



**Rules for
Career and Technology
Education**

**Title 780
Oklahoma Administrative Code**

September 11, 2017

Oklahoma Department of Career and Technology Education
1500 West Seventh Avenue • Stillwater, OK 74074-4398 • 405.377.2000

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

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CHAPTER 1. GENERAL

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SUBCHAPTER 1. GENERAL PROVISIONS

Section
780:1-1-1. Purpose

780:1-1-1. Purpose

This chapter describes the governance structure of the Oklahoma Department of Career and Technology Education and establishes procedures for general operations.

[Source: Amended at 18 Ok Reg 3269, eff 7-26-01]

SUBCHAPTER 3. OPERATING POLICIES

Section
780:1-3-1. Department policies

780:1-3-1. Department policies

Operating policies and procedures of the Oklahoma Department of Career and Technology Education (hereinafter referred to as the "Department") shall augment policies of the State Department of Education. No policies that affect the Department shall be in conflict with the policies of the State Department of Education or with the laws of the state of Oklahoma and the federal government. Federal funds shall not be used for partisan political purposes in violation of the Hatch Act (5 U.S.C. Section 1501 et. Seq.) or the Intergovernmental Personnel Act of 1970, as amended by Title VI of Civil Service Reform Act (Public Law 95-454, Section 4728).

[Source: Amended at 14 Ok Reg 2011, eff 5-27-97; Amended at 16 Ok Reg 3189, eff 7-12-99; Amended at 18 Ok Reg 3269, eff 7-26-01]

780:1-3-2. Meetings

All meetings of the State Board of Career and Technology Education (Board) will be conducted in accordance with the Oklahoma Open Meeting Act, 25 Oklahoma Statutes, Section 301 et.seq., as amended and other applicable provisions of Oklahoma law.

[Source: Added at 21 Ok Reg 2885, eff 7-11-04]

780:1-3-3. Meetings by teleconference

The Board may hold meetings by teleconference as defined by state law. Advance notice will be given of all meetings to be held by teleconference, identifying all the meeting sites. All meeting sites will be accessible to the public. Any written material provided at one site will be provided at all sites. In the event of an interruption in the telecommunications link, the meeting will recess while efforts are made to restore service. If the link cannot be reestablished, the meeting may continue at whichever site(s) that may be reconnected and that have at least a quorum of the Board. If sufficient links to establish a quorum cannot be reestablished, the meeting shall be adjourned and/or rescheduled.

[Source: Added at 17 Ok Reg 3332, eff 7-26-00 through 7-14-01 (emergency)¹; Added at 21 Ok Reg 2885, eff 7-11-04]

SUBCHAPTER 5. ORGANIZATIONAL DESCRIPTION

Section

780:1-5-1. State Board; Staffing; Director

780:1-5-1. State Board; staffing; Director

(a) This agency was created as the Oklahoma Department of Career and Technology Education and consists of such divisions, units, and positions as are established by the State Board of Career and Technology Education (hereinafter referred to as the "State Board"). The Department shall be under the control of the State Board, which shall formulate policies and adopt rules and regulations for the administration and operation of the Department [70 O.S. 1991, §14-104 as amended].

(b) The State Board shall provide sufficient staff to perform the functions and responsibilities for career and technology education under state and federal laws.

(c) The State Director of the Department (hereinafter referred to as the "State Director") shall determine the duties and shall recommend the appointment and compensation of the employees of the Department in accordance with state laws.

[Source: Amended at 16 Ok Reg 3189, eff 7-12-99; Amended at 18 Ok Reg 3269, eff 7-26-01]

SUBCHAPTER 7. CIVIL RIGHTS COMPLIANCE

Section

780:1-7-1. General provisions

780:1-7-2. Educational equity

780:1-7-3. Finance

780:1-7-4. Printed materials

780:1-7-1. General provisions

(a) **Legislation.** The Department shall conduct all operations in a manner that ensures compliance with the following civil rights-related laws and their implementing regulations:

- (1) Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin;
 - (2) Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex;
 - (3) Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability.
 - (4) The Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability.
- (b) **Nondiscrimination.** The Department will not require, approve of, or engage in any discrimination or denial of services on the basis of race, color, national origin, sex, age, or disability in performing any of the following activities:
- (1) Establishing criteria or formulas for the distribution of federal or state funds to career and technology education programs in the state;
 - (2) Establishing requirements for admission to or administering career and technology education programs;
 - (3) Approving actions by local entities providing career and technology education; and,
 - (4) Conducting its own programs and state agency operations, including, but not limited to, employing staff, developing and disseminating materials and the awarding of competitive grants and contracts.
- (c) **Filing of methods and procedures.** The Department shall submit and maintain on file with the Office for Civil Rights the methods of administration and procedures it will follow in complying with requirements of the **Guidelines for Eliminating Discrimination and Denial of Service on the Basis of Race, Color, National Origin, Sex, and Handicap** [44 FR 17162 (March 21, 1979)].
- (d) **Compliance program.** The Department will adopt a compliance program to prevent, identify, and remedy discrimination on the basis of race, color, national origin, sex, age, and disability by its subrecipients. This program will include the following activities:
- (1) Collecting and analyzing civil rights-related data and information that subrecipients compile for their own purposes or that are submitted to state and federal officials under existing authorities;
 - (2) Conducting periodic compliance reviews of selected subrecipients (i.e., an investigation of a subrecipient to determine whether it engages in unlawful discrimination in any aspect of its program); upon finding unlawful discrimination, notifying the subrecipient of steps it must take to attain compliance, and attempting to obtain voluntary compliance;
 - (3) Providing technical assistance upon request to subrecipients, which includes assisting subrecipients in identifying unlawful discrimination and instructing them in remedies for and prevention of such discrimination; and,
 - (4) Periodically reporting the Department's activities and findings to the Office for Civil Rights.

[Source: Amended at 9 Ok Reg 2597, eff 6-25-92; Amended at 10 Ok Reg 1865, eff 5-13-93; Amended at 12 Ok Reg 1841, eff 6-12-95; Amended at 14 Ok Reg 2011, eff 5-27-97; Amended at 16 Ok Reg 3189, eff 7-12-99; Amended at 18 Ok Reg 3269, eff 7-26-01; Amended at 22 Ok Reg 2273, eff 7-1-05]

780:1-7-2. Educational equity

The Department shall provide activities in career and technology education to reduce gender bias, gender stereotyping, and gender discrimination.

[Source: Amended at 17 Ok Reg 2726, eff 7-1-00; Amended at 18 Ok Reg 3269, eff 7-26-01]

780:1-7-3. Finance

(a) **Nondiscrimination in local program funding.** State and federal funds allocated to local education agencies for career and technology education programs shall not discriminate on the basis of race, color, national origin, sex, age, veteran's status, or disability.

(b) **Funding; legislation.** All funds administered by the Department shall be expended in accordance with applicable state and federal laws and regulations.

[Source: Amended at 9 Ok Reg 2597, eff 6-25-92; Amended at 12 Ok Reg 1841, eff 6-12-95; Amended at 16 Ok Reg 3189, eff 7-12-99; Amended at 18 Ok Reg 3269, eff 7-26-01]

780:1-7-4. Printed materials

(a) **Nondiscrimination statement.** All publications or printed materials transmitted by the Department must contain the nondiscrimination statement.

(b) **Nondiscriminatory text.** All materials developed and disseminated by the Department shall promote equal opportunity in the written content and illustrations and shall not discriminate on the basis of race, color, national origin, sex, age, or disability.

[Source: Amended at 9 Ok Reg 2597, eff 6-25-92; Amended at 12 Ok Reg 1841, eff 6-12-95; Amended at 16 Ok Reg 3189, eff 7-12-99]

SUBCHAPTER 9. LEGAL COUNSEL

Section

780:1-9-1. Attorney General

780:1-9-1. Attorney General

In accordance with state law, the Department shall use the Attorney General as its legal authority for any legal services that may be required unless the Attorney General's office rules otherwise.

SUBCHAPTER 11. PHYSICAL FACILITIES FOR THE DEPARTMENT

Section

780:1-11-1. Location of offices

780:1-11-1. Location of offices

The Department shall keep its principal offices in Stillwater, Oklahoma [70 O.S. 1991, §14-103 as amended].

[Source: Amended at 18 Ok Reg 3269, eff 7-26-01]

SUBCHAPTER 13. PRINTING AND PUBLICATIONS

Section

780:1-13-1. Publications Clearinghouse; cost information. [AMENDED]

780:1-13-1. Publications Clearinghouse; cost information

(a) **Publications Clearinghouse.** Information published for the Department, regardless of the source of funds, will be deposited with the Publications Clearinghouse, with a minimum of 25 copies of non-curriculum products and 2 copies of curriculum products. Such information includes that which is intended for distribution to the public and that which is reproduced solely to meet the internal operating needs of the agency, its divisions and/or units of government that have a direct relationship to the state agency in regard to its ability to carry out its responsibilities.

(b) **Cost information.**

(1) **Inclusion of costs paragraph.** The Department shall list cost information on each state publication issued, whether the printing is accomplished by the agency internally or through an outside public or private entity. Cost information will be set forth in a separate paragraph within the document and will conform to the following format: This publication is printed and issued by the Oklahoma Department of Career and Technology Education as authorized by 70 O.S. 1991, §14-103, as amended. _____ copies have been prepared and distributed at a cost of \$ _____. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.

(2) **Location of bibliographic information.** To achieve bibliographic control of state government publications and to assure that the identity of a publication can be ascertained in terms of the issuing authority, author, and subject matter sufficient to distinguish it from other publications, the following information shall be included on the title page or other suitable place near the beginning of each state publication required to be deposited with the Publications Clearinghouse:

- (A) Full name of the issuing agency, including the division or subdivision responsible for publication, and the parent body;
- (B) Name of any personal author to whom credit is intended to be given;
- (C) Title of the publication;
- (D) Date and place of publication;
- (E) Frequency of issue, if a periodical is weekly, monthly, etc.;
- (F) Volume and number of issue, if appropriate; and,
- (G) Date, or month and year of issue, if appropriate.

(3) **Publications officer.** The Department has designated the Printing Plant Administrative Assistant as the Publications Officer. The Publications Officer shall have the duties to provide copies of all state publications of the agency, to compile and forward required semiannual lists of the state publications of the agency, and to provide other related information as may be requested by the Publications Clearinghouse.

[Source: Amended at 10 Ok Reg 1865, eff 5-13-93; Amended at 14 Ok Reg 2011, eff 5-27-97; Amended at 18 Ok Reg 3269, eff 7-26-01; Amended at 21 Ok Reg 2885, eff 7-11-04; Amended at 25 Ok Reg 2089, eff 7-1-08]

SUBCHAPTER 15. STATE GRANT-IN-AID CLEARINGHOUSE

Section

780:1-15-1. Application for funding [REVOKED]

780:1-15-1. Application for funding [REVOKED]

[Source: Amended at 10 Ok Reg 1865, eff 5-13-93; Revoked at 11 Ok Reg 2879, eff 6-13-94]

SUBCHAPTER 17. TRAVEL

Section

780:1-17-1 Compensation

780:1-17-1. Compensation

The Department shall provide compensation for authorized state travel. The rate of compensation shall be in conformity with state laws. The State Director shall be authorized to approve out-of-state travel requests and the actual and necessary expenses by the Director and other employees of the Department for the purpose of business recruitment, training, and technical assistance. Reimbursement of actual and necessary expenses claimed must be approved by the State Board of Career and Technology Education prior to reimbursement.

[Source: Amended at 24 Ok Reg 2421, eff 7-1-07]

SUBCHAPTER 19. ACCESS TO PUBLIC RECORDS

Section

780:1-19-1 Availability; confidentiality; information requests

780:1-19-1. Availability; confidentiality; information requests

(a) **Hours of availability of public records.** Public records of the Department may be inspected and copied during regular business hours in accordance with state and federal laws and the policies and procedures of 51 O.S. Supp. 2000, §24A.1 et seq, as amended.

(b) **Confidential records.** Access to confidential records shall be limited to state and federal employees acting in their official capacities. Confidential records shall include:

- (1) Records that relate to internal personnel investigations, including examination and selection materials for employment, hiring, appointment, promotion, demotion, discipline, or resignation;
- (2) Health and medical records;
- (3) Personnel records that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the Department;
- (4) Personal notes of employees;

- (5) Records that would give an unfair advantage to competitors or bidders, including bid specifications prior to publication, appraisal prior to contract awards, and computer programs or software, but not the data thereon;
 - (6) Federal records when confidentiality is required by federal law;
 - (7) Personal communications relating to the exercise of constitutional rights;
 - (8) Educational records including individual student records, teacher lesson plans, tests, teaching material, and personal communications concerning individual students; and,
 - (9) Records of State Board meetings lawfully closed to the public.
- (c) **Requests to obtain information from records.** Any person may submit a written request to review or obtain copies of public records in the custody of the Department.
- (1) Persons wishing to view or obtain copies of public records of the Department shall register their names, occupations, and telephone numbers with the Department. The person shall state whether the purpose of the request is for a personal, commercial, or public interest reason and shall list the records desired for viewing.
 - (2) The State Director or designated representatives will decide whether or not to approve the request and shall furnish this decision to the person making the request.
 - (3) No original or recorded copy of a record shall be removed from the Department unless it is determined to be necessary for duplication and approved by the State Director or designee.
 - (4) Charges for document search, copying, and/or mechanical reproduction will be assessed according to the following schedule:

PURPOSE	SEARCH TIME		PHOTOCOPIES	COMPUTER TAPE, DISK, VIDEO, SOUND RECORDING, FILM RECORDING, OTHER
	Minimal Required	Substantial Required		
Personal	-0-	-0-	\$.10 per page	Actual Cost to Reproduce
Commercial	-0-	\$10 per hour	\$.10 per page	Actual Cost to Reproduce
*Public Interest	-0-	-0-	\$.10 per page	Actual Cost to Reproduce

*Includes news media, scholars, authors, and taxpayers seeking to determine the exercise of duty by public servants.

[Source: Amended at 10 Ok Reg 1865, eff 5-13-93; Amended at 17 Ok Reg 2726, eff 7-1-00; Amended at 18 Ok Reg 3269, eff 7-26-01]

CHAPTER 10. ADMINISTRATION AND SUPERVISION

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3. State Technical Assistance, Supervision and Services	780:10-3-1
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SUBCHAPTER 1. GENERAL PROVISIONS

Section
780:10-1-1. Purpose

780:10-1-1. Purpose

This chapter provides procedures for the establishment and administration of *CareerTech* instruction and describes services provided by the Oklahoma Department of Career and Technology Education.

[**Source:** Amended at 18 Ok Reg 3272, eff 7-26-01; Amended at 27 Ok Reg 1986, eff 7-1-10]

SUBCHAPTER 3. STATE TECHNICAL ASSISTANCE, SUPERVISION, AND SERVICES

Section
780:10-3-1. Technical assistance and supervision
789:10-3-2. Career guidance and counseling, career information, financial aid, disability services, education enhancement, essential skills and career development [AMENDED]
780:10-3-3. Curriculum development and customer service [AMENDED]
780:10-3-4. Information Commons [AMENDED]
780:10-3-5. Instructional services [REVOKED]
780:10-3-6. Human resource development [REVOKED]
780:10-3-7. Research
780:10-3-8. Planning [AMENDED]
780:10-3-9. Information services
780:10-3-10. Communications and Marketing
780:10-3-11. Career Resource Network (CRN) [REVOKED]
780:10-3-12. Systems design and computer services
780:10-3-13. Professional development

780:10-3-1. Technical assistance and supervision

The Department shall provide technical assistance to all *CareerTech* educators to ensure compliance with standards and state/federal regulations, and to assure the provision of quality *CareerTech* education.

[Source: Amended at 18 Ok Reg 3272, eff 7-26-01; Amended at 27 Ok Reg 1986, eff 7-1-10]

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 Federal Student Aid Office (FSA) 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 FSA 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) **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.

(e) **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.

[Source: Amended at 9 Ok Reg 2599, eff 6-25-92; Amended at 10 Ok Reg 1869, eff 5-13-93; Amended at 13 Ok Reg 3421, eff 8-12-96; Amended at 14 Ok Reg 2013, eff 5-27-97; Amended at 16 Ok Reg 3191, eff 7-12-99; Amended at 18 Ok Reg 3272, eff 7-26-01; Amended at 21 Ok Reg 2886, eff 7-11-04; Amended at 23 Ok Reg 2896, eff 7-1-06; Amended at 25 Ok Reg 2089, eff 7-1-08; Amended at 26 Ok Reg 2384, eff 7-1-09; Amended at 27 Ok Reg 1986, eff 7-1-10]

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

- (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 price
 - (E) Additional 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 charges 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 (ctYOUuniverse).

(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 30th 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.

[Source: Amended at 9 Ok Reg 2599, eff 6-25-92; Amended at 11 Ok Reg 2881, eff 6-13-94; Amended at 14 Ok Reg 2013, eff 5-27-97; Amended at 16 Ok Reg 3191, eff 7-12-99; Amended at 18 Ok Reg 3272, eff 7-26-01; Amended at 21 Ok Reg 2886, eff 7-11-04; Amended at 25 Ok Reg 2089, eff 7-1-08; Amended at 26 Ok Reg 2384, eff 7-1-09; Amended at 27 Ok Reg 1986, eff 7-1-10]

780:10-3-4. Information Commons [REVOKED]

[Source: Amended at 9 Ok Reg 2599, eff 6-25-92; Amended at 10 Ok Reg 1869, eff 5-13-93; Amended at 13 Ok Reg 3421, eff 8-12-96; Amended at 14 Ok Reg 2013, eff 5-27-97; Amended at 16 Ok Reg 3191, eff 7-12-99; Amended at 18 Ok Reg 3272, eff 7-26-01; Amended at 24 Ok Reg 2422, eff 7-1-07; Amended at 26 Ok Reg 2384, eff 7-1-09]

780:10-3-5. Instructional services [REVOKED]

[Source: Amended at 9 Ok Reg 2599, eff 6-25-92; Amended at 10 Ok Reg 1869, eff 5-13-93; Revoked at 12 Ok Reg 1843, eff 6-12-95]

780:10-3-6. Human resource development [REVOKED]

[Source: Revoked at 12 Ok Reg 1843, eff 6-12-95]

780:10-3-7. Research [REVOKED]

[Source: Amended at 9 Ok Reg 2599, eff 6-25-92; Amended at 13 Ok Reg 3421, eff 8-12-96; Amended at 16 Ok Reg 3191, eff 7-12-99]

780:10-3-8. Planning [REVOKED]

[Source: Amended at 13 Ok Reg 3421, eff 8-12-96; Amended at 16 Ok Reg 3191, eff 7-12-99; Amended at 18 Ok Reg 3272, eff 7-26-01; Amended at 21 Ok Reg 2886, eff 7-11-04; Amended at 26 Ok Reg 2384, eff 7-1-09; Amended at 27 Ok Reg 1986, eff 7-1-10]

780:10-3-9. Information services

(a) **Responsibilities.** The Information Management Division shall be responsible for collecting, disseminating, and/or clearing for release all information concerning student enrollments, completion, and/or follow-up.

(b) **Student statistical data.** The Information Management Division shall be the officially designated division for all student statistical data for the Department.

[Source: Amended at 16 Ok Reg 3191, eff 7-12-99]

780:10-3-10. Communications and Marketing

(a) **Coordination of efforts.** The Communications and Marketing Division shall be responsible for coordinating statewide communications and marketing efforts for the system.

(b) **Support for communications and marketing activities.** Communications and Marketing Division shall assist technology center communications and marketing professionals in implementing communications and marketing plans, professional development and to provide technical assistance.

[Source: Amended at 18 Ok Reg 3272, eff 7-26-01; Amended at 21 Ok Reg 2886, eff 7-11-04]

780:10-3-11. Career Resource Network (CRN) [REVOKED]

[Source: Amended at 9 Ok Reg 2599, eff 6-25-92; Amended at 16 Ok Reg 3191, eff 7-12-99; Amended at 18 Ok Reg 3272, eff 7-26-01; Amended at 24 Ok Reg 2422, eff 7-1-07; Revoked at 25 Ok Reg 2089, eff 7-1-08]

780:10-3-12. Systems design and computer services [REVOKED]

[Source: Added at 10 Ok Reg 1869, eff 5-13-93; Amended at 14 Ok Reg 2013, eff 5-27-97; Amended at 16 Ok Reg 3191, eff 7-12-99; Amended at 18 Ok Reg 3272, eff 7-26-01; Amended at 21 Ok Reg 2886, eff 7-11-04; Amended at 25 Ok Reg 2089, eff 7-1-08]

780:10-3-13. Instructional services

(a) **Responsibilities.** The state agency staff 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 shall be responsible for the coordination and funding of special projects related to professional improvement activities of *CareerTech* personnel.

[Source: Added at 12 Ok Reg 1843, eff 6-12-95; Amended at 16 Ok Reg 3191, eff 7-12-99; Amended at 18 Ok Reg 3272, eff 7-26-01]

SUBCHAPTER 5. FINANCE

Section

- 780:10-5-1. Accounting
- 780:10-5-2. Audits
- 780:10-5-3. Budgeting
- 780:10-5-4. Program funding [AMENDED]
- 780:10-5-5. Records
- 780:10-5-6. Reporting
- 780:10-5-7. Purchasing

780:10-5-1. Accounting

The Department shall maintain records of expenditures to eligible recipients in accordance with state and federal laws and regulations.

780:10-5-2. Audits

The Department shall require annual audits of all schools that are subrecipient of funding from this agency. O.S. 70-22-101 thru 113 cited as the "Oklahoma Public School Audit Law" provides specific guidance. The audit staff of the Oklahoma Department of Career and Technology Education will conduct follow-up reviews of school audits or conduct audits of subrecipients as directed by the State Director. Audit reports which reflect Federal expenditures of \$500,000 or more shall be in accordance with the provisions of OMB Circular A-133. Technology Centers governed by the State Board of Career and Technology Education shall adopt the general provisions of the Governmental Accounting Standards Board (GASB) Statement Number 34. Guidance on acceptable deviations from Statement Number 34 will be provided by this Agency.

[Source: Amended at 16 Ok Reg 3191, eff 7-12-99; Amended at 18 Ok Reg 3272, eff 7-26-01; Amended at 23 Ok Reg 2896, eff 7-1-06]

780:10-5-3. Budgeting

The Department shall develop an annual budget request and operating budget as required by state statutes. The budget development process will incorporate the financial needs of all eligible recipients.

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. 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.

[**Source:** Amended at 8 Ok Reg 2241, eff 5-27-91 (emergency); Amended at 9 Ok Reg 1885, eff 5-26-92; Amended at 9 Ok Reg 2599, eff 6-25-92; Amended at 10 Ok Reg 1869, eff 5-13-93; Amended at 11 Ok Reg 1019, eff 1-3-94 (emergency); Amended at 11 Ok Reg 2881, eff 6-13-94; Amended at 12 Ok Reg 1843, eff 6-12-95; Amended at 14 Ok Reg 2013, eff 5-27-97; Amended at 16 Ok Reg 3191, eff 7-12-99; Amended at 17 Ok Reg 2728, eff 7-1-00; Amended at 18 Ok Reg 3272, eff 7-26-01; Amended at 21 Ok Reg 2886, eff 7-11-04; Amended at 23 Ok Reg 2896, eff 7-1-06; Amended at 24 Ok Reg 2422, eff 7-1-07; Amended at 26 Ok Reg 2384, eff 7-1-09; Amended at 27 Ok Reg 1986, eff 7-1-10]

780:10-5-5. Records

Official fiscal records and documents shall be maintained by the Department. Agencies receiving grants from the Department shall keep accessible and intact all records supporting claims for expenditures of the grants. These records shall be retained for five years after the final expenditure report is filed, or until the agency receives a letter of final determination for the audit, whichever is earlier.

[**Source:** Amended at 9 Ok Reg 2599, eff 6-25-92]

780:10-5-6. Reporting

The Department shall provide financial reports in accordance with state and federal laws and regulations, and whenever deemed necessary by the State Director.

780:10-5-7. Purchasing

The purchase of equipment, supplies, and contractual services for the Department shall be governed by the State Purchasing Laws and applicable federal laws.

SUBCHAPTER 7. LOCAL PROGRAMS OR INSTRUCTIONAL POSITIONS: APPLICATION; STUDENT ACCOUNTING; EVALUATION

Section

780:10-7-1. Application; approval; contract for programs [AMENDED]

780:10-7-2. Student accounting system

780:10-7-3. Standards; accreditation; review [AMENDED]

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.

(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.

[Source: Amended at 9 Ok Reg 2599, eff 6-25-92; Amended at 10 Ok Reg 1869, eff 5-13-93; Amended at 13 Ok Reg 3421, eff 8-12-96; Amended at 16 Ok Reg 3191, eff 7-12-99; Amended at 18 Ok Reg 3272, eff 7-26-01; Amended at 21 Ok Reg 2886, eff 7-11-04; Amended at 26 Ok Reg 2384, eff 7-1-09]

780:10-7-2. Student accounting system

(a) Data collection.

(1) **Report submissions.** Each local education agency or eligible recipient shall submit student accounting reports by the established due dates as instructed by the Information Management Division.

(2) **Program enrollment data.** Each local education agency or eligible recipient shall submit enrollment information for every student who received *CareerTech* services during the school year or fiscal year as instructed by the Information Management Division.

(3) **Completion/Follow-Up Report.** Technology centers are required to submit completion data on all students enrolled in full-time programs. Placement information is required on all students identified as concentrators or program completers. Placement data is also required on all twelfth grade enrollees in the comprehensive schools.

(4) **Other Requests for Data.** As federal and state requests for data change, other types of data may be requested from each local education agency or eligible recipient. Instructions will be provided from the Information Management Division as needed to explain reporting requirements and due dates.

(b) Data requests.

(1) **Student data analysis requests.** All requests for student data analysis shall be directed to the Information Management Division. Specialized or very detailed data analysis should be requested at least three weeks prior to the needed date to allow adequate time for computer programming and/or manual data compilation.

(2) **Documentation; non-staff requests.** All information released shall be dated and documented with the date of request, person to whom data is released, and purpose of data's use. Non-staff information requests will be completed within a reasonable time.

(3) **Release of data.** All data requests that require the release of individual identifiable student data to anyone outside the Department must receive prior approval from the State Director. Third parties receiving such data are to protect against re-disclosure of the information.

[Source: Amended at 9 Ok Reg 2599, eff 6-25-92; Amended at 10 Ok Reg 1869, eff 5-13-93; Amended at 11 Ok Reg 1881, eff 6-13-94; Amended at 13 Ok Reg 3421, eff 8-12-96; Amended

at 14 Ok Reg 2013, eff 5-27-97; Amended at 16 Ok Reg 3191, eff 7-12-99; Amended at 18 Ok Reg 3272, eff 7-26-01; Amended at 22 Ok Reg 2274, eff 7-1-05]

780:10-7-3. Institutional 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* institutions, programs, 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 quality standards or making satisfactory progress toward meeting those standards.

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

- (A) STANDARD I-Leadership and Administration
- (B) STANDARD II-Instruction and Training
- (C) STANDARD III-Support Services
- (D) STANDARD IV-Measurement and Analysis
- (E) STANDARD V-Personnel
- (F) STANDARD VI-Operations
- (G) STANDARD VII-System Impact

(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) **Technical assistance.** The Department staff will provide technical assistance to help *CareerTech* institutions, programs, courses, 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 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 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 **Accreditation Guidelines**. This publication shall be made available to interested parties from 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.

780:10-7-3.1. Pilot standards; accreditation; evaluation [REVOKED]

[Source: Amended at 9 Ok Reg 2599, eff 6-25-92; Amended at 10 Ok Reg 1869, eff 5-13-93; Amended at 12 Ok Reg 1843, eff 6-12-95; Amended at 13 Ok Reg 3421, eff 8-12-96; Amended at 15 Ok Reg 3488, eff 7-13-98; Amended at 16 Ok Reg 3191, eff 7-12-99; Amended at 17 Ok Reg 2728, eff 7-1-00; Amended at 18 Ok Reg 3272, eff 7-26-01; Amended at 21 Ok Reg 2886, eff 7-11-04; Amended at 24 Ok Reg 2422, eff 7-1-07; Amended at 26 Ok Reg 2384, eff 7-1-09; Amended at 27 Ok Reg 1986, eff 7-1-10]

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 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

Section

780:10-9-1 Contracted services, boards, and commissions [AMENDED]

780:10-9-2 Equipment

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.

[Source: Amended at 9 Ok Reg 2599, eff 6-25-92; Amended at 18 Ok Reg 3272, eff 7-26-01; Amended at 23 Ok Reg 2896, eff 7-1-06; Amended at 25 Ok Reg 2089, eff 7-1-08]

780:10-9-2. Equipment

(a) **Tangible assets (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.

(3) **Donated or purchased equipment.** Equipment donated to or purchased by the Department through re-imbursement shall be considered the property of the Department.

(4) **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.

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

(6) **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. 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.** Equipment as defined in 780:10-9-2(a)(1) and (2) purchased by the Department shall be affixed with an appropriate tag.
- (2) **Department Reimbursement.**
- (A) 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 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 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, 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.

[Source: Amended at 9 Ok Reg 2599, eff 6-25-92; Amended at 10 Ok Reg 1869, eff 5-13-93; Amended at 11 Ok Reg 2881, eff 6-13-94; Amended at 14 Ok Reg 2013, eff 5-27-97; Amended at 15 Ok Reg 3488, eff 7-13-98; Amended at 16 Ok Reg 3633, eff 7-13-99 (emergency); Amended at 17 Ok Reg 2728, eff 7-1-00; Amended at 21 Ok Reg 2886, eff 7-11-04; Amended at 22 Ok Reg 2274, eff 7-1-05; Amended at 23 Ok Reg 2896, eff 7-1-06; Amended at 24 Ok Reg 2422, eff 7-1-07; Amended at 27 Ok Reg 1986, eff 7-1-10]

CHAPTER 15. TECHNOLOGY CENTERS

Subchapter Section
1. General Provisions 780:15-1-1
3. Technology Center Education..... 780:15-3-1
5. Skills Centers Programs [REVOKED] 780:15-5-1

SUBCHAPTER 1. GENERAL PROVISIONS

Section
780:15-1-1. Purpose

780:15-1-1. Purpose

This chapter describes procedures for the establishment and operation of local technology centers.

[Source: Amended at 10 Ok Reg 2459, eff 6-11-93; Amended at 21 Ok Reg 2895, eff 7-11-04]

SUBCHAPTER 3. TECHNOLOGY CENTERS EDUCATION

- Section
780:15-3-1. Rationale; corporation status; taxing authority
780:15-3-2. Establishment of a technology center school district; sites and buildings [AMENDED]
780:15-3-3. Elections in existing technology center districts [AMENDED]
780:15-3-4. Financial management procedures for technology centers
780:15-3-5. Changes in districts' status
780:15-3-6. Technology center students
780:15-3-7. Special provisions [AMENDED]
780:15-3-8. Calculation of administrative costs

780:15-3-1. Rationale; corporation status; taxing authority

(a) **Clientele.** The concept of technology centers, embraces career and technology education for all who can benefit. Specifically, the Carl D. Perkins Vocational Education Act of 1984 (PL98-524) and subsequent amendments thereto provide training for high school students; persons who have completed or left high school; persons employed but who need training or retraining to achieve stability or advancement in employment; and for persons who are academically or socioeconomically disadvantaged or who have physical or mental disabilities. Enrollment in a technology center or to specific career majors shall not be contingent upon any single measure but upon a combination of factors including but not limited to achievement levels, aptitude, interest, work history, and ability to benefit in terms of employment.

(b) **Establishment.** Technology center districts may be established through criteria and procedures established by the State Board and shall be operated in accordance with the rules and regulations of the State Board [70 O.S. 2011, §14-104 and Section 9B, Article X, Oklahoma Constitution, as amended].

(c) **Official name-technology centers.** *Its official name shall be designated by the State Board of Career and Technology Education, in which name it may sue and be sued, and be capable of*

contracting and being contracted with, and holding real and personal estate [70 O.S. §14-108(B)]. The State Board shall authorize local area school districts to utilize unofficial names for marketing purposes. The State Board recognizes the term Technology Center. Any exceptions must be approved by the State Board.

(d) **Corporation status.** *A technology center district shall be a body corporate and shall possess the usual powers of a corporation for public purposes [70 O.S. §14-108(B)].*

(e) **Operational mill levy.** Constitutional authorization has been granted to vote up to five mills on the dollar valuation of the taxable property in a technology center district for operational purposes. If approved by the majority of the voting electors, it needs to be voted only once, unless there is a need to increase or decrease a millage levy currently under five mills. If the existing millage levy is less than five mills, and it is necessary to increase the millage, the question to be voted should be on the increased millage only and not on the total millage, and should be so specified on the voting ballot.

(f) **Building fund levy.** Authorization has been granted to vote up to five mills on the dollar valuation of the taxable property in a technology center district for building purposes pursuant to the provisions of 70 O.S. Section 1-118.1 and Article X, Section 10, of the Oklahoma Constitution. *The building fund of any technology center school district shall consist of all monies derived from the proceeds of a building fund levy of not to exceed five (5) mills in any year, voted by the people of a school district, monies appropriated by the state for the purpose of capital expenditures or projects, and monies donated to a school district for the purpose of capital projects or improvements and may be used for erecting, remodeling, repairing or maintaining school buildings, for purchasing furniture, equipment and computer software for instructional and non-instructional purposes, for repairing and maintaining computer systems and equipment, for paying energy and utility costs, for purchasing telecommunications utilities and services, for paying fire and casualty insurance premiums for school facilities, for purchasing security systems, for paying salaries of security personnel, or for one or more, or all, of such purposes. Proceeds of such levies shall not be required to be used during the year for which a levy is made but may accumulate from year to year until adequate for the purposes intended. The building fund hereinabove defined is hereby declared to be a current expense fund, but shall not be considered a part of the general operating fund. No monies derived from the proceeds of the school levies made pursuant to the provisions of Article X, Section 9B of the Oklahoma Constitution may be placed in the building fund provided by this section.*

(g) **Local incentive levy.** Authorization has been granted to vote up to five mills local incentive levy on the dollar valuation of the taxable property in a technology center district. This levy may be used for operational or capital needs purposes. This levy, when approved, shall be made each fiscal year thereafter until repealed by a majority of the electors of the technology center district voting on the question at an election called for that purpose. If the existing millage levy is less than five mills, and it is necessary to increase the millage, the question to be voted should be on the increased millage only and not on the total millage, and should be so specified on the voting ballot.

(h) **Capital outlay bonds.** Authorization has been granted to vote for capital improvements (such as land, buildings, and equipment) that are financed by the issuance of the technology center district's general obligation bonds. Bonds so voted upon and approved by a majority of the votes cast, once issued, shall not cause the technology center district to become indebted in an amount, including existing indebtedness, in the aggregate exceeding five percent of the valuation of the taxable property in the technology center district.

[Source: Amended at 9 Ok Reg 2607, eff 6-25-92; Amended at 10 Ok Reg 2459, eff 6-11-93; Amended at 11 Ok Reg 2885, eff 6-13-94; Amended at 12 Ok Reg 1847, eff 6-12-95; Amended at 14 Ok Reg 2019, eff 5-27-97; Amended at 16 Ok Reg 3209, eff 7-12-99; Amended at 18 Ok Reg 3281, eff 7-26-01; Amended at 21 Ok Reg 2895, eff 7-11-04; Amended at 25 Ok Reg 2093, eff 7-1-08; Amended at 27 Ok Reg 1991, eff 7-1-10]

780:15-3-2. Establishment/Sustainment of a technology center district; sites and buildings

- (a) **Establishment.** A technology center district shall be established in accordance with the steps outlined in this section.
- (b) **State Board study of proposed technology center district.**
 - (1) **Proposed district study.** The State Board, upon request of the public school(s) within a proposed district, board of county commissioners, or citizens within a proposed district, shall make a study of the proposed district in regard to the following factors:
 - (A) Size;
 - (B) Total population;
 - (C) Assessed valuation;
 - (D) Current school enrollments;
 - (E) Estimated secondary school enrollments;
 - (F) Estimated full-time adult enrollments;
 - (G) Other information pertinent to determining the feasibility of a technology center district.
 - (2) **Costs.** The study shall also include building and equipment costs, as well as estimated annual operating costs.
 - (3) **Sharing of study information.** The information compiled as a result of the study shall be shared with the local schools and/or county commissioners and other interested persons within the proposed technology center district.
- (c) **State Board determination of technology center feasibility.**
 - (1) **Decision by State Board.** After a study of the proposed technology center district has been completed and reviewed by the interested and affected schools and/or county commissioners, a decision will be reached as to the course of action to be taken. The State Board shall finally determine if the proposed technology center district meets the criteria and requirements prescribed, if there is a need for the district, and if the operation of the district can be adequately funded.
 - (2) **Valuation of district; waivers.** A proposed technology center district shall have a minimum valuation of \$100,000,000 after homestead exemptions. In situations involving low valuations and/or sparsely populated areas where this requirement is not feasible, the State Board, upon presentation of sufficient justification, may give special permission to waive the minimum criteria.
- (d) **Presentation of resolutions.**
 - (1) **Resolutions signees.** If the State Board determines the proposed technology center district is feasible and needed, resolutions shall be presented to the State Board signed by:
 - (A) Local boards of education of districts desiring to become a part of a technology center district,
 - (B) A majority of the membership of a board of county commissioners, or

(C) A combination of (A) and (B) of this subsection where there exists a county and school districts outside that county desiring to become a part of the same technology center district.

(2) **Cooperation.** The State Board shall work with the area in order to establish a district that is feasible and will fit into its state plan.

(3) **Established school districts.** The State Board shall protect the attendance area of established technology centers and not approve any part of an existing technology center district for inclusion into a new area district unless that area cannot be served adequately by the existing technology center (Deannexation proceedings may have to be followed first.)

(e) **Technology center district formation election.**

(1) **Call for election.** The State Board shall call an election in each district submitting a resolution, or in each district within a county submitting the resolution, if a technology center district is found to be feasible and needed.

(2) **Election.** An election will be held in each independent and elementary school district, and/or entire county, having territory that would be included in the proposed technology center district, for the purpose of permitting electors of the district to vote on the question of whether the territory comprising the independent or elementary school district, and/or entire county, shall be included in the proposed technology center district.

(f) **Elections relative to the creation of new technology center district (general rules).**

The rules of this subsection shall be used for conducting elections relative to the creation of a technology center district, electing the initial board of education, voting the initial operating levy, and for annexation of an independent or elementary school district to an existing technology center district.

(1) **Election date.** The State Board with advice and counsel of local boards of independent and elementary school districts and/or county commissioners shall designate the date on which an election shall be conducted.

(2) **Responsibilities of county election board; State Board.** The State Board shall cooperate with the county election board designated to conduct the election. The county election board shall receive notice from the State Board and shall conduct the elections in the school district at the time specified by the State Board. The State Board shall prepare the publication notice and submit it to at least one newspaper of general circulation in each county officially calling the election, stating the purpose of the election and listing the polling places in the county. The State Board shall assume the cost of such publication.

(3) **Forms.** All forms to be used in technology center district elections will be provided by the County Election Board.

(4) **Hours.** The polls for election shall be open from 7 a.m. until 7 p.m.

(5) **Certification of results.** The county election boards shall, when appropriate, certify to the local school boards the results of an election. The county election boards shall certify to the State Board, also, the results of any election pertaining to the creation of a new technology center district, the initial board of education election, and the initial operating levy election.

(6) **Costs of elections.** When holding the election for the creation of a technology center district, the election of the original board of education, and the election for the first operation levy, the cost for these elections will be borne by the State Board.

- (7) **Annexation election costs.** Annexation election costs of individual independent and elementary school districts will be borne by the State Board.
- (g) **Formation election results determination.**
- (1) **Election results.** Results of the election for the formation of a technology center district shall be submitted to the State Board and each school district involved. If the results of the election satisfy the criteria for the formation of a technology center district, the State Board may declare the district formed.
- (2) **Election results from resolutions from school districts.**
- (A) **Inclusion in the proposed district.** The territory comprising an independent or elementary school district shall be included in the proposed technology center district if a majority of the electors who voted cast ballots in favor of the question.
- (B) **Establishment after an unfavorable vote.** Notwithstanding an unfavorable vote in an independent or elementary school district(s), a technology center district may be established and the territory comprising other independent and elementary school districts in which the votes have been favorable may be included in the technology center district, if criteria prescribed by the State Board can be met.
- (i) **Study of election results.** The State Board shall study the results of the elections to determine if a sufficient number of the school districts voted in favor of becoming a part of a technology center district. If the area is deemed sufficient, the State Board shall form the district.
- (ii) **Valuation; reconsideration of districts.** If the valuation of the area that voted in favor of the proposition is not sufficient to form the district, the State Board shall continue to work with the proposed area; and if the school districts that were opposed to becoming a part of the technology center district wish to vote again on the proposition, they may do so by presenting another resolution to the State Board.
- (C) **District establishment suspension; second election.** If the criteria cannot be met because of unfavorable votes in one or more independent or elementary school districts, the State Board may hold establishment of the proposed technology center district in suspension for a period not to exceed one year, and in the meantime may, but no sooner than after ninety (90) days, at the request of the local board of education where the election failed, call another election on the same question.
- (3) **Election results from resolutions by a majority of a board of commissioners.**
- (A) **Voters.** The majority of the votes cast in the county shall determine whether the territory of the county becomes a part of a technology center district. The electors residing in any portion of a county that is already a part of an existing technology center district shall not be allowed to participate in this election.
- (B) **Electors in adjoining county.** A local school district that has its main buildings within the county calling the election but has electors residing in an adjoining county should pass a resolution for that part and present it to the State Board, which shall call an election as provided in these rules and regulations.

(C) **Addition of adjoining county electors to the technology center district.** If the majority of the voting electors in the county vote to establish a technology center district, then that part of the local district located in the adjoining county shall become part of the new district, provided a majority of those voting cast ballots in the affirmative, and they shall be entitled to the rights and privileges and be subject to the assessments as are all other patrons in the district.

(D) **Second election.** If the election fails, the State Board may call another election in the county at the request of the county commissioners after a period of three months or 90 days has elapsed since the previous election.

(4) **Declaration; number designation.** Whenever there has been a compliance with these rules and regulations, the State Board may issue an order declaring the technology center district to be established and designating its number.

(5) **Validation period.** Results of school districts and/or counties that voted to become a part of a technology center district shall be held valid for a period of 12 months, or one year, to allow time for the passage of an operational mill levy election.

(6) **State Board approval of sites and additional campuses.** The State Board shall approve the location of a site for an official campus of a technology center district. If the campus employs a minimum of five full-time instructors who are teaching career majors that have been approved by the Department, then it may be recognized as an official campus and will be eligible for funding under a formula approved by the State Board. Branch campuses may be established by the technology center board of education to serve special needs or remote areas of the district. In the event the local board elects to pursue an additional campus at a site other than the existing pre-approved campus, prior approval must be granted by the State Board. Factors that will be used in determining approval will include, but not be limited to, student travel time to the nearest available technology center campus, district valuation, student enumeration, and local industry needs.

(h) **Zoning of the new technology center district.**

(1) **Advisement.** When the State Board forms a technology center district, it shall then divide the district into board districts with the advice and counsel of the local school districts.

(2) **Five board districts.** After consultation with the local school officials, the State Board will divide each technology center district into five numbered board districts of approximately equal population.

(i) **Election of members to the board of education of the new technology center district.**

(1) **Call to elect members.** When a technology center district is established, the State Board shall call, and the appropriate county election board(s) shall conduct an election to choose a board of education, which shall consist of five (5) members except as hereinafter provided, elected by all of the school district electors of the technology center district.

(2) **Composition of board.** Candidates for board district offices of the board shall be residents of the board district. Electors shall vote on all candidates in board elections.

(3) **Terms.** The newly elected board members will serve initial terms as follows:

(A) Office Number 1, Board District 1: One year

(B) Office Number 2, Board District 2: Two years

(C) Office Number 3, Board District 3: Three years

- (D) Office Number 4, Board District 4: Four years
- (E) Office Number 5, Board District 5: Five years
- (4) **Cycle of elections; terms.** At the first regular school election, as prescribed by the state statutes, after the technology center district has become operative for one year, an election shall be held to fill the office that expires in one year. The terms of other offices shall expire in the sequence noted in the schedule above. After the initial terms of offices expire, each school board member shall be elected for a five-year term.
- (5) **Notification and declaration of intent.** Each candidate shall file a written notification and declaration of intent to be a candidate for the board district in which he/she resides or as a candidate-at-large. The notification and declaration of intent shall be filed with the county election board within the time prescribed by the election board.
- (6) **Seven-member board.** In the event the total area of five or more counties is involved, a seven (7) member board of education may be elected to serve the technology center district.
- (7) **Seven-member terms.** When there are seven board members, they shall be elected in the same manner as board of education members of other technology center districts. The terms of office of members shall be staggered so that the term of office of only one member shall expire each year. Offices shall be numbered one through seven.
- (8) **Relations with State Board.** Representatives of the State Board shall meet with the elected board and administer the oath of office, which shall be the same as for boards of independent school districts. The State Board shall provide guidance, direction, and technical assistance to the newly elected board members.
- (j) **Operational tax levy election for a new technology center.**
 - (1) **Call for election.** As soon as practical, and when it can legally do so, after members of the board of education of a technology center district are first elected following the establishment of the district, the board of education shall call an election to vote on an operational tax levy for the district.
 - (2) **Educational plan.** The elected board of the technology center district shall make a study utilizing the services of the State Board and all other agencies that may be at its disposal to determine an educational plan for the district.
 - (3) **Tax levy.** No technology center district shall begin operations until the electors have approved a tax levy as provided by Section 9B, Article 10, Oklahoma Constitution and 70 O.S § 14-108, as amended, and the county excise board has approved an "Estimate of Needs" for the district or in compliance with the School District Budget Act in 70 O.S. §5-150, et.seq., as amended.
 - (4) **Second election.** If an election for an operational levy is held and the proposed levy fails to receive a majority of the votes cast, a second election will be held within 180 days after the original election for the purpose of voting again on an operational levy. A second election must be requested by the technology center board and approved by the State Board.
 - (5) **Dissolution of district; board.** The State Board has the authority to disband a newly formed technology center district, release the board of education of its obligations, and release all public school districts from any obligation in the new technology center district when an operational levy is rejected by the voters a second time. Disbanding or dissolving a newly created technology center district will be done only after consultation with the local school districts involved.

- (6) **School planning.** After passage of a successful operational levy, the technology center board shall employ professional help, engage the services of an architect to plan buildings, and take such action as necessary to establish the technology center.
- (k) **Selection of the technology center superintendent.**
- (1) **Choice of superintendent.** Following passage of a successful operational tax levy, the local board of education shall employ a technology center district superintendent.
- (2) **Duties; qualifications.** The duties and minimum qualifications of technology center superintendents shall be as follows:
- (A) **Duties.** The technology center superintendent shall be the principal administrative officer of the technology center. They shall be responsible for the organization, curriculum development, evaluation, and improvement of instruction. The technology center superintendent shall maintain close contact with the employment services, advisory committees, potential employers, and all agencies and institutions relative to employment needs and job opportunities in order that career and technology education instruction may be closely coordinated with current needs and anticipated employment opportunities. They shall evaluate instruction continuously and bring about changes and improvements that will ensure that students will obtain the skills and knowledge for which instruction is being provided. The technology center superintendent shall be responsible for assigning appropriate administrative personnel to evaluate the technology center's certified faculty and determining that such persons have a technology center administrator's credential. The technology center superintendent shall be responsible for maintaining a system of complete and accurate records and shall make such financial, statistical, and descriptive reports as may be required by the State Board.
- (B) **Qualifications.** First, the technology center superintendent shall have a superintendent's certificate as defined by the State Department of Education. Second, the technology center superintendent shall have had at least five years of experience as a Career Tech teacher, supervisor, or administrator. Third, the technology center superintendent shall hold a valid Oklahoma *CareerTech* teaching certificate. Fourth, the technology center superintendent shall have a Technology Center Administrator's Credential.
- (3) **Issuance of Credential.** The Oklahoma Department of Career and Technology Education shall be responsible for the issuance of the technology center administrator's credential.
- (4) **Technology Center Administrator's Credential.** Other school administrators who are responsible for supervision and administration of Department-approved career major(s)/program(s) and for the evaluation of certified faculty under the provisions of the Education Improvement Act of 1985 shall also be required to have a standard or a provisional Technology Center Administrator's Credential as provided for above in 780:15-3-2(k)(2) & (3) of the rules and regulations governing technology centers.
- (A) **Standard technology center administrator's credential.** A person who has superintendent's certificate or a secondary principal's certificate and at least five years of experience as a CareerTech teacher, supervisor, or administrator of Oklahoma Department of Career & Technology Education (ODCTE) approved

programs and/or career majors and has a valid Oklahoma CareerTech teaching certificate shall be issued a standard technology center administrator's credential.

(B) Provisional technology center administrator's credential, five year.

Applicant shall have a superintendent's or secondary principal's certificate as defined by the Oklahoma State Department of Education. In addition, the applicant must meet at least one of the following experience requirements:

- (i) Three (3) years of experience as a Career and Technology Education teacher of an approved ODCTE career major(s)/programs(s) **or**
- (ii) Three (3) years of experience as an administrator supervising and evaluating teachers of an approved ODCTE career major(s)/programs(s) **or**
- (iii) Three (3) years of experience in an Oklahoma technology center **and** a letter of endorsement from the current technology center superintendent **or**
- (iv) Three (3) years of experience at the Oklahoma Department of Career and Technology Education **and** a letter of endorsement from the current ODCTE State Director.
- (v) Once the above criteria is met, the candidate shall be issued a provisional technology center administrator's credential and be given **five years** from the date of issuance to complete the following:
 - (vi) Nine (9) college semester hours and/or 135 ODCTE approved professional development clock hours from the following areas below:
 - (I) History and Philosophy of Career and Technology Education;
 - (II) Technology Center Finance;
 - (III) Career and Technology Education Curriculum; and
 - (IV) Career and Technology Education Program Planning and Development. A combination of college semester hours and professional development hours can be utilized to fulfill the requirements. One college semester hour will equal 15 professional development clock hours.

(5) Requirements for first-year technology center superintendents. The State Board of Career and Technology Education reaffirms its commitment to provide support and services to new technology center superintendents in Oklahoma. To assist first-year technology center superintendents in the state in providing their respective districts with maximum leadership, effective management, and strong educational programs, the following professional development requirements shall be met by each technology center superintendent employed for the first time in the state of Oklahoma as a technology center superintendent:

- (A) Meet qualifications for the Provisional or Standard School Superintendent Certificate.
- (B) Meet qualifications for the Provisional or Standard Technology Center Administrator's Credential.
- (C) Attend professional development workshops or training seminars equal to eleven days (66 hours) of training:
 - (i) 1 day: Attend a meeting of the State Board of Career and Technology Education and a board meeting at a technology center where the first-year technology center superintendent is not currently employed.

- (ii) 2 days: Attend the Annual CareerTech Summer Conference.
- (iii) 2 days: Attend the Annual Technology Center Superintendents June Workshop.
- (iv) 6 days: Attend professional development workshops or training in the following general areas:
 - (I) Superintendent/Board of Education Relationships
 - (II) Legal Issues/School Law/Open Meeting Laws
 - (III) Staff Relationships/Due Process
 - (IV) Community and Industry Relationships
 - (V) Technology Center Finance
 - (VI) Plant Management/School Facilities
 - (VII) Setting School District Site Goals/Strategic Planning/Planning and Implementing Continuous Improvement Strategies for Schools
 - (VIII) Individuals with Disabilities Act (IDEA)
- (v) If a first-year technology center superintendent can provide evidence that within eighteen months prior to being employed as a technology center superintendent, that they have completed one of the training requirements listed above in (iv), the Department will review the documentation and determine if credit should be given for training previously completed.

(D) The Department will provide and/or coordinate, approve and document professional development workshops and/or training seminars for first-year technology center superintendents. If content and method of delivery is approved by the Department prior to a first-year technology center superintendent participating in training, a first-year technology center superintendent may complete some of the training requirements by IETV, on-line training, webinars, or similar methods of delivery. The Department will issue a certificate to each new superintendent who has successfully completed the training requirements for first-year technology center superintendents. A copy of this certificate will be provided to the Oklahoma State Department of Education. To maintain certificate validity for second-year technology center superintendents, the Department will provide to first-year technology center superintendents and the Oklahoma State Department of Education a report showing training completed by first-year technology center superintendents. The Department will continue to consult with the Oklahoma State Department of Education regarding emerging issues that in the future may need to be integrated into first-year technology center superintendent training.

(l) **Other actions necessary to establish a new technology center.**

- (1) **Funding for buildings and equipment.** The elected board may submit a building fund levy proposal or a capital outlay bond proposal to finance new buildings and equipment after a study has been made and professional help has been employed.
- (2) **Election guidelines.** The building fund levy election or capital outlay bond election shall be conducted in accordance with the prescribed election rules and regulations.

(m) **Approval of capital improvement projects.** After local board approval, all plans and specifications for technology center buildings, additions, including parking lots and modifications designed for *CareerTech* instruction and/or services shall be reviewed by and approved by appropriate staff of the Oklahoma Department of Career and Technology

Education. In addition all capital improvement projects must comply with local building codes and be reviewed by the local and/or state fire marshal and the State Department of Education. The State Board must grant prior approval of all plans and specifications for technology center school buildings, additions, and modifications to school buildings that are designed to provide for the offering of *CareerTech* education and services when the cost of the building project is to be paid with state appropriated funds, which includes projects funded with monies from the Educational Lottery Trust Fund, or both local levies and state appropriated funds. (70 O.S. Section 14-108, as amended.)

(n) **Ownership of instructional equipment.** Instructional equipment purchased or reimbursed with state and/or federal funds will remain the property of the State Board except equipment purchased with equipment grants. When instruction can no longer be justified, the State Board may remove the equipment and transfer it to another technology center, skills center, or place it in the Department service center.

(o) **Insurance and equipment maintenance.** The technology center district shall be responsible for insurance and maintenance and repair of state-owned equipment while it is being utilized in instruction conducted by the district.

(p) **Architect involvement.** Technology center buildings that are to be remodeled, repaired, or constructed shall have an architect engaged in the planning of such building as provided in 59 O.S. §46.3.

(q) **Accommodations for individuals with disabilities.** It shall be the responsibility of the board of education of a technology center district to follow the provisions of the Uniform Federal Accessibility Standards or the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities when constructing new facilities or altering existing structures.

[Source: Amended at 9 Ok Reg 2607, eff 6-25-92; Amended at 10 Ok Reg 2459, eff 6-11-93; Amended at 11 Ok Reg 2885, eff 6-13-94; Amended at 12 Ok Reg 1847, eff 6-12-95; Amended at 14 Ok Reg 2019, eff 5-27-97; Amended at 16 Ok Reg 3209, eff 7-12-99; Amended at 18 Ok Reg 3281, eff 7-26-01; Amended at 21 Ok Reg 2895, eff 7-11-04; Amended at 25 Ok Reg 2093, eff 7-1-08; Amended at 27 Ok Reg 1991, eff 7-1-10]

780:15-3-3. Elections in existing technology center districts

(a) **Election of five-year term board member.** A regular election shall be held in each technology center district as may be prescribed by law, at which time the technology center district electors shall elect a member of the board of education to succeed the outgoing member for a term of five years and, if necessary, elect a member of the board to fill any vacancy that occurred since the previous election.

(b) **Board vacancies.** Vacancies for members of the board of education of every technology center district shall be filled by appointment by the board. Persons appointed to fill vacancies in the first half of the term of office for the board position shall serve only until the next succeeding election, at which time the office which they hold shall be placed on the ballot for the balance of the unexpired term. Vacancies filled by appointment following the delivery of the resolution calling for regular elections to the secretary of the county election board shall be filled until the regular elections the following year. Persons elected to fill unexpired terms shall begin those terms at the next regular meeting of the board of education following the election. If the board of education does not fill the vacancy by appointment within sixty (60) days of the date the board

declared the seat vacant, the board of education shall call a special election to fill the vacancy for the unexpired term.

(c) **Notification and declaration of candidacy.** Candidates for election as members of the board of education of an existing technology center district shall file a notification and declaration of candidacy with the county election board at the time specified by law.

(d) **Run-off election.** If no candidate receives more than 50 percent of the votes cast in the election, an election between the two candidates with the highest number of votes shall be conducted in accordance with 26 O.S. §13A-103, as amended.

(e) **County election board.** All technology center elections shall be conducted by the county election board in accordance with 26 O.S. §13A-101 et seq., as amended.

(f) **Notification of results.** The county election board shall notify the State Board and local school district boards of the results of the initial election of board members. Thereafter, the county election board shall notify the existing area school board of education of the election results.

(g) **Organization of the school board.** The school board of a technology center district shall be organized in accordance with 70 O.S. §5-119, as amended, and the Rules for Career and Technology Education, Title 780 Oklahoma Administrative Code.

(h) **Responsibilities of the board.** The board of education of a technology center district shall have powers, duties, and obligations in accordance with 70 O.S. §5-117, as amended. The board will perform all functions necessary for the administration of a technology center district in Oklahoma as specified in the Oklahoma School Code, and in addition thereto, those powers necessarily implied but not delegated by law to any other agency or official.

(i) **Education and training requirements.** Technology Center Board members are required to complete training requirements specified in Sections 5-110 and 5-110.1 of Title 70 of the Oklahoma Statutes. The Department is authorized to provide new, incumbent, and continuing education workshop and training so technology center board members and the State Board of Career and Technology Education members have the opportunity to complete the training that is required by statute. The training may be conducted and/or coordinated by the Department or by an outside entity that has been approved by the Department and has contracted with the Department and/or agreed to provide the training. The Department shall maintain the records that document training completed by technology center board members and State Board of Career and Technology Education members. The Department shall provide each technology center school district board of education member and State Board of Career and Technology Education member with a training status report at least twice a year. If resources are available, the Department may post training status reports on a web page that is accessible only to appropriate individuals.

(j) **Workshops and training seminars.** The Department will provide and/or coordinate, approve and document professional development workshops and/or training seminars for technology center board members and State Board of Career and Technology Education members. If content and method of delivery is approved by the Department prior to a board member participating in training, a board member may complete some of the training requirements by participating in IETV, on-line training, webinars or similar methods of delivery.

[Source: Amended at 9 Ok Reg 2607, eff 6-25-92; Amended at 10 Ok Reg 2459, eff 6-11-93; Amended at 16 Ok Reg 3209, eff 7-12-99; Amended at 18 Ok Reg 3281, eff 7-26-01; Amended at 21 Ok Reg 2895, eff 7-11-04; Amended at 23 Ok Reg 2904, eff 7-1-06; Amended at 26 Ok Reg 2390, eff 7-1-09; Amended at 27 Ok Reg 1991, eff 7-1-10]

780:15-3-4. Financial management procedures for technology centers

(a) **Annual "Estimate of Needs."** The board of education of a technology center district shall comply with the School District Budget Act in 70 O.S. §5-150, et.seq., as amended, or file an "Estimate of Needs" annually with the county excise board of the county in which the technology center site of the district is located or is to be located. If the district has, or is to have, more than one technology center site, the "Estimate of Needs" shall be filed with and approved by the county excise board designated by the technology center board of education.

(b) **Preliminary "Estimate of Needs."** Only when an election is called to increase or decrease the levy shall a preliminary "Estimate of Needs" be published. The date of publication must be at least ten days before the election. Such elections may be called by the board of education whenever it determines it to be in the best interest of the district to do so.

(c) **Response to levy petition.**

(1) **Operating levy.** It shall be mandatory for the board of education to call an election upon receiving a petition relative to the operating levy millage bearing the signatures of a majority of the qualified technology center electors of the district. The petition shall be filed with the clerk of the board of education. The election shall be held at the next annual election as prescribed by law.

(2) **Incentive levy.** It shall be mandatory for the board of education to call an election to decrease the local incentive levy upon receiving a petition from the electors of the technology center district. Such petition shall be signed by at least fifty (50) percent of the number of technology center district electors who voted in the last school board election in the technology center district. The election shall be held at the next annual election as prescribed by law.

(d) **Preparation of the budget.** The "Estimate of Needs," or budget, shall be prepared, published, and filed at the same times specified for independent school districts, and shall include such financial statements, estimates, and information as may be prescribed by the State Board.

(e) **Duties of county assessor; distribution of tax monies.** After approving the "Estimate of Needs," the county excise board shall certify the required levies to the county assessor of each county having property within the boundaries of the area district. The county assessor shall include the levies on the tax rolls for collection by the county treasurer. The taxes collected by the county treasurer shall be apportioned and remitted to the treasurer of the technology center district in the same manner as that provided by law for tax collections accruing to the benefit of independent school districts.

(f) **Alternate system of accounting.** All technology center districts are authorized to use the alternate system of accounting set forth in 70 O.S. §5-135.

(g) **Guidelines.** As a general rule all technology centers will adhere to the **State Board of Education Policies and Procedures for Implementation of the Oklahoma Cost Accounting System (OCAS) and School Finance** in the areas that are not covered by the technology center rules and regulations.

(h) **Classification of funds, cash accounts, expenditures and receipts.**

(1) **Coding of revenue.** All technology center districts are required to maintain an ongoing record of income that will ensure a complete and accurate income report as required by the Department. All income will be identified in separate categories for local, state, and federal funds. All technology center districts are required to use the Oklahoma cost accounting system for coding revenue.

(2) **Coding of expenditures.** All technology center districts are required to use the Oklahoma cost accounting system for coding expenditures.

- (3) **Final expenditure report.** All technology center districts are required to file a completed "Cost Per Instruction and Services Report" using guidelines furnished by the Department on or before October 1 of each year.
- (i) **Management of and Responsibilities for the Activity Fund (70 O.S. §5-129).** All technology center districts shall adhere to the State Board of Education's Policies and Procedures for Implementation of the Oklahoma Cost Accounting System (OCAS) and School Finance section entitled "School Activity Fund."
- (j) **Factors in determining the allocation formula for technology centers.**
- (1) **Formula allocation plan.** The State Board will approve allocation of funds to Technology Centers.
 - (2) **Finance of operations.** The State Board shall provide state funds to technology centers based on a formula developed by the Oklahoma Department of Career and Technology Education.
 - (3) **Formula factors.** Factors considered in determining the formula may include enrollment, number of Department-approved instructional staff employed by the technology center to teach career majors, local funding resources, incentive for maximum local support and allowable general fund balance.
 - (4) **Annual approval of Career Majors.** Career Majors to be offered at the technology centers shall be approved each year in order:
 - (A) That high school credit may be given to the students enrolled and
 - (B) To ensure that accreditation factors are in proper form.
 - (5) **Annual approval of Instructional Staff.** Instructional staff employed by the technology centers to teach career majors shall be approved by the Department each year.
- (k) **Audit resolution process.**
- (1) **Independent audits.** The Department shall be responsible for ensuring that audits are performed by independent auditors in a timely manner and are in accordance with OMB Circular A-133 and the Single Audit Act. The Department will review and categorize any audit exceptions, comments or findings.
 - (A) **Notification of findings.** The Department shall notify the technology center of the findings and will request a letter of commitment of corrective action for procedural finding(s) and finding(s) involving questioned costs.
 - (B) **Assurance of settlement.** In the case of a legal requirement, the technology center shall supply written documentation that the issue has been settled.
 - (C) **Response to letter of commitment.** If the commitment from the technology center is satisfactory as determined by the Department, the school will be notified of the decision.
 - (D) **Return of funds.** If the commitment is determined to be unsatisfactory, the Department may request the return of funds connected with the questioned cost(s) or the questioned procedure(s).
 - (E) **Disallowed costs.** If the finding involves disallowed costs, the Department will request the refund of funds for the questioned costs.
 - (2) **Agency oversight audits.** The Department may perform audits of technology centers. The Department will review and categorize any audit exceptions, comments or findings.
 - (A) **Notification of findings.** The Department shall notify the technology center of the findings and will request a letter of commitment of corrective action for procedural finding(s) and finding(s) involving questioned costs.

(B) **Assurance of settlement.** In the case of a legal requirement, the technology center shall supply written documentation that the issue has been settled.

(C) **Response to letter of commitment.** If the commitment from the technology center is satisfactory as determined by the Department, the school will be notified of the decision.

(D) **Return of funds.** If the commitment is determined to be unsatisfactory, the Department may request the return of funds connected with the questioned cost(s) or the questioned procedure(s).

(E) **Disallowed costs.** If the finding involves disallowed costs, the Department will request the refund of funds for the questioned costs.

[Source: Amended at 9 Ok Reg 2607, eff 6-25-92; Amended at 10 Ok Reg 2459, eff 6-11-93; Amended at 11 Ok Reg 2885, eff 6-13-94; Amended at 14 Ok Reg 2019, eff 5-27-97; Amended at 16 Ok Reg 3209, eff 7-12-99; Amended at 18 Ok Reg 3281, eff 7-26-01; Amended at 21 Ok Reg 2895, eff 7-11-04; Amended at 22 Ok Reg 2276, eff 7-1-05; Amended at 25 Ok Reg 2093, eff 7-1-08; Amended at 27 Ok Reg 1991, eff 7-1-10]

780:15-3-5. Changes in districts' status

(a) Rezoning of existing technology center districts.

(1) **Review of board district population.** In order to comply with the federal and state rules of equal representation in all units of government, it will be necessary from time to time to review the population of the board districts as originally designed to see that reasonably equal board districts exist as far as population is concerned. In addition, between July 1 and December 1 of the year following the submission of the official Federal Decennial Census, the board of education will reapportion the school district into board districts. The local technology center will formulate the rezoning plan, that must be submitted to the State Board for approval.

(2) Board of education; board district size.

(A) **Five members.** The board of education shall consist of five (5) members, except as provided in 70 O.S. §5-107A, 70 O.S. §14-110, 70 O.S. §4419, 780:15-3-2(I)(6) rules and regulations governing technology center districts, and 780:15-3-5(a)(2)(E) of this section.

(B) **Size of board districts.** Internal boundaries of board districts shall follow clearly visible, definable, and observable physical boundaries that are based upon criteria established and recognized by the Bureau of the Census of the United States Department of Commerce for the purposes of defining census blocks for its decennial census and shall follow, as much as is possible, precinct boundaries. Board districts shall be compact, contiguous and shall be as equal in population as practical with not more than a ten percent (10%) variance between the most populous and least populous board districts.

(C) **Restructure of noncontiguous board districts.** Technology center districts that are not contiguous shall structure their board districts where there are no intervening board districts between the noncontiguous portion of the district and the remainder of the same board district that contains the noncontiguous portion of said technology center district.

(D) **Board district residency.** All members shall reside in the board district that they represent.

(E) **Seven-member board districts; annexation.** Any technology center district that consisted of a seven (7) member school board on July 1, 1987, and later has added or will add more geographical territory by annexation, shall continue to have a seven (7) member school board whose terms of office shall be the same as previously served.

(b) **Annexations.**

(1) **Proposed annexations**

(A) **Annexation, as proposed by a board of education.** Boards of education of a public school district desiring their district or a part of their district to annex to an existing technology center district shall submit a resolution to the State Board requesting an election be called for that purpose. Territory shall not be annexed to a technology center district without the approval of the State Board. No territory may be included in a petition for annexation within one (1) year from the date of an unsuccessful election for annexation where that territory was a part of the territory seeking to annex. A study of the proposed annexation will be conducted by the Department to ascertain whether the annexation would unlawfully exclude students on the basis of race, color, national origin, or disability. If the board of education of the technology center district approves the annexation resolution, the State Board after counseling with the local school district board will set the election date and shall request the county election board to conduct the aforementioned annexation election. If a majority of the electors voting at such election vote in favor of the proposition, as certified by the county election board, the State Board shall declare the public school district, or that portion designated, annexed to the local technology center.

(B) **Annexation, as proposed by patrons/electors.** In the event the patrons of any designated territory comprising all or part of a local public school district desire to have such designated territory annexed to a technology center district, a petition may be submitted to the State Board calling for an election on the desired annexation. The petition shall be signed by at least 50 percent of the number of school district electors who voted in the last school board election in the territory proposed to be annexed, as determined by the secretary of the county election board, who shall certify the adequacy of the number of signatures on the petition. The State Board, after obtaining approval of the technology center district to which the territory is sought for annexation, shall request the county election board to conduct the requested annexation election—provided the period of time from which the petition was initiated to its time of filing with the State Board did not exceed 90 days. All qualified voters within the local school district shall be entitled to vote at such election. If a majority of the electors voting at such election vote in favor of the proposition, as certified by the county election board, the designated territory shall thereupon be declared by the State Board to be annexed to the respective technology center districts.

(C) **Petition.** A petition form shall be developed by the Oklahoma Department of Career and Technology Education. Any petition to be circulated must be on that form or must incorporate the exact language of the form. To effect the annexing of territory, a petition requesting the annexation must be:

- (i) submitted to the technology center board of education, and
- (ii) filed with the State Board.

(D) **Petition content.** The petition shall be signed by at least 50 percent of the number of school district electors who voted in the last school board election in the territory proposed to be annexed, as determined by the secretary of the county election board, who shall certify the adequacy of the number of signatures on the petition. Each page of the petition shall contain the exact language except for signatures and addresses of school district electors. Electors must personally sign their own name to any petition and must swear of affirm that they have read the contents of the petition and are signing the document as a free and voluntary act.

(E) **Annexation, as proposed by a board of county commissioners.** When a large area such as a county, or portions thereof, desires to be annexed to an established technology center district, the board of county commissioners may submit a resolution to the State Board requesting the State Board to call an annexation election for the area so designated. If a majority of the electors voting at such election vote in favor of the proposition, as certified by the county election board, the State Board shall declare the area annexed.

(F) **Annexations or transfers of independent and elementary school districts, or portions thereof.** Technology center district membership resulting from annexation or transfers of territory shall be determined by the following:

(i) When an elementary or independent school district, whose territory is a part of a technology center district, is annexed to another elementary or independent school district whose territory is not a part of a technology center district, the annexation shall not affect the status of the annexing district with respect to the technology center district.

(ii) When an elementary or independent school district, or a portion thereof, whose territory is not a part of a technology center district, is annexed or transferred to another elementary or independent school district whose territory is a part of a technology center district, the territory of the annexed or transferred elementary or independent school district shall become a part of the technology center district.

(iii) When an elementary or independent school district or a portion thereof, whose territory is already a part of a technology center district is annexed or transferred to another elementary or independent school district whose territory is a part of a second technology center district, the territory of the annexed or transferred elementary or independent school district shall become a part of the second technology center district.

(2) **Liability of annexed territory for bonded indebtedness of technology center district.** If the territory is annexed to a technology center district, the assessed valuation of property in the territory will be subject to taxes thereafter levied to pay existing bonded indebtedness that was incurred by the technology center district before the territory was annexed.

(3) **Benefits of annexed territory.** When a public school district or a part of a public school district is annexed to a technology center district, the people residing in the newly annexed district or part of a district shall immediately become eligible to all the rights and privileges as those residing in the technology center district and shall be subject to the tax levies of the technology center district provided by Section 9B Article 10 of the Oklahoma Constitution except as outlined in section (4) below.

(4) **Newly annexed territory tax collection.** The ad valorem tax rate shall be set by the technology center school district board.

(c) **Deannexation.**

(1) **Proposed deannexation.**

(A) **Approval of State Board.** Territory shall not be deannexed from a technology center district without the approval of the State Board. No territory may be included in a petition for deannexation within one (1) year from the date of an unsuccessful election for deannexation where that territory was a part of the territory seeking to deannex. A study of the proposed deannexation will be conducted by the Department to ascertain whether deannexation would unlawfully exclude students on the basis of race, color, national origin, or disability. All deannexations shall become effective December 31 of the calendar year

in which the deannexation was approved by the voters. Annexations for territory deannexed from a technology center district shall not become effective until the deannexation shall have been effective.

(B) **Petition.** A petition form shall be developed by the Oklahoma Department of Career and Technology Education. Any petition to be circulated must be on that form or must incorporate the exact language of the form, in addition to the reason for deannexing. To effect the deannexing of territory, a petition requesting the deannexation must be:

- (i) submitted to the technology center board of education, and
- (ii) filed with the State Board.

(C) **Petition content.** The petition shall state the reason for deannexing and shall be signed by at least 50 percent of the number of school district electors who voted in the last school board election in the territory proposed to be deannexed. Each page of the petition shall contain the same information except for signatures of school district electors. Electors must personally sign their own name to any petition and must swear or affirm that they have read the contents of the petition and are signing the document as a free and voluntary act.

(D) **Order and Notice of Election.** If the State Board determines that there is a valid reason for the deannexation, it will issue an "Order and Notice of Election," and the election will be held and conducted by the County Election Board at some public place in the technology center district. Copies of the "Order and Notice of Election" will be published in one issue of a newspaper of general circulation in the technology center district.

(E) **Eligible electors.** If, prior to the issuance of the "Order and Notice of Election," the board of education of the technology center district shall have given written notice of approval of the deannexation to the State Board, only those school district electors who reside in the territory proposed to be deannexed shall be eligible to vote at the election. In the event the board of education of the technology center district will not give written approval of the deannexation, then school district electors of the entire technology center district shall be eligible to vote on the deannexation question.

(F) **Exceptions.** In situations where the reason for deannexation is because an approved consolidation has resulted in a sending school district with membership in two or more technology center districts, approval from the local technology center board is not necessary and upon approval from the State Board, only those school district electors who reside in the territory proposed to be deannexed shall be eligible to vote at the election.

(G) **Deannexation approval.** If a majority of the eligible school district electors voting at the election approve the deannexation, the State Board shall issue an order deannexing the territory from the technology center district and will transmit copies thereof to the county clerk, county assessor, and county treasurer of each county in which any of the deannexed area lies.

(H) **Property valuation; taxation.** If the territory is deannexed from a technology center district, the assessed valuation of property in the deannexed territory will be subject to taxes thereafter levied to pay bonded indebtedness that was incurred by the technology center district while the deannexed territory was a part of the technology center district.

(I) For all successful deannexation elections occurring after January 1, 2005, the ad valorem tax rate shall be set by the technology center school district.

(d) **School consolidation.**

(1) **Nondiscrimination study.** When consolidation of school districts is being considered, the Oklahoma Department of Career and Technology Education will conduct a study to ascertain whether or not consolidation would unlawfully exclude students on the basis of race, color, national origin, or disability.

(2) **Consolidation of technology center member district and nonmember district.** When two common school districts consolidate to form a new district and one of the school districts has a majority of its territory located in a technology center district, then the State Board shall call a separate election to be held on the same day as the consolidation election, in that part of the new district that is not already a part of the technology center district, for membership in the technology center district.

(3) **Consolidation of districts with membership in different technology center districts.** When two or more common school districts consolidate to form a new district and each district already is included in a different technology center district, the location of the high school shall determine the technology center membership for the entire consolidated district. When more than one high school will be located within the new consolidated district, a feasibility study will be performed by the State Board. After consideration of the feasibility study and such other information as may be deemed relevant, the State Board shall determine the technology center membership for the entire consolidated district.

(4) **Consolidation of three or more districts.** When three or more common school districts consolidate to form a new district and at least one of the school districts has a majority of its territory located in a technology center district and one or more of the other districts to be merged is not a part of any technology center district, a feasibility study performed by the State Board shall include a recommendation for membership in a technology center district and, on the same date as the consolidation election, the State Board shall call a separate election in that part of the newly formed district, that is not already a part of a technology center district, for membership in the recommended technology center district.

[Source: Amended at 9 Ok Reg 2607, eff 6-25-92; Amended at 10 Ok Reg 2459, eff 6-11-93; Amended at 11 Ok Reg 2885, eff 6-13-94; Amended at 12 Ok Reg 1847, eff 6-12-95; Amended at 14 Ok Reg 2019, eff 5-27-97; Amended at 16 Ok Reg 3209, eff 7-12-99; Amended at 17 Ok Reg 2732, eff 7-1-00; Amended at 18 Ok Reg 838, eff 12-28-00 (emergency); Amended at 18 Ok Reg 3281, eff 7-26-01; Amended at 21 Ok Reg 2895, eff 7-11-04; Amended at 22 Ok Reg 358, eff 12-13-04 (emergency); Amended at 22 Ok Reg 2276, eff 7-1-05]

780:15-3-6. Technology center students

(a) Student eligibility.

(1) **High school students.** For students currently enrolled in high school, the technology center is an extension of the student's high school and shall be subject to the regulations thereof. The student's home high school shall transcript the units of instruction earned by high school students attending the technology center. High school students who successfully complete their career plans of study shall be awarded a competency/completion certificate by the technology center. The technology center is a separate entity in that it also serves adult students.

(2) **Enrollment procedures.** High school students shall meet the enrollment criteria established by the technology center for the specific career major plan of study in which they wish to enroll, regardless of lawful immigration status. All high school students shall be enrolled through a cooperative effort of the sending comprehensive high school and the technology center, except in cases where the student's parent or guardian has provided sufficient evidence

that he/she is participating in a home-schooled education plan in accordance with 70 O.S. §10-105, as amended.

(3) **Approval to withdraw and withdrawal procedures.** Students from a sending comprehensive school who wish to withdraw from a technology center must have approval of both the technology center and the comprehensive school. Specific procedures for withdrawal are established cooperatively by the technology center and the sending comprehensive school.

(4) **Student discipline.** High school students' discipline and control shall be a cooperative effort between the comprehensive school and the technology center. Each institution shall enforce rules and regulations in accordance with their board-approved policies. Both institutions shall recognize the students' rights to "due process."

(A) **Qualified Students with Disabilities under IDEA.** Discipline for students with disabilities who have an IEP shall be in accordance with current federal and state legislation and rule of law.

(B) **Qualified Students with Disabilities under Section 504/ADA.** Qualified students with disabilities under Section 504 of the Rehabilitation Act of 1973 as amended or the Americans with Disabilities Act of 1990 as amended who are disabled by drug addiction or alcoholism may be disciplined to the same extent as other students. However, a student who is disabled by some other condition in addition to drug addiction or alcoholism must be evaluated and afforded due process prior to disciplinary action that would constitute a significant change in placement. Denial of access, and/or a significant change in placement, should not occur when there is a definable relationship between the misconduct and the disability. The student's 504/ADA team should meet and make this determination. There is no requirement in Section 504 or the ADA for the continuation of educational services following the expulsion of a student for behavior unrelated to the student's disability.

(5) **Certified coursework.** Units of coursework earned by a student in a technology center in Oklahoma shall be certified by the technology center to the sending school in which the student is regularly enrolled. These units of coursework shall be counted toward meeting local and state requirements for graduation. The technology center is considered to be an extension of the sending school curriculum and shall be subject to the regulations thereof.

(6) **Hours of attendance.** High school students may attend a technology center up to one-half day pursuing a high school diploma or high school equivalency and up to one-half day completing a *Career*Tech Career Major in the technology center. The students are counted as attending a full day at the sending school.

(7) **Secondary Students.** Career Majors in the technology centers may be offered to secondary students. Students who are on an Individualized Education Program may attend a technology center up to four years.

(8) **Postsecondary/adult students.** The technology center functions as a separate postsecondary-level educational institution for adult students who are beyond the age of compulsory school attendance and/or are not enrolled in high school. Postsecondary/adult students may attend courses at the technology center which may be held any time during the day or night on or off campus. Postsecondary/adult students are subject to the policies and procedures established for adult students by the technology center and shall be afforded all benefits and services for which they qualify, regardless of lawful immigration status. Units of coursework completed at a technology center by a postsecondary/adult student are transcribed by the technology center as postsecondary level credit. Postsecondary/adult students who successfully complete their plan of study shall be awarded a competency/completion

certification by the technology center. Units of instruction and/or credits earned by postsecondary/adult students may also be applied toward a college degree, in accordance with the cooperative agreements and cooperative alliance agreements developed by each technology center with a higher education institution.

(9) **Residency.** Students that meet the residency requirements of 70 O.S. Section 1-113, as amended, shall have the same opportunity to access technology center courses, regardless of lawful immigration status, as any other in-district student. These students may enroll in an appropriate Career Major following the same admission and enrollment procedures as other students.

(10) **Cooperative Alliances Between Higher Education Institutions and Technology Centers.**

(A) **Purpose.** The purpose of Cooperative Alliances is to expand student access to Oklahoma's educational opportunities with resource-sharing partnerships between institutions of the State System and CareerTech technology centers for the benefit of Oklahoma citizens, business, industry, and students. Cooperative Alliances are student-centered partnerships organized to encourage and facilitate progress toward college graduation and designed to ensure that students obtain the technical and academic skills that will allow them to succeed in today's dynamic knowledge-based, technology-driven global economy.

(B) **Formation and Operation.** Cooperative Alliances may be formed and operated between Oklahoma technology center school district(s), and public colleges or universities that offer the Associate in Applied Science (AAS) degree.

(b) **Tuition.**

(1) **Resident high school students.** High school students who are residents of the technology center district attend on a tuition-free basis, regardless of lawful immigration status.

(2) **Tuition charge.** Technology centers are authorized to charge tuition to postsecondary students. Amounts charged by a technology center district for tuition are subject to the approval of the State Board.

(3) **Out of District Tuition.** Technology center districts shall charge a tuition to any secondary student who does not reside in the technology center district. The fee for tuition shall be not less than twice the amount of the local cost of providing instruction and services for the student. The State Board may waive this requirement in situations where the technology center district has shown evidence that such requirement will be detrimental to the mission of the local technology center district. Reciprocity agreements to benefit in-district students may be made between technology centers and approved by the Oklahoma Department of Career and Technology Education.

(c) **Transportation.**

(1) **Responsibility.** The technology center is responsible for providing transportation of daytime secondary students to and from in-district, sending schools for those students who are enrolled in a three-period block of instruction. Transportation for students requesting alternative schedules shall be determined by an agreement between the comprehensive school and the technology center.

(2) **Operation under Oklahoma school laws.** All technology centers owning or leasing and operating school buses that transport students to and from points being served by the technology center shall operate under the current school laws of Oklahoma.

- (3) **Adult transportation.** Upon approval of the technology center board of education, postsecondary students enrolled in a technology center may be transported, as space is available, on established bus routes and related auxiliary activities.
- (d) **Student accounting.** Student Accounting information shall be submitted to the Information Management Division as outlined in OAC 780:10-7-2.

[Source: Amended at 9 Ok Reg 2607, eff 6-25-92; Amended at 10 Ok Reg 2459, eff 6-11-93; Amended at 11 Ok Reg 2885, eff 6-13-94; Amended at 12 Ok Reg 1847, eff 6-12-95; Amended at 14 Ok Reg 2019, eff 5-27-97; Amended at 16 Ok Reg 3209, eff 7-12-99; Amended at 17 Ok Reg 2732, eff 7-1-00; Amended at 18 Ok Reg 3281, eff 7-26-01; Amended at 21 Ok Reg 2895, eff 7-11-04; Amended at 22 Ok Reg 2276, eff 7-1-05; Amended at 23 Ok Reg 2904, eff 7-1-06; Amended at 24 Ok Reg 2426, eff 7-1-07; Amended at 25 Ok Reg 2093, eff 7-1-08; Amended at 27 Ok Reg 1991, eff 7-1-10]

780:15-3-7. Special provisions

- (a) **Sex discrimination.** It shall be the responsibility of the board of education of the technology center district to review and conform to all regulations that prohibit sex discrimination. *No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance* [Public Law 92-318, Title IX, Sec. 901 (A)]. Any reference to discriminatory language or practices relative to race, creed, or national origin should be deleted.
- (b) **Basic education.** No technology center district shall be required to provide any training or instruction that is independent of career and/or technology education. However, foundational, academic and contextual academic education should be provided to persons in order to bring them up to a level at which they may successfully complete the course or Career Major in which they are enrolled.
- (c) **Education and Services in other districts.** No technology center district shall offer *CareerTech* education and/or services to any entities inside another technology center district without prior approval of that district. If there is a Reciprocity Agreement between technology center districts, the provisions of the Reciprocity Agreement shall be followed. Territory not presently a part of any technology center district may be served by a technology center district in accordance with the policy and procedures approved by the State Board.
- (d) **Live Work Policy.** The live work policy adopted by the State Board of Career and Technology Education in February 2004 shall be incorporated into all technology center policies and procedures. Live work is work performed by students in a laboratory, classroom, shop, or in a field setting under written contract and under the direction of the instructor. The process by which all live work projects will be approved should be outlined in the live work policy. Live work projects should be chosen on the basis of merit in relation to the instructional objectives as well as the determined value of the project to allow students to achieve a desired level of competency. Superintendents, Deputy Superintendents, Assistant Superintendents and local board members shall be ineligible from utilizing live work services. These projects are not to replace other learning activities, nor to compete with other organizations within the district, but are to complement them. These projects will allow students to experience situations not easily duplicated in a lab or classroom, and at little or no cost to the school. Documentation for each live work project will be maintained by the technology center and will contain pre-numbered live

work tickets, authorization signatures, signature of the project owner, estimated amount, amount paid or deposited, scope of the work, estimated completion date, and record of all materials and parts purchased. Live work accounts shall be paid in full upon the completion of the project. The list of live work projects may be reviewed at any time by the ODCTE audit/review staff or others as designated by the State Director of Career and Technology Education. All records of live work projects will be maintained by the technology center for at least three (3) fiscal years following the most recent technology center financial audit. The following policy should be incorporated into all technology center policies and procedures. The policies developed by the technology centers will become items for review during all standard accreditation visits or audit/reviews conducted by the Oklahoma Department of Career and Technology Education.

(e) **Technology Center Code of Ethics Guidelines.** Each technology center will ensure that its district policies and procedures comply with the guidelines for the Technology Center Code of Ethics approved by the State Board of Career and Technology Education in April 2004. Technology center district boards may add any other provisions to these guidelines with discretion. Policies and procedures shall be developed by each technology center board for reporting and resolving alleged violations. The policies developed by the technology centers will become items for review during all standard accreditation visits or audit/reviews conducted by the Oklahoma Department of Career and Technology Education. The guidelines for the Technology Center Code of Ethics are:

(A) **Focus on the success of students and clients as the fundamental value upon which all decisions are made.** Provide a safe, supportive environment to include up-to-date facilities, equipment, instructional materials, and methods, as well as other appropriate student services to enhance the educational experience and enable all students to achieve their full potential for success. Ensure that all instructors are appropriately qualified to provide a high level of instruction to enable students to obtain realistic training and education for successful career and workplace readiness.

(B) **Acknowledge that the System is accountable to the taxpayers and patrons of the local district and the State of Oklahoma.** The district will compile and make available an annual report or profile that identifies the standards by which the district measures success. A copy of this report will also be published on the district website. The annual report or profile may measure standards such as teacher qualifications, revenue, expenditures, cost per student, economic impact of education and services, completion rates, sending school service rate, placement of completers, percentage of completers who attain an industry-recognized state or national licensure or certification, etc.

(C) **Understand that the role of the board of education is to set policy and direction for the school district, and the role of the administration and staff is to implement the policies of the board in a fair and consistent manner.** The district will maintain and enforce an up-to-date manual of Policies and Procedures. The district will utilize a strategic planning process that will include, at a minimum, the following components: core values and beliefs, vision statement, mission statement, and strategic goals. Adoption of policies not in conformity with the administrator's recommendations or beliefs is not just cause for refusal by the administration to support and implement those policies. Administration must be impartial in the execution of the school policies and the enforcement of rules and regulations. It is a breach of ethics to give preferential

consideration to any individual or group because of special status or position in the school system or the community.

(D) Not use position or influence for any personal gain; and will avoid actions that create a conflict of interest and strive to avoid actions that might appear to create a conflict of interest. The term "conflict of interest" describes any circumstance that could cast doubt on a person's ability to act with total objectivity with regard to the district's interest. Conflicts of interest are prohibited. It is improper for a board member or school administrator to profit financially from interest in any business which publishes, sells, manufactures, or in any way deals in goods or services which are, or may be expected to be, purchased by the school system they serve. It is a breach of public trust for a board member or administrator to use confidential information concerning schools affairs (such as the knowledge of the selection of specific school sites) for personal profit or to divulge such information to others who might profit. Although it is impossible to list all potential conflict of interest situations, the following examples represent situations where a conflict of interest could arise: A direct or indirect financial interest in any business or organization that is a district vendor or competitor, if the employee or board of education member can influence decisions with respect to the district's business. Use of any district asset for the employee's personal business advantage (examples of such assets include not only equipment, tools, and supplies, but also valuable ideas, technical data, and other confidential information). Relationships, including business, financial, personal, and family may give rise to conflicts of interest or the appearance of a conflict. Employees should carefully evaluate relationships as they relate to district business to avoid conflict or the appearance of a conflict.

(E) Fulfill professional responsibilities with honesty and integrity. The Board of Education, superintendent, administration, faculty, and staff will fulfill their duties and responsibilities with honesty and integrity and improve their professional effectiveness through continuing professional development. Board members will be diligent and well informed of issues surrounding Board decisions and regularly attend Board meetings.

(F) Support the Constitutions of the State of Oklahoma and the United States of America and obey all federal, state, and local laws. Board members will uphold the Oath of Office. Professional development will be held annually for board members, superintendent, administration, faculty, and staff to learn about new laws.

(G) Encourage effective communication between the Board, the students, the staff, and all elements of the community. A communication plan will be developed to address internal and external audiences.

(H) Improve professional effectiveness through continuing professional development. In addition to meeting the minimum requirements for continuing education mandated by state law, board members, administration and staff have a professional obligation to attend conferences, seminars, and other learning activities that hold promise of contributing to their professional growth and development.

(f) Rules; regulations. In the absence or omission of specific rules and regulations pertaining to the technology center districts, the state statutes and the rules and regulations governing independent school districts will prevail.

(g) Review of the Rules for Career and Technology Education. The **Rules for Career and Technology Education** approved by the State Board should be reviewed in connection with developing *CareerTech* courses, Career Majors and services.

(h) **Technology Centers That Work.** The Department will coordinate the Technology Centers That Work initiative to help technology centers embed college- and career-readiness academic standards into instruction and produce graduates who can succeed in postsecondary studies and careers in high-demand, high-skill, high-wage fields. The Department will coordinate with the Southern Regional Educational Board and other entities to organize professional development sessions on topics such as numeracy, literacy and using data for continuous school improvement.

[Source: Amended at 16 Ok Reg 3209, eff 7-12-99; Amended at 18 Ok Reg 3281, eff 7-26-01; Amended at 21 Ok Reg 2895, eff 7-11-04; Amended at 22 Ok Reg 2276, eff 7-1-05; Amended at 24 Ok Reg 2426, eff 7-1-07; Amended at 25 Ok Reg 2093, eff 7-1-08; Amended at 26 Ok Reg 2390, eff 7-1-09; Amended at 27 Ok Reg 1991, eff 7-1-10]

780:15-3-8. Calculation of administrative costs

Administrative Cost for technology centers shall be calculated annually in accordance with the definition of administrative cost provided by the National Center for Educational Statistics. Administrative cost expressed as a percentage of the total instruction and services expense for each technology center will be used as a measurement to determine if the administrative cost is within acceptable limits. Should administrative cost for a technology center exceed acceptable limits penalties will be assessed by the state agency to the funding formula dollars of the technology center on a dollar for dollar basis.

(1) Acceptable administrative cost is outlined as follows:

(A) If total instruction and services expenditures are less than \$3,000,000, the administrative cost limit is 8%.

(B) If total instruction and services expenditures are \$3,000,001 to \$5,000,000, the administrative cost limit is 6%.

(C) If total instruction and services expenditures are \$5,000,001 to \$10,000,000, the administrative cost limit is 5%.

(D) If total instruction and services expenditures are more than \$10,000,001, the administrative cost limit is 3%.

(2) Changes to the acceptable administrative amounts may be made by the State Agency staff and approved by the director when necessary.

[Source: Added at 21 Ok Reg 2895, eff 7-11-04; Amended at 25 Ok Reg 2093, eff 7-1-08; Amended at 27 Ok Reg 1991, eff 7-1-10]

SUBCHAPTER 5. SKILLS CENTERS PROGRAMS

Section

780:15-5-1. Administration and supervision of skills centers programs [REVOKED]

780:15-5-2. Sites; buildings; expansions; equipment [REVOKED]

780:15-5-3. Local administration of skills centers; program operations and evaluation [REVOKED]

780:15-5-4. Department of Corrections policies and procedures [REVOKED]

780:15-5-5. Special provisions [REVOKED]

780:15-5-1. Administration and supervision of skills centers programs [REVOKED]

[Source: Amended at 9 Ok Reg 2607, eff 6-25-92; Revoked at 10 Ok Reg 2459, eff 6-11-93]

780:15-5-2. Sites; buildings; expansions; equipment [REVOKED]

[Source: Amended at 9 Ok Reg 2607, eff 6-25-92; Revoked at 10 Ok Reg 2459, eff 6-11-93]

780:15-5-3. Local administration of skills centers; program operations and evaluation [REVOKED]

[Source: Amended at 9 Ok Reg 2607, eff 6-25-92; Revoked at 10 Ok Reg 2459, eff 6-11-93]

780:15-5-4. Department of Corrections policies and procedures [REVOKED]

[Source: Revoked at 10 Ok Reg 2459, eff 6-11-93]

780:15-5-5. Special provisions [REVOKED]

[Source: Revoked at 10 Ok Reg 2459, eff 6-11-93]

CHAPTER 20. PROGRAMS AND SERVICES

Subchapter	Section
1. General Provisions	780:20-1-1
3. Secondary, Full-Time and Short-Term Adult CareerTech_Education Programs	780:20-3-1
5. Programs, Services, and Activities for Special Populations.....	780:20-5-1

SUBCHAPTER 1. GENERAL PROVISIONS

- 780:20-1-1. Purpose
- 780:20-1-2. Instructional Framework for full-time programs [NEW]

780:20-1-1. Purpose

This chapter establishes procedures for the operation of *CareerTech* programs for secondary students, full-time and short-term adults, and special populations.

[Source: Amended at 18 Ok Reg 3292, eff 7-26-01]

780:20-1-1.1. Instructional Program

The educational infrastructure ensures that the necessary standards are in place for providing effective instruction and training. These standards include but are not limited to the following: Instructional Planning and Organization; Instructional Materials Utilization; Qualified Instructional Personnel; Enrollment and Student/Teacher Ratio; Equipment and Supplies; Instructional Facilities; Safety Training and Practices; Advisory Committee Relations; Leadership Development; Coordination Activities; Student Accounting and Reports. The instructional program defines where, how, and when instruction is provided.

[Source: Added at 27 Ok Reg 2008, eff 7-1-10]

780:20-1-2. Instructional Framework for full-time programs

All full-time instructional offerings will be based on the Career Clusters Model and be in accordance with the approved Instructional Framework. The state approved Instructional Framework is organized by Cluster, Pathway, Career Major and Course.

[Source: Added at 25 Ok Reg 2104, eff 7-1-08; Amended at 27 Ok Reg 2008, eff 7-1-10]

**SUBCHAPTER 3. SECONDARY, FULL-TIME AND SHORT-TERM
ADULT CAREERTECH PROGRAMS**

- Section
- 780:20-3-1. Administration and supervision
- 780:20-3-2. Programs: admissions, operations, enrollment, length [AMENDED]
- 780:20-3-3. Materials and facilities
- 780:20-3-4. Instructors
- 780:20-3-5. Student organizations [AMENDED]

780:20-3-1. Administration and supervision

(a) **Advisory committee.** Each full-time *CareerTech* program must have an occupational advisory committee that is formally organized and meets at least once annually. The membership of the advisory committee must be diversified with the majority of membership representative of occupations for which the program is training.

(b) **Civil rights compliance.** In order to receive federal funds, local administrators must comply with all civil rights procedures and prohibitions that include, but are not limited to, the following:

(1) **Annual public notification.** All recipients offering *CareerTech* programs shall, at the beginning of the school year, advise parents, employees, students, and the general public that all occupational opportunities will be offered without regard to race, color, national origin, sex, age, or disability.

(2) **Employment.** Recipients offering *CareerTech* programs shall not engage in any employment practice that discriminates on the basis of race, color, national origin, sex, age, or disability.

(3) **Accommodations for individuals with disabilities.** Students with disabilities shall be placed in the regular educational environment of any career and technology education program unless it can be demonstrated that the education of the individual with a disability, even with the use of support services, cannot be achieved satisfactorily.

(A) **Support services.** Support services are considered on a case-by-case basis and depend on the functional impact of the individual student's disability on learning and which laws pertain to the student's education. Decisions on what type of support services are to be utilized are a team decision. The team is made up of persons knowledgeable of the student, their disability, the course requirement as well as the local policy and laws.

(B) **Individual needs.** When students with disabilities are enrolled in any career and technology education program, evidence must exist as to how the student's individual needs are being met.

(C) **Participation in and review of IEP.** A representative of the area technology center shall be on the IEP team when enrollment in a career and technology education program is considered to be an appropriate part of the student's IEP. Career and technology education instructors, whether teaching in an area technology center or in a comprehensive school program, shall have access to a copy of the IEP before the identified student enters the program. State accreditation standards: Part I, Standard VI, Student Services, 210:35-11-51 (b). Guidance and counseling services; Part II, Standard VI, Student Services, 210:35-13-74 (e).

(D) **Accommodation plans.** Students who have provided appropriate documentation of a disability, who have been determined under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act as a qualified individual with a disability in relation to the career and technology education program, and who require necessary accommodations in order to participate in and benefit from career and technology education will have an accommodation plan in place. This plan will be developed by a group of persons knowledgeable about the student, including the student, and will specify the agreed upon services necessary for the student to participate in and benefit from career and technology education.

- (E) **Staff Development.** Regular staff development shall include instruction in maintaining confidentiality, modifying instruction, and reviewing and interpreting special needs documents.
- (4) **Apprenticeship.** Agreements entered into for the provision or support of apprenticeship training shall not discriminate on the basis of race, color, national origin, sex, age, or disability, and should so state.
- (5) **Comparable facilities.**
- (A) **Facilities.** Changing rooms, showers, and other facilities provided for *CareerTech* students of one sex shall be comparable to those provided to *CareerTech* students of the other sex.
- (B) **Nondiscrimination.** *CareerTech* facilities may not be located, constructed, modified, or renovated in a manner that creates, maintains, or increases student segregation on the basis of race, color, national origin, sex, age, or disability.
- (6) **Financial assistance.** Financial assistance in the form of loans, grants, scholarships, special funds, subsidies, compensation for work, or prizes shall be provided to *CareerTech* students without regard to race, color, national origin, sex, age, or disability, except where necessary to overcome the effects of past discrimination.
- (7) **Printed materials.** Counseling and other printed materials shall be provided to *CareerTech* students for program selection recruitment, career/employment selection, and promotional activities without regard to race, color, national origin, sex, age, or disability.
- (8) **Work-site learning.**
- (A) **Nondiscrimination.** Work-site learning opportunities shall be made available to *CareerTech* students without regard to race, color, national origin, sex, age, or disability.
- (B) **Nondiscrimination on the job.** All written agreements between school and employer must contain an assurance from the employer that students will be accepted and assigned to jobs and otherwise treated without regard to race, color, national origin, sex, age, or disability.
- (c) **Local administration supervision.** The school administration shall provide program supervision and coordinate the *CareerTech* program activities as an integral part of the overall educational program in the school.
- (d) **Local teacher supervision.** Each *CareerTech* teacher shall be responsible for providing appropriate activities that will contribute to the development of each *CareerTech* student according to the student's occupational objective and for conducting and reporting student follow-up upon exit from or completion of the program.
- (e) **Cooperative programs.**
- (1) **Cooperative education.** The cooperative method of education is a joint effort between the school system and business and industry.
- (2) **Supervision of students.** Schools offering cooperative *CareerTech* programs shall provide adequate time for teacher-coordinators to supervise and coordinate the activities of student learners. Adequate time shall be determined by applying the following formula:
- (A) 0-25 cooperative students — 1 period (hour) per day
- (B) 26-50 cooperative students — 2 consecutive periods (hours) per day
- (3) **Exemption of planning period.** The one-hour planning period shall not be considered coordination time.
- (4) **Responsibilities of the teacher-coordinator.**

- (A) **Responsibilities.** The teacher-coordinator shall have the responsibility of coordinating classroom instruction, on-the-job activities or hands-on experience, and placement of students.
- (B) **Training station visits.** The teacher-coordinator shall make a minimum of one (1) on-site visit per grading period to each training station employing cooperative *CareerTech* students. The purpose of these visits shall be to document and coordinate the learning experiences of the students. Training station visits shall be documented and put on file in the teacher's classroom.
- (C) **Student files.** A "Memorandum of Training" and a training plan shall be on file for each cooperative student, and a copy shall be sent to the employer and parents.
- (D) **Employer evaluation.** Each employer shall complete a written evaluation of the student's progress at least one time per grading period, and a copy of this evaluation shall be on file in the teacher's office. Employers are also required to have proof of age on file and a work permit if the employee is under 18 years of age.
- (5) **Scholastic credit.**
- (A) **Credit for on-the-job training/internship.** Additional units of credit may be added to the unit(s) earned in the classroom for being employed in an occupationally appropriate training station during the school year by applying the following:
- (i) an average of 10 periods (hours) per week for a minimum of 30 weeks of on-the-job training under the supervision of a teacher-coordinator = 1 unit;
 - (ii) an average of 20 periods (hours) per week for a minimum of 30 weeks on-the-job training under the supervision of a teacher-coordinator = 2 units;
 - (iii) in the case of block schedules, where a student completes the requirements for a unit of class work in one semester, a student could also earn an additional $\frac{1}{2}$ unit for 10 hours per week for 15 weeks of on-the-job training under the supervision of a teacher-coordinator, or
 - (iv) a student could earn an additional 1 unit for 20 hours per week for 15 weeks of on-the-job training under the supervision of a teacher-coordinator.
 - (v) Employers or their representatives shall complete a written evaluation of the cooperative students worksite performance for each grading period. The teacher is responsible for converting the employer's evaluation into the appropriate letter grade for the student's on-the-job grade. Not to be confused with the pass/fail or satisfactory/unsatisfactory grade sometimes given to students participating in a work release program.
- (B) **Documentation of work hours.** Teachers must maintain, in the school files, documentation of the number of hours each cooperative student works.
- (C) **Extra assignments.** If extenuating circumstances exist, and the student is not employed, the teacher must document extra assignments equal to one hour of classroom instruction per day for every hour under the required 10 hours per week of employment.
- (D) **School release time.** A student who is employed in accordance to 5(A) above and is receiving credit for a supervised cooperative work experience may be released up to two hours per day from the normal six-hour school day.
- (E) **Classroom credit only.** If the teacher cannot document extra assignments and/or hours worked, the student shall receive only credit for the classroom activities.
- (f) **Records and reports.** Each local education agency or eligible recipient shall submit student accounting and other required reports on the specified due date.

(g) **Maintenance of confidential records.** Each technology center shall develop and implement a local policy regarding the confidentiality of all personally identifiable information and education records. This policy shall meet the requirements of the Individuals with Disabilities Act (IDEA) CFR 300.560-300.574 and the Family Educational Rights and Privacy Act (FERPA) 34 CFR 99.1-99.67 concerning collection, storage, disclosure, and destruction of confidential student records.

(h) **Career practicum.** A career practicum is defined as a planned program of worksite learning experiences that are relevant to the student's career major, coordinated with the academic/school-based curriculum, and includes work-site mentoring. Units for a career practicum may be granted when the following guidelines are met:

(1) The career practicum shall:

(A) be based upon a student's plan of study or career pathway

(B) be based on a written plan of identified progressive work site experiences or work processes which are coordinated with the academic/school-based curriculum.

(C) require regular contact through work-site visits and other communication, and

(D) measure progress made toward the attainment of identified career practicum competencies.

(2) A school site contact must hold a secondary license/certificate to coordinate the career practicum.

(3) Every student participating in a career practicum shall be assigned a trained, work site mentor. Mentors will be oriented to the purpose and goals of the career practicum, will facilitate the attainment of competencies, will be responsible for evaluating the student's performance, and will consult with the school site coordinator and employer.

(4) The career practicum shall conform to applicable safety, child labor, labor standards, and equity laws.

(5) A career practicum agreement will be developed which outlines the responsibilities of the student, school site coordinator, parent/guardian, mentor and employer.

(6) A student must be 16 years of age and enrolled in grade eleven or twelve.

(7) One unit may be granted for the career practicum when all of the above guidelines are met, and the student is involved in a work site learning experience an average of 10 hours per week during the school year or the student is involved in a work site learning experience a minimum of 300 hours during the school year.

(8) Not more than two (2) units earned may be granted for a career practicum and applied toward high school graduation. Units may be granted for work site learning experiences as part of a career practicum in an accredited summer high school program.

(i) Career guidance and counseling for secondary and full time programs. Technology centers shall have an identifiable guidance program in place 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 to provide guidance in program selection and placement, and provide support for students to help them be successful in their career pathway. This includes but is not limited to:

(1) All students in accredited program have plans of study developed, updated, and on file to identify and document career and academic services, as well as technical and academic courses to help maximize career success and employability.

(2) All students are enrolled or placed in a technology center program on the basis of their documented interest and ability to benefit from training, work history, IEP provisions, accommodation plans, and/or their plans of study developed at the sending school or on cooperation with other agencies.

(3) The technology center guidance staff coordinates all services with guidance and counseling staff from sending schools, higher education institutions and other agencies through regularly planned informational meetings and/or correspondence.

(4) Counselors shall be appropriately certified and credentialed for the grade levels to which they are assigned. School counselors shall hold a valid Oklahoma School Counselor Certificate appropriate to grade levels to which they are assigned. (State accreditation standards: 210:35-9-45) The title of counselor should only be applied to those staff with appropriate certifications and/or credentialing.

[Source: Amended at 9 Ok Reg 2589, eff 6-25-92; Amended at 12 Ok Reg 1857, eff 6-12-95; Amended at 14 Ok Reg 2030, eff 5-27-97; Amended at 16 Ok Reg 3212, eff 7-12-99; Amended at 18 Ok Reg 3292, eff 7-26-01; Amended at 21 Ok Reg 2907, eff 7-11-04; Amended at 23 Ok Reg 2911, eff 7-1-06; Amended at 25 Ok Reg 2104, eff 7-1-08]

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

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

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

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

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

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

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

(4) **Health Careers Education.**

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

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

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

(6) **Trade and Industrial Education/TechConnect Plus.** Trade and Industrial Education programs in comprehensive schools are designed for students in grades 10 through 12. TechConnect Plus programs are designed for 11th and 12th grade students when access to advanced career and technology programs are not available or special needs are identified. Schools must apply with the appropriate division for approval of a TechConnect Plus program. Trade and Industrial Education programs in technology centers are designed for students in grades 11 and 12 and/or adults. In technology center programs, tenth-grade students, or over-age students in a grade lower than the eleventh, may be enrolled upon approval of the sending school.

(b) **Program operations.**

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

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

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

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

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

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

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

(C) **Trade and Industrial Education/TechConnect Plus.** Two three-hour block courses shall constitute a full-time program in Trade and Industrial Education in a Technology Center. Three two-hour block courses or six one-hour block courses or any combination thereof shall constitute a full-time program in a TechConnect Plus program in a seven period day at a comprehensive school.

(D) **Marketing Education.** Full-time Marketing Education teachers may be allowed to teach one related course (excluding internship, cooperative learning, or job out courses and if the school is on a standard six- or seven-period teaching day), subject to the approval of the Business, Marketing and Information Technology Education state program administrator.

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

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

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

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

(A) **Agricultural Education.**

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

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

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

(iv) **Summer leave.** Agricultural Education teachers are entitled to two weeks of summer leave. In lieu of these two weeks of vacation, three weeks each year

may be allowed for professional improvement. Summer leave should be coordinated with the local administration. If there is a question in regard to summer leave, the program administrator should be contacted for approval.

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

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

(i) **Full-time programs in comprehensive schools.** A full-time program in comprehensive school shall consist of five instructional class periods (five credits) and one planning period for a six-period day or six instructional class periods (six credits) and one planning period for a seven-period day that is offered to students in grades 7 through 12. Block schedules, including trimesters, will be approved if they provide one full unit/credit per course and offer a full schedule of approved courses with one planning period. Instructors shall teach only approved business, marketing and information technology education courses that are aligned with an approved occupational outcome. Nine week and semester rotation courses are not approved for Business and Information Technology Education programs, but are approved for select Marketing Education courses. Business, Marketing and Information Technology Education instructors shall have no other extracurricular duties or responsibilities other than those required through the BPA or DECA student organizations and normal school supervisory duties. Non-funded Business, Marketing and Information Technology Education programs must follow state policies and guidelines and maintain an active BPA or DECA student organization chapter in order to remain in good standing.

(ii) **Full-time programs in technology centers.** A full-time program in a technology center shall consist of two three-hour block periods of instruction for students in grades 10 through 12 and adults and should have an occupational outcome that includes a work-based learning component. Any exceptions must be approved in writing by the state program administrator.

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

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

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

(i) **Full-time programs.** A full-time program shall consist of at least two levels of family and consumer sciences classes with one conference period in the daily schedule, and the instructor shall teach only approved family and consumer sciences courses. Block schedules, including trimesters, will be approved if they

provide one full unit/credit per course and offer a full schedule or approved courses with one planning period. Family and consumer sciences instructors shall have no other extra curricular duties or responsibilities other than those required through the FCCLA student organization and normal school supervisory duties. Each single teacher program shall offer at least two complete programs of study in a three-year period. A multi-teacher district shall offer one more program or study than the number of teachers per building. Coaching, administration, or other similar full-time duties will not be approved.

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

(iii) **Course coordination.** Comprehensive school Family and Consumer Sciences Education programs shall not mix levels of courses in the same class period without written permission from the State Department of Education. This written permission does not ensure programs are meeting Oklahoma Department of Career and Technology Education standards.

(iv) **Unfunded programs.** In the case of a non-funded family and consumer sciences program, the program must follow state policy and guidelines to remain in good standing.

(D) Occupational Family and Consumer Sciences Education.

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

(ii) **Full-time occupational programs in technology centers.** A full-time occupational family and consumer sciences education program in a technology center will include two classes, three periods in length for 11th- and 12th-grade students and adults.

(iii) **Length; order.** Two years of occupational training may be offered. No student shall be enrolled in Occupational Training II until Occupational Training I has been successfully completed.

(E) Health Careers Education.

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

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

(F) Science, Technology, Engineering and Mathematics.

(i) **Biomedical Science and Medicine.** The following courses are required to be taught: Principles of Biomedical Sciences (PBS), Human Body Systems (HBS), Medical Interventions (MI), Biomedical Innovations (BI), in addition to the appropriate science and math courses. Technology centers and high schools are

required to administer each biomedical end of course test if applicable, preferably by a proctor and/or testing liaison.

(ii) **Biotechnology.** The following courses are required to be taught: Survey of Biotechnology, Biotechnology I, Biotechnology II, Advanced Biotechnology I, Advanced Biotechnology II and Biotechnology Capstone in addition to the appropriate math and science courses. Other biotechnology courses and career majors may be approved by STEM division of ODCTE.

(iii) **Computer Science.** The following courses are suggested to be taught in order for an ODCTE computer science career major Computer Science and Software Engineering, Computer Science Applications, Capstone Course: Computational Problem Solving, in addition to the appropriate math and science courses.

(iv) **Gateway to Technology.** This program is designed for grades 6-8 primarily and 5th grade with state program administrator written approval. The following classes are required to be taught in order for an ODCTE Gateway to Technology: Design & Modeling, Automation & Robotics and at least one other GTT course approved by the state program administrator.

(v) **Pre-Engineering.** A minimum of three pre-engineering courses required. Foundation courses required are Introduction to Engineering Design (IED) and Principles of Engineering (POE). In addition to at least one specialty course preferably Engineering Design and Development (EDD)/capstone course. Appropriate math and science courses must be offered. Technology Centers and high schools are required to administer each pre-engineering end of course test if applicable, preferably by a proctor and/or testing liaison.

(vi) **Technology Engineering Middle School (grades 6-8):** This program is designed for grades 6-8 primarily and 5th grade with state program administrator written approval.

(vii) **Technology Engineering High School (grades 9-12):** The technology engineering courses are designed for 9-12 grades.

(viii) **Tech Connect High School (grades 9-10):** The appropriate approved courses need to be taught from one of the following career pathways: Tech Connect Agriculture, Food and Natural Resources; Tech Connect Architecture & Construction; Tech Connect Arts; A/V Technology and Communications; Tech Connect Information Technology; Tech Connect Law, Public Safety and Security; Tech Connect Manufacturing; Tech Connect Transportation, Distribution and Logistics; Tech Connect Science, Technology, Engineering and Mathematics; Tech Connect Diversified Programs.

(ix) **Trade and Industrial Education.** All secondary trade and industrial education students in Technology Centers shall be enrolled for three consecutive periods daily, five days a week. Secondary TechConnect Plus students in comprehensive high schools may be enrolled for one period daily, five days a week. Adult trade and industrial education students may enroll for one-half day (three periods) or a full day (six periods). The Program Administrator of Trade and Industrial Education must approve any exceptions in writing.

(x) **Integrated Academics.** Academics taught in the technology center shall be delivered in the context of the program in which each student is enrolled. If

academic instruction is offered for credit through the sending school, it shall be structured so as to meet current legislation and State Department of Education guidelines. Students must meet, within the structure of the academic class, the attendance requirements of their comprehensive schools in order to receive academic credit. Further, the legislated limit of 10 days of absence from the academic class for school-related activities applies.

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

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

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

(A) **Agricultural Education.**

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

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

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

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

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

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

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

(iii) **Part-time program enrollment.** The maximum number of cooperative students in a half-time program in a comprehensive school is 25 per marketing teacher-coordinator. Only one section of cooperative learning will be allowed per program. Students enrolling in cooperative learning in a Marketing Education

program must have completed a minimum of 120 hours of approved marketing education coursework.

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

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

(I) Non-laboratory courses—30 students

(II) Laboratory courses—24 students

(ii) **Occupational Family and Consumer Sciences Education.** A minimum of 10 and a maximum of 20 students shall be enrolled in each section of occupational family and consumer sciences education.

(D) **Health Careers Education.**

(i) **Comprehensive Schools.** A minimum of ten and a maximum of eighteen students shall be enrolled in each course/section of a comprehensive school health careers education program.

(ii) **Technology Centers.**

(I) **Full time high school health careers programs.** A minimum of ten and a maximum of eighteen students per instructor shall be enrolled in a Health Careers Education program. Those programs utilizing student-centered learning as the primary method of instruction shall have a maximum of fifteen students per instructor. Program enrollment may also be limited by national and/or state accrediting bodies, by equipment, classroom and/or laboratory facilities and by clinical site availability.

(II) **Full-time adult-only health careers programs.** A minimum of eight and a maximum of twelve students per instructor shall be enrolled in a full-time adult-only Health Careers Education program. Program enrollment may also be limited by national and/or state accrediting bodies, by equipment, classroom and/or laboratory facilities and by clinical site availability.

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

(i) **Student Enrollment Limits.** The maximum enrollment for each period of a STEM program except TechConnect shall be 24 students. The maximum enrollment for each period of TechConnect shall be 20 students. Consideration should be given to the size of the facility. The minimum recommended floor space per student is 60 square feet.

(ii) **Full-time program.** In a six period day, instructor shall teach five approved CareerTech STEM courses and/or one approved related course. In a seven period day, instructor shall teach six approved CareerTech STEM courses and/or one approved related course. In an eight period day, instructor shall teach seven approved CareerTech STEM courses and/or one approved related course.

(F) **Trade and Industrial Education and TechConnect Plus.**

(i) **Maximum enrollment.** The maximum enrollment for each Trade and Industrial Education, TechConnect Plus program section shall be 20 students, with the exceptions of cosmetology, which may have a maximum of 22 students, and career transitions programs, which may have 50 students per career transitions teacher.

(ii) **Alternate program enrollment.** The Trade and Industrial Education Division shall establish a reduced maximum enrollment for any program not meeting adequate size or layout of teaching facilities, number of training stations, appropriate quality and quantity of tools, and equipment and supplies. Individual student needs, student safety and supervision shall also be considered when determining maximum student enrollment.

(iii) **Inclusion of on-the-job students.** Students involved in on-the-job training shall be included in the maximum enrollment for the program unless each school has an on-the-job training coordinator.

(d) **Length of programs.** *CareerTech* programs shall be 10 or 12 calendar months as approved by the appropriate program administrator. Exceptions must be approved by the Department.

[Source: Amended at 8 Ok Reg 2241, eff 5-17-91 (emergency); Amended at 9 Ok Reg 1885, eff 5-26-92; Amended at 9 Ok Reg 2589, eff 6-25-92; Amended at 10 Ok Reg 1875, eff 5-13-93; Amended at 11 Ok Reg 2895, eff 6-13-94; Amended at 12 Ok Reg 1857, eff 6-12-95; Amended at 13 Ok Reg 3427, eff 8-12-96; Amended at 14 Ok Reg 2030, eff 5-27-97; Amended at 15 Ok Reg 3490, eff 7-13-98; Amended at 16 Ok Reg 3212, eff 7-12-99; Amended at 17 Ok Reg 2741, eff 7-1-00; Amended at 18 Ok Reg 3292, eff 7-26-01; Amended at 21 Ok Reg 2907, eff 7-11-04; Amended at 23 Ok Reg 2911, eff 7-1-06; Amended at 24 Ok Reg 2435, eff 7-1-07; Amended at 25 Ok Reg 2104, eff 7-1-08; Amended at 26 Ok Reg 2398, eff 7-1-09; Amended at 27 Ok Reg 2008, eff 7-1-10]

780:20-3-3. Materials and facilities

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

(b) **Equipment.**

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

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

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

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

(c) **Facilities.**

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

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

(3) **Marketing Education.** The local education agency shall provide an office with telephone within or accessible to the marketing management classroom.

[Source: Amended at 12 Ok Reg 1857, eff 6-12-95; Amended at 14 Ok Reg 2030, eff 5-27-97; Amended at 16 Ok Reg 3212, eff 7-12-99; Amended at 18 Ok Reg 3292, eff 7-26-01; Amended at 21 Ok Reg 2907, eff 7-11-04; Amended at 23 Ok Reg 2911, eff 7-1-06; Amended at 27 Ok Reg 2008, eff 7-1-10]

780:20-3-4. Instructors

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

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

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

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

(c) **Health Careers Education.**

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

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

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

(2) **On-file applications.** Faculty shall have an application on file in the Health Careers Education office, including a Statement of Qualifications form, all current transcripts and, a

copy of professional credential or credential verification, and, if appropriate, current teaching certificate or application for teaching certificate.

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

(d) **Science Technology Engineering and Mathematics (STEM). Faculty requirements.**

(1) **Biomedical Sciences.** Required Certifications: Biology, Chemistry, or Physics

(2) **Biotechnology.** Required Certifications: Biology, Chemistry, or Physics

(3) **Computer Science.** Required Certifications: Computer Science, Advanced Mathematics, Intermediate Mathematics, Physics, or Business Education (with AP Computer Science teaching experience.) This includes Gateway Computer Science courses.

(4) **Gateway to Technology.** Required Certifications: Appropriate math and/or science meeting State Department of Education's grade level requirements and Technology Engineering. Teachers teaching at the middle or high school level must hold the appropriate certification to instruct the specific grades being taught. Check State Department of Education current requirements.

(5) **Pre-Engineering.** Required Certifications: Chemistry, Physics, Advanced Mathematics, or Trade & Industrial.

(6) **Technology Engineering Middle School.**

Appropriate math and/or science meeting State Department of Education's grade level requirements and Technology Engineering. Teachers teaching at the middle or high school level must hold the appropriate certification to instruct the specific grades being taught. Check State Department of Education current requirements.

(7) **Technology Engineering High School.** Required Certifications: Appropriate math and/or science meeting State Department of Education's grade level requirements, Technology Engineering, or Trade and Industrial.

(8) **Tech Connect.** Required Certifications: Trade & Industrial with demonstration of competencies through appropriate mechanism or Technology Engineering with demonstration of competencies through appropriate mechanism.

(9) Teachers teaching math and/or science academic courses must meet the requirements of the Oklahoma State Department of Education for that specific academic course/area.

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

Source: Amended at 14 Ok Reg 2030, eff 5-27-97; Amended at 16 Ok Reg 3212, eff 7-12-99; Amended at 18 Ok Reg 3292, eff 7-26-01; Amended at 21 Ok Reg 2907, eff 7-11-04; Amended at 23 Ok Reg 2911, eff 7-1-06; Amended at 27 Ok Reg 2008, eff 7-1-10]

780:20-3-5. Career and Technology Student Organizations

(a) **Student organizations as an integral part of the CareerTech program.** The Oklahoma Department of Career and Technology Education is the responsible entity for governance and administration of the career and technology student organizations and therefore has the authority to develop and enforce policy of the student organizations consistent with

CareerTech program design and operation. Each secondary CareerTech program shall have an active and appropriate student organization as an integral part of its program.

(b) **Membership in appropriate organization.** Each student who participates in student organization activities shall be a member of the student organization designed for the occupational program in which the student is enrolled.

(c) **Organizations.** Career and technology student organizations shall include:

- (1) DECA (Business, Marketing and Information Technology Education)
- (2) BPA (Business, Marketing and Information Technology Education and STEM), Business Professionals of America.
- (3) FFA (Agricultural Education)
- (4) FCCLA (Family and Consumer Sciences Education), Family, Career and Community Leaders of America
- (5) HOSA (Health Careers Education and STEM)
- (6) TSA (STEM), Technology Students Association
- (7) SkillsUSA (Trade and Industrial Education and STEM)

(d) **Accountability; loss of program funding.**

(1) The school and the career and technology student organization chapter will be held accountable for the actions of the student organization members and the advisor participating in any career and technology student organization activity. Failure to comply with the official rules of such activities may, after an opportunity to present reasons why said action should not occur, result in the loss of the state funding for that CareerTech program.

(2) The school and the FFA chapter will be held accountable for the actions of the FFA members and the FFA advisor participating in any FFA activity. Any Agricultural Education program that has a student/FFA member who is the owner of an animal testing positive for illegal or improper drugs or additives, has altered the appearance of the animal(s) surgically (other than normal and customary practice), and/or violates the eligibility rules for ownership of animals shall, after hearing, and after consideration by the State Board, and upon determination that there has been a violation of this policy, lose state funding for that program.

(e) **FFA Membership Eligibility.** Any student in Grades 8-12 must be regularly enrolled in a year long course of study in Agricultural Education at school in order to be eligible to participate in any FFA activity. For the purpose of this section; at school is defined as physically present and supervised in a classroom by a certified agricultural education instructor. Exceptions are granted to students who attend a school with block schedule and who, therefore, may have completed a year-long course of study in Agricultural Education in one semester. Students in the seventh grade are not eligible for the FFA membership in Oklahoma. Annual local, state, and national FFA dues must also be paid in order to be eligible to participate in any FFA activity.

[Source: Amended at 9 Ok Reg 2589, eff 6-25-92; Amended at 12 Ok Reg 1857, eff 6-12-95; Amended at 13 Ok Reg 3427, eff 8-12-96; Amended at 16 Ok Reg 3212, eff 7-12-99; Amended at 18 Ok Reg 3292, eff 7-26-01; Amended at 21 Ok Reg 2907, eff 7-11-04; Amended at 23 Ok Reg 2911, eff 7-1-06; Amended at 26 Ok Reg 2398, eff 7-1-09; Amended at 27 Ok Reg 2008, eff 7-1-10]

**SUBCHAPTER 5. PROGRAMS, SERVICES, AND ACTIVITIES
FUNDED THROUGH P.L. 105-332 CARL D. PERKINS VOCATIONAL
AND TECHNICAL EDUCATION ACT OF 1998, AS AMENDED BY P.L.109-270**

Section

780:20-5-1. Special populations services and activities

780:20-5-2. Displaced Homemaker/Single Parent/Single Pregnant Women [REVOKED]

780:20-5-3. Educational Equity [REVOKED]

780:20-5-1. Services and Activities

(a) **Supervision and technical assistance for P.L. 105-332 services and activities as amended by P.L. 109-270.** Staff will provide technical assistance, to local administrators, and teachers in meeting federal compliance requirements for *CareerTech* students.

(b) **Compliance-related activities.**

(1) **Monitoring.** The Department shall monitor eligible recipients' compliance with federal mandates regarding the use of funds under P.L. 105-332 as amended by P.L. 109-270.

(2) **Assist local administrators.** The Department will assist local administrators in meeting federal mandates by providing in-service training and on-site consultations.

(c) **Allocations for eligible recipients.**

(1) **Program funding.** The State Board shall provide federal funds, through the Carl Perkins Vocational and Technical Education Act of 1998, as amended by P.L. 109-270, to eligible recipients offering *CareerTech* programs or postsecondary technical degree programs.

(2) **Application for funding.** The funding shall be applied for by eligible recipients through the local application. To qualify for federal funds, the school administrator must complete and return the required local application forms on the established due dates. The school administrator must sign assurances of compliance when accepting the federal funds.

(d) **Reporting requirements.** Eligible recipients using federal funds shall report annual expenditures and the kinds of services provided. These reports shall be submitted by the specified due date(s).

(e) **Funding requirements.** Eligible recipients who apply for federal funds must meet specific guidelines in their applications as stated in P.L. 105-332 as amended by P.L. 109-270. Funds may be used only for the populations and allowable activities as specified on the application and in P.L. 105-332 as amended by P.L. 109-270.

[Source: Amended at 9 Ok Reg 2589, eff 6-25-92; Amended at 10 Ok Reg 1875, eff 5-13-93; Amended at 16 Ok Reg 3212, eff 7-12-99; Amended at 17 Ok Reg 2741, eff 7-1-00; Amended at 18 Ok Reg 3292, eff 7-26-01; Amended at 21 Ok Reg 2907, eff 7-11-04; Amended at 24 Ok Reg 2435, eff 7-1-07]

780:20-5-2. Displaced Homemaker/Single Parent/Single Pregnant Women [REVOKED]

[Source: Amended at 9 Ok Reg 2589, eff 6-25-92; Amended at 10 Ok Reg 1875, eff 5-13-93; Amended at 16 Ok Reg 3212, eff 7-12-99; Revoked at 17 Ok Reg 2741, eff 7-1-00]

780:20-5-3. Educational Equity [REVOKED]

[Source: Amended at 16 Ok Reg 3212, eff 7-12-99; Revoked at 17 Ok Reg 2741, eff 7-1-00]

780:20-5-4. High Schools That Work

Supervision and technical assistance for High Schools That Work The Department will coordinate the High Schools That Work initiative to help schools embed college- and career-readiness academic standards into instruction and produce graduates who can succeed in postsecondary studies and careers in high-demand, high-skill, high-wage fields. The Department will coordinate with the Southern Regional Educational Board and other entities to organize professional development sessions on topics such as numeracy, literacy and using data for continuous school improvement.

CHAPTER 25. BUSINESS AND INDUSTRY SERVICES

1. General Provisions 780:25-1-1
3. Adult Training and Development Programs [REVOKED] 780:25-3-1
5. Business and Industry Development..... 780:25-5-1
7. Oklahoma Bid Assistance Network (OBAN)..... 780:25-7-1
9. Municipal Clerks and Treasurers Training 780:25-9-1
11. Business and Industry Training Programs 780:25-11-1

SUBCHAPTER 1. GENERAL PROVISIONS

Section

780:25-1-1. Purpose

780:25-1-1. Purpose

This chapter establishes procedures for the administration and operation of business and industry programs and services.

SUBCHAPTER 3. ADULT TRAINING AND DEVELOPMENT PROGRAMS

Section

780:25-3-1. Adult training and development in technology centers [REVOKED]

780:25-3-2. Adult training and development (short-term training) programs in comprehensive schools [REVOKED]

780:25-3-1. Adult training and development programs in area schools [REVOKED]

[Source: Revoked at 11 OK Reg 2901, eff 6-13-94]

780:25-3-2. Adult training and development (short-term training) programs in comprehensive schools [REVOKED]

[Source: Revoked at 11 Ok Reg 2901, eff 6-13-94]

SUBCHAPTER 5. BUSINESS AND INDUSTRY DEVELOPMENT

Section

780:25-5-1. New or expanding industries

780:25-5-2. Industry-specific programs [REVOKED]

780:25-5-1. New or expanding industries

(a) **Programs and services.** Training for Industry Programs (TIP) has the responsibility of working with the appropriate delivery agency to provide new job slot training for new or expanding business and industry. This training is provided to targeted business and industry in selected manufacturing, processing, and national or regional offices of business and industry that are creating new employment opportunities or others that have significant economic impact on Oklahoma's

economy. These companies are traditionally considered exporters of goods and/or services and importers of capital.

(b) **Development of training agreements.**

(1) **Statement of Understanding.** A "Statement of Understanding" shall define the specific responsibilities of each party involved in a training program, including the company, the community, the technology center, and the appropriate Department staff.

(2) **Training agreements.** Training agreements will be developed jointly, using a training needs analysis, by company representatives, local technology center personnel, and Department staff.

(3) **Changes.** Any changes in training agreements will be subject to approval by Department staff.

(c) **Availability of funds.** State support for TIP training is based upon the availability of funds and administered by the Department staff in accordance with TIP guidelines and procedures.

(d) **Equipment.** Equipment used for training shall be furnished by the local technology center or the Department (either from the Equipment Pool inventory or transferred from another technology center). In the case of highly specialized equipment, the company will be requested to loan or lease this equipment to Training for Industry Programs for the purposes of training. The local education authority (LEA) is responsible for routine and preventative maintenance on all state owned equipment, used in training. The LEA will be responsible for replacing equipment that is salvaged due to lack of maintenance, abuse of equipment, or natural disaster. The LEA is responsible for replacing equipment that is lost or stolen.

(e) **Utilities.** In programs operated in a technology center, costs of the utilities will be borne by the technology center. Costs of utilities for a program operated in a company's facilities will be borne by the company. If a training program is operated out of a temporary facility, utility (water, gas, electricity, local phone service—allowable long distance) expenses will be a coordinated effort of the community and Department staff.

(f) **Training materials and expendable supplies.**

(1) **Purchaser.** Training materials and expendable supplies will be provided at the expense of Training for Industry Programs. Materials used by trainees in the process of their training will be retained and disposed of by the Department.

(2) **Resulting products.** Products produced during the training program will be the property of the Department and will be picked up by or returned to the Equipment Pool or Department staff via accepted Department inventory practices.

(g) **Training aids.** Training aids, such as technical manuals, DVD's and power point presentations will be developed for training programs when determined by the needs analysis, and only when the lead time schedule allows for the completion in time to be used during the training defined by the Statement of Understanding. Training aids will be developed at the expense of Training for Industry Programs in cooperation with the company.

(h) **Instructors.** Instructors shall be secured locally, whenever possible.

(i) **Consultants.** When deemed necessary by Training for Industry Programs, consultants may be used to assist in the development and delivery of training programs per staff recommendation/approval.

(j) **Reimbursements.** All reimbursements for the delivery/performance of training, as specified in a Statement of Understanding, will be made to the local technology center. All reimbursements shall be submitted in accordance with established TIP guidelines and procedures.

(k) **Reporting procedures.** Program and enrollment information shall be submitted to the Information Management Division of the Oklahoma Department of Career and Technology Education as outlined in 780:10-7-2.

[Source: Amended at 10 Ok Reg 1881, eff 5-13-93; Amended at 11 Ok Reg 2901, eff 6-13-94; Amended at 14 Ok Reg 2038, eff 5-27-97; Amended at 15 Ok Reg 3496, eff 7-13-98; Amended at 16 Ok Reg 3223, eff 7-12-99; Amended at 18 Ok Reg 3302, eff 7-26-01; Amended at 21 Ok Reg 2919, eff 7-11-04]

780:25-5-2. Industry specific programs [REVOKED]

[Source: Amended at 10 Ok Reg 1881, eff 5-13-93; Revoked at 11 Ok Reg 2901, eff 6-13-94]

SUBCHAPTER 7. OKLAHOMA BID ASSISTANCE NETWORK (OBAN) [REVOKED]

Section

780:25-7-1. State Bid Assistance Center [REVOKED]

780:25-7-2. Local bid assistance centers [REVOKED]

780:25-7-3. Funding guidelines for new bid assistance centers [REVOKED]

780:25-7-4. Funding guidelines for existing bid assistance centers [REVOKED]

780:25-7-5. Professional development of personnel [REVOKED]

780:25-7-6. Reports and records [REVOKED]

780:25-7-1. State Bid Assistance Center [REVOKED]

[Source: Revoked at 17 Ok Reg 2749, eff 7-1-00]

780:25-7-2. Local bid assistance centers [REVOKED]

[Source: Amended at 10 Ok Reg 1881, eff 5-13-93; Revoked at 17 Ok Reg 2749, eff 7-1-00]

780:25-7-3. Funding guidelines for new bid assistance centers [REVOKED]

[Source: Amended at 10 Ok Reg 1881, eff 5-13-93; Amended at 16 Ok Reg 3223, eff 7-12-99; Revoked at 17 Ok Reg 2749, eff 7-1-00]

780:25-7-4. Funding guidelines for existing bid assistance centers [REVOKED]

[Source: Amended at 10 Ok Reg 1881, eff 5-13-93; Amended at 14 Ok Reg 2038, eff 5-27-97; Revoked at 17 Ok Reg 2749, eff 7-1-00]

780:25-7-5. Professional development of personnel [REVOKED]

[Source: Amended at 14 Ok Reg 2038, eff 5-27-97; Amended at 15 Ok Reg 3496, eff 7-13-98; Revoked at 17 Ok Reg 2749, eff 7-1-00]

780:25-7-6. Reports and records [REVOKED]

[Source: Amended at 10 Ok Reg 1881, eff 5-13-93; Revoked at 17 Ok Reg 2749, eff 7-1-00]

SUBCHAPTER 9. MUNICIPAL CLERKS AND TREASURERS TRAINING

Section

780:25-9-1. Responsibilities; public access

780:25-9-1. Responsibilities; public access

- (a) **Responsibilities.** The Municipal Clerks and Treasurers Training Division of the Department, in cooperation with the Advisory Committee created by 11 O.S. Supp. 1986, §52-103, shall be responsible for the following activities:
- (1) Conducting training programs to increase the efficiency of municipal clerks, treasurers, and finance officers in the state of Oklahoma; and,
 - (2) Maintaining attendance and financial records for all municipal clerks, treasurers, and finance officers who attend training sessions as required by law.
- (b) **Public access.** The Municipal Clerks and Treasurers Training Division shall comply with the State Open Records Act by allowing public access to all attendance records.

SUBCHAPTER 11. BUSINESS AND INDUSTRY SERVICES PROGRAMS

Section

780:25-11-1. Business and Industry Training programs

780:25-11-1. Business and Industry Training programs

- (a) **Program and student accounting.**
- (1) **Program reports.** Business and Industry Training programs for which enrollments are submitted must indicate the appropriate type of class or appropriate codes assigned by the Oklahoma Department of Career and Technology Education.
 - (2) **Reporting procedures.** Program and enrollment information shall be submitted to the Information Management Division of the Oklahoma Department of Career and Technology Education as outlined in 780:10-7-2.
- (b) **Program funding.** State funds shall be available to support training and programs designed for and delivered to adult students to prepare them for success in the workplace.
- (1) **Funding mechanism.** State funds to support Business and Industry Training programs shall be provided through the technology center funding formula.
 - (2) **Program definition.** For funding purposes, a Business and Industry Training program is considered to be 1,050 clock hours of training. The number of programs calculated in the Funding Formula is determined by dividing the total clock hours of training by 1,050.
 - (3) **Availability of funds.** State support for Business and Industry Training in the funding formula is based on the availability of funds and program approval by the Oklahoma Department of Career and Technology Education.
 - (4) **Program intent.** Formula funding for Business and Industry Training will be limited to those programs that are designed for and intended to meet the employability needs of adults. (An adult is defined as a person at least 16 years of age.)

(5) **Ineligible programs.** Student and other services that are part of the quality foundation services shall not be reported for program funding. Such services include, but are not limited to counseling, assessment, basic skills enhancement, financial aid administration, job development, and the administration or coordination of Business and Industry Services. Training programs that do not qualify for formula funding are specified in the Oklahoma Department of Career and Technology Education's reporting guidelines.

(A) Professional development for technology center personnel, or technology center Boards of Education;

(B) Political or community fund-raising activities;

(C) Religious organization meetings or functions;

(D) Receptions, meal functions or style shows;

(E) Commercial exhibits, fairs or promotional activities;

(F) Open houses or student organization meetings;

(G) Industry, public school, or organizational staff meetings, conventions, or team meetings;

(H) Driver training, DUI school, non-occupationally specific driver improvement or defensive driving programs;

(I) Job search, career exploration, employment skills, career development and career search;

(J) Training programs designed specifically for the incarcerated; and

(K) Hunter safety, boat safety; concealed weapons training, and recreational activities/training.

(6) **Technology center operations.** Business and Industry Training programs will comply with the procedures for operation of technology center as outlined in Chapter 15 of this title.

(c) **Audit criteria.**

(1) **Accountability.** To demonstrate accountability for formula funds supporting Business and Industry Services programs requires the collection of complete and accurate data on these programs. Documentation of reported data as required in (2) of this unit is clearly the responsibility of the local technology center and is not submitted to the Oklahoma Department of Career and Technology Education as a matter of record. The electronic data reporting process does not provide for the submission of reports signed by the authorized local administrator; therefore, the following paragraph will have an implied and binding effect on each report submitted, just as if the signed statement appeared on each report submitted: I, the authorized administrator, do testify that the program here identified meets all state guidelines and documentation exists to support the eligibility of the program for funding.

(2) **Documentation.** Technology centers shall maintain records specified in the "Technology Center Instructions for Providing Enrollment and Program Data" booklet that is updated annually.

Source: Added at 11 Ok Reg 2901, eff 6-13-94; Amended at 14 Ok Reg 2038, eff 5-27-97; Amended at 15 Ok Reg 3496, eff 7-13-98; Amended at 16 Ok Reg 3223, eff 7-12-99; Amended at 18 Ok Reg 3302, eff 7-26-01; Amended at 21 Ok Reg 2919, eff 7-11-04

CHAPTER 30. SKILLS CENTERS

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|---------------------------------|------------|
| 1. General Provisions..... | 780:30-1-1 |
| 3. Skills Centers Programs..... | 780:30-3-1 |

SUBCHAPTER 1: GENERAL PROVISIONS

Section

780:30-1-1. Purpose

780:30-1-1. Purpose

This chapter describes procedures for the establishment and operation of skills centers.

[Source: Added at 10 Ok Reg 1885, eff 5-13-93]

SUBCHAPTER 3. SKILLS CENTERS PROGRAMS

Section

780:30-3-1. Administration and supervision of skills centers programs

780:30-3-2. Sites; buildings; expansions;

780:30-3-3. Local administration of skills centers; program operations and evaluation

780:30-3-4. Local facility policies and procedures

780:30-3-5. Special provisions [REVOKED]

780:30-3-1. Administration and supervision of skills centers programs

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

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

[Source: Added at 10 Ok Reg 1885, eff 5-13-93; Amended at 12 Ok Reg 1867, eff 6-12-95; Amended at 14 Ok Reg 2042, eff 5-27-97; Amended at 15 Ok Reg 3499, eff 7-13-98; Amended at 16 Ok Reg 3226, eff 7-12-99; Amended at 18 Ok Reg 3305, eff 7-26-01]

780:30-3-2. Sites; buildings; expansions

(a) **Site approval.** The site for a new, Agency owned skills center facility shall have prior approval of the State Board.

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

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

[Source: Added at 10 Ok Reg 1885, eff 5-13-93; Amended at 12 Ok Reg 1867, eff 6-12-95; Amended at 14 Ok Reg 2042, eff 5-27-97; Amended at 15 Ok Reg 3499, eff 7-13-98; Amended at 16 Ok Reg 3226, eff 7-12-99; Amended at 21 Ok Reg 2921, eff 7-11-04]

780:30-3-3. Local administration of Skills Centers; program operations and evaluation

(a) **Local administration.**

(1) **Skills Centers administration.** Each Skills Center Administrator shall be directly responsible to the Skills Centers School System's superintendent for the proper functioning of Skills Centers operations.

(2) **Civil Rights compliance.** All Skills Centers staff members will comply with the civil rights procedures and prohibitions listed in 780:20-3-1(b) of these policies and procedures. (3) **Staff employment.** The Skills Centers School System staff shall meet the minimum qualifications for employment established by the Department.

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

(b) **Program operations.**

(1) **Aim.** Programs may have live work projects to provide the progressive situations necessary to enhance training for employment.

(2) **Live Work Policy.** A live work project policy shall be established for each center doing live work and will be subject to the approval of the Skills Centers superintendent.

(c) **Evaluation.**

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

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

[Source: Added at 10 Ok Reg 1885, eff 5-13-93; Amended at 12 Ok Reg 1867, eff 6-12-95; Amended at 14 Ok Reg 2042, eff 5-27-97; Amended at 15 Ok Reg 3499, eff 7-13-98; Amended at 16 Ok Reg 3226, eff 7-12-99; Amended at 17 Ok Reg 2750, eff 7-1-00; Amended at 21 Ok Reg 2921, eff 7-11-04]

780:30-3-4. Local facility policies and procedures

Local correctional facility policies relating to operational procedures and security measures shall be followed by those who work in and/or visit Skills Centers School System programs located at those facilities.

[Source: Added at 10 Ok Reg 1885, eff 5-13-93; Amended at 12 Ok Reg 1867, eff 6-12-95; Amended at 14 Ok Reg 2042, eff 5-27-97]

780:30-3-5. Special Provisions [REVOKED]

[Source: Added at 10 Ok Reg 1885, eff 5-13-93; Revoked at 14 Ok Reg 2042, eff 5-27-97]

CHAPTER 35. ADULT BASIC EDUCATION

780:35-1-1. General Provisions

(a) **Purpose.** The rules of this subchapter have been adopted for the purpose of establishing standards, guidelines, allocation of funds, development of projects and applications, and the implementation of Adult Education and Literacy, Activities Corrections Education and other Education of Institutionalized Individuals and Integrated English Literacy and Civics Education. These activities are designed to 1) assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency, 2) assist adults who are parents or family members to obtain the education and skills that are necessary to becoming full partners in the educational development of their children, and lead to sustainable improvements in the economic opportunities for their family 3) assist adults in attaining a secondary school diploma and in the transition to postsecondary education and training, including through career pathways, and 4) assist immigrants and other individuals who are English language learners in improving their reading, writing, speaking, and comprehension skills in English, mathematics skills, and acquiring an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship.

(b) **Definitions.** The following words and terms, when used in this Subchapter, shall have the following meaning unless the context clearly indicates otherwise:

(1) **“Act”** means the Adult Education and Family Literacy Act, Title II of the Workforce Innovation and Opportunity Act (P.L. 113-118).

(2) **“Adult education”** means academic instruction and education services below the postsecondary level that increase an individual’s ability to a) read, write and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma, b) transition to postsecondary education and training, and c) obtain employment.

(3) **“Adult education program”** means a local education agency, postsecondary institution, community-based organization or faith-based organization, corrections education agency a volunteer literacy organization, a public or private nonprofit agency, a library, a public housing authority, a nonprofit institution, a consortium or coalition of agencies, institutions, libraries, or authorities describe previously, or partnership between an employer and entities described previously who are responsible for locally administering the Adult Education and Family Literacy Act grant.

(4) **“Eligible Individual”** means an individual who 1) has attained 16 years of age, 2) who is not currently enrolled or required to be enrolled in secondary school under state law, and 3) who is basic skills deficient, does not have a secondary school diploma or its recognized equivalent and has not achieved an equivalent level of instruction, or is an English language learner.

(5) **“High School Equivalency” (HSE)** means a high school equivalency credential (GED, HiSet, TASC). The Oklahoma Department of Career and Technology Education is the appointed entity in the State of Oklahoma, responsible for oversight and regulation of the High School Equivalency (HSE) program for high school equivalency examinations for adult populations. Effective July 1, 2015 the HISET, GED and TASC, High School Equivalency Examinations are authorized by the Oklahoma Department of Career and Technology Education to provide high school equivalency examinations that meet state requirements.

- (6) “**State educational agency**” (SEA) means the Oklahoma Department of Career and Technology Education.

[Source: Transferred from 210:10-9-1 by SB 1661 (2014), eff 7-1-14 (see Editor’s Note at beginning of this Chapter)]

780:35-1-2. Adult basic education

- (a) Programs, services and activities funded in accordance with uses specified in this Act are designed to expand or improve the quality of adult education programs, including priority programs for eligible individuals.
- (b) Adult education programs governed by the Act shall make every effort to provide free classes to students. Adult education programs may charge necessary and reasonable fees for consumable materials and work-based classes. Adult education programs that wish to implement fees must develop a fee policy that has been approved by the adult learning center’s local governing board. The fee policy must be reasonable and may not restrict access to services.
- (c) The Act permits local adult education programs to generate income. The purpose of income is not to make a profit, but rather to expand services. Income and donations received must be reinvested in the adult education program. Any income must be accounted for in records and reported to the state Adult Basic Education office for National Reporting System Financial Reports.
- (d) Adult education programs governed by the Act must follow the state adult education Assessment Policy per federal guidelines.
- (e) Adult education programs governed by the Act must follow the state adult education Student Goal Setting Policy per federal guidelines.
- (f) For each year covered by the plan, the fiscal effort per student from nonfederal sources available for expenditure by the state for adult education, during the second preceding fiscal year must not be less than the fiscal effort per student from nonfederal sources during the third preceding fiscal year in order to meet the maintenance of effort requirement.
- (g) Teachers of adult education and literacy activities located in the adult learning centers funded by the state under the Act, shall have a valid Oklahoma Teacher’s Certificate or a minimum of a Master’s degree. Directors of adult education located in the adult learning centers shall have a valid Oklahoma Teacher’s Certificate or a minimum of a Master’s degree.
- (h) For fiscal control, the obligation basis of accounting is used; expenditures will be supposed by copies of paid claims and invoices and will be audited following accepted auditing procedures.
- (i) Federal funds for adult education programs operating under a grant extension will be allocated according to, the funding formula described in Oklahoma’s AEFLA State Plan.
- (j) State funds for adult education programs operating under a grant extension will be allocated according to the funding formula described in Oklahoma’s AEFLA State Plan.
- (k) The State Education Agency (SEA) and the adult education programs participating in the plan shall enter into cooperative arrangements, when feasible and appropriate, with such entities as other state agencies, community based organizations, community action agencies, career technology schools, churches, businesses, etc. in order to carry out the general purpose of the Act.
- (l) The adult education programs will expand 95% of the funding for adult education activities and 5% will be used for administrative costs, however if the administrative cost limits

would be insufficient for adequate planning and administration of the program, the state agency may negotiate with the local grant recipient in order to determine an adequate level of funds to be used for noninstructional purposes. Negotiated administrative cost limits are indicated in the Adult Education and Literacy State Plan/State Plan Amendments.

(m) The SEA will provide direct and equitable access to and will review grant proposal applications during an open grant competition. The adult education program will demonstrate that the twelve considerations outlined in Section 231 of the Act are being met in order to be considered for a grant award. The adult education program must assure that the services are coordinated with and are not duplicative services under other Federal, State and local programs. The comments of the adult education program and responses thereto shall be attached to the application when it is forwarded to the state.

(n) Federal funds for new grantees shall be allocated on the basis of an application, budget, and proposed number of students to be served. State funds will be matched on the ratio specified by the Act's regulations in existence for the current fiscal program year.

(o) The SEA will evaluate grant recipients based on the federal requirements for program evaluation.

(p) Adult education programs will follow all requirements set forth in the SEA Adult Education State Plan and State Plan Amendments.

(q) Adult education programs will meet the state performance measures of pre-/post-assessing 60% of their students and increasing the average number of student contact hours each fiscal year.

(r) Adult education programs will use an SEA-approved management information system to document student enrollment, goals, attendance, educational gains, and other information as required by the National Reporting System (NRS). Programs will update data monthly.

[Source: Transferred from 210:10-9-2 by SB 1661 (2014), eff 7-1-14 (see Editor's Note at beginning of this Chapter)]

780:35-1-3. High School Equivalency (HSE) testing program

(a) The Adult Basic Education Division of the Oklahoma Department of Career and Technology Education has responsibility for directing the HSE Testing Program in Oklahoma and for issuing high school diplomas to those who successfully complete the HSE Tests.

(b) An applicant shall be 18 years of age or older, except beginning August 1, 1995, persons having attained the age of 16, but who are not yet 18, must be permitted to take the HSE Tests provided the applicant meets the residency requirements and submits along with the application to take the HSE Tests, a notarized joint written agreement between the school administrator of the school district in which the applicant resides, and the parent, guardian, or custodian, stating that it has been determined that such action is in the best interest of the child and community.

(c) The HSE Tests shall be administered by one of the many local HSE Testing Centers in Oklahoma.

(d) To become eligible to take the HSE Tests, an application must be made to the Adult Basic Education Division of the Oklahoma Department of Career and Technology Education online or through a HSE Testing Company. A fee will be charged by the testing company when the application is made.

(e) An applicant shall make the minimum score required for passing the HSE Tests, as established by the HSE Testing Company.

[**Source:** Transferred from 210:10-9-6 by SB 1661 (2014), eff 7-1-14 (see Editor's Note at beginning of this Chapter)]