

**MEMORANDUM**

**To:** CTE Directors, Principals, and Superintendents

**From:** Anthony Harl, Assistant Director of Career and Technical Education - Programs

**Date:** February 10, 2020

**Re:** Guidance on New CTE Courses (2020-2021 SY)

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**Expanded Use of Nonstandard Course Waiver:** For the 2020-2021 school year, the Office of CTE has developed additional courses for each career cluster that may be used to offer innovative courses or programs when there is not an appropriately aligned course available in the state-approved Course Titles and Descriptions document. These courses include:

- CTE Special Topics – Special Topics is an extended learning experience designed to address the advancement and specialization of careers within a career cluster through the provision of a specialized course for a specific workforce need in a school's region. Course standards and curriculum must be tailored to the specific profession and where applicable, provide students with opportunities for certification or dual credit. This course code may be used for Joint Programs of CTE where the training is being offered through an employer or eligible training provider and there is not an appropriately aligned course available in the CTD.
- Advanced CTE College Credit - Advanced Career and Technical Education, College Credit is a course title covering any CTE advanced course offered for credit by an accredited post-secondary institution through an adjunct agreement with a secondary school. The intent of this course is to allow students to earn college credit for courses with content that goes beyond that currently approved for high school credit. This course may be used for any dual enrollment course, including a joint program of study involving a postsecondary partnership.

Schools must have a CTE approved nonstandard course waiver prior to offering a CTE Pilot, CTE Special Topics, Advanced CTE: College Credit course, or for a licensed teacher to teach a course that is outside of the teacher's license area. The nonstandard course waiver approval process must be completed prior to requesting CTE 30A funds, awarding credits for one of these courses, or counting the credits for these courses toward concentrator status.

**Course Requirement Waiver:** As noted in the [2020-2021 CTE Funding Memo](#), the Office of CTE will enact new business rules which will impact CTE funding for enrollments that do not match course requirements as detailed in the state approved 2020-2021 Course Titles and Descriptions.

*Beginning with the 2020-2021 school year, the Office of CTE will enact business rules within InTERS to match course requirements as detailed in the bulleted lists found in the state approved 2020-2021 Course Titles and Descriptions to enrollments. The requirements in the bulleted list will be used if there is contradictory language in the description. Enrollments in the InTERS system that do not match the course requirements will be flagged; flagged enrollments will not qualify for APC funding.*

To help schools transition to these new business rules and eliminate hardships for unusual or short term situations, schools may now submit a CTE nonstandard course waiver to request approval to offer a course that does not match course enrollment requirements. If approved, course enrollments would remain eligible for CTE 30A funding.

**Nonstandard Course Waiver Timelines:** Initial nonstandard course waiver requests should be submitted five (5) months prior to the planned implementation date. Requests which involve a major modification in operation of a school, or school corporation, should be submitted eight (8) months prior to the planned implementation. Request for amendments to, or extensions of, a previous approval should be submitted three (3) months prior to the planned implementation. Requests for an extension of a previous approval shall be accompanied by the evaluation report of the expiring approval period.

For questions regarding nonstandard course waivers for CTE related courses, contact Anthony Harl, Assistant Director of CTE, at [aharl1@gov.in.gov](mailto:aharl1@gov.in.gov).

**New Purpose for Cooperative Education (6162):** Interdisciplinary Cooperative Education has been repurposed as Cooperative Education. The goal was to create additional opportunities for students who do not meet the requirements for the Work-Based Learning Capstone (5974) course. Cooperative Education is an approach to employment training that combines school-based instruction and on the job training to develop employability skills and prepare students to transition to postsecondary education and training and/or career opportunities. Time allocations are a minimum of fifteen hours per week of on-the-job training and approximately five hours per week of school-based instruction. Cooperative Education will no longer require students to have completed a CTE course in a pathway nor will it require the placement to be aligned to the student's career pathway. Because Cooperative Education is focused on employability skills, rather than specific career skills, the course is categorized as a Preparing for College and Careers course that is funded at a flat rate of \$150.