



CTE Program Approval Process and Application

Process for Approval of CTE Programs

- **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 in at least one state approved CTE High School to College and Career Pathway during grades 9-12 and a related Career and Technical Student Organization (CTSO) to qualify for funding. A minimum of six CTE courses and two program areas must be available to students in approved CTE programs. Additional requirements for CTE program approval and CTE pathways can be found in SBR277-911 and at <https://www.schools.utah.gov/cte>
- **Approval process *example* timeline:**
 - Apply by September 1, 2020
 - Review - Fall 2020
 - Approval or Disapproval Notification - Summer 2021
 - Data submissions - June 2021
 - Funding awarded - School Year 2021-2022
- **Request** for approval of CTE programs evaluation (Application Deadline: September 1st)
 - Submit New CTE Program Approval Application requests online to:
Erin Britt, CTE Executive Secretary
erin.britt@schools.utah.gov
Phone: 801-538-7942
 - Request includes the following information:
 - School Name, address, website
 - Principal's name and contact information
 - CTE contact person name and contact information
 - List of CTE courses offered, including Core Codes, credits, course names, term/quarter taught, grade level enrolled, instructor name
 - Pathway(s) offered

- National affiliation with Career and Technical Student Organization(s)
 - Goals and additional narrative
- **Onsite visits** will be scheduled with the applicants in the fall, after evaluation of the application; using Program Standards and Evaluation Criteria
- **Data Reporting**
 - State Clearinghouse Report - your SIS representative can help you with this
 - CTE Course membership data and teacher qualifications verified through the Data Gateway – your Data Gateway Admin can help you with this
 - Course attendance records must be kept and available to USBE upon request to monitor student membership reporting
- **Training**
 - New CTE Financial training in September and attendance at CTE Director’s Meetings (on-going, quarterly)
 - Periodic statewide CTE meetings, where information is given on membership reporting and other CTE program requirements
- **Funding**
 - Funding is based on the LEA meeting program requirements. Membership reported through the State UTREx/Data Clearinghouse System, as long as the courses are reported with the appropriate Core Code and taught by qualified school instructors. Membership reported June 30, 2019, and approved by USBE, will be funded for the 2019-2020 school year. Once LEAs have an approved program they must continue to meet program requirements annually for continued funding
 - CTE Add-on funding is used to support the additional cost of CTE programs and are restricted funds that can only be used for CTE programs in grades 9-12
 - CTE Add-On funds have a Maintenance of Effort (MOE) requirement
- **Application for Approval of CTE Programs** (*see application below*)

Application for Approval of CTE Programs

Application Deadline: **September 1st**

Submit requests to: Erin Britt, CTE Executive Secretary; erin.britt@schools.utah.gov
Phone: 801-538-7942

School Name: _____ Website: _____

Address: _____ City: _____ ZIP: _____

Mailing Address: _____ City: _____ ZIP: _____

Principal/Director: _____ CTE Contact: _____

Phone Number: _____ Phone Number: _____

Email: _____ Email: _____

CTE Courses offered in the program review year

(Please list each course in the table below)

CORE CODE	CREDITS	COURSE NAME	TERM TAUGHT	WHEN COURSE BEGAN	#’S AND GRADE LEVELS OF STUDENTS	INSTRUCTOR NAME

Pathway(s) Offered: _____

Affiliated Career and Technical Student Organization(s) (CTSO):

Program Goals:

Program narrative and other related information: