



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2016-125

TO: School District Superintendents
Principals
Curriculum Directors
Instructional Facilitators
Business Managers

FROM: Brent Bacon, Chief Academic Officer

DATE: November 7, 2016

SUBJECT: CTE Course Approval Timeline

2016-17 CTE COURSE APPROVAL TIMELINE

Career and Technical Education (CTE) courses, which are reported on the WDE638, will be sorted and extracted on **February 1, 2017** so the Wyoming Department of Education (WDE) can review each district's CTE course list to determine approved courses eligible for the 29% additional funding. On **February 6, 2017**, the approved courses will be posted on Fusion for district review. At that time, each district may make changes to the CTE course on the WDE638 or ask questions about the approved courses. Once the district has reviewed and all changes have been made, the superintendent will digitally sign off for approval. The approval process will close on **March 1, 2016** and no further changes will be allowed to the CTE course list. This timeline allows the CTE courses to be uploaded in the WyCTE Collection System and posted on Fusion.

The WDE uses the Vocational Education Worksheets to review courses for additional funding under the education resource block grant model pursuant to W.S 21-9-101(b)(i)(J) and W.S 21-13-309(D)(III). Local course titles will be posted, along with the course title associated with specific Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) code submitted for each course. In order for courses to be approved for additional funding, they must meet the following criteria:

1. Have a CTE teacher certified by PTSB for the vocational area instructing the course;

2. Have a sequence of three or more courses within an occupational area or career cluster;
3. Courses must be taught in grades 9-12 and within the local junior and/or high school.

Also, the SCED book, is available for download at: nces.ed.gov/forum/SCED.asp. Further hands-on training on SCED codes and changes to the WyCTE collection will be offered in Riverton on January 11 and 12, 2017 and in Cheyenne on January 12 and 13. For more information on the technical assistance, or to register for either session, go to cvent.com/d/svqlkf.

For questions, please contact Mark Bowers, Education Consultant, at mark.bowers@wyo.gov or 307-777-7708 or Guy Jackson, State CTE Director at 307-777-3655 or guy.jackson@wyo.gov.