Virginia Department of Education

Office of Career and Technical Education  
APPLICATION FOR NEW CAREER AND TECHNICAL EDUCATION (CTE) PROGRAM/COURSE  
Revised November 1, 2024

**School Division Name:**

**Date:**

#### **CTE administration personnel responsible for administering the program:**

* Name:
* Title:
* Phone:
* Email Address:

[8VAC20-120-110. New career and technical education programs.](https://law.lis.virginia.gov/admincode/title8/agency20/chapter120/section110/) The need for new career and technical preparation programs shall be based on student interests and labor market needs.

* Prior to implementing a new CTE program/course, this application must be submitted by fax at 804-530-4560 or email to [CTE@doe.virginia.gov](http://doe.virginia.gov/instruction/lkr19954/AppData/Local/Microsoft/jspencer$/WORD/CTEMS/2012-2013/CTE@doe.virginia.gov)
* Contact the VDOE CTE cluster/program specialist for this program/course for assistance as needed.

**PROGRAM COURSE INFORMATION**

### Note: Use the state approved course titles and codes as they appear in the [CTERS User’s Manual](https://www.doe.virginia.gov/home/showpublisheddocument/32196/638404861845268018).

### Content Area

* Agricultural Education
* Business and Information Technology
* Family and Consumer Sciences
* Health and Medical Sciences
* Marketing
* Technology and Engineering Education
* Trade and Industrial Education
* Career Connections
* Military Science (all Military Branches)
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Program/Course Identification:

* Title(s):
* SCED Code(s):
* Extended Description(s):
* Assignment Code(s):
* Hours:
* Standard Credit(s):
* Maximum Enrollment (if applicable):
* Length of course(s) (6-, 9-, 12-, 18-, or 36-weeks):
* Grade level(s) to be served:
* School(s)/facility(ies) where offered:

#### **Guidelines:** The program/course will follow the guidelines in the [[CTERS User’s Manual](https://www.doe.virginia.gov/home/showpublisheddocument/32196/638404861845268018).](http://www.cteresource.org/apg)

* Yes

#### **Endorsement:** Will teacher have the correct endorsement for the program/course?

Refer to the SSWS application, SCED and Assignment Code to Endorsement Code Mapping, to ensure endorsement alignment with new program/course.

* Yes  Teacher’s Endorsement Code
* No

If the endorsement code in unknown, contact the CTE cluster/program area specialist before proceeding to complete the application.

Is the above program/course dual enrolled and/or offered in conjunction with a college or university?

* Yes
* No

**If yes, please attach the** **articulation agreement and/or letter of support from the college or university.** Teachers/instructors employed by the college or university and designated to teach the CTE course are not required to possess a VDOE license and endorsement.

#### **Competency Based Education (CBE):** CBE is a requirement per [8VAC20-120-120. Program requirements](https://law.lis.virginia.gov/admincode/title8/agency20/chapter120/section120/). The state course outlines and/or competencies for this program/course will be used.

* Yes

#### **Evidence of Student Interest**: Data on student interest for this program/course must be provided. **Submit a blank survey form and detailed summary report of students’ survey responses with this application.**

Note: This could be a survey of students in grades 6 through 11 administered within the previous twelve-month period.

#### **Concentration Sequence:** A concentration sequence is a coherent sequence of state-approved courses equivalent to two 36-week courses as listed on each CTE curriculum framework located within the Career Clusters tab on the CTE Resource Center [website](https://www.cteresource.org/). **Note: If this is a middle school course, proceed to item H.**

##### **G.1. Current Concentration Sequence:** Reference the concentration sequence identified in the course sequence using the CTE Resource Center [website](https://www.cteresource.org/). Which course(s) in the concentration sequence do you currently offer? List the course title, SCED code, extended description, and assignment code for each course below:

Concentration Sequence Course

* Title:
* SCED Code:
* Extended Description:
* Assignment Code:

Concentration Sequence Course

* Title:
* SCED Code:
* Extended Description:
* Assignment Code:

Concentration Sequence Course

* Title:
* SCED Code:
* Extended Description:
* Assignment Code:

**G.2.** **Planned Concentration Sequence**: If you do not currently offer any courses in the concentration sequence, indicate the semester/school year **when course(s) will be offered** followed by the course title, SCED code, extended description, and assignment code.

Concentration Sequence Course

* Implementation Semester/Year:
* Title:
* SCED Code:
* Extended Description:
* Assignment Code:

Concentration Sequence Course

* Implementation Semester/Year:
* Title:
* SCED Code:
* Extended Description:
* Assignment Code:

Concentration Sequence Course

* Implementation Semester/Year:
* Title:
* SCED Code:
* Extended Description:
* Assignment Code:

**H. Labor Market/Employment Needs Data**

**Provide supporting evidence** that there is alignment between your proposed CTE program or course and regional labor market demand.

* Following the provided [instructions](https://ctetrailblazers.org/wp-content/uploads/2024/02/New-CTE-Course-Tool-Instructions.pdf), use the [Trailblazers Labor Market Data Tool](https://public.tableau.com/views/TrailblazersLaborMarketDataToolforNewCTECourseApplications/LaborMarketDataTool-DEMO?:language=en-US&:sid=&:display_count=n&:origin=viz_share_link) on the [CTE Trailblazers web portal](https://ctetrailblazers.org/labor-market-data/), to supply labor market data for three to five occupations in your [Local Workforce Development Area (LWDA](https://public.tableau.com/views/LWDAMap/LWDAMap?:language=en-US&:sid=&:display_count=n&:origin=viz_share_link)) that are related to your proposed program or course.
* To best support the addition of the new program or course, include occupations that are in high demand or have high projected job growth rates and/or numbers. Consider occupations related to identified courses in the concentration sequence across multiple clusters and pathways.
* Once you have made your selections, follow the instructions provided on the CTE Trailblazers web portal to print and save a screenshot of your final occupation selections in the Trailblazers data tool as a PDF document. **Attach a copy of this PDF document to the application packet.**

**Labor Market Evaluation Criteria** are provided below to help you narrow down and select three to five occupations that best support the need for your proposed program or course. Refer to data in columns 1-6 of the [Trailblazers Labor Market Data Tool](https://public.tableau.com/views/TrailblazersLaborMarketDataToolforNewCTECourseApplications/LaborMarketDataTool-DEMO?:language=en-US&:sid=&:display_count=n&:origin=viz_share_link) to answer the following questions about occupations you are considering for submission with your application. (You do not necessarily have to answer “yes” to every question below, but the more you are able to do so, the stronger your application will be.)

**H.1 Are most of your occupations Virginia Office of Education Economics (VOEE) “high-demand” occupations?** VOEE high-demand occupations are identified in the Trailblazers data tool by the lighter highlighting of an occupation’s data in columns 1-6 (or columns 2-6 if the occupation is also an LWDA high-growth occupation).

* Yes
* No

**H.2 Are most of your occupations LWDA “high-growth” occupations?** LWDA high-growth occupations are identified in the Trailblazers data tool by the darker highlighting of an occupation’s data in column 1. LWDA high-growth occupations are those with regional projected job change rates greater than their state projected job change rates. Are the values in column 1 are greater than the values in column 3?

* Yes
* No

**H.3 Are the regional (LWDA) projected job change rates for most of your occupations greater than the average projected job change-rate for all occupations in the LWDA?** Are the values in column 1 greater than the values in column 5?

* Yes
* No

**H.4 Are the state projected job change rates for most of your occupations greater than the average projected job change-rate for all occupations in Virginia?** Are the values in column 3 greater than the values in column 6?

* Yes
* No

**H.5 Are the state projected job change rates greater than the national projected job change rates for most of your occupations?** Are the values in column 3 greater than the values in column 4?

* Yes
* No

**H.6 Is there evidence of a large volume of new jobs projected to be created in the region by your occupations through 2030?** What are the values in column 2 for each of your occupations? What is the sum of column 2 for all your occupations? It is important to consider not only an occupation’s projected job change rate (%) in column 1 but also its projected numeric job change in column 2. For example, the addition of only one new job to an occupation currently consisting of only one job in a region represents a job change rate of 100%. On the other hand, the addition of 40 new jobs to an occupation currently consisting of 100 jobs in a region represents a job change rate of only 40%. In the second scenario, despite a lower projected job change rate than in the first scenario, 40 new jobs have been created in the region compared to only one new job in the first scenario.

* Yes
* No

**H.7 Evidence of Growth: Is there evidence that new industry openings in your area will hire for the skills taught in the proposed course?** Resources to help with this might include online job listings, local newspapers, Chambers of Commerce, Virginia Economic Development regional profiles, and media outlets.

* Yes
* No

**If yes, please attach printed evidence that new industries have recently opened or will be opening soon that will hire for those skills to the application packet.**

**Ensure the following documentation is submitted with this application:**

1. Articulation agreement and/or letter of support from the college or university, if applicable (D)
2. Evidence of student interest (F)
3. Labor market data (H)
4. Evidence of growth (H.7)

***The school division assures that the program/course will operate consistently with the requirements of current Career and Technical Education Regulations and Virginia Standards of Quality.***

**School Division CTE Administrator (Signature) Date**                                        

**School Division Superintendent (Signature) Date**



## FOR STATE USE ONLY

This application for a new program/course is approved consistent with the requirements of the Career and Technical Education State Regulations, Standards of Accreditation, and Standards of Quality.

**REVIEWED BY:**

**Cluster/Program Specialist (Signature) Date**

**APPROVED BY:**

**State Director/Designee (Signature) Date**