

# RULE IMPACT STATEMENT

February 18, 2020

## 780:20-3-2, 3-3, 3-4 of the Oklahoma Administrative Code

### 780:20-3-2. Programs: admissions, operations, enrollment, and length

a) **Nondiscrimination; admission guidelines.** Students shall be provided access to CareerTech programs and facilities without regard to race, color, national origin, sex, or disability.

(1) **Agricultural Education.** Agricultural Education programs are designed for junior high and high school grades eight through twelve and shall be provided by comprehensive school districts. Technology center school districts shall be prohibited from operating Agricultural Education programs or FFA chapters in any location. Each student enrolled in an agricultural education program shall participate in a supervised agricultural experience project. For each agricultural education program which is funded by the Oklahoma Department of Career and Technology Education, the local school district shall provide transportation services, for the agricultural education program and FFA program related duties and activities. (FFA is an integral part of the agricultural education program.)

(2) **Business, Marketing and Information Technology Education.** Business, Marketing and Information Technology Education programs are designed to prepare ~~junior high and high school students (grades 7 through 12)~~ students in grades 6 through 12 and adults for pathways to careers in business, marketing and information technology.

(3) **Family and Consumer Sciences Education.**

(A) **Comprehensive Family and Consumer Sciences Education.** Family and Consumer Sciences programs are designed for students grades 6 through 12 to experience hands-on experiential and problem based learning to explore opportunities for careers, post-secondary transitions and pathways in family and consumer sciences related areas.

(B) **Occupational Family and Consumer Sciences Education.** Occupational Family and Consumer Sciences programs are designed to prepare students in grades 11 and 12 and/or adults for careers in specific family and consumer sciences occupations.

(4) **Health Careers Education.**

(A) **CareerTech health careers.** Health Careers Education programs are designed to prepare junior high students, high school students and adults for employment in a health career of their choice.

(B) **Requirements for applicants.** Applicants for admission to Health Careers Education programs must meet requirements as set by the individual program, state statutes, and any other requirements of the appropriate licensing or accrediting agency.

(5) **Science Technology Engineering and Mathematics (STEM).** Science Technology Engineering and Mathematics programs are designed to prepare students grades 6-12 for hands-on and problem based curriculum that allows students to explore opportunities for careers, post-secondary transitions and pathways in Science, Technology, Engineering and Mathematics (STEM).

(6) **Trade and Industrial Education/TechConnect.** Trade and Industrial Education programs in comprehensive schools are designed for students in grades 6 through 12 for hands-on experience and problem based learning that allows students to explore

opportunities for careers, post-secondary transitions and pathways in Trade and Industrial Education. The state program administrator must approve exceptions. Trade and Industrial Education programs in technology centers are designed for students in grades 11 and 12 and/or adults. In technology center programs, tenth-grade students, or over-age students in a grade lower than the eleventh, may be enrolled upon approval of the sending school.

(b) **Program operations.**

(1) **Recommendation for program approval.** The appropriate CareerTech program administrator shall recommend approval of a program when criteria for the approval of new programs are met and funds are available.

(2) **Program composition.** Programs shall offer hands-on experience or supervised occupational experiences in the laboratory or clinical setting as well as classroom instruction to provide opportunities for students to achieve career objectives.

(3) **Course titles.** CareerTech course offerings must be in agreement with the course titles listed in the current *Standards for Accreditation of Oklahoma Schools*, published by the State Department of Education. These same course titles (or abbreviated titles) should be the class titles entered on the student's transcript.

(4) **Units of credit.** The units of credit shall be determined by the number of periods the student is in class plus on-the-job training, clinical training, or internship served. (Refer to the *Standards for Accreditation of Oklahoma Schools*.)

(5) **Full-time programs.** A full-time program in a comprehensive school shall consist of five CareerTech instruction class periods and one planning period for a six-period day, and six CareerTech instruction class periods and one planning period for a seven-period day.

Exceptions to this rule shall include the following:

(A) **Two planning periods.** Teachers who supervise students' agricultural experience programs shall have a minimum of two periods to plan, supervise, and coordinate the activities of student learners (see 780:20-3-1(e) and 780:20-3-2(b)(7)(A)). For schools on non-traditional schedules, teachers shall have the equivalent of a minimum of 90 minutes per day for planning and supervision of students. It is recommended that the last hour of the school day be utilized as one of the planning periods. Schools offering Agricultural Education courses the final period of the day must provide a written explanation to the program administrator.

(B) **Teaching of related courses.** Full-time program teachers of Marketing Education, Career Transitions Education, and TechConnect may be allowed to teach one related course, subject to the approval of the appropriate ODCTE state program administrator.

(C) **Trade and Industrial Education/TechConnect.** Two three-hour block courses shall constitute a full-time program in Trade and Industrial Education in a Technology Center.

(D) **Health Careers Education.** Teachers of Health Careers may be allowed to teach one or two related courses with at least one conference period (if the school is on a standard six or seven-period teaching day), subject to the approval of the Health Careers Education program administrator.

(E) **Science Technology Engineering and Mathematics.** Teachers of Science Technology Engineering and Mathematics may be allowed to teach one related course, subject to approval of the appropriate cluster administrator. Science and math courses listed in the STEM program can be counted as a STEM course, not a related course, with the approval of the cluster administrator.

(6) **Adult Training and Development.** Adult Training and Development (short-term adult) programs in comprehensive schools may be organized under the supervision of the CareerTech teacher and must be occupationally specific. These programs are organized on request or as the need indicates. They may vary in length.

(7) **Program operations by occupational division.**

(A) **Agricultural Education.**

(i) **Secondary programs.** The agricultural education instructor is a full-time, 12-month employee and shall teach only approved agricultural education courses. Agricultural education instructor shall have no other extra curricular duties or responsibilities other than those required through the FFA student organization and normal school supervisory duties. Coaching, administration, or other similar full-time duties will not be approved. In the case of a non-funded agriculture education program, the program must follow state policy and guidelines to remain in good standing and be able to utilize the CareerTech student organization, FFA.

(ii) **Summer program.** The agricultural education instructor shall formulate a summer program of work and a calendar of activities, which are to be submitted to the local education agency at the completion of the school year.

(iii) **Activities.** Summer activities shall include supervision of students' activities; educational field days and tours; in-service and professional development activities; and, working with adults, agricultural organizations, and industries.

(iv) **Summer leave.** Agricultural Education teachers are entitled to two weeks of summer leave. In lieu of these two weeks of vacation, three weeks each year may be allowed for professional improvement. Summer leave should be coordinated with the local administration. If there is a question in regard to summer leave, the program administrator should be contacted for approval.

(v) **Full-time adult programs.** Full-time adult Agricultural Business Management programs vary in length and are designated for and intended to meet the needs of adults engaged in agriculture and agricultural business operations.

(B) **Business, Marketing and Information Technology Education.**

(i) **Full-time programs in comprehensive schools.** A full-time program in comprehensive school shall consist of five instructional class periods (five credits) and one planning period for a six-period day or six instructional class periods (six credits) and one planning period for a seven-period day that is offered to students in grades 7 through 12. Block schedules, including trimesters, will be approved if they provide one full unit/credit per course and offer a full schedule of approved courses with one planning period. Instructors shall teach only approved business, marketing and information technology education courses that are aligned with an approved occupational outcome. State-approved syllabi identify the required length of courses – one-half or full unit of credit. Business, Marketing and Information Technology Education instructors shall have no other extracurricular duties or responsibilities other than those required through the BPA or DECA student organizations and normal school supervisory duties.

(ii) **Full-time programs in technology centers.** A full-time program in a technology center shall consist of two three-hour block periods of instruction for students in grades 10 through 12 and adults and should have an occupational

outcome that includes a work-based learning component. Any exceptions must be approved in writing by the state program administrator.

(iii) **Technology/equipment.** Business, Marketing and Information Technology Education programs shall provide technology that is appropriate for the defined occupational objectives and is reflective of a modern business environment. A written program plan integrating curriculum, training materials, and technology shall be maintained to guide program development and maintain relevance to the marketplace.

(iv) **Part-time comprehensive school programs.** Comprehensive school Business, Marketing and Information Technology Education programs that are less than full-time will be funded as a half-time program and will be approved only through the permission of the state program administrator. A part-time program shall include a minimum of three approved business, marketing or information technology education courses with one planning period.

(v) **Unfunded programs.** Non-funded Business, Marketing and Information Technology Education programs must follow state policies and guidelines and maintain an active BPA or DECA student organization chapter in order to remain in good standing.

(C) **Comprehensive Family and Consumer Sciences Education.**

(i) **Full-time programs.** A full-time program shall consist of only approved family and consumer sciences classes with one planning period in the daily schedule. Family and consumer sciences instructors shall have no other extra curricular duties or responsibilities other than those required through the FCCLA student organization and normal school supervisory duties. Each single teacher program shall offer at least two complete programs of study in a three-year period. A multi-teacher district shall offer one more program of study than the number of teachers per building. Coaching, administration, or other similar full-time duties must be approved by the state program manager in writing prior to implementation.

(ii) **Part-time programs.** Programs that are less than full-time will be funded as a half-time program and will be approved only through permission of the program administrator. A part-time program shall include a minimum of two family and consumer sciences classes and a conference period for a six period day and three family and consumer sciences classes and a conference period for a seven or eight period day.

(iii) **Unfunded programs.** In the case of an approved unfunded family and consumer sciences program, the program must follow state policy and guidelines to remain in good standing. Only approved programs shall have a Family, Career and Community Leaders of America chapter.

(D) **Occupational Family and Consumer Sciences Education.**

(i) **Full-time occupational programs in comprehensive schools.** A full-time occupational family and consumer sciences education program in the comprehensive school will include two or more classes, two to three periods in length for 11th- and 12th-grade students.

(ii) **Full-time occupational programs in technology centers.** A full-time occupational family and consumer sciences education program in a technology

center will include two classes, three periods in length for 11th- and 12th-grade students and adults.

(iii) **Length; order.** Two years of occupational training may be offered.

(E) **Health Careers Education.**

(i) **Comprehensive Schools.** Programs in 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade or high schools vary in length and may be offered in one, two or three blocks of time. Secondary programs in technology centers may be one or two academic years in length and vary in hours per day.

(ii) **Technology Centers.** Programs vary in length and in hours per day according to accrediting bodies and program requirements.

(F) **Science, Technology, Engineering and Mathematics.**

(i) **Full-time program.** In a six period day, instructor shall teach five approved CareerTech STEM courses and/or one approved related course. In a seven period day, instructor shall teach six approved CareerTech STEM courses and/or one approved related course. In an eight period day, instructor shall teach seven approved CareerTech STEM courses and/or one approved related course. Block schedules, including trimesters, will be approved if they provide one full unit/credit per course and offer a full schedule of approved courses with one planning period.

(ii) **Part-time comprehensive school programs.** Comprehensive school Science, Technology, Engineering and Math Education programs that are less than full-time will be funded as a half-time program and will be approved only through the permission of the state program administrator. A part-time program shall include a minimum of three approved science, technology, engineering and math education courses with one planning period.

(iii) **Unfunded programs.** Non-funded Science, Technology, Engineering and Math Education programs must follow state policies and guidelines and maintain an active Careertech ~~TSA, HOSA or SkillsUSA~~ student organization chapter in order to remain in good standing.

(G) **Trade and Industrial Education.** TechConnect (grades 6-10): The appropriate approved courses need to be taught from one of the following career pathways: Tech Connect Agriculture, Food and Natural Resources; Tech Connect Architecture & Construction; Tech Connect Arts; A/V Technology and Communications; Tech Connect Information Technology; Tech Connect Law, Public Safety and Security; Tech Connect Manufacturing; Tech Connect Transportation, Distribution and Logistics; Tech Connect Diversified Programs.

(H) **Integrated Academics.** Academics taught in the technology center shall be delivered in the context of the program in which each student is enrolled. If academic instruction is offered for credit through the sending school, it shall be structured so as to meet current legislation and State Department of Education guidelines. Students must meet, within the structure of the academic class, the attendance requirements of their comprehensive schools in order to receive academic credit. Further, the legislated limit of 10 days of absence from the academic class for school-related activities applies.

(c) **Enrollment for full-time programs.**

(1) **Guidelines compliance.** Program enrollments shall comply with the established guidelines of the appropriate occupational division. Exceptions must have written approval by the appropriate program administrator prior to the second week of class. Consideration shall be given to the availability of work stations, clinical experiences and individual student needs.

(2) **Enrollments specific to occupational divisions and programs.**

(A) **Agricultural Education.**

(i) **Student enrollment limits.** If a department has adequate space, equipment, and laboratory sites, a maximum of 25 students may be enrolled in each agricultural education class with the exception of lab classes, such as Horticulture and Ag Mechanics, and they shall be limited to 15 per class. Exceptions to these numbers must have written approval by the appropriate program administrator.

(ii) **Maximum class enrollment.** The maximum enrollment in each agricultural mechanics and horticulture class shall be 15 students per class period.

(iii) **Course prerequisite.** Introduction to Agricultural Science is the prerequisite for all other agricultural education courses with the exception of eighth-grade Agricultural Orientation.

(iv) **Employment in Agribusiness.** The Agricultural Education course, Employment in Agribusiness, is considered a Cooperative Program in which students can earn scholastic credit if the course meets all requirements listed under section (780:20-3-1 section e). It must be taught and supervised by the agricultural education instructor. Note: The work-site experience must be directly related to the curriculum offered in the program.

(B) **Business, Marketing and Information Technology Education.**

(i) **Programs in comprehensive schools.** Business, Marketing and Information Technology Education courses may enroll a maximum of 25 students at a ratio of one work station per student. A maximum of 25 students per teacher-coordinator shall be enrolled in a capstone course or ~~cooperative learning~~ internship course. Only two sections of ~~cooperative learning~~ internship will be allowed per program. Students enrolling in a ~~cooperative learning~~ internship program must have completed a minimum of 120 hours of approved business, marketing, and information technology education coursework.

(ii) **Programs in technology centers.** Business, Marketing and Information Technology Education courses may enroll a maximum of 25 students at a ratio of one work station per student.

(C) **Family and Consumer Sciences Education.**

(i) **Comprehensive Family and Consumer Sciences programs.** If a department has adequate space, equipment and laboratory sites, maximum enrollment for the following courses shall be:

(I) Non-laboratory courses—30 students

(II) Laboratory courses—24 students

(III) Work-based learning - The School and Community Partnership course is a work-based course in which students gain work-site experience and elective credit. The work-site experience must relate directly to an Oklahoma family and consumer sciences career cluster. Enrollment in this course is limited to 24 students. Additional rules in 780:20-3-1(e) and (h) may apply.

- (ii) **Occupational Family and Consumer Sciences Education.** A minimum of 10 and a maximum of 20 students shall be enrolled in each section of occupational family and consumer sciences education.
- (D) **Health Careers Education.**
  - (i) **Comprehensive Schools.** A minimum of ten and a maximum of eighteen students shall be enrolled in each course/section of a comprehensive school health careers education program.
  - (ii) **Technology Centers.**
    - (I) **Full time high school health careers programs.** A minimum of ten and 8a maximum of eighteen students per instructor shall be enrolled in a Health Careers Education program. Those programs utilizing student-centered learning as the primary method of instruction shall have a maximum of fifteen students per instructor. Program enrollment may also be limited by national and/or state accrediting bodies, by equipment, classroom and/or laboratory facilities and by clinical site availability.
    - (II) **Full-time adult-only health careers programs.** A minimum of eight and a maximum of twelve students per instructor shall be enrolled in a full-time adult-only Health Careers Education program. Program enrollment may also be limited by national and/or state accrediting bodies, by equipment, classroom and/or laboratory facilities and by clinical site availability.
- (E) **Science, Technology, Engineering and Mathematics.**
  - Student Enrollment Limits.** The maximum enrollment for each period of a STEM program shall be 24 students. Consideration should be given to the size of the facility.
- (F) **Trade and Industrial Education and TechConnect.**
  - (i) **Maximum enrollment.** The maximum enrollment for each Trade and Industrial Education, TechConnect program section shall be 20 students, with the exceptions of cosmetology, which may have a maximum of 22 students, and career transitions programs, which may have 50 students per career transitions teacher. Consideration should be given to the size of the facility.
  - (ii) **Alternate program enrollment.** The Trade and Industrial Education Division shall establish a reduced maximum enrollment for any program not meeting adequate size or layout of teaching facilities, number of training stations, appropriate quality and quantity of tools, and equipment and supplies. Individual student needs, student safety and supervision shall also be considered when determining maximum student enrollment.
  - (iii) **Inclusion of on-the-job students.** Students involved in on-the-job training shall be included in the maximum enrollment for the program unless each school has an on-the-job training coordinator.
- (d) **Length of programs.** CareerTech programs shall be 10 or 12 calendar months as approved by the appropriate program administrator. Exceptions must be approved by the Department.

## **Notice Requirement Information:**

### **1. A brief summary of the proposed rule:**

The first change in the rules changes the minimum grade level that students can enroll in a Business, Marketing and Information Technology Education course from seventh grade to sixth grade. Teachers in these programs have teaching certificates that allow them to teach students in the sixth grade. The second rules' update is in the language used for internship courses in comprehensive schools. This change provides consistency with other CareerTech programs.

The purpose of the proposed rule amendment is to clarify the rules for the courses within CareerTech (STEM) Science, Technology, Engineering and Math Education programs.

### **2. The proposed action being taken:**

The first action taken opens up enrollment in Business, Marketing and Information Technology Education courses to students in the sixth grade. The second action taken updates the language from cooperative learning to internship, to provide consistency and an updated course/program title.

The action taken provides clarification of STEM rules as they relate to CareerTech student organizations.

### **3. The circumstances which created the need for the rule amendment:**

The amendment was needed to allow more flexibility for student participation in these courses. The second amendment was needed to better align with other CareerTech programs and update the language used.

The action taken provides clarification of STEM rules as they relate to CareerTech student organizations.

### **4. The specific legal authority authorizing the proposed rule.**

70 O.S. 2011, §14-103, as amended.

### **5. The intended effect of the rule:**

The intended effect of the change is to increase the opportunities for more students to participate in these CareerTech programs. The intended effect of the next change is to update the course/program title and create consistency with other CareerTech programs.

The action taken provides clarification of STEM rules as they relate to CareerTech student organizations.

### **6. A determination whether the rule affects business entities.**

The proposed rules will not affect business entities but only applies to public schools within Oklahoma.

## **RULE IMPACT STATEMENT**

**1. A brief description of the purpose of the proposed rule.**

The purpose of the first proposed rule amendment is to increase participation in CareerTech courses by lowering the minimum grade level for enrollment from seventh grade to sixth grade. The purpose of the second proposed rule amendment is to update the course title to create consistency between ODCTE and comprehensive school programs. The previous title has become outdated due to a change in the language used to promote this course.

**2. A description of the classes of persons who most likely will be affected by the proposed rule, including classes that will bear the costs of the proposed rule, and any information on cost impacts received by the agency from any private or public entities.**

Students, teachers and other customers of the Oklahoma Department of Career and Technology Education will be affected by the rule amendments. The action taken provides clarification of STEM rules. There are no cost impacts.

**3. A description of the classes of persons who will benefit from the proposed rule.**

The first rule amendment will benefit sixth grade students who are currently blocked from enrollment in these courses and allow them to potentially take more CareerTech courses. The second rule amendment will not benefit any one class of persons; however, it will improve the program definition for CareerTech comprehensive school customers.

**4. A description of the probable economic impact of the proposed rule upon affected classes of persons or political subdivisions, including a listing of all fee changes and, whenever possible, a separate justification for each fee change.**

There is no economic impact on any class of persons as a result of the proposed rule amendments.

**5. The probable costs and benefits to the agency and to any other agency of the implementation and enforcement of the proposed rule, the source of revenue to be used for implementation and enforcement of the proposed rule, and any anticipated effect on state revenues, including a projected net loss or gain in such revenues if it can be projected by the agency.**

There is no cost to the agency or other entities as a result of the rule amendments.

**6. A determination of whether implementation of the proposed rule will have an economic impact on any political subdivisions or require their cooperation in implementing or enforcing the rule.**

There is no economic impact to any political subdivision nor does it require cooperation in implementing or enforcing the rules, except that school districts will now have the ability to enroll sixth grade students in CareerTech courses.

**7. A determination of whether implementation of the proposed rule may have an adverse economic effect on small business as provided by the Oklahoma Small Business Regulatory Flexibility Act.**

There is no adverse economic impact on small business.

**8. An explanation of the measures the agency has taken to minimize compliance costs and a determination of whether there are less costly or nonregulatory methods or less intrusive methods for achieving the purpose of the proposed rule.**

The rule amendments are not intrusive, no costs associated with implementation, and there are no other appropriate methods to make the needed corrections and improvements.

**9. A determination of the effect of the proposed rule on the public health, safety and environment and, if the proposed rule is designed to reduce significant risks to the public health, safety and environment, an explanation of the nature of the risk and to what extent the proposed rule will reduce the risk.**

The rule amendments have no effect on the public health, safety and environment.

**10. A determination of any detrimental effect of the public health, safety and environment if the proposed rule is not implemented.**

The rule amendments will not have a detrimental effect on the public health, safety and environment if not implemented.

**11. The date the rule impact statement was prepared and if modified, the date modified.**

This rule impact statement was prepared December 19, 2019, and modified on December 23, 2019.

### **780:20-3-3. Materials and facilities**

(a) **Approved materials.** *CareerTech* teachers in all *CareerTech* programs shall use instructional materials developed by the Department or materials approved by the appropriate program administrator.

(b) **Equipment.**

(1) **Responsibility.** The local education agency is responsible for providing equipment and supplies to support the *CareerTech* program in order to assure quality training. Equipment must meet or exceed all appropriate safety standards.

(2) **Modern equipment.** Equipment shall be indicative of that currently used in business and industry and in conformity with modern technology.

(3) **Maintenance; replacement.** A policy for maintenance and replacement shall be developed by the local education agency.

(4) **Inventory of state-owned equipment.** It is the responsibility of the local education agency to provide appropriate maintenance and repair of state-owned equipment and to maintain an accurate accountability of state-owned equipment tagged in accordance with rule 780:10-9-2(c).

(c) **Facilities.**

(1) ***CareerTech* programs facilities.** The local education agency shall provide *CareerTech* programs with facilities to assure safe and orderly, quality instruction to meet each program's objectives. The guidelines used shall be from the Oklahoma Department of Education "Planning for Education: Space Guidelines for Planning/Educational Facilities" booklet 70 O.S. 3-104. The appropriate program administrator shall be consulted regarding plans for new and remodeled facilities.

(2) **Health Careers Education.** Clinical facilities shall be adequate in number and quality to provide the experiences necessary to meet the requirements of the respective accrediting agency and program requirements. Clinical facilities should have adequate staff to provide safe patient care and student should not be used as paid or unpaid facility staff during clinical hours.

~~(3) **Business, Marketing, and Information Technology Education.** The local education agency shall provide access to a telephone for the business, marketing, and information technology program instructor for private conversations regarding student coordination activities and career guidance.~~

### **Notice Requirement Information:**

**1. A brief summary of the proposed rule:**

The rule amendment removes the requirement for the instructor of a Business, Marketing, and Information Technology Education program to have access to a telephone for private conversations about students regarding coordination activities and career guidance. This change provides consistency with other *CareerTech* programs.

**2. The proposed action being taken:**

The action taken removes the requirement for the instructor of a Business, Marketing, and Information Technology Education program to have access to a telephone for private conversations about students regarding coordination activities and career guidance.

- 3. The circumstances which created the need for the rule amendment:**  
The amendment was needed to align with other CareerTech programs.
- 4. The specific legal authority authorizing the proposed rule.**  
Oklahoma State Board of Career and Technology Education; 70 O.S. 2011, § 14-103, § 14-104, § 14-112, as amended.
- 5. The intended effect of the rule:**  
The intended effect is to remove an unnecessary requirement and create consistency with other CareerTech programs.
- 6. A determination whether the rule affects business entities.**  
The proposed rule will not only affect business entities but applies to public schools within Oklahoma.

### **RULE IMPACT STATEMENT**

- 1. A brief description of the purpose of the proposed rule.**  
The purpose of the proposed rule amendments is to remove the telephone access rule. This rule has become outdated due to multiple digital technologies available.
- 2. A description of the classes of persons who most likely will be affected by the proposed rule, including classes that will bear the costs of the proposed rule, and any information on cost impacts received by the agency from any private or public entities.**  
Students, teachers and other customers of the Oklahoma Department of Career and Technology Education will be affected by the rule amendments. There are no cost impacts.
- 3. A description of the classes of persons who will benefit from the proposed rule.**  
The rule amendments will not benefit any one class of persons; however, it will improve the program definition for CareerTech comprehensive school customers.
- 4. A description of the probable economic impact of the proposed rule upon affected classes of persons or political subdivisions, including a listing of all fee changes and, whenever possible, a separate justification for each fee change.**  
There is no economic impact on any class of persons as a result of the proposed rule amendments.
- 5. The probable costs and benefits to the agency and to any other agency of the implementation and enforcement of the proposed rule, the source of revenue to be used for implementation and enforcement of the proposed rule, and any anticipated effect on state revenues, including a projected net loss or gain in such revenues if it can be projected by the agency.**  
There is no cost to the agency or other entities as a result of the rule amendments.

**6. A determination of whether implementation of the proposed rule will have an economic impact on any political subdivisions or require their cooperation in implementing or enforcing the rule.**

There is no economic impact to any political subdivision nor does it require cooperation in implementing or enforcing the rule.

**7. A determination of whether implementation of the proposed rule may have an adverse economic effect on small business as provided by the Oklahoma Small Business Regulatory Flexibility Act.**

There is no adverse economic impact on small business.

**8. An explanation of the measures the agency has taken to minimize compliance costs and a determination of whether there are less costly or nonregulatory methods or less intrusive methods for achieving the purpose of the proposed rule.**

The rule amendments are not intrusive, no costs associated with implementation, and there are no other appropriate methods to make the needed corrections and improvements.

**9. A determination of the effect of the proposed rule on the public health, safety and environment and, if the proposed rule is designed to reduce significant risks to the public health, safety and environment, an explanation of the nature of the risk and to what extent the proposed rule will reduce the risk.**

The rule amendments have no effect on the public health, safety and environment.

**10. A determination of any detrimental effect of the public health, safety and environment if the proposed rule is not implemented.**

The rule amendments will not have a detrimental effect on the public health, safety and environment if not implemented.

**11. The date the rule impact statement was prepared and if modified, the date modified.**

This rule impact statement was prepared December 10, 2019.

#### **780:20-3-4. Instructors**

##### **(a) Certification on file.**

(1) All CareerTech secondary teachers shall have (on file in the local education agency) an appropriate teaching certificate issued by the Certification Section of the State Department of Education.

(2) Technology Center Standard Certification for Teachers and Instructors in Technology Centers School Districts, not otherwise certified under paragraphs 210 O.A.C. 20-9-91 (1-4). Consistent with the provisions of 70 O.S. 2011, § 6-189, as amended, to be eligible for consideration for a technology center standard teaching certificate under this provision, an applicant must submit documentation to the Oklahoma Department of Career and Technology Education verifying that the individual has received an associate's college degree (2-year degree) or above; from a regional accredited college or university, an industry recognized credential for an occupation that includes the subject matter to be taught at the technology center, and appropriate professional development. The State Board of Education, upon recommendation of the Oklahoma Department of Career and Technology Education, may issue a technology center standard teaching certificate to an applicant who submits a completed application for certification containing the requirements listed herein along with the applicable certification fee, and has on file with the State Department of Education a current criminal history record check. The applicant shall be responsible for the costs of the criminal history record checks. The technology center standard teaching certificate shall be valid only for the subject area(s) aligned to the applicant's degree, credential and/or work experience. For purposes of this provision, the term "industry recognized credential" shall have its ordinary and usual meaning and shall reflect industry-based skills, standards and certifications.

(b) **Administrative responsibility.** It shall be the responsibility of school administration to assure that a CareerTech teacher applicant meets CareerTech certification requirements before placing the applicant under contract. Certification requirements are found in the *Teacher Certification Guide for School Staff Assignments* on the Oklahoma State Department of Education website.

(1) **Occupational division approval.** All CareerTech teachers must have the CareerTech certification application approved by the program administrator in the appropriate occupational division.

(2) **Occupational division renewal of certification.** All CareerTech teachers must complete the specific occupational division's requirements for CareerTech certification renewal and be approved by the appropriate program administrator.

##### **(c) Health Careers Education.**

(1) **Faculty requirements.** Faculty shall hold current credentials as a licensed, certified and/or registered health care professional and must meet the requirements of the local education agency, Health Careers Education Division, and the respective accrediting agency.

(A) **Technology Centers: High School Health Careers Programs.** Faculty holding a baccalaureate degree will be required to have additional coursework specific to Career and Technology teacher education. These requirements will be posted on the Health Careers Education website. Faculty shall have a degree plan on file with the Health Careers Education division and provide documentation in the

form of transcripts demonstrating yearly progress toward obtaining required coursework.

(B) **Technology Centers: Adult Only Health Careers Programs.** Faculty shall hold a minimum of an Associates' degree or be on a degree plan making yearly progress toward completion. State and national accreditation standards may indicate additional faculty requirements towards advanced degrees. Faculty hired before 2010 will be exempt from this rule.

(2) **On-file applications.** Faculty shall have an application on file in the Health Careers Education office, including a Statement of Qualifications form, all current transcripts and, a copy of professional credential or credential verification, and, if appropriate, current teaching certificate or application for teaching certificate.

(3) **Clinical experience.** Faculty must have a minimum of two years' work experience in a clinical setting within the last five years prior to their first teaching experience. The Health Careers Education Program Manager must approve any variations.

(d) **Science Technology Engineering and Mathematics (STEM).** Faculty requirements for Teachers Teaching Math and/or Science Academic Courses.

Must meet the requirements of the Oklahoma State Department of Education for that specific academic course/area. All related courses must meet the Oklahoma State Department of Education and/or ODCTE requirements for the course/area.

(e) **Professional development.** New instructors shall participate in preservice professional development activities as required by the appropriate divisions. All secondary and full-time adult CareerTech instructors and staff shall participate in professional inservice as required by the appropriate divisions, including summer conference and mid-year activities.

**Notice Requirement Information:**

**1. A brief summary of the proposed rule:**

The rule amendment clarifies the degree requirements for the Technology Center Standard Certificate.

**2. The proposed action being taken:**

The action taken provides clarification of degree requirements for the Technology Center Standard Certificate.

**3. The circumstances which created the need for the rule amendment:**

Clarification was needed to ensure degrees are obtained from regional accredited universities.

**4. The specific legal authority authorizing the proposed rule.**

70 O.S. 2011, Section 14-108, as amended.

**5. The intended effect of the rule:**

Teachers being issued a Technology Center Standard Certificate would have a degree from a regional accredited university.

**6. A determination whether the rule affects business entities.**

The proposed rule will not affect business entities.

**Rule Impact Statement Information:**

**1. A brief description of the purpose of the proposed rule.**

The purpose of the proposed rule amendment is to clarify the requirement that an associate's degree or higher must be from a regional accredited university for the purposes of issuing a Technology Center Standard Certificate.

**2. A description of the classes of persons who most likely will be affected by the proposed rule, including classes that will bear the costs of the proposed rule, and any information on cost impacts received by the agency from any private or public entities.**

Technology Center teachers applying for a Technology Center Standard Certificate.

**3. A description of the classes of persons who will benefit from the proposed rule.**

The rule amendments will not benefit any one class of persons.

**4. A description of the probable economic impact of the proposed rule upon affected classes of persons or political subdivisions, including a listing of all fee changes and, whenever possible, a separate justification for each fee change.**

There is no economic impact on any class of persons as a result of the proposed rule amendment.

**5. The probable costs and benefits to the agency and to any other agency of the implementation and enforcement of the proposed rule, the source of revenue to be used for implementation and enforcement of the proposed rule, and any anticipated effect on state revenues, including a projected net loss or gain in such revenues if it can be projected by the agency.**

There is no cost to the agency or other entities as a result of the rule amendment.

**6. A determination of whether implementation of the proposed rule will have an economic impact on any political subdivisions or require their cooperation in implementing or enforcing the rule.**

There is no economic impact on any political subdivision or requiring cooperation in implementing or enforcing the rule amendment.

**7. A determination of whether implementation of the proposed rule may have an adverse economic effect on small business as provided by the Oklahoma Small Business Regulatory Flexibility Act.**

There is no adverse economic impact on small business.

**8. An explanation of the measures the agency has taken to minimize compliance costs and a determination of whether there are less costly or nonregulatory methods or less intrusive methods for achieving the purpose of the proposed rule.**

The rule amendment is not intrusive and there are no other appropriate methods to make the needed corrections and improvements.

**9. A determination of the effect of the proposed rule on the public health, safety and environment and, if the proposed rule is designed to reduce significant risks to the public health, safety and environment, an explanation of the nature of the risk and to what extent the proposed rule will reduce the risk.**

The rule amendment has no effect on the public health, safety and environment.

**10. A determination of any detrimental effect of the public health, safety and environment if the proposed rule is not implemented.**

The rule amendment will not have a detrimental effect on the public health, safety and environment if not implemented, but agency rules would be inconsistent with state statutes.

**11. The date the rule impact statement was prepared and if modified, the date modified.**

This rule impact statement was prepared December 4, 2019.