

2023–24 CTE Course Verification Report Guidance Document

This document supports LEA review of the 2023 CTE Course Verification Report to confirm all courses are approved for enhanced CTE funding during the 2023–24 school year and identifies all state-approved CTE courses by LEA. Utilizing the provided report, review each row for course-related data and follow up on required action steps as indicated on the report.

Background of the Report

How were the reports developed?

Course application information in the Education Data System (EDS), LEA data reported in the Comprehensive Education Data and Research System (CEDARS), and LEA enrollment reports for the 2022–23 school year were analyzed and evaluated for each LEA to develop the verification reports.

How were CTE Course Verification Reports communicated with LEAs?

Reports were delivered to LEAs using Alchemer Survey Tool, directed to staff with the user role of CTE Director in the Educational Data System (EDS).

Why were reports prepared?

The Office of Superintendent of Public Instruction (OSPI) continues to evaluate and restructure state-level systems for approving CTE programs, we are issuing verification reports to support districts, Skills Centers, and State-Tribal Education Compact schools to evaluate course eligibility for CTE enhanced funding, and to support LEAs documentation of state approved CTE courses.

What do we need to best use the report?

LEAs may find it useful to compare LEA level resources such as the course catalog, course schedule, and CTE course approval signature pages against the provided CTE Course Verification Report to ensure that all planned coursework to be offered during 2023–24 has current approval. If there are anticipated courses for the 2024–25 school year planned, LEAs will find it useful to ensure that these courses are reflected as approved in the report.



Reading the Report

What do the columns represent?

Category Title	Description
Action	Describes action required of LEA; None, None - Info Only, Action Requested, Action Required
App ID	Application number associated with the course in the EDS system
District Name	Recipient of report; name of applicant
CIP Code	State assigned Classification of Instructional Programs (CIP) code
CIP Name	State assigned title, dependent on assigned CIP code; Local district title may vary
Program Area	Reflects one of six state-determined CTE Program Areas
Career Cluster	Reflects course within one of sixteen state-determined CTE Career Clusters
Learning Type	Reflects applicant selection at time of approval to reflect location of learning and appropriate academic standard level; high school, middle school, skills center, online, not assigned
Last Revised Date	Reflects the most recent date and time the application was modified
Current Status	Reflects status of application; created, pending, approved, not approved
Enrollment/CEDARS	Notes reflect approval status and funding status if applicable
Notes	Notes reflect staff review and provides additional detail

What do the colors mean?

Courses in rows highlighted in:

Green meets all requirements and has current approval; these are the only courses that are currently eligible for CTE enhanced funding. Any courses offered during the 2023–24 school year should be **green**.

Blue had past approval that has since expired and is not eligible for CTE enhanced funding. This information will assist LEAs in reviewing previously offered and current courses.

Red do not have current approval and are not eligible for CTE enhanced funding. These courses require immediate intervention if LEAs plan to continue offering these courses.

White reflects applications that have not completed the approval process and require action by the applicant, which may include completing requirements for submission or deleting the application. LEAs can only claim CTE enhanced funding for state-approved courses that are **green** on the verification report.

What are the actions expected?

LEA Action	Description
None	No action is required, LEA maintains course approval or program approval signature page on file.
None - Info Only	No action is required, LEA may find information useful when cross-checking current course approval or previously offered courses that have expired.
Action Required	LEA must submit a new course approval application by Nov. 17, 2023; review needs for reconciliation.
Action Requested:	LEA reviews course application to complete submission or delete the application if the course is no longer valid.

Responding to the Report

Responding to the Alchemer Survey

LEAs will receive their CTE Course Verification Report via email notification from noreply@alchemer.com with Subject line: OSPI CTE Course Verification Report (2023–24) through the Alchemer Survey Tool. LEA staff with the user role of CTE Director in the EDS system will receive this communication and the attached 2023 CTE Course Verification Report. All LEA staff members receiving the report should respond to the survey by **Friday, October 20** as confirmation of receipt of the information and to indicate preferences for technical assistance from the OSPI CTE team.

Multiple staff received the Alchemer link and information, who should respond on behalf of our LEA?

OSPI encourages multiple LEA responses to the survey to inform tailored technical assistance that may benefit the LEA and shared learning. OSPI will review responses to ensure that the report has been received by each LEA, so a minimum of one response is required unless technical assistance is needed by multiple staff. To make changes to the staff designated with the CTE Director user role in EDS, please contact your District Data Security Manager (DDSM).

How do I know if CTE-Enhanced Funding was claimed on a course?

Contact the appropriate contact in your LEA business office to determine if the CTE class was claimed for CTE enhanced funding.

How do I revise reported enrollment if we claimed CTE coursework for enhanced funds on courses without current approval?

Section 9 of the [Enrollment Reporting Handbook](#) provides instruction on how to revise reported enrollment. For assistance, please contact Becky McLean, Program Supervisor, School Apportionment at becky.mclean@k12.wa.us.

What if there are courses missing from the Verification Report?

Courses being offered during the 2023–24 school year not reflected in the CTE Course Verification Report require new course applications in Application Management of the [Education Data System](#) (EDS). Please contact the appropriate program contact for support. Courses are eligible for CTE enhanced funding from the date of course application approval.

Questions and Support

Our team is here to support you, please contact staff based on the topic of your inquiry:

Topic	Staff Contact
CTE Course Verification Report	cte@k12.wa.us
Apportionment	Becky McLean (becky.mclean@k12.wa.us)
New Course Applications	By Program Area (see below)
STEM (Science, Technology, Engineering and Mathematics)	Jill Diehl (jill.diehl@k12.wa.us)
Agriculture Education & Science Skilled & Technical Sciences	Tamara Whitcomb (tamara.whitcomb@k12.wa.us)
Family & Consumer Sciences Health Sciences	Michelle Spenser (michelle.spenser@k12.wa.us)
Business & Marketing	Holli Kalaleh (holli.ryan-kalaleh@k12.wa.us)