

# 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>

### 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 and the Area CTE Director is required.
      - ***If a CTE director denies a school's request to add the course(s), they may still submit their request to the IDOE for consideration. To do this, email the denied form to doecte@doe.in.gov.***
    - If the school is NOT a member of an Area CTE District, approval of the school's local governing board as well as the Area CTE Director's signature of the area district the school is located in. Contact [doecte@doe.in.gov](mailto:doecte@doe.in.gov) if you need help determining this.
  - For courses to be offered at the Area CTE District's career center, approval of the Area CTE District governing board is required as well as the Area CTE Director.
3. Complete and the "New Secondary Career and Technical Education Course" form attached.
4. Notify the Indiana Department of Education 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.**

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

1. School

School # 5307	School Name Perry Meridian High School
Corp # 5340	School Corporation Name Perry Township Schools

2. Area CTE District

Member of Area CTE District? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
Area CTE District #	37
Area CTE District Name	Central 9 Career Center

3. Anticipated Start Date: July 2019

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
<b>REMOVE</b>	4818	Environmental Sustainability	
	4828	Engineering Design & Dev PLTW	
	5268	Administrative & Office Management	
	5684	Electronics & Computer Tech I	
	5694	Electronics & Computer Tech II	
	5698	Engineering Design & Dev non PLTW	
<b>ADD</b>	4518	Introduction to Business	Entrepreneurship, Marketing, Accounting
	5232	Interactive Media	Arts/AV Communication
	5360	Advanced Child Development	Early Childhood/Education Careers

5. Teacher(s):

Course #	Teacher Last Name	First Name	MI	Teacher License #
5360	Briggs	Brenda		10184396
5232	Ziegler	Melinda		10163533
4518	Unknown			

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

8. 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. 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
Area CTE Director Name	
Signature	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Date	
Justification for denial (if applicable)	
E-mail	Phone

9. Contact information:

Name		Position
E-mail		Phone
Mailing address		
City	ST	Zip-Code