



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

Jillian Balow

Superintendent of Public Instruction

Dicky Shanor

Chief of Staff

Brent Bacon

Chief Academic Officer

Brent Young

Chief Policy Officer

Dianne Bailey

Chief Operations Officer



Cheyenne Office

Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne WY 82002-0206
Phone: (307) 777-7690
Fax: (307) 777-6234

Riverton Office

320 West Main
Riverton, WY 82501
Phone: (307) 857-9250
Fax: (307) 857-9256

On the Web

edu.wyoming.gov
wyomingmeasuresup.com

MEMORANDUM NO. 2016-007

TO: School District Superintendents
Principals
Curriculum Directors
Instructional Facilitators
Business Managers

FROM: Loralyn O’Kief, Education Consultant, Career Technical Education

DATE: January 19, 2016

SUBJECT: CTE Course Approval Timeline

2015-16 CTE COURSE APPROVAL TIMELINE

MUST BE APPROVED BY FEBRUARY 22

Career and Technical Education (CTE) courses, which are reported on the WDE638, will be sorted and extracted on January 25, 2016, so that we can review each district’s course list to determine approved courses eligible for the 29% additional funding. On February 1, 2016 the approved courses will be posted on Fusion for district review. At that time, each district may make changes to courses on the WDE638 and ask questions about the approved courses. Once the district has reviewed the approved course list, the superintendent will digitally sign off for approval. The approval process will close on February 22, 2016 and no further changes will be allowed to the CTE course list. This timeline allows the courses to be uploaded in the new CTE Data Collection System and posted on Fusion.

The Wyoming Department of Education uses the Vocational Education Worksheets to review courses for additional funding under the education resource block grant model pursuant to W.S 21-9-101(b)(i)(J) and W.S 21-13-309(D)(III). Local course titles will be posted, along with the course title associated with specific SCED code submitted for each course. In order for courses to be approved for additional funding, they must meet the following criteria:

1. Have a CTE teacher certified by PTSB for the vocational area instructing the course;
2. Have a sequence of three or more courses within an occupational area or career cluster;
3. Courses must be taught in grades 9-12 and within the local junior and/or high school.

The Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) book has been updated to version 3.0. This resource is available for download at: <http://nces.ed.gov/forum/SCED.asp>. The only major change for CTE is the combining of subject area 22 with subject area 19. If there are Family and Consumer Science courses listed in 22, please consider changing the SCED code for those courses to a 19 so they will qualify for approval.

For questions regarding the CTE course approval process or CTE SCED coding, please contact Loralyn O’Kief, Education Consultant, at loralyn.okief@wyo.gov or 307-777-3549 or Guy Jackson, State CTE Director at 307-777-3655 or guy.jackson@wyo.gov.