COMMENT PERIOD:
Written comments on the proposed rule(s) will be accepted from February 16, 2021 until 4:30 p.m. March 22, 2021. During the open public comment period, written comments in electronic form will be accepted during the open public comment period via email at angela.jones@careertech.ok.gov. Written comments may also be hand delivered to the agency during regular business hours or via regular mail to the individual at the address shown below under “Contact Person.”

PUBLIC HEARING:
A public hearing will be held at 10:00 a.m., Thursday, March 25, 2021, 1500 W. Seventh Avenue, Stillwater, Oklahoma 74074-4398. Persons wishing to speak must sign in at the door of the State Board meeting prior to the start of the hearing. Time limitations may be imposed on oral presentations to ensure that all persons who desire to make oral comments will have an opportunity to do so.

REQUESTS FOR COMMENTS FROM BUSINESS ENTITIES:
N/A

COPIES OF PROPOSED RULES:
Copies will be on file for public viewing beginning February 17, 2021, at the Oklahoma Department of Career and Technology Education, 1500 W. Seventh Avenue, Stillwater, Oklahoma 74074-4398 or view online at www.okcareertech.org/About/State-Agency/Proposed-Rule-Amendments

RULE IMPACT STATEMENT:
A Rule Impact Statement will be prepared as required by law, and will be available beginning February 17, 2021, at the Oklahoma Department of Career and Technology Education, 1500 W. Seventh Avenue, Stillwater, Oklahoma 74074-4398 or view online at www.okcareertech.org/About/State-Agency/Proposed-Rule-Amendments

CONTACT PERSON:
Angela Jones, Assistant to the State Director, 405-743-5445, at the Oklahoma Department of Career and Technology Education, 1500 W. Seventh Avenue, Stillwater, Oklahoma 74074-4398.
Oklahoma Department of Career and Technology Education

Title 780 Oklahoma Administrative Code

CHAPTER 30. SKILLS CENTERS

SUBCHAPTER 3. SKILLS CENTERS PROGRAMS

780:30-3-1. Administration and supervision of skills centers programs
(a) Skills Centers Division. The Skills Centers Division also known as Skills Centers School System shall administer CareerTech training for adult and juvenile offenders housed in state and private correctional facilities and juvenile group homes and detention centers in Oklahoma. Skills Centers programs are approved and administered by the Oklahoma Department of Career and Technology Education as a statewide school system. Instructors in adult correctional facilities shall be accredited by the Oklahoma Department of Career and Technology Education, Skills Centers Division.

(b) Coordination. Continuous coordination and linkages are provided between all related agencies, and institutions, and organizations, such as the Employment Security Commission, the Department of Corrections, the Department of Commerce, the Department of Human Services, the State Department of Education, the Office of Juvenile Affairs, and various other agencies.

780:30-3-2. Sites; buildings; expansions
(a) Site approval. The site for a new, Agency owned skills center facility shall have prior approval of the State Board.

(b) Plans review. The Department Skills Centers superintendent shall review and make recommendations for all new, Agency owned program facilities and, when appropriate, be assisted by the staff of the occupational divisions before submitting the plans to the State Board for approval.

(c) Facility standards. All facilities will be constructed and maintained in accordance with appropriate state and federal safety and civil rights requirements.

780:30-3-3. Local administration of Skills Centers; program operations and evaluation
(a) Local administration.
   (1) Skills Centers administration. Each Skills Center Administrator shall be directly responsible to the Skills Centers School System's superintendent for the proper functioning of Skills Centers operations.

   (2) Civil Rights compliance. All Skills Centers staff members will comply with the civil rights procedures and prohibitions listed in 780:20-3-1(b) of these policies and procedures.

   (3) Staff employment. The Skills Centers School System staff shall meet the minimum qualifications for employment established by the Department.

   (4) Records and reports. Periodic reports will be prepared by all training sites to show progress made and to provide status reports to all funding agencies.

(b) Program operations.
   (1) Aim. Programs may have live work projects to provide the progressive situations necessary to enhance training for employment.
(2) **Live Work Policy.** A live work project policy shall be established for each center doing live work and will be subject to the approval of the Skills Centers superintendent.

(c) **Evaluation.**

   (1) **Program evaluation criteria.** Skills Centers programs shall be evaluated using the criteria outlined in Section 780:10-7-3 of these policies and procedures.

   (2) **Staff evaluation.** The Skills Centers superintendent or his designee will observe and evaluate all staff using an agency-approved system.

**Rule Impact Statement Information:**

1. **A brief description of the purpose of the proposed rule.**
   One rule amendment deletes the lists of agencies that coordination is provided to, clarifying that CareerTech works with many agencies and organization, including those listed under current rule language. The rule amendment clarifies that the Department will review and make recommendations to the Board. The rule amendment deletes outdated and unnecessary pronoun.

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.**
   Student, teachers and other customers of the Oklahoma Department of Career and Technology Education will be affected by the rule amendments. No costs are anticipated.

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 agency processes for all CareerTech 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.**
   No political subdivisions will be impacted or be required to cooperate to implement this 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 in this Chapter are 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 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, 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 January 22, 2021.