

1 **R277. Education, Administration.**

2 **R277-911. Secondary Career and Technical Education.**

3 **R277-911-1. Authority and Purpose.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution Article X, Section 3, which vests general control and  
6 supervision over public education in the Board;

7 (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the  
8 Board's duties and responsibilities under the Utah constitution and state law;

9 (c) Section 53E-3-507, which allows the Board to establish minimum standards for  
10 CTE programs in the public education system; and

11 (d) Sections 53F-2-311 and 53G-6-708, which direct the Board to distribute specific  
12 amounts and percentages for specific CTE programs and facilitate administration of various  
13 programs.

14 (2) This rule establishes standards and procedures for LEAs seeking to qualify for  
15 funds administered by the Board for CTE programs in the public education system.

16

17 **R277-911-2. Definitions.**

18 (1) "Aggregate membership" means the sum of all days in membership during a  
19 school year for:

20 (a) the student;

21 (b) the program;

22 (c) the school;

23 (d) the LEA; or

24 (e) the state.

25 (2) "Approved program" means a program annually approved by the Board through  
26 the consent calendar process that meets or exceeds the state program standards or  
27 outcomes for career and technical education programs.

28 (3) "Bureau of Apprenticeship and Training" means a branch office for apprenticeship  
29 administered by the United States Department of Labor and located in Salt Lake City.

30 (4)(a) "Career and technical education" or "CTE" means organized educational  
31 programs that:

- 32 (i) prepare individuals for a wide range of high-skill, high-demand careers;  
33 (ii) provide all students with a seamless education system from public education to  
34 post-secondary education, driven by a Plan for College and Career Readiness; and  
35 (iii) provide students competency-based instruction, hands-one experiences, and  
36 certified occupational skills, culminating in further education and meaningful employment.

37 (b) CTE areas of study include:

- 38 (i) agriculture;  
39 (ii) business;  
40 (iii) family and consumer sciences;  
41 (iv) health science;  
42 (v) information technology;  
43 (vi) marketing;  
44 (vii) skilled and technical sciences; and  
45 (viii) technology and engineering education.

46 (5)(a) "CTE pathway" means a planned sequence of courses within a program of  
47 study to assure strong academic and technical preparation connecting high school course  
48 work to work beyond high school.

49 (b) A CTE pathway ensures that a student will be prepared to take advantage of the  
50 full range of post-secondary options, including:

- 51 (i) on-the-job training;  
52 (ii) certification programs; and  
53 (iii) two- and four-year college degrees.

54 (6)(a) "Course" means an individual CTE class structured by state-approved  
55 standards.

56 (b) An approved course may require one or two periods for up to one year.

57 (c) Courses may be completed by demonstrated competencies or by course  
58 completion.

59 (7)(a) "Entry-level" means a set of tasks identified and validated by workers and  
60 employers in an occupation as those of a beginner in the field.

61 (b) Entry-level skills are a limited subset of the total set of tasks performed by an  
62 experienced worker in the occupation.

63 (c) Competent performance of entry-level tasks enhances employability and initial  
64 productivity.

65 (8) "Extended year program" means CTE programs no longer than 12 weeks in  
66 duration, offered during the summer recess, and supported by extended-year or other CTE  
67 funds.

68 (9) "CTE Maintenance of Effort" or "MOE" means the expenditure plan outlined in  
69 Subsection R277-911-4(1).

70 (10) "Program" means a combination of CTE courses that:

71 (a) provides the competencies for specific job placement or continued related  
72 training; and

73 (b) is outlined in the Plan for College and Career Readiness using all available and  
74 appropriate high school courses.

75 (11) "Program completion" means the student completion of a sequence of approved  
76 courses, work-based learning experiences, or other prescribed learning experiences as  
77 determined by the Plan for College and Career Readiness.

78 (12) "Regional consortium" means the LEAs, applied technology colleges, colleges  
79 and universities within the regions that approve CTE programs.

80 (13) "Registered apprenticeship" means a training program that:

81 (a) includes on-the-job training in a specific occupation combined with related  
82 classroom training; and

83 (b) has approval of the Bureau of Apprenticeship and Training.

84 (14) "Related training" means a course or program that is:

85 (a) directly related to an occupation;

86 (b) compatible with apprenticeship training;

87 (c) taught in a classroom; and

88 (d) approved by the Bureau of Apprenticeship and Training.

89 (15) "Scope and sequence" means the organization of all CTE courses and related  
90 academic courses into programs within the high school curriculum that lead to:

91 (a) specific skill certification;

92 (b) job placement;

93 (c) continued education; or

94 (d) training.

95 (16)(a) "Skill certification" means a verification of competent task performance.

96 (b) Skills certification is provided by an approved state or national program  
97 certification process.

98 (17) "Weighted pupil unit" or "WPU" means the basic unit used to calculate the  
99 amount of state funds for which an LEA is eligible.

100 (18) "Work-based learning" or "WBL" means a continuum of awareness, exploration,  
101 preparation, and training activities that combine structured learning and authentic work  
102 experiences implemented through industry and education partnerships.

103

104 **R277-911-3. CTE Program Approval.**

105 (1)(a) The Superintendent shall approve CTE programs based on verified training  
106 needs of the area and the competencies necessary to provide occupational opportunities  
107 for students.

108 (b) Programs are supported by a data base, including:

109 (i) local, regional, state, and federal manpower projections;

110 (ii) student occupational/interest surveys;

111 (iii) regional job profile;

112 (iv) advisory committee information; and

113 (v) follow-up evaluation and reports.

114 (2) LEA CTE directors shall meet the requirements specified in R277-911.

115 (3) Within available resources, instructional materials, including textbooks, reference  
116 materials, and media, shall reflect current technology, processes, and information for the  
117 CTE programs.

118 (4)(a) An LEA shall provide CTE guidance, counseling, and Board approved testing  
119 for students enrolled in CTE programs.

120 (b) An LEA shall develop a written plan for placement services with the assistance  
121 of local advisory committees, business and industry, and the Department of Workforce  
122 Services.

123 (c) An LEA shall develop a Plan for College and Career Readiness for all students,  
124 which shall include:

125 (i) a student's education occupation plans (grades 7-12), including job placement  
126 when appropriate;

127 (ii) all Board, local board and local charter board graduation requirements;

128 (iii) evidence of annual parent, student, and school representative involvement;

129 (iv) attainment of approved workplace skill competencies; and

130 (v) identification of a CTE post-secondary goal and an approved sequence of  
131 academic and CTE courses.

132 (5)(a) An LEA shall use curricula and instruction that is directly related to business  
133 and industry validated competencies.

134 (b) An LEA shall use a valid skill certification process to verify successful completion  
135 of competencies.

136 (c) An LEA shall provide instruction in proper and safe use of any equipment required  
137 for skill certification within the approved program.

138 (6) An LEA shall provide and safely maintain equipment and facilities, consistent with  
139 the validated competencies identified in the instruction standard and applicable state and  
140 federal laws.

141 (7)(a) Counselors and instructional staff shall hold valid Utah teaching licenses with  
142 endorsements appropriate for the programs they teach.

143 (b) Licenses and endorsements required under Subsection (7)(a) may be obtained  
144 through an institutional recommendation or through occupational and educational  
145 experience verified by the Board's licensure process.

146 (c) CTE program instructors shall keep technical and professional skills current  
147 through business and industry involvements in order to ensure that students are provided  
148 accurate state-of-the-art information.

149 (8) An LEA shall conduct CTE programs consistent with Board policies and state and  
150 federal laws and regulations on access that prohibit discrimination on the basis of:

151 (a) race;

152 (b) creed;

153 (c) color;

154 (d) national origin;

155 (e) religion;

- 156 (f) age;  
157 (g) sex; and  
158 (h) disability.

159 (9)(a) An LEA shall establish an active advisory council to review all CTE programs  
160 annually.

161 (b) An advisory council may serve several LEAs or a region.

162 (c) An advisory council reviews:

- 163 (i) program offerings;  
164 (ii) quality of programs; and  
165 (iii) equipment needs.

166 (10) A program advisory committee made up of individuals who are working in the  
167 occupational area shall support each state-funded approved CTE program at the LEA or  
168 regional level.

169 (11) LEAs are encouraged to make training available through nationally-chartered  
170 CTE student leadership organizations in each area of study.

171 (12) An LEA, with oversight by local program advisory committee members, shall  
172 make an annual evaluation of its CTE programs.

173

174 **R277-911-4. Disbursement and Expenditure of CTE Funds -- General Standards.**

175 (1) To be eligible for state CTE program funds, an LEA shall first expend for CTE  
176 programs an amount equivalent to the regular WPU for students in approved CTE programs,  
177 grades nine through twelve, based on prior year aggregate membership in funded CTE  
178 programs, times the current year WPU value, less the amount for:

- 179 (a) college and career awareness;  
180 (b) work-based learning; and  
181 (c) comprehensive counseling and guidance.

182 (2) An LEA may thereafter expend State CTE program funds only for approved CTE  
183 programs, grades nine through twelve.

184 (3) An LEA that does not meet MOE may be subject to a corrective action plan and  
185 potential reduction of funds or penalty in accordance with R277-114.

186

187 **R277-911-5. Disbursement of Funds -- Added Cost Funds.**

188 (1)(a) WPU's shall be allocated for the added instructional costs of approved CTE  
189 programs operated or contracted by an LEA.

190 (b) Programs and courses provided through technical colleges and higher education  
191 institutions do not qualify for added cost funds except for specific contractual arrangements  
192 approved by the Board.

193 (2)(a) Computerized or manually produced records for CTE programs shall be kept  
194 by:

195 (i) teacher;

196 (ii) class; and

197 (iii) core code.

198 (b) Records described in Subsection (2)(a) shall show clearly and accurately the  
199 entry and exit date of each student and whether a student has been absent from a CTE  
200 class ten consecutive days.

201 (3) Added cost funds shall not be generated:

202 (a) during bus travel;

203 (b) until a student starts attending an approved CTE course;

204 (c) when a student has been absent, without excuse, for the previous 10 days.

205 (4) Approved CTE programs shall receive funds determined by prior year hours of  
206 membership for approved programs.

207 (5) Allocations under this R277-911-5 are computed using grades nine through  
208 twelve aggregate membership in approved programs for the previous year with a growth  
209 factor applied to LEAs experiencing growth of one percent or greater in grades nine through  
210 twelve except as provided by R277-462 and R277-916.

211 (6) Added cost funds shall be used to cover the added CTE program instructional  
212 costs of LEA programs.

213 (7) An LEA that does not comply with the requirements of this Subsection may be  
214 subject to a corrective action plan and potential reduction of funds or penalty in accordance  
215 with R277-114.

216

217 **R277-911-6. Disbursement of Funds -- Skill Certification.**

218 (1) An LEA that demonstrates approved student skill certification may receive  
219 additional compensation.

220 (2)(a) To be eligible for skill certification compensation, an LEA shall show its student  
221 completer has demonstrated mastery of standards, as established by the Board.

222 (b) An authorized test administrator shall verify student mastery of the skill standards.

223 (3) The Superintendent may only disburse skill certification compensation if an  
224 approved skill certification assessment is developed for the program.

225

226 **R277-911-7. Disbursement of Funds -- CTE Leadership Organization Funds.**

227 (1) Participating LEAs sponsoring CTE leadership organizations shall be eligible for  
228 a portion of funds set aside for these organizations.

229 (2) Qualifying CTE leadership organizations shall be nationally chartered and  
230 include:

231 (a) SkillsUSA (an association of Skilled and Technical Sciences Education students);

232 (b) DECA (Distributive Education Clubs of America);

233 (c) FFA (Future Farmers of America);

234 (d) HOSA (Health Occupations Students of America);

235 (e) FBLA (Future Business Leaders of America);

236 (f) FCCLA (Family, Career and Community Leaders of America); and

237 (g) TSA (Technology Students Association).

238 (3) Up to 1% of the state CTE appropriation for LEAs shall be allocated to eligible  
239 LEAs based on documented prior year student membership in approved CTE leadership  
240 organizations.

241 (4)(a) A portion of funds allocated to an LEA for CTE leadership organizations shall  
242 be used to pay the LEA's portion of statewide administrative and national competition costs.

243 (b) An LEA shall use the remaining amount available for the LEA's CTE leadership  
244 organization expenses.

245

246 **R277-911-8. Disbursement of Funds -- School District and Charter School WPU.**

247 (1) The Superintendent shall allocate WPUs for costs of administration of CTE  
248 programs as described in this section.



249 (2)(a) The Superintendent shall distribute Twenty (20) WPU's to a school district for  
250 costs associated with the administration of CTE.

251 (b) To qualify, a school district shall employ a minimum one-half time CTE director.

252 (3)(a) To encourage multidistrict CTE administrative services, the Superintendent  
253 shall distribute 25 WPU's to a school district that consolidates CTE administrative services  
254 with one or more other school districts;

255 (b) To qualify, a participating school district shall employ a full-time CTE director.

256 (4)(a) The Superintendent shall distribute Twenty-five (25) WPU's to a single charter  
257 school acting as fiscal agent, to provide CTE administrative services to a group of at least  
258 10 charter schools offering CTE pathways, grades 9-12.

259 (b) If more than 10 charter schools offer CTE pathways, the Superintendent shall  
260 distribute an additional 5 WPU's for each additional charter school over 10.

261 (c) To qualify, the charter school acting as fiscal agent must employ a full-time CTE  
262 director.

263 (5)(a) A district or charter school receiving additional WPU's under Subsection (3)(a)  
264 or (4)(a) shall annually submit to the Superintendent a Memorandum of Understanding with  
265 each partnering district or school, which shall include:

266 (i) a scope of work to be performed by the full-time CTE director for each LEA or  
267 school involved;

268 (ii) provisions for sharing data under the agreement, including provisions for  
269 protecting the privacy of student education records under FERPA;

270 (iii) maintenance of effort requirements; and

271 (iv) other information as directed by the Superintendent.

272 (b) The Superintendent may withhold funds from a district or charter school under  
273 Rule R277-114 for failure to submit a memorandum of understanding as required by this  
274 rule.

275 (6)(a) The Superintendent shall distribute 10 WPU's to a small school district  
276 consisting of only necessarily existent small high school(s), where multi-district CTE  
277 administration is not feasible.

278 (b) To qualify, a small school district shall assign a CTE director to a minimum of  
279 part-time CTE administration.

280 (7) To qualify for 10, 20 or 25 CTE administrative WPU as provided in this  
281 Subsections (1) through (6), a CTE director shall:

282 (a) hold or be in the process of completing requirements for a Education Leadership  
283 License Area of Concentration described in R277-505;

284 (b) have an endorsement in at least one career and technical area listed in Rule  
285 R277-518; and

286 (c)(i) have four years of experience as a full-time career and technical educator; or

287 (ii) complete a prescribed professional development program provided by the  
288 Superintendent within a period of two years following board appointment as an LEA CTE  
289 director.

290 (8) In addition to WPU as appropriated under Subsections (1) through (6), the  
291 Superintendent shall allocate funds to each approved high school as described in  
292 Subsections (9) through (16):

293 (9) The Superintendent shall distribute 10 WPU to a high school that:

294 (a) conducts approved programs in a minimum of two CTE areas specified in  
295 Subsection R277-911-1(4)(b);

296 (b) conducts a minimum of six different state-approved CTE courses including at  
297 least one CTE pathway; and

298 (c) has at least one approved career and technical student leadership organization.

299 (10) Consolidated courses in small schools may count as more than one course as  
300 approved by the Superintendent.

301 (11) The Superintendent shall distribute 15 WPU to a high school that:

302 (a) conducts approved programs in a minimum of three CTE areas specified in  
303 Subsection R277-911-2(4)(b);

304 (b) conducts a minimum of nine different state-approved CTE courses including at  
305 least one CTE pathway; and

306 (c) has at least one approved CTE student leadership organization.

307 (12) Consolidated courses in small schools may count as more than one course as  
308 approved by the Superintendent.

309 (13) The Superintendent shall distribute 20 WPU to a high school that:

310 (a) conducts approved programs in a minimum of four CTE areas specified in

311 Subsection R277-911-2(4)(b);

312 (b) conducts a minimum of twelve different state-approved CTE courses including at  
313 least two CTE pathways; and

314 (c) has at least two approved CTE student leadership organization.

315 (14) Consolidated courses in small schools may count more than one course as  
316 approved by the Superintendent.

317 (15) The Superintendent shall distribute 25 WPU's to a high school that:

318 (a) conducts approved programs in a minimum of five CTE areas specified in  
319 Subsection R277-911-2(4)(b);

320 (b) conducts a minimum of fifteen different state-approved CTE courses including at  
321 least two CTE pathways; and

322 (c) has at least three approved CTE student leadership organizations.

323 (16) Consolidated courses in small schools may count more than one course as  
324 approved by the Superintendent.

325 (17)(a) A maximum of one approved alternative high school, as outlined in Rule  
326 R277-730, per school district may qualify for funds under Subsection (12).

327 (b) LEAs sharing an alternative school shall receive a prorated share.

328 (18) Programs and courses provided through school district technical centers may  
329 not receive funding under this section.

330

331 **R277-911-9. Disbursement of Funds -- School District Technical Centers.**

332 (1)(a) The Superintendent may award a maximum of forty WPU's for each school  
333 district operating an approved school district center.

334 (b) To qualify under the approved school district technical center provision, the school  
335 district shall:

336 (i) provide at least one facility other than an existing high school as a designated  
337 school district technical center;

338 (ii) employ a full-time CTE administrator for the center;

339 (iii) enroll a minimum of 400 students in the school district technical center;

340 (iv) prevent unwarranted duplication by the school district technical center of courses  
341 offered in existing high schools, applied technology colleges, and higher education

342 institutions;

343 (v) centralize high-cost programs in the school district technical center;

344 (vi) conduct approved programs in a minimum of five CTE areas specified in  
345 Subsection R277-911-1(4)(b); and

346 (vii) conduct a minimum of fifteen different state-approved CTE courses.

347

348 **R277-911-10. Disbursement of Funds -- Summer CTE Agriculture Programs.**

349 (1)(a) To receive state summer CTE agriculture program funds, an LEA shall submit  
350 to the Superintendent, an application for approval of the LEA's program.

351 (b) An LEA shall submit its application prior to the annual due date specified by the  
352 Superintendent each year.

353 (c) The Superintendent shall send notification of approval of an LEA's program within  
354 ten calendar days of receiving the application.

355 (2) A teacher of a summer CTE agriculture program shall:

356 (a) hold a valid Utah teaching license, with an endorsement in agriculture, as outlined  
357 in Subsection R277-911-3(7);

358 (b) develop a calendar of activities which shall be approved by LEA administration  
359 and reviewed by the Superintendent;

360 (c)(i) work a minimum of eight hours a day in the summer CTE agriculture program;

361 (ii) An LEA may approve exceptions which shall be reflected in the calendar of  
362 activities;

363 (d) not engage in other employment, including self-employment, which conflicts with  
364 the teacher's performance in the summer CTE agriculture program;

365 (e) develop and file a weekly schedule and a monthly report outlining  
366 accomplishments related to the calendar of activities with:

367 (i) the school principal;

368 (ii) the LEA CTE director; and

369 (iii) the Superintendent; and

370 (f) visit the participating students a minimum of two times during the summer  
371 program with a minimum average of four on-site visits to students.

372 (3) College interns may be approved to conduct summer CTE agriculture programs

373 upon approval by the Superintendent.

374 (4) Students enrolled in the summer CTE agriculture program shall:

375 (a) have on file in the LEA office the student's Plan for College and Career Readiness  
376 goal related to agriculture;

377 (b) in conjunction with the student's parent or employer and the teacher, develop an  
378 individual plan of activities, including a supervised occupational experience program;

379 (c) have completed the eighth grade; and

380 (d) have not have graduated from high school.

381 (5)(a) The Superintendent shall collect data from the program and staff of each LEA  
382 to ensure compliance with approved standards.

383 (b) An LEA shall submit to the Superintendent a final program report, on forms  
384 provided by the Superintendent on the annual due date specified by the Superintendent.

385 (6)(a) The Superintendent shall allocate Summer CTE agricultural funding to each  
386 LEA conducting an approved program for a minimum of 35 students lasting nine weeks.

387 (b) An LEA may receive funding for no more than nine weeks or 35 students.

388 (7) An LEA operating a program with fewer than 35 students per teacher or for fewer  
389 than nine weeks may only receive a prorated share of the summer CTE agricultural  
390 allocation.

391  
392 **R277-911-11. Disbursement of Funds - Comprehensive Counseling and Guidance;**  
393 **College and Career Awareness, and Work-Based Learning Programs.**

394 (1) The Superintendent shall distribute funds to LEAs consistent with Section 53F-  
395 2-311.

396 (2) An LEA shall spend funds distributed for comprehensive guidance consistent with  
397 Subsection 53E-2-304(2)(b) and R277-462, which explain the purpose and criteria for  
398 student Plans for College and Career Readiness.

399 (3) An LEA may spend funds allocated under this section to fund work-based  
400 learning programs consistent with Rules R277-915 and R277-916.

401 (4) An LEA may spend funds allocated under this section to fund College and Career  
402 Awareness programs consistent with Rule R277-916.

403

404 **KEY: career and technical education**

405 **Date of Enactment or Last Substantive Amendment: August 7, 2017**

406 **Notice of Continuation: June 6, 2017**

407 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53E-3-507; 53F-2-311;**

408 **53G-6-708**

409

410