



career and technical
education - washington

ONLINE Career and Technical Education (CTE) District Planning Sheet to claim CTE enhanced funding

All courses must be submitted to OSPI's Career and College Readiness division for approval for the district using the course to be eligible to receive enhanced funding as a Career and Technical Education course in Washington."

All courses submitted for approval must include the following:

A district must submit a course approval in the EDS system:

<https://eds.ospi.k12.wa.us/Login.aspx?ReturnUrl=%2fDefault.aspx>

If you do not have access to the EDS system, contact your District Security Manager or call 1-800-725-4311. You will need Career and Technical Education Application

Course Info Tab

The CIP code for the online provider and the claiming district must be the same. For the local title, indicate the online provider name for example, Web Design (Federal Way Internet Academy). For learning type, select the online checkbox.

Leadership Tab: Providers have submitted a narrative explaining how the Career and Technical Education (CTE) Leadership Standards will be delivered through this course to OSPI. Please indicate if students will have a local CTSO option

Sequence of Courses Tab: Please identify the sequence of courses and where this course fits into that sequence.

Framework Tab: The course framework developed by the online provider should be submitted as an attachment to this application. A complete framework must be submitted including industry standards, alignment to OSPI's core academic standards, leadership and employability standards alignment, analytical, logical, and creative thinking, and relevance to work.

Skills Gap Tab (Labor Market Need): Provide a narrative explaining how this course will help address the skills gap of Washington's economy. Acceptable documents are either advisory minutes approving the course, or specific labor market information showing a projected demand for workers in this cluster. Source of labor data should be cited.

Assurance Tab: Read assurances and check the box at the bottom.

Manage Application Tab: Include an additional contact for the course, and select submit.

What does the submission status mean?

Created: This application is in draft and OSPI will not review.

Pending Admin Action: The district has requested OSPI to review the application.

Pending User Action: OSPI has sent back the application to the district for revision.

Approved: This course may be claimed for CTE funding until the next re-approval cycle.

Expired: This application may no longer be used, revised, or submitted. Please create a new application.

After the Course is approved:

- € Print Signature Page by clicking the button on the bottom of the Manage Application Tab
- € Have CTE Director, Advisory Chair, and Superintendent (or designee) sign the page and date
- € Keep the page on file



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- € Keep the framework on file
- € Re-approve the course during the next re-approval cycle