

2014-15 Career & Technical Education (CTE) Approved Program Application Directions

Thank you for your interest in becoming an approved Career & Technical Education program for 2014-15! Below you'll find both guidance and direction in completing the annual CTE program application.

If you have questions or experience technical issues, please contact the Division of Curriculum, Career & Technical Education at 605.773.3423.

Why should we consider submitting an application for approved CTE programs in SY14-15?

In addition to offering students coursework that allows them to seek meaningful and robust Personal Learning Plans (PLPs), establishing approved Career & Technical Education (CTE) programs offers several benefits:

1. Students can use the courses to meet both the SD Graduation Requirements and the SD Opportunities Scholarship Requirements.
2. Approved CTE programs that seek to continually improve and support the aims of Career & Technical Education/Perkins are eligible for:
 - a. Perkins funds
 - b. State & Federal grants, when available
 - c. Student organization membership (DECA, FBLA, FCCLA, FEA, FFA, SkillsUSA)
 - d. Technical support & professional development

What should we consider in developing a CTE program application?

- **Each CTE program** in the district will need to complete an application. If there are multiple teachers and attendance centers offering programming in the same Career Cluster, they can all be added to the same application. If there are multiple CTE teachers on the same program application, the district will need to decide who will be the lead person to sign/submit the application.
- Determine which **CTE courses** should be taught in your program to best prepare students for postsecondary education and their future careers.
 - Does the program include a blend of courses that start at an introductory level and help students advance to deep understanding and high-level concepts (rather than all introductory in nature)?
 - Are the courses leading students to high-skill, high-wage, high-demand careers?
 - Do the courses create a coordinated and non-duplicative progression for students?

- How can the program integrate virtual and/or dual credit courses to enhance what is physically offered in the district?
- To analyze the courses and standards for approved CTE programs, visit <http://doe.sd.gov/octe/careerclusters.aspx> and link to the appropriate career cluster.
- What **other courses** are taught in the school that support the CTE program's class offerings? Determine how the CTE program can expand students' course offerings through relevant courses others teach.
 - Examples: Foundational courses (Career Exploration, Computer Applications, etc.), academic courses (relevant academics to the standards in the CTE courses) and capstone experiences.
 - It is the responsibility of the school or teacher(s) in the approved CTE program to enter Perkins data for any additional courses that are part of the CTE program (academic courses, dual credit courses, virtual courses).
- Prior to starting an application in the Perkins Data System (<http://doe.sd.gov/octe/data>), have the following information at the ready:
 - **Courses** – Foundational courses, CTE courses (both Cluster and Pathway), Academic, Capstone and Dual Credit.
 - **Teacher Name** – The teacher for each course will be entered. First, middle and last names are needed. The names entered in the Program Application should match what is on the PRF system. To see how a teacher's name is entered on the PRF, visit Teacher 411 at <https://apps.sd.gov/applications/de04public/TeacherLookup/TeacherSearch.aspx>. If the teacher hasn't been yet determined, "Unknown" can be entered in the application.
 - **Teacher Email** – Entered for each course. If the teacher hasn't been yet determined, "Unknown" can be entered in the application.
 - **Attendance Center** – Which school will the course be offered at?
 - **Course Credits** – Enter the number of credits the students will receive for taking the course.
 - **Sections Offered** – How many sections does the teacher offer of that course throughout the year?
 - **Offered In-Person or Offered Virtual School** – Identify which delivery method will be used.
 - **Dual Credit** – This will be indicated on the application if students will receive both high school credit and transcribed postsecondary credit for the course.
 - **Advisory Committee** – Determine if the CTE program has an effective advisory committee in place and, if so, how many meetings were held in the last year.
 - **Student Organizations** – Determine if the CTE program offers students expanded opportunities through one of the Career & Technical Student Organizations (DECA, FBLA, FCCLA, FEA, FFA, SkillsUSA).
 - **Industry Certifications** – Identify if the CTE program will be making relevant industry certifications available to students in SY14-15.

Why is the annual CTE application process online?

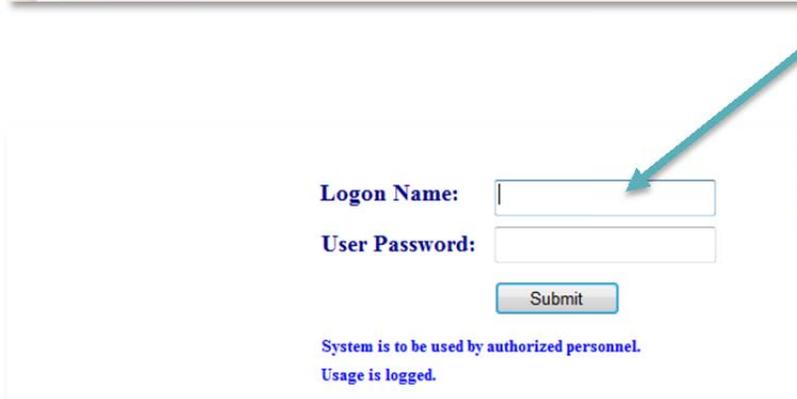
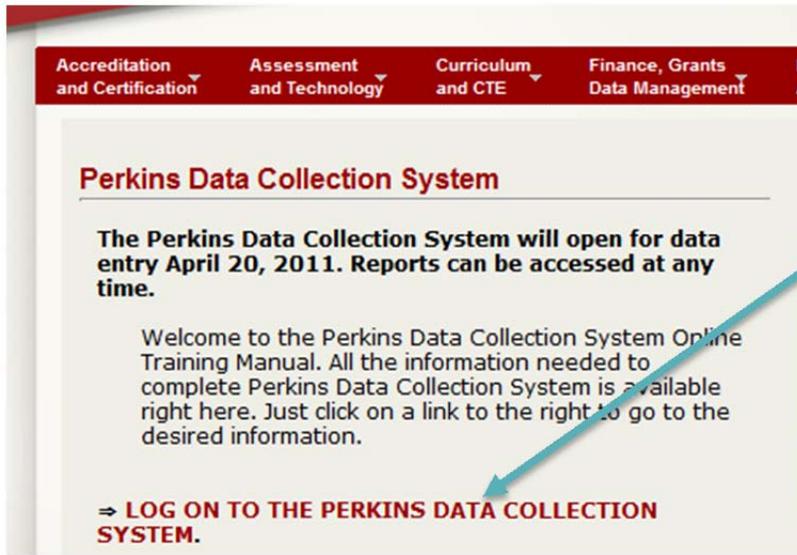
In an effort bring efficiency to CTE and Perkins work, the annual application process is now housed in the Perkins Data System at <http://doe.sd.gov/octe/data>. This will allow schools, CTE teachers and the DCTE staff to easily access the same information, to have record of the application's status and to view critical data on course offerings, teacher certification and more.

Information to Note:

- Each district has one logon name/password for the Perkins Data System (doe.sd.gov/octe/data). 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 (DCCTE) at 605.773.3423.
- If your district has not had an approved CTE program before, please contact the Division of Career & Technical Education for a logon name and password at 605.773.3423.
- The Perkins Data system currently only functions in the Internet Explorer browser. The application will not work in Google Chrome, Mozilla Firefox or Safari.
- Once the required elements listed above are pulled together, completing the CTE program application should only require approximately 20 minutes.

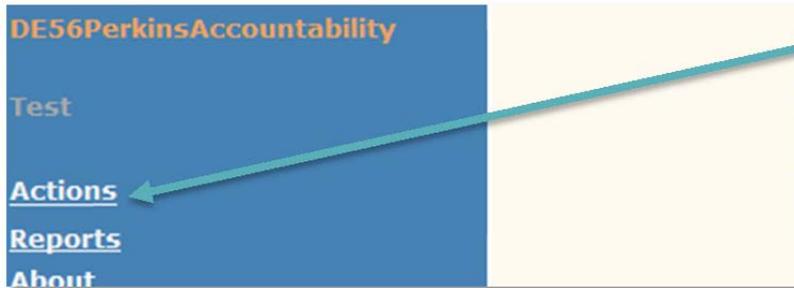
2014-15 CTE Approved Program Application Directions

Logging On:



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:

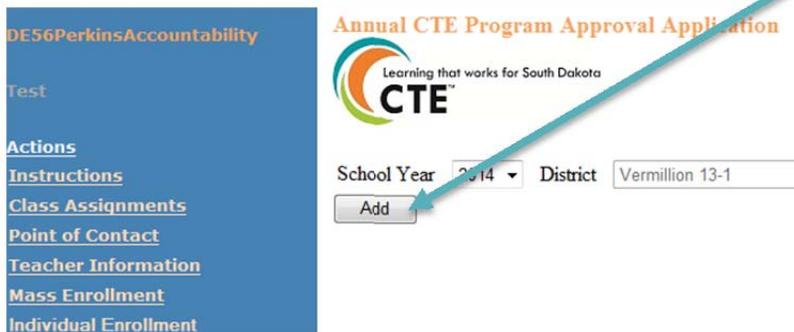


1. Click on **Actions**.



2. Click on **Program Application**.

Starting a New Application:



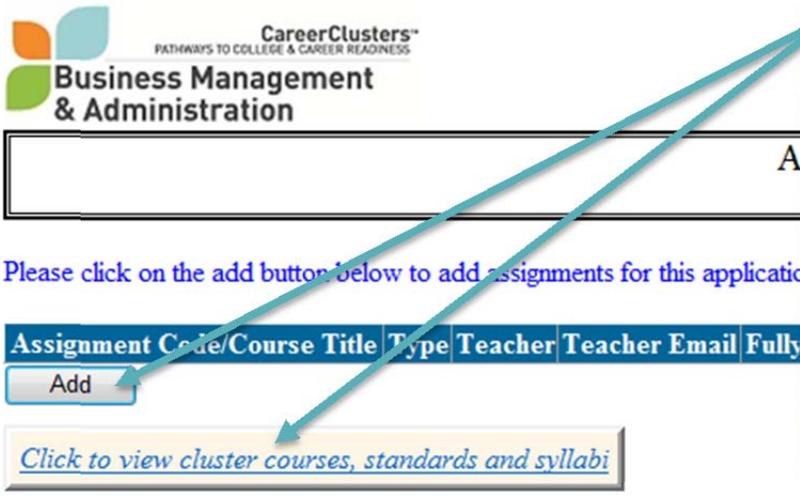
1. Click on **Add**.

Annual CTE Program Approval Application

Vermillion 13-1 Cluster:



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
<input type="button" value="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:

Course Type:

First Name:

Middle Name:

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

Attendance Center:

Course Credits:

Sections Offered:

Offered In Person:

Offered Virtual School:

Dual Credit:

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 SY14-15. 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 blank). **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**.

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.

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		

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. Offers, where appropriate, dual credit
4. Leads 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.

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 program'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
 Which of the following student organizations, 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.

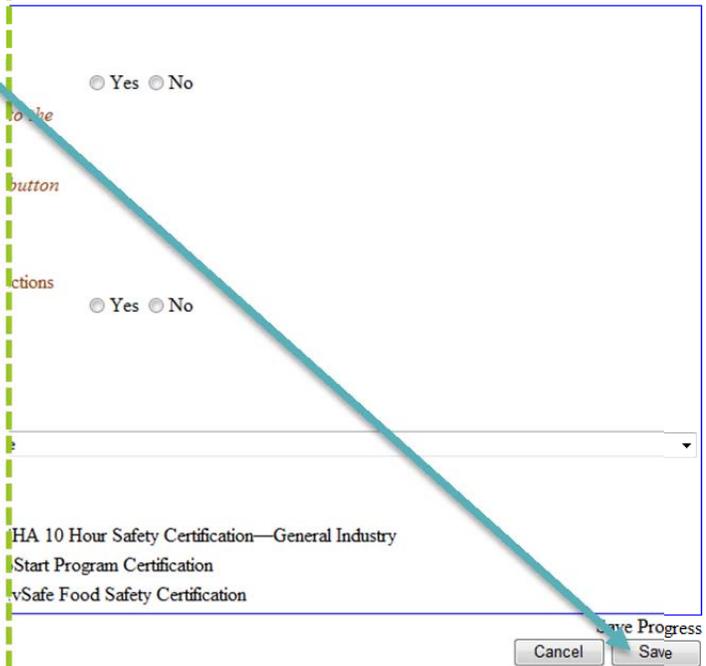
7a. Indicate if the program will be **new** in 2014-15. If you had an approved CTE program in the career cluster area in SY2013-14, mark no.

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).

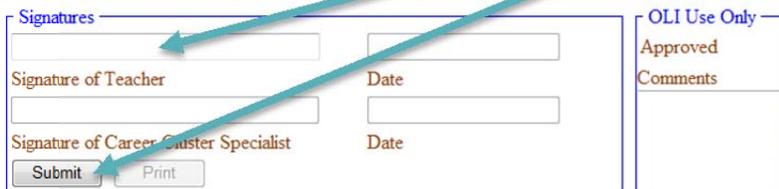
7c. If your program has a **student organization**, select the correct option. If you are the advisor for more than one Career & Technical Student Organization, select the organization that applies to the career cluster you are currently applying for.

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 CTE 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.



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).



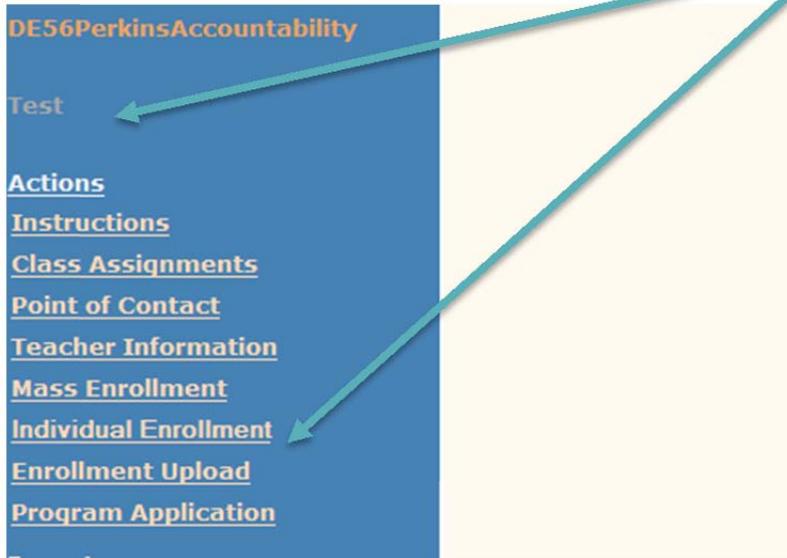
IMPORTANT:

After teachers are determined for those classes you marked teacher “Unknown,” work with your Regional CTE Specialist to add in the appropriate information.

If you need to make changes to courses after the application is submitted, work with your Regional CTE Specialist to edit the application.

9. After entering all of your courses for SY14-15 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 SY14-15.
10. After your Regional CTE Specialist and your Career Cluster Specialist have reviewed your application, you will receive an email with questions or to let you know that your CTE program will be approved for SY14-15.

Returning to a Previously Started Application:



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

Annual CTE Program Approval Application



School Year: 2014 | District: Vermillion 13-1 | Cluster: All | Search

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

Annual CTE Program Approval Application



School Year: 2014 | District: Vermillion 13-1 | Cluster: Business Management & Administration

District	Career Cluster	Submitted By	Approved	Edit
13001 - Vermillion 13-1	Business Management & Administration	Tiffany Sanderson	Y	[Edit]

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.