CTE-26 Manual of Operations





Office of Career-Technical Education December 2024





Department of Education & Workforce

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Introduction

The Office of Career-Technical Education (CTE) has designed the CTE-26 Manual to provide a step-bystep 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@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 FY2021-FY2025 will renew by March 1, 2025, allowing programs to remain effective FY2026- 2030. Please refer to the current approval period for your program as indicated in the CTE-26 System.

The FY2026 (2026-2030) CTE-26 application is 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 December 1, 2024

The lead district in the Career-Tech Planning District (CTPD) is responsible for approving or disapproving a program application no later than March 1, 2025.

Submit the approved program application to the Ohio Department of Education by March 15, 2025. The Department will review the program application and notify your district of approval or disapproval by May 15, 2025.

The Office of CTE will open an additional <u>CTE-26 provider application</u> period for Industry Credential Only programs from **July 1, 2025**, through **August 15, 2025**. The purpose of this additional window is to allow districts and schools the opportunity to seek approval from the Office of CTE for new Industry Credential Only programs that would incorporate <u>newly recognized industry</u> <u>credentials</u> that were not available during the initial CTE-26 provider application period (December 1, 2024 - March 1, 2025.)

The CTE-26 system automatically sends emails to the person creating the application to notify schools that the status of an application has changed. The system will also generate emails to superintendents for key changes. In order for emails to be received, the school administrators must have an email in the Ohio Educational Directory System (OEDS). To check the status of school information in OEDS, you can search the <u>Ohio Education Directory System</u>.



Preface

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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 <u>College Tech Prep Regional Center Point of Contact</u> consultant if you need any assistance.
- Community School or Career-Technical Planning District (CTPD) member schools should communicate with the assigned CTPD Superintendent to discuss the program and the application before and after applying.
- □ Check the status of an application at any time through the <u>OH|ID</u> portal.
- □ Comments are permanent public record and cannot be deleted or edited.
- □ Visit the Ohio Department of Education <u>CTE-26 Process</u> 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 <u>Ohio Educational</u> <u>Directory System (OEDS)</u> 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 <u>Create</u> <u>OH|ID Account</u> portal.

- 2. Login to the <u>OH | ID</u> system (Figure 1):
- 3. Prior to beginning an application, please have available:
 - The Informational Retrieval Number (IRN) for the District Creating the Application
 - □ Building IRN
 - □ Pathway Code
 - CTE pathway code (FY25 Program and Assessment Matrix)

SIGN IN WITH YOU	R SAFE ACCOUNT
Check if you are an ODE employe	96.
USER NAME	
PASSWORD	
SIGN IN	FORGOT USER NAME OR PASSWORD? Figure 1
Don't have a SAFE account?	Started sign up process? CHECK SIGN UP STATUS

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 & Applica	tions		
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 b	elow. Click the "Go To Site" link under an app to open i	t. Click the star icon to make your favorite applications	appear right on your Dashboard
IA I		IAI	
CCIP	Compliance	CTE-26	Educator Licensure and Records (CORE)
Grant application & planning system Go To Site	Tracks grant monitoring, program analysis, data Go To Site 🔀	Submit career-tech workforce development plans	Apply, renew, and maintain licenses





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
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.	Search by Site or Application Name	٩

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 <u>Ohio Education Directory System</u> (OEDS).

5. Under the <u>Select Organization</u> 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*).

Select Program	1	Velcome : Melissa Peterson	SAFE HOME ABOUT ODE STATE		Ohio	
You are associated to multiple organizations. ×				LOGOUT		
Please select an organization.					1	You Tube
SELECT ORGANIZATION						
Columbiana County - 050906 ~						
VIEW DASHBOARD						
PROGRAMS ASSOCIATED TO Columbiana County (050906)						
Career Field Pathway Program Application						
CBI Program Application						
FCS/GRADS Program Application						
Industry Credential Only Program Application						
		Ohio Department of Education	State Board of Education of Ohio			
	Public Instruction	877-644-6338 Sign-up for Alerts	Laura Kohler, President			
		Privacy Jobs Employees Site Map Contact C				
	The Depar	tment of Education is an equal opportunity provider of	ADA services.			
					Fia	ure 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.

- 6. 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)



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

Chio Department of Education	Welcome : Me 050906 - Colur		SAFE HOME ABOUT ODE	STATE AGENCIES ONLIN	Session Timeout:00:22:38
	DASHBOARD	PROVIDER - COMPL	IANCE -		
		» Search Provider			
Module: Provider		» New Provider Applic	ation		
Program Selected:		» Renew Provider App	lication		
Career Field Pathway Program Application		» Task Management			
Open Search Application Period: CFP FY 2022 - 2026	B Pathway: All County: All	Sort Order: Provider Na	me		
Search Results					
Returned 8 results.				* indicatos ou	ntity is Chartered, Non-Public school
Print Detailed Report Export to CSV				- moleates en	ning is chartered, Non-r ubic school
				FILTER:	
					Figure 5

- 8. At the top of the page in the center click <u>Provider</u>, then choose <u>New Provider Application or</u> <u>Renew Provider Application</u> (if renewing an expiring application from the FY 2021-2025 program period.)
- 9. This will open the Terms and Conditions Page.

NOTE: For <u>Industry Credential Senior Only Programs</u>, please follow instructions on Industry-Recognized Credentials on page 27.



Terms and Conditions

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

Ob : Department	Welcome : Melissa Peterson	SAFE HOME ABOUT ODE	STATE AGENCIES ONLINE SERVIC	ES Ohio.gov
of Education	050906 - Columbiana County		► LOGOUT Session	n Timeout:00:24:24
	DASHBOARD PROVIDER - COMPLIA	ANCE -		
Module: Provider				
Program Selected:				
Career Field Pathway Program Application				
New Provider Application				
Click here to read terms and conditions: Career Field Path By checking this box I have read and agree to the terms and	, , , , , , , , , , , , , , , , , , , ,			
 The Provider Affidavit includes attestations of compliance with program rules. Ple 1. All Service Providers are listed in The Ohio Educational Directory System organization and click on START APPLICATION. After your data appears, c 2. If you are a school or past provider and your organization does not appee 3. If your organization is new and is not currently listed in OEDS, begin by syou will be issued an IRN (Information Retrieval Number - which is used as 	I (OEDS). If your organization is already listed in OEDS and you have lick SUBMIT. ar in the dropdown please check with your OEDS administrator to as electing Create a New Org/Provider from the drop down list and clic	ve the proper associated role you will se ssure you have the correct role.	ee your organization in the dropdown list belo	
Start application by: Selecting an Organization you are associated with from the	e drop down or select "Create a New Org/Provider" then press Start	Application.		
Associated Orgs: 050906 - Columbiana County V				
Start Application				
				\bigcirc
				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		
Name: Columbiana County		Taxid: 341081086
Irn: 050906		Designate County: Columbiana
Phone: (330) 424 - 9561		Fax: (330) 424 - 9719
Email: Refresh@Fakemail.com		Web URL: N/A
Application Period:		
CFP FY 2025 - 2029	~	
Buildings (1)		Pathways 0
Beaver Local Middle School-001933	~	A0 - Agribusiness and Production Systems
0		
Middle Level (7th - 8th Grade) Select this box if middle level CTE courses will be offered a CTE pathway program at the high school level through p		or 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
Secondary to 2 Year Degree (Associa Select this application to show a secondary pathway.	tes)(9th - 12th Grade)	
Secondary to 4 Year Degree (Baccala Select this application page to show a secondary pathway		. Secondary Program of Study is shown on the CTE page and is used in combination to show pathway continuation.
Ohio Technical Center Select this application to show an adult Technical Training	Program of Study.	
Apprenticeship Select this application to show an Apprenticeship-Training	Program of Study.	
Submit		
		Figure 7

- 1. Select the <u>Application Period</u> of application renewal/creation (*Figure 7*).
- 2. Select the <u>Building</u> 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 <u>pathway</u> code. Please reference the <u>FY25 Program and Assessment Matrix</u> for eligible pathway codes.

For <u>CBI, and FCS applications</u>, you do not have to choose a pathway code. For ICO, you need to choose a Career Field Cluster Code.

NOTE: Once the pathway is selected, it <u>cannot be changed.</u>

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 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 Level courses and completion of the career-technical education 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.
- Ohio Technical Center: Select this pathway when an agreement with an Ohio Technical Center is established as a secondary career-technical provider or the program of study aligns to an Adult Technical Training program 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

Select **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 **Operations** to gain access.



General Tab

Provider 🧧 📴				
Name: Beaver Local Middle School IRN: 001933 WEB URL: NA County: Columbiana	Phone: (330) 386-5700 Fac: (330) 386-8720 EMail: Refresh@fisikemail.com Grade Lavet Served: 5-8 Tax (D) NA	District Name: Beaver Local Phone: (330) 385-6831 IRN: 046425	TECH PREP Name. Northeast Tech Prep Regional Center Chief Admin: ROBERT STACEY JR Email: Refresh@fakemail.com Phone (216) 987-5628	
Address	0	Provider/Program Status Info		
Physical Address o Addess.46688 Bell School Rd City: East Liverpool State Ohio Zip 43920 - 8788	Mailing Address o Addess, 44988 Bell School Rd City: East Lwerpool State: Ohio Zip, 43920 - 8768	Servicing: Career Field Pathway Program Application Current Status: Started Application Type: First Year Applications 💽 3 Application Period: CFP PY 2025 - 2029		
		Application Details @		
Application Created By Org Details Name: Columbiana County IRN: 09996 State ONio Phome (230) 424-9591	Personnel Details Nam: Meliasa Petrison Emait: Refresh@Fakemail.com Phone: (330)-424-9861	Middle Leve(7th-8th Grade) Secondary to 2 Year Degree (Associates) Secondary to 4 Year Degree (Baccalaureate) Onio Technical Center Appendiceahip	CTPD IR4: 20045 Application Category: New	
Superintendent Name ViRGIL Willis Phone (330) 386-631 EMai: Refresh@Fakemail.com		 The information of is auto populated OEDS database. 	from the If any	
		information is inc must be updated		Figure 8

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

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

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

The CTE-26 system automatically sends emails to the person creating the application to notify schools that the status of an application has changed. The system will also generate emails to superintendents for key changes. For emails to be received, the school administrators must have an email in the Ohio Educational Directory System (OEDS). To check the status of school information in OEDS, you can search the <u>Ohio Education Directory System</u>.



Courses Tab

This section describes the process for completing the Courses tab for <u>Career Field</u> <u>Pathway</u>, <u>Career-Based Intervention</u>, and <u>Family and Consumer Science / GRADS</u> 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
General	Courses	Pathway	Labor M	arket Demand	Docs	Assurances	Status / Flags	Comments / His	tory				
Pathway D	escription F7 - I	Robotics											
Courses	;		ст	E - Required	Technica	I (MS/HS) 🕄							-
0 College	Credit Opportu	nities	0	Add Course									
0 PT - Po Technical Ti	st-Secondary Te raining	echnical / Adult											
0 IA - Rec Academics(commended Inte (MS/ HS)	grated		Igle CTE 🕄									
Print Co	urses												
🖨 Print C	Courses		co	-College Cred	dit Oppor	tunities 🕄							
			0	Add Course 🕒 I	Import Cours	e							
			PT	- Post-Secon	dary Tec	hnical / Adult '	Technical Trair	ing 🕄					
			0	Add Course 🕒 I	Import Cours	e			Post-Secondar	ry Institution :	Select		~
			IA	Recommend	ded Integ	rated Academ	ics(MS/ HS) 🕄						1
			٥	Add Course 🔒 I	Import Cours	9							



CTE-Required Technical (MS/HS)

1. Click the Add CTE-Required Technical (MS/HS) course button (Figure 10)

a. Select the Grade Level, Course Name, and Code/Hours from drop-down menus

dd CT	E Cour	se 🖯			
Grade Le	evels				
Secondary					
7th 8th	9th 10	th 11th	12th		
Post Secon	idary				
1st Year (Sem 1)	1st Year (Sem 2)	2nd Year (Sem 1)	2nd Year (Sem 2)		
Course					
Name			Cod	le/Hours	
Select			~ 5	Select Course First	~

(Figure 10).

- b. Click Add to save the selection to the Courses tab.
- c. Repeat until all CTE 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 <u>FY2026 Career-Technical</u> <u>Education Program and Assessment Matrix</u> 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. Middle Level applications should list the complete secondary pathway, including all middle level and high school courses.

Job Training Coordination (JTC) (M3 Pathway) Program Applications - All M3 programs must offer Introduction to Job Training (990405, VT, 240-1080 hours) in the first year that the program is available, as it is the first course in the pathway. Introduction to Job Training (990405) may also be offered in each subsequent year that a student may enroll in an M3 pathway. Fundamentals in Job Training (990410, VT, 240-1080 hours) should be offered in the second and subsequent years that the program is available to students. To meet the four-course minimum, districts may elect to include Fundamentals in Job Training (990410) for all semesters that students may remain in the program, including deferring graduation (Post:Yr1/Se1, Post:Yr1/Se2, Post:Yr2/Se1, Post:Yr2/Se2). M3 applications do not need to complete the college credit opportunities or post-secondary technical training/adult technical raining sections of the application. Applications for M3 pathways must include Recommended Integrated Academics ("IA"); identified courses must be core academic classes offered in the same years as students are enrolled in the job training coordination program. For additional information, reference the <u>Job Training Coordination Program Information</u>.



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. CBI applications should not complete the college credit opportunities or post-secondary technical training/adult technical training sections of the application; the "CC" and "PT" sections must be blank. Applications for CBI must include Recommended Integrated Academics ("IA"); identified courses must be core academic classes offered in the same years as students are enrolled in the career-based intervention program. For additional information, reference the <u>Career-Based Intervention Manual of Operations</u>.

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. FCS applications do not require completion of the college credit opportunities or post-secondary technical training/adult technical training sections of the application, but this section can be completed for the Personal Finance CTAG.

When selecting the four VN courses, selections should be made appropriately for the grade level and building where the four VN courses are being 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.)

FCS 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

For additional information, please reference the Family and Consumer Sciences page.



Single CTE

The purpose of 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 entered and aligned to an approved program of study with an approved provider. You will need to add the name of the approved provider (career center or high school) and complete the secondary pathway in the CTE Required Technical section.

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.

Levels				
ry				
th 9th 10)th 11th 1	2th		
ondary				
	2nd Year	2nd Year		
		(00111 2)		
		Code/H	lours	
			ct Course First	~
	ondary	ondary ır 1st Year 2nd Year) (Sem 2) (Sem 1)	ondary rr 1st Year 2nd Year 2nd Year) (Sem 2) (Sem 1) (Sem 2)	ondary Ir 1st Year 2nd Year 2nd Year) (Sem 2) (Sem 1) (Sem 2)

Figure 11

- □ Click the <u>Add</u> Single CTE Course button
- □ Select the <u>Grade Level</u>
- □ Click in the <u>Name</u> box and type the course name.
- □ Click the <u>Add</u> button to save the selection to the Courses tab.
- □ Repeat until all Single CTE Courses are listed.



CC-College CreditOpportunities

These courses are high school career-technical courses aligned to postsecondary <u>technical</u> courses for college credit. For example, this would include CTAG, Bilateral Articulated Credit and College Credit Plus.

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

Add New Course	×
Add CC-College Credit Course 🕄	
Grade Levels Secondary 7(h 8th 9th 10th 11th 12th Post Secondary 1st Year 1st Year 2nd Year (Sem 1) (Sem 2) (Sem 1) (Sem 2)	
Course Name	
O Cancel	• Add Figure

□ <u>Import</u> or click the <u>Add College Credit Course</u> button.

- □ Select the <u>Grade Level</u>.
- □ Click in the <u>Name</u> box and type the course name.Use the college course catalog for course number and title.
- □ Click <u>Add</u> to save the selection to the Courses tab. Figure 11
- □ <u>Repeat</u> until all College Credit Courses are listed.

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

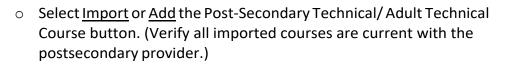
NOTE: Family and Consumer Sciences, Career-Based Intervention, and Job Training Coordination applications <u>do not</u> have to complete this section. Middle Level and Single CTE Applications <u>do</u> need to complete this section.



PT-Postsecondary Technical/Adult Technical Training Courses

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.

Add New Course	×
PT - Post-Secondary Technical / Adult Technical Training 3	
Grade Levels Secondary	
7th 8th 9th 10th 11th 12th	
Post Secondary 1st Year 1st Year 2nd Year (Sem 1) (Sem 2) (Sem 1) (Sem 2)	
Course	
	\dd
Figure 13	



- Select the <u>Grade Level</u>.
- Click in the <u>Name</u> 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.
- <u>Repeat</u> until all Post-Secondary Technical/Adult Technical and Academic courses are listed.

NOTE: Family and Consumer Sciences, Career-Based Intervention, Job Training Coordination, Middle Level, and Single CTE applications do not need to complete this section.



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

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 <u>Standards by Design</u> 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
- □ Select the <u>Grade Level</u>
- □ Click in the <u>Name</u> box and type the course name.
- □ Click <u>Add</u> to save the selection to the Courses tab.
- □ <u>Repeat</u> until all Recommended Integrated Academic Course(s) is(are)listed.

dd New Co	urse					
Recomn	nendec	I Integra	ated Aca	ademi	cs (MS/I	HS) 🚯
Grade Le	vels				6	
Secondary					4)
7th 8th	9th 10	th 11th	12th			
Post Secon	dary					
1st Year (Sem 1)	1st Year (Sem 2)	2nd Year (Sem 1)	2nd Year (Sem 2)			
Course						
Name						
						0
Cancel						

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 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	Courses				x
	for the area you want to import courses into	Import Courses 3 SHOW 10 VENTRIES		SEARCH.		
	(Figure 9).	FISCAL YEAR	PATHWAY	TL COURSE NAME TL CODE TA	GRADE LEVELS	IMPORT 1
	<u>[</u>	Career Field Pathway Program Application FY 2016 - 2020	E1	EPSY 29525 Educational Psychology	Post: Yr2/Se1	0
п	Check the box of each	Career Field Pathway Program Application FY 2016 - 2020	E1	ITEC 19525 Educational Technology	Post: Yr2/Se2	0
-	course to be imported	Career Field Pathway Program Application FY 2016 - 2020	E1	Kent Core Requirement	Post: Yr2/Se2	
	to the chosen area	Career Field Pathway Program Application FY 2016 - 2020	E1	Kent Core Requirements	Post: Yr2/Se1	
	(Figure 15).	Career Field Pathway Program Application FY 2016 - 2020	E1	Kent Core Requirements	Post: Yr1/Se1	
	(119010-13).	Career Field Pathway Program Application FY 2016 - 2020	E1	Kent Core Requirements	Post: Yr1/Se2	0
	Click Import Courses	Career Field Pathway Program Application FY 2016 - 2020	E1	MATH 11010 Algebra for Calculus	Post: Yr1/Se2	
		Career Field Pathway Program Application FY 2016 - 2020	E1	MATH 11022 Trigonometry	Post: Yr2/Se1	0
	when you are finished. This will import	Carces Field Balture Brasses Application EV 2046 2020	Γ4	klath 40000 Anabdia	Dest	• Import Courses

selected courses into the Courses Tab. *Figure 15*

□ <u>Repeat</u> 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.

Add Co	_	hnical Credit					
COURSE N	_			POST SECONDARY INSTITUTION	CREDIT TYPE	CREDIT HOURS	REMOVE
EIEC 1110 C	ontinuum of Early C	Childhood Developme	nt	Bowling Green State University	Bilateral	3	×
EDTL 2300 II	ntro to Educational	Technology		Bowling Green State University	College Credit Plus	2	×
CTEDU007 -	Introduction to Edu	ication		Statewide Articulation	CTAG	3	

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 <u>Add Course</u> button
- Enter the College Credit
 <u>Course Name</u>. Use the
 college course catalog for
 course number and title.
- Enter the <u>Post-Secondary</u> <u>Institution</u> that will award the credit.



Figure 17

□ Using the <u>Credit Type</u> drop-down to select the type of credit to be awarded.

- □ Use the <u>Credit Hours</u> 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 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.

General	Course	es F	athway	La	bor Marke	t Demand	Docs	Assurar	ces	Status / Flags	Comments	Histor	гу		
Pathway D	escription:	A0 - Agı	ibusines	and	Production	Systems							GIS Map: Ohio In-Demand	Jobs &	CTE Pathways Alignment Map
n-Dema	and/Critic	cal Job	s 🕄											î	Questions Upload relevant documents under "Docs" tab.
OCCUPATI	ION							ONET CO	DE	NO. OF POSTING	B IN-DEI	IAND	MEDIAN ANNUAL WAGE	- 11	Working the state of the s
Agricultural	I Equipment C	Operators						45-2091.00		125	Yes		\$45,440		What drove your district's decision to apply for or renew this program of study?
Business O	perations Spe	ecialists, Al	I Other					13-1198.00		12515	Yes		\$66,080		
Career/Tech	hnical Educati	ion Teacher	s, Middle So	hool				25-2023.00		60	Yes		\$76,890		
Career/Tech	hnical Educati	ion Teacher	s, Secondar	/ Schoo				25-2032.00		247	Yes		\$76,880		
Customer S	Service Repres	sentatives						43-4051.00		23152	Yes		\$37,220		
Environmer	ntal Scientists	and Speci	alists, Includ	ing Hea	th			19-2041.00		1077	Yes		\$77,590		» Question 2 What are the career and postsecondary opportunities for students who graduate from this pathw
r		·····						44.0042.00		~				•	to follow?
Other O	ccupatio	ons 🖯												î	
OCCUPATI	ION							ONET CO	DE	NO. OF POSTING	S IN-DEI	IAND	MEDIAN ANNUAL WAGE		
Agricultural	I and Food Sc	ience Tech	nicians					19-4011.00		173	No		\$36,170		
Agricultural	I Engineers							17-2021.00		1	No		\$98,590		Question 3 Programs of Study must align with labor market needs. How does this program of study align to
Agricultural	I Inspectors							45-2011.00		97	No		\$61,020		needs of your local labor market? What current or projected opportunities exist in these career
Agricultural	I Sciences Tea	achers, Pos	tsecondary					25-1041.00		81	No		\$63,710		pathways for students graduating from this pathway?
Agricultural	I Workers, All	Other						45-2099.00		4	No		\$22,290		
Animal Bree	eders							45-2021.00		2	No				R Save Answers
								40.4044.00		42					

Figure 18

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 <u>Docs</u> 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 <u>Save Answers</u>. Upload all relevant support documents related to the labor market demand questions under the <u>Docs</u> tab.



Docs Tab			
General Courses Pathway Labor Market Den	nand Docs Assurances	Status / Flags Comments / History	
Uploaded Document Type 3	Documents On File		
	1 Upload Document(s)	ort Document(s) From Other Programs	Celete Document(s)
	SHOW 5 VENTRIES		FILTER ON DOCUMENTS
	NAME	↑↓ TYPE	11. DATE UPLOADED 11. REVIEWED 11. HISTORY
			No data available in table
	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. On each uploaded document (minimum of four), please indicate which <u>element of evidence</u> it is addressing.

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?
- 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 (Must submit evidence for four of six)

- 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.



Docs Tab Upload

- □ To add a document, select the <u>Upload</u> <u>Document</u>.
- Click on the <u>Document Type</u> drop-down and select the question the evidence is regarding.
- 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)

Document Type		
Work-Based Learning	~	
Drag and Drop ④		
Drop files here t	o upload or click here to brow	wse for files
	own list, solect the document type	you would like to have the
document(s) listed under.		you would like to have the
document(s) listed under. You may select more than on	e document at a time.	
document(s) listed under. • You may select more than on • Drag file from file window to t		
document(s) listed under. • You may select more than on • Drag file from file window to t • Maximum file size is 10 MB.	e document at a time. ne Drag and Drop window to upload	
document(s) listed under. • You may select more than on • Drag file from file window to t • Maximum file size is 10 MB. • Only the following file extensi	e document at a time. ne Drag and Drop window to upload	l files.

Figure 20

Please indicate	Evidence to Submit
Yes or No	
	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.
	Has the School Submitted Evidence for at least four (4) of the six (6) criteria?



Assurances Tab

surances	
	Ohio Department of Education Assurances
proval of new Career-Technical Ed	lucation pathway program applications or applications for renewal of existing pathway programs is contingent upon following assurances and that evidence of compliance is maintained on file.
a. Complies with guidelines from other p b. Address the state board of education c. Reinflore Ohio's state board of educat d. Provide multiple measures to assess e. Technical and academic ocurse offerin f. Career-technical advisory committees improve and expand programs; and ens g. Coursevork includes articulated red b. The program uses a state approved p.	In the program to receive the training that will qualify the student for industry credentials, postsecondary education or both. ORC Sec. 3317.161 (C) (1) (c) that agroes a sporping egipting construction. (Desirue, and introduction C) 2017.461 (D) (D) moders agroed as a desirue as a sporping egipting construction. (Desirue, and introduction C) 2017.461 (D) (D) moders agroed as a desirue as a sporping egipting construction. (Desirue, and introduction C) 2017.461 (D) (D) moders agroed as a desirue as a sporping egipting construction. (Desirue, and introduction C) 2017.461 (D) (D) moders agroed as a desirue as a sporping egipting construction. (Desirue) as a sporping egipti
	d district. ORC Sec.3371.041 (1) (1) (1) (1) et al. (1) et al. (2)
Past performance of the distric a. All districts receiving state career-tech	et or school that is offering the program. ORC Sec. 3317.161 (C) (1) (e) mitel elocation pagemental locks for program and scores plat annualy report performance data on measures identified by the department. Data shall be reviewed as part of the program review and five-year remewal process. ORC 3301-61-03 (G) representation and on-binestic-binest-reductives of plate determination and the program review and five-year remewal process. ORC 3301-61-03 (G) representation and on-binestic-binest-reductives of plate determination and the program review and five-year remewal process. ORC 3301-61-03 (G)
Travelling distance. ORC Sec.3 a. Distance and time that students spen	1317.761 (C) (1) (1) d commuting to the Careen-Technical Education programs have been studied and evaluated and are reasonable in consideration of program starting and ending times.
	Ohio Department of Higher Education Assurances
proval of new, or updates to, Care	er-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 submitting Carea. a. Submit such courses in accordance with by Anni 15. 2007, the Ohio board of reg hydrer education to a state institution of and procedures shall build upon the anti b. Affirm that the institution is offering ed c. Utilize guidance documents provided i. The institution will work with the c. satework aeruciation and transfer.	Item the process of assumating any except Careford Technical Education pathway programs applications or applications for insplications for insplication for insplications for insplications for insplication for i
An institution submitting Care- a. The goal of statewide articulation and b. The creation of new, or modification of c. Approval of Careen-Technical Educati i. At the completion of its course(s) iii. The student must matriculate iii. The student must matriculate of a draining on equipments of	en-Technical Education courses that enable students to transfer agreed upon technical courses to state institutions of higher education acknowledges that: transfer as been a common and statewide beining courses to state states and the summary team in the summary accounts of the summary accoun
CTPD Lead CTPD Lead IAgree	Community School Sponsers

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. Superintendent agreement indicates that the district has plans in place to address all assurances.

To accept the terms and conditions of the Assurances:

Superintendent for the school creating the CTE-26

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

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*).

Superintendent **O** Agreed

Figure 23

CTPD Lead

O Agreed

Figure 24

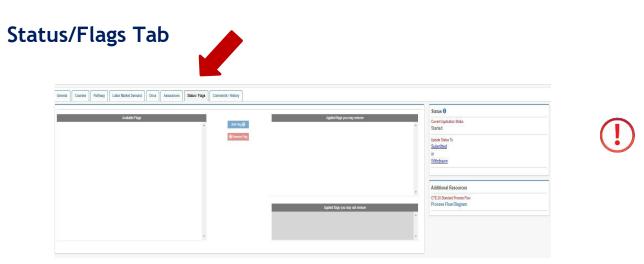


Community School Sponsor

The Community School Sponsor has the choice to agree to the assurances. If the Community School Sponsor does not agree, the community school sponsor and operator will need to determine what needs to be addressed to ensure agreement. After the "I Agree" button is selected, there will be a green checkmark, and the word "agreed" listed on this page.

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







To change the status of the application, selections will be available under <u>Update Status To</u> (*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 <u>Appendix III</u>.

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 <u>Appendix II</u>.

Only individuals with Superintendent or Superintendent Designee OEDs status may withdraw an application. The system will generate a note to ensure that this decision is the correct one so that an application is not accidentally withdrawn. Withdrawing an application will not allow you to create a new application for the provider or provider location. If you inadvertently "Withdraw" an application and need the application returned to started, please contact your Tech Prep Regional Center, Chief Administrator.



Comments/History Tab		
General Courses Pathway Labor Market Demand Docs Assurances Status / FI		
Comments Summary 1 Add New Subject Last Updated By	Comment Note: Comments are for information only. Recipients are not notified when a com entered. Subject. Message	The second seco
	Application History	0
	Date Created By Status 10/14/2020 12:39:27 PM Melissa Peterson Starts	
		0

Figure 26

The <u>Comments/History</u> 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 applicationprocess. Comments are public record and cannot be deleted.

How to create a comment.

- □ Click on <u>Add New</u> Subject (1)
- □ A <u>Dialog</u> box will open. (2)
- □ Click in the <u>Subject</u> text box and create a title for the comment.
- □ Click in the <u>Comment</u> text box and type the comment.
- □ Click the green <u>Add</u> button to save the comment.

Add Comments	
Add Comments Summary	
Choose Comment Visibility	
Private	~
Subject	
Subject Title Goes Here	
Comment	
Message	
2000 characters left	
	(2)
Cancel	• Ad

Figure 27



How to Reply to comment.

- Click on the blue <u>Reply</u> button on the lower right corner of the Comment / History tab (Figure 26)
- □ A <u>Dialog</u> box will open (*Figure 28*).
- The <u>Subject</u> will be auto populated with the subject that is being responded to.
- □ Click in the <u>Comment</u> text box and type the comment.

dd Comments Summary	2)
Choose Comment Visibility	
Private	~
Subject	
Subject Title Goes Here	
Comment	
Message	
2000 characters left	

□ Click the green <u>Add</u> button to save the comment.

Figure 28



Industry Credential Senior Only Application

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

Please review the approved <u>Industry-Recognized Credentials</u> list on the Ohio Department of Education webpage to ensure you are selecting the most current approved credentials.

To submit the new application, you will need to choose an industry cluster. This is new for 2025. You will also need to choose the building location. Any expiring application for FY25 will submit a new provider application.

Name: Ohio Hi-Point Career Center	TaxId: 341091338
Irn: 051334	Designate County: Logan
Phone: (937) 599 - 3010	Fax: (937) 599 - 2318
Email: Refresh@Fakemail.com	Web URL: http://ohiohipoint.com/
Application Period:	
Buildings	Career Cluster 0
Kenton High School-018846	07 - Finance

Next, choose the Senior Credentials tab to enter your 12 points of industry credentials in one career cluster.

Module: Provider				^
Program Selected: Industry	Credential Only Program oplication			
M		050914 - Columbiana County Period: ICO FY 2021 - 2025 Type: First Year Applications Status: Started	В	Back to Search
General Senior Credentials	Assurances	Comments / History		
Saved Credentials	\mathbf{k}			
EMIS CODE	DESCRIPTION	INSTRU	ICTIONAL HOURS REMOVE	

Figure 29



- 1. Click the Add Credentials/Credit Hours button (Figure 29).
- 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*).

Select	
AutoCAD User	
Instructional Hours	

Figure 30

4. Click the *Add* button.

NOTE: ICO programs must include a minimum of 12 credential points in a single career field/cluster 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 EMIS code will be auto populated. Verify the selected credential and subject. code in the current <u>EMIS manual</u> to ensure that it is a current credential.



Appendix I: Resource Links

- □ <u>CTE-26 Application Resources</u>
- FY26 Program and Assessment Matrix
- □ <u>Career-Technical Assurance Guide (CTAG)</u>
- □ <u>Ohio Educational Directory System (OEDS) Search</u>
- <u>Ohio College Tech Prep Regional Center Points of Contact</u>



Appendix II: CTE-26 OEDS Login Roles

 $\label{eq:propriate} Please select the appropriate role below when assigning roles based on the permission levels outlined.$

Superintendent (Specific District)

• Create / Edit / Submit and APPROVE an Application/Withdraw an Application

Superintendent Designee (Specific District)

• Create / Edit / Submit and APPROVE and Application/Withdraw an 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 PrepApproved

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. Only individuals with Superintendent or Superintendent Designee OEDs status may withdraw an application. The system will generate a note to ensure that this decision is the correct one so that an application is not accidentally withdrawn.

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.

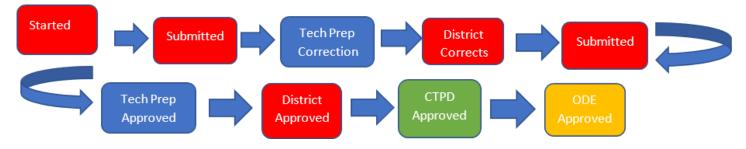


Appendix IV: Application Workflow

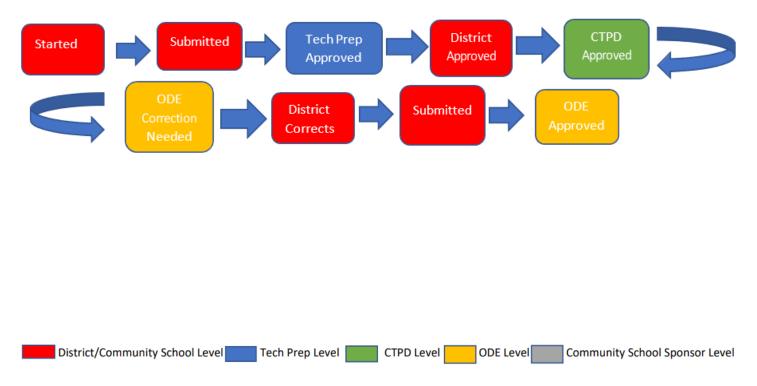
Standard Approved Application



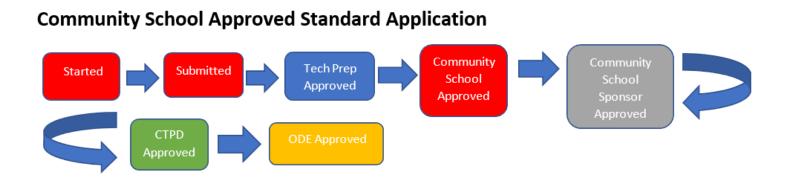
Correction Needed (from Tech Prep) Application



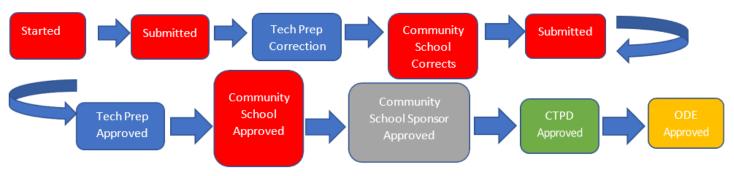
Correction Needed (from ODE) Application



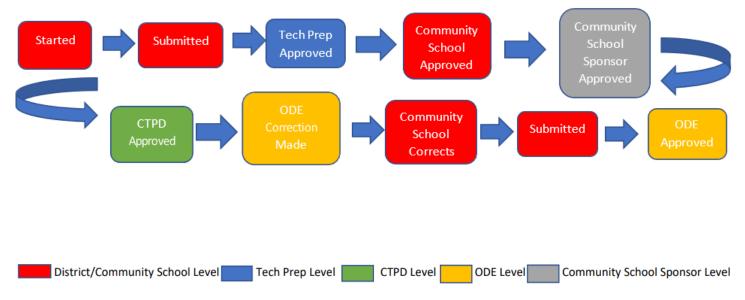




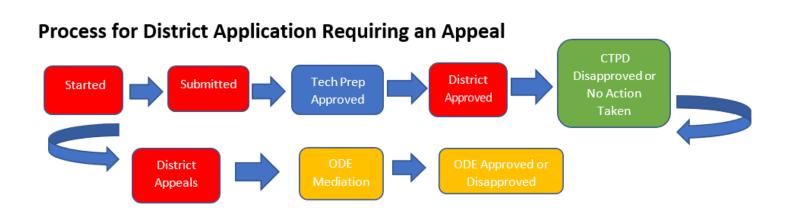
Correction Needed (from Tech Prep) Community School Application



Correction Needed (from ODE) Community School Application







Process for Community School Application Requiring an Appeal





