

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~~  
6 ~~and supervision over public education in the Board;~~

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

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

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

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

18

19 **R277-911-2. Definitions.**

20 ~~\_\_\_\_\_ (1) "Aggregate membership" means the sum of all days in membership~~  
21 ~~during a school year for:~~

22 ~~\_\_\_\_\_ (a) the student;~~

23 ~~\_\_\_\_\_ (b) the program;~~

24 ~~\_\_\_\_\_ (c) the school;~~

25 ~~\_\_\_\_\_ (d) the LEA; or~~

26 ~~\_\_\_\_\_ (e) the state.~~

27 ~~\_\_\_\_\_ (2) "Approved program" means a program annually approved by the~~  
28 ~~Board through the consent calendar process that meets or exceeds the state program~~

29 ~~standards or outcomes for career and technical education programs.~~

30 ~~\_\_\_\_\_ (3) "Bureau of Apprenticeship and Training" means a branch office for~~  
31 ~~apprenticeship administered by the United States Department of Labor and located in~~  
32 ~~Salt Lake City.~~

33 ~~\_\_\_\_\_ (4)(a) "Career and technical education" or "CTE" means organized~~  
34 ~~educational programs that:~~

35 ~~\_\_\_\_\_ (i) prepare individuals for a wide range of high-skill, high-demand~~  
36 ~~careers;~~

37 ~~\_\_\_\_\_ (ii) provide all students with a seamless education system from public~~  
38 ~~education to post-secondary education, driven by a Plan for College and Career~~  
39 ~~Readiness; and~~

40 ~~\_\_\_\_\_ (iii) provide students competency-based instruction, hands-on~~  
41 ~~experiences, and certified occupational skills, culminating in further education and~~  
42 ~~meaningful employment.~~

43 ~~\_\_\_\_\_ (b) CTE areas of study include:~~

44 ~~\_\_\_\_\_ (i) agriculture;~~

45 ~~\_\_\_\_\_ (ii) business;~~

46 ~~\_\_\_\_\_ (iii) family and consumer sciences;~~

47 ~~\_\_\_\_\_ (iv) health science;~~

48 ~~\_\_\_\_\_ (v) information technology;~~

49 ~~\_\_\_\_\_ (vi) marketing;~~

50 ~~\_\_\_\_\_ (vii) skilled and technical sciences; and~~

51 ~~\_\_\_\_\_ (viii) technology and engineering education.~~

52 ~~\_\_\_\_\_ (5)(a) "CTE pathway" means a planned sequence of courses within a~~  
53 ~~program of study to assure strong academic and technical preparation connecting high~~  
54 ~~school course work to work beyond high school.~~

55 ~~\_\_\_\_\_ (b) A CTE pathway ensures that a student will be prepared to take~~  
56 ~~advantage of the full range of post-secondary options, including:~~

- 57 ~~\_\_\_\_\_ (i) on the job training;~~  
58 ~~\_\_\_\_\_ (ii) certification programs; and~~  
59 ~~\_\_\_\_\_ (iii) two- and four-year college degrees.~~  
60 ~~\_\_\_\_\_ (6)(a) "Course" means an individual CTE class structured by state-~~  
61 ~~approved standards.~~  
62 ~~\_\_\_\_\_ (b) An approved course may require one or two periods for up to one-~~  
63 ~~year.~~  
64 ~~\_\_\_\_\_ (c) Courses may be completed by demonstrated competencies or by~~  
65 ~~course completion.~~  
66 ~~\_\_\_\_\_ (7)(a) "Entry level" means a set of tasks identified and validated by~~  
67 ~~workers and employers in an occupation as those of a beginner in the field.~~  
68 ~~\_\_\_\_\_ (b) Entry-level skills are a limited subset of the total set of tasks~~  
69 ~~performed by an experienced worker in the occupation.~~  
70 ~~\_\_\_\_\_ (c) Competent performance of entry-level tasks enhances employability~~  
71 ~~and initial productivity.~~  
72 ~~\_\_\_\_\_ (8) "Extended year program" means CTE programs no longer than 12-~~  
73 ~~weeks in duration, offered during the summer recess, and supported by extended-year~~  
74 ~~or other CTE funds.~~  
75 ~~\_\_\_\_\_ (9) "CTE Maintenance of Effort" or "MOE" means the expenditure plan~~  
76 ~~outlined in Subsection R277-911-4(1).~~  
77 ~~\_\_\_\_\_ (10) "Program" means a combination of CTE courses that:~~  
78 ~~\_\_\_\_\_ (a) provides the competencies for specific job placement or continued~~  
79 ~~related training; and~~  
80 ~~\_\_\_\_\_ (b) is outlined in the Plan for College and Career Readiness using all-~~  
81 ~~available and appropriate high school courses.~~  
82 ~~\_\_\_\_\_ (11) "Program completion" means the student completion of a~~  
83 ~~sequence of approved courses, work-based learning experiences, or other prescribed~~  
84 ~~learning experiences as determined by the Plan for College and Career Readiness.~~

- 85 ~~\_\_\_\_\_ (12) "Regional consortium" means the LEAs, applied technology-~~  
86 ~~colleges, colleges and universities within the regions that approve CTE programs.~~
- 87 ~~\_\_\_\_\_ (13) "Registered apprenticeship" means a training program that:~~  
88 ~~\_\_\_\_\_ (a) includes on-the-job training in a specific occupation combined with-~~  
89 ~~related classroom training; and~~
- 90 ~~\_\_\_\_\_ (b) has approval of the Bureau of Apprenticeship and Training.~~
- 91 ~~\_\_\_\_\_ (14) "Related training" means a course or program that is:~~  
92 ~~\_\_\_\_\_ (a) directly related to an occupation;~~  
93 ~~\_\_\_\_\_ (b) compatible with apprenticeship training;~~  
94 ~~\_\_\_\_\_ (c) taught in a classroom; and~~  
95 ~~\_\_\_\_\_ (d) approved by the Bureau of Apprenticeship and Training.~~
- 96 ~~\_\_\_\_\_ (15) "Scope and sequence" means the organization of all CTE courses-~~  
97 ~~and related academic courses into programs within the high school curriculum that lead-~~  
98 ~~to:~~
- 99 ~~\_\_\_\_\_ (a) specific skill certification;~~  
100 ~~\_\_\_\_\_ (b) job placement;~~  
101 ~~\_\_\_\_\_ (c) continued education; or~~  
102 ~~\_\_\_\_\_ (d) training.~~
- 103 ~~\_\_\_\_\_ (16)(a) "Skill certification" means a verification of competent task-~~  
104 ~~performance.~~
- 105 ~~\_\_\_\_\_ (b) Skills certification is provided by an approved state or national-~~  
106 ~~program certification process.~~
- 107 ~~\_\_\_\_\_ (17) "Weighted pupil unit" or "WPU" means the basic unit used to-~~  
108 ~~calculate the amount of state funds for which an LEA is eligible.~~
- 109 ~~\_\_\_\_\_ (18) "Work-based learning" or "WBL" means a continuum of-~~  
110 ~~awareness, exploration, preparation, and training activities that combine structured-~~  
111 ~~learning and authentic work experiences implemented through industry and education-~~  
112 ~~partnerships.~~

113

114 **~~R277-911-3. CTE Program Approval.~~**

115 ~~\_\_\_\_\_ (1)(a) The Superintendent shall approve CTE programs based on-~~  
116 ~~verified training needs of the area and the competencies necessary to provide-~~  
117 ~~occupational opportunities for students.~~

118 ~~\_\_\_\_\_ (b) Programs are supported by a data base, including:~~

119 ~~\_\_\_\_\_ (i) local, regional, state, and federal manpower projections;~~

120 ~~\_\_\_\_\_ (ii) student occupational/interest surveys;~~

121 ~~\_\_\_\_\_ (iii) regional job profile;~~

122 ~~\_\_\_\_\_ (iv) advisory committee information; and~~

123 ~~\_\_\_\_\_ (v) follow up evaluation and reports.~~

124 ~~\_\_\_\_\_ (2) LEA CTE directors shall meet the requirements specified in R277-~~  
125 ~~911.~~

126 ~~\_\_\_\_\_ (3) Within available resources, instructional materials, including-~~  
127 ~~textbooks, reference materials, and media, shall reflect current technology, processes,-~~  
128 ~~and information for the CTE programs.~~

129 ~~\_\_\_\_\_ (4)(a) An LEA shall provide CTE guidance, counseling, and Board-~~  
130 ~~approved testing for students enrolled in CTE programs.~~

131 ~~\_\_\_\_\_ (b) An LEA shall develop a written plan for placement services with the~~  
132 ~~assistance of local advisory committees, business and industry, and the Department of~~  
133 ~~Workforce Services.~~

134 ~~\_\_\_\_\_ (c) An LEA shall develop a Plan for College and Career Readiness for~~  
135 ~~all students, which shall include:~~

136 ~~\_\_\_\_\_ (i) a student's education occupation plans (grades 7-12), including job-~~  
137 ~~placement when appropriate;~~

138 ~~\_\_\_\_\_ (ii) all Board, local board and local charter board graduation-~~  
139 ~~requirements;~~

140 ~~\_\_\_\_\_ (iii) evidence of annual parent, student, and school representative-~~

141 involvement;

142 ~~\_\_\_\_\_ (iv) attainment of approved workplace skill competencies; and~~

143 ~~\_\_\_\_\_ (v) identification of a CTE post-secondary goal and an approved~~

144 ~~sequence of academic and CTE courses.~~

145 ~~\_\_\_\_\_ (5)(a) An LEA shall use curricula and instruction that is directly related~~

146 ~~to business and industry validated competencies.~~

147 ~~\_\_\_\_\_ (b) An LEA shall use a valid skill certification process to verify~~

148 ~~successful completion of competencies.~~

149 ~~\_\_\_\_\_ (c) An LEA shall provide instruction in proper and safe use of any~~

150 ~~equipment required for skill certification within the approved program.~~

151 ~~\_\_\_\_\_ (6) An LEA shall provide and safely maintain equipment and facilities,~~

152 ~~consistent with the validated competencies identified in the instruction standard and~~

153 ~~applicable state and federal laws.~~

154 ~~\_\_\_\_\_ (7)(a) Counselors and instructional staff shall hold valid Utah teaching~~

155 ~~licenses with endorsements appropriate for the programs they teach.~~

156 ~~\_\_\_\_\_ (b) Licenses and endorsements required under Subsection (7)(a) may~~

157 ~~be obtained through an institutional recommendation or through occupational and~~

158 ~~educational experience verified by the Board's licensure process.~~

159 ~~\_\_\_\_\_ (c) CTE program instructors shall keep technical and professional skills~~

160 ~~current through business and industry involvements in order to ensure that students are~~

161 ~~provided accurate state-of-the-art information.~~

162 ~~\_\_\_\_\_ (8) An LEA shall conduct CTE programs consistent with Board policies~~

163 ~~and state and federal laws and regulations on access that prohibit discrimination on the~~

164 ~~basis of:~~

165 ~~\_\_\_\_\_ (a) race;~~

166 ~~\_\_\_\_\_ (b) creed;~~

167 ~~\_\_\_\_\_ (c) color;~~

168 ~~\_\_\_\_\_ (d) national origin;~~

- 169 \_\_\_\_\_ (e) religion;  
170 \_\_\_\_\_ (f) age;  
171 \_\_\_\_\_ (g) sex; and  
172 \_\_\_\_\_ (h) disability.  
173 \_\_\_\_\_ (9)(a) An LEA shall establish an active advisory council to review all  
174 CTE programs annually.  
175 \_\_\_\_\_ (b) An advisory council may serve several LEAs or a region.  
176 \_\_\_\_\_ (c) An advisory council reviews:  
177 \_\_\_\_\_ (i) program offerings;  
178 \_\_\_\_\_ (ii) quality of programs; and  
179 \_\_\_\_\_ (iii) equipment needs.  
180 \_\_\_\_\_ (10) A program advisory committee made up of individuals who are  
181 working in the occupational area shall support each state-funded approved CTE  
182 program at the LEA or regional level.  
183 \_\_\_\_\_ (11) LEAs are encouraged to make training available through  
184 nationally chartered CTE student leadership organizations in each area of study.  
185 \_\_\_\_\_ (12) An LEA, with oversight by local program advisory committee  
186 members, shall make an annual evaluation of its CTE programs.

187

188 **~~R277-911-4. Disbursement and Expenditure of CTE Funds – General Standards.~~**

- 189 \_\_\_\_\_ (1) To be eligible for state CTE program funds, an LEA shall first  
190 expend for CTE programs an amount equivalent to the regular WPU for students in  
191 approved CTE programs, grades nine through twelve, based on prior year aggregate  
192 membership in funded CTE programs, times the current year WPU value, less the  
193 amount for:  
194 \_\_\_\_\_ (a) college and career awareness;  
195 \_\_\_\_\_ (b) work-based learning; and  
196 \_\_\_\_\_ (c) comprehensive counseling and guidance.

197 ~~\_\_\_\_\_ (2) An LEA may thereafter expend State CTE program funds only for~~  
198 ~~approved CTE programs, grades nine through twelve.~~

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

201

202 ~~**R277-911-5. Disbursement of Funds -- Added Cost Funds.**~~

203 ~~\_\_\_\_\_ (1)(a) WPU's shall be allocated for the added instructional costs of~~  
204 ~~approved CTE programs operated or contracted by an LEA.~~

205 ~~\_\_\_\_\_ (b) Programs and courses provided through technical colleges and~~  
206 ~~higher education institutions do not qualify for added cost funds except for specific~~  
207 ~~contractual arrangements approved by the Board.~~

208 ~~\_\_\_\_\_ (2)(a) Computerized or manually produced records for CTE programs~~  
209 ~~shall be kept by:~~

210 ~~\_\_\_\_\_ (i) teacher;~~

211 ~~\_\_\_\_\_ (ii) class; and~~

212 ~~\_\_\_\_\_ (iii) core code.~~

213 ~~\_\_\_\_\_ (b) Records described in Subsection (2)(a) shall show clearly and~~  
214 ~~accurately the entry and exit date of each student and whether a student has been~~  
215 ~~absent from a CTE class ten consecutive days.~~

216 ~~\_\_\_\_\_ (3) Added cost funds shall not be generated:~~

217 ~~\_\_\_\_\_ (a) during bus travel;~~

218 ~~\_\_\_\_\_ (b) until a student starts attending an approved CTE course;~~

219 ~~\_\_\_\_\_ (c) when a student has been absent, without excuse, for the previous~~  
220 ~~40 days.~~

221 ~~\_\_\_\_\_ (4) Approved CTE programs shall receive funds determined by prior~~  
222 ~~year hours of membership for approved programs.~~

223 ~~\_\_\_\_\_ (5) Allocations under this R277-911-5 are computed using grades nine~~  
224 ~~through twelve aggregate membership in approved programs for the previous year with~~



225 a growth factor applied to LEAs experiencing growth of one percent or greater in grades  
226 nine through twelve except as provided by R277-462 and R277-916.

227 ~~—————(6) Added cost funds shall be used to cover the added CTE program~~  
228 ~~instructional costs of LEA programs.~~

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

232

233 ~~**R277-911-6. Disbursement of Funds -- Skill Certification.**~~

234 ~~—————(1) An LEA that demonstrates approved student skill certification may~~  
235 ~~receive additional compensation.~~

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

239 ~~—————(b) An authorized test administrator shall verify student mastery of the~~  
240 ~~skill standards.~~

241 ~~—————(3) The Superintendent may only disburse skill certification~~  
242 ~~compensation if an approved skill certification assessment is developed for the~~  
243 ~~program.~~

244

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

246 ~~—————(1) Participating LEAs sponsoring CTE leadership organizations shall~~  
247 ~~be eligible for a portion of funds set aside for these organizations.~~

248 ~~—————(2) Qualifying CTE leadership organizations shall be nationally~~  
249 ~~chartered and include:~~

250 ~~—————(a) SkillsUSA (an association of Skilled and Technical Sciences~~  
251 ~~Education students);~~

252 ~~—————(b) DECA (Distributive Education Clubs of America);~~

- 253 ~~\_\_\_\_\_ (c) FFA (Future Farmers of America);~~  
254 ~~\_\_\_\_\_ (d) HOSA (Health Occupations Students of America);~~  
255 ~~\_\_\_\_\_ (e) FBLA (Future Business Leaders of America);~~  
256 ~~\_\_\_\_\_ (f) FCCLA (Family, Career and Community Leaders of America); and~~  
257 ~~\_\_\_\_\_ (g) TSA (Technology Students Association).~~  
258 ~~\_\_\_\_\_ (3) Up to 1% of the state CTE appropriation for LEAs shall be allocated~~  
259 ~~to eligible LEAs based on documented prior year student membership in approved CTE~~  
260 ~~leadership organizations.~~  
261 ~~\_\_\_\_\_ (4)(a) A portion of funds allocated to an LEA for CTE leadership~~  
262 ~~organizations shall be used to pay the LEA's portion of statewide administrative and~~  
263 ~~national competition costs.~~  
264 ~~\_\_\_\_\_ (b) An LEA shall use the remaining amount available for the LEA's~~  
265 ~~CTE leadership organization expenses.~~  
266  
267 **~~R277-911-8. Disbursement of Funds -- School District and Charter School WPU's.~~**  
268 ~~\_\_\_\_\_ (1) The Superintendent shall allocate WPU's for costs of administration~~  
269 ~~of CTE programs as described in this section.~~  
270 ~~\_\_\_\_\_ (2)(a) The Superintendent shall distribute Twenty (20) WPU's to a~~  
271 ~~school district for costs associated with the administration of CTE.~~  
272 ~~\_\_\_\_\_ (b) To qualify, a school district shall employ a minimum one-half time~~  
273 ~~CTE director.~~  
274 ~~\_\_\_\_\_ (3)(a) To encourage multidistrict CTE administrative services, the~~  
275 ~~Superintendent shall distribute 25 WPU's to a school district that consolidates CTE~~  
276 ~~administrative services with one or more other school districts;~~  
277 ~~\_\_\_\_\_ (b) To qualify, a participating school district shall employ a full-time~~  
278 ~~CTE director.~~  
279 ~~\_\_\_\_\_ (4)(a) The Superintendent shall distribute Twenty-five (25) WPU's to a~~  
280 ~~single charter school acting as fiscal agent, to provide CTE administrative services to a~~

281 ~~group of at least 10 charter schools offering CTE pathways, grades 9-12.~~  
282 ~~\_\_\_\_\_ (b) If more than 10 charter schools offer CTE pathways, the~~  
283 ~~Superintendent shall distribute an additional 5 WPU's for each additional charter school~~  
284 ~~over 10.~~  
285 ~~\_\_\_\_\_ (c) To qualify, the charter school acting as fiscal agent must employ a~~  
286 ~~full-time CTE director.~~  
287 ~~\_\_\_\_\_ (5)(a) A district or charter school receiving additional WPU's under~~  
288 ~~Subsection (3)(a) or (4)(a) shall annually submit to the Superintendent a Memorandum~~  
289 ~~of Understanding with each partnering district or school, which shall include:~~  
290 ~~\_\_\_\_\_ (i) a scope of work to be performed by the full-time CTE director for~~  
291 ~~each LEA or school involved;~~  
292 ~~\_\_\_\_\_ (ii) provisions for sharing data under the agreement, including~~  
293 ~~provisions for protecting the privacy of student education records under FERPA;~~  
294 ~~\_\_\_\_\_ (iii) maintenance of effort requirements; and~~  
295 ~~\_\_\_\_\_ (iv) other information as directed by the Superintendent.~~  
296 ~~\_\_\_\_\_ (b) The Superintendent may withhold funds from a district or charter~~  
297 ~~school under Rule R277-114 for failure to submit a memorandum of understanding as~~  
298 ~~required by this rule.~~  
299 ~~\_\_\_\_\_ (6)(a) The Superintendent shall distribute 10 WPU's to a small school~~  
300 ~~district consisting of only necessarily existent small high school(s), where multi-district~~  
301 ~~CTE administration is not feasible.~~  
302 ~~\_\_\_\_\_ (b) To qualify, a small school district shall assign a CTE director to a~~  
303 ~~minimum of part-time CTE administration.~~  
304 ~~\_\_\_\_\_ (7) To qualify for 10, 20 or 25 CTE administrative WPU's as provided in~~  
305 ~~this Subsections (1) through (6), a CTE director shall:~~  
306 ~~\_\_\_\_\_ (a) hold or be in the process of completing requirements for a~~  
307 ~~Education Leadership License Area of Concentration described in R277-505;~~  
308 ~~\_\_\_\_\_ (b) have an endorsement in at least one career and technical area~~

309 listed in Rule R277-518; and  
310 \_\_\_\_\_ (c)(i) have four years of experience as a full-time career and technical  
311 educator; or  
312 \_\_\_\_\_ (ii) complete a prescribed professional development program provided  
313 by the Superintendent within a period of two years following board appointment as an  
314 LEA CTE director.  
315 \_\_\_\_\_ (8) In addition to WPU's appropriated under Subsections (1) through  
316 (6), the Superintendent shall allocate funds to each approved high school as described  
317 in Subsections (9) through (16):  
318 \_\_\_\_\_ (9) The Superintendent shall distribute 10 WPU's to a high school that:  
319 \_\_\_\_\_ (a) conducts approved programs in a minimum of two CTE areas  
320 specified in Subsection R277-911-1(4)(b);  
321 \_\_\_\_\_ (b) conducts a minimum of six different state-approved CTE courses  
322 including at least one CTE pathway; and  
323 \_\_\_\_\_ (c) has at least one approved career and technical student leadership  
324 organization.  
325 \_\_\_\_\_ (10) Consolidated courses in small schools may count as more than  
326 one course as approved by the Superintendent.  
327 \_\_\_\_\_ (11) The Superintendent shall distribute 15 WPU's to a high school that:  
328 \_\_\_\_\_ (a) conducts approved programs in a minimum of three CTE areas  
329 specified in Subsection R277-911-2(4)(b);  
330 \_\_\_\_\_ (b) conducts a minimum of nine different state-approved CTE courses  
331 including at least one CTE pathway; and  
332 \_\_\_\_\_ (c) has at least one approved CTE student leadership organization.  
333 \_\_\_\_\_ (12) Consolidated courses in small schools may count as more than  
334 one course as approved by the Superintendent.  
335 \_\_\_\_\_ (13) The Superintendent shall distribute 20 WPU's to a high school that:  
336 \_\_\_\_\_ (a) conducts approved programs in a minimum of four CTE areas

337 specified in Subsection R277-911-2(4)(b);  
338 \_\_\_\_\_ (b) conducts a minimum of twelve different state-approved CTE  
339 courses including at least two CTE pathways; and  
340 \_\_\_\_\_ (c) has at least two approved CTE student leadership organization.  
341 \_\_\_\_\_ (14) Consolidated courses in small schools may count more than one  
342 course as approved by the Superintendent.  
343 \_\_\_\_\_ (15) The Superintendent shall distribute 25 WPU to a high school that:  
344 \_\_\_\_\_ (a) conducts approved programs in a minimum of five CTE areas  
345 specified in Subsection R277-911-2(4)(b);  
346 \_\_\_\_\_ (b) conducts a minimum of fifteen different state-approved CTE  
347 courses including at least two CTE pathways; and  
348 \_\_\_\_\_ (c) has at least three approved CTE student leadership organizations.  
349 \_\_\_\_\_ (16) Consolidated courses in small schools may count more than one  
350 course as approved by the Superintendent.  
351 \_\_\_\_\_ (17)(a) A maximum of one approved alternative high school, as  
352 outlined in Rule R277-730, per school district may qualify for funds under Subsection  
353 (12).  
354 \_\_\_\_\_ (b) LEAs sharing an alternative school shall receive a prorated share.  
355 \_\_\_\_\_ (18) Programs and courses provided through school district technical  
356 centers may not receive funding under this section.

357  
358 **~~R277-911-9. Disbursement of Funds -- School District Technical Centers.~~**

359 \_\_\_\_\_ (1)(a) The Superintendent may award a maximum of forty WPU for  
360 each school district operating an approved school district center.  
361 \_\_\_\_\_ (b) To qualify under the approved school district technical center  
362 provision, the school district shall:  
363 \_\_\_\_\_ (i) provide at least one facility other than an existing high school as a  
364 designated school district technical center;

- 365 ~~\_\_\_\_\_ (ii) employ a full-time CTE administrator for the center;~~  
366 ~~\_\_\_\_\_ (iii) enroll a minimum of 400 students in the school district technical-~~  
367 ~~center;~~  
368 ~~\_\_\_\_\_ (iv) prevent unwarranted duplication by the school district technical-~~  
369 ~~center of courses offered in existing high schools, applied technology colleges, and-~~  
370 ~~higher education institutions;~~  
371 ~~\_\_\_\_\_ (v) centralize high-cost programs in the school district technical center;~~  
372 ~~\_\_\_\_\_ (vi) conduct approved programs in a minimum of five CTE areas-~~  
373 ~~specified in Subsection R277-911-1(4)(b); and~~  
374 ~~\_\_\_\_\_ (vii) conduct a minimum of fifteen different state-approved CTE-~~  
375 ~~courses.~~

376

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

378 ~~\_\_\_\_\_ (1)(a) To receive state summer CTE agriculture program funds, an LEA~~  
379 ~~shall submit to the Superintendent, an application for approval of the LEA's program.~~

380 ~~\_\_\_\_\_ (b) An LEA shall submit its application prior to the annual due date~~  
381 ~~specified by the Superintendent each year.~~

382 ~~\_\_\_\_\_ (c) The Superintendent shall send notification of approval of an LEA's~~  
383 ~~program within ten calendar days of receiving the application.~~

384 ~~\_\_\_\_\_ (2) A teacher of a summer CTE agriculture program shall:~~

385 ~~\_\_\_\_\_ (a) hold a valid Utah teaching license, with an endorsement in~~  
386 ~~agriculture, as outlined in Subsection R277-911-3(7);~~

387 ~~\_\_\_\_\_ (b) develop a calendar of activities which shall be approved by LEA~~  
388 ~~administration and reviewed by the Superintendent;~~

389 ~~\_\_\_\_\_ (c)(i) work a minimum of eight hours a day in the summer CTE~~  
390 ~~agriculture program;~~

391 ~~\_\_\_\_\_ (ii) An LEA may approve exceptions which shall be reflected in the~~  
392 ~~calendar of activities;~~

- 393 ~~\_\_\_\_\_ (d) not engage in other employment, including self-employment, which~~  
394 ~~conflicts with the teacher's performance in the summer CTE agriculture program;~~
- 395 ~~\_\_\_\_\_ (e) develop and file a weekly schedule and a monthly report outlining~~  
396 ~~accomplishments related to the calendar of activities with:~~
- 397 ~~\_\_\_\_\_ (i) the school principal;~~  
398 ~~\_\_\_\_\_ (ii) the LEA CTE director; and~~  
399 ~~\_\_\_\_\_ (iii) the Superintendent; and~~
- 400 ~~\_\_\_\_\_ (f) visit the participating students a minimum of two times during the~~  
401 ~~summer program with a minimum average of four on-site visits to students.~~
- 402 ~~\_\_\_\_\_ (3) College interns may be approved to conduct summer CTE~~  
403 ~~agriculture programs upon approval by the Superintendent.~~
- 404 ~~\_\_\_\_\_ (4) Students enrolled in the summer CTE agriculture program shall:~~
- 405 ~~\_\_\_\_\_ (a) have on file in the LEA office the student's Plan for College and~~  
406 ~~Career Readiness goal related to agriculture;~~
- 407 ~~\_\_\_\_\_ (b) in conjunction with the student's parent or employer and the~~  
408 ~~teacher, develop an individual plan of activities, including a supervised occupational~~  
409 ~~experience program;~~
- 410 ~~\_\_\_\_\_ (c) have completed the eighth grade; and~~  
411 ~~\_\_\_\_\_ (d) have not have graduated from high school.~~
- 412 ~~\_\_\_\_\_ (5)(a) The Superintendent shall collect data from the program and staff~~  
413 ~~of each LEA to ensure compliance with approved standards.~~
- 414 ~~\_\_\_\_\_ (b) An LEA shall submit to the Superintendent a final program report,~~  
415 ~~on forms provided by the Superintendent on the annual due date specified by the~~  
416 ~~Superintendent.~~
- 417 ~~\_\_\_\_\_ (6)(a) The Superintendent shall allocate Summer CTE agricultural~~  
418 ~~funding to each LEA conducting an approved program for a minimum of 35 students~~  
419 ~~lasting nine weeks.~~
- 420 ~~\_\_\_\_\_ (b) An LEA may receive funding for no more than nine weeks or 35~~

421 students.

422 \_\_\_\_\_ (7) An LEA operating a program with fewer than 35 students per  
423 teacher or for fewer than nine weeks may only receive a prorated share of the summer  
424 CTE agricultural allocation.

425

426 **R277-911-11. Disbursement of Funds – Comprehensive Counseling and**  
427 **Guidance; College and Career Awareness, and Work-Based Learning Programs.**

428 \_\_\_\_\_ (1) The Superintendent shall distribute funds to LEAs consistent with  
429 Section 53F-2-311.

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

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

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

437 \_\_\_\_\_ (1) This rule is authorized by:

438 \_\_\_\_\_ (a) Utah Constitution [Article X, Section 3](#), which vests general control and  
439 supervision over public education in the Board;

440 \_\_\_\_\_ (b) Subsection [53E-3-401\(4\)](#), which allows the Board to make rules to  
441 execute the Board's duties and responsibilities under the Utah constitution and state law;

442 \_\_\_\_\_ (c) Section [53E-3-507](#), which allows the Board to establish minimum  
443 standards for CTE programs in the public education system; and

444 \_\_\_\_\_ (d) Sections [53F-2-311](#), which directs the Board to distribute specific  
445 amounts and percentages for specific Career and Technical Education (CTE) programs  
446 and facilitate administration of various programs.

447 \_\_\_\_\_ (2) This rule establishes standards and procedures for an LEA to qualify for  
448 funds administered by the Board for CTE programs in the public education system.



449

450 **R277-911-2. Definitions.**

451 (1) “Added instructional costs,” “add-on funds,” or “CTE add-on funds”  
452 means program expenses beyond those normally encountered at the secondary level  
453 resulting from higher program operations, maintenance, and improvement expenses and  
454 may not include:

455 (a) direct charges that would otherwise be incurred by the LEA if CTE  
456 programs were not offered;

457 (b) direct charges required by other non-CTE state or federal programs,  
458 rules or laws;

459 (c) charges that have been submitted as part of the LEA’s indirect cost  
460 rate calculation; and

461 (d) charges that are used to supplant other LEA funding sources

462 (2) “Advisory committee” means a group of individuals working in the  
463 occupational area which provides industry feedback for each state funded and approved  
464 CTE program at the LEA or regional level

465 (3) “Aggregate CTE membership” means the sum of all days in  
466 membership during a school year for:

467 (a) the student;

468 (b) the course;

469 (c) the program;

470 (d) the school;

471 (e) the LEA; or

472 (f) the state.

473 (4) “Approved program” means a program annually approved by the Board  
474 through the consent calendar process that meets or exceeds the state program  
475 standards or outcomes for career and technical education programs.

476 (5) “Career and technical education” or “CTE” means organized

477 educational programs that:

478 \_\_\_\_\_ (a) prepare students for a wide range of high-skill, high-demand or  
479 emerging careers;

480 \_\_\_\_\_ (b) provide all students with a seamless education system from public  
481 education to postsecondary education, driven by a Plan for College and Career  
482 Readiness as defined in Section [R277-462](#); and

483 \_\_\_\_\_ (c) provide students competency-based instruction, hands-one  
484 experiences, and certified occupational skills, culminating in meaningful employment.

485 \_\_\_\_\_ (6) "CTE career cluster" means approved CTE programs with related  
486 knowledge and skills organized into industry sectors.

487 \_\_\_\_\_ (7) "CTE pathway" means a planned sequence of courses within a  
488 program of study structured to assure strong academic and technical preparation while  
489 connecting high school course work including:

490 \_\_\_\_\_ (a) concurrent enrollment opportunities to employment beyond high school;  
491 and

492 \_\_\_\_\_ (b) other postsecondary options, including:

493 \_\_\_\_\_ (i) on-the-job training;

494 \_\_\_\_\_ (ii) certification opportunities; and

495 \_\_\_\_\_ (iii) two- and four-year college degrees.

496 \_\_\_\_\_ (8) "Course" means an individual CTE class structured by state-approved  
497 core codes and standards which may require one or two periods for up to one year and  
498 may be completed by demonstrated competencies or by course completion.

499 \_\_\_\_\_ (9) "Maintenance of Effort" or "MOE" means the expenditure plan outlined in  
500 Subsection [R277-911-4\(1\)](#).

501 \_\_\_\_\_ (10) "Pathway completion" means a student has met all course and credit  
502 requirements of a CTE pathway and is on track to graduate from high school.

503 \_\_\_\_\_ (11) "Program" means a combination of CTE courses within a pathway and  
504 cluster that provides the competencies needed for specific certifications, job placement, or

505 continued postsecondary training.

506                   (12) "School District Technical Center" means a career and technical  
507 education center that meets the requirements in Subsections R277-911-7 and is not a  
508 comprehensive high school.

509                   (13) "Skill certification" or "competency attainment" means a verification of  
510 industry standard knowledge and skills including both state or nationally approved  
511 program certifications and is an integral part of a CTE program.

512                   (14) "Spend Plan" means an application submitted to the USBE requesting  
513 the use of local CTE carryforward funds as described in Section R277-911-4.

514                   (15) "Summer Agriculture Program" means a teacher or college intern  
515 supervised, intensive, individualized educational experience that is the practical  
516 application of instructional competencies in agriculture education.

517                   (16) "Weighted pupil unit" or "WPU" means the same as the term is  
518 defined in Subsection [53F-2-102\(5\)](#).

519                   (17) "Work-based learning" or "WBL" means the same as the term is  
520 defined in Section [R277-915-2](#).

521

522 **R277-911-3. CTE Program Approval and LEA CTE Program Annual Review or**  
523 **Initial Application Review.**

524                   (1) The Superintendent shall forward to the Board a comprehensive list of  
525 proposed secondary CTE programs for the Board to approve as the approved programs.

526                   (2) The Superintendent shall determine if a secondary CTE program  
527 offering shall be forwarded to the Board based upon needs in a specific area including:

528                   (a) a program need supported by data, including:

529                   (i) local, regional, state, and federal workforce projections;

530                   (ii) advisory committee recommendations for a program or program update  
531 in the related program area;

532                   (iii) a need for new or updated technical training and marketable job skills

533 for the related program area; or  
534 \_\_\_\_\_ (iv) a need related to an industry upgrade or upskill specifications to keep a  
535 program current or relevant; and  
536 \_\_\_\_\_ (b) new or emerging economic need with occupational opportunities for a  
537 student in a program area with clear competencies.  
538 \_\_\_\_\_ (3) An LEA shall qualify for a funding disbursement pursuant to Section  
539 53F-2-311 and this rule only for approved programs and subsequently be subject to the  
540 requirements for an annual review or application as described in Subsection (5).  
541 \_\_\_\_\_ (4) An LEA that implements an approved program and applies for a funding  
542 disbursement shall provide all necessary materials required by the Superintendent to  
543 conduct an annual review or initial application review by May 1.  
544 \_\_\_\_\_ (5) The annual review or initial application review shall include:  
545 \_\_\_\_\_ (a) the LEA's Plan for College and Career Readiness consistent with  
546 Sections 53E-2-304 and R277-462-5;  
547 \_\_\_\_\_ (b) the LEA's results of an annual placement survey for grade 12 CTE  
548 pathway concentrators from the prior school year;  
549 \_\_\_\_\_ (c) adherence to current industry standards for each implemented CTE  
550 program including a demonstration of the industry standards being reflected in:  
551 \_\_\_\_\_ (i) available resources for the program; and  
552 \_\_\_\_\_ (ii) program instructional materials including:  
553 \_\_\_\_\_ (A) textbooks;  
554 \_\_\_\_\_ (B) reference materials; and  
555 \_\_\_\_\_ (C) additional media.  
556 \_\_\_\_\_ (d) a demonstration the LEA:  
557 \_\_\_\_\_ (i) used curricula and instruction that is directly related to business and  
558 industry validated competencies;  
559 \_\_\_\_\_ (ii) provided approved certification opportunities for students enrolled in  
560 each CTE program to verify successful completion of competencies;

561 \_\_\_\_\_ (iii) provided instruction in proper and safe use of equipment required  
562 within each CTE program and maintained a local safety plan;  
563 \_\_\_\_\_ (iv) provided and safely maintained equipment and facilities, consistent with  
564 the validated competencies identified in:  
565 \_\_\_\_\_ (A) the instruction standard for the CTE program;  
566 \_\_\_\_\_ (B) state risk management; and  
567 \_\_\_\_\_ (C) other applicable state and federal laws;  
568 \_\_\_\_\_ (v) employed instructional staff in each CTE program that:  
569 \_\_\_\_\_ (A) holds a valid Utah teaching licenses with appropriate endorsements  
570 pursuant to R277-301 for the CTE program; and  
571 \_\_\_\_\_ (B) maintains technical and professional skills current through  
572 professional learning, business and industry partnerships in order to ensure that  
573 students are provided current industry standard programs.  
574 \_\_\_\_\_ (vi) conducted a local needs assessment with stakeholder engagement;  
575 \_\_\_\_\_ (vii) performed an annual CTE program self-evaluation by the CTE  
576 director;  
577 \_\_\_\_\_ (viii) conducted CTE programs consistent with Board policies and state  
578 and federal laws pertaining to CTE program access that prohibit discrimination ~~on the~~  
579 basis of as required by law;  
580 \_\_\_\_\_ (A) race;  
581 \_\_\_\_\_ (B) color;  
582 \_\_\_\_\_ (C) national origin;  
583 \_\_\_\_\_ (D) age;  
584 \_\_\_\_\_ (E) sex; and  
585 \_\_\_\_\_ (F) disability; and  
586 \_\_\_\_\_ (ix) established an active advisory committee to inform CTE programs  
587 annually as described in Subsection (6); and  
588 \_\_\_\_\_ (e) any other requirements identified by the Superintendent.

589 (6) An LEA implementing an approved program shall:  
590 (a) create an advisory committee that includes education and industry  
591 stakeholders which may serve several LEAs or a region; or

592 (b) utilize an existing advisory committee created by an LEA that is  
593 implementing an approved CTE program.

594 (7) An advisory committee described in Subsection (6) shall review and  
595 make recommendations to an LEA that is implementing an approved CTE program  
596 regarding:

597 (a) program offerings;

598 (b) quality of programs;

599 (c) equipment needs; and

600 (d) work-based learning opportunities.

601 (8) An LEA may make the LEA's CTE leadership opportunities available  
602 through Career and Technical Student Organization (CTSOs) for each career cluster  
603 offered by the LEA.

604

605 **R277-911-4. Disbursement and Expenditure of CTE Funds – General Standards for**  
606 **Qualification.**

607 (1) To be eligible for any funding disbursement pursuant to Section [53F-](#)  
608 [2-311](#) and this rule, an LEA shall first **expend** for an approved CTE program, an amount  
609 equivalent to the regular WPU for students in the approved CTE programs, grades 9  
610 through 12, based on prior year aggregate membership in funded CTE programs,  
611 multiplied by the current year WPU value and minus the amount for:

612 (a) college and career awareness;

613 (b) work-based learning; and

614 (c) school counseling.

615 (2) An LEA shall **expend** the amount required in Subsection (1) to remain  
616 eligible for a funding disbursement for approved programs in grades 9 through 12.

617 \_\_\_\_\_ (3) Expenses charged to state CTE add-on funds must use the  
618 unrestricted indirect cost rate and be directly related to approved CTE programs.

619

620 **R277-911-5. Disbursement of Funds – Administrative WPU for School Districts**  
621 **and Charter Schools.**

622 \_\_\_\_\_ (1) Except as provided for in Subsection (3), pursuant to Subsection 53F-2-  
623 311(3)(a), the Superintendent shall distribute 20 WPUs to a school district for costs  
624 associated with the administration of a CTE program.

625 \_\_\_\_\_ (2) To qualify for an administrative WPU disbursement, an LEA shall:

626 \_\_\_\_\_ (a) employ a minimum one-half time CTE director; and

627 \_\_\_\_\_ (b) place the administrative assignment for CTE in the educator licensing  
628 system.

629 \_\_\_\_\_ (3) Except as provided for in Subsection (10) and pursuant to Subsection  
630 53F-2-311(3)(a), the Superintendent shall distribute 25 WPUs to a school district that  
631 consolidates CTE administrative services with one or more other school districts.

632 \_\_\_\_\_ (4) To qualify for the consolidated CTE administrative WPU disbursement  
633 described in Subsection (3), the school district consolidating the administrative services  
634 shall employ a full-time CTE director.

635 \_\_\_\_\_ (5) The Superintendent shall distribute 25 WPUs to a single charter school  
636 acting as fiscal agent, to provide CTE administrative services.

637 \_\_\_\_\_ (6) To qualify for the administrative WPU described in Subsection (5), a  
638 charter school shall:

639 \_\_\_\_\_ (a) provide CTE administrative services to a group of at least 10, but not  
640 more than 15, charter schools offering approved CTE programs to students in grades 9  
641 through 12; and

642 \_\_\_\_\_ (b) if the charter school services 11 through 15 charter schools the  
643 Superintendent shall distribute an additional 5 administrative WPUs for each charter  
644 school up to 25 additional administrative WPUs.

645 (7) To qualify for the charter school administrative WPU described in  
646 Subsection (6), the charter school acting as fiscal agent shall employ a full-time CTE  
647 director.

648 (8) An LEA receiving additional WPUs under Subsection (3) or (6) shall  
649 annually submit to the Superintendent a memorandum of understanding with each  
650 partnering LEA, which shall include:

651 (a) a scope of work to be performed by the full-time CTE director for  
652 each LEA involved;

653 (b) provisions for sharing data under the agreement, including provisions  
654 for protecting the privacy of student education records under FERPA 20 USC 1232g;

655 (c) maintenance of effort requirements; and

656 (d) other information as directed by the Superintendent.

657 (9) The Superintendent may withhold funds from an LEA for failure to  
658 submit a memorandum of understanding as required by Subsection (8).

659 (10) The Superintendent shall distribute 10 WPUs to a small school district  
660 consisting only of necessarily existent small high schools as described in Section [53F-2-](#)  
661 [304](#), where multi-district CTE administration described in Subsection (3) is not feasible.

662 (11) To qualify for the administrative WPU described in Subsection (10) a  
663 small school district shall assign a CTE director to a minimum of part-time CTE program  
664 administration.

665 (12) To qualify for any administrative WPUs as provided in Subsections  
666 (1) through (11) an LEA shall ensure a CTE director:

667 (a) hold [~~or be in the process of completing~~] requirements for a School  
668 Leadership License Area of Concentration described in Rule [R277-301](#);

669 (b) have an endorsement in at least one career and technical area  
670 listed in Subsection [R277-309-4\(8\)\(a\)](#); and

671 (c) one of the following:

672 (i) have four years of experience as a full-time career and technical



673 educator; or

674 \_\_\_\_\_ (ii) complete a prescribed professional development program provided  
675 by the Superintendent within a period of two years following board appointment as an  
676 LEA CTE director.

677

678 **R277-911-6 Disbursement of Funds – High School WPU.**

679 \_\_\_\_\_ (1) Pursuant to Section 53F-2-311(3)(b), the Superintendent shall  
680 allocate funds to each high school offering approved CTE programs as described in this  
681 section.

682 \_\_\_\_\_ (2) The Superintendent shall distribute 10 WPU to an LEA for each high  
683 school that:

684 \_\_\_\_\_ (a) conducts approved programs in a minimum of two CTE career cluster  
685 areas;

686 \_\_\_\_\_ (b) conducts a minimum of six different state approved CTE courses  
687 including at least the ability to concentrate in two CTE pathways and complete one  
688 pathway; and

689 \_\_\_\_\_ (c) has at least one approved career and technical student leadership  
690 organization that aligns with the pathways offered by the LEA.

691 \_\_\_\_\_ (3) The Superintendent shall distribute 15 WPU to an LEA for each high  
692 school that:

693 \_\_\_\_\_ (a) conducts approved programs in a minimum of three CTE career  
694 cluster areas.

695 \_\_\_\_\_ (b) conducts a minimum of nine different state approved CTE courses  
696 including at least the ability to concentrate in [~~four~~three CTE pathways and complete  
697 [~~two~~one pathway; and

698 \_\_\_\_\_ (c) has at least one approved CTE student leadership organizations that  
699 aligns with a pathway offered by the LEA.

700 \_\_\_\_\_ (4) The Superintendent shall distribute 20 WPU to an LEA for each high

701 school that:

702 \_\_\_\_\_ (a) conducts approved programs in a minimum of four CTE career cluster  
703 areas.

704 \_\_\_\_\_ (b) conducts a minimum of 12 different state approved CTE courses  
705 including at least the ability to concentrate in [~~six~~four CTE pathways and complete  
706 [~~three~~two pathways; and

707 \_\_\_\_\_ (c) has at least two approved CTE student leadership organizations that  
708 align with the pathways offered by the LEA.

709 \_\_\_\_\_ (5) The Superintendent shall distribute 25 WPU's to an LEA for each high  
710 school that:

711 \_\_\_\_\_ (a) conducts approved programs in a minimum of five CTE career cluster  
712 areas.

713 \_\_\_\_\_ (b) conducts a minimum of 15 different state approved CTE courses  
714 including the ability to concentrate in at least [~~eight~~five CTE pathways and complete  
715 [~~four~~three pathways; and

716 \_\_\_\_\_ (c) has at least three approved CTE student leadership organizations  
717 that align with the pathways offered by the LEA.

718 \_\_\_\_\_ (6) A maximum of one alternative high school per LEA may qualify for  
719 funds under this section.

720 \_\_\_\_\_ (7) Exceptions for advanced pathway completion requirements may be  
721 approved annually for an LEA that has a sponsorship or partnership with a degree-  
722 granting public higher education institution by the Superintendent through specific  
723 contractual agreements.

724 \_\_\_\_\_ (8) Programs and courses provided through school district technical  
725 centers may not receive funding under this section.

726

727 **R277-911-7. Disbursement of Funds – School District Technical Centers.**

728 \_\_\_\_\_ (1) Pursuant to Subsection 53F-2-311(3)(c), the Superintendent shall

729 disburse 40 WPU to a school district operating an approved school district technical  
730 center.

731 \_\_\_\_\_ (2) Except as provided in Subsection (4), to qualify for the school district  
732 technical center WPU disbursement, the school district, schools shall:

733 \_\_\_\_\_ (a) provide at least one facility other than an existing high school as a  
734 designated school district technical center;

735 \_\_\_\_\_ (b) employ a full-time CTE administrator for the center in addition to the  
736 district CTE director;

737 \_\_\_\_\_ (c) enroll a minimum of 400 students grades 9 through 12 in the school  
738 district technical center courses;

739 \_\_\_\_\_ (d) prevent unwarranted duplication by the school district technical  
740 center of courses offered in existing high schools, and partnering higher education  
741 institutions;

742 \_\_\_\_\_ (e) centralize high-cost programs in the school district technical center;

743 \_\_\_\_\_ (f) conduct approved programs in a minimum of five CTE career cluster  
744 areas;

745 \_\_\_\_\_ (g) conduct a minimum of 15 different state approved CTE concentrator  
746 and completer courses; and

747 \_\_\_\_\_ (h) submit verification of all requirements stated in this section annually  
748 or as requested to the Superintendent.

749 \_\_\_\_\_ (3) A district that serves 18,000 students or more in grades 9-12 may  
750 qualify for up to two district technical center locations through an application process  
751 prescribed by the Superintendent.

752 \_\_\_\_\_ (4) To qualify for the school district technical center WPU disbursement,  
753 a district serving rural and necessarily existent small schools, as described in Section  
754 53F-2-304 shall:

755 \_\_\_\_\_ (a) provide at least one facility other than an existing high school as a  
756 designated school district technical center;

- 757                     (b) employ a full-time CTE administrator for the center in addition to the  
758 district CTE director;
- 759                     (c) enroll a minimum of 300 students in the school district technical  
760 center courses;
- 761                     (d) prevent unwarranted duplication by the school district technical  
762 center of courses offered in existing high schools, and partnering higher education  
763 institutions;
- 764                     (e) centralize high-cost programs in the school district technical center;
- 765                     (f) conduct approved programs in a minimum of four CTE career cluster  
766 areas;
- 767                     (g) conduct a minimum of 12 different state approved CTE concentrator  
768 and completer courses; and
- 769                     (h) submit verification of all requirements stated in this section annually  
770 and as requested to the Superintendent.

771

772 **R277-911-8. Disbursement of Funds – Skill Certification.**

- 773                     (1) Pursuant to Subsection [53F-2-311\(2\)\(c\)](#), an LEA may receive additional  
774 disbursement for competency attainment of student achievement on approved program  
775 certifications.
- 776                     (2) To be eligible for skill certification compensation, an approved LEA  
777 shall demonstrate the LEA’s students have demonstrated mastery of established  
778 standards for the CTE program.
- 779                     (3) The LEA shall demonstrate the mastery through an authorized test  
780 administrator that shall follow test administration and ethics requirements identified in  
781 Rule [R277-404](#).
- 782                     (4) An LEA shall keep records of the certification and skill verification tests or  
783 processes used to demonstrate mastery as described in Subsection (3) for monitoring and  
784 auditing purposes.

785 (5) The Superintendent shall distribute funds to an LEA by the following  
786 formula:

787 (a) an amount determined by using a count of total points of skill  
788 certification weight points determined by the Superintendent from a student's skill  
789 certification earned by June 15 annually; and

790 (b) a proportionate amount of the available funding based on the LEA's  
791 number of skill certification points earned proportionate to the total number of skill  
792 certification points earned statewide for the prior year.

793

794 **R277-911-9. Disbursement of Funds – CTE Leadership Organization Funds.**

795 (1) Pursuant to Subsection [53F-2-311\(2\)\(d\)](#), an LEA may receive an  
796 additional disbursement for student participation costs in approved student leadership  
797 organizations also known as Career and Technical Student Organizations (CTSO) as  
798 described in Subsection (4).

799 (2) The Superintendent shall distribute funds to an LEA with:

800 (a) an approved CTE program; and

801 (b) evidence of student participation in CTOSs with related expenses.

802 (3) The Superintendent shall distribute funds to an LEA that meets the  
803 criteria listed in Subsection (2) using the following formula:

804 (a) an amount using a count of the LEA's total CTSO student members by  
805 March 15 annually; and

806 (b) a proportionate amount of the available funding based on the LEA's  
807 number of CTSO members proportionate to the total number of student members in the  
808 state for the prior year.

809 (4) An LEA shall use the student leadership disbursement for qualifying  
810 CTE leadership organizations that are nationally and state chartered by March 15  
811 annually and include:

812 (a) SkillsUSA;

- 813 (b) DECA;  
814 (c) FFA;  
815 (d) HOSA - Future Health Professionals;  
816 (e) FBLA - Future Business Leaders of America;  
817 (f) FCCLA;  
818 (g) TSA (Technology Student Association); and  
819 (h) Other organizations that may be approved by the Superintendent that  
820 meet qualifications identified in Subsection [R277-914-2\(3\)](#).

821 (5) An LEA shall use the funds disbursed under this section only for the  
822 LEA's CTE leadership organization expenses.

823

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

825 (1) Pursuant to Subsection [53F-2-311\(3\)\(d\)](#), an LEA shall receive a 5 WPU  
826 disbursement for a qualifying summer CTE agriculture program as described in this  
827 section.

828 (2) To receive state summer CTE agriculture program funds, an LEA shall  
829 apply using a form and timeline specified by the Superintendent each year.

830 (3) If approved, the LEA shall:

831 (a) provide evidence or assure that a teacher of the summer CTE agriculture  
832 program:

833 (i) holds a valid Utah teaching license, with an endorsement in agriculture,  
834 as outlined in Subsection [R277-911-3\(5\)\(d\)\(v\)](#);

835 (ii) has developed a calendar of activities which shall be approved by the  
836 LEA's administration and reviewed by the Superintendent;

837 (iii) has or will work a minimum of 360 hours in the summer CTE  
838 agriculture program;

839 (iv) has or will not engage in other employment, including self-  
840 employment, which conflicts with the teacher's performance in the summer CTE

841 agriculture program;  
842 \_\_\_\_\_ (v) has developed and filed a weekly schedule and a monthly report  
843 outlining accomplishments related to the calendar of activities with:  
844 \_\_\_\_\_ (A) the school principal;  
845 \_\_\_\_\_ (B) the LEA CTE director; and  
846 \_\_\_\_\_ (C) the Superintendent; and  
847 \_\_\_\_\_ (vi) has a minimum of 35 students enrolled in the summer CTE agriculture  
848 program; and  
849 \_\_\_\_\_ (vii) visits the participating students a minimum of two times during the  
850 summer program with a minimum average of four on-site visits to students; and  
851 \_\_\_\_\_ (b) provides evidence or assures that a student enrolled in the summer  
852 CTE agriculture program:  
853 \_\_\_\_\_ (i) has on file in the LEA office the student's Plan for College and Career  
854 Readiness goal related to agriculture;  
855 \_\_\_\_\_ (ii) in conjunction with the student's parent or employer and the teacher,  
856 has a developed individualized plan of activities, including a supervised occupational  
857 experience program;  
858 \_\_\_\_\_ (iii) has completed the eighth grade; and  
859 \_\_\_\_\_ (iv) has not graduated from high school.  
860 \_\_\_\_\_ (4) A college intern may be approved to be the instructor of a summer  
861 CTE agriculture program upon approval by the Superintendent.  
862 \_\_\_\_\_ (5) To be approved as an instructor, the LEA shall provide evidence or  
863 assure that the college intern shall:  
864 \_\_\_\_\_ (a) be enrolled in an approved postsecondary Agricultural Education-  
865 Teacher Preparation program, minimally at the junior or senior level;  
866 \_\_\_\_\_ (b) under the guidance of the supervising teacher, develop a calendar of  
867 activities which shall be approved by LEA administration and reviewed by the  
868 Superintendent;

- 869                     (c) work a minimum of 360 hours in the CTE summer agriculture  
870 program;
- 871                     (d) not engage in other employment, including self-employment, which  
872 conflicts with the intern’s performance in the CTE summer agriculture program;
- 873                     (e) under the guidance of the supervising teacher, develop and file a  
874 weekly schedule and a monthly report outlining accomplishments related to the calendar  
875 of activities with:
- 876                     (i) the school principal;  
877                     (ii) the LEA CTE director; and  
878                     (iii) the Superintendent; and
- 879                     (g) enroll a minimum of 20 students in the summer CTE agriculture  
880 program; and
- 881                     (h) visit the participating students a minimum of two times during the  
882 summer program with a minimum average of four on-site visits to students.
- 883                     (6) The Superintendent shall collect data from the program and staff of  
884 each LEA to ensure compliance with approved standards.
- 885                     (7) An LEA shall submit to the Superintendent a final program report  
886 through the funding application due August 31 annually.
- 887                     (8) The Superintendent shall allocate Summer CTE agricultural funding  
888 to each LEA conducting an approved program for no more than 360 hours and 35  
889 students.
- 890                     (9) An LEA operating a program with a supervising teacher and college  
891 intern shall receive a combined total of seven WPU’s of the summer CTE agricultural  
892 allocation.
- 893
- 894 **R277-911-11. Disbursement of Funds – School Counseling, College and Career**  
895 **Awareness, and Work-Based Learning Programs.**
- 896                     (1) Pursuant to Subsection [53F-2-311\(2\)\(b\)\(ii\)](#), the Superintendent



897 shall distribute funds to an LEA as described by each respective provision listed in  
898 Subsection (2).

899 (2) An LEA shall use the distributed funds for school counseling  
900 consistent with Subsection [53E-2-304\(2\)\(b\)](#) and Rule [R277-462](#).

901 (3) An LEA may use funds distributed under this section for:

902 (a) work-based learning programs consistent with Rule [R277-915](#); and

903 (b) Career Awareness programs consistent with Rule [R277-916](#).

904

905 **R277-911-12. Disbursement of Funds – Added Cost Funds.**

906 (1) Subject to remaining funds and pursuant to [53F-2-311\(4\)](#), an LEA may  
907 receive an additional distribution for added costs of a CTE program after all other  
908 distributions have been allocated pursuant to [53F-2-311\(2\)](#) and (3) as further described in  
909 this rule.

910 (2) An LEA's added cost distribution shall be a proportionate amount of the  
911 remaining funds calculated by:

912 (a) using the LEA's grades 9 through 12 aggregate membership in  
913 approved CTE programs from the previous school year to calculate a CTE average daily  
914 membership (ADM); and

915 (b) determining the LEA's proportionate amount of CTE ADM compared to  
916 the statewide CTE ADM.

917 (3) An LEA may not utilize the following for purposes of generating CTE  
918 ADM:

919 (a) travel time, [except as described in R277-419-8\(9\)\(b\)](#);

920 (b) a student who has yet to attend an approved CTE course;

921 (c) a student who has been absent, without excuse, for the previous 10  
922 days; and

923 (d) for student enrollment in courses taken outside of the regular school  
924 day or school year.

925 (4) Except as provided for in Rules [R277-462](#), [R277-915](#), and [R277-916](#),  
926 an LEA that experiences CTE membership growth of 1-10% from the LEA's previous  
927 CTE ADM shall qualify for a growth factor equivalent to the growth percentage to be  
928 applied to the LEA's added cost distribution amount described in Subsection (2).

929 (5) An LEA that receives an added cost distribution shall maintain  
930 records to accurately demonstrate:

931 (a) the entry and exit date of each student; and

932 (b) whether a student has been absent from a CTE course 10 consecutive  
933 days.

934 (6) An LEA shall maintain electronic records, including data system records,  
935 for each CTE program which shall include:

936 (a) LEA name;

937 (b) school name;

938 (c) teacher of each CTE course;

939 (d) each CTE course name;

940 (e) each CTE course core code;

941 (f) each CTE course section;

942 (g) semester each CTE course is offered;

943 (h) period the student had each CTE course;

944 (i) student membership;

945 (j) total enrollments; and

946 (k) total membership.

947 (7) An LEA that receives an added cost distribution shall only use the  
948 funds for the following expenditures:

949 (a) instructional and program materials and supplies;

950 (b) equipment necessary to the program above and beyond equipment  
951 provided to non-CTE classrooms;

952 (c) CTE Instructor salaries;

953 \_\_\_\_\_ (d) contracted services for equipment service and specialized program  
954 needs; and

955 \_\_\_\_\_ (e) professional expenses for CTE-related professional learning,  
956 professional organizations, and CTSOs.

957 \_\_\_\_\_ (8) Programs and courses provided through technical colleges and  
958 degree granting institutions may not qualify for an added cost distribution unless  
959 approved by the Superintendent.

960

961 **R277-911-13. Corrective Action**

962 \_\_\_\_\_ An LEA that does not comply with the requirements of this rule R277-911,  
963 including not providing MOE of CTE programs, may be subject to a corrective action  
964 plan and potential reduction of funds or penalty in accordance with Section [R277-114](#).

965

966 **KEY: career and technical education**

967 **Date of Enactment or Last Substantive Amendment: 2022**

968 **Notice of Continuation: May 6, 2022**

969 **Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-3-507](#);**

970 [53F-2-311](#); [53G-6-708](#)