

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

CHAPTER 10. ADMINISTRATION AND SUPERVISION

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

**780:10-3-2. Career guidance and counseling, career information, disability services,
integrated academics, innovation support services, essential skills and career development**

(a) **Career guidance to technology centers.** The Department shall provide coordination and leadership for career guidance and counseling to technology centers and other entities whose primary purpose is the delivery of career guidance and counseling. Technology center districts shall have an identifiable guidance program in place, implemented and administered by an adequate number of credentialed staff and coordinated by staff with experience in delivering or supervising student services that addresses the career development needs of all students. Technology centers shall provide all students with information and advisement about career and educational options, administer assessment instruments such as interest inventories, aptitude tests, and achievement tests or acquire the results of such assessments prior to enrollment to provide career guidance, and provide support for students to help them be successful in their career pathway.

(b) **Career Information.** The Department shall provide technical assistance to schools, institutions, and agencies for career development software and career information materials

(c) **Financial Aid Services.** The Department shall represent the Oklahoma career and technical education system by performing a liaison function with the Student Financial Aid Office (SFA) of the US Department of Education. As such, the Department will determine the in-service needs of technology center financial aid personnel and arrange for knowledgeable individuals, from SFA or other professional organizations, to conduct workshops and training sessions. The purpose of these in-service opportunities is to strengthen financial aid programs at technology centers ensuring adherence to current state and federal regulations governing the administration of financial aid programs. The Oklahoma Department of Career and Technology Education shall collect relevant statistical data related to financial aid activities at technology centers and report this information where appropriate. The Oklahoma Department of Career and Technology Education shall also administer the Oklahoma GI Bill program that provides tuition assistance to qualified Vietnam-era veterans.

(d) **Innovation Support Services.** The Department shall provide support for the alignment of Oklahoma education innovation and improvement initiatives through the services of the Innovation Support Services Liaisons. The Innovative Support Services Liaisons shall provide technical assistance and services focused on the High Schools That Work ten key practices, guidance and instruction for improved student achievement along with leadership from the Technology Center Services Division to create a culture of high expectations to local education agencies and/or technology centers for school improvement with raised student achievement. The ISS Division/Liaisons shall accomplish its purpose by providing:

- (1) Support for education innovation.
- (2) Lead and participate in technical assistance visits and provide technical review visits with follow-up.

- (3) Assist in locating and using resources and materials.
- (4) Provide guidance for implementing career pathways, plans of study, improved instruction, and services supported by the Oklahoma Department of Career and Technology Education.
- (5) ISS Liaisons shall serve local education agencies designated by the Oklahoma Department of Career and Technology Education. The local education agency shall request the assistance and shall designate a local administrator, counselor, or instructor to coordinate the services to be delivered.
- (e) **Disabilities services.** The Department shall coordinate and provide technical assistance to assure appropriate services and accessibility for individuals with disabilities and other members of special populations enrolled in CareerTech instruction at technology centers and at local education agencies. The Department will also provide guidance and assistance for the field to assist students with transition from high school to a technology center as well as transition from technology centers to postsecondary education and/or work.
- (f) **Integrated academics and essential skills.** The Department shall coordinate developmental activities and provide technical assistance to technology centers, comprehensive school programs and skills centers for education enhancement, career assessment, and employability skills development.

780:10-3-13. Instructional services

- (a) **Responsibilities.** The state agency staff ~~Instructional Services Division~~ shall be responsible for organizing, administering, and orchestrating in-service training for *CareerTech* teachers and administrators in the field, including leadership development programs; liaison with teacher education for pre- and in-service training; and conference and meeting planning, including summer conference.
- (b) **Special projects.** The state agency staff ~~Instructional Services Division~~ shall be responsible for the coordination and funding of special projects related to professional improvement activities of *CareerTech* personnel.

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 and TechConnect Plus.~~** Reimbursement for approved ~~TechConnect and 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 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

780:10-7-1. Application; approval; contract for programs or career majors

(a) Local Application for CareerTech Programs and/or Career Majors.

- (1) **Description.** Any comprehensive school district, technology center or other eligible recipient requesting funds for *CareerTech* education programs, career majors, instructional positions, services and/or activities must submit an annual Local Application and Assurances of Compliance for Secondary and Full-time Adult Career and Technology Education Programs. Approval and return of the Assurances of Compliance to the Department indicates the school district's intent to form a contract for *CareerTech* education programs, career majors, instructional positions, services and/or activities and comply with all terms set forth in the local application. For comprehensive schools only, this application includes a listing of programs and/or instructional positions.
- (2) **Application Dates.** The local application shall be mailed from the Department to the superintendent of each comprehensive school district on or around March 1 for the next fiscal year. The local application shall be returned by the deadline indicated on the application.
- (3) **Contents.** The local application gives comprehensive school districts the opportunity to verify ongoing programs and/or career majors, request new or expanded programs and/or career majors, or request the deletion or reduction of programs and/or career majors.
- (4) **Additions and revisions.** Additions and/or revisions may be made to the local application any time during the fiscal year. Changes or revisions must be sent by the comprehensive school to the Department.
- (5) **Special funding.** Any special discretionary funds available for programs or projects shall be awarded on a proposal basis with all eligible recipients being notified. The criteria for selection will be stated in a "Request for Proposals." Selection of funding recipients will be based upon the stated criteria.

(b) Criteria for approval of secondary and full-time adult programs and/or career majors. The criteria for approving secondary (grades 7 through 12) and full-time adult programs and/or career majors in comprehensive schools and technology centers may shall include the following:

- (1) Employment opportunities for completers;
- (2) Availability of students;
- (3) Impact upon other *CareerTech* offerings;
- (4) Availability of similar programs and/or career majors;
- (5) Facilities and equipment;
- (6) Program or career major priority; and,

- (7) Availability of funds.
- (c) **Contract for CareerTech programs or career majors.**
- (1) **Description.** All comprehensive school districts approved by the State Board to receive reimbursement for *CareerTech* secondary programs and/or career majors must submit the signed "Contract for Secondary *CareerTech* Programs," which includes a listing of programs and/or career majors being funded. Approval and return of the contract and the Salary and Teaching Schedule, as indicated in (3) below, by the school district to the Department indicates the school district's willingness to comply with all terms set forth in the contract.
- (2) **Contract dates.** The "Contract for Secondary *CareerTech* Programs" will be mailed from the Department on or around October 1 of the current fiscal year to the superintendent of each comprehensive school district. The contract is to be presented to the local board of education for approval before being returned to the Department by the date.
- (3) **Salary and Teaching Information.** The Salary and Teaching Schedule is a part of the contract for *CareerTech* programs for comprehensive school districts. Comprehensive schools must complete and return the "Salary and Teaching Schedule" for each *CareerTech* instructional position in the district. The form must be completed to indicate teaching schedule, ~~OCAS class codes~~, numbers of students enrolled, teacher salary, beginning and ending date of employment, and expiration date of teacher's certificate. The "Salary and Teaching Schedule" must be signed by the appropriate individuals and returned to the Department by September 30 ~~before any funding can be provided~~. Technology centers will submit salary information to the Department by October 15.

780:10-7-3. Standard; accreditation; review

- (a) **Minimum standards.**
- (1) **Establishment; funding.** As appropriate, minimum standards shall be established by the State Board for 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 minimum standards or making satisfactory progress toward meeting those standards.
- (2) **Standards.** Standards shall include the following:
- (A) STANDARD I-Instructional Planning and Organization
 - (B) STANDARD II-Instructional Materials Utilization
 - (C) STANDARD III-Qualified Instructional Personnel
 - (D) STANDARD IV-Enrollment and Student-Teacher Ratio
 - (E) STANDARD V-Equipment and Supplies
 - (F) STANDARD VI-Instructional Facilities
 - (G) STANDARD VII-Safety Training and Practices
 - (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 Education, 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 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* programs, courses and/or career majors 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 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 that are not offered for college credit or under 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 **Approval, Evaluation and Accreditation Procedures for**

Technology Centers. This publication shall be made available to interested parties from the Accreditation Division of the Department.

(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 "Probational Accreditation Status" continues to be in noncompliance of the corrective action plan as approved by the State Board.

(c) **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 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 by the Department 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 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 meeting these standards or 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 technology center, skills center, or comprehensive 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.
- ~~(e) **Secondary evaluation.** Secondary *CareerTech* education programs shall be formally evaluated utilizing standards adopted by the State Board.~~
- ~~(d) **Review of secondary programs.**~~
- ~~(1) **Probationary status.** A *CareerTech* secondary program may be placed on a probationary status if:

 - ~~(A) It fails to meet standards and the deficiencies are documented in writing as a result of a visit or a team evaluation, and/or~~
 - ~~(B) It 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 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 State Director or his/her designee of the Division of Innovation, Research, and System Quality 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 State Director or his/her designee of the Division of Innovation, Research, and System Quality.~~

~~(i) — **Written notification; appeal.** The State Director or his/her designee of the Division of Innovation, Research, and System Quality will notify, in writing, the superintendent of the technology center or 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.~~

~~(ii) — **Recommended program and/or career major closures.** The State Director or his/her designee of the Division of Innovation, Research, and System Quality will make a presentation of recommended program closures, if any, in a technology center or a comprehensive schools for State Board approval at the March board meeting.~~

~~(4) — **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 "Probational Accreditation Status" continues to be in noncompliance of the corrective action plan as approved by the State Board.~~

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