**Request to Re-open the Career and Technical Education**

**(CTE) Program Update Application**

To maintain state-approval, schools must ensure that their CTE programs retain specific design elements and characteristics. Any change to a state-approved CTE program must go through a request-review-approval process. The records for state-approved CTE programs maintained at the state are the official records. These records are considered to be accurate and current until a school submits proposed updates or revisions.

The Career and Technical Education (CTE) Program Update software application was designed to allow schools to submit updates to the state’s records. All proposed updates or revisions must be carefully reviewed by the Regional CTE Coordinator before submission to ODE. The CTE Program Update process is the primary method to reconcile school records with state records concerning state-approved CTE programs.

If school records differ from the official records maintained by ODE, technological and data quality problems will occur when schools complete the CTE Data Collections starting in May.

The CTE Program Update process is open each fall from mid-September through October. Any updates to a CTE program for the entire current school year are required to be made during this fall cycle. For unanticipated changes that will affect Spring term only, the CTE Program Update is open again in January.

Requesting to re-open the CTE Program Update to request changes to state-approved CTE programs outside of these two cycles is strongly discouraged and may not be possible depending on timing and other factors.

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**Date:**

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| --- | --- | --- |
| **Four-digit Institution ID:** | **District Name:** | **School Name**: |
|  |  |  |
| **Requestor’s Name:** | | **Title:** |
|  |  |  |
| **Phone:** | **Fax:** | **E-mail:** |

**I am requesting to re-open the CTE Program Update Application. If re-opened, I understand that it may be open for one to five days. Please re-open from**       **to**

**Please explain specifically why the deadline was not met and the reasons for this request to re-open the CTE Program Update Application:**

**Please describe in detail how you will ensure the CTE Program Update Application is submitted accurately and on time in the future:**

**Signature of Requestor: **

Sign here or insert electronic signature

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**Date:**

**Principal’s Name:**

**Signature: **

Sign here or insert electronic signature

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**Date:**

**CTE Region # and Regional CTE Coordinator Name:**

**Signature: **

Sign here or insert electronic signature

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Please return this completed and signed form to the designated representative:

Nakeia Daniels

Director, Secondary/Post-Secondary Transition

Oregon Department of Education

[Nakeia.Daniels@ode.state.or.us](mailto:Nakeia.Daniels@ode.state.or.us)

Fax: (503) 378-5156