

FY 2010
Career-Technical Education Programming
and EMIS Reporting

Section 1

FY 2010
CAREER-TECHNICAL EDUCATION
(CTE) PROGRAMMING

Ohio Department of Education

Office of Career-Technical Education



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INTRODUCTION

FY 2010 Career-Technical Education Programming and EMIS Reporting was developed to supplement the EMIS Manual. This document provides information on secondary career-technical education programs (grades 7-12) and instructions for reporting career-technical data in EMIS.

Refer to the EMIS Manual for complete EMIS reporting information.

This is Section 1. The entire document contains three sections and appendices:

- **Section 1 – Career-Technical Education (CTE) Programming**
- Section 2 – Career-Technical Education (CTE) EMIS Reports
- Section 3 – Career-Technical Education (CTE) EMIS Reporting
- Appendix A – Secondary Student Definitions (including Guidance on identifying and reporting CTE Concentrators)
- Appendix B – Secondary Career-Technical Education (CTE) Workforce Development and Tech Prep Indicators of Performance
- Appendix C – FY2010 EMIS Records and Data Elements Unique to Career-Technical Education (CTE)
- Appendix D – CTE Single Parent Subgroup (Program Code 305010) – Guidance
- Appendix E – FY2010 Career-Technical Education (CTE) EMIS Edit Codes
- Appendix F – FY2010 Career-Technical Education (CTE) Workforce Development (WFD) Follow-Up Extraction Criteria and Data Processes

SECTION 1 – CAREER-TECHNICAL EDUCATION PROGRAMMING

OVERVIEW OF CAREER-TECHNICAL EDUCATION

The Carl D. Perkins Career and Technical Education Improvement Act of 2006 (commonly referred to as *Perkins IV*) defines career and technical education (CTE) as organized educational activities that—

- offer a sequence of courses that—
 - provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions;
 - provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; and
 - may include prerequisite courses (other than remedial course) that meet the requirements of this subparagraph; and
- include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual.

Ohio’s Perkins IV State Plan is published on the Ohio Department of Education (ODE) Web site, www.ode.state.oh.us (keyword search *Perkins State Plan*). *Appendix B* of this guide, *Secondary CTE Workforce Development and Tech Prep Indicators of Performance*, contains lists of the secondary CTE and tech prep indicators of performance.

CAREER-TECHNICAL EDUCATION DEFINITIONS

The following definitions address the delivery of Career-Technical Education (CTE) in school districts.

Career-Technical Planning District (CTPD) Definitions:

- **Career-Technical Planning District (CTPD)** – Local education agency configuration (comprehensive, compact, contract or joint vocational school district) that meets the minimum requirements of law and subsequent standards to offer state sanctioned career-technical programming. The CTPD Plan and the school district membership of a CTPD must be approved by the State Board of Education.
- **Comprehensive District CTPD** – A CTPD in which one school district of 1,500 or more students in grades 9-12 provides its own career-technical education in high schools and/or career centers (vocational schools) in the district.
- **Compact District CTPD** – A CTPD in which member districts enter into an operating agreement to share in the provision of career-technical education. Generally, member districts share control of the CTPD. One district serves as the lead district and fiscal agent for the CTPD.
- **Contract District CTPD** – A CTPD in which member districts enter into a contract of operation to provide career-technical education. Generally, districts that contract for services have little input into the operation of the CTPD. The district operating the

majority of the career-technical education programming serves as the lead district and fiscal agent for the CTPD.

- **Joint Vocational School District (JVSD) CTPD** – A CTPD in which the JVSD and other member districts provide career-technical education. Generally, the JVSD provides the majority of the career-technical education programming. The JVSD serves as the lead district and fiscal agent for the CTPD.

School District Definitions Unique to CTE:

- **Associate School District** – A member school district of a Compact, Contract or Joint Vocational School District CTPD that does not serve as lead district or fiscal agent for the CTPD.
- **Joint Vocational School District (JVSD)** – A “joint district” which serves an area consisting of two or more adjacent school districts in one or more counties, and is governed by a joint vocational school board consisting of representatives from the member districts. A JVSD is funded in part through tax levies in all participating counties.
- **Lead School District** – A member school district of a Compact, Contract or Joint Vocational School District CTPD that provides CTE leadership for the other member school districts and serves as fiscal agent for the CTPD.

School Definitions Unique to CTE:

- **Associate School** (also referred to as “home school”) – Any school operated by an associate school district whose students may enroll in career-technical education programs in the CTPD.
- **Comprehensive School** – A high school operated by a Comprehensive District CTPD that runs core academic courses and career-technical education programs. Students enrolled in this school may or may not enroll in a career-technical education program.
- **Joint Vocational School (JVS)** – A career center operated by a Joint Vocational School District (JVSD) that runs career-technical education programming. Core academic courses may or may not be offered in this school. Students enrolled in associate school districts may enroll in a career-technical education program in this school.
- **Vocational School** (also referred to as “Career Center,” “Career and Technology Center” and more) – A career center or high school operated by a city, local or exempted village school district that runs career-technical education programs. Core academic courses may or may not be offered in this school. Students enrolled in the district may enroll in a career-technical education program in the vocational school.

Program Definitions Unique to CTE:

- **Satellite Program/Course** – A career-technical education program/course operated by one school district in the building of an associate school district within the Career-Technical Planning District (CTPD). Most satellite programs/courses are operated by Joint Vocational School Districts in associate high schools and middle schools.

SECONDARY CAREER-TECHNICAL PROGRAMS

Career-technical education (CTE) is a process of preparing secondary students for careers and college. Ohio’s CTE programs are organized into three major categories – CTE Workforce Development (including Tech Prep), Career-Based Intervention and Family and Consumer Sciences.

CTE WORKFORCE DEVELOPMENT

Career-Technical Education (CTE) Workforce Development (WFD) programs consist of an instructional sequence of courses and experiences that involve in-depth training and strong academics to prepare students for careers and college. CTE programs:

- Must be a minimum of 450 hours of instruction;
- May be comprised of multiple CTE courses; and
- May span multiple years.

Types of CTE Workforce Development courses include:

- Foundation courses;
- Career Field courses (sometimes called “first courses”);
- Pathway courses;
- Specialization courses;
- Interdisciplinary courses;
- Job Training courses; and
- Other Workforce Development courses.

The *Career-Technical Education Workforce Development (WFD) Matrix* (and accompanying definitions document) provides information specifically for use in reporting EMIS data and program design and development. Information in the CTE WFD Matrix includes career field, subject name, subject code, curriculum code and minimum course hours, minimum CTE program hours, WFD course type, whether course is nontraditional for males/females and more.

A “Program Information Sheet” for each CTE WFD program, containing detailed information about the CTE program, is available on the Ohio Department of Education Web, www.ode.state.oh.us (Career-Tech > Career Fields > 16 career fields listed in left column).

Tech Prep

Many CTE Workforce Development programs are Tech Prep programs. Tech Prep is defined in the Perkins IV legislation as a program of study that combines—

- A minimum of 2 years of secondary education and 2 years of postsecondary education in a nonduplicative, sequential course of study (or an apprenticeship program of not less than 2 years following secondary education instruction); and
- Integrates academic and CTE instruction, and utilizes work-based and worksite learning experiences where appropriate and available;
- Provides technical preparation in a career field, including high skill, high wage or high demand occupations;

- Builds student competence in technical skills and in core academic subjects as appropriate, through applied, contextual, and integrated instructions, in a coherent sequence of courses;
- Leads to technical skill proficiency, an industry-recognized credential, a certificate, or a degree, in a specific career field;
- Leads to placement in high skill or high wage employment, or to further education; and
- Utilizes CTE programs of study, to the extent practicable.

Tech Prep information is available on the Ohio Department of Education Web, www.ode.state.oh.us (keyword search *Tech Prep*).

CAREER-BASED INTERVENTION

The Career-Based Intervention (CBI) program is a Career-Technical Education Program designed for students ages 12-21 in grades 7-12 who are identified as disadvantaged (either academically or economically or both) or students with disabilities and who have barriers to achieving academic and career success. The program is to help students improve academic competence, graduate from high school, develop employability skills, implement a career plan and participate in a career pathway in preparation for postsecondary education and/or careers.

The CBI program provides a combination of educational and work-based learning opportunities for student success. The number of years a student spends in the CBI program is determined by the local program design and individual student needs. CBI programs are recommended to have a minimum of 15 and a maximum of 25 students per class and all CBI students must have scheduled related instruction. CBI program models can be single period which is referred to as Connections (or Career Connections) in the models section of the Career-Based Intervention Manual of Operations (page 5) or programs may be multi period in which students have separately scheduled related instruction and work-based learning periods. Academic instruction (for credits) by the CBI instructor is not a program requirement but is recommended if the instructor is age and subject appropriately certified/licensed. All programs must provide academic intervention to assist the student with study skills, assist with academic progress and success and prepare for appropriate standardized testing (Ohio Achievement Assessment or Ohio Graduation Assessments).

Career-Based Intervention information is available on the Ohio Department of Education’s Web site, www.ode.state.oh.us (keyword search *Career-Based Intervention*).

FAMILY AND CONSUMER SCIENCES

Family and Consumer Sciences (FCS) is a set of courses that draws from a range of disciplines and contexts (education, business, social, economic, cultural, technological, geographical, political) to achieve optimal and sustainable living for individuals, families and communities.

Secondary programs, for students grades 7-12, include high school and middle school FCS; and Graduation, Reality And Dual-role Skills (GRADS) for pregnant and parenting students. FCS information is available on the Ohio Department of Education’s Web site, www.ode.state.oh.us (keyword search *Family and Consumer Sciences*).