

Program Approval Overview

Minnesota West Carl Perkins Consortium

The following information is provided to assist high school CTE teachers that want to have their programs approved by the Minnesota Department of Education (MDE). This allows schools to access Carl Perkins and Career and Technical Levy funds. It is the goal of the Minnesota West Carl Perkins Consortium to have all high school CTE programs approved by the end of the 2008-09 school year. To be eligible for Carl Perkins and CTE Levy funds for the 2009-10 school year, a program must have their approval forms and attachments to the MDE office on or before the December 1, 2009 deadline.

It is important that teachers work closely with their school administration and the MARRS (Minnesota Automated Reporting Student System) and STAR (Staff Automated Reporting) Coordinators in their schools to make sure there is consistency in the use of program and course codes with the teacher's license.

Minnesota Rules, Chapter 3505 governing program approvals and program evaluations on a cycle:

- 3505.1100 Standards for Program Approvals
- 3505.2400 Scope

These rules provide MDE with language that requires programs to provide continuous self-assessment for program improvement AND renewal of program approvals every 5 years.

The schedule for the Program Approval cycle will be as follows:

First Cycle	Minnesota Region	Second Cycle
FY 09-10	Southwest Minnesota Region	FY 14-15
FY 10-11	Southeast Minnesota Region	FY 15-16
FY 11-12	Minneapolis and West Metro	FY 16-17
FY 12-13	Northeast AND Northwest Regions	FY 17-18
FY 13-14	Central Region AND St Paul and East Metro	FY 19-20

There are two separate forms that are used depending on the program to be submitted.

- The following programs are required to use the Youth with Disabilities Program Approval Form numbered **ED-00381-15**.
 - 000023 Other/Transition Disabled (Must have approval to use this)
 - 000670 Career Accommodations (Must have license to run this)
 - 000710 Career and Technical Evaluation (Must have license to run this)
 - 000750 Work Experience - Handicapped
 - 000755 Work Experience / Career Exploration Handicapped only (WE/CEP)
 - 000790 Technical Tutor / Paraprofessional (Must have license to run this)
- All other Career and Technical Education programs use form numbered **ED-02335-03**.
 - 019901 Agriculture Education
 - 140710 Business Education (Administrative Support Occupations)
 - 149090 Business Education (Teacher-Coordinator, Business & Office Cooperative Programs)
 - 090101 Family and Consumer Science

** Trade and Industry and Medical Careers (Too many codes to list, please consult Table C Program and Course Codes, your school administration or your regional Carl Perkins Coordinator)

Only CTE programs taught by CTE licensed teachers are eligible to expend dollars in Perkins and the Local CTE Levy. Yearly, MDE staff will monitor district expenditures to see how the dollars were spent in Perkins and the Local Levy. If it is determined that dollars were inappropriately spent, MDE will recapture funds and may sanction programs in the future.

In future years (after your program has been approved), if you add courses to already approved programs, please have the schools submit a copy of the original Program Approval cover sheet (both sides), the new course syllabus, and teacher license. MDE will add this to the existing database of the approved program list. If there is a teacher change, please have the district send MDE a copy of the teacher's licensure, district name and number, course teaching, approved program number, etc. so this information can be put in the files.

All of the forms you need to complete your program approval can be found on the www.lifetimeoflearning.com website (click on the Carl Perkins button):

- **Program Approval Overview**
- **Program Approval Sample Packet**
- **Program Approval Form numbered ED-00381-15 (Youth with Disabilities)**
- **Program Approval Form numbered ED-02335-03 (CTE Programs)**
- **Program Approval Rubric**
- **Program Approval Worksheet (master list of courses)**
- **Table C with Program Codes and Two Digit Course Codes**
- **MDE's Program Approval Database**

Send all completed Program Approval Forms and attachments to:

Marlys Bucher, CTE Secondary Coordinator
Academic Standards and High School Improvement
1500 Highway 36 West
Roseville, MN 55113-4266
Marlys.bucher@state.mn.us

For information or technical assistance with the Program Approval process contact:

Gail Polejewski, Career Development Coordinator
Gail.polejewski@swsc.org
507-537-2273