



career and technical  
education - washington

## ONLINE Career and Technical Education (CTE) Course Application for Approval

Course Title \_\_\_\_\_ CIP Code \_\_\_\_\_ Date \_\_\_\_\_

Type of Provider:  For-Profit Provider  Non-Profit Provider  Multi-District Provider  Single District Provider

Application Contact \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

*All courses must be submitted to OSPI's Career and College Readiness division for approval 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:*

**Course Framework:** 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. A sample framework template may be found at: <http://www.k12.wa.us/CareerTechEd/FormsStandards.aspx>. The course framework should be submitted as an attachment to this application.

**Leadership Standards:** Provide a narrative explaining how the Career and Technical Education (CTE) Leadership Standards will be delivered through this course.

**Employability Standards:** Provide a narrative explaining how the Career and Technical Education (CTE) Employability Standards will be delivered through this course.

**Labor Market Need:** Provide a narrative explaining how this course will help address the skills gap of Washington's economy.

**Delivery Methods:** Provide an explanation on the delivery methods of this course including, the application of skills attainment and evaluation of learning.

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**Assurances:** The following assurances must be accepted and maintained in order for course approval to be completed. Please read through the list of assurances and press the "Accept" button. By clicking "Accept" you are agreeing to comply with all of the listed assurances.

- Course Alignment: Course is aligned with current state and/or nationally recognized industry standards.
- GLEs/EALRs: Course demonstrates application and contextualization content of related Essential Academic Learning Requirements and Grade Level Expectations, including skills needed to meet state assessments.
- Diversity: Course outcomes included in this course address appreciation for and respectful interaction with diverse populations, the elimination of harassment, bias, and stereotyping.
- Career Development: Course outcomes included in this course help students with career development and planning.
- Leadership: Leadership Skills in this course are identified and aligned with the OSPI Core Leadership Skills document.
- Employability: Employability skills are integrated into the content of this course.
- Need: Course helps address the skills gap of Washington's economy.
- Facilities, Equipment and Safety:
  - Laboratories and equipment, if applicable, are comparable to those used in public, private, or home-based workplaces and are appropriate to support the OSPI approved curriculum framework and industry training procedures.
  - Facilities, procedures, and safety lessons taught follow the guidelines as reflected in related federal, state and county standards.
  - If there are other industry regulations related to this course, those requirements have been met.
- Coordination: If off-campus industry instruction sites are required for this course, agreements and partnerships have been established with the number of sites needed to facilitate all students in the program participating in the industry-based instruction portion.
- Program Evaluation: CTE courses will be evaluated annually and the results used for continuous course improvement. Course evaluation is consistent with CTE standards and course framework is on file.
- Instructors:
  - An appropriately certified Washington State certificated CTE teacher will be instructing this course.
  - If, at any time, a conditional certification is utilized for this course, all requirements in WAC 181-77-014 (2) will be met.
- General:
  - Comply with the OSPI Career and Technical Education Program Standards Document for Washington State.
  - Comply with all federal and state rules and regulations and does not discriminate on the basis of race; color; national origin; sex; age; disability; sexual orientation, including gender identity; disability of Viet Nam and more recent military action veteran status. This holds true for all district employment and educational programs. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 compliance officer and/or Section 504/ADA coordinator.

I have read the assurances and agree to comply.

**All requested materials need to be submitted to:**

Betty Klattenhoff, Career and Technical Education Director | Office Superintendent of Public Instruction  
[betty.klattenhoff@k12.wa.us](mailto:betty.klattenhoff@k12.wa.us) | P.O. Box 47200, Olympia, Washington 98504-7200