

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.