

**TITLE 780. OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY  
EDUCATION  
CHAPTER 10. ADMINISTRATION AND SUPERVISION**

**SUBCHAPTER 5. FINANCE**

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

- (a) **Secondary and full-time adult ~~career majors~~ programs 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. Pending availability of funds. 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) **Teacher salary supplement.** The Department shall determine annually the amount to reimburse each school district to augment the salary of each teacher. Teachers are required to attend summer conference and other required teacher professional development per division to receive teacher salary supplement and program assistance.
- (6) **Additional salary.** Agriculture Education programs are on a 12 month contract, the department shall determine annually the amount to reimburse each district to augment the salary of each agriculture education 12 month contract teacher.
- (7) **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. Approved funded programs may not fall below half-time and 50% funding.
- (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 fund Skills Centers programs based on the availability of funds.
- (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, 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 all 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.~~ Willingness to follow all CareerTech rules; and
  - (8) 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, 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. Technology centers will submit salary information to the Department by October 15.

**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, 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.

(3) **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.

(4) **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, 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 program ~~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 program ~~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 program ~~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 program ~~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.