CTE Information System:

Important Dates and What they Mean

The CTE Information System (IS) Application combines multiple processes for CTE program maintenance, monitoring, and reporting into one central location in an attempt to decrease the workload associated with maintaining approved CTE High Quality Programs of Study with up to date and accurate program and course information. There are many ways in which the combined CTE program processes overlap in the CTE IS to create a more seamless flow from new application, to initial application approval, to the annual Program Yearly Update and the CTE Student and Course Collections. Every process in the CTE IS is associated with another process, so it’s integral to the functionality of the application that no one process gets delayed—which is why the CTE IS due dates are built in and enforced by the application. To help ensure equity in the processes associated with maintaining and monitoring CTE programs across Oregon, the CTE Information System due dates must be adhered to without exception.

| Important Dates | CTE Information System Operations |
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| 07/01/2022 | CTE program applications are available for the 23/24 school year |
| 06/30/2023 | CTE program applications due for 2023/2024 school year |
| 07/01/2023 | CTE program applications available for 24/25 school year |
| 08/24/2023 | CTE Program Yearly Update Opens  All current and newly approved programs move to *Waiting for Updates* status |
| 10/27/2023 | All approved CTE programs of study are reviewed by the Lead Teachers/Local Admin and have been submitted to the next status, *Submitted to RC* |
| 12/08/2023 | All approved CTE programs of study are reviewed by the Regional Coordinators and have been submitted to the next status, *Submitted to ODE* |
| 01/12/2024 | All CTE program updates are reviewed by ODE’s Content Specialists and all CTE programs are in *Accepted* status  CTE Program Yearly Update Closes |
| 06/30/2024 | CTE program applications due for 2024/2025 school year |
| 07/01/2024 | CTE program applications available for 25/26 school year |

**The CTE Program Yearly Update is completed in the CTE Information System application.**

* All approved programs of study are required to complete the Program Yearly Update.
* Only approved CTE programs of study reported to ODE as dormant should not complete the Program Yearly Update. If a decision is made for a CTE program to enter dormancy, ODE must be notified using the [Dormant CTE Program Notification](https://app.smartsheet.com/b/form/bfe8b613eb6b443f9fea98dc00c760f6).
* Approved programs not submitted to the next status by the appropriate due date will move directly to the Accepted status the following day. If a program moves directly to the *Accepted* status, it will reflect the most recently approved program and course information as the approved info for the school year.
* Once a program has reached Accepted status, it can no longer be edited or updated during the current Program Yearly Update.
* Outside of the scheduled Program Yearly Update timeframe, CTE course changes cannot be made. There is no reopen option for the Program Yearly Update.

**All CTE program application types are completed in the CTE Information System application.**

* All CTE program applications for the 23/24 school year must be submitted to ODE by 06/30/2023.
* Review the Programs About to Expire report in the CTE IS if you’re unsure when your approved CTE programs are due for renewal.
* Applications started during the 2022-2023 school year but not submitted to ODE by June 30 will move to a Cancelled status and a new application will need to be started and submitted.
* If a CTE program is due for renewal in the 2022-2023 school year but doesn’t submit a renewal application by 06/30/2023, the program will show as expiring on 06/30/2023 and there is no way to extend or include the program in ODE’s approved programs for the 2023-2024 school year.
* If a CTE program application is submitted to ODE on 07/01/2023 and approved by the ODE Content Specialist right away, the newly approved application still won’t reflect as an approved program until the 2024-2025 school year due to ODE system roll over dates.
* There is no exception process for program applications submitted to ODE after June 30, 2023, allowing the program to be approved for the 2023/2024 school year due to ODE’s official switch of school years on July 1.