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MEMORANDUM NO. 2019-019

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

FROM: Shelley Hamel, Chief Academic Officer

DATE: February 11, 2019

SUBJECT: CTE Course Approval Timeline

2018-19 CTE COURSE APPROVAL TIMELINE

The Wyoming Department of Education (WDE) reviews each district's Career and Technical Education (CTE) course list annually, determining each course's eligibility for increased funding from the Education Resource Block Grant Model (pursuant to W.S 21-9-101(b)(i)(j) and W.S 21-13-309(D)(III)).

In order for courses to be approved for additional funding, they must meet the following criteria:

1. Have a teacher certified by the Wyoming Professional Teaching Standards Board for the vocational subject area associated with the course.
2. Have a sequence of three or more courses within an occupational area or career cluster.
3. Be courses taught in grades 9-12.

These course lists are reported through the WDE638 Data Collection and were sorted on February 1, 2019. Through the WyCTE Data Collection platform, all schools will need to edit, negotiate, and certify the approved list in this form, whether or not they receive Perkins funds.

Written instructions, and a short video tutorial are available [here](#).

The approval process will close on March 8, 2019, and no further changes will be added to the CTE course list. This timeline allows for CTE courses to be uploaded in the WyCTE Collection System and posted on WyEd (formerly Fusion).

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