CTE News & More

CTE Course Verification Reports for the 2024–25 School Year:

RELEASED!

January 16, 2025

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Tribal Land Acknowledgement

I would like to acknowledge the Indigenous people who have stewarded this land since time immemorial and who still inhabit the area today, the Steh-Chass Band of Indigenous people of the Squaxin Island Tribe.
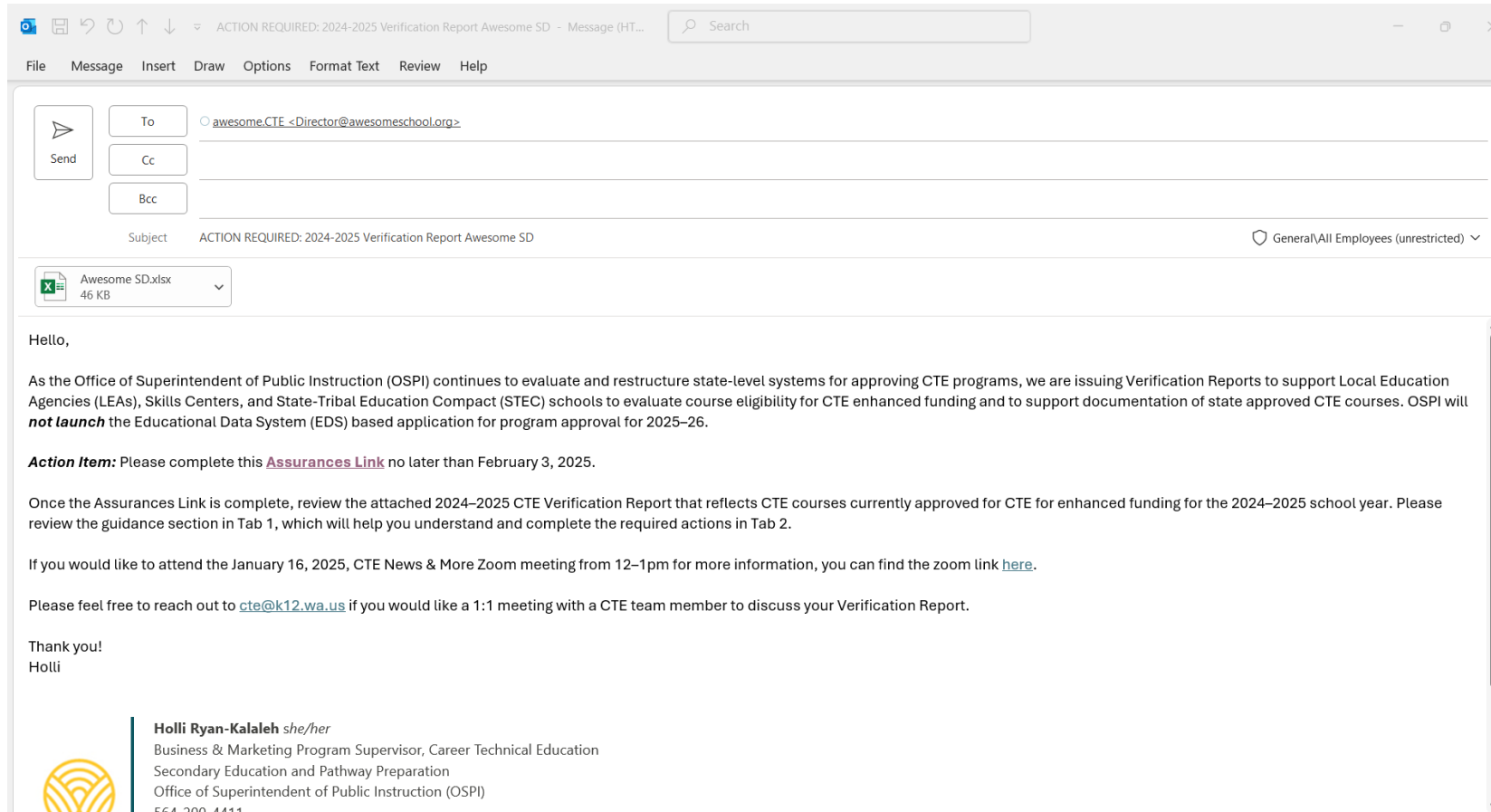
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RELEASED:
CTE Course Verification Reports

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Action Required: 2024-2025 Verification Report

Outlook message window — ACTION REQUIRED: 2024-2025 Verification Report Awesome SD

To: awesome.CTE <Director@awesomeschool.org>

Subject: ACTION REQUIRED: 2024-2025 Verification Report Awesome SD

General\All Employees (unrestricted)

Attachment: Awesome SD.xlsx 46 KB

Hello,

As 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 Local Education Agencies (LEAs), Skills Centers, and State-Tribal Education Compact (STEC) schools to evaluate course eligibility for CTE enhanced funding and to support documentation of state approved CTE courses. OSPI will **not launch** the Educational Data System (EDS) based application for program approval for 2025–26.

Action Item: Please complete this **Assurances Link** no later than February 3, 2025.

Once the Assurances Link is complete, review the attached 2024–2025 CTE Verification Report that reflects CTE courses currently approved for CTE for enhanced funding for the 2024–2025 school year. Please review the guidance section in Tab 1, which will help you understand and complete the required actions in Tab 2.

If you would like to attend the January 16, 2025, CTE News & More Zoom meeting from 12–1pm for more information, you can find the zoom link here.

Please feel free to reach out to cte@k12.wa.us if you would like a 1:1 meeting with a CTE team member to discuss your Verification Report.

Thank you!
Holli

Holli Ryan-Kalaleh *she/her*
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Secondary Education and Pathway Preparation
Office of Superintendent of Public Instruction (OSPI)
564-200-4411

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Verification Report Overview

Reports have been prepared for all Local Education Agencies (LEAs), Skills Centers, and State-Tribal Education Compact Schools (STECs) with approved CTE Programs as reflected in OSPI approval systems. Course application information in the Educational Data System (EDS) and LEA enrollment reports for the 2023–24 school year were analyzed and evaluated for each LEA to develop the reports.

OSPI will NOT launch the Educational Data System (EDS) based application for program approval for 2025–26.

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Report Purpose

- Review the report to determine the **status of CTE courses** and the actions that may be necessary for programs to be in **good-standing and eligible for enhanced funding**.

- *Note:* Courses are eligible for CTE enhanced funding from the date of course application approval.

Report Purpose, part 2

- Useful as a **comparison of resources** to ensure that all planned coursework to be offered during the school year is currently approved.

- Resources can be:
  - ✓Local course catalog
  - ✓CEDARS course catalog
  - ✓Course master schedule
  - ✓CTE course approval signature pages

Report Guidance

✓ Any courses being offered during the 2024–25 school year **not reflected** in the Verification Report **requires a new course application** in the Application Management section of EDS.

✓ Contact the appropriate local business office personnel to determine if the course was claimed for CTE enhanced funding. Section 9 of the **Enrollment Reporting Handbook** provides instruction on how to revise reported enrollment.

What Does the Report Include?

- ✓ Action Required
- ✓ Application ID #
- ✓ LEA Name
- ✓ CIP Code
- ✓ CIP Name
- ✓ Program Area

- ✓ Learning Type
- ✓ Last Revised Date
- ✓ Current Status
- ✓ Enrollment/CEDARS
- ✓ Notes

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The Legend

Career & Technical Education Course Verification Report

2024–2025 School Year

Summary

Course Verification Reports have been prepared for all Local Education Agencies (LEAs), Skills Centers, and State-Tribal Education Compact Schools (STECs) with approved Career & Technical Education (CTE) programs as reflected in the Office of Superintendent of Public Instruction (OSPI) approval systems. Recipients will review these reports to determine the status of CTE courses and the actions that may be necessary for programs to be in good-standing and eligible for enhanced funding.

Guidance

Course application information in the Educational Data System (EDS) and LEA enrollment reports for the 2023–24 school year were analyzed and evaluated for each LEA to develop the verification reports.

Verification reports may be useful as a comparison to resources such as the local course catalog, Comprehensive Education Data and Research System (CEDARS) course catalog, course master schedule, and CTE course approval signature pages to ensure that all planned coursework to be offered during the 2024–25 school year is currently approved.

Any courses being offered during the 2024–25 school year not reflected in the Verification Report requires new course applications in the Application Management section of EDS. Courses are eligible for CTE enhanced funding from the date of course application approval.

Contact the appropriate local business office personnel to determine if the course was claimed for CTE enhanced funding. Section 9 of the Enrollment Reporting Handbook provides instruction on how to revise reported enrollment. See resource link below.

Reading the Report

Legend

Row Color	Category/Definition	Action
Green- Approved	Meets the requirements for offering the course for enhanced funding and/or CTE graduation pathways during the 2024–25 school year. All CTE courses being offered during the 2024–25 school year should be in this category.	No action is required; maintain a copy of the assurances verification survey submission email on file along with this current report.
Blue- Not Approved- Info Only	Reflects previously approved courses. Course Approval has expired and the course is not eligible for enhanced funding.	No action is required; information may be useful when cross-checking current course approvals.
Red- Not Approved- Immediate Intervention Needed	Reflects courses that do not have current OSPI approval and are not approved for CTE enhanced funding. To offer this course during the 2025–26 school year, a new course application must be completed. Courses are eligible for CTE enhanced funding from the date of course approval. If a course was claimed for CTE enhanced funding and was not approved in the prior year, adjustments to the enrollment for funding purposes must be completed. Please see the Enrollment Reporting Handbook resource link below.	Action Required: Submit a new course application.
White- Not Approved- Completion or Deletion Needed	Application is in "Pending User" or "Created" status. OSPI approval is required prior to claiming CTE enhanced funding.	Action Requested: Complete the submission or delete the application if the course is no longer valid.

Reading the Report- What the Columns Represent

Category Title	Description
Action	Describes action required; None, None-Info Only, Action Required, and Action Requested.
App ID	Application number associated with the course in the EDS system.
District Name	Recipient of report and name of applicant.
CIP Code	State assigned Classification of Intructional Programs (CIP) code.
CIP Name	State assigned title, dependent on assigned CIPcode, 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, and 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 details.

Support & Resources

Contact Information

Topic	Staff Contact
CTE Course Verification Reports	cte@k12.wa.us
Apportionment	safs@k12.wa.us

Resources

CTE Website	https://ospi.k12.wa.us/student-success/career-technical-education-cte
CTE Staff Contacts	https://ospi.k12.wa.us/sites/default/files/2024-10/cte-staff-contact-list-10-4-2024.pdf
Apportionment- Enrollment Reporting Handbook	https://ospi.k12.wa.us/sites/default/files/2024-08/2024-25enrollmenthandbookfinal.pdf

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What Do The Colors Mean?

Green–Approved No action is required; maintain a copy of the assurances verification survey submission email on file along with this current report.	**Red–Not Approved** *Action Required:* Submit a new course application.
Blue–Not Approved, Info Only No action is required; information may be useful when cross-checking current course approvals.	**White–Not Approved, Completion or Deletion Needed** *Action Requested:* Complete the submission or delete the application if the course is no longer valid.

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Example Report

LEA Action	App Id	District Name	CIP Code	CIP Name	Program Area	Learning Type	Last Revised Date	Current Status	Enrollment/Cedars	Notes
Action Required	37000	Awesome School District	91001	Publishing	Business and Marketing	High School	5/7/2023 10:48	Pending User Action	Claiming $ and not approved in EDS	
Action Requested	38432	Awesome School District	30103	Environmental Studies	Agriculture Education and Science	Not Assigned	12/13/2023 10:58	Created		
None	32692	Awesome School District	30103	Environmental Studies	Agriculture Education and Science	High School	8/9/2019 14:56	Approved		
None	18549	Awesome School District	30198	Sustainable Design and Technology	STEM	High School	9/27/2021 10:48	Approved		
None - Info Only	15198	Awesome School District	30198	Sustainable Design and Technology	STEM	High School/Middle School	4/4/2012 13:44	Not Approved		
None - Info Only	13704	Awesome School District	30198	Sustainable Design and Technology	STEM	High School	10/23/2011 15:13	Not Approved		

Report Improvements

- New and improved from last year–Legend & Guidance information will be a tab on your report instead of a separate document!

Receiving the Report

- Verification Reports were sent to CTE Administrator(s) at every LEA that currently offers CTE courses.

- The reports were sent via **email** with a **survey assurances link**.

- **Maintain a copy** of the assurances verification **survey submission email** on file along with this current report.
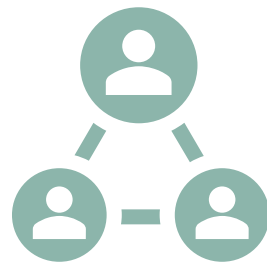
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What Next

- *Action Item:* Please complete the **Assurances Link** no later than February 3, 2025

- **Review the report** to ensure accuracy and alignment with courses currently offered

- If needed, **Schedule 1:1** by emailing CTE@k12.wa.us

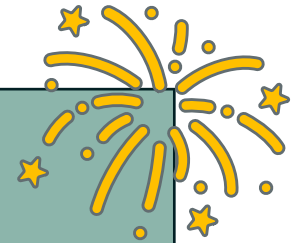Washington Office of Superintendent of
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Resources

- CTE Website
- CTE Staff Contacts
- Upcoming OSPI CTE Professional Development
- Apportionment Enrollment Reporting Handbook
- Assurances Link

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Missing Report
Want to Schedule 1:1
Comments

Email: CTE@k12.wa.us

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Next Meeting: February 2025

- **February 20, 2025, 3:30–4:30 pm**
- **Zoom Link:**
  https://us02web.zoom.us/j/84550881416

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Contact Us!
cte@k12.wa.us
360-725-6245

- CTE Website
- CTE Staff Contacts
- Upcoming OSPI CTE Professional Development
- Apportionment Enrollment Reporting Handbook
- Assurances Link

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