

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200



Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

December 15, 2023

() Action Required
(X) Informational

BULLETIN NO. 075-23 SECONDARY EDUCATION AND PATHWAY PREPARATION

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School Principals
CTE Directors

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Career and Technical Education (CTE) Program Approval for the 2024–25 School Year

CONTACT: Krista Fox, Director of Career and Technical Education
360-742-9522, krista.fox@k12.wa.us

PURPOSE/BACKGROUND

This bulletin provides an update to the CTE Program Approval Process typically due to be completed in January for CTE courses to be approved and eligible for enhanced funding for the 2024–25 school year. In response to feedback from Local Education Agencies (LEAs), with acknowledgement of our state administrative requirements, and in alignment with our agency expectation of continuous improvement, we will not launch the Office of Superintendent of Public Instruction (OSPI) [EDS Based](#) CTE Application Program Approval system.

In October 2023, in alignment with [Bulletin 064-23](#), CTE Course Verification reports were issued 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 CTE courses. These verification reports were a comprehensive review of CTE courses eligible for CTE enhanced funding and will serve as Program Approval for existing CTE courses to be offered in the 2024–25 school year.

New CTE Courses for 2024–25 School Year

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

Local Documentation

To further support local documentation efforts, the attached CTE Program Approval Local Documentation Checklist is provided to enhance district understanding of required documentation to keep on file to reflect approved CTE courses. Districts should maintain signature pages for any courses that are approved through the CTE Application Course Approval system, per typical documentation requirements. LEAs can also access the Program Approval system for previously submitted program signature pages and previously submitted approval documents, if needed.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Krista Fox, Director of Career and Technical Education, at 360-742-9522 or email krista.fox@k12.wa.us. The OSPI TTY number is 360-664-3631. For general information about CTE, please email cte@k12.wa.us. For more information related to CTE programming, you can sign up for the [CTE Newsletter](#), or engage with the CTE team during the monthly web-based support opportunity, "[CTE News and More.](#)"

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Michaela W. Miller, Ed.D., NBCT
Deputy Superintendent

Rebecca Wallace
Assistant Superintendent
Secondary Education and Pathway Preparation

CR:sa

Attachment(s): CTE Approval Local Documentation Checklist

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.