State Notification of Local Career and Technical Education (CTE) Program Addition

Overview:
This document outlines the process for a school district or public charter school in Nevada to open a new program of study (POS) listed in the Nevada CTE Course Catalog. The POS must not have been offered at the school in the preceding school year.

Purpose:
For School Districts and Public Charter Schools: This document assists with planning future CTE program expansion. By utilizing this form, schools can ensure alignment with local and state priorities outlined in the Perkins V State Plan. Additionally, the document provides a framework to guide successful program implementation.

For the Office of Career Readiness, Adult Learning, and Education Options (CRALEO): It helps identify new Nevada CTE programs offered at schools. This improves efficiency when reviewing grant funding requests and enrollment verification.

Notification:
School districts and public charter schools (LEAs) must notify the Nevada Department of Education's Office of Career Readiness, Adult Learning, and Education Options (CRALEO) by **February 1st** of each year if they intend to implement a new Nevada CTE program in a school in the following school year. The program must not have been offered at the school in the previous school year.

Notification of a new Nevada CTE program by **February 1st** is required for the program's enrollment to be included in the following school year's data for accountability and funding measures. This may impact an LEA's ability to request grant funding for new programs that were not submitted by **February 1st**. Failure to submit prior to **February 1st** may impact a student's eligibility for concentrator status and CTE assessments.

Process:
Either with the notification, or no later than 15 days after the notification, **only** the CTE Director for the LEA completes and submits the form at:
https://app.smartsheet.com/b/form/a0b9c2d367884428b73c762160532e34.

Contact:
Please contact cteinfo@doe.nv.gov or (775) 687-7297 for any questions.

Form Questions:
Below are the questions included in the form above to assist districts in timely submissions of the CTE Program Addition Notification.

Date:
Name of Person Submitting:
Title of Person Submitting:
District Name: (Drop Down Menu)
School Name:
Program of Study: (Drop Down Menu)

1.   Does the proposed program align with High Skill, High Wage, and/or In-Demand (HSHWID) occupations identified in the Perkins V State Plan for the school's county? If "Yes" - Identify the

HSHWID occupations for the school's county.

2. Does the additional program align with the district's priorities identified in its Perkins V Comprehensive Local Needs Assessment (CLNA)? If "Yes" - Identify the alignment with the district's CLNA.

3. Does the additional program address equity and access to the program of study within the school district? If "Yes" - Identify how the program addresses equity and access.

4. Does the school and/or district have an appropriately licensed teacher in place for the new program of study?

5. Has the school and/or district developed an inclusive strategy that considers teacher training and technical requirements?

6. Will the school and/or district request the use of state or federal grant funds to start the program?

7. Is the new program of study in the school's course catalog for next school year?

8. For the upcoming academic year, are any students pre-registered or registered for the new program of study?

9. Is this the first time the CTE program has been offered at the school within the last five years?

10. Has the school and/or district closed the same CTE program at another school within the district in the last three years?

11. Has the school and/or district closed a CTE program at the school to begin the new program?

12. Describe the sustainability plan that the school/district has developed.

13. Which CTSO is aligned to the program of study and be implemented with the program?

If you responded "No" to questions 1 – 9 or "Yes" to questions 10 - 11, provide a detailed explanation for each question.