

# CTE Approval

## Local Documentation Checklist

For Courses Offered during 2024–25 School Year

Issued December 2023

The purpose of this resource is to support LEA understanding of required documentation to maintain locally as evidence of CTE course approval. For further information or support please contact [cte@k12.wa.us](mailto:cte@k12.wa.us).

### CTE Documentation Checklist:

- Proof of Course Approval:** Maintain the most recent course signature page, program review signature page, and/or the CTE Course Verification form to show evidence of current approval.
- Program of Work/Program of Activities (POW/POA) and Proof of Membership** are requirements for each CTSO/Leadership Equivalency for all program areas. They must be up to date for the current school year and a copy kept on file.
- Advisory Committee** minutes (general or program-specific), showing validation and approval of all courses, including course titles and CIP codes, are required to be kept on file.
- Labor Market/Skills Gap Data** to substantiate the course demand must be reviewed by the advisory board and kept on file to substantiate offering the courses.
- OSPI Preparatory Course Criteria Forms** required for each preparatory course.
  - Note: Certified Nursing Assistant (CNA) Programs must also retain record of approval from Nursing Commission.

### Reminder:

New courses for SY 24–25 or courses that do not have current approval require submission in the **EDS based Course Approval System**. New courses for the 2024–25 school year should be submitted by April 15, 2024 for timely review and approval.

