

Oklahoma CTE Guidelines for Academics

This document is to clarify Oklahoma House Bill 2886, which authorizes technology centers to offer academic courses to their students, as well as Oklahoma Senate Bills 982 and 1792, which implemented Achieving Classroom Excellence (ACE) legislation. Each piece of legislation has unique requirements and conditions to ensure adherence to law and sound educational practice.

ACE Legislation

Senate Bill 982, known as ACE, passed in May 2005 and contains curriculum requirements for high school graduation. Senate Bill 1792 passed in 2006 and implemented the End of Instruction (EOI) testing requirements for high school students. Parents/students must choose one of two options: College Ready/Work Ready or Core. Students are automatically enrolled in the College Ready/Work Ready curriculum unless parents give written permission for their student to enroll in the core curriculum. Follow this link to see a chart of these curriculum and testing requirements: <http://www.sde.state.ok.us/curriculum/ace/default.html>

Academic Courses for Sophomores Within a Focused Field of Study (Academies)

In 2004, the state legislature authorized that technology center districts may offer programs/career majors for sophomores by passing HB 2662. However, in order for sophomores to obtain academic credit for math and science courses above Algebra I and Biology I, students must be enrolled in a focused field of study. The focused field of study and the academics integrated into the academy must be developed in cooperation with the Oklahoma Department of Career and Technology Education (ODCTE), State Department of Education (SDE), and State Regents for Higher Education (OSRHE). Examples of a focused field of career study/academy would be pre-engineering, biomedical sciences, biotechnology, etc. As always, teachers must be highly qualified and Oklahoma subject-certified in the math and science courses they are teaching.

The State Board of Education and local comprehensive school boards must approve the academy (focused field of study). We recommend that official approval be in place by March 1 of the previous school year. To help with this process, ODCTE has developed a checklist for the steps needed in the application for a Focused Field of Career Study. This can be found at <http://www.okcareertech.org/stem/index.htm> by selecting the checklist at the bottom of the home page.

Math/Science

Math and science courses taught at the technology center follow the same guidelines and PASS objectives as those taught at the comprehensive school. These teachers must be highly qualified and Oklahoma subject-certified for courses they teach. The teacher of record should also be the actual classroom teacher. A checklist for these requirements is available at

<http://www.okcareertech.org/cac/Pages/guidance/guidance.htm>.

Computer Technology Courses

Approved career and technology education (CTE) courses taught in the technology centers and the high schools may be counted as computer technology credit for College Ready/Work Ready and Oklahoma's Promise requirements. These select courses have gone through a statewide approval process with the ODCTE and OSRHE. These approved CTE courses are listed on the OSRHE website:

http://www.okcollegestart.org/Plan_for_College/Courses_to_Take/Course_Guidelines.aspx

Select Credit Chart for career and technology education options for Computer Technology and a list of courses and corresponding OCAS Codes. It is critical to name and transcript the courses that count for Oklahoma's Promise EXACTLY as listed on these websites.

Agricultural Education Courses

The current Core curriculum allows for "qualified agricultural education courses" as determined by the State Board of Education to offer the sets of science competencies in Priority Academic Student Skills (PASS). These courses correspond to academic science courses. Qualified agricultural education courses may include but are not limited to horticulture, plant and soil science, animal science, natural resources, and environmental science.

College Ready/Work Ready Requirements for Science

Currently two courses qualify for science credit: Plant Science (Botany 5040) and Animal Science (Zoology 5240). These courses will count only if the ag teacher holds an Oklahoma certification in biological sciences (certification code: 6050) and the course is taught above the rigor of Biology I PASS standards. To see the course standards, go to <http://www.okcareertech.org/stem/science/sciencestandards.htm> and select Advanced Animal Science and Advanced Plant and Soil Science.

Core Curriculum Requirements for Science

For the "qualified agricultural education courses" to meet the Core curriculum requirements and count for high school graduation ONLY, the teacher must be highly qualified by having completed a minimum of 24 hours of science outside the College of Education or hold a National Board Certification in agriculture. The teacher does NOT have to possess a biology science endorsement or certification. (NOTE: This does not count for college entrance requirements.)

Anatomy and Physiology

Science credit can be granted for an anatomy and physiology course taught at a technology center. The anatomy and physiology credit may be approved for College Ready/Work Ready requirements if the teacher holds a biological science certification (certification code: 6050) and the local school board approves it as a lab science. The anatomy and physiology course must also contain the process standards for lab science required in PASS. To see this course standard, go to <http://www.okcareertech.org/stem/science/sciencestandards.htm> and select Anatomy and Physiology.

Carnegie Units

Academic courses offered in technology centers must adhere to the SDE requirements for awarding Carnegie units of credit. A unit of credit is given for successful completion of a course that meets a minimum of 40 minutes a day, 5 days a week for 36 weeks, or the equivalent of 120 clock hours within the school year.

Highly Qualified Teachers

Each teacher of a course receiving academic credit must be highly qualified under the Federal No Child Left Behind law. In order for a CTE teacher to be considered highly qualified, the teacher must hold a bachelor's degree and a license/certificate in the subject(s) taught, plus other state requirements. To see these state requirements plus more information on highly qualified teacher, go to: <http://www.sde.state.ok.us/Teacher/HighlyQualified/default.html>.

Each year, local school districts must report the number of teachers who are highly qualified to the SDE using their online database. Technology centers shall report their highly qualified teacher information to their partner high schools. Only partner high school districts have rights to enter data into this online database.

NOTE: At technology centers, the highly qualified teacher requirement applies only to instructors that teach required academic courses.

Oklahoma's Promise (formerly known as OHLAP)

The courses approved for Oklahoma's Promise have expanded over the past few years and have been facilitated by career and technology education moving from programs to courses. CTE courses that are listed for Oklahoma's Promise have undergone a statewide approval process between ODCTE and OSRHE. CTE courses submitted independently to the OSRHE by high schools or CareerTech centers will not be reviewed. For a list of CTE courses that have been approved for Oklahoma's Promise recognized credit go to: http://www.okcollegestart.org/Plan_for_College/Courses_to_Take/Course_Guidelines.aspx.

Only the CTE courses that are approved and funded by the ODCTE are found on the Oklahoma's Promise approved course list. It does not include locally developed business and other vocational courses not supported or recognized by the ODCTE. Schools using the approved CTE course names will be jeopardizing student eligibility for Oklahoma's Promise credit if the course is not an approved and funded CTE course recognized through the ODCTE.

Other Academic Courses

Academic courses such as English, social studies, and foreign language may not be taught at a technology center for high school credit with the following exceptions: approved alternative education programs, dropout/credit-recovery programs, Internet-based or distance-learning courses approved by the local school board. As always, an SDE regional accreditation officer is the best contact for specific questions regarding high school credit.

Remediation

Senate Bill 867 allows technology centers to provide EOI remediation in Algebra I, Algebra II, Geometry, English II, English III, U.S. History, and Biology I if approved by the technology centers and their local school boards. For more information consult the remediation page at: <http://www.okcareertech.org/cac/Pages/guidance/Remediation/remediation.htm>.

Technology centers should work very closely with their partner schools. Partner schools are required to submit an annual remediation plan each fall to their local board of education. Remediation done at the technology center needs to be included in this plan. To see a sample remediation plan, go to:

<http://www.sde.state.ok.us/Curriculum/ACE/pdf/SampleDistrictRemediation.pdf>

Remediation provided through instructional time during the school day, a summer academy, or school-based tutoring shall be provided by a highly qualified teacher or under the supervision of a highly qualified teacher in the appropriate content area. (OAC 210:10-13-2) If the technology center does not have a subject-certified, highly qualified teacher for the subject for which the student will be remediated, it is essential to work closely with the partner schools to identify the highly qualified teacher who will be supervising and determine how they will work together. To review teacher qualifications, go to:

<http://sde.state.ok.us/Teacher/ProfStand/pdf/ACE.pdf>. Once the student has been remediated, the technology center will need to let the partner school know that the student is ready to re-test. There are designated times for re-testing. Contact the student's sending high school as soon as remediation is complete.

Offering remediation online is not to be confused with offering an academic core course online. Technology centers can only teach math (above Algebra I) and science (above Biology I) courses as per HB2886.

Online Curriculum

Many technology centers are offering online courses. Technology centers may offer online courses for:

- 1) **Remediation**: provided by a highly qualified, subject certified teacher or under the supervision of one.
- 2) **Credit accrual**: for math and science only provided by a highly qualified, subject certified teacher.
- 3) **Credit recovery**: provided by a highly qualified, subject certified teacher or under the supervision of one.

There are many online curriculum systems. Some supply a subject certified, highly qualified teacher as part of their service. Some provide curriculum only. It is the technology center's responsibility to follow proper guidelines for the online system used.

E transcript

The transcript exchange system is a secure process that allows Oklahoma high school counselors to electronically send student transcripts to Oklahoma college and university admissions offices, technology centers, Oklahoma's Promise Scholarship Program, and the NCAA eligibility center.

E transcripts enable technology centers to receive transcripts more often and in a timely manner. Technology center student services staff can more closely monitor students' academic progress, including grades, test scores, and business- and industry-recognized endorsements. It is also critical to closely monitor the transcripts of students to ensure that both proper course transcription and graduation and other requirements are being met. (NOTE: Technology

centers can receive and view transcripts; additions and corrections can be made by the high schools only.)

End of Instruction Testing (EOI)

The technology center cannot administer the EOI. A technology center may offer its facilities to the partner school district and furnish staff to serve as monitors for the EOI assessments, but cannot administer the tests. If the EOI is offered using technology center facilities, the EOI administrator must be from a partner school.

Alternate Testing

All students must take the EOI exam for any course they complete and for which an EOI exists. The alternate tests may not be given in lieu of EOI exams but may be used by students who did not score at least at the proficient level on one of the required EOI exams in order to meet the ACE testing requirements for graduation. The attached list of tests and minimum cut scores was approved by the State Board of Education on November 17, 2009. The web link to find this attachment is:

<http://www.okcareertech.org/cac/Pages/guidance/Remediation/remediation.htm> or it can be found at the following SDE site:

<http://www.sde.state.ok.us/Curriculum/ACE/default.html#AltTests>

Transcripted Business and Industry Endorsements

Senate Bill 497 states that the local high school shall transcript business and industry recognized endorsements earned by CTE students. Technology centers shall notify local high schools when a student has earned such credentials. A list of approved endorsements can be found at <http://www.okcareertech.org/cac/Pages/guidance/15766BusIndRecEnd.pdf>

If you have questions or need additional information, contact the following:

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