

## Directions for submitting a

# 2016-17 CTE Approved Program Application

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## Logging On:



### Perkins Data Collection System

Welcome to the Perkins Data Collection System Online Training Manual. All the Perkins Data Collection System is available right here. Just click on a link to the right to go to

⇒ **LOG ON TO THE PERKINS DATA COLLECTION SYSTEM.**



Logon Name:

User Password:

System is to be used by authorized personnel.  
Usage is logged.

South Dakota LaunchPad Application Menu

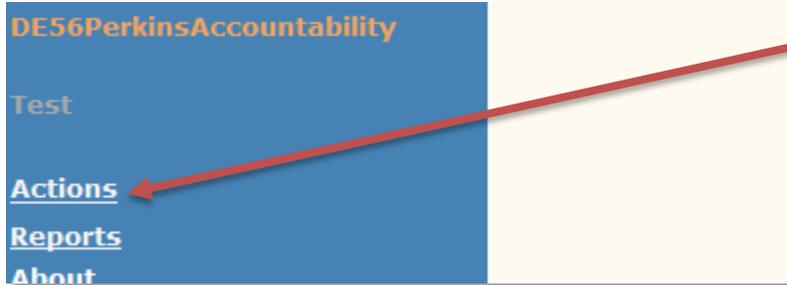
Launchpad Applications for State of South Dakota

[Applications](#)

[Test Internet Applications](#)  
[DES6PerkinsAccountability](#)

1. Go to <http://doe.sd.gov/octe/data>.
2. Click on **LOG ON TO THE PERKINS DATA COLLECTION SYSTEM**. The Perkins Data system currently **only functions in the Internet Explorer** browser. The application will not work in Google Chrome, Mozilla Firefox or Safari.
3. Log in to Perkins Data Collection site using your district's Logon Name and Password. Each district has one logon name/password. Please contact the main Perkins contact in your district for this information. If no one has the logon name/password, contact the Division of Career & Technical Education (DCTE) at 605.773.3423.
4. Select the Perkins Accountability link in the center of the page.

## Submitting a Program Application:



1. Click on **Actions**.



2. Click on **Program Application**.

## Using the Roll Forward Function:

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Annual CTE Program Approval Application

Learning that works for South Dakota  
**CTE™**

School Year: 2014 District: Vermillion 13-1

Add

Test

Actions

- Instructions
- Class Assignments
- Point of Contact
- Teacher Information
- Mass Enrollment
- Individual Enrollment

1. Click on **Add**.

Annual CTE Program Approval Application

Vermillion 13-1 Cluster: Choose

Learning that works for South Dakota  
**CTE™**

2. Select the appropriate Career Cluster from the drop down menu.

### Annual CTE Program Approval Application

Vermillion 13-1 Cluster: Architecture & Construction



**Announcements**

If you have questions, please contact your Regional CTE Specialist. Contact information for <http://www.doe.sd.gov/octe/cte.aspx>

Mark your calendar for the 2015 CTE Conference, July 27-28, 2015, at Lake Area Technical College, [www.lakeareatech.edu/sdacte](http://www.lakeareatech.edu/sdacte) for more details.

Upcoming CTE 101 Qualification Trainings: May 27 in Sioux Falls, May 28 in Rapid City, <https://southdakota.gosignmeup.com> for further details.

Roll Forward Last Year's App. Info

3. To pull information from your SY15-16 application, click **Roll Forward Last Year's App Info**.

This will create a copy of last year's application for you to revise instead of starting your application from scratch.

Please click on the add button below to add assignments for this application

Assignment Code/Course Title	Type	Teacher	Teacher Email	Located in PRF	Fully Certified	Attendance Center
Add						
<a href="#">Click to view cluster courses, standards and syllabi</a>						

If you did not submit an application for your cluster last year, you will not be able to use this function. Please see *Starting a New Application* on page 8.

Assignment Code/Course Title	Type	Teacher	Teacher Email	Located in PRF	Full Certification
10203 - Multi-Media Design	Pathway	unknown	unknown	Not Matched	<input type="checkbox"/>
12104 - Accounting I	Pathway	unknown	unknown	Not Matched	<input type="checkbox"/>
12108 - Accounting II	Pathway	unknown	unknown	Not Matched	<input type="checkbox"/>
12054 - Business Law	Pathway	unknown	unknown	Not Matched	<input type="checkbox"/>
22210 - Personal Finance	Pathway	unknown	unknown	Not Matched	<input type="checkbox"/>
04254 - Psychology	Academic	unknown	unknown	Not Matched	<input type="checkbox"/>

Add

[Click to view cluster courses, standards and syllabi](#)

4. Review courses to ensure they are correct for SY16-17.

5. Add any new courses by clicking on **Add**.

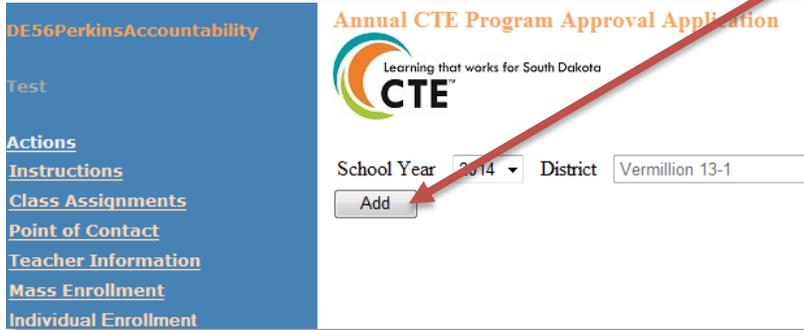
Attendance Center	Course Credits	Number of Sections	Total Credits		
Vermillion HS - 01	0.50	1	0.50		
Vermillion HS - 01	0.50	2	0.50		
Vermillion HS - 01	1.00	1	1.00		
Vermillion HS - 01	1.00	1	1.00		
			Total: 3.00		

6. Delete any courses that are no longer offered by clicking on the **trash icon**.

7. To edit course information (teacher name/email, course credits, sections offered) click on the **paper/checkmark icon** on the right side of the screen to edit the course information.

8. Skip to Steps 4-10 in *Starting a New Application* for more details on how to finish editing your application and submit it.

## Starting a New Application:



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Annual CTE Program Approval Application

Learning that works for South Dakota  
**CTE™**

School Year: 2014 | District: Vermillion 13-1

Add

1. Click on **Add**.

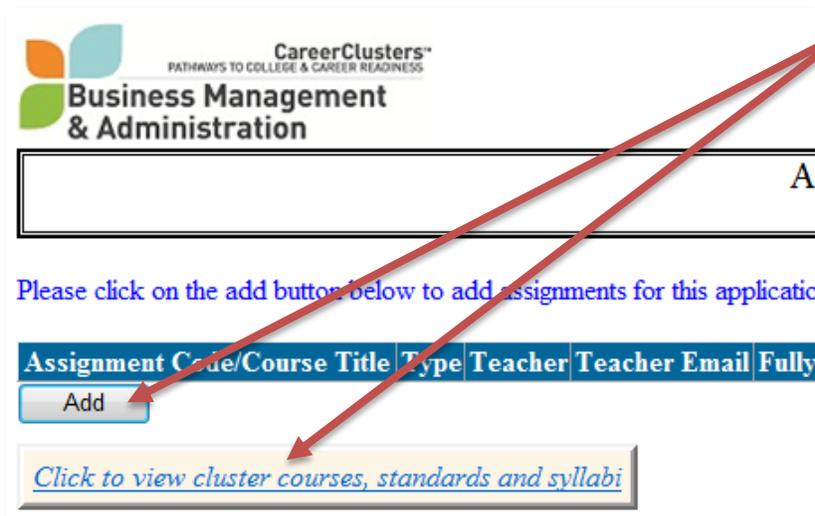


Annual CTE Program Approval Application

Vermillion 13-1 Cluster: Choose

Learning that works for South Dakota  
**CTE™**

2. Select the appropriate Career Cluster from the drop down menu.



CareerClusters™  
PATHWAYS TO COLLEGE & CAREER READINESS

Business Management & Administration

Please click on the add button below to add assignments for this application

Assignment Code/Course Title	Type	Teacher	Teacher Email	Fully
A				

Add

[Click to view cluster courses, standards and syllabi](#)

3. To add a course, click on **Add**. If you are uncertain of which courses are appropriate for your program, review the approved course options and standards for each Career Cluster by clicking **Click to view cluster courses, standards and syllabi**.

**Assignment Detail**

Assignment: Choose

Course Type:

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Email: \_\_\_\_\_ (If Instructor email is not known enter Unknown)

Attendance Center: Choose

Course Credits: \_\_\_\_\_ Sections Offered: \_\_\_\_\_

Offered In Person:  Offered Virtual School:

Dual Credit:

Cancel Save

4. Complete the required information for the first course in your CTE program.

4a. Select the course name/number.

4b. Enter the name of the teacher teaching the course in SY16-17. If you don't know who will be teaching the course, put "Unknown" in the last name and email fields (leave the first and middle name fields open). **Ensure the name matches what is in the PRF system and the email address is correct.**

4c. Select the attendance center where the course will be taught.

**Assignment Detail**

Assignment: Choose

Course Type:

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Email: \_\_\_\_\_ (If Instructor email is not known enter Unknown)

Attendance Center: Choose

Course Credits: \_\_\_\_\_ Sections Offered: \_\_\_\_\_

Offered In Person:  Offered Virtual School:

Dual Credit:

Cancel Save

4d. Enter the number of credits students will receive in the **Course Credits** field.

4e. Enter the number of times the course is offered throughout the year under **Sections Offered**.

4f. Select whether the course will be offered in-person or via the SD Virtual School.

4g. If students will receive both transcribed high school credit and postsecondary credit, select **Dual Credit**. Do not select Dual Credit for articulated courses.

4h. If the information entered is correct, select **Save**.

Attendance Center	Course Credits	Number of Sections	Total Credits		
Vermillion HS - 01	0.50	1	0.50		
Vermillion HS - 01	0.50	2	0.50		
Vermillion HS - 01	1.00	1	1.00		
Vermillion HS - 01	1.00	1	1.00		
			<b>Total: 3.00</b>		

5. To add more courses, repeat steps 3 and 4 in section *Starting a New Application*.

6. After saving a course, if you need to edit it, click on the **paper/checkmark icon** on the right side of the screen. If you need to delete it, click on the trash can.

## IMPORTANT:

In order to establish an approved CTE program, **at least 2 credits** must be offered. The program should be built in a comprehensive, structured way that:

1. Aligns secondary & postsecondary education
2. Includes academic & CTE content in a coordinated, non-duplicative progression of courses
3. Offer, where appropriate, dual credit
4. Lead to industry-recognized credentials, certificates or degrees

To see examples of how the 2-credit minimum can be reached, visit

[http://doe.sd.gov/octe/documents/PERKINS\\_ApprovedProgramofStudy.pdf](http://doe.sd.gov/octe/documents/PERKINS_ApprovedProgramofStudy.pdf).

Additional Information

**New Program**  
 Will the program be a new approved CTE program in 2013-2014 ?  Yes  No  
*(New programs must submit course syllabi for each course taught to the Career Cluster Specialist. To see an example syllabi and required components, click on the "Click to view cluster courses, standards and syllabi" button above.)*

**Advisory Committee**  
 Does the programs's advisory committee operate with clear, written directions and meet a minimum of two times per year?  Yes  No  
*(Does not apply to new programs)*

**Career and Technical Student Organizations**  
 Wich of the following student organizaions, if any, are part of the CTE program?

**Industry Certification offered through program**  
 Which of the following industry certifications, if any, do students work to obtain?  
 OSHA 10 Hour Safety Certification  
 ProStart Program Certification  
 ServSafe Food Safety Certification

By signing this application, the identified CTE program is committing to upholding the intents and purposes of career & technical education.

7. After all courses have been entered, scroll down to the *Additional Information* section.

7a. Indicate if the program will be **new** in 2016-17. If you had an approved CTE program in the career cluster area in SY2015-16, mark no.

7b. Select whether or not the program operates with an effective **advisory committee**. If you select yes, enter the number of times your advisory committee met in the last year (a box will appear).

7c. If your program has a **student organization**, select the correct option. If you are the advisor for more than one Career & Technical Student Organization, select the organization that applies to the career cluster you are currently applying for.

7d. If your students have the option to obtain an **industry certification** through your CTE program, note the appropriate certification. If you offer a certification that is not listed, contact your Regional Career Development Specialist.

- 7e. After completing all fields in the *Additional Information* section, click **Save**.
8. If at any point in the application process you need to stop and come back to work on the application, you are welcome to do so (as long as you haven't already submitted the application – see step 9). See the section below titled *Returning to a Previously Started Application* for more information.

A screenshot of a web application form. At the top, there are two radio button options: "Yes" and "No". Below these are several text input fields. A red arrow points from the text in step 7e to the "Save Progress" button at the bottom right of the form. Other buttons labeled "Cancel" and "Save" are also visible.

By signing this application, the identified CTE program is committing to upholding the intents and purposes of career & technical education, including the requirements of the Perkins grant for 2013-2014 (examples: engage in continuous improvement, submit Perkins accountability data annually).

A screenshot of the signature section of the application form. It is divided into two columns. The left column is titled "Signatures" and contains two rows of input fields for "Signature of Teacher" and "Date", and "Signature of Career Cluster Specialist" and "Date". Below these are "Submit" and "Print" buttons. The right column is titled "OLI Use Only" and contains "Approved" and "Comments" fields.

## IMPORTANT:

After teachers are determined for those classes you marked teacher "Unknown," work with your Regional Career Development Specialist to add in the appropriate information.  
 If you need to make changes to courses after the application is submitted, work with your Regional Career Development Specialist to edit the application.

9. After entering all of your courses for SY16-17 and completing the *Additional Information* section, submit your program application by typing your name into the **Signature of Teacher** field and clicking **Submit** (the date will automatically fill in). The digital signature of the lead teacher/administrator in the CTE program indicates that the district will uphold the requirements of approved CTE programs in SY16-17.
10. After your Regional Career Development Specialist has reviewed your application, you will receive an email with questions or to let you know that your CTE program will be approved for SY16-17.

## Returning to a Previously Started Application:

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Enrollment Upload

Program Application

1. After logging into the Perkins Data System, click on **Actions** and then **Program Application**.

### Annual CTE Program Approval Application



School Year  District  Cluster

2. From the Cluster drop down menu, select the Career Cluster you would like to go back to work on and then click **Search**.

3. Select **Edit** to change courses, teacher information, course credits, etc.
4. See steps 3 – 7 in the *Starting a New Application* section for more guidance on the information to provide in each field.

### Annual CTE Program Approval Application



School Year  District  Cluster

District	Career Cluster	Submitted By	Approved	Edit
13001 - Vermillion 13-1	Business Management & Administration	Tiffany Sanderson	Y	<input type="button" value="Edit"/>