**Important Dates:**

9/18/2020 – CTE program update opens

10/23/2020 – CTE program update due for schools

11/27/2020 – 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 | Add teacher contact information if missing or in need of updating | \*New startups will need teacher information added. |
| Add or delete course | Allowed | \*Updated Matrix required |
| Change school course number | Allowed | \*Course codes should 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 |

**Note:**

***Course credits*** - In the 2020 CTE Program Update, we encourage districts to make sure the ODE database reflects LEA course offerings as accurately as possible by reviewing one-credit classes for a possible change to two, half-credit classes (see example below).

**Why?** Many CTE courses are offered as sequential, half-credit classes but sometimes those classes appear in the CTE Program Update as a single, one-credit class. Keep in mind, Perkins totals and Career Pathways funding depend on credit accumulation; entering half-credit classes into the CTE Program Update where applicable gives your district the best chance of logging all credits earned by students.

An example of what happens:

* Your district offers “Ag1”. It’s a year-long class where students receive independent grades in the fall and in the spring and is in the CTE 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 CTE collection only allows one grade per class. If your 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.
* If during the CTE 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 CTE 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*** - In the 2020 CTE Program Update, we encourage districts to consider removing zeros from the beginning of course numbers (see example below).

**Why?** Removing a zero from the beginning of course numbers helps prevent the most common type of validation error seen when reporting CTE data. Keep in mind, records with validation errors are not included in Perkins totals or Career Pathways funding.

An example of what happens:

* Your district submits a course number “011” and this course number is approved.
* In the CTE data collections, your district’s student information system generates a report for this course with the number “011”.
* You district downloads the file into Excel.
* Excel recognizes “011” as the number “11” and changes the number without any notification.
* When your district uploads the file, 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\*

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

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

\*Note by 2024, the number of required credits for POS will increase to 3 credits