

# Eight-Step Process for Middle School Career-Technical Education Programming

**STEP 1:** Contact your Career-Technical Planning District lead.

**STEP 2:** Discuss program ownership options with your Career-Technical Planning District lead.

**STEP 3:** Discuss possible program options (review CTE26 processes and program approval criteria) <http://education.ohio.gov/Topics/Career-Tech/CTE-Teacher-Prep-and-Licensure/CTE-Forms>.

**STEP 4:** Discuss grade-level options. Consider, beginning courses in grade 7 and continuing the pathway courses into high school

**STEP 5:** Make determination to **provide** or **not provide** middle school career-technical education programming.

*The board of education of a city, local or exempted village school district may adopt a resolution that specifies the district's intent not to provide career-technical education to students enrolled in grades 7 and 8 for a particular school year. The board must submit that resolution to the department by Sept. 30 of that school year for the department to waive the requirement for that district.*

**STEP 5A:** (Those choosing to **not provide**): Adopt local board approved resolution and provide to the department of education by Sept. 30 of that school year. Must be revisited annually

**STEP 5B:** (Those choosing to **provide**): Develop a Career Pathway and Program of Study that reflects the pathway you plan to deliver.

**STEP 6:** Develop & submit CTE26, per established timelines, to your assigned Career-Technical Planning District lead for review and approval.

**STEP 7:** Career-Technical Planning District lead district must review CTE26 application for approval, disapproval or determine to take no action, per established timelines.

**STEP 8:** Career-Technical Planning District lead district shall notify the applicant of its decision by March 1. If the Career-Technical Planning District lead district denies or takes no action on an application, the Career-Technical Planning District member district may appeal to the department of education by March 15. The department must approve or disapprove all applications by May 15.