

Career-Technical Education Business Rules for Career-Technical Planning Districts

Legislation: House Bill 59, Ohio's state budget for the 2014 and 2015 fiscal years.

Summary: \$2 million is available each fiscal year for Career Technical Planning Districts to reimburse individuals taking the GED test for the first time for test fees in excess of \$40. Each Career Technical Planning shall make available and offer career counseling services, including information on adult education programs that are available.

Topic: Career-Technical Planning District requirements for first time 2014 GED® test takers.

Business Rule

1. Career Technical Planning District superintendent must identify a person as a single point of contact for the Ohio Department of Education's GED voucher system.
2. The single point of contact is required to:
 - A. Participate in Ohio Department of Education sponsored training;
 - B. Develop and provide to the Ohio Department of Education a hyperlink to the Career Technical Planning District's landing page (not the school's homepage). The page must contain the criteria outlined below. Submit any URL changes to the Ohio Department of Education as soon as possible.

The webpage must include:

- List of postsecondary, adult and career education programs or a link to the course catalog.
- Contact information:
 - Single point of contact name;
 - Address;
 - Email address; and
 - Phone number.
- Financial aid information
- Links to:
 - OhioMeansJobs: <http://ohiomeansjobs.com/omj/>;
 - O*Net Career Pathways: <http://www.mynextmove.org/explore/ip>;
 - Ohio Department of Education: <http://www.education.ohio.gov>; and
 - Ohio Board of Regents: <http://www.ohiohighered.org>.

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3. Create an internal process to collect information and assure participants are **offered** career and educational guidance using the Ohio Department of Education's Career and Educational Guidance Document (see attachment: ODE-GED0001).
4. Distribute an email to the First Time GED® Test Taker using the Ohio Department of Education's email template (see attachment: ODE-GED0003).
5. Establish an internal process for implementing the Ohio Department of Education's voucher system using the Ohio Department of Education's Career and Educational Guidance Document (ODE-GED0001) and Tracking Form (ODE-GED0002).

The tracking form must include the following:

- A. CTPD name;
 - B. CTPD IRN number;
 - C. Student name;
 - D. Date of birth;
 - E. Voucher number assigned;
 - F. Date voucher assigned;
 - G. Staff assigning voucher.
6. Report data to the Ohio Department of Education by email by the 15th day of each month using the tracking form (ODE-GED0002).