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Preface

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

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

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

1. Contact your local Tech Prep consultant if you need any assistance: http://education.ohio.gov/Topics/Career-Tech/College-Tech-Prep/Regional-Center-Points-of-Content

2. You can check the status of your application at any time through SAFE.

3. If you would like to print a copy of your application, a “print friendly” version button can be found at the top right side of your screen.

4. Comments are permanent public record and cannot be deleted or edited.

5. The Ohio Department of Education (ODE) has provided some additional guidance including the CTE-26 renewal schedule available at: http://education.ohio.gov/Topics/Career-Tech/CTE-26-Application-and-Resources
Directions for Starting a CTE-26 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. https://oeds.ode.state.oh.us/SearchOrg

   NOTE: If you do not have a Security Application for Enterprise (SAFE) account you can create an account at the following address: https://safe.ode.state.oh.us/portal/signup/signup

2. Login to the SAFE system (Figure 1): https://safe.ode.state.oh.us/portal/

3. Prior to beginning an application, please have available:
   Created by district IRN
   Building IRN
   CTE pathway code (FY21 Program and Assessment Matrix)
   NOTE: When beginning a new CTE-26 application, it must be started under the (pathway owning) district IRN. CTPD IRNs cannot be used to create a pathway application.

4. In the Web Applications list locate and select CTE 26 (Figure 2).

   ![Figure 2](image-url)
5. Under the **Select Organization** drop-down menu, check that the correct district IRN is selected. If not, you can select the correct IRN from the drop-down menu (Figure 3).

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

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

   - Career Field Pathway Program Application (CFP)
   - CBI Program Application (Career Based Intervention)
   - FCS/GRADS Program Application (Family and Consumer Science/Graduation, Reality and Dual-Role Skills)
   - Industry Credential Only Program Application (ICO)
7. Once you choose a program application type, the system will load the Provider Search Page (Figure 4).

8. At the top of the page in the center click Provider, then choose New Provider Application.

9. This will open the Read and Accept Terms and Conditions Page.

   NOTE: For Industry Credential Only Programs please follow instructions on Senior Credentials on page 22.
Read and Accept Terms and Conditions Page

1. At the top of the Read and Accept Terms and Conditions Page you can adjust the type of application (Figure 5).

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

3. The Associated Orgs drop-down allows the selection of a different (pathway owning) district IRN, should you need to choose a different IRN (Figure 6).

4. Select the district that owns the program you are creating the CTE-26 for and click Start Application.
1. Select the **Application Period** of application renewal/creation (Figure 6).

2. Select the building IRN where the program will be **physically housed**. This is the location of instruction.

3. For Career Field Pathway Program Applications, select the program **pathway code**. Please cross-reference using the FY21 Program and Assessment **Matrix**.
   For CBI, FCS, and Industry Credential Only (ICO) applications you do not have to choose a pathway code. For **ICO**, the credential choice will be made under the Senior Credential tab of the application.

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

4. Select the **pathway type(s)** aligning with the secondary and post-secondary program of study. You can select more than one box.
Middle Level (7th-8th)
Select this box if middle level CTE courses will be offered as a component of an approved CTE program in a district or school. (Restriction: For middle level CTE courses to be approved, 7th and 8th grade level pathway programming must be offered or each school superintendent or designee must complete a CTE Middle Grades Waiver Form.) A program of study must show the connection between middle school courses and completion of the CTE pathway program.

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

Secondary to 4 Year Degree: Baccalaureate (9th - 12th Grade)
Select this application page to show a secondary pathway to a 4-year Baccalaureate program of study, or Associates degree with six semesters.

Adult Technical Training/Short & Long-Term Certificates
Select this application to show an Adult Technical Training program of study.

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

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

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

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


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

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

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

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

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

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

   NOTE: Courses that are available for CTAG credit with an aligned WebXam will auto populate in the CC-College Opportunities and Pathway tabs. Any non-CTAG course that is available as college credit opportunity will need to be manually added using the following process.
Career Field Pathway Program Application - Career Field Pathway programs must offer a minimum of four VT or VP courses for a combined minimum of 450 hours. Job Training Coordination Programs only need one course for each year students are enrolled in the program.

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


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

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

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

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

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

NOTE: Career Based Intervention (CBI), Job Training Coordination (JTC) and Family and Consumer Sciences (FCS) do not require college credit articulation.
 RA-Recommended Non-Career Technical Courses
This section is populated with Non-Career Technical courses associated with the pathway and aligned post-secondary program of study. The integration of academic courses should enhance the program of study. Program applications must show secondary academic alignments agreed to in the assurances.

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

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

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

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

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

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

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

Importing CTE-26 Information

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

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

NOTE: Courses can only be imported into the RA-Required Non-Tech, RE-Recommended Electives and Single CTE areas of the Courses tab of previously approved CTE-26 applications. This can be used to import secondary and post-secondary information from past approved CTE-26 applications.
NOTE: CTAG credit courses will auto populate in the CC-College Opportunities and Pathway tabs. Any non-CTAG course will need to be manually added using the process below.

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

NOTE: CBI, FCS and JTC do not require entries in this tab. CTAGs information will automatically populate for chosen career technical education courses.
NOTE: Labor Market Data is automatically populated with data provided by the Ohio Department of Job and Family Services. If the pathway you have selected does not display in-demand occupations data please answer the following questions and provide evidence to support your answers in the "Docs" tab

a. What drove your district's decision to apply for or renew this program of study?
b. What are the career and postsecondary opportunities for students who graduate from this pathway to follow?
c. 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?

When complete, select "Save Answers." You will upload any relevant documents regarding the labor market demand questions under the "Docs" tab.
Documents in this section should provide evidence for the following criteria, of which districts applying for necessary pathways must meet 4 out of 6:

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

Documents types include:

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

Once a document type is selected, you may drag and drop files into the "Drag and Drop" area. Additionally, you may click on the "Drag and Drop" area to browse folders and select files for uploading. Once selected, the option to submit will appear.
Approval of new career technical education pathway program applications or applications for renewal of existing pathway programs is contingent upon complying with the following Ohio Department of Education and Ohio Department of Higher Education (enables students to transfer agreed upon technical courses) assurances and that evidence of compliance is maintained on file (Figure 17).

To accept the terms and conditions of the Assurances:

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

CTPD Lead Superintendent
The CTPD Lead Superintendent has the choice to agree. If the CTPD Lead does not agree with the assurances on this page, the creating district has the right to appeal the decision to the Ohio Department of Education. Once the Agreed button is selected, there will be a green checkmark and the word “agreed” listed on this page (Figure 19).
NOTE: To agree to the assurances, you must have the appropriate OEDS Role (Superintendent, Superintendent Designee, CTPD Superintendent, CTPD Superintendent Designee). Should the button not be highlighted with the ability to click, you likely do not have the appropriate OEDS role.

OEDS: http://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS.
Status/Flags Tab

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

Each OEDS role has a specific set of statuses available to that role and are dependent on the relationship with the organization creating the CTE-26 application. This information can be found in **Appendix II**.
Comments/History Tab

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

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

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

How to Reply to a comment.
2. a. Click on the blue Reply button on the lower right corner of the Comment / History tab
   b. A Dialog box will open (Figure 23).
   c. The Subject will be auto-populated with the subject that is being responded to.
   d. Click in the Comment text box and type the comment.
   e. Click the green Add button to save the comment.
industry CREDENTIAL Only Application Instructions

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

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

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

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

NOTE: ICO Applications do not have a Course or Pathway tab, the next tab will be the Assurances tab.
Revising or Editing a Submitted CTE-26 Application

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

1. **Login** to the SAFE system (figure 26): [https://safe.ode.state.oh.us/portal/](https://safe.ode.state.oh.us/portal/)

2. In the **Web Applications** list locate and select **CTE 26** (figure.27).
3. Under the **Select Organization** drop-down menu, check that the correct IRN is selected. If not, you can adjust the IRN here using the drop-down menu (Figure 28).

![Select Program](image)

**Figure 28**

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

- Career Field Pathway Program Application (CFP)
- CBI Program Application (Career Based Intervention)
- FCS/GRADS Program Application (Family and Consumer Science/Graduation, Reality and Dual-Role Skills)
- Industry Credential Only Program Application (ICO)
5. The Provider Search Page will now populate showing submitted applications of the selected type (Figure 29).

6. Click the Proceed button next to the CTE-26 application you would like to edit.
Appendix I: Getting Started Checklist & Review Links

CTE-26 Application Resources
ODE CTE Course Matrix FY2020
ODE CTE Course Matrix DRAFT FY2021
ODHE Career-Technical Assurance Guide (CTAG)
Descriptions Ohio Educational Directory System (OEDS) OEDS Search Link
Tech Prep Contact Directory by Region
Appendix II: CTE-26 OEDS Login Roles

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

Superintendent (Specific District)
• Create / Edit / Submit and APPROVE and Application

Superintendent Designee (Specific District)
• Create / Edit / Submit and APPROVE and Application

Supervisor Career Technical Education General (Specific District)
• Create Application

Director Career Technical Education General (Specific District)
• Create Application

Manager (Community School Only)
• Create Application

Executive Director or Business Manager (Community School Only)
• Application is read-only. Sponsor: Approve, Disapprove, or Correction Needed

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

EMIS Coordinator (Specific Districts)
• Search and view applications.
Appendix III: CTE-26 Statuses

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

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

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

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

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

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

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

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

**CTPD Approved**  
The supervising CTPD has approved the application, moving it through to ODE approval. No more action is needed by the district on the application unless corrections are required by ODE as it is evaluated prior to final approvals.
CTPD Disapproved
The supervising CTPD has disapproved the application, and does not wish it to move forward for ODE approval. The creating district has the right to appeal this status. Rational from the CTPD must be provided for this status selection.

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

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

No Action Taken
This status will be used should a CTPD not want to approve, nor disapprove, a program application. Rationale from the CTPD must be provided for this status selection. The creating district has the right to appeal this status.

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

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

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

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

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