



PROTOCOL FOR APPROVAL OF ADDITIONS OR CHANGES TO CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

BACKGROUND

Assembly Bill (A.B.) 482 (2017) called for the Nevada State Board of Education (SBE) to prescribe the criteria that will be used to award CTE grants per Chapter 389 of the Nevada Administrative Code (NAC). The following prescribes the correlative process in which CTE programs are approved, revised and/or phased out.

PROCESS

Programs - as described in the *Nevada CTE Course Catalog* may be changed, new ones added, and/or existing CTE programs phased out. Local education agencies (LEAs, e.g., school districts), the Nevada Department of Education's (NDE) Office of Career Readiness, Adult Learning, and Education Options (CRALEO), and/or other stakeholders can apply to the NDE for the approval of additions or changes to CTE programs listed in the *Nevada CTE Course Catalog* as follows:

Between November 1 and March 1 of each year, LEAs (e.g., public school districts, charter schools) or other interested stakeholders may submit an application on the prescribed form to NDE's CRALEO requesting approval for new CTE program(s), revise or phase out existing CTE programs. Changes that impact NAC 389.803, must be approved by the State Board of Education (SBE).

- I. The NDE CRALEO's education programs professional (EPP) specific to the CTE program area will work with the LEA/stakeholder to understand the request and rationale.
- II. After March 1, CRALEO's CTE catalog EPP will send a summary of requested changes to LEAs and other stakeholders for a two-week comment period.
- III. Comments from the field will be examined by CRALEO EPPs and final changes will be determined and compiled.
- IV. CRALEO's CTE catalog EPP will work with CTE Director to facilitate the regulatory process to change NAC 389.803, if necessary.
- V. The CRALEO EPP will communicate said approval/revision to CTE catalog EPP and stakeholders (in a timely manner) and facilitate the changes in the next CTE catalog revision.
- VI. The CRALEO EPP will work closely with the LEA on any CTE program phase out; said phase out process will take approximately two years.

TIMELINE

- **November 1 – March 1:** LEAs/stakeholders may submit requests for changes to the *Nevada CTE Course Catalog* using the prescribed *Application for Approval of Additions or Changes* form to NDE's CRALEO for review (**ATTN: Craig Statucki, Director, CRALEO – cstatucki@doe.nv.gov 755 N. Roop Street, Suite 201, Carson City, NV 89701**). Program specific EPPs will examine requests and discuss with the requester for a clear understanding.
- **March:** A summary of requests will be sent to LEAs/stakeholders for a two-week public comment period.
- **April:** Program specific EPPs will work with the CTE catalog EPP to finalize CTE catalog changes.
- **May-August:** CTE catalog EPP will work with the CTE Director to facilitate any regulatory revisions to NAC 389.803 (e.g., additions and/or or phase out of CTE programs).
- **July:** Program specific EPPs will communicate with LEAs and stakeholders regarding individual CTE program revision application decisions.
- **July-August:** CTE catalog EPP will make updates to the CTE catalog.
- **In the fall:** CTE catalog EPP will distribute the subsequent year's CTE catalog to LEAs and stakeholders.