

Indiana CTE Course Inventory Changes

Notification of Changes to Indiana Secondary Career and Technical Education (CTE) Courses

Indiana state law (IC 20-37-2) requires schools and/or Area Career and Technical Education Districts to notify the state whenever a Career and Technical Education (CTE) course is added or removed from the high school curriculum.

In Indiana, CTE courses may be offered at a comprehensive high school or in a separate building or buildings organized under an Area Career and Technical Education District. The governing body of the comprehensive school (typically a school board) or of the CTE District (typically called the district management or governing board) may include CTE courses in the school's curriculum as long as:

- The CTE course is listed in Indiana's State-Approved Course Titles and Descriptions:

<http://www.doe.in.gov/achievement/ccr/course-titles-and-descriptions>

In cases where the school corporation is a member of an Area Career and Technical Education District (CTE):

- The management/governing board of the Area CTE District must approve the course offering.
- The Indiana Department of Education (IDOE) and the Indiana Department of Workforce Development (IDWD) must be notified, by submission of the attached form, whenever a new course is added or removed from the course offerings of the school or Area CTE District.

Process for local approval of NEW CTE courses:

1. Identify need, interest, and support.
 - Determine if the CTE course is or is not currently on your school or CTE District's approved course list, which is available through the InTERS system. If the course is on the school's program inventory, new course approval and notification is not needed.
 - It is recommended that schools create an advisory committee for the program area and determine the need for the course(s) including data and/or evidence of business/industry needs, student interest, community support, financial resources available to support the course, and sending school support if the course is to be added at a career center.
2. Secure local approval.
 - For courses to be offered at a comprehensive high school:
 - If the school is a member of an Area CTE District, approval of the Area CTE District governing board is required.
 - If the school is NOT a member of an Area CTE District, the school's local governing board is the approving agency.
 - For courses to be offered at the Area CTE District's career center, approval of the Area CTE District governing board is required.
3. Complete and the "New Secondary Career and Technical Education Course" form attached.
4. Notify the Indiana Department of Education and Department of Workforce Development whenever new courses are added or current course are removed by submitting copies of this form to the contacts below. **Submit notification by July 1 in order to have new course reflected on the school's program inventory for fall semester.**

Kris Campbell
Indiana Department of Education
kcampbell@doe.in.gov

Chris Deaton
Department of Workforce Development
cdeaton@dwd.in.gov

Notification of Changes To Secondary Career and Technical Education Course Offering(s)

1. School

School # 3419	Indian Creek Senior High School
Corp # 4255	Nineveh-Hensley-Jackson United School Corporation

2. Area CTE District

Member of Area CTE District? ____ No <u> X </u> Yes
Area CTE District # 37
Area CTE District Name Central Nine Career Center

3. Anticipated Start Date: August 2, 2016

4. Course Titles to be added or removed:

Add/ Remove	IDOE Course #	IDOE Course Title (state-approved course titles required)	Indiana College & Career Pathway(s) in which course will be used
ADD	4560	Business Law	Business Administration

5. Teacher(s):

Course #	Teacher Last Name	First Name	MI	Teacher License #
4560	Butler	John		10154642

6. The applicant assures:

- a. The course/program is available to all students of legal age.
- b. Compliance with all rules, policies and regulations governing Career & Technical Education.
- c. An advisory board for this program is established and meets at least annually to ensure that :
 - a. State standards for each course have been reviewed and are in compliance,
 - b. Resources (including facilities, equipment, software, etc.) are appropriate, and
 - c. Curriculum and assessment strategies are appropriate.

7. Verification of approval to add/remove CTE courses:

- Attach minutes of the school board or Area CTE District governing board/meeting in which the addition/removal of CTE course(s) was approved, **or**
- Provide the names and signatures of the members of the governing board verifying that that the addition/removal of the CTE courses was approved by the governing board.

8. Required signature(s):

<i>By my signature below, I verify that the Governing/Management Board has approved the addition or removal of the CTE courses listed in this document and that the assurances listed above will be met:</i>	
Governing Board Chair Name	
Signature	Date
E-mail	Phone

9. Contact information:

Name Andy Cline	Position: Asst. Supt.
E-mail acline@nhj.k12.in.us	Phone 317-878-2100
Mailing address 802 S. Indian Creek Dr.	
City Trafalgar	ST IN Zip-Code 46181