Career and Technical Education Program Approval Process

Overview

Minnesota school districts seeking approval in Career and Technical Education (CTE) submit for program approval every five years (Minnesota Rules 3505.2550). Please submit renewal applications between June 1 and November 1. New program applications may be submitted throughout the year. Superintendents must provide assurances for compliance with state law. Approval verifies program rigor, and alignment to required components. Refer to CTE Program Approval Database for current approved programs and courses.

Preparing Program Approval Evidence

- Prepare a syllabus for each course submitted for approval. Syllabi or other evidence documents should identify:
    - Alignment to locally-established standards aligned with state Frameworks/national standards;
    - Leadership development opportunities embedded for all students;
    - Career development and experiential learning opportunities embedded for all students;
    - Safety instruction for classrooms, labs, workshops, and work environments embedded for all students.
- Review the current status of your CTE program Advisory Committee. Membership must include 50+% from representatives of business and industry in the career pathways being developed in your program.
- Review the licensure status of all teachers in your CTE program:
    - Use Table C to confirm that each teacher holds the appropriate license for the programs to be submitted
    - If OFP, Tier 1/2, or Tier 3/4 licenses will expire prior to the November 1 submission deadline, teachers and school district administrators should work with PELSB to renew affected licenses prior to submitting materials for Program Approval renewal

Preparing the Program Approval Application Form

- Prepare a separate Program Approval application form for EACH program area (e.g., AFNR, T&I, WBL, etc.)
- Contact Tab: Identify program information and who MDE can contact if questions arise during program review
- Program Design Tab: Provide narrative on embedded leadership, career development, and safety instruction
- Teacher Tab: Provide contact and license file folder information for each CTE teacher in the program
- Advisory Tab: List membership/professional roles of Advisory Committee; verify 50+% from business/industry
- Course Tab: List courses for approval. Assign program and course codes using Table C

Checklist for Submitting Materials to MDE

- Did you **properly complete** the Program Approval application form?

    o Does the application form contain information for ONLY ONE CTE program?

    o Has each of the five worksheets in the Program Approval application form been completed?

    o Does each teacher of record on Tab 3 hold the appropriate license for program and courses being taught?

- **What to submit:**

    o Completed Program Approval application spreadsheet

    o Syllabus for each course on the Course Tab

    o Any other program design evidence documents to demonstrate required elements

    o NOTE: All documents should be in **Word, Excel, or PDF formats**. MDE will not accept links, Google documents, or zipped files.

- **Work-based learning (WBL) programs** submission of will require the following evidence in addition to course syllabi:

    o Training plan template

    o Training agreement template

    o Evaluation plan template

    o Any other documentation used in coordinating the WBL program

- **Where to submit:** Email electronic copies of these documents to the [MDE CTE Program Approval mailbox](mailto:mde.cte.program.approval@state.mn.us) (mde.cte.program.approval@state.mn.us)

    o A separate email should be sent per each program submitted to MDE for review.

    o Each application form should contain information on only one CTE program.

    o All of the supporting evidence/documents for the program indicated on the application form should be attached in the same email as the application form.

- **Recommended:**

    Label the subject line of the submission email as: **CTE Program Approval: [District #, Name of Program]**

District Program Approval Renewal Process: Sample Timeline

(√)	Timeframe	Activity	Responsible Party
	Early Spring	Teachers and Administrators participate in Program Approval training conducted by MDE.	CTE Teachers, Administrators
	Early Spring	Assess licensure status of anticipated CTE teachers for upcoming school year. Create calendar reminders for administrators to work with PELSB and/or teachers to update Tier, and OFP licenses prior to submitting Program Approval materials.	Administrators
	Early Spring	Review status of existing CTE Advisory Committee membership. Work with District Administration, Chamber of Commerce, local industries, etc. to recruit members representing business and industry career clusters in your CTE program.	CTE Teachers, Administrators
	Spring	Begin work on Program Approval spreadsheet tabs for Cover Sheet, Teacher Info, and Advisory Committee.	CTE Teachers
	Spring	Work on program and course information. Make sure Program Design Tab elements are incorporated throughout your CTE program--identify in syllabi or other evidence documentation to be provided to MDE. Work with MDE Program Specialist on questions related to "Program Design."	CTE Teachers
	Late Spring	Work on program and course information. Use Table C (and assistance from MDE Specialist if needed) to properly assign program and course codes to each course. Update course syllabi to reflect curriculum alignment to indicators and benchmarks in Minnesota Frameworks (reference local or national standards where appropriate).	CTE Teachers

IF COURSE AND/OR TEACHER CHANGES ARE ANTICIPATED FOR FALL, WAIT to complete and submit to MDE once staffing and course assignments are finalized.

(√)	Timeframe	Activity	Responsible Party
	Late Spring to Early Summer	Review information in completed Program Approval spreadsheet.	CTE Teachers and Administrators
	Summer	Complete any remaining edits/updates needed to course syllabi or other curriculum evidence documents to be provided to MDE.	CTE Teachers, Administrators
	Summer to Early Fall **Due by November 1**	Submit completed Program Approval spreadsheet and course syllabi/evidence documents for each course listed on the CTE Courses tab to the MDE CTE Program Approval mailbox (mde.cte.program.approval@state.mn.us).	CTE Teachers, Administrators
	When all revisions finalized and approved by MDE	Verify and digitally sign the Statements of Assurance provided by MDE, and return to MDE CTE Program Approval mailbox (mde.cte.program.approval@state.mn.us).	Superintendent or Licensed CTE Director

CTE Program Area Specialists:

Agriculture, Food, and Natural Resources (AFNR); Contact MDE (mde.cte@state.mn.us)

Business (BUS) and Marketing (MKTG); Dean Breuer (dean.breuer@state.mn.us)

Family and Consumer Sciences (FCS); Julia Henderson (julia.henderson@state.mn.us)

Health Science Education (HSE) and Service Occupations (SO); Jenny Neiss (jenny.neiss@state.mn.us)

Trade & Industry (T&I): Communications Technology, Construction, Manufacturing, Transportation; Tim Barrett (tim.barrett@state.mn.us)

Work Based Learning (WBL): Mary Berg (mary.berg@state.mn.us)

Career and Technical Education home page: (https://education.mn.gov/MDE/dse/cte/)