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FY 2021 CTE-26 Manual

Office of Career Technical Education

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Preface



Throughout the examples you may see two types of icons in information icons and edit icons. The information icons will either be a blue circle with a question mark or a lower-case i. These are info-icons. Clicking these info-icons will open a text box containing information about items near that icon.



The other type of icon is the edit icon. This icon allows you to edit system information near the edit icons.

Additional items to consider after your application has been submitted for approval:

1. Contact your local Tech Prep consultant if you need any assistance:
<http://education.ohio.gov/Topics/Career-Tech/College-Tech-Prep/Regional-Center-Points-of-Content>
2. You can check the status of your application at any time through SAFE.
3. If you would like to print a copy of your application, a “print friendly” version button can be found at the top right side of your screen.
4. Comments are permanent public record and cannot be deleted or edited.
5. The Ohio Department of Education (ODE) has provided some additional guidance including the CTE-26 renewal schedule available at:
<http://education.ohio.gov/Topics/Career-Tech/CTE-26-Application-and-Resources>

The screenshot shows a web application interface. On the left is a sidebar titled 'Select Program'. It contains a message: 'You are associated to multiple organizations. Please select an organization.' Below this is a 'SELECT ORGANIZATION' section with a dropdown menu currently showing 'Columbiana County - 050906'. A green 'VIEW DASHBOARD' button is below the dropdown. Further down, under 'PROGRAMS ASSOCIATED TO Columbiana County (050906)', there is a list of four program application types: 'Career Field Pathway Program Application', 'CBI Program Application', 'FCS/GRADS Program Application', and 'Industry Credential Only Program Application'. The main area on the right is titled 'CTE26 Dashboard' and is mostly blank. At the top right of the main area, it says 'Welcome : AMANDA ANDREWS'. The footer contains contact information for Paolo DeMaria (Superintendent of Public Instruction), the Ohio Department of Education (with phone number 877-644-6338 and email contact.center@education.ohio.gov), and the State Board of Education (with name Tess Elshoff, President). It also includes links for John R. Kasich, Governor, and various site links like Privacy, Jobs, Employees, Site Map, and Contact ODE. Social media icons for Facebook, Twitter, YouTube, and LinkedIn are present. A disclaimer at the bottom states: 'The Department of Education is an equal opportunity provider of ADA services.'

Figure 3

5. Under the Select Organization drop-down menu, check that the correct district IRN is selected. If not, you can select the correct IRN from the drop-down menu (Figure 3).

NOTE: Remember to choose the (pathway owning) district IRN in this step. CTPD IRNs cannot be used to create a CTE-26.

6. Select your Program Application Type from the drop-down menu. A new screen will open. Program application types available include (Figure 3):

- Career Field Pathway Program Application (CFP)
- CBI Program Application (Career Based Intervention)
- FCS/GRADS Program Application (Family and Consumer Science/Graduation, Reality and Dual-Role Skills)
- Industry Credential Only Program Application (ICO)

Ohio Department of Education

Welcome: AMANDA ANDREWS

050906 - Columbiana County

LOGOUT Session Timeout: 00:56:08

DASHBOARD PROVIDER COMPLIANCE

Module: Provider

Program Selected: Career Field Pathway Program Application

PROVIDER

- » Search Provider
- » New Provider Application
- » Task Management

Provider Search Page

Open Search: Application Period: CFP FY 2019 - 2023 Pathway: All County: All Sort Order: Provider Name

Search Results

Returned 7 results.

Print Detailed Report Export to CSV

* - indicates entity is Chartered, Non-Public school

FILTER:

NAME	IRN	CREATED BY	COUNTY	PERIOD	PROGRAM	PATHWAY	STATUS	
Columbiana County	050914	Columbiana County	Columbiana	CFP FY 2019 - 2023	CFP	N1	Approved	Proceed
Columbiana County	050906	Columbiana County	Columbiana	CFP FY 2019 - 2023	CFP	R7	Approved	Proceed
Columbiana County	050906	Columbiana County	Columbiana	CFP FY 2019 - 2023	CFP	A0	Withdrawn	Proceed
Columbiana County	050906	Columbiana County	Columbiana	CFP FY 2019 - 2023	CFP	M3	Approved	Proceed
Columbiana County	050914	Columbiana County	Columbiana	CFP FY 2019 - 2023	CFP	N2	Approved	Proceed

Figure 4

- Once you choose a program application type, the system will load the Provider Search Page (Figure 4)
- At the top of the page in the center click Provider, then choose New Provider Application.
- This will open the Read and Accept Terms and Conditions Page.

NOTE: For Industry Credential Only Programs please follow instructions on Senior Credentials on page 22.

Read and Accept Terms and Conditions Page

1. At the top of the Read and Accept Terms and Conditions Page you can adjust the type of application (Figure 5).
2. Read the terms and conditions then check the box to agree to the terms.

Ohio Department of Education

Welcome : AMANDA ANDREWS
050906 - Columbiana County

SAFE HOME ABOUT ODE STATE AGENCIES ONLINE SERVICES Ohio.gov

LOGOUT Session Timeout 00:59:43

DASHBOARD PROVIDER COMPLIANCE

Module: Provider
Program Selected: Career Field Pathway Program Application

New Provider Application

☐ By checking this box I have read and agree to the terms and conditions outlined in the New Provider Affidavit link.

The Provider Affidavit includes attestations of compliance with program rules. Please review it carefully and verify that you are compliant in all areas before attempting to register as a provider.

Make sure the building IRN code is correct even if the name of the building is not. Your IRN can be found here: <https://oeds.ode.state.oh.us/SearchOrg>

Paolo DeMaria
Superintendent of Public Instruction

Ohio Department of Education
877-644-6338 | Sign-up for Alerts
contact.center@education.ohio.gov

State Board of Education of Ohio
Tess Elshoff, President

John R. Kasich, Governor | Privacy | Jobs | Employees | Site Map | Contact ODE

The Department of Education is an equal opportunity provider of ADA services.

Figure 5

3. The Associated Orgs drop-down allows the selection of a different (pathway owning) district IRN, should you need to choose a different IRN (Figure 6).
4. Select the district that owns the program you are creating the CTE-26 for and click Start Application.

Organization Information Page

Organization Information

Name: Columbiana County

Im: 050906

Phone: (330) 424 - 9561

Email: Refresh@Fakemail.com

Taxid: 341081086

Designate County: Columbiana

Fax: (330) 424 - 9719

Web URL: N/A

Application Period:
CFP FY 2020 - 2024

Buildings ⓘ
Beaver Local Middle School-001933

Pathways ⓘ
N1 - Interactive Media

ⓘ

☐ **Middle Level (7th - 8th Grade)**
Select this box if middle level CTE courses will be offered as a component of an approved CTE program in a partner school. (note Restriction: For Middle level CTE courses to be approved, ninth and tenth grade level pathway programming must be offered. A Program of Study must show the connection to a CT

☒ **Secondary to 2 Year Degree (Associates)(9th - 12th Grade)**
Select this application to show a secondary pathway.

☐ **Secondary to 4 Year Degree (Baccalaureate)(9th - 12th Grade)**
Select this application page to show a secondary pathway to a 4-year Baccalaureate program of Study, or Associates degree with six semesters. Secondary Program of Study is shown on the CTE page and is used in combination to show pathway continuation.

☐ **Adult Technical Training/Short & Long Term Certificates**
Select this application to show an adult Technical Training Program of Study.

☐ **Apprenticeship**
Select this application to show an Apprenticeship-Training Program of Study.

Submit

Figure 6

1. Select the Application Period of application renewal/creation (Figure 6).
2. Select the building IRN where the program will be physically housed. This is the location of instruction.
3. For Career Field Pathway Program Applications, select the program pathway code. Please cross-reference using the [FY21 Program and Assessment Matrix](#).

For CBI, FCS, and Industry Credential Only (ICO) applications you do not have to choose a pathway code. For ICO, the credential choice will be made under the Senior Credential tab of the application.

NOTE: Once the pathway code is selected it cannot be changed. However, building IRN can be changed on applications prior to district approval.

4. Select the pathway type(s) aligning with the secondary and post-secondary program of study. You can select more than one box.

Middle Level (7th-8th)

Select this box if middle level CTE courses will be offered as a component of an approved CTE program in a district or school. (Restriction: For middle level CTE courses to be approved, 7th and 8th grade level pathway programming must be offered or each school superintendent or designee must complete a [CTE Middle Grades Waiver Form](#).) A program of study must show the connection between middle school courses and completion of the CTE pathway program.

Secondary to 2 Year Degree: Associates (9th - 12th Grade)

Select this application to show a secondary pathway.

Secondary to 4 Year Degree: Baccalaureate (9th - 12th Grade)

Select this application page to show a secondary pathway to a 4-year Baccalaureate program of study, or Associates degree with six semesters.

Adult Technical Training/Short & Long-Term Certificates

Select this application to show an Adult Technical Training program of study.

Apprenticeship

Select this application to show an Apprenticeship-Training program of study.

5. Click Submit. This will save the changes and open the General tab of the application.

NOTE: The database will auto save your application as you are working.

General Tab

General | Courses | Pathway | Labor Market Demand | Docs | Assurances | Status / Flags | Comments / History

Provider ✎

Name: Beaver Local High School	Phone: (330) 386-8700	District	TECH PREP
IRN: 001958	Fax: (330) 386-8720	Name: Beaver Local	Name: Northeast Tech Prep Regional Center
WEB URL: N/A	EMail: Refresh@Fakemail.com	Phone: (330) 385-6831	Chief Admin: Sherry Tinker
County: Columbiana	Grade Level Served: 9-12	IRN: 046425	Email: Refresh@Fakemail.com
	Tax ID: N/A		Phone: (330) 672-5863

Address

Physical Address ✎	Mailing Address ✎
Address: 46089 Bell School Rd	Address: 46088 Bell School Rd
City: East Liverpool	City: East Liverpool
State: Ohio	State: Ohio
Zip: 43929 - 8788	Zip: 43929 - 8788

Application Created By

Name: Columbiana County
IRN: 050906
Phone: (330) 424-3561

Superintendent

Name: VIRGIL Willis
Phone: (330) 385-6831
EMail: Refresh@Fakemail.com

Provider/Program Status Info

Servicing: Career Field Pathway Program Application
Current Status: Started
Application Type: First Year Applications ✎
Application Period: CFP FY 2021 - 2025

Application Details ✎

<ul style="list-style-type: none"> ▢ Middle Level (7th-8th Grade) ▢ Secondary to 2 Year Degree (Associates) ▢ Secondary to 4 Year Degree (Baccalaureate) ▢ Adult Technical Training / Short & Long Term Certificates ▢ Apprenticeship 	CTPD IRN: 200015 Application Category: New
--	---

The information on this page is auto-populated from the OEDS database. If any of this information is incorrect it needs to be updated in OEDS.

Figure 7

Review the General tab information (Figure 7). If there is an error in the provider information, changes to this information should be corrected through OEDS.

OEDS: <http://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS>.

NOTE: The edit icon next to Provider section heading can be used to change the building where the pathway is physically located.

NOTE: Use the edit icon next to the Application Detail section heading to modify the application.

Courses Tab

This section describes the process for completing the Courses tab for Career Filed Pathway , CBI, and FCS/GRADS.

Industry Credential Only programs do not use the Courses and Pathway tabs. Please follow the link below (page 20) for the next step in the [Industry Credential Only Application](#) process, the Senior Credentials tab.

Select the Courses tab (Figure 8) to start completing a program of study. You will need to enter the courses for both the secondary and post-secondary components.

001958 - Beaver Local High School Period: CFP FY 2021 - 2025 Type: First Year Applications Status: Started Back to Search

General **Courses** Pathway Labor Market Demand Docs Assurances Status / Flags Comments / History

Option N1 - Interactive Media

CTE-Required Technical 1

CC-College Credit Opportunities 2

RA-Recommended Non-Career Technical 3

RE-Recommended Electives 4

Single CTE 5

Figure 8

- 1 How to enter CTE-required technical courses.
 - a. Click the Add CTE Course button (Figure 8).
 - b. Select the Grade Level, Course Name and Code Hours from drop-down menus (Figure 9).
 - c. Click Add to save the selection to the Courses tab.
 - d. Repeat until all CTE required courses are listed.

Add New Course

Add CTE Course

Grade Levels

Secondary

7th 8th 9th 10th 11th 12th

Post Secondary

1st Year (Sem 1) 1st Year (Sem 2) 2nd Year (Sem 1) 2nd Year (Sem 2)

Course

Name Code/Hours

Select... Select Course First

Cancel Add

Figure 9

NOTE: Courses that are available for CTAG credit with an aligned WebXam will auto populate in the CC-College Opportunities and Pathway tabs. Any non-CTAG course that is available as college credit opportunity will need to be manually added using the following process.

Career Field Pathway Program Application - Career Filed Pathway programs must offer a minimum of four VT or VP courses for a combined minimum of 450 hours. Job Training Coordination Programs only need one course for each year students are enrolled in the program.

Career Based Intervention (CBI) Program Application - All CBI programs must select the CBI Related Instruction course (252525, VN, 120-280 hours) for each grade in which CBI is offered and CBI Work Based Learning (252010, V3, 120-450 hours) once for each grade level. All CBI Academics (Various, V3, 120-280 hours) are optional courses to be included at the district's discretion.

<https://education.ohio.gov/getattachment/Topics/Career-Tech/Career-based-Intervention-CBI/CBI-Manual-of-Operations.pdf.aspx?lang=en-US>

Family and Consumer Sciences (FCS) - Family and consumer sciences must select four VN courses, schools may choose one focus area or cross all four focus areas, which include Food and Nutrition, Human Services, Career and Individual Development and Environmental Design. For more information please reference the FCS webpage at <http://education.ohio.gov/Topics/Career-Tech/Family-and-Consumer-Sciences>.

2

CC-College Credit Opportunities Tab

These courses are career technical courses aligned to postsecondary technical courses for college credit (e.g. CTAG, Articulated Credit, College Credit Plus).

NOTE: Courses that are available for CTAG credit will auto populate in the CC-College Opportunities and Pathway Tabs. Any non-CTAG course that is available as technical college credit opportunity will need to be manually added using the process below.

Figure 10

- Import or click the Add College Credit Course button (Figure 8).
- Select the Grade Level (Figure 10).
- Click in the Name box and type the course name. Use college course catalog for course number and title.
- Click Add to save the selection to the Courses tab.
- Repeat until all College Credit Courses are listed.

NOTE: A minimum of three technical credit hours are required for a Career Filed Pathway.

NOTE: Career Based Intervention (CBI), Job Training Coordination (JTC) and Family and Consumer Sciences (FCS) do not require college credit articulation.

3

RA-Recommended Non-Career Technical Courses

This section is populated with Non-Career Technical courses associated with the pathway and aligned post-secondary program of study. The integration of academic courses should enhance the program of study. Program applications must show secondary academic alignments agreed to in the assurances.

- Click the Add RA-Recommended Non-Career Technical Course button (Figure 8).
- Select the Grade Level (Figure 11).
- Click in the Name box and type the course name.
- Click Add to save the selection to the Courses tab.
- Repeat until all Recommended Non-Career Technical courses are listed.

Figure 11

4

RE-Recommended Electives Course

Enter Non-Career Technical courses associated with the pathway and aligned post-secondary program of study. The integration of secondary and post-secondary elective courses should enhance the program of study.

- Click the Add RE-Recommended Elective Course button (Figure 8)
- Select the Grade Level (Figure 12).
- Click in the Name box and type the course name.
- Click Add to save the selection to the Courses tab.
- Repeat until all Recommended Elective Courses are listed.

Figure 12

NOTE: Courses in this section should be electives that are not career technical education courses but are courses students should take that complement their required technical courses.

5 Single CTE

How to enter Single CTE courses associated with the pathway and aligned post-secondary program of study.

- Click the Add Single CTE Course button (Figure 8).
- Select the Grade Level (Figure 13).
- Click in the Name box and type the course name.
- Click Add button to save the selection to the Courses tab.
- Repeat until all Single CTE Courses are listed.

Figure 13

NOTE: This section is to add a Single CTE course that you would only choose if you are not executing a complete pathway in the same building and are aligned to a complete pathway with an approved provider. This course cannot be a duplicate of the approved provider's program of study.

! Importing CTE-26 Information

The CTE-26 system allows you to import course information from existing approved CTE-26 applications into the currently open CTE-26 application.

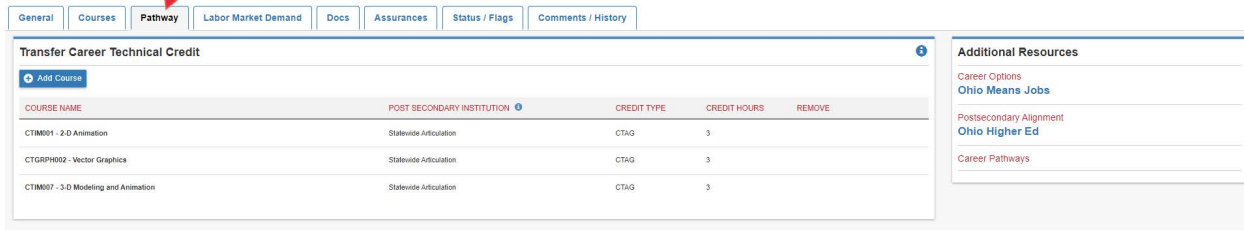
- Click the Import button for the area you want to import courses into (Figure 8).
- Put a check in the box of each course to be imported to the chosen area (figure 14).
- Click Import Courses when you are finished. This will import selected courses into the selected area.
- Repeat with each section until all desired courses are imported.

Initial Year	Pathway	Course Name	Course Code	Grade Level	Import
Career Field Pathway Program Application FY 2016 - 2020	E1	EPSP 20525 Educational Psychology	Post	Y2/Sa1	<input type="checkbox"/>
Career Field Pathway Program Application FY 2016 - 2020	E1	ITEC 18525 Educational Technology	Post	Y2/Sa2	<input type="checkbox"/>
Career Field Pathway Program Application FY 2016 - 2020	E1	Kent Core Requirement	Post	Y2/Sa2	<input type="checkbox"/>
Career Field Pathway Program Application FY 2016 - 2020	E1	Kent Core Requirements	Post	Y2/Sa1	<input type="checkbox"/>
Career Field Pathway Program Application FY 2016 - 2020	E1	Kent Core Requirements	Post	Y1/Sa1	<input type="checkbox"/>
Career Field Pathway Program Application FY 2016 - 2020	E1	Kent Core Requirements	Post	Y1/Sa2	<input type="checkbox"/>
Career Field Pathway Program Application FY 2016 - 2020	E1	MATH 11010 Algebra for Calculus	Post	Y1/Sa2	<input type="checkbox"/>
Career Field Pathway Program Application FY 2016 - 2020	E1	MATH 11022 Trigonometry	Post	Y2/Sa1	<input type="checkbox"/>

Figure 14

NOTE: Courses can only be imported into the RA-Required Non-Tech, RE-Recommended Electives and Single CTE areas of the Courses tab of previously approved CTE-26 applications. This can be used to import secondary and post-secondary information from past approved CTE-26 applications.

Pathway Tab



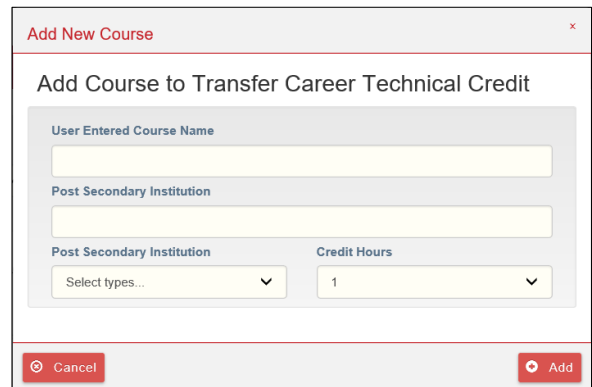
The screenshot shows the 'Pathway' tab selected in a navigation bar. Below the navigation bar is a table titled 'Transfer Career Technical Credit'. The table has five columns: COURSE NAME, POST SECONDARY INSTITUTION, CREDIT TYPE, CREDIT HOURS, and REMOVE. There are three rows of data, all with 'CTAG' as the credit type and '3' as the credit hours. To the right of the table is a sidebar titled 'Additional Resources' with links for 'Career Options', 'Ohio Means Jobs', 'Postsecondary Alignment', 'Ohio Higher Ed', and 'Career Pathways'.

COURSE NAME	POST SECONDARY INSTITUTION	CREDIT TYPE	CREDIT HOURS	REMOVE
CTIM001 - 2-D Animation	Statewide Articulation	CTAG	3	
CTGRPH002 - Vector Graphics	Statewide Articulation	CTAG	3	
CTIM007 - 3-D Modeling and Animation	Statewide Articulation	CTAG	3	

Figure 15

NOTE: CTAG credit courses will auto populate in the CC-College Opportunities and Pathway tabs. Any non-CTAG course will need to be manually added using the process below.

1. Adding information to the Pathway Tab
 - a. Click the Add course button (Figure 15).
 - b. Enter the Course Name that will be used for post-secondary credit.
 - c. Enter the Post-Secondary Institution that will award the credit (Figure 16).
 - d. Using the drop-down menu under the second Post-Secondary Institution label, choose the appropriate type of credit.
 - e. Use the Credit Hours drop-down box to choose the number of semester hours of post-secondary credit for this course.
 - f. Repeat with each section until all post-secondary credit options are entered.



The screenshot shows a dialog box titled 'Add New Course'. Inside, there is a section titled 'Add Course to Transfer Career Technical Credit'. This section contains three input fields: 'User Entered Course Name', 'Post Secondary Institution', and 'Post Secondary Institution' (with a dropdown menu labeled 'Select types...'). There is also a 'Credit Hours' dropdown menu with the value '1' selected. At the bottom of the dialog box are two buttons: 'Cancel' and 'Add'.

Figure 16

NOTE: CBI, FCS and JTC do not require entries in this tab. CTAGs information will automatically populate for chosen career technical education courses.

Labor Market Demand Tab

General Courses Pathway **Labor Market Demand** Docs Assurances Status / Flags Comments / History

Pathway Description: N1 - Interactive Media

In-Demand Occupation

OCCUPATION	ONET CODE	NO. OF POSTINGS	IN-DEMAND	MEDIAN ANNUAL WAGE
Audio and Video Equipment Technicians	27-4011.00	409	Yes	\$37260.00
Graphic Designers	27-1024.00	1583	Yes	\$46740.00
Software Developers, Applications	15-1132.00	25573	Yes	\$91280.00
Technical Writers	27-3042.00	807	Yes	\$61870.00
Web Developers	15-1134.00	6178	Yes	\$52150.00

Other Occupation(s)

OCCUPATION	ONET CODE	NO. OF POSTINGS	IN-DEMAND	MEDIAN ANNUAL WAGE
Advertising and Promotions Managers	11-2011.00	426	No	\$98540.00
Advertising Sales Agents	41-3011.00	1686	No	\$44460.00
Broadcast News Analysts	27-3021.00	84	No	\$57770.00
Broadcast Technicians	27-4012.00	200	No	\$29670.00
Camera Operators, Television, Video, and Motion Picture	27-4031.00	50	No	\$55870.00
Copy Writers	27-3043.04	166	No	\$45230.00
Costume Attendants	39-3092.00	9	No	\$35250.00
Desktop Publishers	43-9031.00	3	No	\$41240.00
Directors - Stage, Motion Pictures, Television, & Radio	27-2012.02	0	No	Unavailable
Editors	27-3041.00	314	No	\$52450.00

Questions
Upload relevant documents under "Docs" tab.

Question 1
What drove your district's decision to apply for or renew this program of study?

Question 2
What are the career and postsecondary opportunities for students who graduate from this pathway to follow?

Question 3
Programs of Study must align with labor market needs. How does this program of study align to the needs of your local labor market? What current or projected opportunities exist in these career pathways for students graduating from this pathway?

Save Answers

Figure 17

NOTE: Labor Market Data is automatically populated with data provided by the Ohio Department of Job and Family Services. If the pathway you have selected does not display in-demand occupations data please answer the following questions and provide evidence to support your answers in the "Docs" tab

- What drove your district's decision to apply for or renew this program of study?
- What are the career and postsecondary opportunities for students who graduate from this pathway to follow?
- Programs of Study must align with labor market needs. How does this program of study align to the needs of your local labor market? What current or projected opportunities exist in these career pathways for students graduating from this pathway?

Questions
Upload relevant documents under "Docs" tab.

Question 1
What drove your district's decision to apply for or renew this program of study?

Question 2
What are the career and postsecondary opportunities for students who graduate from this pathway to follow?

Question 3
Programs of Study must align with labor market needs. How does this program of study align to the needs of your local labor market? What current or projected opportunities exist in these career pathways for students graduating from this pathway?

Save Answers

Figure 18

When complete, select "Save Answers." You will upload any relevant documents regarding the labor market demand questions under the "Docs" tab.

Docs Tab

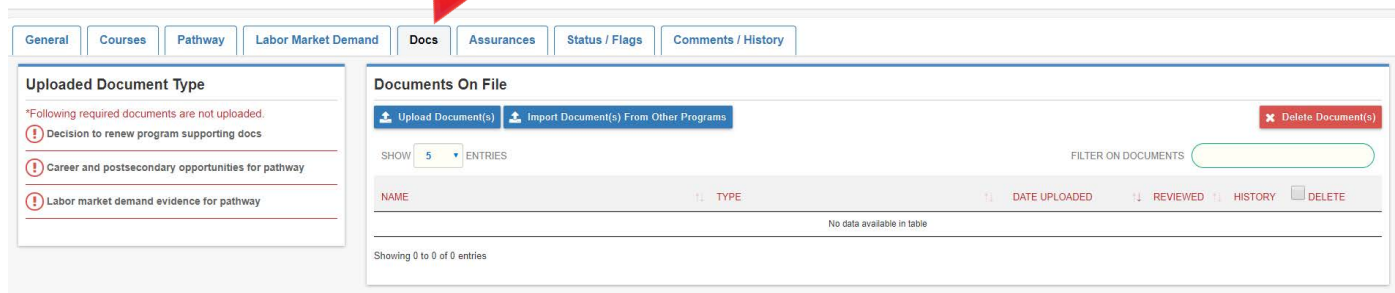


Figure 19

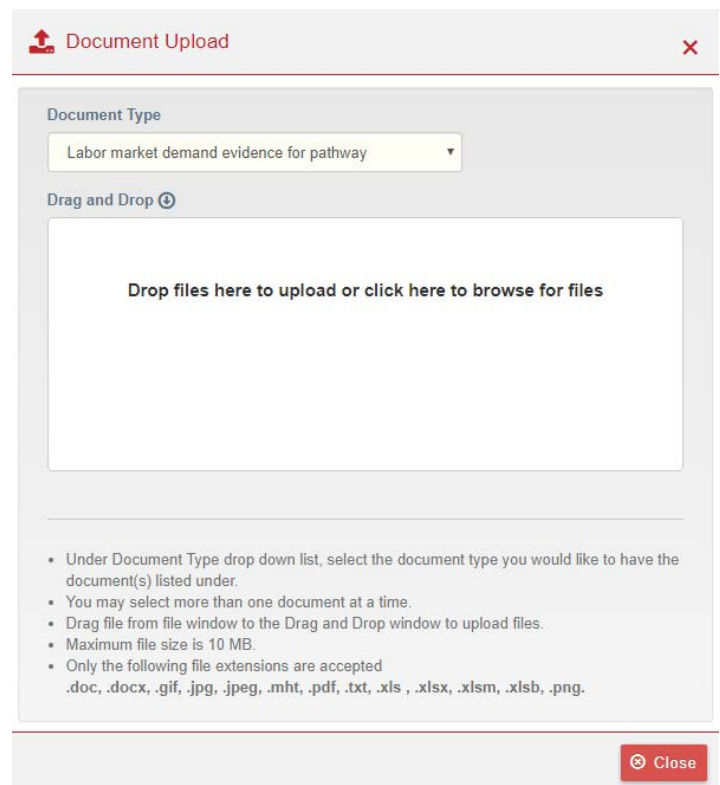
Documents in this section should provide evidence for the following criteria, of which districts applying for necessary pathways must meet 4 out of 6:

1. 25% of students in the pathway are participating in Work-Based Learning experiences.
2. 50% of students are placed in industry-relevant jobs or programs within 6 months after graduation.
3. 70% of students are attaining 12 points of industry-recognized credentials in the relevant career field.
4. Documented job openings in local area (county and surrounding counties) indicating openings for at least 85% of students in expected or real average program cohort.
5. More than 90% post program placement (not limited to industry-relevance).
6. At least 2 letters from industry partners indicating future intent to hire students from the pathway.

Documents types include:

- Decision to renew program supporting documents
- Career and postsecondary opportunities for pathway
- Labor market demand evidence for pathway

Once a document type is selected, you may drag and drop files into the "Drag and Drop" area. Additionally, you may click on the "Drag and Drop" area to browse folders and select files for uploading. Once selected, the option to submit will appear.



Document Upload

Document Type

Labor market demand evidence for pathway

Drag and Drop

Drop files here to upload or click here to browse for files

- Under Document Type drop down list, select the document type you would like to have the document(s) listed under.
- You may select more than one document at a time.
- Drag file from file window to the Drag and Drop window to upload files.
- Maximum file size is 10 MB.
- Only the following file extensions are accepted
.doc, .docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls, .xlsx, .xlsm, .xlsb, .png.

Close

Figure 20

Assurances Tab

General	Courses	Pathway	Labor Market Demand	Decks	Assurances	Status / Flags	Comments / History
Assurances							
Ohio Department of Education Assurances							
Approval of new Career Technical Education pathway program assurances or applications for renewal of existing pathway programs is contingent upon complying with the following assurances and that evidence of compliance is maintained on file.							
<p>1. Demand for career-technical education programs by industries in the state and viability of the program within the career-technical planning district. ORC Sec. 3317.161 (C) (1) (a), ORC Sec. 3317.161 (C) (1) (f)</p> <ul style="list-style-type: none"> a. The program is aligned with state, regional, and local economic growth priorities and demands for employment while preparing students for careers that generates a sustainable wage. b. Viability of the program within the career technical planning district must be considered in conjunction with current programming in the CTPD; demand for the careers the students are being prepared for and enrollment trends. <p>2. Quality of Program. ORC Sec. 3317.161 (C) (1) (b)</p> <ul style="list-style-type: none"> a. District supports all aspects of a quality program by maintaining a system that measures program quality and provides for continuous development. At a minimum the system should be based upon state accepted performance indicators and Ohio Department of Education approved Career-Technical Education Quality Program Standards. <p>3. Potential for student enrolled in the program to receive the training that will qualify the student for industry credentials, postsecondary education or both. ORC Sec. 3317.161 (C) (1) (c)</p> <ul style="list-style-type: none"> a. Complete with guidance from other state agencies as appropriate regarding registration, licensure, and revalidation. OAC 3301-61-03 (D)(3) b. Unless the basis of approval required career field technical content standards [http://www.education.ohio.gov], including at a minimum, all competencies identified by business and industry as essential; and/or accrediting association and/or licensing agency standards where applicable. OAC 3301-61-03 (D)(5) c. Reinforce Ohio's state board of education approved Learning standards [http://www.education.ohio.gov] in mathematics, English language arts, science, and social studies. OAC 3301-61-03 (D)(6) d. Frequent measures to assess student attainment of competencies and technical content standards [http://www.education.ohio.gov]. Including, but not limited to state board of education approved benchmark assessments, assessments to state recognized national credentialing/certifications where applicable and accrediting association and/or licensing agency examinations where applicable. OAC 3301-61-03 (D)(7) e. Technical and academic course offerings must be designed in a way that Ohio Department of Education approved program of study that meets state approved graduation requirements [http://www.education.ohio.gov], creates an educational pathway for post secondary review and reevaluation. OAC 3301-61-03 (D)(8) f. Frequent advisory committee meetings authorized by local boards of education [http://www.education.ohio.gov] and professional associations, labor government, and the community Advisory committees shall identify new and emerging sectors, address current programs or existing programs, work-based learning facilities and equipment, and engage educators to improve and expand programs, and enhance the quality of the program using the Ohio State department approved quality program standards [http://www.education.ohio.gov] g. Credentials include articulated credit that is related to the secondary program of study and postsecondary career fields. Postsecondary credit is transferred to a user form following the consultation of the assessor team in which the student has met the postsecondary equivalency requirements. Perkins V Title I, SEC. 104 - (b) (7) h. The program uses a state approved program of study. Perkins V Title I, SEC. 104 - (b) (2) (B). i. Students' multiple articulated credit may be related to the secondary program of study and postsecondary career fields. Postsecondary credit is transferred to a user form following the consultation of the assessor team in which the student has met the postsecondary equivalency requirements. Perkins V Title I, SEC. 104 - (b) (7) <p>4. Admission requirements of lead district. ORC Sec.3317.161 (C) (1) (d)</p> <ul style="list-style-type: none"> a. Meet all state and federal requirements with regard to access, non-discrimination and meeting of performance expectations for special populations, including preparation for careers in industry sectors requiring technical expertise. OAC 3301-61-03 (D) (8) b. Enforce students have access to career technical student organizations. OAC 3301-61-03 (D) (9) <p>5. Past performance of the district or school that is offering the program. ORC Sec. 3317.161 (C) (1) (e)</p>							
Ohio Department of Higher Education Assurances							
Approval of new, or updates to, Career-Technical Education courses that enable students to transfer agreed upon technical courses to state institutions of higher education is contingent upon complying with the following assurances and that evidence of compliance is maintained on file.							
<p>1. An institution will first complete the process of submitting new Career-Technical Education pathway program applications or applications for renewal of existing pathway programs according to the assurances established herein by the Ohio Department of Education.</p> <p>2. An institution submitting Career Technical Education courses that enable students to transfer agreed upon technical courses to state institutions of higher education shall:</p> <ol style="list-style-type: none"> a. Submit such courses in accordance with Ohio Revised Code Section 3301.102(b). <p>By April 15, 2007, the Ohio Board of Regents, in consultation with the department of education, public adult and secondary career technical education institutions, and state institutions of higher education, shall establish criteria, policies, and procedures that enable students to transfer agreed upon technical courses completed through an adult career technical education institution, a public secondary career technical institution, or a state institution of higher education to a state institution of higher education without unnecessary duplication or institutional barriers. The courses to which the criteria, policies, and procedures apply shall be those that adhere to recognized industry standards and equivalent coursework common to the secondary career pathway and adult career technical education system and regionally accredited state institutions of higher education. Where applicable, the policies and procedures shall build upon the articulation agreements between the participating institutions.</p> <ol style="list-style-type: none"> a. Affirm that the institution is offering education courses that fit a valid state or national technical education. b. Establish a cross-institutional course equivalency system required by section 3313.16 of the Revised Code. i. The institution will seek with the Ohio Department of Higher Education to submit and maintain evidence of current accreditation or charter, instructor certification or license, when such documentation is required as part of the submission and review process to ensure that participating institutions align to the statewide learning outcomes in Career Technical Assurance Outcomes (CTAOs) and are aligned to the National Skills Standards and Competencies. d. Share any associated documents and materials with colleagues within the institution that are learning the same courses for which institutional approval might be granted. <p>3. An institution submitting Career Technical Education courses that enable students to transfer agreed upon technical courses to state institutions of higher education acknowledges that:</p> <ol style="list-style-type: none"> a. The job of paraverse addition and transfer to a team a common set of statewide learning outcomes so that students can move seamlessly through the secondary to postsecondary system. b. Extension of new or modification of existing Career Technical Assurance Outcomes (CTAOs)/Career Technical Assurance Numbers (CTANs) and time limitations in the submission of new, or extension of existing secondary Career Technical Education courses. c. Approval of Career-Technical Education courses that enable students to transfer agreed upon technical courses to state institutions of higher education does not automatically ensure that the students will be eligible to access such credit. d. If the completion of a course, the institution must certify in good faith that the student has met all of the learning outcomes in the statewide articulation agreement and has passed the applicable course and measurements. e. The student must matriculate in a state institution of higher education with an approved or comparable program within three years of completing the career technical education course or within the currency of the industry certificate or license. f. The alignment requirements of individual institutions and programs are satisfied by the implementation of Career-Technical Credit Transfer outcomes. 							
<div> </div> <div> </div>							

Figure 21

Approval of new career technical education pathway program applications or applications for renewal of existing pathway programs is contingent upon complying with the following Ohio Department of Education and Ohio Department of Higher Education (enables students to transfer agreed upon technical courses) assurances and that evidence of compliance is maintained on file (Figure 17).

To accept the terms and conditions of the Assurances:

Creating School Superintendent

The (application creating) school superintendent must check the box marked Superintendent (Figure 17). Once the Agreed button is selected, there will be a green checkmark and the word “agreed” listed on this page (Figure 18).

Superintendent

☒ Agreed

Figure 22

CTPD Lead Superintendent

The CTPD Lead Superintendent has the choice to agree. If the CTPD Lead does not agree with the assurances on this page, the creating district has the right to appeal the decision to the Ohio Department of Education. Once the Agreed button is selected, there will be a green checkmark and the word “agreed” listed on this page (Figure 19).

CTPD Lead

☒ Agreed

Figure 23

NOTE: To agree to the assurances, you must have the appropriate OEDS Role (Superintendent, Superintendent Designee, CTPD Superintendent, CTPD Superintendent Designee). Should the button not be highlighted with the ability to click, you likely do not have the appropriate OEDS role.

OEDS: <http://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS>.

Status/Flags Tab

The screenshot shows the Ohio Department of Education's web interface. At the top, the header includes the Ohio Department of Education logo, a welcome message for Melissa Peterson, and navigation links like SAFE HOME, ABOUT ODE, STATE AGENCIES, ONLINE SERVICES, and Ohio.gov. Below the header, there's a navigation bar with DASHBOARD, PROVIDER, and COMPLIANCE tabs. The main content area displays the 'Status / Flags' tab for a specific application. A red arrow points to the 'Status / Flags' tab. The application details show 'Module: Provider', 'Program Selected: Career Field Pathway Program Application', and '001958 - Beaver Local High School'. The application type is 'Renewal Applications' and the status is 'Started'. On the right, a 'Status' section shows the current application status as 'Started' and provides options to 'Update Status To: Submitted' or 'Withdrawn'. A red exclamation mark icon is placed over the 'Submitted' link. The 'Status / Flags' tab itself shows 'Available Flags' and 'Applied flags you may remove' sections.

Figure 20



To change the status of the application, selections will be available under Update Status To (Figure 20). If the action is not highlighted in blue, you do not have the ability to choose that status (check OEDS login role). All statuses are included in [Appendix III](#).

Each OEDS role has a specific set of statuses available to that role and are dependent on the relationship with the organization creating the CTE-26 application. This information can be found in [Appendix II](#).

Comments/History Tab

Figure 21

The Comments/History tab is used to share information as part of the CTE-26 application. If an application is sent back for revision, (normally from Tech Prep or Ohio Department of Education Program Specialists) explanations of needed changes will be listed here.

Also, any notes should be listed here as documentation during the CTE-26 application process.

1

How to create a comment.

- Click on Add New Subject (Figure 21).
- A Dialog box will open (Figure 22).
- Click in the Subject text box and create a title for the comment.
- Click in the Comment text box and type the comment.
- Click the green Add button to save the comment.

Figure 22

How to Reply to a comment.

2

- Click on the blue Reply button on the lower right corner of the Comment / History tab
- A Dialog box will open (Figure 23).
- The Subject will be auto-populated with the subject that is being responded to.
- Click in the Comment text box and type the comment.
- Click the green Add button to save the comment.

Figure 23

Industry Credential Only Application Instructions

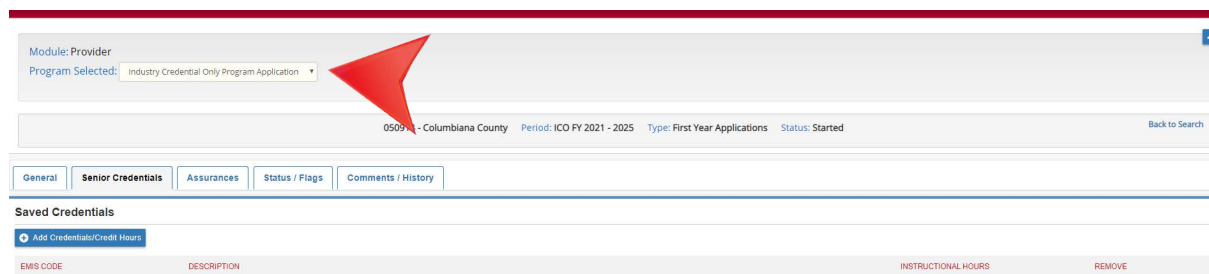


Figure 24

The Industry Credential Only (ICO) application should only be selected for districts implementing Senior Only Credential options. For more information on this programming, follow this link <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Industry-Recognized-Credentials-and-WorkKeys/Senior-Only-Credential-Program-for-Students>. Please review the approved [Industry-Recognized Credentials](#) list on the Ohio Department of Education webpage to ensure you are selecting the most current approved credentials.

1. Click the Add Credentials/Credit Hours button (Figure 24).
2. Under the heading, Select OK to choose the appropriate credential. Next, fill in the Instructional Hours associated with this program (Figure 25).
3. Click the Add button.

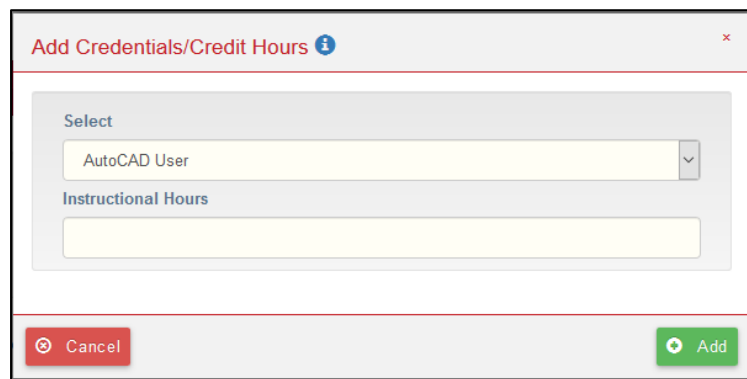


Figure 25

NOTE: ICO programs must include a minimum of 12 credential points in a single career field pathway as designated by the Ohio Department of Education's published list.

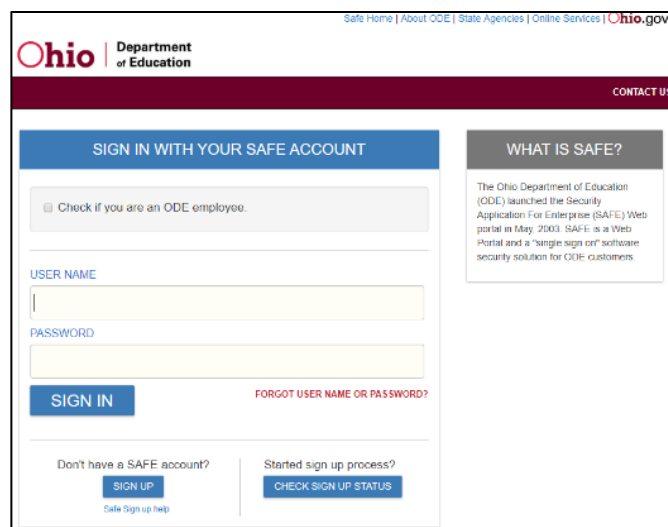
NOTE: The EMIS code will be auto populated when Description is chosen.

NOTE: ICO Applications do not have a Course or Pathway tab, the next tab will be the Assurances tab.

Revising or Editing a Submitted CTE-26 Application

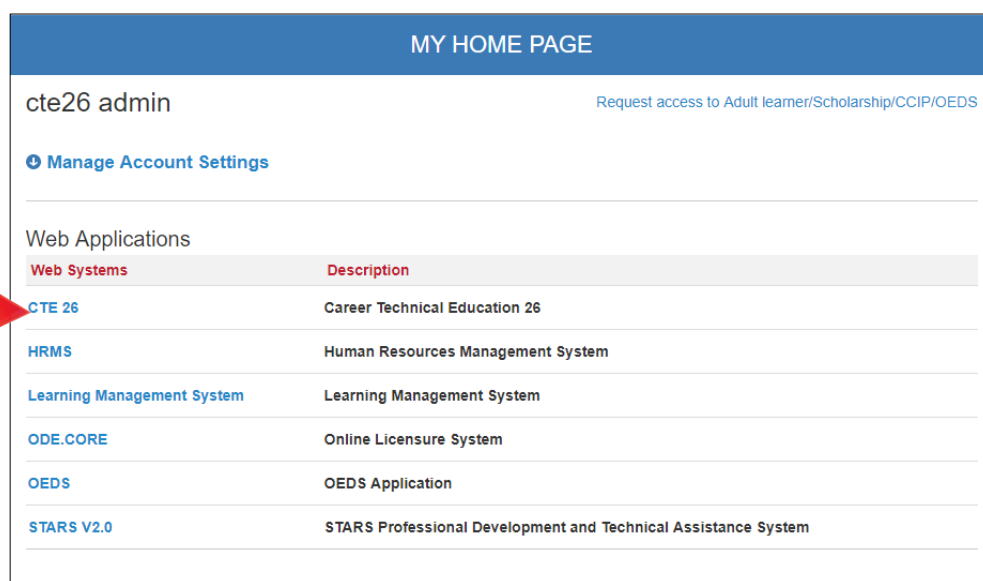
Once a CTE-26 application is submitted, changes may be required. The following section shows the process of editing the application.

1. Login to the SAFE system (figure 26): <https://safe.ode.state.oh.us/portal/>
2. In the Web Applications list locate and select CTE 26 (figure.27).



The screenshot shows the login page for the Ohio Department of Education's SAFE system. The header includes the Ohio Department of Education logo and navigation links. The main content area has a 'SIGN IN WITH YOUR SAFE ACCOUNT' section with a checkbox for ODE employees, fields for user name and password, a 'SIGN IN' button, and a link for 'FORGOT USER NAME OR PASSWORD?'. Below this are links for 'Don't have a SAFE account?' (SIGN UP) and 'Started sign up process?' (CHECK SIGN UP STATUS). A 'WHAT IS SAFE?' sidebar explains the system's purpose.

Figure 26



The screenshot displays the 'MY HOME PAGE' for a 'cte26 admin' user. It includes a 'Manage Account Settings' link and a 'Web Applications' table. A red arrow points to the 'CTE 26' entry in the table.

Web Systems	Description
CTE 26	Career Technical Education 26
HRMS	Human Resources Management System
Learning Management System	Learning Management System
ODE.CORE	Online Licensure System
OEDS	OEDS Application
STARS V2.0	STARS Professional Development and Technical Assistance System

Figure 27

3. Under the Select Organization drop-down menu, check that the correct IRN is selected. If not, you can adjust the IRN here using the drop-down menu (Figure 28).

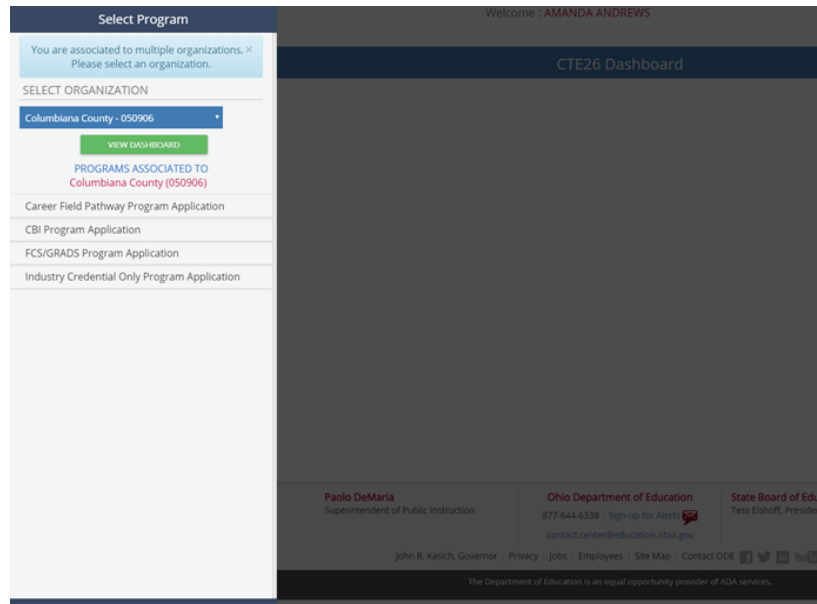


Figure 28

4. Choose the type of program to be edited (Figure 28):

Career Field Pathway Program Application (CFP)
CBI Program Application (Career Based Intervention)
FCS/GRADS Program Application (Family and Consumer Science/Graduation, Reality and Dual-Role Skills)
Industry Credential Only Program Application (ICO)

Ohio Department of Education

Welcome: AMANDA ANDREWS

050906 - Columbiana County

LOGOUT Session Timeout 00:56:08

DASHBOARD PROVIDER COMPLIANCE

Module: Provider

Program Selected: Career Field Pathway Program Application

Provider Search Page

Open Search Application Period: CFP FY 2019 - 2023 Pathway: All County: All Sort Order: Provider Name

Search Results

Returned 7 results.

Print Detailed Report Export to CSV

* - indicates entity is Chartered, Non-Public school

FILTER:

NAME	IRN	CREATED BY	COUNTY	PERIOD	PROGRAM	PATHWAY	STATUS	
Columbiana County	050914	Columbiana County	Columbiana	CFP FY 2019 - 2023	CFP	N1	Approved	Proceed
Columbiana County	050906	Columbiana County	Columbiana	CFP FY 2019 - 2023	CFP	R7	Approved	Proceed
Columbiana County	050906	Columbiana County	Columbiana	CFP FY 2019 - 2023	CFP	A0	Withdrawn	Proceed
Columbiana County	050906	Columbiana County	Columbiana	CFP FY 2019 - 2023	CFP	M3	Approved	Proceed
Columbiana County	050914	Columbiana County	Columbiana	CFP FY 2019 - 2023	CFP	N2	Approved	Proceed

8:17 AM 7/16/2019

Figure 29

5. The Provider Search Page will now populate showing submitted applications of the selected type (Figure 29).
6. Click the Proceed button next to the CTE-26 application you would like to edit.

Appendix I: Getting Started Checklist & Review Links

[CTE-26 Application Resources](#)

[ODE CTE Course Matrix FY2020](#)

[ODE CTE Course Matrix DRAFT FY2021](#)

[ODHE Career-Technical Assurance Guide \(CTAG\)](#)

[Descriptions Ohio Educational Directory System](#)

[\(OEDS\) OEDS Search Link](#)

[Tech Prep Contact Directory by Region](#)

Appendix II: CTE-26 OEDS Login Roles

Please select the appropriate role below when assigning roles based on the permission levels outlined.

Superintendent (Specific District)

- Create / Edit / Submit and APPROVE and Application

Superintendent Designee (Specific District)

- Create / Edit / Submit and APPROVE and Application

Supervisor Career Technical Education General (Specific District)

- Create Application

Director Career Technical Education General (Specific District)

- Create Application

Manager (Community School Only)

- Create Application

Executive Director or Business Manager (Community School Only)

- Application is read-only. Sponsor: Approve, Disapprove, or Correction Needed

CTPD Superintendent (Specific Districts)

- Application is read-only. CTPD: Approve, No Action Taken, or Disapprove an Application

EMIS Coordinator (Specific Districts)

- Search and view applications.

Appendix III: CTE-26 Statuses

Started

Application has officially been created by the owning district. During this phase, the application can be edited, added to, and seen by the Tech Prep regional center representatives.

Correction Needed

This status shows when Tech Prep, District, CTPD or ODE has sent an application back to the creating district for edits or adjustments. Once corrections are made, the next status available will be Resubmitted.

Tech Prep Approved

The Tech Prep regional center staff has evaluated the application and moved it to the next step of the approval process. The next step after Tech Prep approval is District approval.

District Approved

District has approved the application. The next step after District Approved, is CTPD Approved.

CTPD Approved

The supervising CTPD has approved the application, moving it through to ODE approval. No more action is needed by the district on the application unless required by ODE as it is evaluated prior to final approvals.

ODE Approved

Application is officially approved by ODE and is complete for the outlined application years for the program in the application.

Appealed

Creating district has appealed a CTE-26 Denial or No Action Status
Then ODE will create a document to link to for a complete status list.

Approved

Application is officially approved by ODE and is complete for the outlined application years for the designated pathway.

CTPD Approved

The supervising CTPD has approved the application, moving it through to ODE approval. No more action is needed by the district on the application unless corrections are required by ODE as it is evaluated prior to final approvals.

CTPD Disapproved

The supervising CTPD has disapproved the application, and does not wish it to move forward for ODE approval. The creating district has the right to appeal this status. Rational from the CTPD must be provided for this status selection.

Community Sponsor Approved

The Community School Sponsor has approved the application. Application now moves to the CTPD lead for review and approval.

Community Sponsor Disapproved

The Community School Sponsors has sent the Program of Study back to the District for Correction Needed.

No Action Taken

This status will be used should a CTPD not want to approve, nor disapprove, a program application. Rationale from the CTPD must be provided for this status selection. The creating district has the right to appeal this status.

Pending Community Sponsor Approval

This status indicates the need for a Community School Sponsor approval. Community school sponsor roles include Business Manager and Executive Director.

Resubmitted

After an application has been returned for corrections, Resubmitted is the next available action to be taken to begin processing approvals again.

Submitted

The creating district has submitted the application for the first phase of approvals. The next step after Submitted is Tech Prep Approved. Once the application has been submitted, it cannot be edited unless it is sent back for corrections. Should you have questions regarding this step, contact your regional Tech Prep representative. If you are unsure of your representative, follow this link <http://education.ohio.gov/Topics/Career-Tech/College-Tech-Prep/Regional-Center-Points-of-Content>.

Terminated

This status indicates a final action by the Ohio Department of Education.

Withdrawn

District who created the application has withdrawn the application from consideration.

NOTE: Once an application is tied to a building IRN and specific pathway code has been withdrawn, a new application cannot be created with the same IRN and pathway code.