Procedures for Approval of Charter School CTE Programs

- Background: State Board Rule R277-911 explains the requirement for CTE program approval and funding of approved programs. Schools must provide the opportunity for students to concentrate (earn 1.5 credits) in at least one state approved CTE High School to College and Career Pathway during grades 9-12 to qualify for funding. Additional information about CTE program approval and CTE pathways can be found at http://www.schools.utah.gov/cte

- Request for CTE program evaluation
  - Charter school representative submits request to:

    Dr. Marv Johnson, CTE Coordinator
    Utah State Office of Education
    P.O. Box 144200
    Salt Lake City, UT 84114-4200
    marv.johnson@schools.utah.gov
    Phone: 801 538-7843

  - Request includes the following information:
    - School Name, address, website, principal's name, and contact information for the charter school's CTE contact person
    - List of CTE courses offered, including CIP Codes and course descriptions
    - When each course is taught (year long, 1st, or 2nd semester)
    - When each course began
    - Numbers and grade levels of students enrolled in each course
    - Instructor names for each course

- Program Approval will be scheduled – September each year
  - Orientation – approximately 1 month in advance of on-site evaluation
    - Instructor self evaluations distributed
    - Dates for on-site evaluations set
  - On-site Program Evaluation using State Evaluation Questionnaire and Standards
  - Written report from Specialist to School identifying areas needing improvement
  - Written response from school identifying improvement plan. State Specialist provides Technical Assistance as requested
  - Official notification by State Director of approved or disapproval of program

- Data Reporting
  - State Clearinghouse Report - Your SIS representative can help you with this.
  - CTE Membership data. Reported through the State Clearinghouse and is uploaded to PATI as long as CTE Courses are identified with appropriate CIP Codes. SIS includes current CIP Codes for CTE courses
  - Verification of Membership Data (accomplished through PATI system) – T.C. Danel at 538-7875 Theresa.Danel@schools.utah.gov/ is the contact for this. Someone at the school will need to verify membership data uploaded or entered into PATI.

- Training
  - New CTE staff training in September
  - Periodic statewide CTE meetings, where information is given on membership reporting and other CTE program requirements
  - Training on the membership reporting system (PATI) in the Spring