Eight-Step Process for Middle School Career-Technical Education Programming

STEP 1: Contact your Career-Technical Planning District lead.

STEP 2: Discuss program ownership options with your Career-Technical Planning District lead.

STEP 3: Discuss possible program options (review CTE26 processes and program approval criteria) [http://education.ohio.gov/Topics/Career-Tech/CTE-Teacher-Prep-and-Licensure/CTE-Forms].

STEP 4: Discuss grade-level options. Consider, beginning courses in grade 7 and continuing the pathway courses into high school.

STEP 5: Make determination to provide or not provide middle school career-technical education programming. 

*The board of education of a city, local or exempted village school district may adopt a resolution that specifies the district's intent not to provide career-technical education to students enrolled in grades 7 and 8 for a particular school year. The board must submit that resolution to the department by Sept. 30 of that school year for the department to waive the requirement for that district.*

**STEP 5A:** (Those choosing to not provide): Adopt local board approved resolution and provide to the department of education by Sept. 30 of that school year. *Must be revisited annually*

**STEP 5B:** (Those choosing to provide): Develop a Career Pathway and Program of Study that reflects the pathway you plan to deliver.

STEP 6: Develop & submit CTE26, per established timelines, to your assigned Career-Technical Planning District lead for review and approval.

STEP 7: Career-Technical Planning District lead district must review CTE26 application for approval, disapproval or determine to take no action, per established timelines.

STEP 8: Career-Technical Planning District lead district shall notify the applicant of its decision by March 1. If the Career-Technical Planning District lead district denies or takes no action on an application, the Career-Technical Planning District member district may appeal to the department of education by March 15. The department must approve or disapprove all applications by May 15.