

## **RULE IMPACT STATEMENT**

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

We are requesting a complete revocation and replacement of section 780:10-3-3 due to extensive revisions in instructional materials features and dissemination options. Instructional materials are now offered digitally as well as in traditional printed format. Assessments are offered for sale and are distributed digitally. The pricing structure has been streamlined. A new online catalog is available to use in ordering instructional materials, assessments, digital products and digital printing. The number of this section may need to be changed to reflect the revocation/replacement of this rule.

The ODCTE has reorganized and realigned, and the division-name references are no longer correct. The proposed amendments replace with the appropriate term(s). Updated language has been proposed to correct how Skills Centers are funded by the agency.

The purpose of these rule amendments are to come into compliance with federal regulations regarding accreditation now we have evaluated the pilot process and have created a new accreditation model to utilize moving forward.

The purpose of the proposed rule is to standardize the Agency's fixed assets requirements with the State's requirements for dollar thresholds regarding records, tracking, and tagging.

**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 classes of persons most likely to be affected by the proposed rule would be school administrators and staff, and there should be no costs associated with the proposed rules.

Technology centers, including students, teachers, and other stakeholders of the Oklahoma Department of Career and Technology Education will be affected by the rule amendments.

Persons assigned the responsibility for the reporting, tracking, and tagging of fixed assets will be affected by this rule amendment.

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

All customers of the CIMC, Assessment and Digital Printing, Distribution & Client Services divisions of the Oklahoma Department of Career and Technology Education

will have increased options in instructional materials formats, ordering and distribution options.

The general public and customers of the ODCTE will benefit from the proposed rules.

- 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,**

The proposed amendments will have no economic effect upon persons or political subdivisions. No fee changes are proposed.

- 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 should be no costs to the ODCTE or any other agency, and no anticipated effect on state revenues.

- 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,**

The proposed amendments will have no economic effect on any political subdivisions or require their cooperation to implement.

- 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 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 proposed amendments will 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, and**

The proposed amendments will have no effect on 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 January 21, 2016.

**TITLE 780: OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY  
EDUCATION**

**CHAPTER 10: ADMINISTRATION AND SUPERVISION**

**SUBCHAPTER 3. STATE TECHNICAL ASSISTANCE, SUPERVISION, AND  
SERVICES**

**780:10-3-3. Instructional materials development and dissemination**

- (a) **Purpose.** ~~The Curriculum and Instructional Materials Center (CIMC) and the Testing Division shall develop, warehouse, and disseminate instructional materials.~~
- (b) **In-state sales.** ~~The Department curriculum and instructional materials shall be made available for purchase in state upon request according to the prices designated in the CIMC catalog or online catalog. All prices are subject to change without notice.~~
- (c) **Out-of-state sales.** ~~The Department will review the Out-of-State Pricing Policy annually and establish a pricing structure for selling the instructional materials developed by the agency.~~
- (d) **Ordering.** ~~Orders for CIMC materials shall be made using the catalog order form, by telephone, fax, or Internet. All orders for Testing Division products will be filled following standard CIMC ordering procedures.~~
- (1) **Mail orders.**
- (A) **Inclusion of item number and title in orders.** ~~When using the order form in the CIMC catalog, both the item number and the title shall be included to avoid processing errors.~~
- (B) **Payment.** ~~All school and other institutional orders shall be accompanied by an official purchase order number, credit card number, or personal check.~~
- (2) **Telephone orders.**
- (A) **Placing an Order.** ~~Telephone orders may be placed by calling the Curriculum Customer Service Division of the Oklahoma Department of Career and Technology Education.~~
- (B) **Order confirmation.** ~~An authorized purchase order or credit card number shall be available when the order is placed.~~
- (3) **Fax orders.** ~~All fax orders shall contain items to be purchased and a purchase order or credit card number.~~
- (4) **Internet orders.** ~~All orders taken from the CIMC home page Internet catalog should be mailed, e-mailed, or faxed to Curriculum Customer Service.~~
- (e) **Shipping charges.** ~~Shipping charges shall be included in the invoice statement for all materials.~~
- (f) **Payments.**
- (1) **Invoices and payments.** ~~All orders with an authorized purchase order number shall be invoiced within five (5) working days after the materials have been shipped. Payment of materials shall be upon receipt of invoice.~~
- (2) **Individual and for-profit company purchases.** ~~Individual and for-profit company purchases shall be shipped upon receipt of a check, credit card, or money order for the amount of purchase plus sales tax (only if Oklahoma customer) plus shipping.~~

- (3) **Acceptable currency.** Checks shall be drawn upon a United States bank and payable in United States currency.
- (4) **Credit card purchases.** Any purchase can be shipped upon authorization of the following credit cards: VISA, MasterCard, and Discover.
- (5) **International orders.** All orders received from out of the continental United States shall be shipped upon receipt of a valid credit card number or United States money order for the amount of purchase plus 20 percent for shipping.
- (6) **Online Curriculum.** Payment for curriculum delivered through the CTLN or other online partners will be in accordance with the published payment policies of CIMC.
- (7) **Online testing.** Access to the department's online testing system will be free to in-state CareerTech educators. Access to this system will be available to all other users at established rates upon receipt of an official purchase order number, credit card number, or personal check.
- (g) **Authorization to return materials.**
- (1) **In-state return.** In-state customers shall request authorization to return materials. Upon approval, the materials shall be returned prepaid, in resalable condition, within 90 days from the invoice statement date.
- (2) **Out-of-state return.** Out-of-state customers shall request authorization to return materials. Upon approval the materials shall be returned prepaid, in resalable condition, within 30 days from the invoice statement date.
- (3) **Stipulations for full credit.** The following stipulations apply to all in-state and out-of-state returns:
- (A) **Authorization.** After authorized returned goods are received, full credit will be issued for current editions of materials that are unmarked and in resalable condition. Items returned to the CIMC that are not in resalable condition, are not within the approved return period, or are not authorized for return will be returned to the purchaser without credit.
- (B) **Shipping costs.** Original shipping costs must be paid by purchaser on all returns unless there was an error by CIMC customer service or warehouse.
- (C) **Shipping guidelines.** After receiving authorization, the materials should be shipped to Oklahoma Department of Career and Technology Education, Instructional Materials Warehouse, 1201 North Western, Stillwater, Oklahoma 74074.
- (D) **Invoice number.** The invoice number on which the materials were billed should be included with the returned materials.
- (E) **Restocking fee.** Materials returned outside the stipulations for full credit and authorization will be assessed a 15% restocking fee.
- (F) **Refund policy.** Effective immediately, the refund policy of MAVCC and CIMC will be as follows: After 120 days of invoice date, a refund check will be issued unless a backorder is pending. A copy of appropriate backup should be attached to the refund check to document the customer account and amount.
- (h) **Damaged materials.**
- (1) **Credit.** For credit to be authorized, Curriculum Customer Service shall receive notification of damaged materials within five days of receipt of materials. Credit for goods in defective condition will be 100 percent of invoice price or free replacement.

(2) **Damage incurred in transit.** ~~If materials were damaged in shipment, claims must be filed against the carrier. The CIMC is not responsible for damage incurred in transit.~~

- (a) **Purpose.** The Curriculum and Instructional Materials Center (CIMC) and the CareerTech Testing Center shall develop and distribute instructional materials and assessments in print and digital formats.
- (b) **Product pricing.** Prices for assessments, study guides, print products and online courses shall be determined using pricing formulas established or adopted by the CIMC. Prices will be the same for both Oklahoma and non-Oklahoma customers, with the exception of assessments. Assessments shall be provided free of charge to Oklahoma CareerTech students. The End User License Agreement describes bulk seat purchases of CIMC online courses (ctYOUiverse).
- (c) **Order processing.** Orders for assessments, study guides, print products and online courses shall be made by using the online catalog or by transmitting a completed order form by email or fax, or by contacting the designated CIMC customer service staff by phone.
  - (1) **Required order information.** Orders shall include the following basic information in order to be processed, regardless of order method:
    - (a) Product ID#
    - (b) Title/Description
    - (c) Quantity ordered
    - (d) Item priceAdditional information may be required to process/deliver orders for web-based products (i.e. assessments online courses).
  - (2) **Shipping charges.** Shipping charges shall apply to all products that are not web-based. Domestic shipping charges are 10% for orders up to \$200 and 8% for orders over \$200. International shipping charges are 20% of the value of products ordered. The minimum shipping charge is \$9.00.
  - (3) **Sales tax.** Sales tax shall be charged on all products sold for personal use and to non-governmental entities.
  - (4) **Payments.** Payment for products shall be made at the time of purchase. Acceptable methods of payment are purchase order, check, and credit card (VISA, MasterCard, or Discover). Checks for orders must be made payable to CIMC. Payment for international orders must be remitted in U.S. dollars drawn on a U.S. bank or world money order.
  - (5) **Returns, restocking fee and refunds.** Unless otherwise specified below, all returns must be preauthorized by contacting CIMC Customer Service at (800) 654-4502. No returns will be authorized after 30 days from the date of invoice (90 days for Oklahoma customers). Unless a backorder is pending, refunds on authorized returns will be issued within 120 days of the original date of invoice.
    - (a) **Printed materials.** Print material must be returned in its original form and in salable condition. A restocking fee of 20% of the returned product value will be applied to all returns. All returns must include the packing slip and/or invoice number.

- (b) **Multimedia products.** Multimedia products (videos, DVDs, software) cannot be returned.
- (c) **Online courses.** The End User License Agreement describes the refund policy that applies to CIMC online courses (ctYOUiverse).
- (d) **Assessments.** Assessments may not be returned for refund; however, testing credits will be issued for unneeded/unused assessments. All testing credits expire on June 30<sup>th</sup> of the academic year issued.
- (6) **Shipping address.** Returned materials must be shipped to the following address:  
CIMC/Instructional Materials Warehouse  
Oklahoma Department of Career & Technology Education  
1201 N. Western Road  
Stillwater, OK 74075-2723
- (d) **Defective or damaged materials.**
  - (1) **Defective materials.** The CIMC must receive notification of print materials shipped in defective condition within five (5) days of customer's receipt of the materials. Credit for materials in defective condition shall be 100% of invoice price or free product replacement, as appropriate.
  - (2) **Damage In-Transit.** The CIMC is not responsible for damage to CIMC products incurred in transit. In such event, the customer must follow the carrier's claims process.

#### **780:10-3-7. Research**

- (a) ~~**Responsibilities.** The Department shall be responsible for departmental research operations and for contracting research.~~
- (b) ~~**Abstracts.** Each administrator of a funded project shall furnish to the Department three copies of an abstract of the project within 30 calendar days of approval of the contract~~
- (c) ~~**Federal form.** Abstracts shall be on an approved federal form, which may be obtained from the Department.~~
- (d) ~~**Final reports.** Each administrator of a funded project shall furnish three copies of the final report and/or product resulting from the project within 30 days of the ending date of the project.~~
- (e) ~~**Coordinator's responsibilities.** The Department Coordinator shall be responsible for submission of abstracts, reports, and products to comply with reporting requirements.~~

#### **780:10-3-8. Planning**

- (a) ~~**Development of state plans.** The Department shall be responsible for developing annual and long-range state plans for the direction of career and technology education in the state of Oklahoma.~~
- (b) ~~**Applications.** The Department will be responsible for disseminating and collecting local applications for comprehensive school programs, career majors and/or instructional positions.~~
- (c) ~~**Review of new requests.** The Department shall have the responsibility to review all new programs, career majors, and/or instructional position requests for comprehensive schools and career major, instructional position and course requests for technology centers and make recommendations regarding approval or nonapproval of state funding based on statewide and local job demand data and local need.~~

(d) **Special projects.**—The Department shall coordinate and develop special projects as assigned by the State Director.

#### **780:10-3-12. Systems design and computer services**

(a) **Responsibilities.**—The Systems Design and Computer Services Division (SDCS) and Educational Technology Resources (ETR) shall be responsible for the following:

- (1) Design, develop, secure, and implement information and communications technology (ICT) systems.
- (2) Design, maintain, secure, and support the network infrastructure.
- (3) Ensure the availability of the Department's ICT resources in a 24/7 format.
- (4) Deliver software training, technical assistance, and help desk services.
- (5) Procure, administer, and be accountable for Department owned, leased, and/or rented ICT assets (hardware and software) and administer lease and/or license agreements.
- (6) Design, develop, and deliver e-learning services and other digital content.
- (7) Provide videoconferencing, video production, broadcast, and on-site conference/workshop services.
- (8) Maintain the agency's technology systems in compliance with the state's Information Security policy.
- (9) Protect confidential records stored or transmitted using the agency's technology systems.
- (10) Ensure accessibility of the agency's information technology resources.

(b) **Information security.**—The Systems Design and Computer Services Division (SDCS) shall have responsibility to develop and ensure that the agency's implementation of the State of Oklahoma Information Security Policy, Procedures, and Guidelines is compliant as issued by the Office of State Finance. SDCS shall have authority to engage with appropriate state and federal authorities to address and resolve any unauthorized breach of information security.

(c) **Confidential records.**—The System Design and Computer Services Division (SDCS) shall have responsibility to maintain and ensure the security of all confidential records as defined in Section 780:1-19-1 that are stored and transmitted on the agency's technology systems. SDCS is required to ensure access to confidential records stored on the agency's technology systems is limited to employees acting in their official capacities only.

(d) **Information Technology (IT) Accessibility.**—The Systems Design and Computer Services Division (SDCS) shall have responsibility to ensure the agency's technology systems, websites, IT purchasing, and IT reporting are compliant with the State of Oklahoma Information Technology Accessibility Standards as issued by the Office of State Finance to adhere to HB 2197 (2004) signed by the governor.

### **SUBCHAPTER 5. FINANCE**

#### **780:10-5-4. Instructional funding**

(a) **Secondary and full-time adult career majors in technology centers.**

- (1) **Formula payments.** The State Board will fund a portion of the cost of instruction and services in accordance with an approved technology center funding formula. The Department shall consider enrollment, number of school sites in the



- district, number of instructors employed on a full-time basis, transportation, availability of funds, provision of appropriate student services for all students and appropriate state and federal laws in developing the annual technology center funding budget.
- (2) **Formula adjustment.** The failure of a technology center to meet minimum standards may result in an adjustment of the funding.
- (b) **Secondary programs in comprehensive schools.**
- (1) **Budgets.** The State Board will assist local districts in providing for excess costs of *CareerTech* programs. The Department shall prepare budgets to be approved annually based upon availability of funds and appropriate state and federal laws.
- (2) **Program assistance monies.** All approved *CareerTech* programs shall receive the program assistance monies annually. These monies shall be used to support the additional costs of the *CareerTech* program limited to the purchase of equipment, instructional delivery and supplies, and staff development.
- (3) **Equipment matching funds.** New *CareerTech* programs will receive equipment matching funds in the first year of operation, if funding is available. If funding is available, matching funds will be provided to existing programs.
- (4) **Location of equipment.** Any program equipment purchased with state or federal funds shall remain in the program area for which it is intended.
- (5) ***CareerTech* teacher contracts.** *CareerTech* teacher contracts shall be a minimum of 10 months and shall begin on or before August 1 of each year.
- (6) **Teacher salary supplement.** The Department shall determine annually the amount to reimburse each school district to augment the salary of each teacher of a 10-month *CareerTech* program in a comprehensive school.
- (7) **Additional salary.** In those programs where the instructor is employed and approved by the State Board beyond 10 calendar months, the additional salary will be calculated on the basis of 1/10 of the base salary as prescribed by the school district for an instructor of like qualifications employed on a 10-month basis. The career and technology instructor's summer pay is to be calculated on the local school base schedule (including increments and any flat raises provided by the legislature over and above the minimum salary and increments) for instructors of like qualifications.
- (8) **Part-time programs.** In order to receive 100 percent funding, a program must be full-time. Any exceptions to the offering of a full-time program shall constitute a reduction in funding of 50 percent.
- (c) **TechConnect Plus.** Reimbursement for approved TechConnect Plus programs shall include incentive assistance and teacher salary supplement in the same manner as with other comprehensive school programs. The program assistance (state) funds are provided to meet the minimum program operation requirements. Federal career and technology (vocational) education funds and/or local funds may be used to meet the program operation recommendations.
- (d) **Business and Industry Services.** The Department shall reimburse Business and Industry Services initiatives based on the availability of funds and approved by the Business and Industry Services Division.
- (e) **Skills Centers programs.** The Department shall reimburse ~~fund~~ Skills Centers programs based on the availability of funds. ~~and approved by the Skills Centers Division.~~
- (f) **Postsecondary institutions—collegiate.** Funds shall be allocated to postsecondary institutions as set forth in agreements between the State Board and the Oklahoma State Regents for Higher Education or as mandated by P.L. 101-392.

- (g) **Apprenticeship.** Local education agencies conducting apprenticeship-related training shall qualify for reimbursement at a rate approved by the Department.
- (h) **Work-site learning.** Approved work-site learning activities shall meet the standards established by the Department. Reimbursement shall be based on availability of funds and approval by the Department.
- (i) **Reduction in instruction and/or student services due to changes in funding.** The Oklahoma Department of Career and Technology Education may also recommend reduction in instruction and/or student services based upon loss of funding, lack of funding, revenue shortfalls or other changes in funding. The rules dealing with probationary status and reevaluation shall not apply to instruction being considered for closure based upon changes in funding. The State Board shall make the determination for reduction in instruction and/or student services based on economic factors, need, duplication, school to industry articulation, school to postsecondary articulation, student demand, student placement, student completion/retention, performance measures and/or standards and the decision of the Board shall be final.

## **SUBCHAPTER 7. LOCAL PROGRAMS, CAREER MAJORS OR INSTRUCTIONAL POSITIONS: APPLICATION; STUDENT ACCOUNTING; EVALUATION**

### **780:10-7-3. Institutional Standards; accreditation; review**

- (a) **Minimum Quality standards.**
- (1) **Establishment; funding.** As appropriate, ~~minimum~~ quality standards shall be established by the State Board for postsecondary and secondary *CareerTech* institutions, programs, career majors, and/or courses, and/or services. These standards shall be comprehensive, reflecting state and federal mandates as they relate to quality *CareerTech* education. Funding approval is contingent upon meeting ~~minimum~~ quality standards or making satisfactory progress toward meeting those standards.
- (2) **Standards.** Standards shall include the following:
- (A) STANDARD I-~~Instructional Planning and Organization~~ Leadership and Administration
  - (B) STANDARD II-~~Instructional Materials Utilization~~ Instruction and Training
  - (C) STANDARD III-~~Qualified Instructional Personnel~~ Support Services
  - (D) STANDARD IV-~~Enrollment and Student-Teacher Ratio~~ Measurement and Analysis
  - (E) STANDARD V-~~Equipment and Supplies~~ Personnel
  - (F) STANDARD VI-~~Instructional Facilities~~ Operations
  - (G) STANDARD VII-~~Safety Training and Practices~~ System Impact
  - (H) STANDARD VIII-~~Advisory Committee and Community Relations~~
  - (I) STANDARD IX-Leadership Development
  - (J) STANDARD X-~~Coordination Activities (excluded in the following STEM programs Technology Engineering, TechConnect, and Gateway to Technology and most Family and Consumer Sciences and Skills Centers programs)~~

(K) ~~STANDARD XI Student Accounting and Reports~~

(3) **Revisions.** The standards are revised periodically based upon input from appropriate sources and relevant data regarding factors that influence student learning and the quality of *CareerTech* education. Any such revisions will be taken to the State Board for approval.

(4) **Dissemination.** The standards will be disseminated to *CareerTech* personnel throughout the state. Evaluation results will be considered in the processes of planning and funding programs.

(5) **Program Evaluation and Improvement.** ~~Each instructor shall annually review the progress of the program or career major based on the accountability measures developed as required by P. L. 109-270, as amended, which include:~~

(A) ~~Student attainment of challenging State established academic and technical skill proficiencies.~~

(B) ~~Student attainment of a secondary school diploma or its recognized equivalent, a proficiency credential in conjunction with a secondary school diploma, or a postsecondary degree or credential.~~

(C) ~~Placement in, retention in, and completion of postsecondary education or advanced training, placement in military service, or placement or retention in employment.~~

(D) ~~Student participation in and completion of career and technology (vocational and technical) education programs or career majors that lead to nontraditional training and employment.~~

(6) **Monitoring.** ~~Programs, courses or career majors not meeting minimum standards will be monitored on an annual basis. If a technology center, skills center or comprehensive school has programs, career majors, courses and/or services not meeting evaluation standards, an annual status report addressing completed and/or pending corrective actions will be submitted to the Accreditation Division for review no later than the last Friday in March. During the month of April, the Accreditation Division will notify the school in writing whether the status report was approved or disapproved.~~

(7) **Technical assistance.** The Department staff will provide technical assistance to help *CareerTech* institutions, programs, courses, ~~and/or~~ career majors and/or services meet the standards established by the State Board and other accrediting agencies.

(b) **Postsecondary accreditation.**

(1) **Approval/accreditation agency.** For the purpose of determining eligibility for federal student ~~financial assistance aid (FSA)~~ programs administered by the U.S. Department of Education, the Oklahoma State Board of Career and Technology Education is recognized ~~by the United States Secretary of Education for~~ as the authority for the approval/accreditation of all public postsecondary vocational education offered at *CareerTech* institutions and programs, courses and career majors in the state of Oklahoma that are not offered for college credit or under jurisdiction of the Oklahoma State Regents for Higher Education, including the approval of public postsecondary vocational education offered via distance education.

(2) **Adopted procedures.** Schools seeking and maintaining postsecondary approval/accreditation status shall follow the State Board's adopted procedures as prescribed in the publication **Approval, Evaluation and Accreditation Procedures for Technology Centers Accreditation Guidelines**. This publication shall be made

available to interested parties from the Accreditation Division of the Department.

- (A) **Self-Study, Onsite Visit, and Monitoring.** Accreditation status is reviewed through monitoring annually. Every five years, a technology center must complete a self-assessment application and examiners must conduct an onsite visit. State agency staff shall visit the institution, as applicable, following the onsite visit review to ensure that the technology center's corrective action plan(s) are being followed. In addition, ODCTE staff will conduct a monitoring visit during year 3 of the accreditation cycle.
  - (B) **Publication and Reevaluation.** The accreditation status of the education institution must be publicized in an official notification. Technology centers must be reevaluated at least every five years.
- (3) **Noncompliance of corrective action plan.** The State Board shall have the authority to assume the administration and supervision of any technology center that after being placed on "Probationary Accreditation Status" continues to be in noncompliance of the corrective action plan(s) as approved by the State Board.
- (e) **~~Secondary evaluation.~~** ~~Substandard secondary CareerTech education programs or career majors shall be formally evaluated, utilizing minimum standards, as adopted by the State Board.~~
- (d) **Review of substandard programs or career majors.**
- (1) **Probationary status.** ~~A CareerTech program or career major may be placed on a probationary status if:~~
    - (A) ~~The program or career major fails to meet standards and the deficiencies are documented in writing as a result of a visit or a team evaluation, and/or~~
    - (B) ~~The program or career major does not meet the specifications as outlined in the **Rules for Career and Technology Education.**~~
  - (2) **Written notification.** ~~Written notification of probationary status that identifies the deficiencies and outlines recommended steps for improvement shall be given to the school administration.~~
  - (3) **Reevaluation.** ~~A program or a career major on probationary status shall be reevaluated within one year.~~
    - (A) **Removal of probation.** ~~If the documented deficiencies have been corrected upon reevaluation, the probationary status shall be removed.~~
    - (B) **Reevaluation failure.** ~~If the program in a comprehensive school has failed to make improvement on documented deficiencies upon reevaluation, a report shall be made in writing to the division's appropriate Associate State Director and the program may be recommended for closure or reduction in funding for the following school year. If the career major in a technology center has failed to make improvement on documented deficiencies upon reevaluation, a report shall be made in writing to the Associate State Director of Field Services.~~
      - (i) **Written notification; appeal.** ~~The division's appropriate Associate State Director will notify, in writing, the superintendent of the comprehensive school in which the program, instructional position or career major is located that the Department is recommending closure or reduction in funding for the program or career major for the following school year. An appeal process will be included for those superintendents~~

~~who can show evidence of projected program or career major improvement. The Manager of the Technology Center Services Division will notify, in writing, the superintendent of the technology center in which the career major is located that the Department is recommending a reduction in funding for the instructional position for the following school year. An appeal process will be included for those superintendents who can show evidence of projected program or career major improvement.~~

~~(ii) **Recommended program and/or career major closures.** The division's appropriate Associate State Director will make a presentation of recommended program closures, if any, in comprehensive schools for State Board approval at the March board meeting. The Manager of the Technology Center Services Division will make a presentation of recommended career major closures, if any, in technology centers for State Board approval at the March board meeting.~~

~~(e) **Evaluation of recipients receiving federal funds.** Programs or career majors of eligible recipients receiving federal funds under P. L. 109-270, as amended, shall be evaluated annually. Such contracts and agreements shall be in accordance with state and federal laws.~~

#### **780:10-7-3.1. Pilot standards; accreditation; evaluation**

~~(a) **Standards.**~~

~~(1) **Establishment; funding.** As appropriate, standards shall be established by the State Board for continuous school improvement, postsecondary and secondary *CareerTech* programs, career majors and/or courses. These standards shall be comprehensive, reflecting state and federal mandates as they relate to quality *CareerTech* education. Funding approval is contingent upon meeting these standards or making satisfactory progress toward meeting these standards.~~

~~(2) **Standards.**~~

~~(A) Standards established for continuous school improvement in the *CareerTech* System shall be approved by State Board. Continuous school improvement standards shall be addressed a minimum of two times for every five year evaluation cycle of technology centers, skills centers, and comprehensive school programs.~~

~~(B) Standards established for program improvement shall be required to be completed by *CareerTech* programs shall be the Baldrige Education Criteria for Performance Excellence and include the following:~~

- ~~(i) CRITERIA 1 Leadership~~
- ~~(ii) CRITERIA 2 Strategic Planning~~
- ~~(iii) CRITERIA 3 Customer Focus~~
- ~~(iv) CRITERIA 4 Measurement, Analysis, and Knowledge Management~~
- ~~(v) CRITERIA 5 Workforce Focus~~
- ~~(vi) CRITERIA 6 Operations Focus~~
- ~~(vii) CRITERIA 7 Results~~

~~(3) **Revisions.** The standards are revised periodically based upon input from appropriate sources and relevant data regarding factors that influence student learning and the quality of *CareerTech* education. Any such revisions will be taken to the State Board for approval.~~

- (4) **Dissemination.** ~~The standards will be disseminated to *CareerTech* personnel throughout the state. Evaluation results will be considered in the processes of planning and funding programs.~~
- (5) **Program Evaluation and Improvement.** ~~Each instructor shall annually review the progress of the program or career major based on the accountability measures developed as required by P. L. 109-270 which include:~~
- (A) ~~Student attainment of challenging State established academic and technical skill proficiencies.~~
  - (B) ~~Student attainment of a secondary school diploma or its recognized equivalent, a proficiency credential in conjunction with a secondary school diploma, or a postsecondary degree or credential.~~
  - (C) ~~Placement in, retention in, and completion of postsecondary education or advanced training, placement in military service, or placement or retention in employment.~~
  - (D) ~~Student participation in and completion of career and technology (vocational and technical) education programs or career majors that lead to nontraditional training and employment.~~
- (6) **Monitoring.** ~~Technology Centers and/or programs, not making satisfactory progress toward meeting these standards will be monitored on an annual basis. If a technology center, skills center or comprehensive school has programs, career majors, courses and/or services not meeting evaluation standards, an annual status report addressing completed and/or pending corrective actions will be submitted to the Division of Innovation, Research, and System Quality for review no later than the last Friday in March. During the month of April, the Division of Innovation, Research, and System Quality will notify the school in writing whether the status report was approved or disapproved.~~
- (7) **Technical assistance.** ~~The Department staff will provide technical assistance to help *CareerTech* programs, meet the standards established by the State Board and other accrediting agencies.~~
- (b) **Postsecondary accreditation.**
- (1) **Approval/accreditation agency.** ~~For the purpose of determining eligibility for federal student financial assistance programs administered by the U.S. Department of Education, the Oklahoma State Board of Career and Technology Education and the Oklahoma Department of Career and Technology Education is recognized by the United States Secretary of Education for the approval/accreditation of all public postsecondary *CareerTech* institutions and programs, courses and career majors or direct assessment/competency based instruction that is not offered for college credit or under the jurisdiction of the Oklahoma State Regents for Higher Education.~~
  - (2) **Adopted procedures.** ~~Schools seeking and maintaining postsecondary approval/accreditation status shall follow the State Board's adopted procedures as prescribed in the publication **Accreditation Policies and Procedures**. Technology Centers may apply to US Department of Education for the option of implementing direct assessment/competency based instruction. This publication shall be made available to interested parties from the Division of Innovation, Research, and System Quality of the Department.~~

**780:10-7-3.2. Program standards; accreditation; review**

(a) **Quality standards.**

(1) **Establishment; funding.** As appropriate, quality standards shall be established by the State Board for postsecondary and secondary *CareerTech* programs, career majors, courses, and/or services at technology centers related to distance education and competency-based education/direct assessment. These standards shall be comprehensive, reflecting state and federal mandates as they relate to quality *CareerTech* education. Funding approval is contingent upon meeting quality standards or making satisfactory progress toward meeting those standards.

(2) **Standards.** Standards shall include the following:

(A) STANDARD I Program Integrity

(B) STANDARD II Resources and Technology

(C) STANDARD III Learning Development, Instruction, and Safety

(D) STANDARD IV Skill Attainment, Assessment, and Reporting

(E) STANDARD V Student Support and Services

(F) STANDARD VI Marketing and Recruitment

(G) STANDARD VII Student Engagement and Satisfaction

(H) STANDARD VIII Program Effectiveness and Improvement

(3) **Revisions.** The standards are revised periodically based upon input from appropriate sources and relevant data regarding factors that influence student learning and the quality of *CareerTech* education. Any such revisions will be taken to the State Board for approval.

(4) **Dissemination.** The standards will be disseminated to *CareerTech* personnel throughout the state. Evaluation results will be considered in the processes of planning and funding programs.

(b) **Postsecondary accreditation.**

(1) **Approval/accreditation agency.** For the purpose of determining eligibility for federal student aid (FSA) programs administered by the U.S. Department of Education, the Oklahoma State Board of Career and Technology Education is recognized as the authority for the approval of public postsecondary vocational education offered at *CareerTech* institutions in the state of Oklahoma that are not under jurisdiction of the Oklahoma State Regents for Higher Education, including the approval of public postsecondary vocational education offered via distance education.

(2) **Adopted procedures.** Schools seeking and maintaining postsecondary approval/accreditation status shall follow the State Board's adopted procedures as prescribed in the publication **Accreditation Guidelines**. This publication shall be made available to interested parties from the Department.

(5) **Program Evaluation and Improvement.** Each instructor shall annually review the progress of the program or career major based on the accountability measures developed as required by P. L. 109-270, as amended, which include:

(A) Student attainment of challenging State established academic and technical skill proficiencies.

(B) Student attainment of a secondary school diploma or its recognized equivalent, a proficiency credential in conjunction with a secondary school diploma, or a postsecondary degree or credential.

(C) Placement in, retention in, and completion of postsecondary education or advanced training, placement in military service, or placement or retention in employment.

(D) Student participation in and completion of career and technology (vocational and technical) education programs or career majors that lead to nontraditional training and employment.

(6) **Monitoring.** Programs, courses or career majors not meeting quality standards will be monitored on an annual basis. If a technology center, skills center or comprehensive school has programs, career majors, courses and/or services not meeting evaluation standards, an annual status report addressing completed and/or pending corrective actions will be submitted to the appropriate agency personnel for review. Appropriate agency personnel will notify the school in writing whether the status report was approved or disapproved.

(c) **Secondary evaluation.** Substandard secondary *CareerTech* education programs or career majors shall be formally evaluated, utilizing quality standards, as adopted by the State Board.

(d) **Review of substandard programs or career majors.**

(1) **Probationary status.** A *CareerTech* program or career major may be placed on a probationary status if:

(A) The program or career major fails to meet standards and the deficiencies are documented in writing as a result of a visit or a team evaluation, and/or

(B) The program or career major does not meet the specifications as outlined in the **Rules for Career and Technology Education.**

(2) **Written notification.** Written notification of probationary status that identifies the deficiencies and outlines recommended steps for improvement shall be given to the school administration.

(3) **Reevaluation.** A program or a career major on probationary status shall be reevaluated within one year.

(A) **Removal of probation.** If the documented deficiencies have been corrected upon reevaluation, the probationary status shall be removed.

(B) **Reevaluation failure.** If the program in a comprehensive school has failed to make improvement on documented deficiencies upon reevaluation, a report shall be made in writing to the appropriate agency staff and the program may be recommended for closure or reduction in funding for the following school year. If the career major in a technology center has failed to make improvement on documented deficiencies upon reevaluation, a report shall be made in writing to the appropriate agency personnel.

(i) **Written notification; appeal.** The appropriate agency personnel will notify, in writing, the superintendent of the comprehensive school in which the program, instructional position or career major is located that the Department is recommending closure or reduction in funding for the program or career major for the following school year. An appeal process will be included for those superintendents who can show evidence of projected program or career major improvement. The appropriate agency personnel will notify, in writing, the superintendent of the technology



center in which the career major is located that the Department is recommending a reduction in funding for the instructional position for the following school year. An appeal process will be included for those superintendents who can show evidence of projected program or career major improvement.

(ii) **Recommended program and/or career major closures.** The appropriate agency personnel will make a presentation of recommended program closures, if any, in comprehensive schools for State Board approval at the designated board meeting. The appropriate agency personnel will make a presentation of recommended career major closures, if any, in technology centers for State Board approval at the designated board meeting.

(e) **Evaluation of recipients receiving federal funds.** Programs or career majors of eligible recipients receiving federal funds under P. L. 109-270, as amended, shall be evaluated annually. Such contracts and agreements shall be in accordance with state and federal laws.

## **SUBCHAPTER 9. SERVICE CONTRACTS AND EQUIPMENT GUIDELINES**

### **780:10-9-1. Contracted services, boards, and commissions**

(a) **Agreements and contracts.** The Department may enter into agreements and contracts with other agencies and entities as may be necessary or feasible for the furtherance of career and technology education. Such contracts and agreements shall be in accordance with state and federal laws and internal agency rules and procedures.

(b) **Housing and other support.** The Department may, through contractual arrangements, provide housing and support services to other entities whose primary purpose is delivery of career and technology education ~~(such as MAVCC—Multi State Academic and Vocational Curriculum Consortium).~~

### **780:10-9-2. Equipment**

(a) **Tangible assets State-owned (equipment).**

(1) **State-owned equipment.** An item shall be classified as an equipment inventory item or fixed asset if it has a useful life of one year or more with an acquisition cost of \$2500 or more and is a complete and independent item which does not lose its identity or become a component part of another item. [74 O.S., Section 110.1(D)].

(2) **State-owned telecom and electronic information technology.** To meet the requirements specified in Title 62, §34.12, Subsection 6, the fixed asset system will be used to track applications to “include but are not limited to the use of mainframe computers, minicomputers, or microcomputers, word processing equipment, office automation systems, Internet, eGovernment, broadband, Wi-Fi or wireless networking,

radio, including the interoperable radio communications system for state agencies, or Global Positioning Systems (GPS)' costing \$500 or more.

(43) **Donated or purchased equipment.** Equipment donated to or purchased by the Department through reimbursement shall be considered the property of the Department.

(24) **Special funding.** Equipment purchased through special funding, which require that the equipment be used in specific programs, shall be placed in those programs and shall be subject to appropriate state and federal laws, rules and regulations.

(35) **Maintenance.** The receiving institution shall be responsible for maintaining equipment supplied by the Department.

(46) **Closing program.** The Program Administrator of the training program shall notify the Department inventory personnel, in writing, when a program or class is to be terminated or completed.

(b) **Loaning of equipment.** Equipment purchased for use by the Business and Industry Development Division may be loaned to other eligible training sites. The equipment shall be subject to any restrictions and is subject to recall on notice by the Department when needed for industrial training.

(1) The local education authority (LEA) agrees to maintain all equipment covered under loan in the same condition when received from the ODCTE.

(2) It is understood that all equipment is to be insured and maintained in operating condition at the expense of the local education agency (LEA) and that equipment lost or stolen will be replaced at the expense of the local education agency (LEA).

(3) The ODCTE reserves the right to withdraw this equipment at any time after giving a notification of five (5) workdays.

(4) All equipment will be picked up at the close of the training program unless the equipment is used in another Business and Industry training program.

(5) Business and Industry Services equipment is only to be used for approved training ~~only~~; Use for other reasons is against state statutes and shall be cause for immediate removal of the equipment from the training site.

(c) **Identification.**

(1) **Department Purchased.** ~~All e~~Equipment as defined in 780:10-9-2(a)(1) and (2) purchased by the Department ~~with a value of \$500 or more~~ shall be affixed with an appropriate tag.

(2) **Department Reimbursement.**

(A) ~~All e~~Equipment as defined in 780:10-9-2(a)(1) purchased by local education agencies (LEA) and reimbursed by the Department with state funds for Business and Industry Development Programs, ~~with a value of \$1000 or more~~ shall be affixed with an appropriate Department asset tag. The equipment will be subject to a five day recall by the Business and Industry Development Division.

(B) Equipment as defined in 780:10-9-2(a)(1) purchased by local education agencies (LEA) and reimbursed by the Department for non-Business and Industry

Development Programs with state funds ~~and having a value of \$2500 or more~~ shall be affixed with an appropriate Department asset tag.

(C) Equipment as defined in 780:10-9-2(a)(1) purchased by local education agencies (LEA) and reimbursed by the Department based on grant awards, ~~may or may not be added to the Department assets. The grant criteria, and funding will determine if the asset will~~ shall be tagged by (LEA) and maintained in accordance with grant requirements.

(3) **Inventory records.** The Department shall maintain inventory records on all tagged equipment. Identification tags will be assigned by the Department and sent to the local education agency or to the appropriate Department personnel to be affixed to the equipment.

(d) **Accountability.**

(1) **Tagged equipment.** Equipment to be inventoried annually will be mailed to Superintendent or their designee, by the Department, with a request to update the list and return within 60 days unless a physical inventory is conducted by Department inventory personnel.

(2) **Adjustments.** The Department, after review of requests, will make necessary adjustments to the inventory.

(e) **Disposal.** Schools requesting items to be removed due to lost, stolen, salvage, or surplus must submit an inventory adjustment form for approval. Department personnel will inspect and/or make recommendations on the request.

(f) **Transfer of Ownership.** In no case shall an equipment transfer be made without advanced approval from Department inventory personnel. The ownership of state-owned equipment may be transferred upon approval of the Division Manager, appropriate Senior Staff, and Oklahoma Management and Enterprise Services (OMES), to the local education agency (LEA) in possession of equipment unless said equipment is essential for operation of industry specific or new industry training programs. Department inventory personnel will provide requests to accept and notification of transfers.

(g) **Guidelines.** Equipment procedures and guidelines, and the inventory adjustment forms can be found on the Department Website and will be utilized to enforce these rules.