

# FY22 CTE-26 Manual of Operations



Ready for **careers**. Ready for **college**. Skills for a **lifetime**.

**PERKINS** **V**  
#CareerTechOhio

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## Introduction

The Office of Career-Technical has designed the CTE-26 Manual to provide a step-by-step process for completing a CTE-26 provider application. If you still have questions about completing a CTE-26 application after reviewing the document, please contact the Office of Career Technical Education, [CTE-26@education.ohio.gov](mailto:CTE-26@education.ohio.gov).

Local districts will submit renewal applications for programs that are in the last fiscal year of the current approved application as indicated by the CTE-26 System. For example, programs with approval for program period FY2018-FY2022 will renew by March 1, 2022, allowing programs to remain effective FY2023- 2027. Please refer to the current approval period for your program as indicated in the CTE-26 System.

The FY2021 (2020-2021) CTE-26 application is located in the OH|ID account. The following timelines govern the process for submitting new CTE-26 program applications or applications for program renewal. The application process will tentatively open on November 1, 2020.

The lead district in the Career-Tech Planning District (CTPD) is responsible for approving or disapproving a program application no later than March 1, 2021.

Submit the approved program application to the Ohio Department of Education by March 15, 2021. The Ohio Department of Education will review the program application and notify your district of approval or disapproval by May 15, 2021.

## Preface



This section provides information about common icons in the document that are important for proceeding smoothly through the CTE-26 application process. Use these icons to better understand what should be included in the document as well as how to edit the document.



Throughout the examples, you may see two types of icons: 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 information near the edit icons.

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

- Contact your local [College Tech Prep Regional Center Point of Contact](#) consultant if you need any assistance.
- Community School or Career-Technical Planning District (CTPD) member schools should communicate with assigned CTPD Superintendent to discuss the program and the application before and after submitting an application.
- Check the status of an application at any time through the [OHID](#) portal.
- Comments are permanent public record and cannot be deleted or edited.
- Visit the Ohio Department of Education [CTE-26 Process](#) landing page for more resources and information.

## Starting a CTE-26 Provider Application

1. Verify the person creating the CTE-26 application has the appropriate [Ohio Educational Directory System \(OEDS\)](#) roles. See Appendix II for more information.

*NOTE: If you do not have an OH|ID account you can create an account by visiting the [Create OH|ID Account](#) portal.*

2. Login to the [OH|ID](#) system (Figure 1):

(Figure 1)

*NOTE: When beginning a new CTE-26 application, it must be started under the District IRN for the District that owns the pathway. CTPD IRNs cannot be used to create a pathway application.*

4. In the My Sites and Applications list, select CTE-26 (Figure 2):

### My Sites & Applications

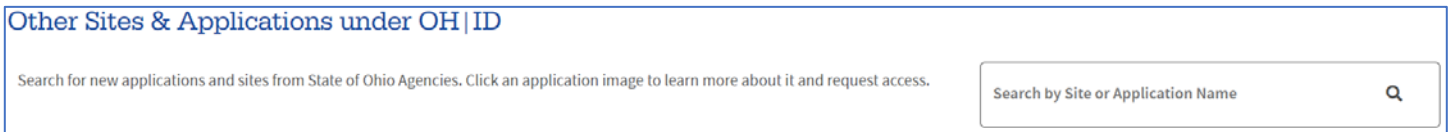
OH|ID has opened a new tab within your browser. When you're finished, you can close this tab to go back.

You have access to the sites and applications listed below. Click the "Go To Site" link under an app to open it. Click the star icon to make your favorite applications appear right on your Dashboard

<b>CCIP</b>	<b>Compliance</b>	<b>CTE-26</b>	<b>Educator Licensure and Records (CORE)</b>
Grant application & planning system	Tracks grant monitoring, program analysis, data	Submit career-tech workforce development plans	Apply, renew, and maintain licenses
<a href="#">Go To Site</a>	<a href="#">Go To Site</a>	<a href="#">Go To Site</a>	<a href="#">Go To Site</a>

(Figure 2)

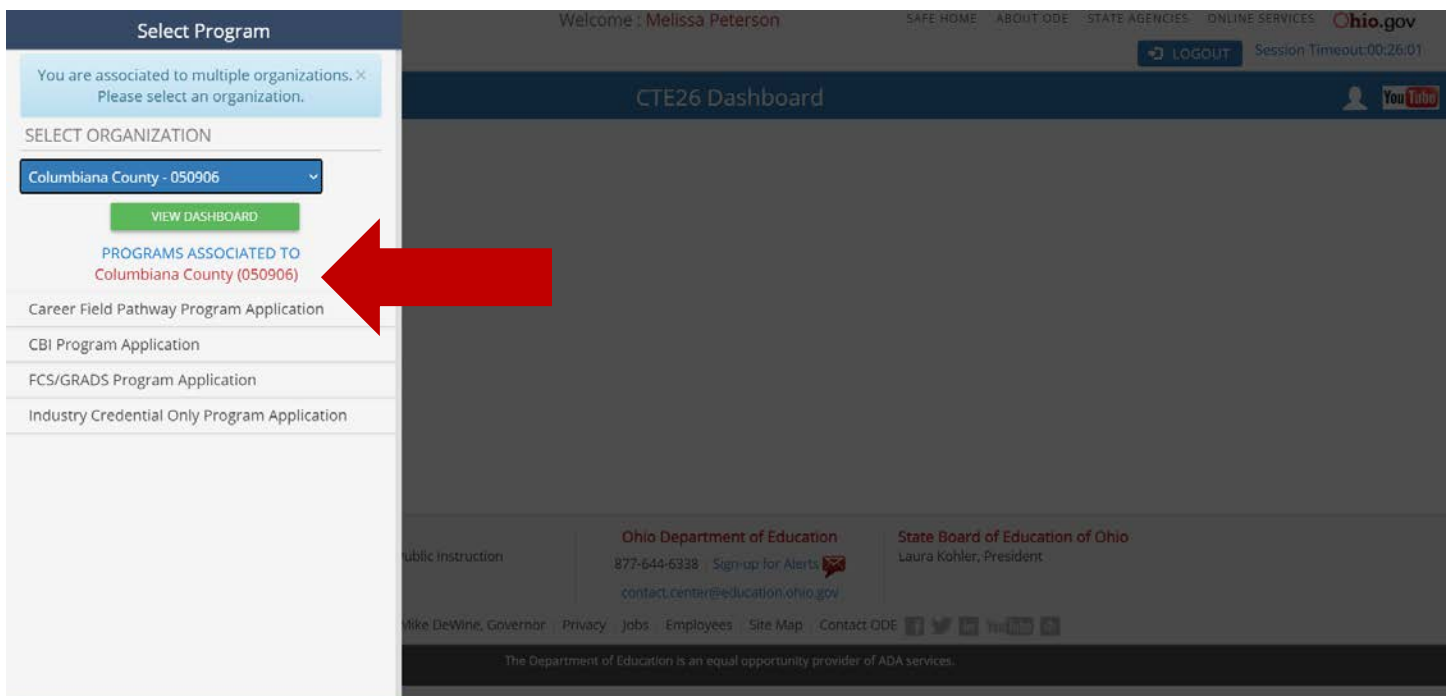
If the CTE-26 application is not available, search for the application by name in the OH|ID My Sites & Applications screen (Figure 3):



(Figure 3)

**NOTE:** If the CTE-26 application does not appear in the OH|ID My Sites & Applications or the search, please verify personnel have the appropriate role assigned in the [Ohio Education Directory System \(OEDS\)](#).

- 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 4).



(Figure 4)

**NOTE:** Remember to choose the District IRN for the district that owns the pathway in this step. CTPD IRNs cannot be used to create a CTE-26 provider application.

- Select your Program Application Type from the drop-down menu at the top left. A new screen will open. Program application types available include (Figure 4):
  - 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)



- Once you choose a program application type, the system will load the Provider Search Page (Figure 5).

Ohio Department of Education

Welcome : Melissa Peterson

SAFE HOME ABOUT ODE STATE AGENCIES ONLINE SERVICES Ohio.gov

050906 - Columbiana County

LOGOUT Session Timeout:00:22:38

DASHBOARD PROVIDER COMPLIANCE

Module: Provider

Program Selected:

Career Field Pathway Program Application

» Search Provider

» New Provider Application

» Renew Provider Application

» Task Management

Provider Search Page

Open Search Application Period: CFP FY 2022 - 2026 Pathway: All County: All Sort Order: Provider Name

Search Results

Returned 8 results.

Print Detailed Report Export to CSV

\* - indicates entity is Chartered, Non-Public school

FILTER:

(Figure 5)

- At the top of the page in the center click Provider, then choose New Provider Application or Renew Provider Application (if renewing an expiring application from the FY 2017-2021 program period.)
- This will open the Terms and Conditions Page.

*NOTE: For [Industry Credential Senior Only Programs](#), please follow instructions on Senior Credentials on page 27.*

## Terms and Conditions

1. At the top of the Read and Accept Terms and Conditions Page you can adjust the type of application (Figure 6).
2. Read the terms and conditions then check the box to agree to the terms.

The screenshot shows the Ohio Department of Education website interface. At the top, there is a navigation bar with the Ohio Department of Education logo, a welcome message for Melissa Peterson, and links for SAFE HOME, ABOUT ODE, STATE AGENCIES, ONLINE SERVICES, and Ohio.gov. A session timeout of 00:24:24 is displayed. Below the navigation bar, there are tabs for DASHBOARD, PROVIDER, and COMPLIANCE. The main content area is titled 'Module: Provider' and 'Program Selected: Career Field Pathway Program Application'. The 'New Provider Application' section includes a link to read terms and conditions, a checkbox for agreement, and a list of instructions. A red arrow points to the 'Associated Orgs' dropdown menu, which is currently set to '050906 - Columbiana County'. A 'Start Application' button is located at the bottom left of the form.

(Figure 6)

3. Select the district that owns the program and is creating the CTE-26 application and click Start Application.
4. Once you select the Start button, scroll down to see the next section.



## Organization Information

**Organization Information**

<p><b>Name:</b> Columbiana County</p> <p><b>Im:</b> 050906</p> <p><b>Phone:</b> (330) 424 - 9561</p> <p><b>Email:</b> Refresh@Fakemail.com</p> <p><b>Application Period:</b></p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">CFP FY 2022 - 2026</div> <p><b>Buildings</b> ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Beaver Local Middle School-001933</div>	<p><b>Taxid:</b> 341081086</p> <p><b>Designate County:</b> Columbiana</p> <p><b>Fax:</b> (330) 424 - 9719</p> <p><b>Web URL:</b> N/A</p> <p><b>Pathways</b> ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">A0 - Agribusiness and Production Systems</div>
---	--

ⓘ

**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 CTE pathway program at the high school level through postsecondary.

**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.

↑

(Figure 7)

1. Select the Application Period of application renewal/creation (Figure 7).
2. Select the Building IRN where the program will be located. This is the location of instruction. Each instructional location requires an application.

Renewal Applications, only buildings with approved programs that will expire at the end of the current fiscal year will appear in the dropdown.

3. For Career Field Pathway Program Applications, select the program pathway code. Renewal Applications, only pathways that will expire at the end of the current fiscal year will appear in the dropdown. Please reference the [FY22 Program and Assessment Matrix](#) for eligible pathway codes.

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

**NOTE: Once the pathway code is selected, it cannot be changed, and the created application cannot be deleted at any time.**

4. Select the pathway type(s) aligned with the secondary and post-secondary program of study. Select all that apply to the application. This indicates the program of study scope to be identified in the application.

Renewal Applications, this area will be pre-populated and can be edited.

- 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, 7<sup>th</sup> and 8th grade level pathway programming must be offered, or each school superintendent or designee must complete a Middle School 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 to an Associate Degree program of study.
  - 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 a secondary pathway to an Adult Technical Training program of study.
  - Apprenticeship  
Select this application to show a secondary pathway to an approved Apprenticeship-Training program of study.
5. Click Submit/Renew Application. This will save the changes and open the General tab of the application.

*NOTE: The CTE-26 database will autosave applications after initial creation. To access created applications, visit the Provider Search screen and select*



## General Tab

General	Courses	Pathway	Labor Market Demand	Docs	Assurances	Status / Flags	Comments / History
<b>Provider</b>							
<b>Name:</b> Beaver Local High School <b>IRN:</b> 001968 <b>WEB URL:</b> N/A <b>County:</b> Columbiana		<b>Phone:</b> (330) 386-8700 <b>Fax:</b> (330) 386-8720 <b>Email:</b> Refresh@Fakemail.com <b>Grade Level Served:</b> 9-12 <b>Tax ID:</b> N/A		<b>District</b> <b>Name:</b> Beaver Local <b>Phone:</b> (330) 385-6831 <b>IRN:</b> 046425		<b>TECH PREP</b> <b>Name:</b> Northeast Tech Prep Regional Center <b>Chief Admin:</b> Sherry Tinker <b>Email:</b> Refresh@Fakemail.com <b>Phone:</b> (330) 672-5863	
<b>Address</b>				<b>Provider/Program Status Info</b>			
<b>Physical Address</b>		<b>Mailing Address</b>		<b>Servicing:</b> Career Field Pathway Program Application <b>Current Status:</b> Started <b>Application Type:</b> Renewal Applications <b>Application Period:</b> CFP FY 2022 - 2026		<b>Application Details</b>	
<b>Address:</b> 46088 Bell School Rd <b>City:</b> East Liverpool <b>State:</b> Ohio <b>Zip:</b> 43920 - 8788		<b>Address:</b> 46088 Bell School Rd <b>City:</b> East Liverpool <b>State:</b> Ohio <b>Zip:</b> 43920 - 8788		<input type="checkbox"/> Middle Level(7th-8th Grade)		<b>GTPD IRN:</b> 200015 <b>Application Category:</b> Renewal	
<input checked="" type="checkbox"/> Secondary to 2 Year Degree (Associates)		<input checked="" type="checkbox"/> Secondary to 4 Year Degree (Baccalaureate)		<input type="checkbox"/> Adult Technical Training / Short & Long Term Certificates		<input type="checkbox"/> Apprenticeship	
<b>Application Created By</b>				<b>Org Details</b>			
<b>Name:</b> Columbiana County <b>IRN:</b> 050906 <b>State:</b> Ohio <b>Phone:</b> (330) 424-9561		<b>Personnel Details</b> <b>Name:</b> Melissa Peterson <b>Email:</b> Refresh@Fakemail.com <b>Phone:</b> (330) 424-1105		<b>Superintendent</b> <b>Name:</b> VIRGIL Willis <b>Phone:</b> (330) 385-6831 <b>Email:</b> Refresh@Fakemail.com			

The information on this page is autopopulated from the OEDS database. If any information is incorrect, it must be updated in OEDS.

(Figure 8)

Review the General tab information (Figure 8). If there is an error in the provider information, changes to this information must be corrected through the Ohio Educational Directory System (OEDS.) Contact the organization’s OEDS-Org Administrator for assistance.

*NOTE: The edit icon next to the Provider section heading may be used to edit the building location of where program instruction will occur.*

*NOTE: Use the edit icon next to the Application Detail section heading to modify the application pathway type(s) aligned to the secondary and post-secondary program of study.*

## Courses Tab

This section describes the process for completing the Courses tab for Career Field Pathway, Career-Based Intervention, and Family and Consumer Science / GRADS program applications.



Select the Courses tab (Figure 9) to start completing a program of study. You will need to enter the courses for both the secondary and post-secondary components.

(Figure 9)

### CTE-Required Technical (MS/HS)

1. Click the Add CTE-Required Technical (MS/HS) course button (Figure 9).

- Select the Grade Level, Course Name, and Code Hours from drop-down menus (Figure 10).
- Click Add to save the selection to the Courses tab.
- Repeat until all CTE required courses are listed.

(Figure 10)

**NOTE:** Renewed applications will automatically populate the CTE-Required Technical courses from the previously approved application that is due to expire at the end of the fiscal year. Populated courses must be reviewed to ensure alignment to the current year eligible curriculum code, and minimum and maximum hours. Courses that were not aligned previously to a statewide articulation agreement CTAG when the initial application was approved may now be CTAG eligible. Courses with ineligible curriculum codes, minimum and maximum hours, or are CTAG eligible should be deleted and the current course information should be added. Reference the [FY22 CTE Program and Assessment Matrix](#) for eligible course information.

**Career Field Pathway Program Application** - Career Field Pathway programs must offer a minimum of four VT or VP testable courses for a combined minimum of 450 hours in a single pathway.

Job Training Coordination (JTC) (M3) pathway applications at a minimum must include (VN) 990405 as the initial course and (VN) 990410 for all subsequent grade levels that a student may enroll in including deferred graduation as a (Yr1/1<sup>st</sup> Sem),(Yr2/2<sup>nd</sup> Sem).

**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. If planning to offer work-based learning for credit, then select 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. For additional information, reference the [Career-Based Intervention Manual of Operations](#).

**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. These focus areas include Food and Nutrition, Human Services, Career, and Individual Development and Environmental Design. For more information, please reference the [Family and Consumer Science](#) page.

## CC-College Credit Opportunities

2. These courses are career-technical courses aligned to postsecondary technical courses for college credit. For example, CTAG, Bilateral Articulated Credit, and College Credit Plus.

Courses that are eligible for CTAG credit with an aligned WebXam will autopopulate in the CC-College Credit Opportunities and Pathway tab. Any non-CTAG course that is eligible as college credit, for example, College Credit Plus or Bilateral Articulation must be added manually using the process below.

- ❑ Import or click the Add College Credit Course button ([Figure 9](#)).
- ❑ Select the Grade Level ([Figure 11](#)).
- ❑ Click in the Name box and type the course name. Use the 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.

(Figure 11)

*NOTE: A program of study must identify a minimum of three college credit hours aligned to the technical degree track in a Career Field Pathway program.*



## PT-Post-Secondary Technical/Adult Technical Training Courses

3. This section adds Postsecondary Technical or Adult Technical and Academic courses and recommended non-career technical courses associated with the secondary pathway program of study and aligned postsecondary program of study through the first four semesters of the degree/certificate track.

- ❑ Select Import or Add the Post-Secondary Technical/ Adult Technical Course button [\(Figure 9\)](#).
- ❑ Select the Grade Level [\(Figure 12\)](#).
- ❑ Click in the Name box and type the course name. Use the college course catalog for course number and title.
- ❑ Click Add to save the selection to the Courses tab.
- ❑ Repeat until all Post-Secondary Technical/Adult Technical courses are listed.

[\(Figure 12\)](#)

**NOTE:** Applications are not required to list all General Education Credits only those recommended academics and technical electives.

## IA-Recommended Integrated Academics (MS/HS) Course(s)

4. In this section identify all non-technical secondary courses that are appropriate to the career field pathway program of study to show the integration of academic courses that enhance the program of study. Program applications must show secondary academic alignment.

- ❑ Select Import or Add Recommended Integrated Academic Course(s) button [\(Figure 9\)](#).
- ❑ Select the Grade Level [\(Figure 13\)](#).
- ❑ Click in the Name box and type the course name.
- ❑ Click Add to save the selection to the Courses tab.
- ❑ Repeat until all Recommended Integrated Academic Course(s) is(are) listed.

×
Add New Course

Recommended Integrated Academics (MS/HS) ⓘ


**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

⊘ Cancel
➕ Add

[\(Figure 13\)](#)

*NOTE: Courses in this section should be secondary academics that are integrated into the overall program of study.*

## Single CTE

5. This section is to add a Single CTE course when not executing a complete career field pathway program in a single provider location. A Single CTE course must be aligned to an approved program of study with an approved provider. This course cannot be a duplicate of the approved provider's program of study. All required courses in the provider's approved program of study must be verified in the application.
- ❑ Click the Add Single CTE Course button [\(Figure 9\)](#).
  - ❑ Select the Grade Level [\(Figure 14\)](#).
  - ❑ Click in the Name box and type the course name.
  - ❑ Click the Add button to save the selection to the Courses tab.
  - ❑ Repeat until all Single CTE Courses are listed.

(Figure 14)

## Importing Prior Application Courses

The CTE-26 system allows you to import course information from existing approved CTE-26 applications into the currently open CTE-26 application. The Import Courses feature has built-in filters that allows courses to be sorted by program year, pathway code, course name, or grade level.

- ❑ Click the Import button for the area you want to import courses into [\(Figure 9\)](#).
- ❑ Check the box of each course to be imported to the chosen area [\(Figure 15\)](#).
- ❑ Click Import Courses when you are finished. This will import selected courses into the Courses Tab.

FISCAL YEAR	PATHWAY	COURSE NAME	CURRICULUM CODE	GRADE LEVELS	IMPORT
Career Field Pathway Program Application FY 2016 - 2020	E1	EPSY 29525 Educational Psychology		Post Yr2/Se1	<input type="checkbox"/>
Career Field Pathway Program Application FY 2016 - 2020	E1	ITEC 19525 Educational Technology		Post Yr2/Se2	<input type="checkbox"/>
Career Field Pathway Program Application FY 2016 - 2020	E1	Kent Core Requirement		Post Yr2/Se2	<input type="checkbox"/>
Career Field Pathway Program Application FY 2016 - 2020	E1	Kent Core Requirements		Post Yr2/Se1	<input type="checkbox"/>
Career Field Pathway Program Application FY 2016 - 2020	E1	Kent Core Requirements		Post Yr1/Se1	<input type="checkbox"/>
Career Field Pathway Program Application FY 2016 - 2020	E1	Kent Core Requirements		Post Yr1/Se2	<input type="checkbox"/>
Career Field Pathway Program Application FY 2016 - 2020	E1	MATH 11010 Algebra for Calculus		Post Yr1/Se2	<input type="checkbox"/>
Career Field Pathway Program Application FY 2016 - 2020	E1	MATH 11022 Trigonometry		Post Yr2/Se1	<input type="checkbox"/>

(Figure 15)

- ❑ Repeat with each section until all desired courses are imported.

## Pathway Tab

A minimum of three semester credit hours of college credit opportunities aligned to the technical content of the secondary Career Field Pathway program of study must be identified. Credit type may be awarded through College Credit Plus courses, Statewide Articulation CTAGS, or local Bilateral Articulation agreements.



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

Transfer Career Technical Credit i

+ Add Course

COURSE NAME	POST SECONDARY INSTITUTION <span style="font-size: small;">i</span>	CREDIT TYPE	CREDIT HOURS	REMOVE
EIEC 1110 Continuum of Early Childhood Development	Bowling Green State University	Bilateral	3	<span style="color: red; font-weight: bold;">x</span>
EDTL 2300 Intro to Educational Technology	Bowling Green State University	College Credit Plus	2	<span style="color: red; font-weight: bold;">x</span>
CTEDU007 - Introduction to Education	Statewide Articulation	CTAG	3	

(Figure 16)

NOTE: CTAG credit courses will automatically populate from the Courses Tab when aligned with a WebXam Assessment. Any CTAG credit not aligned to an end-of-course WebXam, College Credit Plus course, or Bilateral Articulation agreement will be added using the process below. CBI, FCS, and JTC are not required to complete the Pathway Tab.

- Click the Add Course button (Figure 16).
- Enter the College Credit Course Name. Use the college course catalog for course number and title.
- Enter the Post-Secondary Institution that will award the credit (Figure 17).
- Using the Credit Type drop-down to select the type of credit to be awarded.
- Use the Credit Hours drop-down box to choose the number of semester credit hours to be awarded.
- Repeat with each section until all post-secondary credit options are entered.

Add New Course x

Add Course to Transfer Career Technical Credit i

**User Entered Course Name**

**Post Secondary Institution**

**Credit Type**

Select types... v

**Credit Hours**

1 v

Cancel
+ Add

(Figure 17)

## Labor Market Demand Tab

Labor Market Data is automatically populated with statewide in-demand and critical occupation data provided by the Ohio Department of Job and Family Services. Each pathway description is aligned to occupation codes generally used by the business and industry sectors associated with the selected career-field pathway of the application.

Pathway Description: E1 - Teaching Professions

**Top Jobs**

OCCUPATION	ONET CODE	NO. OF POSTINGS	IN-DEMAND	MEDIAN ANNUAL WAGE
Education Administrators, Preschool and Childcare Center/Program	11-9031.00	320	Yes	\$43190
Educational, Guidance, School, and Vocational Counselors	21-1012.00	1220	Yes	\$53680
Elementary School Teachers, Except Special Education	25-2021.00	893	Yes	\$64470
Kindergarten Teachers, Except Special Education	25-2012.00	72	Yes	\$57460
Preschool Teachers, Except Special Education	25-2011.00	3504	Yes	\$27170
Self-Enrichment Education Teachers	25-3021.00	176	Yes	\$32530
Special Education Teachers, All Other	25-2059.00	19	Yes	\$38410
Special Education Teachers, Kindergarten and Elementary School	25-2052.00	246	Yes	\$56070
Special Education Teachers, Preschool	25-2051.00	5	Yes	\$68950
Teacher Assistants	25-9041.00	1018	Yes	Unavailable*

**Other Occupation(s)**

OCCUPATION	ONET CODE	NO. OF POSTINGS	IN-DEMAND	MEDIAN ANNUAL WAGE
Adapted Physical Education Specialists	25-2059.01	4	No	\$38410
Adult Basic and Secondary Education and Literacy Teachers and Instructors	25-3011.00	47	No	\$48710
Agricultural Sciences Teachers, Postsecondary	25-1041.00	35	No	\$95770
Anthropology and Archeology Teachers, Postsecondary	25-1081.00	16	No	\$86450
Architecture Teachers, Postsecondary	25-1031.00	62	No	\$82630
Archivists	25-4011.00	32	No	\$49380
Area, Ethnic, and Cultural Studies Teachers, Postsecondary	25-1062.00	45	No	\$72430
Art, Drama, and Music Teachers, Postsecondary	25-1121.00	258	No	\$70370
Atmospheric, Earth, Marine, and Space Sciences Teachers, Postsecondary	25-1051.00	19	No	\$87410
Audio-Visual and Multimedia Collections Specialists	25-9011.00	1	No	Unavailable*

**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)

If the pathway selected does not display more than one occupation code in the Top Jobs data. Provider applicants must answer the following questions and provide local demand evidence to support the career field pathway application in the Docs tab.

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

When complete, select Save Answers. Upload all relevant support documents related to the labor market demand questions under the Docs tab.



## Docs Tab

The screenshot shows a web application interface with a navigation bar at the top containing tabs: General, Courses, Pathway, Labor Market Demand, Docs, Assurances, Status / Flags, and Comments / History. A red arrow points to the 'Docs' tab. Below the navigation bar, there are two main sections. On the left, 'Uploaded Document Type' lists three categories with red warning icons: 'Decision to renew program supporting docs', 'Career and postsecondary opportunities for pathway', and 'Labor market demand evidence for pathway'. On the right, 'Documents On File' has buttons for 'Upload Document(s)', 'Import Document(s) From Other Programs', and 'Delete Document(s)'. It includes a 'SHOW 5 ENTRIES' dropdown, a 'FILTER ON DOCUMENTS' search box, and a table with columns: NAME, TYPE, DATE UPLOADED, REVIEWED, HISTORY, and DELETE. The table currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

(Figure 19)

Programs of Study that do not meet the statewide criteria for “In-demand Occupation” will be required to ensure the program of study meets the requirements of the Perkins V legislation. Recipients will need to display local or regional demand to be permitted to use Perkins funds for these specific pathways. Applications will include answers to narrative questions and must show they meet four of six elements of evidence.

## Narrative Questions

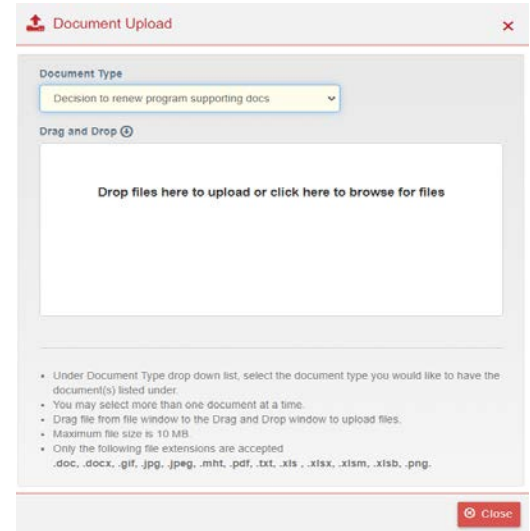
1. What drove your decision to apply for or renew this program of study?
2. What career pathway would you expect students to follow who graduate from this pathway?
3. Programs of study must be tied to labor market demand. How does this program of study align with local labor market needs?

## Elements of Evidence

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

Insufficient evidence does not automatically disqualify a program from state approval for supplemental career-technical state funding. However, the program will be ineligible for use of Perkins V Federal funding by the local recipients.

- ❑ To add a document, select the Upload Document (Figure 19).
- ❑ Click on the Document Type drop-down and select the question the evidence is regarding (Figure 20).
- ❑ Drag and drop the file from the desktop or click the screen to browse files.
- ❑ Repeat this process until a minimum of four elements of evidence are uploaded in the Docs Tab. (Figure 21)



(Figure 20)

Please indicate Yes or No	Evidence to Submit
	25% of students in the pathway are participating in Work-Based Learning experiences.
	50% of students are placed in industry-relevant jobs or programs within 6 months after graduation.
	70% of students are attaining 12 points of industry-recognized credentials in the relevant career field.
	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.
	More than 90% post program placement (not limited to industry-relevance).
	At least 2 letters from industry partners indicating future intent to hire students from the pathway.
	<b>Has the School Submitted Evidence for at least four (4) of the six (6) criteria?</b>

(Figure 21)

# Assurances Tab



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

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**Assurances**

**Ohio Department of Education Assurances**

Approval of new Career-Technical Education pathway program applications 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.

- 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) (i)
  - The program is aligned with state, regional, and local economic growth priorities and demands for employment while preparing students for careers that generate a sustaining wage. OAC 3301-61-03 (D) (1), OAC 3301-61-03 (D) (2)
  - Availability of the program within the career-technical planning district must be considered in conjunction with current programming in the CTED, demand for the careers students are being prepared for and enrollment trends.
- Quality of Program.** ORC Sec. 3317.161 (C) (1) (b)
  - 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.
  - Complies with guidelines from other state agencies as appropriate regarding coursework, licensure, and instruction. OAC 3301-61-03 (D)(3)
  - Address the state board of education approved 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)
  - Reflects Ohio's state board of education approved core learning standards (http://www.education.ohio.gov) in mathematics, English language arts, science, and social studies. OAC 3301-61-03 (D)(6)
  - Provide multiple measures to assess student attainment of academic and technical content standards (http://www.education.ohio.gov), including, but not limited to state board of education approved technical assessments, assessments for state recognized national credentialing/certifications where applicable and accrediting association and/or licensing agency examinations where appropriate. OAC 3301-61-03 (D)(7)
  - Technical and academic course offerings must be designed in an Ohio State Department of Education approved program of study that meets state approved graduation requirements (http://www.education.ohio.gov), creates an educational pathway for at least grades nine through twelve and identifies postsecondary and employment options. OAC 3301-61-03 (D)(9)
  - Career-technical advisory committees reflecting career fields and authorized by local boards of education shall engage business/industry and postsecondary representatives and solicit input from professional associations, labor, government, and the community. Advisory committees shall identify new and emerging careers, review current programs or curriculum, assessment, work-based learning, facilities and equipment, and engage educators to improve and expand programs, and ensure the quality of the program using the Ohio state department of education's quality program standards (http://www.education.ohio.gov). OAC 3301-61-03 (E)
  - Coursework includes articulated credit that is related to the secondary program of study and postsecondary career fields. Postsecondary credit is transcribed no later than following the conclusion of the academic term in which the student has met the postsecondary residency requirements; Perkins V, Title I, SEC. 134 (b) (7)
  - The program uses a state approved program of study. Perkins V, Title I, SEC. 134 (b) (2) (B)
  - Ensures students have access to career-technical student organizations. OAC 3301-61-03 (D) (4)
- Admission requirements of lead district.** ORC Sec.3317.161 (C) (1) (d)
  - 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)

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**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.

- 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.**
- An institution submitting Career-Technical Education courses that enable students to transfer agreed upon technical courses to state institutions of higher education shall:**
  - Submit such courses in accordance with Ohio Revised Code Section 3333.162(B);

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 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 agreement and transfer initiative course equivalency system required by section 3333.16 of the Revised Code.

- Affirm that the institution is offering educational services that is part of a statewide career-technical education.
- Utilize guidance documents provided by the Ohio Department of Higher Education that provide the statewide learning outcomes (and where applicable, institutional resources) and cover such topics with students in the teaching and learning environment.
- The institution will work with the Ohio Department of Higher Education to submit and maintain evidence of current program accreditation or charter, and instructor certification or licensure, 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 Guides (CTAGs) and are equivalent enough to facilitate seamless articulation and transfer.
- Share any associated documents and materials with colleagues within the institution that are teaching the same courses for which institutional approval might be granted.

- An institution submitting Career-Technical Education courses that enable students to transfer agreed upon technical courses to state institutions of higher education acknowledges that:**
  - The goal of statewide articulation and transfer is to teach a common set of statewide learning outcomes so that students can move seamlessly through the secondary to postsecondary system.
  - The creation of new, or modification of existing, Career-Technical Assurance Guides (CTAGs)/Career-Technical Assurance Numbers (CTANs) may result in the submission of new, or re-submission of existing, secondary Career-Technical Education courses.
  - 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 students will be eligible to access such credit.
    - At the completion of (a) courses), 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 appropriate course and measurements.
    - The student must matriculate to 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.
    - The admission requirements of individual institutions acceptor programs are unconflicted by the implementation of Career-Technical Credit Transfer business.

Superintendent  CTPD Lead

(Figure 22)

New applications or renewals of existing secondary career-technical education pathway programs are facilitated through the Career-Technical Education-26 application process. Approval is contingent upon complying with the Ohio Career-Technical Program of Study Assurances (Figure 22), which addresses a variety of quality elements that are derived and aligned to Ohio Revised Code, Ohio Administrative Code, Perkins IV/V and are State Board of Education approved.

To accept the terms and conditions of the Assurances:

## Superintendent for the school creating the CTE-26

The school superintendent must check the box marked Superintendent (Figure 22). After the "I Agree" button is selected, a green checkmark and the word "agreed" are listed (Figure 23). (Figure 23)

Superintendent  Agreed

### 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 24).

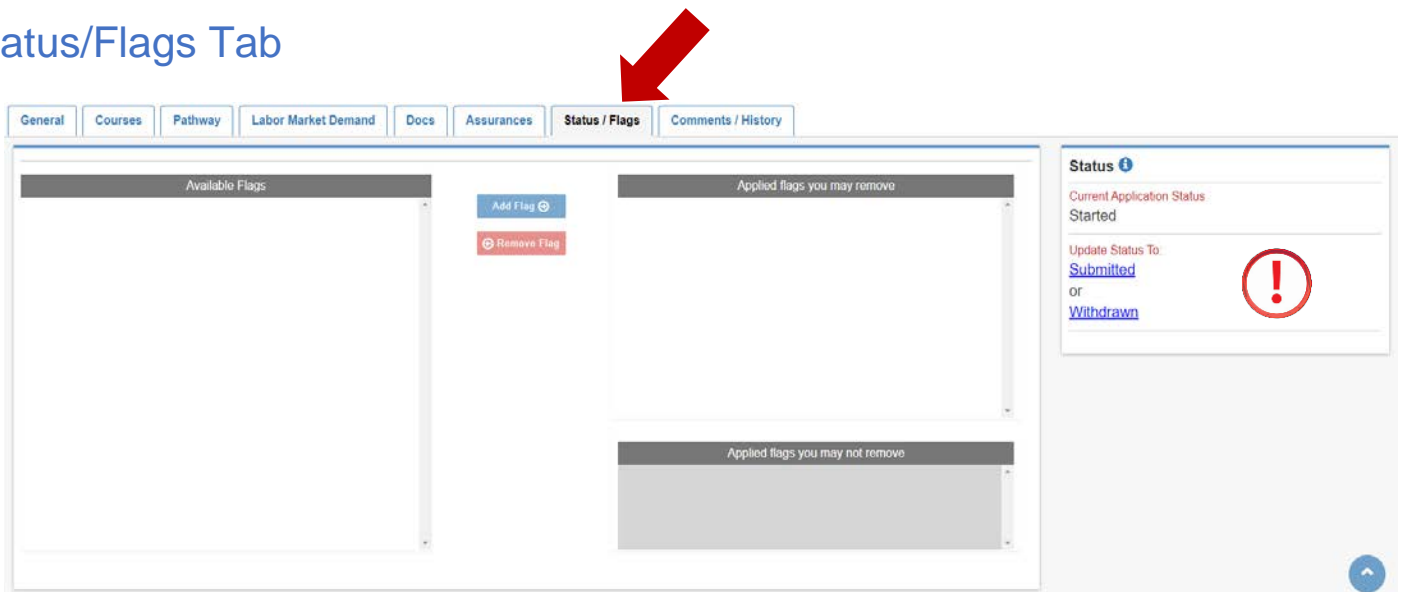
CTPD Lead

 **Agreed**

(Figure 24)

*NOTE: To agree to the assurances, you must have the appropriate Ohio Education Directory System (OEDS) role of Superintendent, Superintendent Designee, CTPD Superintendent, or CTPD Superintendent Designee. Should the button not be highlighted with the ability to click, review the IRN associated with the action to be completed.*

### Status/Flags Tab



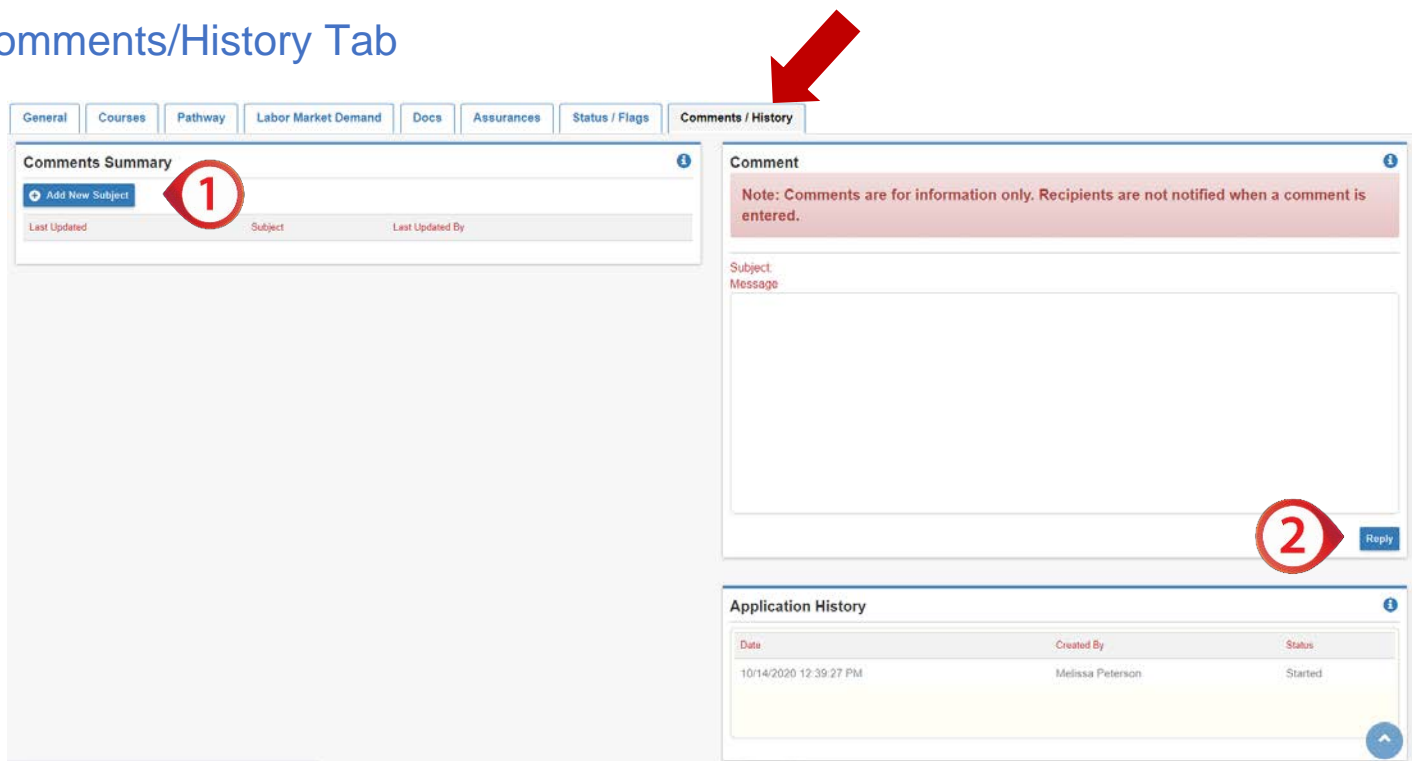
(Figure 25)



To change the status of the application, selections will be available under Update Status To (Figure 25). If the action is not highlighted in blue, you do not have the ability to choose that status (check OEDS login role). All statuses definitions 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

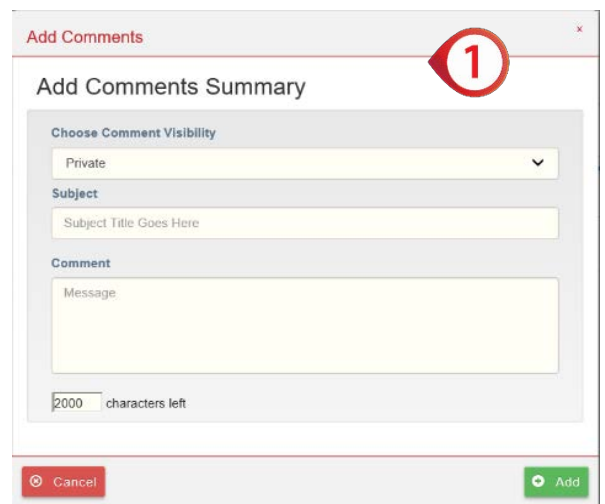


(Figure 26)

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. Any issues or concerns should be listed here as documentation during the CTE-26 application process.

How to create a comment.

- ❑ Click on Add New Subject (Figure 26).
- ❑ A Dialog box will open (Figure 27).
- ❑ 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.

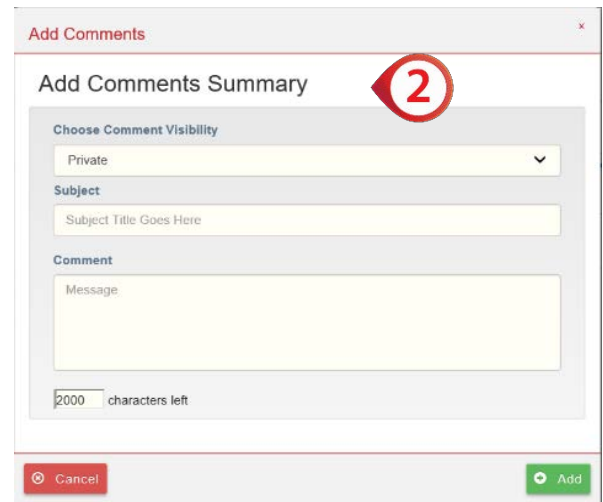


(Figure 27)



## How to Reply to comment.

- ❑ Click on the blue Reply button on the lower right corner of the Comment / History tab (Figure 26)
- ❑ A Dialog box will open (Figure 28).
- ❑ 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.



The screenshot shows a dialog box titled "Add Comments" with a close button in the top right corner. Below the title bar is the "Add Comments Summary" section, which includes a "Choose Comment Visibility" dropdown menu set to "Private", a "Subject" text box containing "Subject Title Goes Here", and a "Comment" text box containing "Message". A red circle with the number "2" is overlaid on the "Add Comments Summary" title. At the bottom of the dialog are "Cancel" and "Add" buttons.

(Figure 28)



## Industry Credential Senior Only Application

Module: Provider  
 Program Selected: Industry Credential Only Program Application

050914 - Columbiana County    Period: ICO FY 2021 - 2025    Type: First Year Applications    Status: Started    Back to Search

General    **Senior Credentials**    Assurances    Status / Flags    Comments / History

Saved Credentials

+ Add Credentials/Credit Hours

EMIS CODE	DESCRIPTION	INSTRUCTIONAL HOURS	REMOVE
-----------	-------------	---------------------	--------

(Figure 29)

The Industry Credential Only (ICO) application should only be selected for districts implementing [Senior Only Credential Programs](#).

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 29).
2. Select the credential to be added to the application from the drop-down menu.
3. Add the Instructional Hours associated with this credential (Figure 30).
4. Click the Add button.

Add Credentials/Credit Hours ⓘ

Select

AutoCAD User

Instructional Hours

Cancel    Add

(Figure 30)

**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 autopopulated. Verify the selected credential and subject code in the current [EMIS manual](#).

## Appendix I: Resource Links

- ❑ [CTE-26 Application Resources](#)
- ❑ [FY22 Program and Assessment Matrix](#)
- ❑ [Career-Technical Assurance Guide \(CTAG\)](#)
- ❑ [Ohio Educational Directory System \(OEDS\) Search](#)
- ❑ [Ohio College Tech Prep Regional Center Points of Contact](#)

## 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 Status Definitions

### **Started**

The application has officially been created by the district that owns the program. 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**

The 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**

The 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**

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

### **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 to this status. The rational from the CTPD must be provided in the history/comments section.

**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 district that created the application 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.

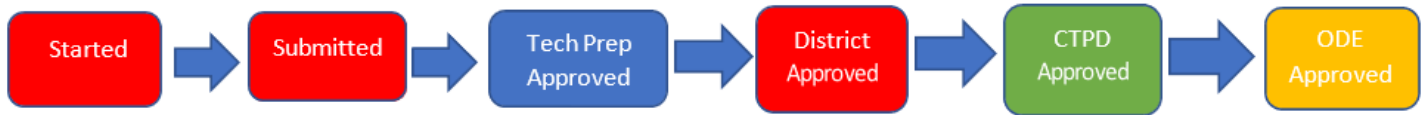
**Withdrawn**

The district who created the application has withdrawn the application from consideration.

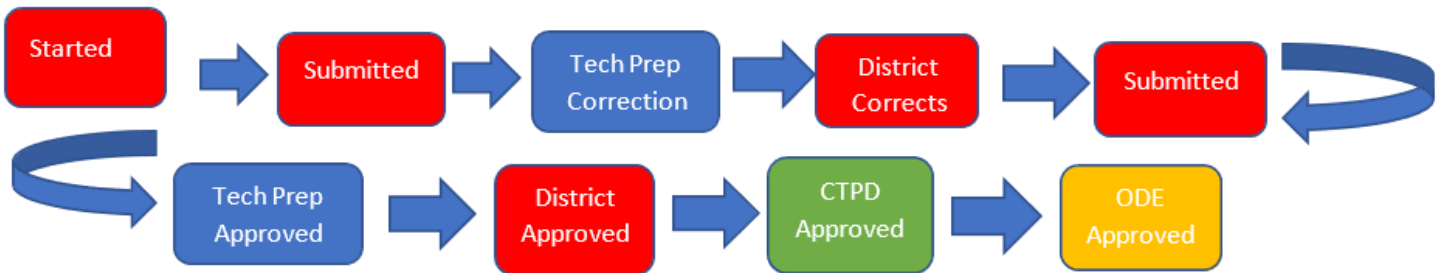
NOTE: Once an application is tied to a building IRN and a specific pathway code has been withdrawn, a new application cannot be created with the same IRN and pathway code.

## Appendix IV: Application Workflow

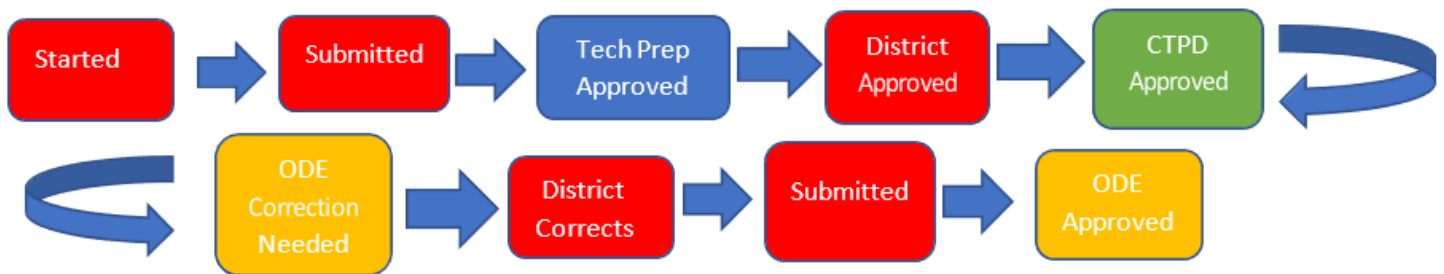
### Standard Approved Application



### Correction Needed (from Tech Prep) Application



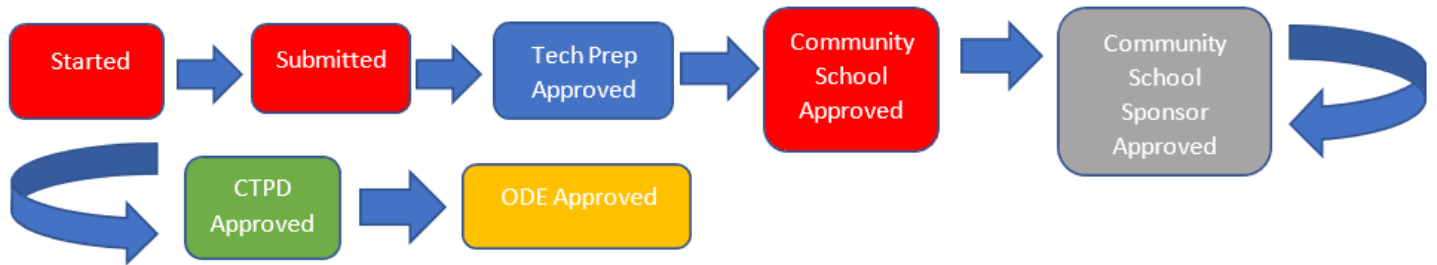
### Correction Needed (from ODE) Application



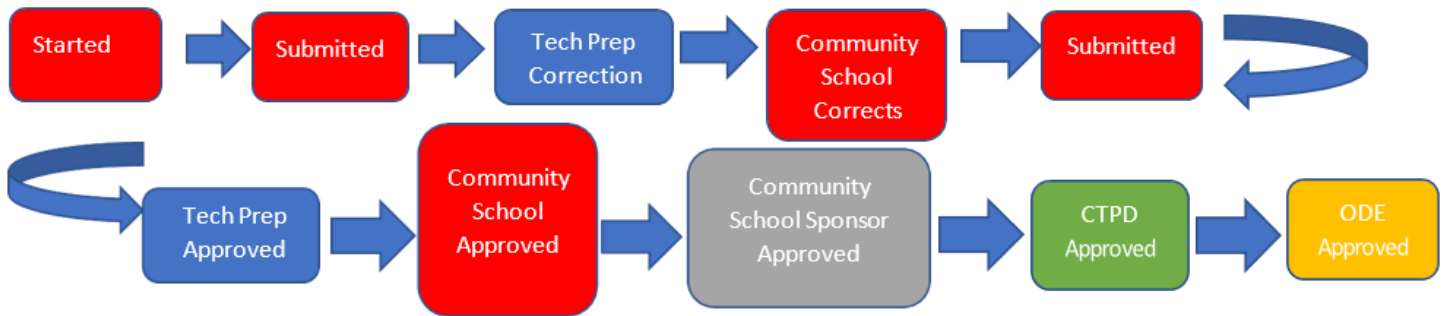
■ District/Community School Level 
 ■ Tech Prep Level 
 ■ CTPD Level 
 ■ ODE Level 
 ■ Community School Sponsor Level



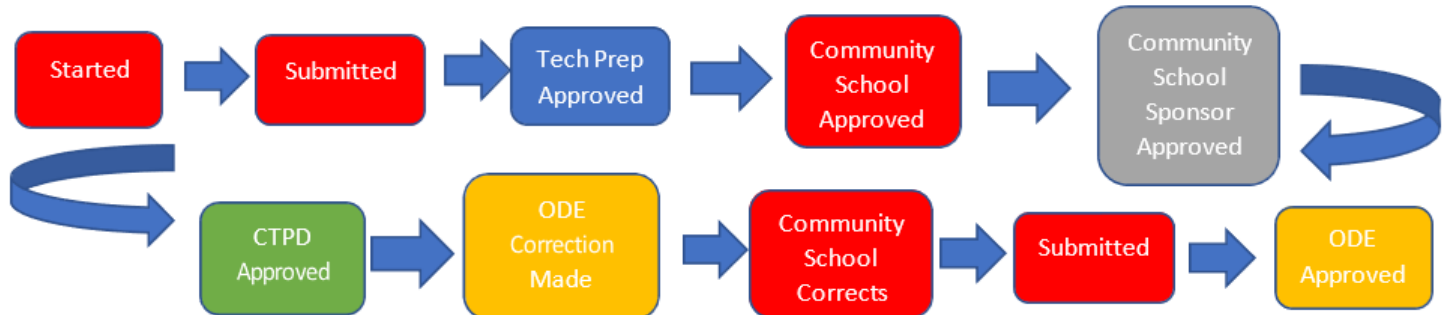
### Community School Approved Standard Application



### Correction Needed (from Tech Prep) Community School Application

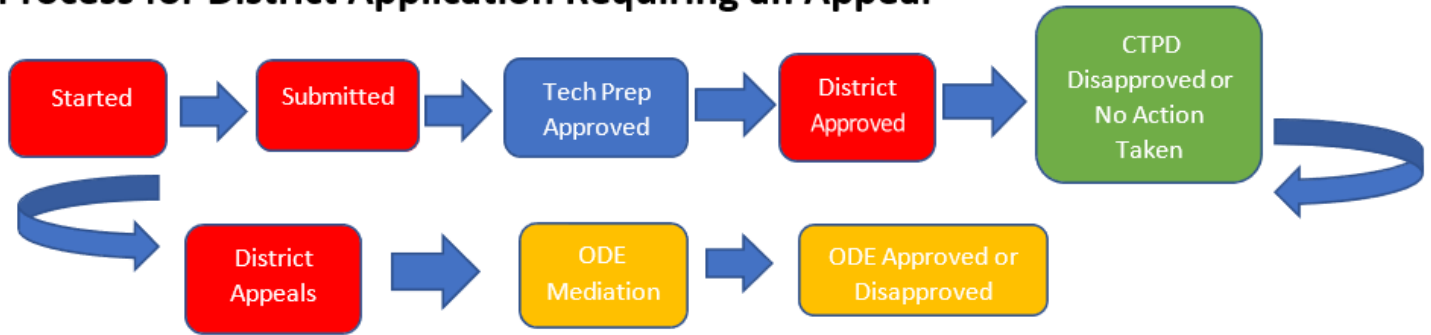


### Correction Needed (from ODE) Community School Application

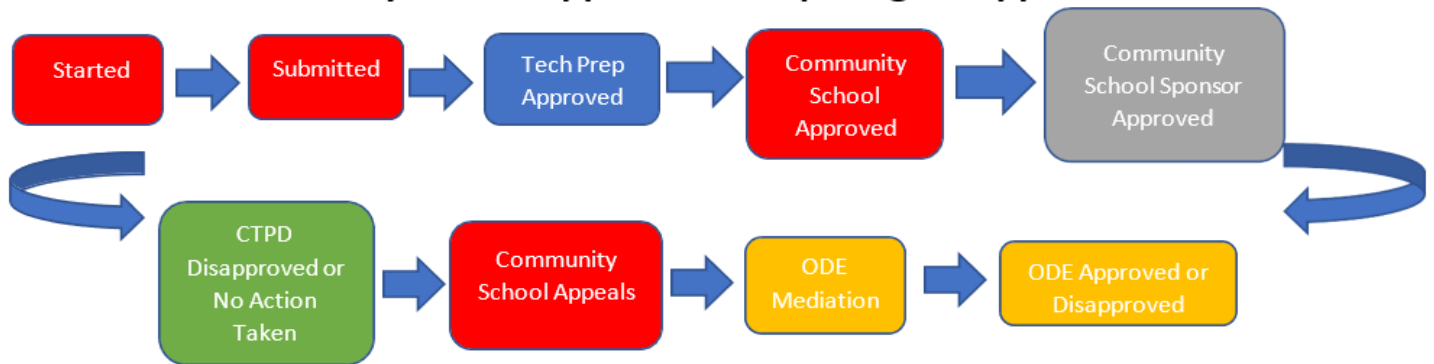


■ District/Community School Level 
 ■ Tech Prep Level 
 ■ CTPD Level 
 ■ ODE Level 
 ■ Community School Sponsor Level

### Process for District Application Requiring an Appeal



### Process for Community School Application Requiring an Appeal



■ District/Community School Level 
 ■ Tech Prep Level 
 ■ CTPD Level 
 ■ ODE Level 
 ■ Community School Sponsor Level