



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2018-003

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

FROM: Brent Bacon, Chief Academic Officer

DATE: January 16, 2018

SUBJECT: CTE Course Approval Timeline

2017-18 CTE COURSE APPROVAL TIMELINE

Career and Technical Education (CTE) courses, which are reported on the WDE638, will be sorted and extracted on February 2, 2018 so the Wyoming Department of Education (WDE) can review each district's CTE course list to determine approved courses eligible for the 29 percent additional funding. On February 6, 2018, the approved courses will be uploaded into the WyCTE Data Collection. The approval process will utilize the WyCTE Data Collection platform. All schools, whether or not they receive Perkins funds, will need to edit, negotiate, and certify the approved list in this form. Written instructions, and a short tutorial are available [here](#).

Once the district has approved and certified the approved list, any changes will need to be made on the original WDE638 and resubmitted. The approval process will close on March 9, 2018 and no further changes will be allowed to the CTE course list. This timeline allows for CTE courses to be uploaded in the WyCTE Collection System and posted on Fusion.

The WDE 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.

For questions regarding the CTE course approval process or CTE SCED coding, contact Lauren Easom, Education Consultant, at lauren.easom@wyo.gov or 307-777-3549 or Guy Jackson, State CTE Director, at 307-777-3655 or guy.jackson@wyo.gov.