**Important Dates:**

9/15/17 – CTE program update opens

10/20/17 – CTE program update due for schools

11/15/17 – CTE program update due for Regional Coordinators

**Review & Update:**

|  | Allowed / Not Allowed | Note |
| --- | --- | --- |
| Name of Program | No changes allowed | \*Should be the Cluster name of the Skill Set used |
| CIP Code | No changes allowed |  |
| Contact Information | Allowed |  |
| Add or delete course | Allowed | \*Updated Matrix required |
| Change school course number | Allowed | \*It is recommended that course codes not start with 0 |
| Change name of course | Allowed |  |
| Change credits of course | Allowed | \*See section below on credits |
| Change of ‘required’ course status | Allowed | \*Updated Matrix required |

\*A new matrix is not required for splitting a 1.00 credit course into two .50 credit courses if the content of the course remains the same.

**Course Credits**:

Districts are encouraged to review one-credit classes for a possible change to two, half-credit classes. This will ensure a more accurate count of student progression through the CTE Program of Study, as well as more accuracy in data that leads to accountability and funding availability.

Below is an example of how year-long classes appear in the ODE database:

* A district offers “Ag1”. It is a year-long class where students receive independent grades in the fall and in the spring and is in the Program Update database as a one-credit class.
* The reality is “Ag1” is actually two, sequential, half-credit classes with independent grades.
* A student earns a B in the fall semester and an F in the spring semester of “Ag1”.
* The spring CTE data collection only allows one grade per class. If the district uploads the most recent grade, F, for the one-credit class the student receives an F for the full year and is not included in Perkins totals or Career Pathways funding.

In contrast, if during the Program Update, the classes were entered as “Ag1 Fall” with a B and “Ag1 Spring” with an F, the student would receive credit for “Ag1 Fall” in Perkins totals and Career Pathways funding. Instead of receiving no credit for the full year, the student receives no credit only for the half-credit in “Ag1 Spring”.

In the above example, by making sure during the Program Update that the database accurately reflects what is happening in your district, Perkins totals and Career Pathways funding both increase and are more accurate.

**School Course Codes:**

Districts are encouraged to remove leading zeros from the beginning of course numbers. This may help prevent the most common type of validation error in the CTE data. Any record with a validation error results in inaccurate accounting of student progress and is not included in Perkins totals or Career Pathways funding.

An example of what happens:

* In the CTE Program Update, a district submits a course number “011” and this course number is approved.
* In the spring CTE data collections, the district student information system generates a report for this course with the number “011”.
* The district downloads the file into Excel.
* Excel recognizes “011” as the number “11” and changes the number without any notification.
* When the file is uploaded, every record with “11” instead of “011” returns a validation error.
* Unless corrective action is taken, none of these records are counted in Perkins totals or toward Career Pathways funding.

**Remember:**

Programs of Study – Sum of program courses must equal 2 or more credits

Required Credits – a minimum of 0.5 credits (typically one course) in a POS must be ‘required.’

Career Pathway Funding – Sum of POS courses must equal 3 or more credits