icons and edit icons. The information icons will either be a blue circle with a question mark or a lower-case *i*. These are info-icons. Clicking these info-icons will open a text box containing information about items near that icon.

The other type of icon is the edit icon. This icon allows you to edit information near the edit icons.

Additional items to consider before your application has been submitted for approval:

- ☐ Contact your local College Tech Prep Regional Center Point of Contact consultant if you need any assistance.

- ☐ Community School or Career-Technical Planning District (CTPD) member schools should communicate with assigned CTPD Superintendent to discuss the program and the application before and after applying.

- ☐ Check the status of an application at any time through the OH|ID portal.

- ☐ Comments are permanent public record and cannot be deleted or edited.

- ☐ Visit the Ohio Department of Education CTE-26 Process landing page for more resources and information.

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Starting a CTE-26 Provider Application

1. Verify the person creating the CTE-26 application has the appropriate Ohio Educational Directory System (OEDS) roles. See Appendix II for more information.

   NOTE: If you do not have an OH|ID account you can create an account by visiting the Create OH|ID Account portal.

2. Login to the OH|ID system *(Figure 1)*:

3. Prior to beginning an application, please have available:

   ☐ The Informational Retrieval Number (IRN) for the District Creating the Application
   ☐ Building IRN
   ☐ Pathway Code
   ☐ CTE pathway code (FY25 Program and Assessment Matrix)

SIGN IN WITH YOUR SAFE ACCOUNT

☐ Check if you are an ODE employee.

USER NAME

PASSWORD

SIGN IN   FORGOT USER NAME OR PASSWORD?

Don't have a SAFE account?   Started sign up process?
SIGN UP   CHECK SIGN UP STATUS
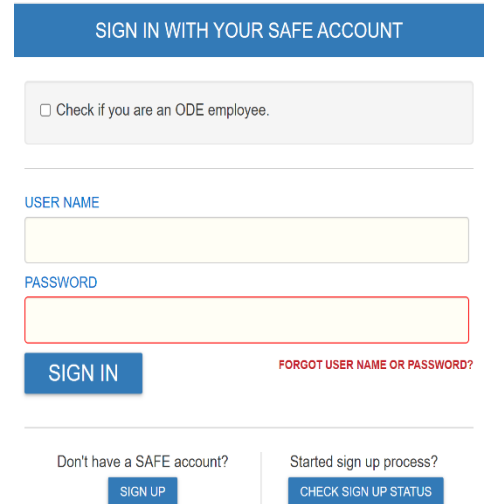
Figure 1

NOTE: When beginning a new CTE-26 application, it must be started under the District IRN for the District that owns the pathway. CTPD IRNs cannot be used to create a pathway application.

4. In the My Sites and Applications list, select CTE-26. *(Figure 2)*

My Sites & Applications

OH|ID has opened a new tab within your browser. When you're finished, you can close this tab to go back.

You have access to the sites and applications listed below. Click the "Go To Site" link under an app to open it. Click the star icon to make your favorite applications appear right on your Dashboard

CCIP
Grant application & planning system
Go To Site ☑

Compliance
Tracks grant monitoring, program analysis, data
Go To Site ☑

CTE-26
Submit career-tech workforce development plans
Go To Site ☑

Educator Licensure and Records (CORE)
Apply, renew, and maintain licenses
Go To Site ☑

Figure 2

Ohio **Department of Education & Workforce**

If the CTE-26 application is not available, search for the application by name in the OH|ID My Sites & Applications screen. *(Figure 3)*

Other Sites & Applications under OH|ID

Search for new applications and sites from State of Ohio Agencies. Click an application image to learn more about it and request access.

| Search by Site or Application Name 🔍 |

Figure 3

NOTE: If the CTE-26 application does not appear in the OH|ID My Sites & Applications or the search, please verify personnel have the appropriate role assigned in the Ohio Education Directory System (OEDS).

5. Under the Select Organization drop-down menu, check that the correct district IRN is selected. If not, you can select the correct IRN from the drop-down menu *(Figure 4)*.

Figure 4

==NOTE: Remember to choose the District IRN for the district that owns the pathway in this step. CTPD IRNs cannot be used to create a CTE-26 provider application.==

6. Select your Program Application Type from the drop-down menu at the top left. A new screen will open. Program application types available include *(Figure 4):*
   - ☐ Career Field Pathway Program Application (CFP)
   - ☐ CBI Program Application (Career Based Intervention)
   - ☐ FCS/GRADS Program Application (Family and Consumer Science/Graduation, Reality and Dual-Role Skills)
   - ☐ Industry Credential Only Program Application (ICO)

7. Once you choose a program application type, the system will load the Provider Search Page *(Figure 5)*.

Figure 5

8. At the top of the page in the center click <u>Provider</u>**,** then choose <u>New Provider Application or Renew Provider Application</u> (if renewing an expiring application from the FY 2020-2024 program period.)

9. This will open the Terms and Conditions Page.

   NOTE: For <u>Industry Credential Senior Only Programs,</u> please follow instructions on Industry-Recognized Credentials on page 27.

Terms and Conditions

1. At the top of the <u>Read and Accept Terms and Conditions Page</u> you can adjust the type of application *(Figure 6)*.

2. Read the terms and conditions then <u>check</u> the box to agree to the terms.

Figure 6

3. Select the district that owns the program and is creating the CTE-26 application and click <u>Start Application</u>.

4. Once you select the Start button, scroll down to see the next section.

Organization Information

Organization Information

Name: **Columbiana County**   TaxId: **341081086**
Irn: **050906**   Designate County: **Columbiana**
Phone: **(330) 424 - 9561**   Fax: **(330) 424 - 9719**
Email: **Refresh@Fakemail.com**   Web URL: **N/A**

Application Period:

[CFP FY 2025 - 2029 ▾]

Buildings ℹ️   Pathways ℹ️

[Beaver Local Middle School-001933 ▾]   [A0 - Agribusiness and Production Systems ▾]

ℹ️

☐ **Middle Level (7th - 8th Grade)**
Select this box if middle level CTE courses will be offered as a component of an approved CTE program in a partner school. (note Restriction: For Middle level CTE courses to be approved, ninth and tenth grade level pathway programming must be offered. A Program of Study must show the connection to a CTE pathway program at the high school level through postsecondary.

☐ **Secondary to 2 Year Degree (Associates)(9th - 12th Grade)**
Select this application to show a secondary pathway.

☐ **Secondary to 4 Year Degree (Baccalaureate)(9th - 12th Grade)**
Select this application page to show a secondary pathway to a 4-year Baccalaureate program of Study, or Associates degree with six semesters. Secondary Program of Study is shown on the CTE page and is used in combination to show pathway continuation.

☐ **Ohio Technical Center**
Select this application to show an adult Technical Training Program of Study.

☐ **Apprenticeship**
Select this application to show an Apprenticeship-Training Program of Study.

[Submit]

1. Select the <u>Application Period</u> of application renewal/creation *(Figure 7)*.

2. Select the <u>Building</u> where the program will be located. This is the location of instruction. Each instructional location requires an application.

   For Renewal Applications, only buildings with approved programs that will expire at the end of the current fiscal year will appear in the dropdown.

3. For Career Field Pathway Program Applications, select the program <u>pathway</u> code. Please reference the <u>FY25 Program and Assessment Matrix</u> for eligible pathway codes.

   For <u>CBI, FCS, and Industry Credential Only (ICO) applications</u>, you do not have to choose a pathway code. For ICO, the credential selection will be made under the Senior Credential tab of the application.

   NOTE: Once the pathway code is selected, it <u>cannot</u> be changed

4. Select the pathway type(s) aligned with the secondary and post-secondary program of study. Select all that apply to the application. This indicates the program of study scope to be identified in the application.

   Renewal Applications, this area will be pre-populated and can be edited.

   ☐ Middle Level (7th-8th)

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Select this box if Middle Level CTE courses will be offered as a component of an approved CTE program in a district or school. (Restriction: For Middle Level career-technical education courses to be approved, 7th and 8th grade level pathway programming must be offered, or each school superintendent or designee must complete a Middle School Waiver Form. A program of study must show the connection between Middle Level courses and completion of the career-technical education pathway program.

☐ Secondary to 2 Year Degree: Associates (9th - 12th Grade)
Select this application to show a secondary pathway to an Associate Degree program of study.

☐ Secondary to 4 Year Degree: Baccalaureate (9th - 12th Grade)
Select this application page to show a secondary pathway to a 4-year Baccalaureate program of study or associate degree with six semesters.

☐ Ohio Technical College: Select this pathway when an agreement with an Ohio Technical Center is established as a secondary career-technical provider or the program of study aligns to an Adult Technical Training program and/or Short or Long-Term Certificate that is at least one year (two semesters) of postsecondary study.

☐ Apprenticeship
Select this application to show a secondary pathway transitioning to an approved Pre-Apprenticeship.

5. Click Submit. This will save the changes and open the General tab of the application.

Submit

NOTE: The CTE-26 database will autosave applications after initial creation. To access created applications, visit the Provider Search screen and select

⊘ Proceed   .

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General Tab

| General | Courses | Pathway | Labor Market Demand | Docs | Assurances | Status / Flags | Comments / History |

Provider ⊙ ᴳ

Name: Beaver Local Middle School
IRN: 001933
WEB URL: N/A
County: Columbiana

Phone: (330) 386-8700
Fax: (330) 386-8720
EMail: Refresh@Fakemail.com
Grade Level Served: 5-8
Tax ID: N/A

District
Name: Beaver Local
Phone: (330) 385-6831
IRN: 046425

TECH PREP
Name: Northeast Tech Prep Regional Center
Chief Admin: ROBERT STACEY JR
Email: Refresh@Fakemail.com
Phone: (216) 987-5626

Address

Physical Address ⊙
Address: 46088 Bell School Rd
City: East Liverpool
State: Ohio
Zip: 43920 - 8788

Mailing Address ⊙
Address: 46088 Bell School Rd
City: East Liverpool
State: Ohio
Zip: 43920 - 8788

Provider/Program Status Info
Servicing: Career Field Pathway Program Application
Current Status: Started
Application Type: First Year Applications ᴳ ⓘ
Application Period: CFP FY 2025 - 2029

Application Created By

Org Details
Name: Columbiana County
IRN: 050906
State: Ohio
Phone: (330) 424-9561

Personnel Details
Name: Melissa Peterson
Email: Refresh@Fakemail.com
Phone: (330)-424-9561

Application Details ᴳ

☐ Middle Level(7th-8th Grade)
☑ Secondary to 2 Year Degree (Associates)
☐ Secondary to 4 Year Degree (Baccalaureate)
☐ Ohio Technical Center
☐ Apprenticeship

CTPD IRN: 200015
Application Category: New

Superintendent
Name: VIRGIL Willis
Phone: (330) 385-6831
EMail: Refresh@Fakemail.com

Figure 8

Review the <u>General</u> tab information *(Figure 8)*. If there is an error in the provider information, changes to this information must be corrected through the Ohio Educational Directory System (OEDS.) Contact the organization's OEDS-Org Administrator for assistance.

NOTE: The edit icon next to the <u>Provider</u> section heading may be used to edit the building location of where program instruction will occur.

NOTE: Use the edit icon next to the <u>Application Detail</u> section heading to modify the application pathway type(s) aligned to the secondary and post-secondary program of study.

The CTE-26 system automatically sends emails to the person creating the application to notify schools that the status of an application has changed. The system will also generate emails to superintendents for key changes. In order for emails to be received, the school administrators must have an email in the Ohio Educational Directory System (OEDS). To check the status of school information in OEDS, you can search the Ohio Education Directory System.

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Courses Tab

This section describes the process for completing the Courses tab for <u>Career Field Pathway</u>, <u>Career-Based Intervention</u>, and <u>Family and Consumer Science / GRADS</u> program applications.

Select the Courses tab *(Figure 9)* to start completing a program of study. You will need to enter the courses for both the secondary and post-secondary components.

Figure 9

CTE-Required Technical (MS/HS)

1. Click the Add CTE-Required Technical (MS/HS) course button *(Figure 9)*.

   ☐ Select the Grade Level, Course Name, and Code/Hours from drop-down menus *(Figure 10)*.

   ☐ Click Add to save the selection to the Courses tab.

   ☐ Repeat until all CTE required courses are listed.

Figure 10

NOTE: Renewed applications will automatically populate the CTE-Required Technical courses

from the previously approved application that is due to expire at the end of the fiscal year. Populated courses must be reviewed for accuracy and district changes. Reference the [FY2025 Career-Technical Education Program and Assessment Matrix](#) for eligible course information.

Career Field Pathway Program Application - Career Field Pathway programs must offer a minimum of four VT or VP testable courses for a combined minimum of 450 hours in a single pathway. Middle Level applications should list the complete secondary pathway, including all middle level and high school courses.

Job Training Coordination (JTC) (M3 Pathway) Program Applications - All M3 programs must offer Introduction to Job Training (990405, VT, 240-1080 hours) in the first year that the program is available, as it is the first course in the pathway. Introduction to Job Training (990405) may also be offered in each subsequent year that a student may enroll in an M3 pathway. Fundamentals in Job Training (990410, VT, 240-1080 hours) should be offered in the second and subsequent years that the program is available to students. To meet the four-course minimum, districts may elect to include Fundamentals in Job Training (990410) for all semesters that students may remain in the program, including deferring graduation (Post:Yr1/Se1, Post:Yr1/Se2, Post:Yr2/Se1, Post:Yr2/Se2). M3 applications do not need to complete the college credit opportunities or post-secondary technical training/adult technical training sections of the application. Applications for M3 pathways must include Recommended Integrated Academics ("IA"); identified courses must be core academic classes offered in the same years as students are enrolled in the job training coordination program. For additional information, reference the [Job Training Coordination Program Information.](#)

Career-Based Intervention (CBI) Program Application - All CBI programs must select the CBI Related Instruction course (252525, VN, 120-280 hours) for each grade in which CBI is offered. If planning to offer work-based learning for credit, then select CBI Work-Based Learning (252010, V3, 120-450 hours) once for each grade level. All CBI Academics (various, V3, 120-280 hours) are optional courses to be included at the district's discretion. CBI applications should not complete the college credit opportunities or post-secondary technical training/adult technical training sections of the application; the "CC" and "PT" sections must be blank. Applications for CBI must include Recommended Integrated Academics ("IA"); identified courses must be core academic classes offered in the same years as students are enrolled in the career-based intervention program. For additional information, reference the [Career-Based Intervention Manual of Operations](#).

Family and Consumer Sciences (**FCS**) - Family and Consumer Sciences must select four VN courses; schools may choose one focus area or cross all four focus areas. These focus areas include Food and Nutrition, Human Services, Career, and Individual Development and Environmental Design. FCS applications do not require completion of the college credit opportunities or post-secondary technical training/adult technical training sections of the application, but this section can be completed for the Personal Finance CTAG.

When selecting the four VN courses, selections should be made appropriately for the grade level and building where the four VN courses are being offered. (For example: 091201 VN Introduction to Family and Consumer Sciences 30-90 Hours 7-10, can be offered in a middle

school or high school setting but cannot be delivered outside of the 7-10 grade band.)

FCS course codes with grade bands:
091201 VN Introduction to Family and Consumer Sciences, 30-90 Hours, Grades 7-10
091205 VN Principles of Food, 30-90 Hours, Grades 7-10
091410 VN Transitions and Careers, 30-90 Hours, Grades 7-10
091501 VN Textiles and Interior Design, 30-90 Hours, Grades 7-10
093005 VN Personal Wellness and Development, 30-90 Hours, Grades 7-10

For additional information, please reference the Family and Consumer Sciences page.

CC-College Credit Opportunities

2. These courses are career-technical courses aligned to postsecondary technical courses for college credit. For example, this would include CTAG, Bilateral Articulated Credit and College Credit Plus.

Courses that are eligible for CTAG credit with an aligned WebXam will auto populate in the CC-College Credit Opportunities and Pathway tab. Any non-CTAG course that is eligible as college credit, for example, College Credit Plus or Bilateral Articulation, must be added manually using the process below.

☐ Import or click the Add College Credit Course button *(Figure 9)*.

☐ Select the Grade Level *(Figure 11)*.

☐ Click in the Name box and type the course name. Use the college course catalog for course number and title.

☐ Click Add to save the selection to the Courses tab.

Figure 11

☐ Repeat until all College Credit Courses are listed.

NOTE: A program of study must identify a minimum of three college credit hours aligned to the technical degree track in a Career Field Pathway program.

NOTE: Family and Consumer Sciences, Career-Based Intervention, and Job Training Coordination applications do not have to complete this section. Middle Level and Single CTE Applications do need to complete this section.

PT-Postsecondary Technical/Adult Technical Training Courses

3. This section adds Post-Secondary Technical or Adult Technical, Post-Secondary Academic courses and recommended non-career technical courses associated with the secondary pathway program of study and aligned post-secondary program of study through the first four semesters of the degree/certificate track.

Select Import or Add the Post-Secondary Technical/ Adult Technical Course button *(Figure 9)*.

□ Select the Grade Level *(Figure 12)*.

□ Click in the Name box and type the course name. Use the college course catalog for course number and title.

□ Click Add to save the selection to the Courses tab.

□ Repeat until all Post-Secondary Technical/Adult Technical and Academic courses are listed.

Add New Course ×

PT - Post-Secondary Technical / Adult Technical Training ⓘ

Grade Levels

Secondary

| 7th | 8th | 9th | 10th | 11th | 12th |

③

Post Secondary

| 1st Year (Sem 1) | 1st Year (Sem 2) | 2nd Year (Sem 1) | 2nd Year (Sem 2) |

Course

Name

⊗ Cancel   ➕ Add

Figure 12

NOTE: Applications are not required to list all general education credits.

NOTE: Family and Consumer Sciences, Career-Based Intervention, Job Training Coordination, Middle Level, and Single CTE applications do not need to complete this section.

IA-Recommended Integrated Academics (MS/HS) Course(s)

4. This section adds Integrated Academics. Programs are required to integrate academics (English Language Arts, Math, Social Studies and Science courses) into Career-Technical courses. Integrating academics requires programs to map career-technical course standards to academic course standards to jointly instruct, enhance and reinforce the academic and technical content. The mapping process has been completed at the state level in the Standards by Design tool. At least one academic must be integrated into career-technical programming, but the CTE-26 should include all Integrated Academics. Please do not include all academics offered by a school.

☐ Select <u>Import</u> or <u>Add</u> Recommended Integrated Academic Course(s) button *(Figure 9)*.

☐ Select the <u>Grade Level</u> *(Figure 13)*.

☐ Click in the <u>Name</u> box and type the course name.

☐ Click <u>Add</u> to save the selection to the Courses tab.

☐ <u>Repeat</u> until all Recommended Integrated Academic Course(s) is(are) listed.

Add New Course

Recommended Integrated Academics (MS/HS) ⓘ

Grade Levels

Secondary

| 7th | 8th | 9th | 10th | 11th | 12th |

Post Secondary

| 1st Year (Sem 1) | 1st Year (Sem 2) | 2nd Year (Sem 1) | 2nd Year (Sem 2) |

Course

Name

⊗ Cancel   ➕ Add

Figure 13

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Single CTE

5. The purpose of this section is to add a Single CTE course when not executing a complete career field pathway program in a single provider location. A Single CTE course must be aligned to an approved program of study with an approved provider. A student cannot be required to duplicate a course in a pathway. Two institutions may offer the same course if a student does not have to duplicate the course. All required courses in the provider's approved program of study must be verified in the application.

☐ Click the Add Single CTE Course button *(Figure 9)*.

☐ Select the Grade Level *(Figure 14)*.

☐ Click in the Name box and type the course name.

☐ Click the Add button to save the selection to the Courses tab.

☐ Repeat until all Single CTE Courses are listed.

Figure 14

Importing Prior Application Courses

The CTE-26 system allows you to import course information from existing approved CTE-26 applications into the currently open CTE-26 application. The Import Courses feature has built-in filters that allows courses to be sorted by program year, pathway code, course name, or grade level. If using the Import function, ensure that the information is current and correct.

☐ Click the Import button for the area you want to import courses into *(Figure 9)*.

☐ Check the box of each course to be imported to the chosen area *(Figure 15)*.

☐ Click Import Courses when you are finished. This will import selected courses into the Courses Tab.

Figure 15

☐ Repeat with each section until all desired courses are imported.

Pathway Tab

A minimum of three semester credit hours of college credit opportunities aligned to the <u>technical</u> content of the secondary Career Field Pathway program of study must be identified. Credit type may be awarded through College Credit Plus courses, Statewide Articulation CTAGS, or local Bilateral Articulation agreements.
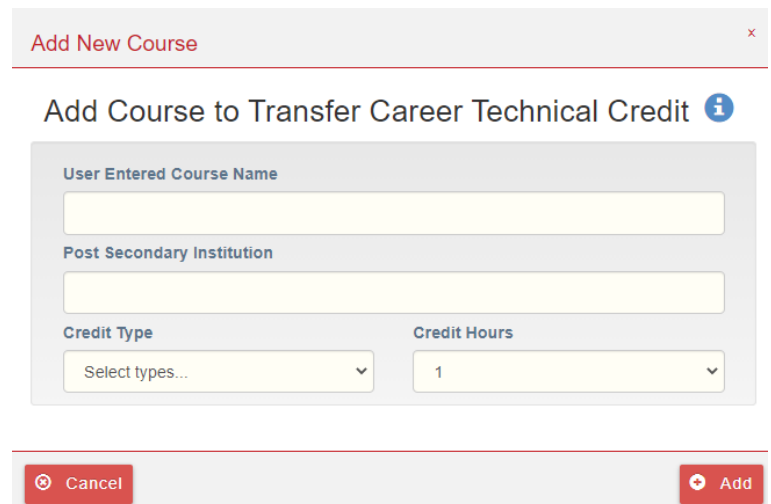
| General | Courses | **Pathway** | Labor Market Demand | Docs | Assurances | Status / Flags | Comments / History |

Transfer Career Technical Credit ⓘ

⊕ Add Course

COURSE NAME	POST SECONDARY INSTITUTION ⓘ	CREDIT TYPE	CREDIT HOURS	REMOVE
EIEC 1110 Continuum of Early Childhood Development	Bowling Green State University	Bilateral	3	✖
EDTL 2300 Intro to Educational Technology	Bowling Green State University	College Credit Plus	2	✖
CTEDU007 - Introduction to Education	Statewide Articulation	CTAG	3	

Figure 16

NOTE: CTAG credit courses will automatically populate from the Courses Tab when aligned with a WebXam Assessment. Any CTAG credit not aligned to an end-of-course WebXam, College Credit Plus course, or Bilateral Articulation agreement will be added using the process below. CBI, FCS, and JTC are not required to complete the Pathway Tab.

Add New Course   x

Add Course to Transfer Career Technical Credit ⓘ

User Entered Course Name

Post Secondary Institution

Credit Type | Credit Hours

Select types... ⌄ | 1 ⌄

⊗ Cancel   ⊕ Add

Figure 17

- ☐ Click the <u>Add Course</u> button *(Figure 16)*.

- ☐ Enter the College Credit <u>Course Name</u>. Use the college course catalog for course number and title.

- ☐ Enter the <u>Post-Secondary Institution</u> that will award the credit *(Figure 17)*.

- ☐ Using the <u>Credit Type</u> drop-down to select the type of credit to be awarded. *(Figure 17)*

- ☐ Use the <u>Credit Hours</u> drop-down box to choose the number of semester credit hours to be awarded.

- ☐ Repeat with each section until post-secondary credit options are entered.

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Labor Market Demand Tab

Labor Market Data is automatically populated with statewide in-demand and critical occupation data provided by the Ohio Department of Job and Family Services. Each pathway description is aligned to occupation codes generally used by the business and industry sectors associated with the selected career-field pathway of the application.

Figure 18

All labor market data should be reviewed to determine if there is state demand for the program. If there is not state demand, complete the additional information.

If the pathway selected does not display more than one occupation code in the Top Jobs data. provider applicants must answer the following questions and provide local demand evidence to support the career field pathway application in the Docs tab.

1. What drove your district's decision to apply for or renew this program of study?
2. What are the career and postsecondary opportunities for students who graduate from this pathway to follow?
3. Programs of Study must align with labor market needs. How does this program of study align with the needs of your local labor market? What current or projected opportunities exist in these career pathways for students graduating from this pathway?

When complete, select Save Answers. Upload all relevant support documents related to the labor market demand questions under the Docs tab.

Docs Tab

Figure 19

Programs of Study that do not meet the statewide criteria for "In-demand Occupation" will be required to ensure the program of study meets the requirements of the Perkins V legislation. Recipients will need to display local or regional demand to be permitted to use Perkins funds for these specific pathways. Applications will include answers to narrative questions and must show they meet four of six elements of evidence. On each uploaded document (minimum of four), please indicate which <u>element of evidence</u> it is addressing.

Narrative Questions
1. What drove your decision to apply for or renew this program of study?
2. What career pathway would you expect students to follow who graduate from this pathway?
3. Programs of study must be tied to labor market demand. How does this program of study align with local labor market needs?

Elements of Evidence (Must submit evidence for four of six)
1. 25 percent of students are participating in work-based learning experiences.
2. 50 percent of students are placed in industry-relevant jobs or programs within six months after graduation.
3. 70 percent of students attaining 12 points of industry-recognized credentials in the relevant career field.
4. Documented job openings in the local area (county and surrounding counties) indicating openings for at least 85 percent of students in the average program cohort.
5. More than 90 percent post-program placement (not limited to industry relevance).
6. At least two letters from industry partners indicating future intent to hire students from the pathway.

Insufficient evidence does not automatically disqualify a program from state approval for supplemental career-technical state funding. However, the program will be ineligible for use of Perkins V Federal funding by the local recipients.

□ To add a document, select the <u>Upload Document</u> *(Figure 19).*

□ Click on the <u>Document Type</u> drop-down and select the question the evidence is regarding *(Figure 20).*

□ Drag and drop the file from the desktop or click the screen to browse files.

□ Repeat this process until a minimum of four elements of evidence are uploaded in the Docs Tab. *(Figure 21)*

Document Upload ✕

Document Type
Work-Based Learning ⌄

Drag and Drop ⊕

Drop files here to upload or click here to browse for files

- Under Document Type drop down list, select the document type you would like to have the document(s) listed under.
- You may select more than one document at a time.
- Drag file from file window to the Drag and Drop window to upload files.
- Maximum file size is 10 MB.
- Only the following file extensions are accepted
  .doc, .docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls , .xlsx, .xlsm, .xlsb, .png.

⊘ Close

Figure 20

Please indicate Yes or No	Evidence to Submit
	25% of students in the pathway are participating in Work-Based Learning experiences.
	50% of students are placed in industry-relevant jobs or programs within 6 months after graduation.
	70% of students are attaining 12 points of industry-recognized credentials in the relevant career field.
	Documented job openings in local area (county and surrounding counties) indicating openings for at least 85% of students in expected or real average program cohort.
	More than 90% post program placement (not limited to industry-relevance).
	At least 2 letters from industry partners indicating future intent to hire students from the pathway.
	Has the School Submitted Evidence for at least four (4) of the six (6) criteria?

Figure 21

Assurance Tab

Figure 22

New applications or renewals of existing secondary career-technical education pathway programs are facilitated through the CTE-26 application process. Approval is contingent upon districts/community schools complying with the Ohio Career-Technical Program of Study Assurances *(Figure 22)*, which addresses a variety of quality elements that are derived and aligned to Ohio Revised Code, Ohio Administrative Code, Perkins IV/V and are State Board of Education approved. Superintendent agreement indicates that the district has plans in place to address all assurances.

To accept the terms and conditions of the Assurances:

Superintendent for the school creating the CTE-26
The school superintendent must <u>check the box marked Superintendent</u> *(Figure 22)*. After the "<u>I Agree</u>" button is selected, a green checkmark and the word "agreed" are listed. *(Figure 23)*

CTPD Lead Superintendent

The CTPD Lead Superintendent has the choice to agree. If the CTPD Lead does not agree with the assurances on this page, the creating district has the right to appeal the decision to the Ohio Department of Education. Once the Agreed button is selected, there will be a green checkmark and the word "agreed" listed on this page *(Figure 24).*

Figure 23

Figure 24

Community School Sponsor

The Community School Sponsor has the choice to agree to the assurances. If the Community School Sponsor does not agree, the community school sponsor and operator will need to determine what needs to be addressed to ensure agreement. After the "I Agree" button is selected, there will be a green checkmark and the word "agreed" listed on this page.

> *NOTE: To agree to the assurances, you must have the appropriate Ohio Education Directory System (OEDS) role of Superintendent, Superintendent Designee, Executive Director, or Business Manager. Should the button not be highlighted with the ability to click, review the OEDS Role Assigned for the IRN associated with the action to be completed.*

Status/Flags Tab
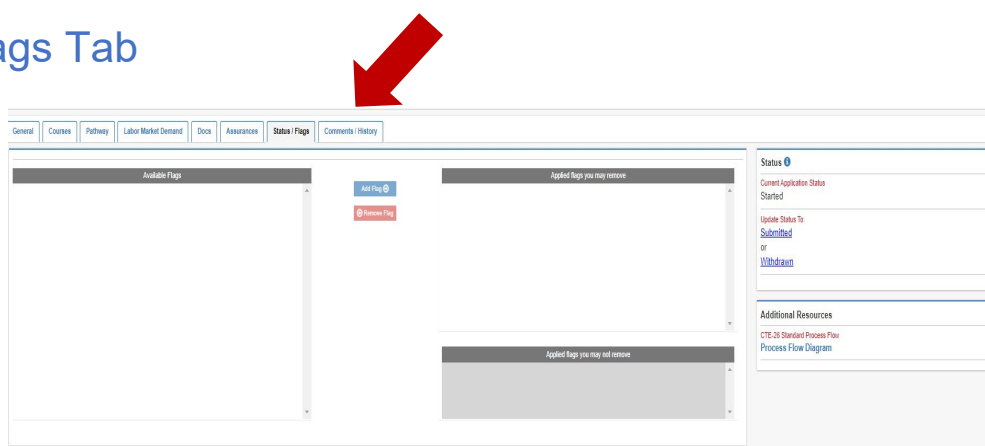
Figure 25

To change the status of the application, selections will be available under <u>Update Status To</u> *(Figure 25)*. If the action is not highlighted in blue, you do not have the ability to choose that status (check OEDS login role). All statuses definitions are included in <u>Appendix III</u>.

Each OEDS role has a specific set of statuses available to that role and are dependent on the relationship with the organization creating the CTE-26 application. This information can be found in <u>Appendix II</u>.

Only individuals with Superintendent or Superintendent Designee OEDs status may withdraw an application. The system will generate a note to ensure that this decision is the correct one so that an application is not accidentally withdrawn. Withdrawing an application will not allow you to create a new application for the provider or provider location. If you inadvertently "Withdraw" an application and need the application returned to started, please contact your Tech Prep Regional Center, Chief Administrator.

Comments/History Tab

Figure 26

The <u>Comments/History</u> tab is used to share information as part of the CTE-26 application. If an application is sent back for revision (normally from Tech Prep or Ohio Department of Education Program Specialists), explanations of needed changes will be listed here. Any issues or concerns should be listed here as documentation during the CTE-26 application process. Comments are public record and cannot be deleted.

How to create a comment.

- ☐ Click on <u>Add New</u> Subject *(Figure 26)*.
- ☐ A <u>Dialog</u> box will open *(Figure 27)*.
- ☐ Click in the <u>Subject</u> text box and create a title for the comment.
- ☐ Click in the <u>Comment</u> text box and type the comment.
- ☐ Click the green <u>Add</u> button to save the comment.

Figure 27

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How to Reply to comment.

□ Click on the blue <u>Reply</u> button on the lower right corner of the Comment / History tab *(Figure 26)*

□ A <u>Dialog</u> box will open *(Figure 28)*.

□ The <u>Subject</u> will be auto populated with the subject that is being responded to.

□ Click in the <u>Comment</u> text box and type the comment.

□ Click the green <u>Add</u> button to save the comment.

Figure 28

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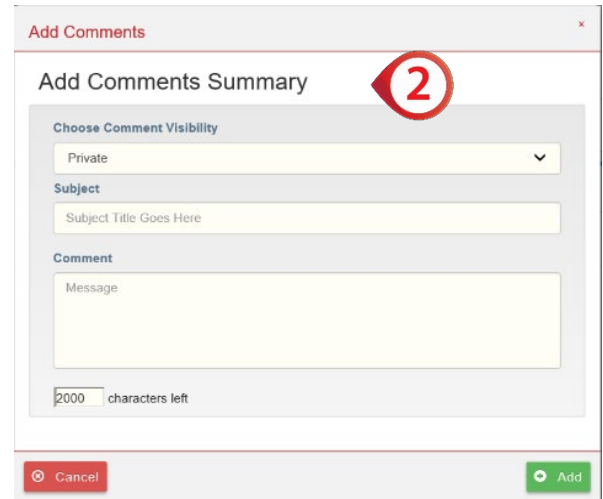
Industry Credential Senior Only Application
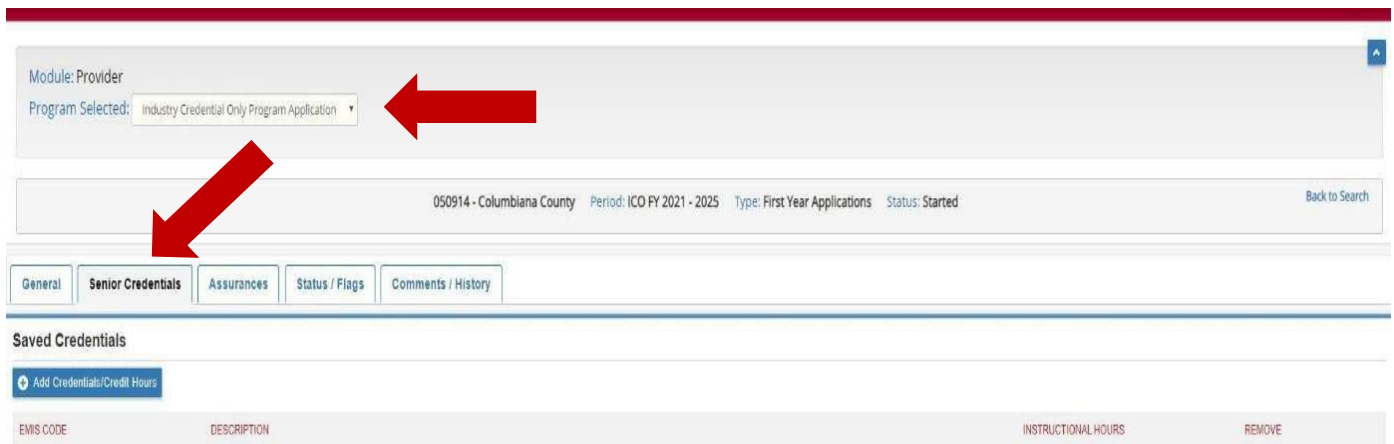
Figure 29

The Industry Credential Only (ICO) application should only be selected for districts implementing Senior Only Credential Programs.

Please review the approved Industry-Recognized Credentials list on the Ohio Department of Education webpage to ensure you are selecting the most current approved credentials.

1. Click the Add Credentials/Credit Hours button *(Figure 29)*.

2. Select the credential to be added to the application from the drop-down menu.

3. Add the Instructional Hours associated with this credential *(Figure 30)*.

4. Click the Add button.
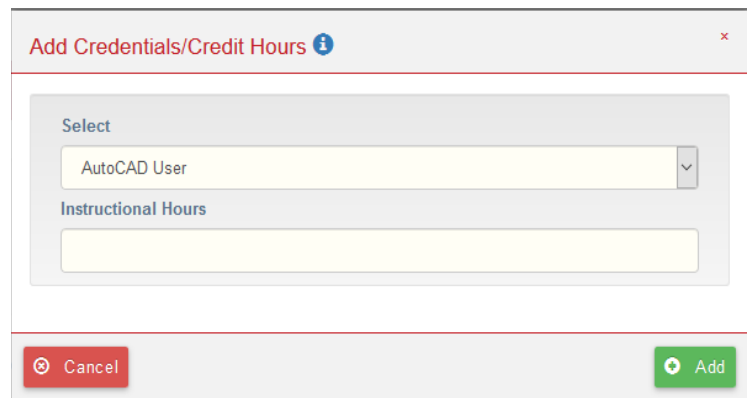
Figure 30

NOTE: *ICO programs must include a minimum of 12 credential points in a single career field/cluster as designated by the Ohio Department of Education's published list.*

NOTE: *Instructional hours are determined by the school, but some credentials do have required hours of instruction. Please research the credential to determine instructional hours. Total hours must not exceed 920 hours for community schools and 1080 hours for districts.*

NOTE: *The EMIS code will be auto populated. Verify the selected credential and subject. code in the current EMIS manual to ensure that it is a current credential.*

Appendix I: Resource Links

- ☐ [CTE-26 Application Resources](#)
- ☐ [FY25 Program and Assessment Matrix](#)
- ☐ [Career-Technical Assurance Guide (CTAG)](#)
- ☐ [Ohio Educational Directory System (OEDS) Search](#)
- ☐ [Ohio College Tech Prep Regional Center Points of Contact](#)

Appendix II: CTE-26 OEDS Login Roles

Please select the appropriate role below when assigning roles based on the permission levels outlined.

Superintendent (Specific District)
- Create / Edit / Submit and APPROVE an Application/Withdraw an Application

Superintendent Designee (Specific District)
- Create / Edit / Submit and APPROVE and Application/Withdraw an Application

Supervisor, Career-Technical Education General (Specific District)
- Create Application

Director, Career-Technical Education General (Specific District)
- Create Application

Manager (Community School Only)
- Create Application

Executive Director or Business Manager (Community School Only)
- Application is read-only. Sponsor: Approve, Disapprove, or Correction Needed

CTPD Superintendent (Specific Districts)
- Application is read-only. CTPD: Approve, No Action Taken, or Disapprove an application

EMIS Coordinator (Specific Districts)
- Search and view applications.

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Appendix III: CTE-26 Status Definitions

Started
The application has officially been created by the district that owns the program. During this phase, the application can be edited, added to, and seen by the Tech Prep regional center representatives.

Correction Needed
This status shows when Tech Prep, District, CTPD, or ODE has sent an application back to the creating district for edits or adjustments. Once corrections are made, the next status available will be Resubmitted.

Tech Prep Approved
The Tech Prep regional center staff has evaluated the application and moved it to the next step of the approval process. The next step after Tech Prep approval is District approval.

District Approved
The district has approved the application. The next step after District Approved is CTPD Approved.

CTPD Approved
The supervising CTPD has approved the application, moving it through to ODE approval. No more action is needed by the district on the application unless required by ODE as it is evaluated prior to final approvals.

ODE Approved
The application is officially approved by ODE and is complete for the outlined application years for the program in the application.

Appealed
Creating district has appealed a CTE-26 Denial or No Action Status Then ODE will create a document to link to for a complete status list.

Approved
The application is officially approved by ODE and is complete for the outlined application years for the designated pathway.

CTPD Disapproved
The supervising CTPD has disapproved the application and does not wish it to move forward for ODE approval. The creating district has the right to appeal to this status. The rationale of the CTPD must be provided in the history/comments section.

Community Sponsor Approved
The Community School Sponsor has approved the application. Application now moves to the

CTPD lead for review and approval.

Community Sponsor Disapproved
The Community School Sponsors has sent the Program of Study back to the District for Correction Needed.

No Action Taken
This status will be used should a CTPD not want to approve, nor disapprove, a program application. Rationale from the CTPD must be provided for this status selection. The creating district has the right to appeal this status.

Pending Community Sponsor Approval
This status indicates the need for a Community School Sponsor approval. Community school sponsor roles include Business Manager and Executive Director.

Resubmitted
After an application has been returned for corrections, Resubmitted is the next available action to be taken to begin processing approvals again.

Submitted
The district that created the application has submitted the application for the first phase of approvals. The next step after Submitted is Tech Prep Approved. Once the application has been submitted, it cannot be edited unless it is sent back for corrections. Should you have questions regarding this step, contact your regional Tech Prep representative. If you are unsure of your representative, follow this link http://education.ohio.gov/Topics/Career-Tech/College-Tech-Prep/Regional- Center-Points-of-Content.

Terminated
This status indicates a final action by the Ohio Department of Education.

Withdrawn
The district who created the application has withdrawn the application from consideration. Only individuals with Superintendent or Superintendent Designee OEDs status may withdraw an application. The system will generate a note to ensure that this decision is the correct one so that an application is not accidentally withdrawn.

NOTE: Once an application is tied to a building IRN and a specific pathway code has been withdrawn, a new application cannot be created with the same IRN and pathway code.

Appendix IV: Application Workflow

Standard Approved Application

Started → Submitted → Tech Prep Approved → District Approved → CTPD Approved → ODE Approved
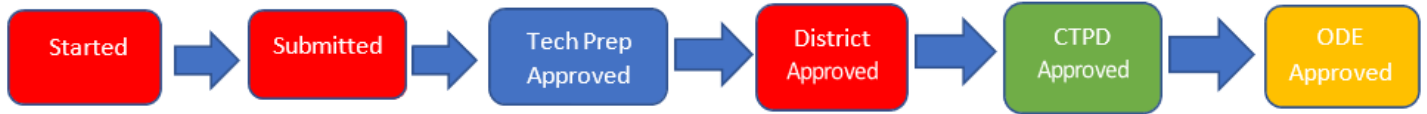
Figure 31

Correction Needed (from Tech Prep) Application

Started → Submitted → Tech Prep Correction → District Corrects → Submitted →
Tech Prep Approved → District Approved → CTPD Approved → ODE Approved
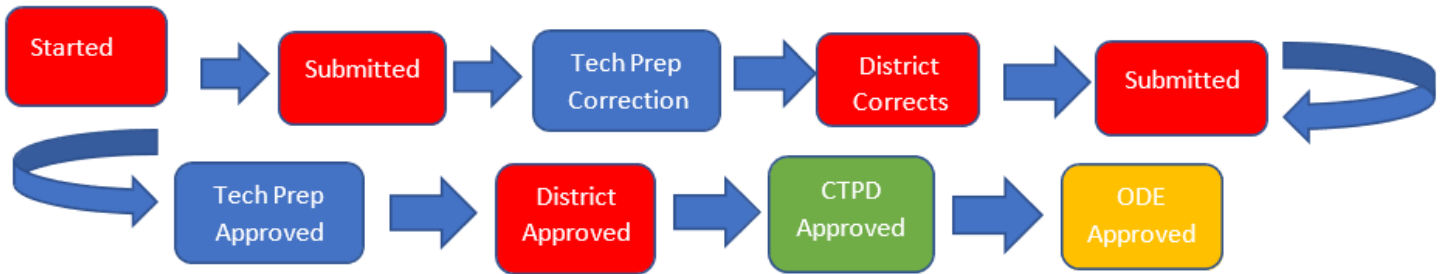
Correction Needed (from ODE) Application
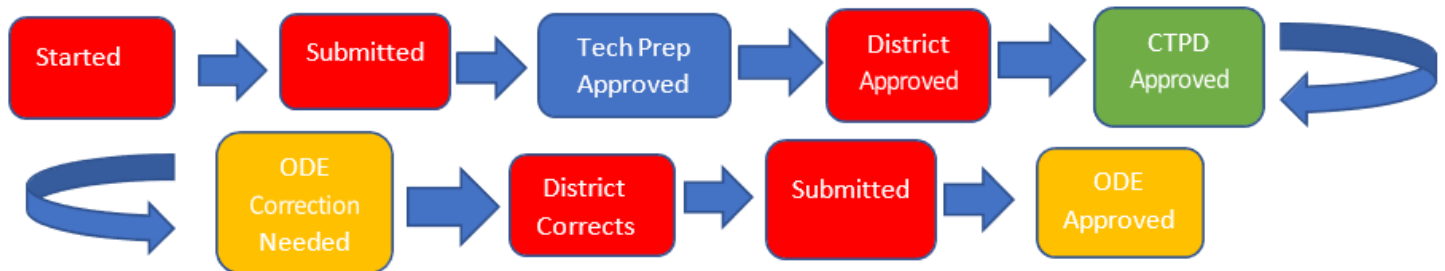
Started → Submitted → Tech Prep Approved → District Approved → CTPD Approved →
ODE Correction Needed → District Corrects → Submitted → ODE Approved

Legend:
- District/Community School Level
- Tech Prep Level
- CTPD Level
- ODE Level
- Community School Sponsor Level

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Community School Approved Standard Application

Started → Submitted → Tech Prep Approved → Community School Approved → Community School Sponsor Approved →

→ CTPD Approved → ODE Approved
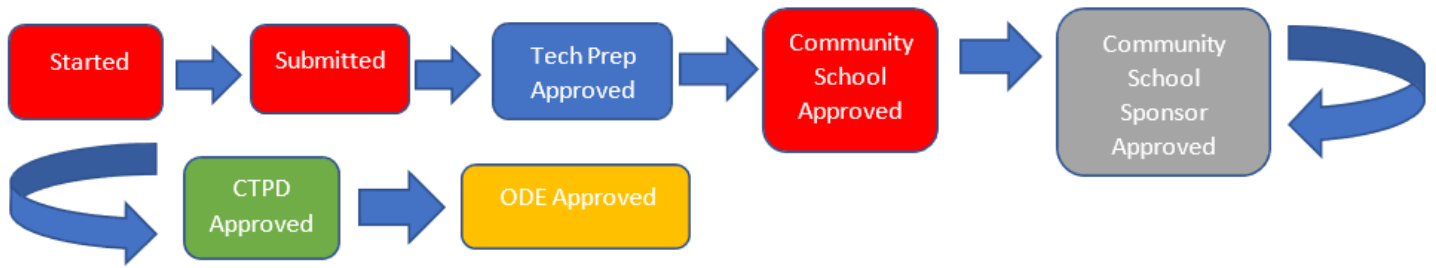
Correction Needed (from Tech Prep) Community School Application

Started → Submitted → Tech Prep Correction → Community School Corrects → Submitted →

→ Tech Prep Approved → Community School Approved → Community School Sponsor Approved → CTPD Approved → ODE Approved
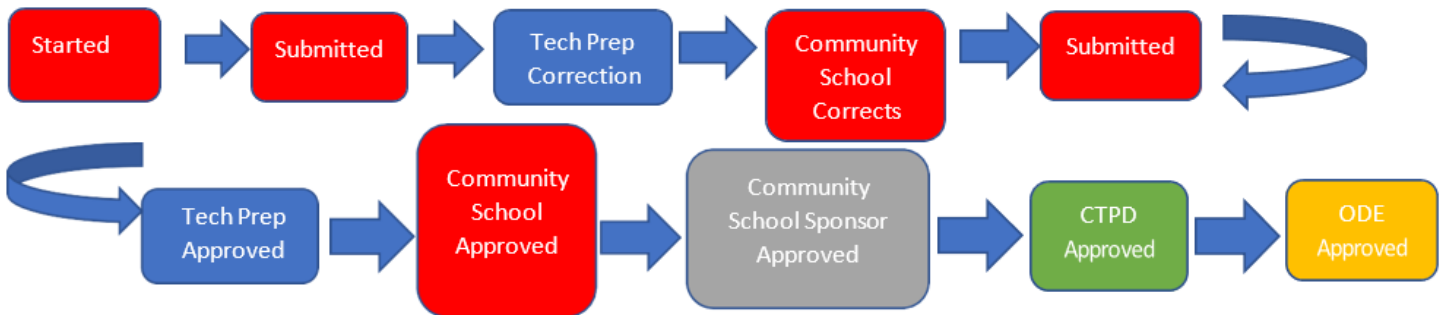
Correction Needed (from ODE) Community School Application
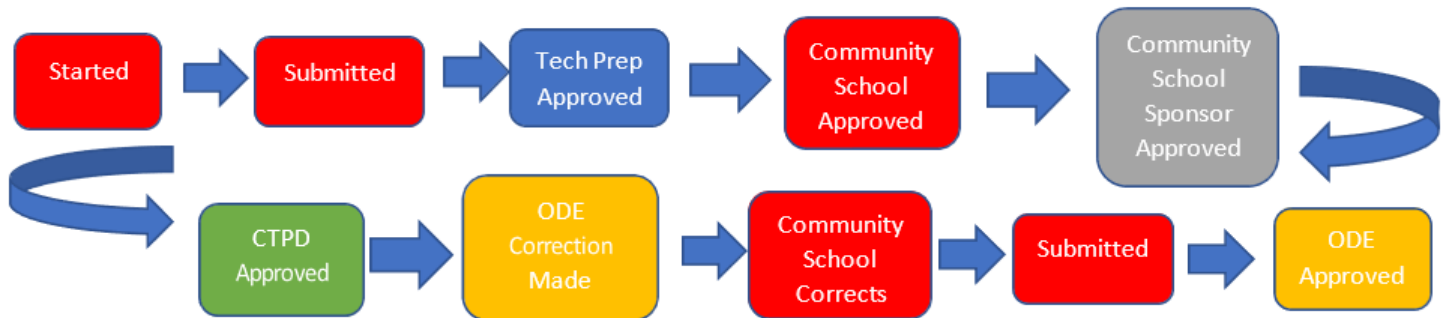
Started → Submitted → Tech Prep Approved → Community School Approved → Community School Sponsor Approved →

→ CTPD Approved → ODE Correction Made → Community School Corrects → Submitted → ODE Approved

Legend:
- 🟥 District/Community School Level
- 🟦 Tech Prep Level
- 🟩 CTPD Level
- 🟨 ODE Level
- ⬜ Community School Sponsor Level

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Process for District Application Requiring an Appeal

```
Started → Submitted → Tech Prep Approved → District Approved → CTPD Disapproved or No Action Taken ↩

↪ District Appeals → ODE Mediation → ODE Approved or Disapproved
```
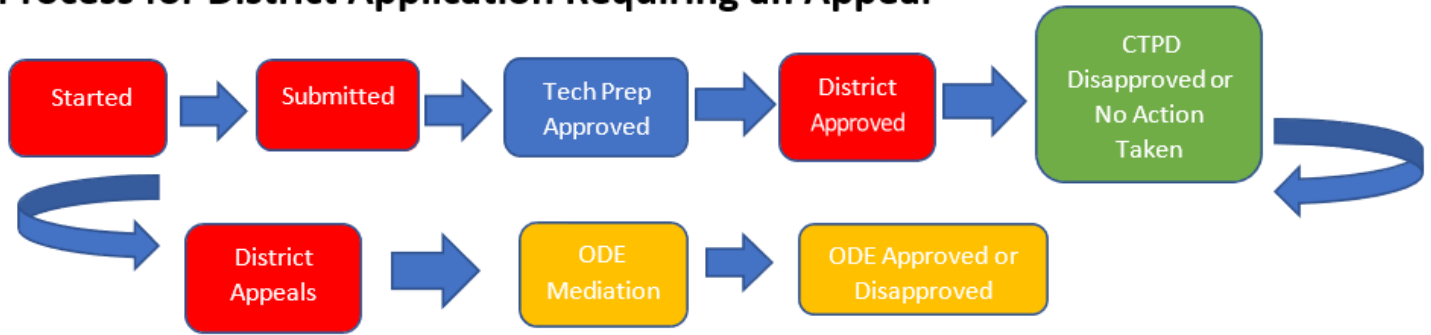
Process for Community School Application Requiring an Appeal

```
Started → Submitted → Tech Prep Approved → Community School Approved → Community School Sponsor Approved ↩

↪ CTPD Disapproved or No Action Taken → Community School Appeals → ODE Mediation → ODE Approved or Disapproved
```
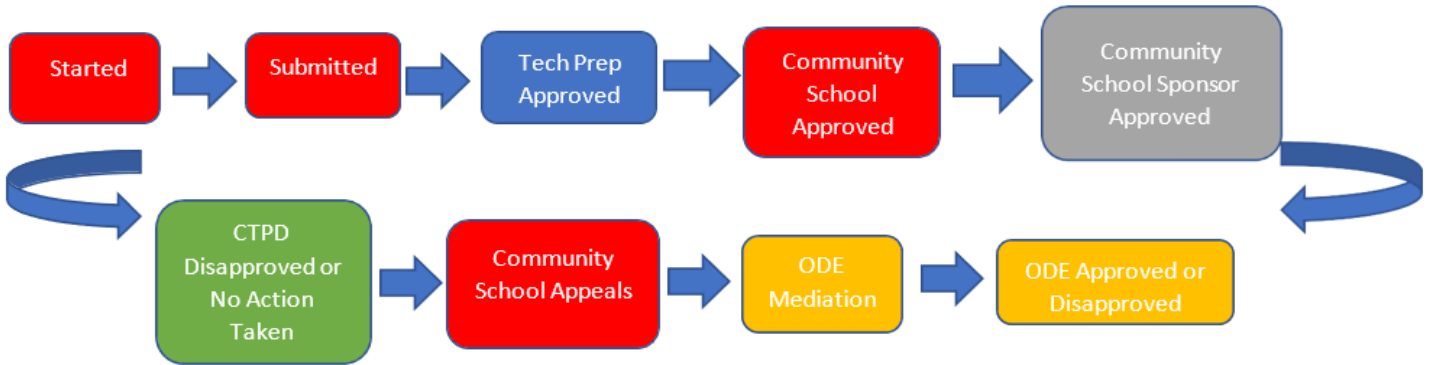
Legend: ■ District/Community School Level ■ Tech Prep Level ■ CTPD Level ■ ODE Level ■ Community School Sponsor Level

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