

**FY10 CTE-26 CHECKLIST**

*This checklist is to assist you in preparing the required paperwork to submit a CTE-26 in 2009-2010. It is simply a tool for your use and does not need to be sent with the CTE-26 to the Office of Career-Technical Education.*

1. Obtain the **correct** CTE-26 for the program you want funded (available at [www.education.ohio.gov](http://www.education.ohio.gov), key word search "CTE forms." Choose one (1) from these four (4) forms:

- **FY2010 CTE-26 Application for Preliminary Approval of Secondary Career-Technical Workforce Development (WFD) Program** (PDF) – Use for all Workforce Development programs except Vocational Job Training Coordinating (JTC).
- **CTE-26 Application for Preliminary Approval of Secondary Career-Technical Family and Consumer Sciences (FCS) (Work and Family Life) and Graduation, Reality and Dual-Role Skills (GRADS)** – Use for all FCS, Work and Family Life and GRADS programs.
- **CTE-26 CBI Application for Preliminary Approval of Secondary Career-Technical Career-Based Intervention (CBI) Programs** – Use for all CBI programs.
- **CTE-26 JTC Application for Preliminary Approval of a Secondary Vocational Job Training Coordinating – 990371** – Use for all JTC programs.

ONLY ONE PROGRAM AREA MAY BE INCLUDED ON A CTE-26 APPLICATION.

Separate applications must be submitted for each program area. Include any academic courses related to the program for which you want weighted funding.

Each CTE-26 must have **its own second page with original signatures** as legally required. In the past, we have received multiple first pages with only one signed assurances page.

**Part I. School District Information:**

Double-check that the District and Building IRNs are listed and are correct.

Complete the District's Contact Person information as requested.

Make sure the Contact Person's e-mail address is correct as we will send information about the receipt and approval of this CTE-26 to him/her via e-mail.

**Part II. Program Information:**

List the career field, career pathway, specialization (if applicable), the total CTE hours in the Pathway and the name of the Career Field Technical Content Standards (CFTCS) covering this program.

An example of a CFTCS is the *Human Services Career Field Technical Content Standards Document*. This information is available by clicking on Career-Technical in the top white row of topics on the ODE Web site home page, clicking on Career Fields in the left area of the screen that comes up, and clicking on the specific career field you need, then accessing the several screens accessible on that career field's page.

**Part III. Career Technical Weighted Funding Request:**

Double-check that subject codes reflect FY10 subject code prefixes and/or new course numbers, if these have been updated or added for 2009-2010.

In some cases the old prefix subject code is still acceptable and approvable in FY10.

Note that we will refer to the subject name given your course in EMIS, even if you list

your local course name on your CTE-26 application. Some of the EMIS subject names have been updated in FY10 as well.

- Use the FY2010 Curriculum (CN310) code instead of the old Course Type.  
A crosswalk of the old course type to the new Curriculum code with a definition of each curriculum code is available at [www.education.ohio.gov](http://www.education.ohio.gov), *key word search "CTE Forms" under "Resources."*
- Double-check that the program hours are listed and are correct.  
Program hours are calculated as follows:  
 $\# \text{ of minutes/day} \times 180 \text{ days} \div 60 \text{ minutes in an hour} = \text{total hours/year}$ . Do NOT use credit hours.

**Part IV. Tech Prep Information:**

- Complete the Consortium information requested.  
Make sure the Consortium Director's e-mail address is correct as we will send information about the receipt and approval of this CTE-26 to her/him via e-mail.
- Part IV. Program of Study (POS) requires separate forms to be completed and enclosed with the CTE-26 form:
  - One **Secondary 2009-2010 Program of Study**, and
  - One or more **Postsecondary 2009-2010 Program of Study**.

We suggest you review the **FY2010 Program of Study Instructions** (Microsoft Word document) which is located as the third open bullet under **Workforce Development Programs (except Vocational Job Training Coordinating) Applications** on the ODE Web site "**CTE Forms**" page. Then

- Complete and enclose one Program of Study (POS) form for each postsecondary partner you have developed for this program.
  - Use **either** the PS Quarter Program of Study form **or** the PS Semester Program of Study form, depending on whether your postsecondary partner(s) is/are on quarters or semesters. Note: The actual Postsecondary Program of Study forms are abbreviated as "PS Quarter" and "PS Semester" on the tabs of the Excel form (which includes the secondary and both postsecondary forms).
- The Program of Study forms must be accompanied by the **Program of Study Assurances** which must be signed by the Perkins IV Recipients, i.e. it must have
  - The CTPD Superintendent's signature, and
  - The signature of the College President.
    - If more than one postsecondary institution is involved, use a separate Program of Study Assurance form for each postsecondary partner.
- Please ensure that the signatures on these **Assurances** also include:
  - ✓ the **printed** name of the signee on the line indicated for this, since many signatures are hard to read, and
  - ✓ if you are a designee, indicate this by adding words to the effect of "as designee of the CTPD Superintendent" (or whatever is appropriate).

**No Program of Study forms are needed for the FCS, CBI or JTC CTE-26 forms. However, the CBI and JTC CTE-26's and all CTE-26's submitted by Community Schools must enclose an Education Plan** before their CTE-26 can be approved. There is a specific template provided for a CBI CTE-26 application and another template for a JTC CTE-26. Both are available on the "CTE forms" Web page.

Community Schools may work with the program consultant in submitting their Educational Plan.

Part V. **CTE-26 Assurances** of the CTE-26 Application form:

- Make sure the CTE-26 is signed by both
  - the School District Superintendent or his/her designee, and
  - the CTPD Superintendent or Community School Sponsor, as appropriate, or his/her designee.
- ✓ If a designee has signed, indicate for whom he/she is a designee.
- ✓ Since many signatures are hard to read, be sure to **print** the name of the signee on the line indicated for this.

If you have any further questions, please call (614) 466-2901 and ask to speak to the consultant who approves CTE-26's for the career field in question.