



Memo on the Decision Tree Regarding Shared CTE Programs

Background

All career and technical education (CTE) programs need to be approved following a process established by the Iowa Department of Education, including secondary CTE programs as of 2018. Guidance on the entire program approval process has been previously provided to CTE Regional Planning Partnerships (RPPs), and documents are available on the Department's [website](#), which includes a secondary CTE program approval self-study template and a CTE self-study guide. This memo contains guidance specific to the approval process for shared CTE programs.

A Shared CTE Program Decision Tree

CTE programs that share at least one course between two or more school districts or between at least one school district and a Community College are considered shared programs. Below are example scenarios of various secondary CTE program arrangements and prompts for how the district should proceed with program approvals.

1. **Scenario 1 – School district offers a program in its entirety**
 - a. Standard program approval process is followed.
2. **Scenario 2 – School district shares part of a program with another district.**
 - a. Two high school's sharing a program will work together on the program self-study approval document with one district acting as the Lead.
 - b. Both school district names will be listed in the Program Overview section (Section 1).
 - c. Districts will complete and submit to the Department one joint self-study for both districts.
3. **Scenario 3– School district shares a full program with another district.**
 - a. The host/receiving district is in control of the approval but other school district(s) need to be kept aware of the approval status and major issues, if any.
 - b. The receiving school district completes and submits the program self-study approval document for all districts. The information should be sent to the sending school district(s) for their records.
 - c. The receiving school should indicate the other districts in the Program Overview section (Section 1).

4. **Scenario 4* – The school district has some Community College courses as a part of their program (the majority of the program courses are offered locally)**
 - a. The high school completes the program approval as a regular program.
 - b. Describe the program arrangement in the program overview; the district indicates in the program summary that they have the Community College course(s).
5. **Scenario 5* – The school district works with the Community College to offer the entire program.**

(New) Programs consisting of one or fewer units of secondary-credit-only coursework in combination with two or more units offered for community college credit are not required to complete the entire program self-study. Community colleges are required to review at least 20% of approved CTE programs annually to comply with Iowa Code Chapter 258.4 so the community college program review will be used in lieu of the standard secondary program self-study. Secondary programs qualifying under Scenario 5 will provide evidence of the community college partnership as an attachment and the partial completion of the self-study as required by the five-year self-study review plan established by the Regional Planning Partnership. Evidence submitted may include copies of signed contracts, memoranda, or a letter from the community college verifying the partnership and the unit requirements.

Examples of Program Offering Delivery:

Scenario	First Unit	Second Unit	Third Unit	Approval process
1	High School	High School	High School	Standard Program Approval Process
2	High School	High School	Shared with High School	Schools go through Program Approval process together
3	Shared with High School	Shared with High School	Shared with High School	Host/Receiving School goes through Approval Process
4	High School	High School	Shared with Community College	Regular Program Approval Process (with notes about sharing)
5 (New)	High School or Shared with Community College	Shared with Community College	Shared with Community College	District provides evidence of partnership with community college.

*Courses offered in partnership with or by the community college must directly relate to the program pathway content and be appropriately sequenced with respect to rigor.

