FY2023 CTE-26 Manual of Operations
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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 there are still questions about completing a CTE-26 application after reviewing the document, please contact the Office of Career Technical Education, 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 the program as indicated in the CTE-26 System.

The FY2023 (2022-2023) 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, 2021.

The lead district in the Career-Tech Planning District (CTPD) is responsible for approving or disapproving a program application no later than March 1, 2022.

Submit the approved program application to the Ohio Department of Education by March 15, 2022. The Ohio Department of Education will review the program application and notify the district of approval or disapproval by May 15, 2022.
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 to include in the document as well as how to edit the document.

Throughout the examples, there are 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 the user to edit information near the edit icons.

Additional items to consider before submitting the application for approval:

- Contact the local College Tech Prep Regional Center Point of Contact consultant for assistance.
- Community School or Career-Technical Planning District (CTPD) member schools should communicate with assigned Career-Technical Planning District Superintendent to discuss the program and the application before and after applying.
- 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: Create an account by visiting the Create OH|ID Account portal.

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

   ![OH|ID login form]

3. Prior to beginning an application, please have available:
   - The Information Retrieval Number (IRN) for the District Creating the Application
   - Building Information Retrieval Number (IRN)
   - Pathway Code
   - Career-Technical Education pathway code (FY2023 Program and Assessment Matrix)

   NOTE: When beginning a new CTE-26 application, the application must start under the District Information Retrieval Number (IRN) for the district that owns the pathway. Career-Technical Planning District Information Retrieval Numbers (IRNs) cannot be used to create a pathway application.

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

OTHER SITES & APPLICATIONS UNDER OH|ID

Search for new applications and sites from State of Ohio Agencies. Click an application image to learn more about it and request access.

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).

5. Under the Select Organization drop-down menu, check that the correct district Information Retrieval Number (IRN) is selected. If not, select the correct Information Retrieval Number (IRN) from the drop-down menu (Figure 4).

NOTE: Remember to choose the District Information Retrieval Number (IRN) for the district that owns the pathway in this step. Career-Technical Planning District Information Retrieval Numbers (IRNs) cannot be used to create a CTE-26 provider application.
6. Select the 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)

7. Once a program application type is selected, the system will load the Provider Search Page (Figure 5).

8. 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 2018-2022 program period.)

9. 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 the user can adjust the type of application (Figure 6).

2. Read the terms and conditions then check the box to agree to the terms.

3. Select the district that owns the program and is creating the CTE-26 application and click Start Application.

4. Once the Start button is selected, scroll down to see the next section.
1. Select the **Application Period** of application renewal/creation *(Figure 7).*

2. Select the **Building** where the program will be located. This is the location of instruction. Each instructional location requires an application.

   For 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. Please reference the [FY2023 Program and Assessment Matrix](#) for eligible pathway codes.

   For Career Based Intervention (CBI), Family Consumer Sciences (FCS) and Industry Credential Only (ICO) applications, the applicant does not have to choose a pathway code. For Industry Credential Only, 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.
4. Select the pathway type(s) aligned with the secondary and post-secondary program of study. Select all that applies 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 career-technical education courses will be offered as a component of an approved Career-Technical education program in a district or school. (Restriction: For middle level Career-Technical education courses to be approved, 7th 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 Career-Technical education 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 associate degree with six semesters.

- **Adult Technical Training/Short & Long-Term Certificates**
  Select this pathway to show a secondary pathway with an agreement with an Ohio Technical College or Community College for transition to a postsecondary pathway leading to Adult Technical Training and/or Short or Long-Term Certificate that is at least one year (two semesters) of postsecondary study.

- **Apprenticeship**
  Select this application to show a secondary pathway transitioning to an approved Pre-Apprenticeship.

5. Click Submit. 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*
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. Enter the courses for both the secondary and post-secondary components.

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 Career-Technical education required courses are listed.
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 for accuracy and district changes. Reference the FY2023 Career-Technical Education 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, these programs 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 (Yr1/1st Sem), (Yr2/2nd Sem).

Career-Based Intervention (CBI) Program Application - All Career-Based Intervention programs must select the Career-Based Intervention Related Instruction course (252525, VN, 120-280 hours) for each grade in which Career-Based Intervention is offered. If planning to offer work-based learning for credit, then select Career-Based Intervention Work-Based Learning (252010, V3, 120-450 hours) once for each grade level. All Career-Based Intervention Academics (various, V3, 120-280 hours) are optional courses to be included at the district’s discretion. Career-Based Intervention applications do not require completion of the college credit opportunities or post-secondary technical training/adult technical training sections of the application. 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. When selecting the four VN courses, selections should be made appropriately for the grade level and building where the four VN courses are offered. (For example: 091201 VN Introduction to Family and Consumer Sciences 30-90 Hours 7-10, can be offered in a middle school or high school setting but cannot be delivered outside of the 7-10 grade band.)

Family and Consumer Sciences course codes with grade bands:
091201 VN Introduction to Family and Consumer Sciences, 30-90 Hours, Grades 7-10
091205 VN Principles of Food, 30-90 Hours, Grades 7-10
091410 VN Transitions and Careers, 30-90 Hours, Grades 7-10
091501 VN Textiles and Interior Design, 30-90 Hours, Grades 7-10
093005 VN Personal Wellness and Development, 30-90 Hours, Grades 7-10

Family and Consumer Sciences applications do not require completion of the college credit opportunities or post-secondary technical training/adult technical training sections of the application. For additional information, please reference the Family and Consumer Sciences page.
CC-College Credit Opportunities

2. These courses are career-technical courses aligned to postsecondary technical courses for college credit. For example, this would include Career-Technical Assurance Guides (CTAGs), Bilateral Articulated Credit and College Credit Plus.

Courses that are eligible for Career-Technical Assurance Guide (CTAG) credit with an aligned WebXam will auto populate in the CC-College Credit Opportunities and Pathway tab. Any non-Career-Technical Assurance Guide (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.

**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.**
3. This section adds Post-Secondary Technical or Adult Technical, Post-Secondary Academic courses and recommended non-career technical courses associated with the secondary pathway program of study and aligned Post-Secondary 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 and Academic courses are listed. (Figure 12)

*NOTE: Applications are not required to list all general education credits.*
IA-Recommended Integrated Academics (MS/HS) Course(s)

4. This section adds Integrated Academics. Programs are required to integrate academics (English Language Arts, Math, Social Studies and Science courses) into Career-Technical courses. Integrating academics requires programs to map career-technical course standards to academic course standards to jointly instruct, enhance and reinforce the academic and technical content. The mapping process has been completed at the state level in the Standards by Design tool. At least one academic must be integrated into career-technical programming, but the CTE-26 should include all Integrated Academics. Please do not include all academics offered by a school.

- 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.
5. The purpose of this section is to add a Single Career-Technical Education course when not executing a complete career field pathway program in a single provider location. A Single Career-Technical Education course must be aligned to an approved program of study with an approved provider. A student cannot be required to duplicate a course in a pathway. Two institutions may offer the same course if a student does not have to duplicate the course. 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.
Importing Prior Application Courses

The CTE-26 system allows the user 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 allow courses to be sorted by program year, pathway code, course name or grade level. If using the Import function, ensure that the information is current and correct.

- Click the Import button for the desired area 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 finished. This will import selected courses into the Courses Tab. (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 Career-Technical Assurance Guides (CTAGs) or local Bilateral Articulation agreements.

(Figure 16)
NOTE: Career-Technical Assurance Guide (CTAG) credit courses will automatically populate from the Courses Tab when aligned with a WebXam Assessment. Any Career-Technical Assurance Guide (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. Career-Based Intervention, Family Consumer Sciences and Job Training Coordination 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. (Figure 17)
- 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 post-secondary credit options are entered.
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.

All labor market data should be reviewed to determine if there is state demand for the program. If there is not state demand, complete the additional information.

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 the 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 the 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.
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 the decision to apply for or renew this program of study?
2. What career pathway would students be expected to follow after graduating 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)

<table>
<thead>
<tr>
<th>Please Indicate Yes or No</th>
<th>Evidence to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% of students are participating in work-based learning experiences.</td>
<td></td>
</tr>
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<td></td>
</tr>
<tr>
<td>At least two letters from industry partners indicating future intent to hire students from the pathway.</td>
<td></td>
</tr>
</tbody>
</table>

*Has the School Submitted Evidence for at least four (4) of the six (6) criteria?* 

(Figure 21)
New applications or renewals of existing secondary career-technical education pathway programs are facilitated through the CTE-26 application process. Approval is contingent upon districts/community schools 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)
The Career-Technical Planning District Lead Superintendent has the choice to agree. If the Career-Technical Planning District Lead does not agree with the assurances on this page, the creating district (Figure 24) 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).

**NOTE:** To agree to the assurances, the appropriate Ohio Education Directory System (OEDS) role of Superintendent, Superintendent Designee, Career-Technical Planning District Superintendent or Career-Technical Planning District Superintendent Designee is needed. Should the button not be highlighted with the ability to click, review the Information Retrieval Number (IRN) associated with the action to be completed.

### Status/Flags Tab

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, that status cannot be chosen (check Ohio Education Directory System (OEDS) login role). All statuses definitions are included in Appendix III.

Each Ohio Education Directory System (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.
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. Comments are public record and cannot be deleted.

**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.
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. (Figure 28)
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 the selection of 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.

NOTE: Industry Credential Only 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: Instructional hours are determined by the school, but some credentials do have required hours of instruction. Please research the credential to determine instructional hours. Total hours must not exceed 920 hours for community schools and 1080 hours for districts.

NOTE: The Education Management Information System (EMIS) code will be auto populated. Verify the selected credential and subject code in the current Education Management Information System (EMIS) manual to ensure that it is a current credential.
Appendix I: Resource Links

- CTE-26 Application Resources
- FY2023 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 Ohio Education Delivery System (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

Career-Technical Planning District (CTPD) Superintendent (Specific Districts)
  • Application is read-only. Career-Technical Planning District: Approve, No Action Taken or Disapprove an Application

Education Management Information System (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, Career-Technical Planning District or Ohio Department of Education 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 Career-Technical Planning District Approved.

**Career-Technical Planning District Approved**
The supervising Career-Technical Planning District has approved the application, moving it through to Ohio Department of Education approval. No more action is needed by the district on the application unless required by Ohio Department of Education as it is evaluated prior to final approvals.

**Ohio Department of Education Approved**
The application is officially approved by Ohio Department of Education 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 Ohio Department of Education will create a document to link to for a complete status list.

**Approved**
The application is officially approved by Ohio Department of Education and is complete for the outlined application years for the designated pathway.

**Career-Technical Planning District Disapproved**
The supervising Career-Technical Planning District has disapproved the application and does not wish it to move forward for Ohio Department of Education approval. The creating district has the right to appeal to this status. The rational from the Career-Technical Planning District must be provided in the history/comments section.
**Community Sponsor Approved**
The Community School Sponsor has approved the application. Application now moves to the Career-Technical Planning District 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 Career-Technical Planning District not want to approve, nor disapprove, a program application. Rationale from the Career-Technical Planning District 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. Contact the regional Tech Prep consultant with questions on this section To identify the appropriate representative, follow this link [http://education.ohio.gov/Topics/Career-Tech/College-Tech-Prep/Regional-Center-Points-of-Content](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 Information Retrieval Number (IRN) and a specific pathway code has been withdrawn, a new application cannot be created with the same Information Retrieval Number (IRN) and pathway code.
Community School Approved Standard Application

1. Started
2. Submitted
3. Tech Prep Approved
4. Community School Approved
5. Community School Sponsor Approved

Correction Needed (from Tech Prep) Community School Application

1. Started
2. Submitted
3. Tech Prep Correction
4. Community School Corrects
5. Submitted
6. Community School Sponsor Approved
7. CTPD Approved
8. ODE Approved

Correction Needed (from ODE) Community School Application

1. Started
2. Submitted
3. Tech Prep Approved
4. Community School Approved
5. Community School Sponsor Approved
6. CTPD Approved
7. ODE Correction Made
8. ODE Corrects
9. Submitted
10. ODE Approved
Process for District Application Requiring an Appeal

1. Started → Submitted → Tech Prep Approved → District Approved → CTPD Disapproved or No Action Taken
2. District Appeals → ODE Mediation → ODE Approved or Disapproved

Process for Community School Application Requiring an Appeal

1. Started → Submitted → Tech Prep Approved → Community School Approved → Community School Sponsor Approved
2. CTPD Disapproved or No Action Taken → Community School Appeals → ODE Mediation → ODE Approved or Disapproved