



# **Rules for Career and Technology Education**

Title 780  
Oklahoma Administrative Code

**July 1, 2010**

**Oklahoma Department of Career and Technology Education  
1500 West Seventh Avenue, Stillwater, OK 74074-4364 (405) 377-2000**

**TITLE 780. OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY  
EDUCATION**

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## CHAPTER 1. GENERAL

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[**Authority:** 70 O.S., Supp. 1998, §14-104]

### SUBCHAPTER 1. GENERAL PROVISIONS

Section

780:1-1-1. Purpose

#### **780:1-1-1. Purpose**

This chapter describes the governance structure of the Oklahoma Department of Career and Technology Education and establishes procedures for general operations.

### SUBCHAPTER 3. OPERATING POLICIES

Section

780:1-3-1. Department policies

#### **780:1-3-1. Department policies**

Operating policies and procedures of the Oklahoma Department of Career and Technology Education (hereinafter referred to as the "Department") shall augment policies of the State Department of Education. No policies that affect the Department shall be in conflict with the policies of the State Department of Education or with the laws of the state of Oklahoma and the federal government. Federal funds shall not be used for partisan political purposes in violation of the Hatch Act (5 U.S.C. Section 1501 et. Seq.) or the Intergovernmental Personnel Act of 1970, as amended by Title VI of Civil Service Reform Act (Public Law 95-454, Section 4728).

#### **780:1-3-2. Meetings**

All meetings of the State Board of Career and Technology Education (Board) will be conducted in accordance with the Oklahoma Open Meeting Act, 25 Oklahoma Statutes, Section 301 et.seq., as amended and other applicable provisions of Oklahoma law.

#### **780:1-3-3. Meetings by teleconference**

The Board may hold meetings by teleconference as defined by state law. Advance notice will be given of all meetings to be held by teleconference, identifying all the meeting sites. All meeting sites will be accessible to the public. Any written material provided at one site will be provided at all sites. In the event of an interruption in the telecommunications link, the meeting will recess while efforts are made to restore service. If the link cannot be reestablished, the meeting may continue at whichever site(s) that may be reconnected and that have at least a quorum of the Board. If sufficient links to establish a quorum cannot be reestablished, the meeting shall be adjourned and/or rescheduled.

## **SUBCHAPTER 5. ORGANIZATIONAL DESCRIPTION**

### Section

780:1-5-1. State Board; Staffing; Director

#### **780:1-5-1. State Board; staffing; Director**

- (a) This agency was created as the Oklahoma Department of Career and Technology Education and consists of such divisions, units, and positions as are established by the State Board of Career and Technology Education (hereinafter referred to as the "State Board"). The Department shall be under the control of the State Board, which shall formulate policies and adopt rules and regulations for the administration and operation of the Department [70 O.S. 1991, §14-104 as amended].
- (b) The State Board shall provide sufficient staff to perform the functions and responsibilities for career and technology education under state and federal laws.
- (c) The State Director of the Department (hereinafter referred to as the "State Director") shall determine the duties and shall recommend the appointment and compensation of the employees of the Department in accordance with state laws.

## **SUBCHAPTER 7. CIVIL RIGHTS COMPLIANCE**

### Section

780:1-7-1. General provisions

780:1-7-2. Educational equity

780:1-7-3. Finance

780:1-7-4. Printed materials

#### **780:1-7-1. General provisions**

- (a) **Legislation.** The Department shall conduct all operations in a manner that ensures compliance with the following civil rights-related laws and their implementing regulations:
  - (1) Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin;
  - (2) Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex;
  - (3) Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability.
  - (4) The Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability.

(b) **Nondiscrimination.** The Department will not require, approve of, or engage in any discrimination or denial of services on the basis of race, color, national origin, sex, age, or disability in performing any of the following activities:

- (1) Establishing criteria or formulas for the distribution of federal or state funds to career and technology education programs in the state;
- (2) Establishing requirements for admission to or administering career and technology education programs;
- (3) Approving actions by local entities providing career and technology education; and,
- (4) Conducting its own programs and state agency operations, including, but not limited to, employing staff, developing and disseminating materials and the awarding of competitive grants and contracts.

(c) **Filing of methods and procedures.** The Department shall submit and maintain on file with the Office for Civil Rights the methods of administration and procedures it will follow in complying with requirements of the **Guidelines for Eliminating Discrimination and Denial of Service on the Basis of Race, Color, National Origin, Sex, and Handicap** [44 FR 17162 (March 21, 1979)].

(d) **Compliance program.** The Department will adopt a compliance program to prevent, identify, and remedy discrimination on the basis of race, color, national origin, sex, age, and disability by its subrecipients. This program will include the following activities:

- (1) Collecting and analyzing civil rights-related data and information that subrecipients compile for their own purposes or that are submitted to state and federal officials under existing authorities;
- (2) Conducting periodic compliance reviews of selected subrecipients (i.e., an investigation of a subrecipient to determine whether it engages in unlawful discrimination in any aspect of its program); upon finding unlawful discrimination, notifying the subrecipient of steps it must take to attain compliance, and attempting to obtain voluntary compliance;
- (3) Providing technical assistance upon request to subrecipients, which includes assisting subrecipients in identifying unlawful discrimination and instructing them in remedies for and prevention of such discrimination; and,
- (4) Periodically reporting the Department's activities and findings to the Office for Civil Rights.

#### **780:1-7-2. Educational equity**

The Department shall provide activities in career and technology education to reduce gender bias, gender stereotyping, and gender discrimination.

#### **780:1-7-3. Finance**

(a) **Nondiscrimination in local program funding.** State and federal funds allocated to local education agencies for career and technology education programs shall not discriminate on the basis of race, color, national origin, sex, age, veteran's status, or disability.

(b) **Funding; legislation.** All funds administered by the Department shall be expended in accordance with applicable state and federal laws and regulations.

**780:1-7-4. Printed materials**

(a) **Nondiscrimination statement.** All publications or printed materials transmitted by the Department must contain the nondiscrimination statement.

(b) **Nondiscriminatory text.** All materials developed and disseminated by the Department shall promote equal opportunity in the written content and illustrations and shall not discriminate on the basis of race, color, national origin, sex, age, or disability.

**SUBCHAPTER 9. LEGAL COUNSEL**

Section

780:1-9-1. Attorney General

**780:1-9-1. Attorney General**

In accordance with state law, the Department shall use the Attorney General as its legal authority for any legal services that may be required unless the Attorney General's office rules otherwise.

**SUBCHAPTER 11. PHYSICAL FACILITIES FOR THE DEPARTMENT**

Section

780:1-11-1. Location of offices

**780:1-11-1. Location of offices**

The Department shall keep its principal offices in Stillwater, Oklahoma [70 O.S. 1991, §14-103 as amended].

**SUBCHAPTER 13. PRINTING AND PUBLICATIONS**

Section

780:1-13-1. Publications Clearinghouse; cost information. [AMENDED]

**780:1-13-1. Publications Clearinghouse; cost information**

(a) **Publications Clearinghouse.** Information published for the Department, regardless of the source of funds, will be deposited with the Publications Clearinghouse, with a minimum of 25 copies of non-curriculum products and 2 copies of curriculum products. Such information includes that which is intended for distribution to the public and that which is reproduced solely to meet the internal operating needs of the agency, its divisions and/or units of government that have a direct relationship to the state agency in regard to its ability to carry out its responsibilities.

(b) **Cost information.**

(1) **Inclusion of costs paragraph.** The Department shall list cost information on each state publication issued, whether the printing is accomplished by the agency internally or through an outside public or private entity. Cost information will be set forth in a separate paragraph within the document and will conform to the following format: This publication is printed and issued by the Oklahoma Department of Career and Technology Education as authorized by 70 O.S. 1991, §14-103, as amended. \_\_\_\_\_ copies have been prepared and distributed at a cost of

§ \_\_\_\_\_. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.

(2) **Location of bibliographic information.** To achieve bibliographic control of state government publications and to assure that the identity of a publication can be ascertained in terms of the issuing authority, author, and subject matter sufficient to distinguish it from other publications, the following information shall be included on the title page or other suitable place near the beginning of each state publication required to be deposited with the Publications Clearinghouse:

- (A) Full name of the issuing agency, including the division or subdivision responsible for publication, and the parent body;
- (B) Name of any personal author to whom credit is intended to be given;
- (C) Title of the publication;
- (D) Date and place of publication;
- (E) Frequency of issue, if a periodical is weekly, monthly, etc.;
- (F) Volume and number of issue, if appropriate; and,
- (G) Date, or month and year of issue, if appropriate.

(3) **Publications officer.** The Department has designated the Printing Plant Administrative Assistant as the Publications Officer. The Publications Officer shall have the duties to provide copies of all state publications of the agency, to compile and forward required semiannual lists of the state publications of the agency, and to provide other related information as may be requested by the Publications Clearinghouse.

## **SUBCHAPTER 15. STATE GRANT-IN-AID CLEARINGHOUSE**

Section

780:1-15-1. Application for funding [REVOKED]

**780:1-15-1. Application for funding** [REVOKED]

## **SUBCHAPTER 17. TRAVEL**

Section

780:1-17-1 Compensation

**780:1-17-1. Compensation**

The Department shall provide compensation for authorized state travel. The rate of compensation shall be in conformity with state laws. The State Director shall be authorized to approve out-of-state travel requests and the actual and necessary expenses by the Director and other employees of the Department for the purpose of business recruitment, training, and technical assistance. Reimbursement of actual and necessary expenses claimed must be approved by the State Board of Career and Technology Education prior to reimbursement.

## SUBCHAPTER 19. ACCESS TO PUBLIC RECORDS

### Section

780:1-19-1 Availability; confidentiality; information requests

#### **780:1-19-1. Availability; confidentiality; information requests**

(a) **Hours of availability of public records.** Public records of the Department may be inspected and copied during regular business hours in accordance with state and federal laws and the policies and procedures of 51 O.S. Supp. 2000, §24A.1 et seq, as amended.

(b) **Confidential records.** Access to confidential records shall be limited to state and federal employees acting in their official capacities. Confidential records shall include:

- (1) Records that relate to internal personnel investigations, including examination and selection materials for employment, hiring, appointment, promotion, demotion, discipline, or resignation;
- (2) Health and medical records;
- (3) Personnel records that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the Department;
- (4) Personal notes of employees;
- (5) Records that would give an unfair advantage to competitors or bidders, including bid specifications prior to publication, appraisal prior to contract awards, and computer programs or software, but not the data thereon;
- (6) Federal records when confidentiality is required by federal law;
- (7) Personal communications relating to the exercise of constitutional rights;
- (8) Educational records including individual student records, teacher lesson plans, tests, teaching material, and personal communications concerning individual students; and,
- (9) Records of State Board meetings lawfully closed to the public.

(c) **Requests to obtain information from records.** Any person may submit a written request to review or obtain copies of public records in the custody of the Department.

- (1) Persons wishing to view or obtain copies of public records of the Department shall register their names, occupations, and telephone numbers with the Department. The person shall state whether the purpose of the request is for a personal, commercial, or public interest reason and shall list the records desired for viewing.
- (2) The State Director or designated representatives will decide whether or not to approve the request and shall furnish this decision to the person making the request.
- (3) No original or recorded copy of a record shall be removed from the Department unless it is determined to be necessary for duplication and approved by the State Director or designee.
- (4) Charges for document search, copying, and/or mechanical reproduction will be assessed according to the following schedule:



PURPOSE	SEARCH TIME		PHOTOCOPIES	COMPUTER TAPE, DISK, VIDEO, SOUND RECORDING, FILM RECORDING, OTHER
	Minimal Required	Substantial Required		
Personal	-0-	-0-	\$.10 per page	Actual Cost to Reproduce
Commercial	-0-	\$10 per hour	\$.10 per page	Actual Cost to Reproduce
*Public Interest	-0-	-0-	\$.10 per page	Actual Cost to Reproduce

\*Includes news media, scholars, authors, and taxpayers seeking to determine the exercise of duty by public servants.



## CHAPTER 10. ADMINISTRATION AND SUPERVISION

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[**Authority:** 70 O.S. Supp. 1998, §14-104]

### SUBCHAPTER 1. GENERAL PROVISIONS

#### Section

780:10-1-1. Purpose

#### **780:10-1-1. Purpose**

This chapter provides procedures for the establishment and administration of *CareerTech* instruction and describes services provided by the Oklahoma Department of Career and Technology Education.

### SUBCHAPTER 3. STATE TECHNICAL ASSISTANCE, SUPERVISION, AND SERVICES

#### Section

780:10-3-1. Technical assistance and supervision

789:10-3-2. Career guidance and counseling, career information, financial aid, disability services, education enhancement, essential skills and career development [AMENDED]

780:10-3-3. Curriculum development and customer service [AMENDED]

780:10-3-4. Information Commons [AMENDED]

780:10-3-5. Instructional services [REVOKED]

780:10-3-6. Human resource development [REVOKED]

780:10-3-7. Research

780:10-3-8. Planning [AMENDED]

780:10-3-9. Information services

780:10-3-10. Communications and Marketing

780:10-3-11. Career Resource Network (CRN) [REVOKED]

780:10-3-12. Systems design and computer services

780:10-3-13. Professional development

### **780:10-3-1. Technical assistance and supervision**

The Department shall provide technical assistance to all *CareerTech* educators to ensure compliance with standards and state/federal regulations, and to assure the provision of quality *CareerTech* education.

### **780:10-3-2. Career guidance and counseling, career information, disability services, integrated academics, innovation support services, essential skills and career development**

(a) **Career guidance to technology centers.** The Department shall provide coordination and leadership for career guidance and counseling to technology centers and other entities whose primary purpose is the delivery of career guidance and counseling. Technology center districts shall have an identifiable guidance program in place, implemented and administered by an adequate number of credentialed staff and coordinated by staff with experience in delivering or supervising student services that addresses the career development needs of all students.

Technology centers shall provide all students with information and advisement about career and educational options, administer assessment instruments such as interest inventories, aptitude tests, and achievement tests or acquire the results of such assessments prior to enrollment to provide career guidance, and provide support for students to help them be successful in their career pathway.

(b) **Career Information.** The Department shall provide technical assistance to schools, institutions, and agencies for career development software and career information materials

(c) **Financial Aid Services.** The Department shall represent the Oklahoma career and technical education system by performing a liaison function with the Student Financial Aid Office (SFA) of the US Department of Education. As such, the Department will determine the in-service needs of technology center financial aid personnel and arrange for knowledgeable individuals, from SFA or other professional organizations, to conduct workshops and training sessions. The purpose of these in-service opportunities is to strengthen financial aid programs at technology centers ensuring adherence to current state and federal regulations governing the administration of financial aid programs. The Oklahoma Department of Career and Technology Education shall collect relevant statistical data related to financial aid activities at technology centers and report this information where appropriate. The Oklahoma Department of Career and Technology Education shall also administer the Oklahoma GI Bill program that provides tuition assistance to qualified Vietnam-era veterans.

(d) **Innovation Support Services.** The Department shall provide support for the alignment of Oklahoma education innovation and improvement initiatives through the services of the Innovation Support Services Liaisons. The Innovative Support Services Liaisons shall provide technical assistance and services focused on the High Schools That Work ten key practices, guidance and instruction for improved student achievement along with leadership from the Technology Center Services Division to create a culture of high expectations to local education agencies and/or technology centers for school improvement with raised student achievement.

The ISS Division/Liaisons shall accomplish its purpose by providing:

- (1) Support for education innovation.
- (2) Lead and participate in technical assistance visits and provide technical review visits with follow-up.
- (3) Assist in locating and using resources and materials.

- (4) Provide guidance for implementing career pathways, plans of study, improved instruction, and services supported by the Oklahoma Department of Career and Technology Education.
- (5) ISS Liaisons shall serve local education agencies designated by the Oklahoma Department of Career and Technology Education. The local education agency shall request the assistance and shall designate a local administrator, counselor, or instructor to coordinate the services to be delivered.
- (e) **Disabilities services.** The Department shall coordinate and provide technical assistance to assure appropriate services and accessibility for individuals with disabilities and other members of special populations enrolled in CareerTech instruction at technology centers and at local education agencies. The Department will also provide guidance and assistance for the field to assist students with transition from high school to a technology center as well as transition from technology centers to postsecondary education and/or work.
- (f) **Integrated academics and essential skills.** The Department shall coordinate developmental activities and provide technical assistance to technology centers and skills centers for education enhancement, career assessment, and employability skills development.

**780:10-3-3. Instructional materials development and dissemination**

- (a) **Purpose.** The Curriculum and Instructional Materials Center (CIMC) and the Testing Division shall develop, warehouse, and disseminate instructional materials.
- (b) **In-state sales.** The Department curriculum and instructional materials shall be made available for purchase in state upon request according to the prices designated in the CIMC catalog or online catalog. All prices are subject to change without notice.
- (c) **Out-of-state sales.** The Department will review the Out-of-State Pricing Policy annually and establish a pricing structure for selling the instructional materials developed by the agency.
- (d) **Ordering.** Orders for CIMC materials shall be made using the catalog order form, by telephone, fax, or Internet. All orders for Testing Division products will be filled following standard CIMC ordering procedures.
  - (1) **Mail orders.**
    - (A) **Inclusion of item number and title in orders.** When using the order form in the CIMC catalog, both the item number and the title shall be included to avoid processing errors.
    - (B) **Payment.** All school and other institutional orders shall be accompanied by an official purchase order number, credit card number, or personal check.
  - (2) **Telephone orders.**
    - (A) **Placing an Order.** Telephone orders may be placed by calling the Curriculum Customer Service Division of the Oklahoma Department of Career and Technology Education.
    - (B) **Order confirmation.** An authorized purchase order or credit card number shall be available when the order is placed.
  - (3) **Fax orders.** All fax orders shall contain items to be purchased and a purchase order or credit card number.
  - (4) **Internet orders.** All orders taken from the CIMC home page Internet catalog should be mailed, e-mailed, or faxed to Curriculum Customer Service.

(e) **Shipping charges.** Shipping charges shall be included in the invoice statement for all materials.

(f) **Payments.**

(1) **Invoices and payments.** All orders with an authorized purchase order number shall be invoiced within five (5) working days after the materials have been shipped.

Payment of materials shall be upon receipt of invoice.

(2) **Individual and for-profit company purchases.** Individual and for-profit company purchases shall be shipped upon receipt of a check, credit card, or money order for the amount of purchase plus sales tax (only if Oklahoma customer) plus shipping.

(3) **Acceptable currency.** Checks shall be drawn upon a United States bank and payable in United States currency.

(4) **Credit card purchases.** Any purchase can be shipped upon authorization of the following credit cards: VISA, MasterCard, and Discover.

(5) **International orders.** All orders received from out of the continental United States shall be shipped upon receipt of a valid credit card number or United States money order for the amount of purchase plus 20 percent for shipping.

(6) **Online Curriculum.** Payment for curriculum delivered through the CTLN or other online partners will be in accordance with the published payment policies of CIMC.

(7) **Online testing.** Access to the department's online testing system will be free to in-state CareerTech educators. Access to this system will be available to all other users at established rates upon receipt of an official purchase order number, credit card number, or personal check.

(g) **Authorization to return materials.**

(1) **In-state return.** In-state customers shall request authorization to return materials. Upon approval, the materials shall be returned prepaid, in resalable condition, within 90 days from the invoice statement date.

(2) **Out-of-state return.** Out-of-state customers shall request authorization to return materials. Upon approval the materials shall be returned prepaid, in resalable condition, within 30 days from the invoice statement date.

(3) **Stipulations for full credit.** The following stipulations apply to all in-state and out-of-state returns:

(A) **Authorization.** After authorized returned goods are received, full credit will be issued for current editions of materials that are unmarked and in resalable condition. Items returned to the CIMC that are not in resalable condition, are not within the approved return period, or are not authorized for return will be returned to the purchaser without credit.

(B) **Shipping costs.** Original shipping costs must be paid by purchaser on all returns unless there was an error by CIMC customer service or warehouse.

(C) **Shipping guidelines.** After receiving authorization, the materials should be shipped to Oklahoma Department of Career and Technology Education, Instructional Materials Warehouse, 1201 North Western, Stillwater, Oklahoma 74074.

(D) **Invoice number.** The invoice number on which the materials were billed should be included with the returned materials.

(E) **Restocking fee.** Materials returned outside the stipulations for full credit and authorization will be assessed a 15% restocking fee.

(F) **Refund policy.** Effective immediately, the refund policy of MAVCC and CIMC will be as follows: After 120 days of invoice date, a refund check will be issued unless a backorder is pending. A copy of appropriate backup should be attached to the refund check to document the customer account and amount.

(h) **Damaged materials.**

(1) **Credit.** For credit to be authorized, Curriculum Customer Service shall receive notification of damaged materials within five days of receipt of materials. Credit for goods in defective condition will be 100 percent of invoice price or free replacement.

(2) **Damage incurred in transit.** If materials were damaged in shipment, claims must be filed against the carrier. The CIMC is not responsible for damage incurred in transit.

**780:10-3-4. Information Commons**

(a) **Objectives.** The Information Commons shall be responsible for the following activities:

(1) Providing current career and technology education materials and services designed to meet the informational requirements of Department personnel and *CareerTech* educators in the state of Oklahoma; and,

(2) Providing assistance to persons doing research in the field of *CareerTech* education.

(b) **Services.** The Information Commons shall accomplish its objectives by providing the following services:

(1) Searches of the Information Commons collection using the on-line database.

Searches may be initiated by phone, fax, Internet e-mail, or walk-in requests;

(2) Searching commercial on-line databases and the Internet if needed;

(3) Promoting new acquisitions to *CareerTech* educators in Oklahoma through a monthly acquisitions list; and,

(4) Utilizing interlibrary loans as need dictates.

(c) **Circulation.**

(1) **Patrons.** The Information Commons shall circulate materials primarily to Department personnel, career and technology faculty, and students at any Oklahoma college or university, and to *CareerTech* educators in Oklahoma.

(2) **Researchers.** Materials may be circulated to persons doing research in the field of career and technology education, subject to recall if needed by Department personnel.

(3) **Circulation periods for printed materials.**

(A) **One-month circulation; renewals.** Printed materials, except high-demand materials, shall be circulated for one month and may be renewed in written or verbal form if there are no holds on the materials.

(B) **High-demand materials.** High-demand materials will be checked out for a two-week period only.

(C) **Fines; replacement copy charges.** No fines will be charged on late materials, but if materials are lost, a replacement copy charge will be issued to the responsible party. No additional materials will be loaned to that particular party until such previously stated charges are paid, or overdue materials are returned.

(D) **Interlibrary loan fines.** Materials obtained through interlibrary loans are subject to fines assessed by the lending library. If these materials are returned late, the fines will be the responsibility of the person requesting the interlibrary loan.

(d) **Gifts.** The Information Commons may accept gifts of materials. Upon acceptance, these materials become property of the Information Commons and will be evaluated according to the Information Commons's selection criteria and then added or disposed of accordingly.

(e) **Collection development.**

(1) **Selection.** Materials are considered for purchase on requests and recommendations from the Oklahoma Department of Career and Technology Education staff, from catalogs and advertisements of publishers, and from professionally prepared selection aids. Criteria for selection of materials for purchase are considered on the basis of the subject matter with emphasis on career and technology education, the reputation of the author/artist/publisher, the publication year, and the price. The Information Commons tries to accommodate all requests for job-related materials from the staff, but it has the responsibility of adhering to the budget restraints of the Department. Some requests may be evaluated by the Information Commons staff and determined to be too expensive or unrelated to vocational education or CareerTech education and will not be purchased.

(2) **Weeding.** Materials on Oklahoma career and technology education will be retained indefinitely in the "Historical Collection." All other materials in the Information Commons collection will be reviewed on an ongoing basis according to age, space, usage, and relevance. If the items have not been checked out in the last year or if technological changes have rendered the items obsolete, they will be evaluated and may be discarded.

**780:10-3-5. Instructional services [REVOKED]**

[Source: Revoked at 12 OK Reg 1843, eff 6-12-95]

**780:10-3-6. Human resource development [REVOKED]**

[Source: Revoked at 12 OK Reg 1843, eff 6-12-95]

**780:10-3-7. Research**

(a) **Responsibilities.** The Department shall be responsible for departmental research operations and for contracting research.

(b) **Abstracts.** Each administrator of a funded project shall furnish to the Department three copies of an abstract of the project within 30 calendar days of approval of the contract

(c) **Federal form.** Abstracts shall be on an approved federal form, which may be obtained from the Department.

(d) **Final reports.** Each administrator of a funded project shall furnish three copies of the final report and/or product resulting from the project within 30 days of the ending date of the project.

(e) **Coordinator's responsibilities.** The Department Coordinator shall be responsible for submission of abstracts, reports, and products to comply with reporting requirements.

**780:10-3-8. Planning**

(a) **Development of state plans.** The Department shall be responsible for developing annual and long-range state plans for the direction of career and technology education in the state of Oklahoma.



- (b) **Applications.** The Department will be responsible for disseminating and collecting local applications for comprehensive school programs, career majors and/or instructional positions.
- (c) **Review of new requests.** The Department shall have the responsibility to review all new programs, career majors, and/or instructional position requests for comprehensive schools and career major, instructional position and course requests for technology centers and make recommendations regarding approval or nonapproval of state funding based on statewide and local job demand data and local need.
- (d) **Special projects.** The Department shall coordinate and develop special projects as assigned by the State Director.

**780:10-3-9. Information services**

- (a) **Responsibilities.** The Information Management Division shall be responsible for collecting, disseminating, and/or clearing for release all information concerning student enrollments, completion, and/or follow-up.
- (b) **Student statistical data.** The Information Management Division shall be the officially designated division for all student statistical data for the Department.

**780:10-3-10. Communications and Marketing**

- (a) **Coordination of efforts.** The Communications and Marketing Division shall be responsible for coordinating statewide communications and marketing efforts for the system.
- (b) **Support for communications and marketing activities.** Communications and Marketing Division shall assist technology center communications and marketing professionals in implementing communications and marketing plans, professional development and to provide technical assistance.

**780:10-3-11. Career Resource Network (CRN) [REVOKED]**

**780:10-3-12. Systems design and computer services**

- (a) **Responsibilities.** The Systems Design and Computer Services Division (SDCS) and Educational Technology Resources (ETR) shall be responsible for the following:
  - (1) Design, develop, secure, and implement information and communications technology (ICT) systems.
  - (2) Design, maintain, secure, and support the network infrastructure.
  - (3) Ensure the availability of the Department's ICT resources in a 24/7 format.
  - (4) Deliver software training, technical assistance, and help desk services.
  - (5) Procure, administer, and be accountable for Department owned, leased, and/or rented ICT assets (hardware and software) and administer lease and/or license agreements.
  - (6) Design, develop, and deliver e-learning services and other digital content.
  - (7) Provide videoconferencing, video production, broadcast, and on-site conference/workshop services.
  - (8) Maintain the agency's technology systems in compliance with the state's Information Security policy.
  - (9) Protect confidential records stored or transmitted using the agency's technology systems.

- (10) Ensure accessibility of the agency's information technology resources.
- (b) **Information security.** The Systems Design and Computer Services Division (SDCS) shall have responsibility to develop and ensure that the agency's implementation of the State of Oklahoma Information Security Policy, Procedures, and Guidelines is compliant as issued by the Office of State Finance. SDSCS shall have authority to engage with appropriate state and federal authorities to address and resolve any unauthorized breach of information security.
- (c) **Confidential records.** The System Design and Computer Services Division (SDCS) shall have responsibility to maintain and ensure the security of all confidential records as defined in Section 780:1-19-1 that are stored and transmitted on the agency's technology systems. SDSCS is required to ensure access to confidential records stored on the agency's technology systems is limited to employees acting in their official capacities only.
- (d) **Information Technology (IT) Accessibility.** The Systems Design and Computer Services Division (SDCS) shall have responsibility to ensure the agency's technology systems, websites, IT purchasing, and IT reporting are compliant with the State of Oklahoma Information Technology Accessibility Standards as issued by the Office of State Finance to adhere to HB 2197 (2004) signed by the governor.

**780:10-3-13. Instructional services**

- (a) **Responsibilities.** The Instructional Services Division shall be responsible for organizing, administering, and orchestrating in-service training for *CareerTech* teachers and administrators in the field, including leadership development programs; liaison with teacher education for pre- and in-service training; and conference and meeting planning, including summer conference.
- (b) **Special projects.** The Instructional Services Division shall be responsible for the coordination and funding of special projects related to professional improvement activities of *CareerTech* personnel.

**SUBCHAPTER 5. FINANCE**

Section

- 780:10-5-1. Accounting
- 780:10-5-2. Audits
- 780:10-5-3. Budgeting
- 780:10-5-4. Program funding [AMENDED]
- 780:10-5-5. Records
- 780:10-5-6. Reporting
- 780:10-5-7. Purchasing

**780:10-5-1. Accounting**

The Department shall maintain records of expenditures to eligible recipients in accordance with state and federal laws and regulations.

**780:10-5-2. Audits**

The Department shall require annual audits of all schools that are subrecipient of funding from this agency. O.S. 70-22-101 thru 113 cited as the "Oklahoma Public School Audit Law" provides specific guidance. The audit staff of the Oklahoma Department of Career and Technology

Education will conduct follow-up reviews of school audits or conduct audits of subrecipients as directed by the State Director. Audit reports which reflect Federal expenditures of \$500,000 or more shall be in accordance with the provisions of OMB Circular A-133. Technology Centers governed by the State Board of Career and Technology Education shall adopt the general provisions of the Governmental Accounting Standards Board (GASB) Statement Number 34. Guidance on acceptable deviations from Statement Number 34 will be provided by this Agency.

### **780:10-5-3. Budgeting**

The Department shall develop an annual budget request and operating budget as required by state statutes. The budget development process will incorporate the financial needs of all eligible recipients.

### **780:10-5-4. Instructional funding**

#### **(a) Secondary and full-time adult career majors in technology centers.**

(1) **Formula payments.** The State Board will fund a portion of the cost of instruction and services in accordance with an approved technology center funding formula. The Department shall consider enrollment, number of school sites in the district, number of instructors employed on a full-time basis, transportation, availability of funds, provision of appropriate student services for all students and appropriate state and federal laws in developing the annual technology center funding budget.

(2) **Formula adjustment.** The failure of a technology center to meet minimum standards may result in an adjustment of the funding.

#### **(b) Secondary programs in comprehensive schools.**

(1) **Budgets.** The State Board will assist local districts in providing for excess costs of *CareerTech* programs. The Department shall prepare budgets to be approved annually based upon availability of funds and appropriate state and federal laws.

(2) **Program assistance monies.** All approved *CareerTech* programs shall receive the program assistance monies annually. These monies shall be used to support the additional costs of the *CareerTech* program limited to the purchase of equipment, instructional delivery and supplies, and staff development.

(3) **Equipment matching funds.** New *CareerTech* programs will receive equipment matching funds in the first year of operation, if funding is available. If funding is available, matching funds will be provided to existing programs.

(4) **Location of equipment.** Any program equipment purchased with state or federal funds shall remain in the program area for which it is intended.

(5) ***CareerTech* teacher contracts.** *CareerTech* teacher contracts shall be a minimum of 10 months and shall begin on or before August 1 of each year.

(6) **Teacher salary supplement.** The Department shall determine annually the amount to reimburse each school district to augment the salary of each teacher of a 10-month *CareerTech* program in a comprehensive school.

(7) **Additional salary.** In those programs where the instructor is employed and approved by the State Board beyond 10 calendar months, the additional salary will be calculated on the basis of 1/10 of the base salary as prescribed by the school district for an instructor of like qualifications employed on a 10-month basis. The career and technology instructor's summer pay is to be calculated on the local school base schedule (including

increments and any flat raises provided by the legislature over and above the minimum salary and increments) for instructors of like qualifications.

(8) **Part-time programs.** In order to receive 100 percent funding, a program must be full-time. Any exceptions to the offering of a full-time program shall constitute a reduction in funding of 50 percent.

(c) **TechConnect and TechConnect Plus.** Reimbursement for approved TechConnect and TechConnect Plus programs shall include incentive assistance and teacher salary supplement in the same manner as with other comprehensive school programs. The program assistance (state) funds are provided to meet the minimum program operation requirements. Federal career and technology (vocational) education funds and/or local funds may be used to meet the program operation recommendations.

(d) **Business and Industry Services.** The Department shall reimburse Business and Industry Services initiatives based on the availability of funds and approved by the Business and Industry Services Division.

(e) **Skills Centers programs.** The Department shall reimburse Skills Centers programs based on the availability of funds and approved by the Skills Centers Division.

(f) **Postsecondary institutions—collegiate.** Funds shall be allocated to postsecondary institutions as set forth in agreements between the State Board and the Oklahoma State Regents for Higher Education or as mandated by P.L. 101-392.

(g) **Apprenticeship.** Local education agencies conducting apprenticeship-related training shall qualify for reimbursement at a rate approved by the Department.

(h) **Work-site learning.** Approved work-site learning activities shall meet the standards established by the Department. Reimbursement shall be based on availability of funds and approval by the Department.

(i) **Reduction in instruction and/or student services due to changes in funding.** The Oklahoma Department of Career and Technology Education may also recommend reduction in instruction and/or student services based upon loss of funding, lack of funding, revenue shortfalls or other changes in funding. The rules dealing with probationary status and reevaluation shall not apply to instruction being considered for closure based upon changes in funding. The State Board shall make the determination for reduction in instruction and/or student services based on economic factors, need, duplication, school to industry articulation, school to postsecondary articulation, student demand, student placement, student completion/retention, performance measures and/or standards and the decision of the Board shall be final.

#### **780:10-5-5. Records**

Official fiscal records and documents shall be maintained by the Department. Agencies receiving grants from the Department shall keep accessible and intact all records supporting claims for expenditures of the grants. These records shall be retained for five years after the final expenditure report is filed, or until the agency receives a letter of final determination for the audit, whichever is earlier.

#### **780:10-5-6. Reporting**

The Department shall provide financial reports in accordance with state and federal laws and regulations, and whenever deemed necessary by the State Director.

### **780:10-5-7. Purchasing**

The purchase of equipment, supplies, and contractual services for the Department shall be governed by the State Purchasing Laws and applicable federal laws.

## **SUBCHAPTER 7. LOCAL PROGRAMS , CAREER MAJORS OR INSTRUCTIONAL POSITIONS: APPLICATION; STUDENT ACCOUNTING; EVALUATION**

### Section

780:10-7-1. Application; approval; contract for programs [AMENDED]

780:10-7-2. Student accounting system

780:10-7-3. Standards; accreditation; review [AMENDED]

### **780:10-7-1. Application; approval; contract for programs or career majors**

#### **(a) Local Application for CareerTech Programs and/or Career Majors.**

(1) **Description.** Any comprehensive school district, technology center or other eligible recipient requesting funds for *CareerTech* education programs, career majors, instructional positions, services and/or activities must submit an annual Local Application and Assurances of Compliance for Secondary and Full-time Adult Career and Technology Education Programs. Approval and return of the Assurances of Compliance to the Department indicates the school district's intent to form a contract for *CareerTech* education programs, career majors, instructional positions, services and/or activities and comply with all terms set forth in the local application. For comprehensive schools only, this application includes a listing of programs and/or instructional positions.

(2) **Application Dates.** The local application shall be mailed from the Department to the superintendent of each comprehensive school district on or around March 1 for the next fiscal year. The local application shall be returned by the deadline indicated on the application.

(3) **Contents.** The local application gives comprehensive school districts the opportunity to verify ongoing programs and/or career majors, request new or expanded programs and/or career majors, or request the deletion or reduction of programs and/or career majors.

(4) **Additions and revisions.** Additions and/or revisions may be made to the local application any time during the fiscal year. Changes or revisions must be sent by the comprehensive school to the Department.

(5) **Special funding.** Any special discretionary funds available for programs or projects shall be awarded on a proposal basis with all eligible recipients being notified. The criteria for selection will be stated in a "Request for Proposals." Selection of funding recipients will be based upon the stated criteria.

#### **(b) Criteria for approval of secondary and full-time adult programs and/or career majors.**

The criteria for approving secondary (grades 7 through 12) and full-time adult programs and/or career majors in comprehensive schools and technology centers shall include the following:

- (1) Employment opportunities for completers;
- (2) Availability of students;
- (3) Impact upon other *CareerTech* offerings;
- (4) Availability of similar programs and/or career majors;
- (5) Facilities and equipment;

- (6) Program or career major priority; and,
- (7) Availability of funds.
- (c) **Contract for *CareerTech* programs or career majors.**
  - (1) **Description.** All comprehensive school districts approved by the State Board to receive reimbursement for *CareerTech* secondary programs and/or career majors must submit the signed "Contract for Secondary *CareerTech* Programs," which includes a listing of programs and/or career majors being funded. Approval and return of the contract and the Salary and Teaching Schedule, as indicated in (3) below, by the school district to the Department indicates the school district's willingness to comply with all terms set forth in the contract.
  - (2) **Contract dates.** The "Contract for Secondary *CareerTech* Programs" will be mailed from the Department on or around October 1 of the current fiscal year to the superintendent of each comprehensive school district. The contract is to be presented to the local board of education for approval before being returned to the Department by the date.
  - (3) **Salary and Teaching Information.** The Salary and Teaching Schedule is a part of the contract for *CareerTech* programs for comprehensive school districts. Comprehensive schools must complete and return the "Salary and Teaching Schedule" for each *CareerTech* instructional position in the district. The form must be completed to indicate teaching schedule, OCAS class codes, numbers of students enrolled, teacher salary, beginning and ending date of employment, and expiration date of teacher's certificate. The "Salary and Teaching Schedule" must be signed by the appropriate individuals and returned to the Department by September 30 before any funding can be provided. Technology centers will submit salary information to the Department by October 15.

#### **780:10-7-2. Student accounting system**

- (a) **Data collection.**
  - (1) **Report submissions.** Each local education agency or eligible recipient shall submit student accounting reports by the established due dates as instructed by the Information Management Division in their yearly guidebooks.
  - (2) **Program enrollment data.** Each local education agency or eligible recipient shall submit enrollment information for every student who received *CareerTech* services during the school year or fiscal year as instructed by the Information Management Division in their yearly guidebooks.
  - (3) **Completion/Follow-Up Report.** All secondary and full-time adult programs that have been designated occupational (skill training) are also required to submit completion data for secondary and adult students as instructed by the Information Management Division in their yearly guidebooks. Follow-up information is required for all students identified as occupational or program completers.
  - (4) **Other Requests for Data.** As federal and state requests for data change, other types of data may be requested from each local education agency or eligible recipient. Guidebooks/instructions will be provided from the Information Management Division as needed to explain reporting requirements and due dates.
- (b) **Data requests.**
  - (1) **Student data analysis requests.** All requests for student data analysis shall be directed to the Information Management Division. Specialized or very detailed data analysis should be

requested at least three weeks prior to the needed date to allow adequate time for computer programming and/or manual data compilation.

(2) **Documentation; non-staff requests.** All information released shall be dated and documented with the date of request, person to whom data is released, and purpose of data's use. Non-staff information requests will be completed within a reasonable time.

(3) **Release of data.** All data requests that require the release of individual identifiable student data to anyone outside the Department must receive prior approval from the State Director. Third parties receiving such data are to protect against re-disclosure of the information.

### **780:10-7-3. Standard; accreditation; review**

#### **(a) Minimum standards.**

(1) **Establishment; funding.** As appropriate, minimum standards shall be established by the State Board for postsecondary and secondary *CareerTech* programs, career majors and/or courses. These standards shall be comprehensive, reflecting state and federal mandates as they relate to quality *CareerTech* education. Funding approval is contingent upon meeting minimum standards or making satisfactory progress toward meeting those standards.

(2) **Standards.** Standards shall include the following:

- (A) STANDARD I-Instructional Planning and Organization
- (B) STANDARD II-Instructional Materials Utilization
- (C) STANDARD III-Qualified Instructional Personnel
- (D) STANDARD IV-Enrollment and Student-Teacher Ratio
- (E) STANDARD V-Equipment and Supplies
- (F) STANDARD VI-Instructional Facilities
- (G) STANDARD VII-Safety Training and Practices
- (H) STANDARD VIII-Advisory Committee and Community Relations
- (I) STANDARD IX-Leadership Development
- (J) STANDARD X-Coordination Activities (excluded in Technology Education, TechConnect and most Skills Centers programs)
- (K) STANDARD XI-Student Accounting and Reports

(3) **Revisions.** The standards are revised periodically based upon input from appropriate sources and relevant data regarding factors that influence student learning and the quality of *CareerTech* education. Any such revisions will be taken to the State Board for approval.

(4) **Dissemination.** The standards will be disseminated to *CareerTech* personnel throughout the state. Evaluation results will be considered in the processes of planning and funding programs.

(5) **Program Evaluation and Improvement.** Each instructor shall annually review the progress of the program or career major based on the accountability measures developed as required by P. L. 109-270 which include:

- (A) Student attainment of challenging State established academic and technical skill proficiencies.
- (B) Student attainment of a secondary school diploma or its recognized equivalent, a proficiency credential in conjunction with a secondary school diploma, or a postsecondary degree or credential.

- (C) Placement in, retention in, and completion of postsecondary education or advanced training, placement in military service, or placement or retention in employment.
  - (D) Student participation in and completion of career and technology (vocational and technical) education programs or career majors that lead to nontraditional training and employment.
- (6) **Monitoring.** Programs, courses or career majors not meeting minimum standards will be monitored on an annual basis. If a technology center, skills center or comprehensive school has programs, career majors, courses and/or services not meeting evaluation standards, an annual status report addressing completed and/or pending corrective actions will be submitted to the Accreditation Division for review no later than the last Friday in March. During the month of April, the Accreditation Division will notify the school in writing whether the status report was approved or disapproved.
- (7) **Technical assistance.** The Department staff will provide technical assistance to help *CareerTech* programs, courses and/or career majors meet the standards established by the State Board and other accrediting agencies.
- (b) **Postsecondary accreditation.**
- (1) **Approval/accreditation agency.** For the purpose of determining eligibility for federal student financial assistance programs administered by the U.S. Department of Education, the Oklahoma State Board of Career and Technology Education is recognized by the United States Secretary of Education for the approval/accreditation of all public postsecondary *CareerTech* institutions and programs, courses and career majors that are not offered for college credit or under jurisdiction of the Oklahoma State Regents for Higher Education.
  - (2) **Adopted procedures.** Schools seeking and maintaining postsecondary approval/accreditation status shall follow the State Board's adopted procedures as prescribed in the publication **Approval, Evaluation and Accreditation Procedures for Technology Centers**. This publication shall be made available to interested parties from the Accreditation Division of the Department.
  - (3) **Noncompliance of corrective action plan.** The State Board shall have the authority to assume the administration and supervision of any technology center that after being placed on "Probationary Accreditation Status" continues to be in noncompliance of the corrective action plan as approved by the State Board.
- (c) **Secondary evaluation.** Substandard secondary *CareerTech* education programs or career majors shall be formally evaluated, utilizing minimum standards, as adopted by the State Board.
- (d) **Review of substandard programs or career majors.**
- (1) **Probationary status.** A *CareerTech* program or career major may be placed on a probationary status if:
    - (A) The program or career major fails to meet standards and the deficiencies are documented in writing as a result of a visit or a team evaluation, and/or
    - (B) The program or career major does not meet the specifications as outlined in the **Rules for Career and Technology Education**.



(2) **Written notification.** Written notification of probationary status that identifies the deficiencies and outlines recommended steps for improvement shall be given to the school administration.

(3) **Reevaluation.** A program or a career major on probationary status shall be reevaluated within one year.

(A) **Removal of probation.** If the documented deficiencies have been corrected upon reevaluation, the probationary status shall be removed.

(B) **Reevaluation failure.** If the program in a comprehensive school has failed to make improvement on documented deficiencies upon reevaluation, a report shall be made in writing to the division's appropriate Associate State Director and the program may be recommended for closure or reduction in funding for the following school year. If the career major in a technology center has failed to make improvement on documented deficiencies upon reevaluation, a report shall be made in writing to the Associate State Director of Field Services.

(i) **Written notification; appeal.** The division's appropriate Associate State Director will notify, in writing, the superintendent of the comprehensive school in which the program, instructional position or career major is located that the Department is recommending closure or reduction in funding for the program or career major for the following school year. An appeal process will be included for those superintendents who can show evidence of projected program or career major improvement. The Manager of the Technology Center Services Division will notify, in writing, the superintendent of the technology center in which the career major is located that the Department is recommending a reduction in funding for the instructional position for the following school year. An appeal process will be included for those superintendents who can show evidence of projected program or career major improvement.

(ii) **Recommended program and/or career major closures.** The division's appropriate Associate State Director will make a presentation of recommended program closures, if any, in comprehensive schools for State Board approval at the March board meeting. The Manager of the Technology Center Services Division will make a presentation of recommended career major closures, if any, in technology centers for State Board approval at the March board meeting.

(e) **Evaluation of recipients receiving federal funds.** Programs or career majors of eligible recipients receiving federal funds under P. L. 109-270 shall be evaluated annually. Such contracts and agreements shall be in accordance with state and federal laws.

## **SUBCHAPTER 9. SERVICE CONTRACTS AND EQUIPMENT GUIDELINES**

### Section

780:10-9-1 Contracted services, boards, and commissions [AMENDED]

780:10-9-2 Equipment

**780:10-9-1. Contracted services, boards, and commissions**

- (a) **Agreements and contracts.** The Department may enter into agreements and contracts with other agencies and entities as may be necessary or feasible for the furtherance of career and technology education. Such contracts and agreements shall be in accordance with state and federal laws and internal agency rules and procedures.
- (b) **Housing and other support.** The Department may, through contractual arrangements, provide housing and support services to other entities whose primary purpose is delivery of career and technology education (such as MAVCC—Multi-State Academic and Vocational Curriculum Consortium).

**780:10-9-2. Equipment**

- (a) **State-owned equipment.**
  - (1) **Donated or purchased equipment.** Equipment donated to or purchased by the Department through reimbursement shall be considered the property of the Department.
  - (2) **Special funding.** Equipment purchased through special funding, which require that the equipment be used in specific programs, shall be placed in those programs and shall be subject to appropriate state and federal laws, rules and regulations.
  - (3) **Maintenance.** The receiving institution shall be responsible for maintaining equipment supplied by the Department.
  - (4) **Closing program.** The Program Administrator of the training program shall notify the Department inventory personnel, in writing, when a program or class is to be terminated or completed.
- (b) **Loaning of equipment.** Equipment purchased for use by the Business and Industry Development Division may be loaned to other eligible training sites. The equipment shall be subject to any restrictions and is subject to recall on notice by the Department when needed for industrial training.
- (c) **Identification.**
  - (1) **Department Purchased.** All equipment purchased by the Department with a value of \$500 or more shall be affixed with an appropriate tag.
  - (2) **Department Reimbursement.**
    - (A) All equipment purchased by local education agencies (LEA) and reimbursed by the Department with state funds for Business and Industry Development Programs, with a value of \$1000 or more shall be affixed with an appropriate Department asset tag. The equipment will be subject to a five day recall by the Business and Industry Development Division.
    - (B) Equipment purchased by local education agencies (LEA) and reimbursed by the Department for non-Business and Industry Development Programs with state funds and having a value of \$2500 or more shall be affixed with an appropriate Department asset tag.
    - (C) Equipment purchased by local education agencies (LEA) and reimbursed by the Department based on grant awards shall not be required to be tagged as Department assets.

- (3) **Inventory records.** The Department shall maintain inventory records on all tagged equipment. Identification tags will be assigned by the Department and sent to the local education agency or to the appropriate Department personnel to be affixed to the equipment.
- (d) **Accountability.**
- (1) **Tagged equipment.** Equipment to be inventoried annually will be mailed to Superintendent or their designee, by the Department, with a request to update the list and return within 60 days unless a physical inventory is conducted by Department inventory personnel
- (2) **Adjustments.** The Department, after review of requests, will make necessary adjustments to the inventory.
- (e) **Disposal.** Schools requesting items to be removed due to lost, stolen, salvage, or surplus must submit an inventory adjustment form for approval. Department personnel will inspect and/or make recommendations on the request.
- (f) **Transfer of Ownership.** In no case shall an equipment transfer be made without advanced approval from Department inventory personnel. The ownership of state-owned equipment may be transferred upon approval of the Board and the State Purchasing Director to the local education agency (LEA) in possession of equipment unless said equipment is essential for operation of industry specific or new industry training programs. Department inventory personnel will provide requests to accept and notification of transfers.
- (g) **Guidelines.** Equipment procedures and guidelines, and the inventory adjustment forms can be found on the Department Website and will be utilized to enforce these rules.



## CHAPTER 15. TECHNOLOGY CENTERS

Subchapter	Section
1. General Provisions .....	780:15-1-1
3. Technology Center Education.....	780:15-3-1
5. Skills Centers Programs [REVOKED] .....	780:15-5-1

[**Authority:** 70 O.S. Supp. 1998, §14-104]

### SUBCHAPTER 1. GENERAL PROVISIONS

Section

780:15-1-1. Purpose

#### **780:15-1-1. Purpose**

This chapter describes procedures for the establishment and operation of local technology centers.

### SUBCHAPTER 3. TECHNOLOGY CENTERS EDUCATION

Section

780:15-3-1. Rationale; corporation status; taxing authority

780:15-3-2. Establishment of a technology center school district; sites and buildings [AMENDED]

780:15-3-3. Elections in existing technology center districts [AMENDED]

780:15-3-4. Financial management procedures for technology centers

780:15-3-5. Changes in districts' status

780:15-3-6. Technology center students

780:15-3-7. Special provisions [AMENDED]

780:15-3-8. Calculation of administrative costs

#### **780:15-3-1. Rationale; corporation status; taxing authority**

(a) **Clientele.** The concept of technology centers, embraces career and technology education for all who can benefit. Specifically, the Carl D. Perkins Vocational Education Act of 1984 (PL98-524) and subsequent amendments thereto provide training for high school students; persons who have completed or left high school; persons employed but who need training or retraining to achieve stability or advancement in employment; and for persons who are academically or socioeconomically disadvantaged or who have physical or mental disabilities. Enrollment in a technology center or to specific career majors shall not be contingent upon any single measure but upon a combination of factors including but not limited to achievement levels, aptitude, interest, work history, and ability to benefit in terms of employment.

(b) **Establishment.** Technology center districts may be established through criteria and procedures established by the State Board and shall be operated in accordance with the rules and regulations of the State Board [70 O.S. 1988, §14-104 and Section 9B, Article X, Oklahoma Constitution].

(c) **Official name-technology centers.** *Its official name shall be designated by the State Board of Career and Technology Education, in which name it may sue and be sued, and be capable of contracting and being contracted with, and holding real and personal estate [70 O.S. 1988, §14-108(B)].* The State Board shall authorize local area school districts to utilize unofficial names for marketing purposes. The State Board recognizes the term Technology Center. Any exceptions must be approved by the State Board.

(d) **Corporation status.** *A technology center district shall be a body corporate and shall possess the usual powers of a corporation for public purposes [70 O.S. 1988, §14-108(B)].*

(e) **Operational mill levy.** Constitutional authorization has been granted to vote up to five mills on the dollar valuation of the taxable property in a technology center district for operational purposes. If approved by the majority of the voting electors, it needs to be voted only once, unless there is a need to increase or decrease a millage levy currently under five mills. If the existing millage levy is less than five mills, and it is necessary to increase the millage, the question to be voted should be on the increased millage only and not on the total millage, and should be so specified on the voting ballot.

(f) **Building fund levy.** Authorization has been granted to vote up to five mills on the dollar valuation of the taxable property in a technology center district for building purposes pursuant to the provisions of 70 O.S.Supp.1995, Section 1-118.1. Any millage levy voted is effective for one year. If a building fund levy is needed for multiple years, it shall be voted upon each year.

(g) **Local incentive levy.** Authorization has been granted to vote up to five mills local incentive levy on the dollar valuation of the taxable property in a technology center district. This levy may be used for operational or capital needs purposes. This levy, when approved, shall be made each fiscal year thereafter until repealed by a majority of the electors of the technology center district voting on the question at an election called for that purpose. If the existing millage levy is less than five mills, and it is necessary to increase the millage, the question to be voted should be on the increased millage only and not on the total millage, and should be so specified on the voting ballot.

(h) **Capital outlay bonds.** Authorization has been granted to vote for capital improvements (such as land, buildings, and equipment) that are financed by the issuance of the technology center district's general obligation bonds. Bonds so voted upon and approved by a majority of the votes cast, once issued, shall not cause the technology center district to become indebted in an amount, including existing indebtedness, in the aggregate exceeding five percent of the valuation of the taxable property in the technology center district.

### **780:15-3-2. Establishment/Sustainment of a technology center district; sites and buildings**

(a) **Establishment.** A technology center district shall be established in accordance with the steps outlined in this section.

(b) **State Board study of proposed technology center district.**

(1) **Proposed district study.** The State Board, upon request of the public school(s) within a proposed district, board of county commissioners, or citizens within a proposed district, shall make a study of the proposed district in regard to the following factors:

- (A) Size;
- (B) Total population;
- (C) Assessed valuation;
- (D) Current school enrollments;
- (E) Estimated secondary school enrollments;

- (F) Estimated full-time adult enrollments;
  - (G) Other information pertinent to determining the feasibility of a technology center district.
- (2) **Costs.** The study shall also include building and equipment costs, as well as estimated annual operating costs.
- (3) **Sharing of study information.** The information compiled as a result of the study shall be shared with the local schools and/or county commissioners and other interested persons within the proposed technology center district.
- (c) **State Board determination of technology center feasibility.**
- (1) **Decision by State Board.** After a study of the proposed technology center district has been completed and reviewed by the interested and affected schools and/or county commissioners, a decision will be reached as to the course of action to be taken. The State Board shall finally determine if the proposed technology center district meets the criteria and requirements prescribed, if there is a need for the district, and if the operation of the district can be adequately funded.
- (2) **Valuation of district; waivers.** A proposed technology center district shall have a minimum valuation of \$100,000,000 after homestead exemptions. In situations involving low valuations and/or sparsely populated areas where this requirement is not feasible, the State Board, upon presentation of sufficient justification, may give special permission to waive the minimum criteria.
- (d) **Presentation of resolutions.**
- (1) **Resolutions signees.** If the State Board determines the proposed technology center district is feasible and needed, resolutions shall be presented to the State Board signed by:
- (A) Local boards of education of districts desiring to become a part of a technology center district,
  - (B) A majority of the membership of a board of county commissioners, or
  - (C) A combination of (A) and (B) of this subsection where there exists a county and school districts outside that county desiring to become a part of the same technology center district.
- (2) **Cooperation.** The State Board shall work with the area in order to establish a district that is feasible and will fit into its state plan.
- (3) **Established school districts.** The State Board shall protect the attendance area of established technology centers and not approve any part of an existing technology center district for inclusion into a new area district unless that area cannot be served adequately by the existing technology center (Deannexation proceedings may have to be followed first.)
- (e) **Technology center district formation election.**
- (1) **Call for election.** The State Board shall call an election in each district submitting a resolution, or in each district within a county submitting the resolution, if a technology center district is found to be feasible and needed.
- (2) **Election.** An election will be held in each independent and elementary school district, and/or entire county, having territory that would be included in the proposed technology center district, for the purpose of permitting electors of the district to vote on the question of whether the territory comprising the independent or elementary school district, and/or entire county, shall be included in the proposed technology center district.

(f) **Elections relative to the creation of new technology center district (general rules).** The rules of this subsection shall be used for conducting elections relative to the creation of a technology center district, electing the initial board of education, voting the initial operating levy, and for annexation of an independent or elementary school district to an existing technology center district.

(1) **Election date.** The State Board with advice and counsel of local boards of independent and elementary school districts and/or county commissioners shall designate the date on which an election shall be conducted.

(2) **Responsibilities of county election board; State Board.** The State Board shall cooperate with the county election board designated to conduct the election. The county election board shall receive notice from the State Board and shall conduct the elections in the school district at the time specified by the State Board. The State Board shall prepare the publication notice and submit it to at least one newspaper of general circulation in each county officially calling the election, stating the purpose of the election and listing the polling places in the county. The State Board shall assume the cost of such publication.

(3) **Forms.** All forms to be used in technology center district elections will be provided by the County Election Board.

(4) **Hours.** The polls for election shall be open from 7 a.m. until 7 p.m.

(5) **Certification of results.** The county election boards shall, when appropriate, certify to the local school boards the results of an election. The county election boards shall certify to the State Board, also, the results of any election pertaining to the creation of a new technology center district, the initial board of education election, and the initial operating levy election.

(6) **Costs of elections.** When holding the election for the creation of a technology center district, the election of the original board of education, and the election for the first operation levy, the cost for these elections will be borne by the State Board.

(7) **Annexation election costs.** Annexation election costs of individual independent and elementary school districts will be borne by the State Board.

(g) **Formation election results determination.**

(1) **Election results.** Results of the election for the formation of a technology center district shall be submitted to the State Board and each school district involved. If the results of the election satisfy the criteria for the formation of a technology center district, the State Board may declare the district formed.

(2) **Election results from resolutions from school districts.**

(A) **Inclusion in the proposed district.** The territory comprising an independent or elementary school district shall be included in the proposed technology center district if a majority of the electors who voted cast ballots in favor of the question.

(B) **Establishment after an unfavorable vote.** Notwithstanding an unfavorable vote in an independent or elementary school district(s), a technology center district may be established and the territory comprising other independent and elementary school districts in which the votes have been favorable may be included in the technology center district, if criteria prescribed by the State Board can be met.



- (i) **Study of election results.** The State Board shall study the results of the elections to determine if a sufficient number of the school districts voted in favor of becoming a part of a technology center district. If the area is deemed sufficient, the State Board shall form the district.
  - (ii) **Valuation; reconsideration of districts.** If the valuation of the area that voted in favor of the proposition is not sufficient to form the district, the State Board shall continue to work with the proposed area; and if the school districts that were opposed to becoming a part of the technology center district wish to vote again on the proposition, they may do so by presenting another resolution to the State Board.
- (C) **District establishment suspension; second election.** If the criteria cannot be met because of unfavorable votes in one or more independent or elementary school districts, the State Board may hold establishment of the proposed technology center district in suspension for a period not to exceed one year, and in the meantime may, but no sooner than after ninety (90) days, at the request of the local board of education where the election failed, call another election on the same question.
- (3) **Election results from resolutions by a majority of a board of commissioners.**
  - (A) **Voters.** The majority of the votes cast in the county shall determine whether the territory of the county becomes a part of a technology center district. The electors residing in any portion of a county that is already a part of an existing technology center district shall not be allowed to participate in this election.
  - (B) **Electors in adjoining county.** A local school district that has its main buildings within the county calling the election but has electors residing in an adjoining county should pass a resolution for that part and present it to the State Board, which shall call an election as provided in these rules and regulations.
  - (C) **Addition of adjoining county electors to the technology center district.** If the majority of the voting electors in the county vote to establish a technology center district, then that part of the local district located in the adjoining county shall become part of the new district, provided a majority of those voting cast ballots in the affirmative, and they shall be entitled to the rights and privileges and be subject to the assessments as are all other patrons in the district.
  - (D) **Second election.** If the election fails, the State Board may call another election in the county at the request of the county commissioners after a period of three months or 90 days has elapsed since the previous election.
- (4) **Declaration; number designation.** Whenever there has been a compliance with these rules and regulations, the State Board may issue an order declaring the technology center district to be established and designating its number.
- (5) **Validation period.** Results of school districts and/or counties that voted to become a part of a technology center district shall be held valid for a period of 12 months, or one year, to allow time for the passage of an operational mill levy election.
- (6) **State Board approval of sites and additional campuses.** The State Board shall approve the location of a site for an official campus of a technology center district. If the campus employs a minimum of five full-time instructors who are teaching career majors

that have been approved by the Department, then it may be recognized as an official campus and will be eligible for funding under a formula approved by the State Board. Branch campuses may be established by the technology center board of education to serve special needs or remote areas of the district. In the event the local board elects to pursue an additional campus at a site other than the existing pre-approved campus, prior approval must be granted by the State Board. Factors that will be used in determining approval will include, but not be limited to, student travel time to the nearest available technology center campus, district valuation, student enumeration, and local industry needs.

(h) **Zoning of the new technology center district.**

(1) **Advisement.** When the State Board forms a technology center district, it shall then divide the district into board districts with the advice and counsel of the local school districts.

(2) **Five board districts.** After consultation with the local school officials, the State Board will divide each technology center district into five numbered board districts of approximately equal population.

(i) **Election of members to the board of education of the new technology center district.**

(1) **Call to elect members.** When a technology center district is established, the State Board shall call, and the appropriate county election board(s) shall conduct an election to choose a board of education, which shall consist of five (5) members except as hereinafter provided, elected by all of the school district electors of the technology center district.

(2) **Composition of board.** Candidates for board district offices of the board shall be residents of the board district. Electors shall vote on all candidates in board elections.

(3) **Terms.** The newly elected board members will serve initial terms as follows:

- (A) Office Number 1, Board District 1: One year
- (B) Office Number 2, Board District 2: Two years
- (C) Office Number 3, Board District 3: Three years
- (D) Office Number 4, Board District 4: Four years
- (E) Office Number 5, Board District 5: Five years

(4) **Cycle of elections; terms.** At the first regular school election, as prescribed by the state statutes, after the technology center district has become operative for one year, an election shall be held to fill the office that expires in one year. The terms of other offices shall expire in the sequence noted in the schedule above. After the initial terms of offices expire, each school board member shall be elected for a five-year term.

(5) **Notification and declaration of intent.** Each candidate shall file a written notification and declaration of intent to be a candidate for the board district in which he/she resides or as a candidate-at-large. The notification and declaration of intent shall be filed with the county election board within the time prescribed by the election board.

(6) **Seven-member board.** In the event the total area of five or more counties is involved, a seven (7) member board of education may be elected to serve the technology center district.

(7) **Seven-member terms.** When there are seven board members, they shall be elected in the same manner as board of education members of other technology center districts. The terms of office of members shall be staggered so that the term of office of only one member shall expire each year. Offices shall be numbered one through seven.

(8) **Relations with State Board.** Representatives of the State Board shall meet with the elected board and administer the oath of office, which shall be the same as for boards of independent school districts. The State Board shall provide guidance, direction, and technical assistance to the newly elected board members.

(j) **Operational tax levy election for a new technology center.**

(1) **Call for election.** As soon as practical, and when it can legally do so, after members of the board of education of a technology center district are first elected following the establishment of the district, the board of education shall call an election to vote on an operational tax levy for the district.

(2) **Educational plan.** The elected board of the technology center district shall make a study utilizing the services of the State Board and all other agencies that may be at its disposal to determine an educational plan for the district.

(3) **Tax levy.** No technology center district shall begin operations until the electors have approved a tax levy as provided by Section 9B, Article 10, Oklahoma Constitution and 70 O.S 2001, § 14-108, as amended, and the county excise board has approved an "Estimate of Needs" for the district or in compliance with the 1996 School District Budget Act in 70 O.S. Supplement 1996, §5-150, as amended.

(4) **Second election.** If an election for an operational levy is held and the proposed levy fails to receive a majority of the votes cast, a second election will be held within 180 days after the original election for the purpose of voting again on an operational levy. A second election must be requested by the technology center board and approved by the State Board.

(5) **Dissolution of district; board.** The State Board has the authority to disband a newly formed technology center district, release the board of education of its obligations, and release all public school districts from any obligation in the new technology center district when an operational levy is rejected by the voters a second time. Disbanding or dissolving a newly created technology center district will be done only after consultation with the local school districts involved.

(6) **School planning.** After passage of a successful operational levy, the technology center board shall employ professional help, engage the services of an architect to plan buildings, and take such action as necessary to establish the technology center.

(k) **Selection of the technology center superintendent.**

(1) **Choice of superintendent.** Following passage of a successful operational tax levy, the local board of education shall employ a technology center district superintendent.

(2) **Duties; qualifications.** The duties and minimum qualifications of technology center superintendents shall be as follows:

(A) **Duties.** The technology center superintendent shall be the principal administrative officer of the technology center. He/she shall be responsible for the organization, curriculum development, evaluation, and improvement of instruction. The technology center superintendent shall maintain close contact with the employment services, advisory committees, potential employers, and all agencies and institutions relative to employment needs and job opportunities in order that career and technology education instruction may be closely coordinated with current needs and anticipated employment opportunities. He/she shall evaluate instruction continuously and bring about changes and improvements that will ensure that students will obtain

the skills and knowledge for which instruction is being provided. The technology center superintendent shall be responsible for assigning appropriate administrative personnel to evaluate the technology center's certified faculty and determining that such persons have a technology center administrator's credential. The technology center superintendent shall be responsible for maintaining a system of complete and accurate records and shall make such financial, statistical, and descriptive reports as may be required by the State Board.

(B) **Qualifications.** First, the technology center superintendent shall have a superintendent's certificate as defined by the State Department of Education. Second, the technology center superintendent shall have had at least five years of experience as a Career Tech teacher, supervisor, or administrator. Third, the technology center superintendent shall hold a valid Oklahoma *CareerTech* teaching certificate. Fourth, the technology center superintendent shall have a Technology Center Administrator's Credential.

(3) **Issuance by the Technology Center Services Division.** The Technology Center Services Division of the Oklahoma Department of Career and Technology Education shall be responsible for the issuance of the technology center administrator's credential.

(4) **Technology Center Administrator's Credential.** Other school administrators who are responsible for supervision and administration of Department-approved career majors and for the evaluation of certified faculty under the provisions of the Education Improvement Act of 1985 shall also be required to have a standard or a provisional Technology Center Administrator's Credential as provided for above in 780:15-3-2(k)(2) & (3) of the rules and regulations governing technology centers.

(A) **Standard Technology Center Administrator's Credential.** A person who has superintendent's certificate or a secondary principal's certificate and at least five years of experience as a CareerTech teacher, supervisor, or administrator of Department-approved programs and/or career majors and has a valid Oklahoma *CareerTech* teaching certificate shall be issued a standard technology center administrator's credential.

(B) **Provisional technology center administrator's credential.** A person with a superintendent's certificate or a secondary principal's certificate and a valid Oklahoma teaching certificate and at least five years of experience as a CareerTech teacher, supervisor, or administrator of Department-approved programs and/or career majors and without a valid Oklahoma *CareerTech* teaching certificate shall be issued a provisional technology center administrator's credential and be given three years from the date of issuance to complete the eight semester hours specified below to meet the requirements for a standard technology center administrator's credential. A person who has been employed in an administrator, counselor or coordinator position for at least five years at a technology center, who has a superintendent's certificate or a secondary principal's certificate and a valid Oklahoma teaching certificate or valid school counseling certificate shall be issued a provisional technology center administrator's credential and be given five years from the date of issuance to complete the eight semester hours specified below plus the appropriate ODCTE administrator development program(s) identified when the technology center administrator's credential is issued to meet the requirements for a standard technology center administrator's credential. The issuance of the technology center administrator's

standard credential shall be based on the completion of a minimum of eight semester hours from three of the following areas:

- (i) History and Philosophy of Career and Technology Education;
- (ii) Technology Center Finance;
- (iii) Curriculum for Career and Technology Education; and,
- (iv) Career and Technology Education Planning Development and Evaluation.

(5) **Requirements for first-year technology center superintendents.** The State Board of Career and Technology Education reaffirms its commitment to provide support and services to new technology center superintendents in Oklahoma. To assist first-year technology center superintendents in the state in providing their respective districts with maximum leadership, effective management, and strong educational programs, the following professional development requirements shall be met by each technology center superintendent employed for the first time in the state of Oklahoma as a technology center superintendent:

(A) Meet qualifications for the Provisional or Standard School Superintendent Certificate.

(B) Meet qualifications for the Provisional or Standard Technology Center Administrator's Credential.

(C) Attend professional development workshops or training seminars equal to eleven days (66 hours) of training:

(i) 1 day: Attend a meeting of the State Board of Career and Technology Education and a board meeting at a technology center where the first-year technology center superintendent is not currently employed.

(ii) 2 days: Attend the Annual CareerTech Summer Conference.

(iii) 2 days: Attend the Annual Technology Center Superintendents June Workshop.

(iv) 6 days: Attend professional development workshops or training in the following general areas:

(I) Superintendent/Board of Education Relationships

(II) Legal Issues/School Law/Open Meeting Laws

(III) Staff Relationships/Due Process

(IV) Community and Industry Relationships

(V) Technology Center Finance

(VI) Plant Management/School Facilities

(VII) Setting School District Site Goals/Strategic Planning/Planning and Implementing Continuous Improvement Strategies for Schools

(VIII) Individuals with Disabilities Act (IDEA)

(v) If a first-year technology center superintendent can provide evidence that within eighteen months prior to being employed as a technology center superintendent, that he/she has completed one of the training requirements listed above in (iv), the Technology Center Services Division will review his/her documentation and determine if credit should be given for training previously completed.

(D) After July 1, 2009, the Technology Center Services Division of the Department will provide and/or coordinate, approve and document professional development workshops and/or training seminars for first-year technology center superintendents. If content and method of delivery is approved by the Technology Center Services Division prior to a first-year technology center superintendent participating in training, a first-year technology center superintendent may complete some of the training requirements by IETV, on-line training, webinars, or similar methods of delivery. The Technology Center Services Division will issue a certificate to each new superintendent who has successfully completed the training requirements for first-year technology center superintendents. A copy of this certificate will be provided to the Oklahoma State Department of Education. To maintain certificate validity for second-year technology center superintendents, the Technology Center Services Division will provide to first-year technology center superintendents and the Oklahoma State Department of Education a report showing training completed by first-year technology center superintendents. The Technology Center Services Division will continue to consult with the Oklahoma State Department of Education regarding emerging issues that in the future may need to be integrated into first-year technology center superintendent training.

(l) **Other actions necessary to establish a new technology center.**

(1) **Funding for buildings and equipment.** The elected board may submit a building fund levy proposal or a capital outlay bond proposal to finance new buildings and equipment after a study has been made and professional help has been employed.

(2) **Election guidelines.** The building fund levy election or capital outlay bond election shall be conducted in accordance with the prescribed election rules and regulations.

(m) **Approval of capital improvement projects.** After local board approval, all plans and specifications for technology center buildings, additions, including parking lots and modifications designed for *CareerTech* instruction and/or services shall be reviewed by appropriate staff of the Oklahoma Department of Career and Technology Education and shall be approved by the Technology Center Services Division of the Oklahoma Department of Career and Technology Education. In addition all capital improvement projects must comply with local building codes and be reviewed by the local and/or state fire marshal and the State Department of Education. The State Board must grant prior approval of all plans and specifications for technology center school buildings, additions, and modifications to school buildings that are designed to provide for the offering of *CareerTech* education and services when the cost of the building project is to be paid with state appropriated funds, which includes projects funded with monies from the Educational Lottery Trust Fund, or both local levies and state appropriated funds. (70 O.S. 2001, Section 14-108, as amended.)

(o) **Ownership of instructional equipment.** Instructional equipment purchased or reimbursed with state and/or federal funds will remain the property of the State Board except equipment purchased with equipment grants. When instruction can no longer be justified, the State Board may remove the equipment and transfer it to another technology center, skills center, or place it in the Department service center.

- (p) **Insurance and equipment maintenance.** The technology center district shall be responsible for insurance and maintenance and repair of state-owned equipment while it is being utilized in instruction conducted by the district.
- (q) **Architect involvement.** Technology center buildings that are to be remodeled, repaired, or constructed shall have an architect engaged in the planning of such building as provided in 59 O.S. Supp. 2008, §46.3.
- (r) **Accommodations for individuals with disabilities.** It shall be the responsibility of the board of education of a technology center district to follow the provisions of the Uniform Federal Accessibility Standards or the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities when constructing new facilities or altering existing structures.

### **780:15-3-3. Elections in existing technology center districts**

- (a) **Election of five-year term board member.** A regular election shall be held in each technology center district as may be prescribed by law, at which time the technology center district electors shall elect a member of the board of education to succeed the outgoing member for a term of five years and, if necessary, elect a member of the board to fill any vacancy that occurred since the previous election.
- (b) **Board vacancies.** Vacancies for members of the board of education of every technology center district shall be filled by appointment by the board. Persons appointed to fill vacancies in the first half of the term of office for the board position shall serve only until the next succeeding election, at which time the office which they hold shall be placed on the ballot for the balance of the unexpired term. Vacancies filled by appointment following the delivery of the resolution calling for regular elections to the secretary of the county election board shall be filled until the regular elections the following year. Persons elected to fill unexpired terms shall begin those terms at the next regular meeting of the board of education following the election. If the board of education does not fill the vacancy by appointment within sixty (60) days of the date the board declared the seat vacant, the board of education shall call a special election to fill the vacancy for the unexpired term.
- (c) **Notification and declaration of candidacy.** Candidates for election as members of the board of education of an existing technology center district shall file a notification and declaration of candidacy with the county election board at the time specified by law.
- (d) **Run-off election.** If no candidate receives more than 50 percent of the votes cast in the election, an election between the two candidates with the highest number of votes shall be conducted in accordance with 26 O.S. 2001, §13A-103, as amended.
- (e) **County election board.** All technology center elections shall be conducted by the county election board in accordance with 26 O.S. 2001, §13A-101 et seq., as amended.
- (f) **Notification of results.** The county election board shall notify the State Board and local school district boards of the results of the initial election of board members. Thereafter, the county election board shall notify the existing area school board of education of the election results.
- (g) **Organization of the school board.** The school board of a technology center district shall be organized in accordance with 70 O.S. 2001, §5-119, as amended, and the Rules for Career and Technology Education, Title 780 Oklahoma Administrative Code.
- (h) **Responsibilities of the board.** The board of education of a technology center district shall have powers, duties, and obligations in accordance with 70 O.S. 2001, §5-117, as amended. The

board will perform all functions necessary for the administration of a technology center district in Oklahoma as specified in the Oklahoma School Code, and in addition thereto, those powers necessarily implied but not delegated by law to any other agency or official.

(i) **Education and training requirements.** Technology Center Board members are required to complete training requirements specified in Sections 5-110 and 5-110.1 of Title 70 of the Oklahoma Statutes. The Department is authorized to provide new, incumbent, and continuing education workshop and training so technology center board members and the State Board of Career and Technology Education members have the opportunity to complete the training that is required by statute. The training may be conducted and/or coordinated by the Department or by an outside entity that has been approved by the Department and has contracted with the Department and/or agreed to provide the training. The Department shall maintain the records that document training completed by technology center board members and State Board of Career and Technology Education members. The Department shall provide each technology center school district board of education member and State Board of Career and Technology Education member with a training status report at least twice a year. If resources are available, the Technology Center Services Division may post training status reports on a web page that is accessible only to appropriate individuals.

(j) **Workshops and training seminars.** The Technology Center Services Division of the Department will provide and/or coordinate, approve and document professional development workshops and/or training seminars for technology center board members and State Board of Career and Technology Education Board members. If content and method of delivery is approved by the Technology Center Services Division prior to a board member participating in training, a board member may complete some of the training requirements by participating in IETV, on-line training, webinars or similar methods of delivery.

#### **780:15-3-4. Financial management procedures for technology centers**

(a) **Annual "Estimate of Needs."** The board of education of a technology center district shall comply with the 1996 School District Budget Act in 70 O.S. Supplement 1996, §5-150, as amended, or file an "Estimate of Needs" annually with the county excise board of the county in which the technology center site of the district is located or is to be located. If the district has, or is to have, more than one technology center site, the "Estimate of Needs" shall be filed with and approved by the county excise board designated by the technology center board of education.

(b) **Preliminary "Estimate of Needs."** Only when an election is called to increase or decrease the levy shall a preliminary "Estimate of Needs" be published. The date of publication must be at least ten days before the election. Such elections may be called by the board of education whenever it determines it to be in the best interest of the district to do so.

(c) **Response to levy petition.**

(1) **Operating levy.** It shall be mandatory for the board of education to call an election upon receiving a petition relative to the operating levy millage bearing the signatures of a majority of the qualified technology center electors of the district. The petition shall be filed with the clerk of the board of education. The election shall be held at the next annual election as prescribed by law.

(2) **Incentive levy.** It shall be mandatory for the board of education to call an election to decrease the local incentive levy upon receiving a petition from the electors of the technology center district. Such petition shall be signed by at least fifty (50) percent of the number of



technology center district electors who voted in the last school board election in the technology center district. The election shall be held at the next annual election as prescribed by law.

(d) **Preparation of the budget.** The "Estimate of Needs," or budget, shall be prepared, published, and filed at the same times specified for independent school districts, and shall include such financial statements, estimates, and information as may be prescribed by the State Board.

(e) **Duties of county assessor; distribution of tax monies.** After approving the "Estimate of Needs," the county excise board shall certify the required levies to the county assessor of each county having property within the boundaries of the area district. The county assessor shall include the levies on the tax rolls for collection by the county treasurer. The taxes collected by the county treasurer shall be apportioned and remitted to the treasurer of the technology center district in the same manner as that provided by law for tax collections accruing to the benefit of independent school districts.

(f) **Alternate system of accounting.** All technology center districts are authorized to use the alternate system of accounting set forth in 70 O.S. Supp. 1990, §5-135.

(g) **Guidelines.** As a general rule all technology centers will adhere to the **State Board of Education Policies and Procedures for Implementation of the Oklahoma Cost Accounting System (OCAS) and School Finance** in the areas that are not covered by the technology center rules and regulations.

(h) **Classification of funds, cash accounts, expenditures and receipts.**

(1) **Coding of revenue.** All technology center districts are required to maintain an ongoing record of income that will ensure a complete and accurate income report as required by the Department. All income will be identified in separate categories for local, state, and federal funds. Effective July 1, 1993, for FY 1994, all technology center districts will be required to use the Oklahoma cost accounting system for coding revenue.

(2) **Coding of expenditures.** All technology center districts will be required to use the Oklahoma cost accounting system for coding expenditures.

(3) **Final expenditure report.** All technology center districts are required to file a completed "Cost Per Instruction and Services Report" using guidelines furnished by the Department on or before October 1 of each year.

(i) **Management of and Responsibilities for the Activity Fund (70 O.S. Supp. 1990, §5-129).** All technology center districts shall adhere to the State Board of Education's Policies and Procedures for Implementation of the Oklahoma Cost Accounting System (OCAS) and School Finance section entitled "School Activity Fund."

(j) **Factors in determining the allocation formula for technology centers.**

(1) **Formula allocation plan.** The State Board will approve allocation of funds to Technology Centers.

(2) **Finance of operations.** The State Board shall provide state funds to technology centers based on a formula developed by the Oklahoma Department of Career and Technology Education.

(3) **Formula factors.** Factors considered in determining the formula may include enrollment, number of Department-approved instructional staff employed by the technology center to teach career majors, local funding resources, incentive for maximum local support and allowable general fund balance.

- (4) **Annual approval of Career Majors.** Career Majors to be offered at the technology centers shall be approved each year in order:
  - (A) That high school credit may be given to the students enrolled and
  - (B) To ensure that accreditation factors are in proper form.
- (5) **Annual approval of Instructional Staff.** Instructional staff employed by the technology centers to teach career majors shall be approved by the Department each year.
- (k) **Audit resolution process.**
  - (1) **Independent audits.** The Department shall be responsible for ensuring that audits are performed by independent auditors in a timely manner and are in accordance with OMB Circular A-133 and the Single Audit Act. The Department will review and categorize any audit exceptions, comments or findings.
    - (A) **Notification of findings.** The Department shall notify the technology center of the findings and will request a letter of commitment of corrective action for procedural finding(s) and finding(s) involving questioned costs.
    - (B) **Assurance of settlement.** In the case of a legal requirement, the technology center shall supply written documentation that the issue has been settled.
    - (C) **Response to letter of commitment.** If the commitment from the technology center is satisfactory as determined by the Department, the school will be notified of the decision.
    - (D) **Return of funds.** If the commitment is determined to be unsatisfactory, the Department may request the return of funds connected with the questioned cost(s) or the questioned procedure(s).
    - (E) **Disallowed costs.** If the finding involves disallowed costs, the Department will request the refund of funds for the questioned costs.
  - (2) **Agency oversight audits.** The Department's Internal Audit staff will perform audits of technology centers. The Department will review and categorize any audit exceptions, comments or findings.
    - (A) **Notification of findings.** The Department shall notify the technology center of the findings and will request a letter of commitment of corrective action for procedural finding(s) and finding(s) involving questioned costs.
    - (B) **Assurance of settlement.** In the case of a legal requirement, the technology center shall supply written documentation that the issue has been settled.
    - (C) **Response to letter of commitment.** If the commitment from the technology center is satisfactory as determined by the Department, the school will be notified of the decision.
    - (D) **Return of funds.** If the commitment is determined to be unsatisfactory, the Department may request the return of funds connected with the questioned cost(s) or the questioned procedure(s).
    - (E) **Disallowed costs.** If the finding involves disallowed costs, the Department will request the refund of funds for the questioned costs.

**780:15-3-5. Changes in districts' status**

- (a) **Rezoning of existing technology center districts.**
  - (1) **Review of board district population.** In order to comply with the federal and state rules of equal representation in all units of government, it will be necessary from time to time to

review the population of the board districts as originally designed to see that reasonably equal board districts exist as far as population is concerned. Between August 1 and December 31 of the year following the submission of the official Federal Decennial Census, the board of education will reapportion the school district into board districts. The local technology center will formulate the rezoning plan, that must be submitted to the State Board for approval.

(2) **Board of education; board district size.**

(A) **Five members.** The board of education shall consist of five (5) members, except as provided in 70 O.S. Supp. 2001, §5-107A, 70 O.S. Supp. 2001, §14-110, 70 O.S. Supp. 2001, §4419, 780:15-3-2(I)(6) rules and regulations governing technology center districts, and 780:15-3-5(a)(2)(E) of this section.

(B) **Size of board districts.** Internal boundaries of board districts shall follow clearly visible, definable, and observable physical boundaries that are based upon criteria established and recognized by the Bureau of the Census of the United States Department of Commerce for the purposes of defining census blocks for its decennial census and shall follow, as much as is possible, precinct boundaries. Board districts shall be compact, contiguous and shall be as equal in population as practical with not more than a ten percent (10%) variance between the most populous and least populous board districts.

(C) **Restructure of noncontiguous board districts.** Technology center districts that are not contiguous shall structure their board districts where there are no intervening board districts between the noncontiguous portion of the district and the remainder of the same board district that contains the noncontiguous portion of said technology center district.

(D) **Board district residency.** All members shall reside in the board district that they represent.

(E) **Seven-member board districts; annexation.** Any technology center district that consisted of a seven (7) member school board on July 1, 1987, and later has added or will add more geographical territory by annexation, shall continue to have a seven (7) member school board whose terms of office shall be the same as previously served.

(b) **Annexations.**

(1) **Proposed annexations**

(A) **Annexation, as proposed by a board of education.** Boards of education of a public school district desiring their district or a part of their district to annex to an existing technology center district shall submit a resolution to the State Board requesting an election be called for that purpose. Territory shall not be annexed to a technology center district without the approval of the State Board. No territory may be included in a petition for annexation within one (1) year from the date of an unsuccessful election for annexation where that territory was a part of the territory seeking to annex. A study of the proposed annexation will be conducted by the Department to ascertain whether the annexation would unlawfully exclude students on the basis of race, color, national origin, or disability. If the board of education of the technology center district agrees to the annexation, and if the resolution is approved, the State Board after counseling with the local school district board will set the election date and shall request the county election board to conduct the aforementioned annexation election. If a majority of the electors voting vote for the proposition, the State Board shall declare the public school district, or that portion designated, annexed to the local technology center.

**(B) Annexation, as proposed by patrons/electors.** In the event the patrons of any designated territory comprising all or part of a local public school district desire to have such designated territory annexed to a technology center district, a petition may be submitted to the State Board calling for an election on the desired annexation. The petition shall be signed by at least 50 percent of the number of school district electors who voted in the last school board election in the territory proposed to be annexed, as determined by the secretary of the county election board, who shall certify the adequacy of the number of signatures on the petition. The State Board, after obtaining approval of the technology center district to which the territory is sought for annexation, shall request the county election board to conduct the requested annexation election—provided the period of time from which the petition was initiated to its time of filing with the State Board did not exceed 90 days. All qualified voters within the local school district shall be entitled to vote at such election. If a majority of the electors voting at such election vote in favor of the proposition, as certified by the county election board, the designated territory shall thereupon be declared by the State Board to be annexed to the respective technology center districts.

**(C) Petition.** A petition form shall be developed by the Oklahoma Department of Career and Technology Education. Any petition to be circulated must be on that form or must incorporate the exact language of the form. To effect the annexing of territory, a petition requesting the annexation must be:

- (i) submitted to the technology center board of education, and
- (ii) filed with the State Board.

**(D) Petition content.** The petition shall be signed by at least 50 percent of the number of school district electors who voted in the last school board election in the territory proposed to be annexed, as determined by the secretary of the county election board, who shall certify the adequacy of the number of signatures on the petition. Each page of the petition shall contain the exact language except for signatures and addresses of school district electors. Electors must personally sign their own name to any petition and must swear of affirm that they have read the contents of the petition and are signing the document as a free and voluntary act.

**(E) Annexation, as proposed by a board of county commissioners.** When a large area such as a county, or portions thereof, desires to be annexed to an established technology center district, the board of county commissioners may submit a resolution to the State Board requesting the State Board to call an annexation election for the area so designated. If a majority of the electors voting in the designated area vote for the proposition, the State Board shall declare the area annexed.

**(F) Annexations or transfers of independent and elementary school districts, or portions thereof.** Technology center district membership resulting from annexation or transfers of territory shall be determined by the following:

- (i) When an elementary or independent school district, whose territory is a part of a technology center district, is annexed to another elementary or independent school district whose territory is not a part of a technology center district, the annexation shall not affect the status of the annexing district with respect to the technology center district.

(ii) When an elementary or independent school district, or a portion thereof, whose territory is not a part of a technology center district, is annexed or transferred to another elementary or independent school district whose territory is a part of a technology center district, the territory of the annexed or transferred elementary or independent school district shall become a part of the technology center district.

(iii) When an elementary or independent school district or a portion thereof, whose territory is already a part of a technology center district is annexed or transferred to another elementary or independent school district whose territory is a part of a second technology center district, the territory of the annexed or transferred elementary or independent school district shall become a part of the second technology center district.

**(2) Liability of annexed territory for bonded indebtedness of technology center district.**

If the territory is annexed to a technology center district, the assessed valuation of property in the territory will be subject to taxes thereafter levied to pay existing bonded indebtedness that was incurred by the technology center district before the territory was annexed.

**(3) Benefits of annexed territory.** When a public school district or a part of a public school district is annexed to a technology center district, the people residing in the newly annexed district or part of a district shall immediately become eligible to all the rights and privileges as those residing in the technology center district and shall be subject to the tax levies of the technology center district provided by Section 9B Article 10 of the Oklahoma Constitution except as outlined in section (4) below.

**(4) Newly annexed territory tax collection.** For all successful annexation elections occurring after January 1, 2005, the collection of advalorem taxes from patrons in the annexing territory shall begin with a phase-in period of three consecutive tax years following the successful annexation election. Taxes will be collected according to the following schedule:

(A) First tax year following the election, 50% of the current technology center rate.

(B) Second tax year following the election, 80% of the technology center rate.

(C) Third tax year following the election, 100% of the technology center rate and to remain at 100% for all subsequent years unless a successful deannexation election occurs as outlined in these rules.

**(c) Deannexation.**

**(1) Proposed deannexation.**

**(A) Approval of State Board.** Territory shall not be deannexed from a technology center district without the approval of the State Board. No territory may be included in a petition for deannexation within one (1) year from the date of an unsuccessful election for deannexation where that territory was a part of the territory seeking to deannex. A study of the proposed deannexation will be conducted by the Department to ascertain whether deannexation would unlawfully exclude students on the basis of race, color, national origin, or disability. All deannexations shall become effective December 31 of the calendar year in which the deannexation was approved by the voters.

**(B) Petition.** A petition form shall be developed by the Oklahoma Department of Career and Technology Education. Any petition to be circulated must be on that form or must incorporate the exact language of the form, in addition to the reason for deannexing. To effect the deannexing of territory, a petition requesting the deannexation must be:

- (i) submitted to the technology center board of education, and
- (ii) filed with the State Board.

(C) **Petition content.** The petition shall state the reason for deannexing and shall be signed by at least 50 percent of the number of school district electors who voted in the last school board election in the territory proposed to be deannexed. Each page of the petition shall contain the same information except for signatures of school district electors. Electors must personally sign their own name to any petition and must swear or affirm that they have read the contents of the petition and are signing the document as a free and voluntary act.

(D) **Order and Notice of Election.** If the State Board determines that there is a valid reason for the deannexation, it will issue an "Order and Notice of Election," and the election will be held and conducted by the County Election Board at some public place in the technology center district. Copies of the "Order and Notice of Election" will be published in one issue of a newspaper of general circulation in the technology center district.

(E) **Eligible electors.** If, prior to the issuance of the "Order and Notice of Election," the board of education of the technology center district shall have given written notice of approval of the deannexation to the State Board, only those school district electors who reside in the territory proposed to be deannexed shall be eligible to vote at the election. In the event the board of education of the technology center district will not give written approval of the deannexation, then school district electors of the entire technology center district shall be eligible to vote on the deannexation question.

(F) **Exceptions.** In situations where the reason for deannexation is because an approved consolidation has resulted in a sending school district with membership in two or more technology center districts, approval from the local technology center board is not necessary and upon approval from the State Board, only those school district electors who reside in the territory proposed to be deannexed shall be eligible to vote at the election.

(G) **Deannexation approval.** If a majority of the eligible school district electors voting at the election approve the deannexation, the State Board shall issue an order deannexing the territory from the technology center district and will transmit copies thereof to the county clerk, county assessor, and county treasurer of each county in which any of the deannexed area lies.

(H) **Property valuation; taxation.** If the territory is deannexed from a technology center district, the assessed valuation of property in the deannexed territory will be subject to taxes thereafter levied to pay bonded indebtedness that was incurred by the technology center district while the deannexed territory was a part of the technology center district.

(I) For all successful deannexation elections occurring after January 1, 2005, the collection of advalorem taxes from patrons in the deannexing territory shall begin with a phase-out period of three consecutive tax years following the successful deannexation election. Taxes will be prorated according to the following schedule:

- (i) First tax year following the election, 80% of the current technology center rate.

(ii) Second tax year following the elections, 50% of the technology center rate.

(iii) Third year following the election, 0% of the technology center rate and to remain at 0% for all subsequent years unless a successful annexation election occurs as outlined in these rules.

(d) **School consolidation.**

(1) **Nondiscrimination study.** When consolidation of school districts is being considered, the Department of Career and Technology Education will conduct a study to ascertain whether or not consolidation would unlawfully exclude students on the basis of race, color, national origin, or disability.

(2) **Consolidation of technology center member district and nonmember district.** When two common school districts consolidate to form a new district and one of the school districts has a majority of its territory located in a technology center district, then the State Board shall call a separate election to be held on the same day as the consolidation election, in that part of the new district that is not already a part of the technology center district, for membership in the technology center district.

(3) **Consolidation of districts with membership in different technology center districts.** When two or more common school districts consolidate to form a new district and each district already is included in a different technology center district, the location of the high school shall determine the technology center membership for the entire consolidated district. When more than one high school will be located within the new consolidated district, a feasibility study will be performed by the State Board. After consideration of the feasibility study and such other information as may be deemed relevant, the State Board shall determine the technology center membership for the entire consolidated district.

(4) **Consolidation of three or more districts.** When three or more common school districts consolidate to form a new district and at least one of the school districts has a majority of its territory located in a technology center district and one or more of the other districts to be merged is not a part of any technology center district, a feasibility study performed by the State Board shall include a recommendation for membership in a technology center district and, on the same date as the consolidation election, the State Board shall call a separate election in that part of the newly formed district, that is not already a part of a technology center district, for membership in the recommended technology center district.

**780:15-3-6. Technology center students**

(a) **Student eligibility.**

(1) **High school students.** For students currently enrolled in high school, the technology center is an extension of the student's high school and shall be subject to the regulations thereof. The student's home high school shall transcript the units of instruction earned by high school students attending the technology center. High school students who successfully complete their career plans of study shall be awarded a competency/completion certificate by the technology center. The technology center is a separate entity in that it also serves adult students.

(2) **Enrollment procedures.** High school students shall meet the enrollment criteria established by the technology center for the specific career major plan of study in which they wish to enroll, regardless of lawful immigration status. All high school students shall be

enrolled through a cooperative effort of the sending comprehensive high school and the technology center, except in cases where the student's parent or guardian has provided sufficient evidence that he/she is participating in a home-schooled education plan in accordance with 70 O.S. 2001, §10-105, as amended.

(3) **Approval to withdraw and withdrawal procedures.** Students from a sending comprehensive school who wish to withdraw from a technology center must have approval of both the technology center and the comprehensive school. Specific procedures for withdrawal are established cooperatively by the technology center and the sending comprehensive school.

(4) **Student discipline.** High school students' discipline and control shall be a cooperative effort between the comprehensive school and the technology center. Each institution shall enforce rules and regulations in accordance with their board-approved policies. Both institutions shall recognize the students' rights to "due process."

(A) **Qualified Students with Disabilities under IDEA.** Discipline for students with disabilities who have an IEP shall be in accordance with current federal and state legislation and rule of law.

(B) **Qualified Students with Disabilities under Section 504/ADA.** Qualified students with disabilities under Section 504 of the Rehabilitation Act of 1973 as amended or the Americans with Disabilities Act of 1990 as amended who are disabled by drug addiction or alcoholism may be disciplined to the same extent as other students. However, a student who is disabled by some other condition in addition to drug addiction or alcoholism must be evaluated and afforded due process prior to disciplinary action that would constitute a significant change in placement. Denial of access, and/or a significant change in placement, should not occur when there is a definable relationship between the misconduct and the disability. The student's 504/ADA team should meet and make this determination. There is no requirement in Section 504 or the ADA for the continuation of educational services following the expulsion of a student for behavior unrelated to the student's disability.

(5) **Certified coursework.** Units of coursework earned by a student in a technology center in Oklahoma shall be certified by the technology center to the sending school in which the student is regularly enrolled. These units of coursework shall be counted toward meeting local and state requirements for graduation. The technology center is considered to be an extension of the sending school curriculum and shall be subject to the regulations thereof.

(6) **Hours of attendance.** High school students may attend a technology center up to one-half day pursuing a high school diploma or GED and up to one-half day completing a *CareerTech* Career Major in the technology center. The students are counted as attending a full day at the sending school.

(7) **Secondary Students.** Career Majors in the technology centers may be offered to secondary students. Students who are on an Individualized Education Program may attend a technology center up to four years.

(8) **Postsecondary/adult students.** The technology center functions as a separate postsecondary-level educational institution for adult students who are beyond the age of compulsory school attendance and/or are not enrolled in high school. Postsecondary/adult students may attend courses at the technology center which may be held any time during the day or night on or off campus. Postsecondary/adult students are subject to the policies and procedures established for adult students by the technology center and shall be afforded all



benefits and services for which they qualify, regardless of lawful immigration status. Units of coursework completed at a technology center by a postsecondary/adult student are transcribed by the technology center as postsecondary level credit. Postsecondary/adult students who successfully complete their plan of study shall be awarded a competency/completion certification by the technology center. Units of instruction and/or credits earned by postsecondary/adult students may also be applied toward a college degree, in accordance with the cooperative agreements and cooperative alliance agreements developed by each technology center with a higher education institution.

(9) **Residency.** Students that meet the residency requirements of 70 O.S. Supp. 2002, Section 1-113, as amended, shall have the same opportunity to access technology center courses, regardless of lawful immigration status, as any other in-district student. These students may enroll in an appropriate Career Major following the same admission and enrollment procedures as other students.

**(10) Cooperative Alliances Between Higher Education Institutions and Technology Centers.**

(A) **Purpose.** The purpose of Cooperative Alliances is to expand student access to Oklahoma's educational opportunities with resource-sharing partnerships between institutions of the State System and CareerTech technology centers for the benefit of Oklahoma citizens, business, industry, and students. Cooperative Alliances are student-centered partnerships organized to encourage and facilitate progress toward college graduation and designed to ensure that students obtain the technical and academic skills that will allow them to succeed in today's dynamic knowledge-based, technology-driven global economy.

(i) Cooperative Alliances are formed with Oklahoma public colleges or universities that offer the Associate in Applied Science (AAS) as Cooperative Agreement Programs (CAP) with an Oklahoma public technology center. Students enrolled in CAPs are treated as members of the higher education community. These students benefit from college support services including academic advising and counseling, convenient admission and enrollment processes, financial aid, career advisement and job placement assistance.

(B) **Definitions.** The following words and terms, when used in the Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

(i) "Associate in Applied Science (AAS) degree" is typically a credential requiring two years of full-time equivalent college work (at least 60 credit hours) that emphasizes a technical or occupational specialty and is designed to lead the student directly to employment. Unlike the Associate in Arts (AA) or Associate in Science (AS) degrees, the AAS is not designed to transfer all courses to a Bachelor of Arts (BA) or Bachelor of Science (BS); however, the courses may transfer to a technical baccalaureate degree program.

(ii) "Cooperative Agreement Program (CAP)" is a formal, academic program offered by institutions in the Oklahoma State System for Higher Education that includes approved courses taught by a CareerTech technology center and leads to an Associate in Applied Science (AAS) degree or a college-level certificate in a technical or occupational field.

(iii) "Cooperative Alliance" is an agreement between one or more institutions in

the Oklahoma State System for Higher Education and one technology center as a joint vision of a collaborative partnership designed to benefit students and enhance the technical workforce in that part of Oklahoma. A Cooperative Alliance is voluntary and agreed upon by all partners and their governing boards. The State Regents for Higher Education and the State Board of Career and Technology Education review and approve the agreement for each Cooperative Alliance. The approved Cooperative Alliance agreement remains in force until the governing boards of the Cooperative Alliance partners dissolve the agreement.

(iv) "Institution" refers to any college or university of the Oklahoma State System of Higher Education listed in the State Regents' Governance policy (1.7) and that offers AAS degrees.

(v) "Partners" are institutions and technology centers that enter into a Cooperative Alliance agreement. The agreement delineates the roles of each partner in providing the academic program and support services to the students enrolled in CAPs.

(vi) "Technology center" refers to a center established by criteria and procedures for the establishment prescribed for governance of technology center school districts by the State Board of Career and Technology Education as provided by Section 9B, Article X, Oklahoma Constitution, and such districts so established shall be operated in accordance with rules of the State Board of Career and Technology Education, except as otherwise provided in this title.

(C) **Principles and Goals.** The driving principle of the Cooperative Alliance is to build a student-centered, rather than institution-centered approach to the use of CAPs.

The four goals of the Cooperative Alliance are:

(i) To enroll more high school students in college;

(ii) To encourage more adults to continue their education or begin college;

(iii) To expand access to postsecondary (college and career/technical) education; and

(iv) to efficiently use federal, state and local resources.

(I) The mission of the Cooperative Alliance is to offer AAS degrees and college-level certificates that benefit students, employers, and the public.

(II) By fulfilling the mission, the Cooperative Alliance significantly impacts the economy and quality of life in the areas served by the partners.

(D) **Conceptual Basis.**

(i) The Cooperative Alliance is student-centered, focusing on an integrated learning experience for each student which has as its goal the completion of the AAS degree or college-level certificate program.

(ii) The Cooperative Alliance offers AAS degrees and college-level certificate programs that focus on technical knowledge and skills in addition to general academic knowledge and skills that are useful in the workplace and for a higher quality of life and lifelong learning.

(iii) A higher education institution partner will maintain an official college transcript for each student who enrolls in an approved course taught at the

technology center and who chooses to take the course for college credit as part of a CAP.

(iv) All higher education partners and technology centers will participate in a statewide transfer equivalency matrix of technical courses maintained by State Regents for all approved courses in CAPs.

(v) The Cooperative Alliance will focus on student success, including the completion of the AAS degree or college-level certificate program.

(vi) Each student at the technology center admitted to a higher education institution is a member of the collegiate community and receives services including academic advising, admission and enrollment, financial aid, career advisement, and job placement assistance. The provision of these services will be coordinated among partners in the Cooperative Alliance to insure consistency and to minimize duplication.

(vii) The Cooperative Alliance provides for student assessment consistent with State Regents' Assessment policy (3.19) and accreditation standards.

(viii) The Cooperative Alliance provides for tracking of students in a seamless manner from first-time enrollment through graduation and initial employment, or transfer within the Oklahoma State System for Higher Education.

**(E) Scope.**

(i) The Cooperative Alliance agreement supersedes all CAPs approved under the previous State Regents' Guidelines for Approval of Cooperative Agreements between Technology Centers and Colleges (3.6). All prior approved CAP's will be grandfathered under this agreement.

(ii) Through the Cooperative Alliance, the higher education institutions will offer AAS degrees and college-level certificate programs in disciplines in cooperation with technology centers where effectiveness and efficiency can be enhanced and where a student-centered, competency-based approach can be maintained.

(iii) Consistent with the State Regents' Electronically Delivered and Traditional Off-Campus Courses and Programs policy, CAPs offered at technology centers are meeting the educational needs of the community.

(iv) With the approval of the Cooperative Alliance partners, CAPs may be added to the agreement. If the partners cannot agree, the Chancellor for State System and the State Director for CareerTech will arbitrate.

(v) The Cooperative Alliance partners will jointly plan and implement appropriate faculty and staff development activities to benefit the CAPs.

(vi) The Cooperative Alliance partners will jointly plan and implement a sharing of physical and human resources to support the Alliance, its programs, and related activities.

**(F) Curriculum.** The Cooperative Alliance partners will offer high quality, AAS degree and college-level certificate programs as CAPs, conferred by a higher education institution, that comply with applicable policies of the State Regents, CareerTech, and the local governing boards and that meet the certification and training standards of business and industry.

(i) All CAPs in place when the Cooperative Alliance agreement is approved are

included and will be listed.

(ii) All continuing and future CAPs included in the Cooperative Alliance shall be subject to the State Regents' Academic Program Approval and Academic Program Review policies. The Criteria for Evaluation (3.4.6) include centrality to the mission, curriculum, academic standards, faculty, support resources, demand for the program, and complement to existing programs, unnecessary duplication, cost, and review.

(iii) An advisory committee composed of faculty, staff, employers, and practitioners assists in developing curriculum content, in keeping the curriculum current, and in maintaining contact with the occupational community.

**(G) Quality Assurance. Faculty.**

(i) All technology center faculty teaching CAP courses must adhere to established higher education institutional adjunct faculty qualifications appropriate to faculty teaching in occupational and technical fields. Credentials must be a degree at the level at which the faculty member is teaching, e.g., at the Certificate level, the faculty must have a certificate in that field; at the Associate Degree level, the faculty must have an Associate Degree. The appropriate academic dean reviews all faculty credentials, and recommends all faculty for approval. Once approved, technology center faculty in approved CAPs becomes listed as adjunct instructors for the higher education institution. Any exception to the foregoing must be approved by the appropriate designee for Academic Affairs at the higher education institution.

(ii) An annual faculty assessment, including student evaluation of instruction, will be conducted in accordance with established guidelines and procedures of the higher education institution.

(iii) All adjunct faculty must meet established institutional college adjunct faculty minimum employment standards associated with the academic program/division under which the CAP courses will be offered. Faculty credentials must meet these standards and be approved for adjunct status prior to approval of courses for college credit in the CAP.

**(H) Program Quality.**

(i) Assessment criteria are reviewed and approved by the higher education institution faculty on a course-by-course basis when the curriculum is approved. Assessments are reviewed annually.

(ii) An industry recognized certification relevant to the focus of the overall program content can be used as an additional assessment for the student and program relating to quality and rigor.

(iii) A specific full-time or dean-designated faculty liaison with at least a minimal level of content expertise provides annual review and alignment of courses offered for credit in the CAP. Faculty liaisons are members of the program advisory committee.

(iv) All CAPs will be included in the annual institutional program assessment activities.

(v) To maintain quality of courses, the higher education institution will designate an appropriate individual to work as liaison between the technology

centers and the higher education institution. The liaison will have a presence at the technology centers, will attend advisory committee meetings, counsel students, work with adjunct faculty, and keep the lines of communication open.

(vi) When the higher education institution does not employ full-time faculty in an Associate in Applied Science degree which is not taught at the institution, but is active at the technology center, the institution will thoroughly assess the need for it to offer such a program, especially if the program is available at another state system institution. If determined to better meet the needs of the institution's service area if offered through the institution, the institution will designate a full-time faculty member with a minimal level of content expertise to oversee the program. If no internal faculty expertise is available, the institution will engage the expertise of faculty at a higher education institution that employs full-time faculty with expertise in the content area to ensure program quality and the designated faculty liaison as referenced in 3.6.4.D.2.c, will oversee the program, utilizing the outside expertise on a regular basis.

(vii) The higher education institution may look to established national accreditations and course specific certifications standards for quality control. For example, programs accredited by CAAHP, FAA or computer industry certifications through CompTIA, Microsoft, ORACLE and CISCO, provide guidelines and competencies to ensure quality content.

**(I) Advisory Committees.**

(i) Advisory committees will be representative of industry appropriate to the program, and ensure relevant curricula for job readiness.

(ii) Full-time institutional faculty will serve on advisory committees, in addition to the technology center faculty.

(iii) Recommendations for additions, changes, and/or deletions to credit offerings for CAPs which are only offered at the technology center will be based upon recommendations from the advisory committee, faculty liaisons, and accreditation or certification changes. These recommendations are reviewed and approved by the higher education institution's internal curriculum review process and then provided to the OSRHE for final approval.

**(J) Continuous Improvement.**

(i) Each Cooperative Alliance program will be reviewed in accordance with the higher education institution's annual internal assessment program.

(ii) The results of the annual internal assessment will be used to ensure the continuous improvement of program/course content.

**(K) Criteria for admissions.**

(i) College admission requirements approved by the State Regents (see State Regents' Institutional Admission and Retention policy) and Academic Procedures Handbook) for admission to the higher education institutions are listed in the institution's catalog and shall apply to recent high school graduates and adults.

(ii) High school juniors and seniors are admissible as concurrent students to an Oklahoma State System of Higher Education college or university that offers AAS degrees and college-level certificate programs and enroll in only technical courses at the technology center as approved by the State Regents.

- (iii) High school students also must provide a letter of support from the high school counselor and written permission from a parent or legal guardian.
- (iv) High school students concurrently enrolled in college courses, including all courses in the CAP, may continue concurrent enrollment in subsequent semesters if they earn a college cumulative GPA of 2.0 or above on a 4.0 scale (see State Regents' Institutional Admission and Retention policy).

**(L) Student Support Services.**

- (i) The higher education institutions and technology centers will provide integrated and comprehensive academic advising and support services to students enrolled as part of the Cooperative Alliance to insure effectiveness without duplication or redundancy of effort.
- (ii) Counselors and faculty at the higher education institution and the technology center may use the ACT PLAN score and ACT PLAN sub-scores (and other available test scores, such as the ACT, SAT, TABE, ACT Compass, Accuplacer), the student's previous academic record, recommendations from high school administrators/counselors/teachers, high school Plan of Study, and personal knowledge of the student to advise the student.
- (iii) High school students must be advised of the State Regents' Institutional Admission and Retention policy (3.9.6.I.1) regarding the workload requirement of enrolling in a total number of credit hours combining college courses, including all courses in the CAP, and high school courses.

**(M) Financial.** The primary cost of instruction for technical courses in the CAPs taught at the technology center by the center's faculty will be borne by the technology center. The primary cost of instruction for courses offered by the higher education institution in the CAPs, taught at the technology center or the institution by the institution's faculty, shall be borne by the higher education institution.

**(N) Cost to Students.**

- (i) High school students, who are admitted to a higher education institution and enrolled in an approved CAP technical or occupational course offered at the technology center, shall not pay college tuition. However, there may be college fees charged that are applicable to all students.
- (ii) Adult students, who are admitted to a higher education institution and enrolled in an approved CAP technical or occupational course offered at the technology center, shall pay to the technology center only the program tuition established by the center. Adult students shall not pay college tuition. However, there may be college fees charged that are applicable to all students.
- (iii) College courses, such as general education, may be offered at the technology center by a higher education institution. The direct costs of instruction for these courses are borne by the higher education institution and the enrolled student will be charged the applicable college tuition and fees, payable to the institution.

**(O) Marketing and Outreach.**

- (i) The marketing goals of the Cooperative Alliance are to create an awareness and to promote the advantages to potential students and to the community, including high school teachers, faculty, staff, administrators, governmental agencies, and employers.

(ii) All publications and advertisements will identify which higher education institution is awarding the credit. Additionally, all publications and advertisements must adhere to the consumer protection requirements listed in the State Regents' Institutional Accreditation policy (3.1.7) that prohibit higher education institutions or technology centers from making misleading, deceptive, and/or inaccurate statements in brochures, Web sites, catalogs, and/or other publications. Failure to comply with this requirement may result in the nullification of the Cooperative Alliance and all CAPs under that Cooperative Alliance.

(P) **Institutional Reporting.** An annual summary report on the performance of the Cooperative Alliance during the previous fiscal year is required, including information on enrollment, retention and graduation, assessment reports, financial arrangements, marketing endeavors, cost, and other notable accomplishments and challenges. This report shall be jointly prepared and submitted to the respective local governing boards.

(Q) **Procedures.** An Oklahoma State System institution seeking approval for a CAP with a technology center upon approval by the governing board shall have the president submit the CAP to the Chancellor for State Regents' consideration. The president will be informed of the recommendation prior to its formal submission.

(R) **Reporting.** The State Regents' staff will provide periodic reports to the State Regents summarizing the status of Cooperative Alliances and CAPs. Such reports shall contain information about effectiveness and efficiency of the Cooperative Alliances individually and as a model for offering academic programs. Reporting to the institutions and technology centers will be conducted during regularly scheduled workshops.

(b) **Tuition.**

(1) **Resident high school students.** High school students who are residents of the technology center district attend on a tuition-free basis, regardless of lawful immigration status.

(2) **Tuition charge.** Technology centers are authorized to charge tuition to postsecondary students. Amounts charged by a technology center district for tuition are subject to the approval of the State Board.

(3) **Out of District Tuition.** Technology center districts shall charge a tuition to any secondary student who does not reside in the technology center district. The fee for tuition shall be not less than twice the amount of the local cost of providing instruction and services for the student. The State Board may waive this requirement in situations where the technology center district has shown evidence that such requirement will be detrimental to the mission of the local technology center district. Reciprocity agreements to benefit in-district students may be made between technology centers and approved by the Oklahoma Department of Career and Technology Education.

(c) **Transportation.**

(1) **Responsibility.** The technology center is responsible for providing transportation of daytime secondary students to and from in-district, sending schools for those students who are enrolled in a three-period block of instruction. Transportation for students requesting

alternative schedules shall be determined by an agreement between the comprehensive school and the technology center.

(2) **Operation under Oklahoma school laws.** All technology centers owning or leasing and operating school buses that transport students to and from points being served by the technology center shall operate under the current school laws of Oklahoma.

(3) **Adult transportation.** Upon approval of the technology center board of education, postsecondary students enrolled in a technology center may be transported, as space is available, on established bus routes and related auxiliary activities.

(d) **Student accounting.** Student Accounting information shall be submitted to the Information Management Division as outlined in OAC 780:10-7-2.

### **780:15-3-7. Special provisions**

(a) **Sex discrimination.** It shall be the responsibility of the board of education of the technology center district to review and conform to all regulations that prohibit sex discrimination. *No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance* [Public Law 92-318, Title IX, Sec. 901 (A)]. Any reference to discriminatory language or practices relative to race, creed, or national origin should be deleted.

(b) **Basic education.** No technology center district shall be required to provide any training or instruction that is independent of career and/or technology education. However, foundational, academic and contextual academic education should be provided to persons in order to bring them up to a level at which they may successfully complete the course or Career Major in which they are enrolled.

(c) **Education and Services in other districts.** No technology center district shall offer *CareerTech* education and/or services to any entities inside another technology center district without prior approval of that district. If there is a Reciprocity Agreement between technology center districts, the provisions of the Reciprocity Agreement shall be followed. Territory not presently a part of any technology center district may be served by a technology center district in accordance with the policy and procedures approved by the State Board.

(d) **Live Work Policy.** The live work policy adopted by the State Board of Career and Technology Education in February 2004 shall be incorporated into all technology center policies and procedures. Live work is work performed by students in a laboratory, classroom, shop, or in a field setting under written contract and under the direction of the instructor. The process by which all live work projects will be approved should be outlined in the live work policy. Live work projects should be chosen on the basis of merit in relation to the instructional objectives as well as the determined value of the project to allow students to achieve a desired level of competency. Superintendents, Deputy Superintendents, Assistant Superintendents and local board members shall be ineligible from utilizing live work services. These projects are not to replace other learning activities, nor to compete with other organizations within the district, but are to complement them. These projects will allow students to experience situations not easily duplicated in a lab or classroom, and at little or no cost to the school. Documentation for each live work project will be maintained by the technology center and will contain pre-numbered live work tickets, authorization signatures, signature of the project owner, estimated amount, amount paid or deposited, scope of the work, estimated completion date, and record of all materials and



parts purchased. Live work accounts shall be paid in full upon the completion of the project. The list of live work projects may be reviewed at any time by the ODCTE audit/review staff or others as designated by the State Director of Career and Technology Education. All records of live work projects will be maintained by the technology center for at least three (3) fiscal years following the most recent technology center financial audit. The following policy should be incorporated into all technology center policies and procedures. The policies developed by the technology centers will become items for review during all standard accreditation visits or audit/reviews conducted by the Oklahoma Department of Career and Technology Education.

(e) **Technology Center Code of Ethics Guidelines.** Each technology center will ensure that its district policies and procedures comply with the guidelines for the Technology Center Code of Ethics approved by the State Board of Career and Technology Education in April 2004.

Technology center district boards may add any other provisions to these guidelines with discretion. Policies and procedures shall be developed by each technology center board for reporting and resolving alleged violations. The policies developed by the technology centers will become items for review during all standard accreditation visits or audit/reviews conducted by the Oklahoma Department of Career and Technology Education. The guidelines for the Technology Center Code of Ethics are:

(A) **Focus on the success of students and clients as the fundamental value upon which all decisions are made.** Provide a safe, supportive environment to include up-to-date facilities, equipment, instructional materials, and methods, as well as other appropriate student services to enhance the educational experience and enable all students to achieve their full potential for success. Ensure that all instructors are appropriately qualified to provide a high level of instruction to enable students to obtain realistic training and education for successful career and workplace readiness.

(B) **Acknowledge that the System is accountable to the taxpayers and patrons of the local district and the State of Oklahoma.** The district will compile and make available an annual report or profile that identifies the standards by which the district measures success. A copy of this report will also be published on the district website. The annual report or profile may measure standards such as teacher qualifications, revenue, expenditures, cost per student, economic impact of education and services, completion rates, sending school service rate, placement of completers, percentage of completers who attain an industry-recognized state or national licensure or certification, etc.

(C) **Understand that the role of the board of education is to set policy and direction for the school district, and the role of the administration and staff is to implement the policies of the board in a fair and consistent manner.** The district will maintain and enforce an up-to-date manual of Policies and Procedures. The district will utilize a strategic planning process that will include, at a minimum, the following components: core values and beliefs, vision statement, mission statement, and strategic goals. Adoption of policies not in conformity with the administrator's recommendations or beliefs is not just cause for refusal by the administration to support and implement those policies. Administration must be impartial in the execution of the school policies and the enforcement of rules and regulations. It is a breach of ethics to give preferential consideration to any individual or group because of special status or position in the school system or the community.

**(D) Not use position or influence for any personal gain; and will avoid actions that create a conflict of interest and strive to avoid actions that might appear to create a conflict of interest.** The term "conflict of interest" describes any circumstance that could cast doubt on a person's ability to act with total objectivity with regard to the district's interest. Conflicts of interest are prohibited. It is improper for a board member or school administrator to profit financially from interest in any business which publishes, sells, manufactures, or in any way deals in goods or services which are, or may be expected to be, purchased by the school system they serve. It is a breach of public trust for a board member or administrator to use confidential information concerning schools affairs (such as the knowledge of the selection of specific school sites) for personal profit or to divulge such information to others who might profit. Although it is impossible to list all potential conflict of interest situations, the following examples represent situations where a conflict of interest could arise: A direct or indirect financial interest in any business or organization that is a district vendor or competitor, if the employee or board of education member can influence decisions with respect to the district's business. Use of any district asset for the employee's personal business advantage (examples of such assets include not only equipment, tools, and supplies, but also valuable ideas, technical data, and other confidential information). Relationships, including business, financial, personal, and family may give rise to conflicts of interest or the appearance of a conflict. Employees should carefully evaluate relationships as they relate to district business to avoid conflict or the appearance of a conflict.

**(E) Fulfill professional responsibilities with honesty and integrity.** The Board of Education, superintendent, administration, faculty, and staff will fulfill their duties and responsibilities with honesty and integrity and improve their professional effectiveness through continuing professional development. Board members will be diligent and well informed of issues surrounding Board decisions and regularly attend Board meetings.

**(F) Support the Constitutions of the State of Oklahoma and the United States of America and obey all federal, state, and local laws.** Board members will uphold the Oath of Office. Professional development will be held annually for board members, superintendent, administration, faculty, and staff to learn about new laws.

**(G) Encourage effective communication between the Board, the students, the staff, and all elements of the community.** A communication plan will be developed to address internal and external audiences.

**(H) Improve professional effectiveness through continuing professional development.** In addition to meeting the minimum requirements for continuing education mandated by state law, board members, administration and staff have a professional obligation to attend conferences, seminars, and other learning activities that hold promise of contributing to their professional growth and development.

**(f) Rules; regulations.** In the absence or omission of specific rules and regulations pertaining to the technology center districts, the state statutes and the rules and regulations governing independent school districts will prevail.

**(g) Review of the Rules for Career and Technology Education.** The **Rules for Career and Technology Education** approved by the State Board should be reviewed in connection with developing *CareerTech* courses, Career Majors and services.

(h) **Technology Centers That Work.** The Technology Center Services Division will coordinate the Technology Centers That Work initiative to help technology centers embed college- and career-readiness academic standards into instruction and produce graduates who can succeed in postsecondary studies and careers in high-demand, high-skill, high-wage fields. The Technology Center Services Division will coordinate with the Southern Regional Educational Board and other entities to organize professional development sessions on topics such as numeracy, literacy and using data for continuous school improvement.

(i) **Comprehensive Local Education Plan.** As a part of the requirements for receiving accreditation and funding from the Oklahoma Department of Career and Technology Education, each technology center board of education shall adopt a Comprehensive Local Education Plan once every six (6) years as provided in 70 O.S. Supp. 2006 §3-104.2, as amended. The Comprehensive Local Education Plan that is developed once every six (6) years will be submitted to the appropriate Technology Center Services Coordinator at the Department. The six-year Comprehensive Local Education Plan and the annual updates will be available at the technology center for review annually by the State Department of Education Regional Accreditation Officers as provided for in 70 O.S. Supp. 2001 §3-154, as amended. The plan at minimum shall contain the following:

- (1) A strategic plan shall include stated goals that clearly delineate education expectations. Input from teachers and parents will be solicited and one public hearing will be held prior to the technology center board approving the strategic plan as provided for in 70 O.S. Supp. 2002 §5-117.4, as amended. The strategic plan shall be monitored annually and updated as necessary.
- (2) A four-year (4) capital improvement plan as provided for in 70 O.S. Supp. 2007 §18 153, as amended. The capital improvement plan shall be monitored annually and updated as necessary.

#### **780:15-3-8. Calculation of administrative costs**

Administrative Cost for technology centers shall be calculated annually in accordance with the definition of administrative cost provided by the National Center for Educational Statistics. Administrative cost expressed as a percentage of the total instruction and services expense for each technology center will be used as a measurement to determine if the administrative cost is within acceptable limits. Should administrative cost for a technology center exceed acceptable limits penalties will be assessed by the state agency to the funding formula dollars of the technology center on a dollar for dollar basis.

- (1) Acceptable administrative cost is outlined as follows:
  - (A) If total instruction and services expenditures are less than \$3,000,000, the administrative cost limit is 8%.
  - (B) If total instruction and services expenditures are \$3,000,001 to \$5,000,000, the administrative cost limit is 6%.
  - (C) If total instruction and services expenditures are \$5,000,001 to \$10,000,000, the administrative cost limit is 5%.
  - (D) If total instruction and services expenditures are more than \$10,000,001, the administrative cost limit is 3%.
- (2) Changes to the acceptable administrative amounts may be made by the State Agency staff and approved by the director when necessary.

## SUBCHAPTER 5. SKILLS CENTERS PROGRAMS

### Section

780:15-5-1. Administration and supervision of skills centers programs [REVOKED]

780:15-5-2. Sites; buildings; expansions; equipment [REVOKED]

780:15-5-3. Local administration of skills centers; program operations and evaluation [REVOKED]

780:15-5-4. Department of Corrections policies and procedures [REVOKED]

780:15-5-5. Special provisions [REVOKED]

**780:15-5-1. Administration and supervision of skills centers programs [REVOKED]**

[Source: Amended at 9 OK Reg 2607, eff 6-25-92; Revoked at 10 OK Reg 2459, eff 6-11-93]

**780:15-5-2. Sites; buildings; expansions; equipment [REVOKED]**

[Source: Amended at 9 OK Reg 2607, eff 6-25-92; Revoked at 10 OK Reg 2459, eff 6-11-93]

**780:15-5-3. Local administration of skills centers; program operations and evaluation [REVOKED]**

[Source: Amended at 9 OK Reg 2607, eff 6-25-92; Revoked at 10 OK Reg 2459, eff 6-11-93]

**780:15-5-4. Department of Corrections policies and procedures [REVOKED]**

[Source: Revoked at 10 OK Reg 2459, eff 6-11-93]

**780:15-5-5. Special provisions [REVOKED]**

[Source: Revoked at 10 OK Reg 2459, eff 6-11-93]



## CHAPTER 20. PROGRAMS AND SERVICES

Subchapter	Section
1. General Provisions .....	780:20-1-1
3. Secondary, Full-Time and Short-Term Adult CareerTech_Education Programs .....	780:20-3-1
5. Programs, Services, and Activities for Special Populations .....	780:20-5-1

[**Authority:** 70 O.S. Supp. 1998, §14-104]

### SUBCHAPTER 1. GENERAL PROVISIONS

780:20-1-1. Purpose

780:20-1-2. Instructional Framework for full-time programs [NEW]

#### **780:20-1-1. Purpose**

This chapter establishes procedures for the operation of *CareerTech* programs for secondary students, full-time and short-term adults, and special populations.

#### **780:20-1-1.1. Instructional Program**

The educational infrastructure ensures that the necessary standards are in place for providing effective instruction and training. These standards include but are not limited to the following: Instructional Planning and Organization; Instructional Materials Utilization; Qualified Instructional Personnel; Enrollment and Student/Teacher Ratio; Equipment and Supplies; Instructional Facilities; Safety Training and Practices; Advisory Committee Relations; Leadership Development; Coordination Activities; Student Accounting and Reports. The instructional program defines where, how, and when instruction is provided.

#### **780:20-1-2. Instructional Framework for full-time programs**

All full-time instructional offerings will be based on the Career Clusters Model and be in accordance with the approved Instructional Framework. The state approved Instructional Framework is organized by Cluster, Pathway, Career Major and Course.

### SUBCHAPTER 3. SECONDARY, FULL-TIME AND SHORT-TERM ADULT *CAREERTECH* PROGRAMS

Section

780:20-3-1. Administration and supervision

780:20-3-2. Programs: admissions, operations, enrollment, length [AMENDED]

780:20-3-3. Materials and facilities

780:20-3-4. Instructors

780:20-3-5. Student organizations [AMENDED]

#### **780:20-3-1. Administration and supervision**

(a) **Advisory committee.** Each full-time *CareerTech* program must have an occupational advisory committee that is formally organized and meets at least once annually. The membership of the advisory committee must be diversified with the majority of membership representative of occupations for which the program is training.

(b) **Civil rights compliance.** In order to receive federal funds, local administrators must comply with all civil rights procedures and prohibitions that include, but are not limited to, the following:

(1) **Annual public notification.** All recipients offering *CareerTech* programs shall, at the beginning of the school year, advise parents, employees, students, and the general public that all occupational opportunities will be offered without regard to race, color, national origin, sex, age, or disability.

(2) **Employment.** Recipients offering *CareerTech* programs shall not engage in any employment practice that discriminates on the basis of race, color, national origin, sex, age, or disability.

(3) **Accommodations for individuals with disabilities.** Students with disabilities shall be placed in the regular educational environment of any career and technology education program unless it can be demonstrated that the education of the individual with a disability, even with the use of support services, cannot be achieved satisfactorily.

(A) **Support services.** Support services are considered on a case-by-case basis and depend on the functional impact of the individual student's disability on learning and which laws pertain to the student's education. Decisions on what type of support services are to be utilized are a team decision. The team is made up of persons knowledgeable of the student, their disability, the course requirement as well as the local policy and laws.

(B) **Individual needs.** When students with disabilities are enrolled in any career and technology education program, evidence must exist as to how the student's individual needs are being met.

(C) **Participation in and review of IEP.** A representative of the area technology center shall be on the IEP team when enrollment in a career and technology education program is considered to be an appropriate part of the student's IEP. Career and technology education instructors, whether teaching in an area technology center or in a comprehensive school program, shall have access to a copy of the IEP before the identified student enters the program. State accreditation standards: Part I, Standard VI, Student Services, 210:35-11-51 (b). Guidance and counseling services; Part II, Standard VI, Student Services, 210:35-13-74 (e).

(D) **Accommodation plans.** Students who have provided appropriate documentation of a disability, who have been determined under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act as a qualified individual with a disability in relation to the career and technology education program, and who require necessary accommodations in order to participate in and benefit from career and technology education will have an accommodation plan in place. This plan will be developed by a group of persons knowledgeable about the student, including the student, and will specify the agreed upon services necessary for the student to participate in and benefit from career and technology education.

(E) **Staff Development.** Regular staff development shall include instruction in maintaining confidentiality, modifying instruction, and reviewing and interpreting special needs documents.

- (4) **Apprenticeship.** Agreements entered into for the provision or support of apprenticeship training shall not discriminate on the basis of race, color, national origin, sex, age, or disability, and should so state.
- (5) **Comparable facilities.**
- (A) **Facilities.** Changing rooms, showers, and other facilities provided for *CareerTech* students of one sex shall be comparable to those provided to *CareerTech* students of the other sex.
- (B) **Nondiscrimination.** *CareerTech* facilities may not be located, constructed, modified, or renovated in a manner that creates, maintains, or increases student segregation on the basis of race, color, national origin, sex, age, or disability.
- (6) **Financial assistance.** Financial assistance in the form of loans, grants, scholarships, special funds, subsidies, compensation for work, or prizes shall be provided to *CareerTech* students without regard to race, color, national origin, sex, age, or disability, except where necessary to overcome the effects of past discrimination.
- (7) **Printed materials.** Counseling and other printed materials shall be provided to *CareerTech* students for program selection recruitment, career/employment selection, and promotional activities without regard to race, color, national origin, sex, age, or disability.
- (8) **Work-site learning.**
- (A) **Nondiscrimination.** Work-site learning opportunities shall be made available to *CareerTech* students without regard to race, color, national origin, sex, age, or disability.
- (B) **Nondiscrimination on the job.** All written agreements between school and employer must contain an assurance from the employer that students will be accepted and assigned to jobs and otherwise treated without regard to race, color, national origin, sex, age, or disability.
- (c) **Local administration supervision.** The school administration shall provide program supervision and coordinate the *CareerTech* program activities as an integral part of the overall educational program in the school.
- (d) **Local teacher supervision.** Each *CareerTech* teacher shall be responsible for providing appropriate activities that will contribute to the development of each *CareerTech* student according to the student's occupational objective and for conducting and reporting student follow-up upon exit from or completion of the program.
- (e) **Cooperative programs.**
- (1) **Cooperative education.** The cooperative method of education is a joint effort between the school system and business and industry.
- (2) **Supervision of students.** Schools offering cooperative *CareerTech* programs shall provide adequate time for teacher-coordinators to supervise and coordinate the activities of student learners. Adequate time shall be determined by applying the following formula:
- (A) 0-25 cooperative students — 1 period (hour) per day
- (B) 26-50 cooperative students — 2 consecutive periods (hours) per day
- (3) **Exemption of planning period.** The one-hour planning period shall not be considered coordination time.
- (4) **Responsibilities of the teacher-coordinator.**
- (A) **Responsibilities.** The teacher-coordinator shall have the responsibility of coordinating classroom instruction, on-the-job activities or hands-on experience, and placement of students.



(B) **Training station visits.** The teacher-coordinator shall make a minimum of one (1) on-site visit per grading period to each training station employing cooperative *CareerTech* students. The purpose of these visits shall be to document and coordinate the learning experiences of the students. Training station visits shall be documented and put on file in the teacher's classroom.

(C) **Student files.** A "Memorandum of Training" and a training plan shall be on file for each cooperative student, and a copy shall be sent to the employer and parents.

(D) **Employer evaluation.** Each employer shall complete a written evaluation of the student's progress at least one time per grading period, and a copy of this evaluation shall be on file in the teacher's office. Employers are also required to have proof of age on file and a work permit if the employee is under 18 years of age.

(5) **Scholastic credit.**

(A) **Credit for on-the-job training/internship.** Additional units of credit may be added to the unit(s) earned in the classroom for being employed in an occupationally appropriate training station during the school year by applying the following:

(i) an average of 10 periods (hours) per week for a minimum of 30 weeks of on-the-job training under the supervision of a teacher-coordinator = 1 unit;

(ii) an average of 20 periods (hours) per week for a minimum of 30 weeks on-the-job training under the supervision of a teacher-coordinator = 2 units;

(iii) in the case of block schedules, where a student completes the requirements for a unit of class work in one semester, a student could also earn an additional ½ unit for 10 hours per week for 15 weeks of on-the-job training under the supervision of a teacher-coordinator, or

(iv) a student could earn an additional 1 unit for 20 hours per week for 15 weeks of on-the-job training under the supervision of a teacher-coordinator.

(v) Employers or their representatives shall complete a written evaluation of the cooperative students worksite performance for each grading period. The teacher is responsible for converting the employer's evaluation into the appropriate letter grade for the student's on-the-job grade. Not to be confused with the pass/fail or satisfactory/unsatisfactory grade sometimes given to students participating in a work release program.

(B) **Documentation of work hours.** Teachers must maintain, in the school files, documentation of the number of hours each cooperative student works.

(C) **Extra assignments.** If extenuating circumstances exist, and the student is not employed, the teacher must document extra assignments equal to one hour of classroom instruction per day for every hour under the required 10 hours per week of employment.

(D) **School release time.** A student who is employed in accordance to 5(A) above and is receiving credit for a supervised cooperative work experience may be released up to two hours per day from the normal six-hour school day.

(E) **Classroom credit only.** If the teacher cannot document extra assignments and/or hours worked, the student shall receive only credit for the classroom activities.

(f) **Records and reports.** Each local education agency or eligible recipient shall submit student accounting and other required reports on the specified due date.

(g) **Maintenance of confidential records.** Each technology center shall develop and implement a local policy regarding the confidentiality of all personally identifiable information and education

records. This policy shall meet the requirements of the Individuals with Disabilities Act (IDEA) CFR 300.560-300.574 and the Family Educational Rights and Privacy Act (FERPA) 34 CFR 99.1-99.67 concerning collection, storage, disclosure, and destruction of confidential student records.

(h) **Career practicum.** A career practicum is defined as a planned program of worksite learning experiences that are relevant to the student's career major, coordinated with the academic/school-based curriculum, and includes work-site mentoring. Units for a career practicum may be granted when the following guidelines are met:

- (1) The career practicum shall:
    - (A) be based upon a student's plan of study or career pathway
    - (B) be based on a written plan of identified progressive work site experiences or work processes which are coordinated with the academic/school-based curriculum.
    - (C) require regular contact through work-site visits and other communication, and
    - (D) measure progress made toward the attainment of identified career practicum competencies.
  - (2) A school site contact must hold a secondary license/certificate to coordinate the career practicum.
  - (3) Every student participating in a career practicum shall be assigned a trained, work site mentor. Mentors will be oriented to the purpose and goals of the career practicum, will facilitate the attainment of competencies, will be responsible for evaluating the student's performance, and will consult with the school site coordinator and employer.
  - (4) The career practicum shall conform to applicable safety, child labor, labor standards, and equity laws.
  - (5) A career practicum agreement will be developed which outlines the responsibilities of the student, school site coordinator, parent/guardian, mentor and employer.
  - (6) A student must be 16 years of age and enrolled in grade eleven or twelve.
  - (7) One unit may be granted for the career practicum when all of the above guidelines are met, and the student is involved in a work site learning experience an average of 10 hours per week during the school year or the student is involved in a work site learning experience a minimum of 300 hours during the school year.
  - (8) Not more than two (2) units earned may be granted for a career practicum and applied toward high school graduation. Units may be granted for work site learning experiences as part of a career practicum in an accredited summer high school program.
- (i) Career guidance and counseling for secondary and full time programs. Technology centers shall have an identifiable guidance program in place that addresses the career development needs of all students. Technology centers shall provide all students with information and advisement about career and educational options, administer assessment instruments such as interest inventories, aptitude tests, and achievement tests or acquire the results of such assessments to provide guidance in program selection and placement, and provide support for students to help them be successful in their career pathway. This includes but is not limited to:
- (1) All students in accredited program have developed and on file, an individual career plan for assessment, guidance, program placement and other services to be provided for maximized program success and employability.
  - (2) All students are enrolled or placed in a technology center program on the basis of their documented interest and ability to benefit from training, work history, IEP provisions,

accommodation plans, and/or their plans of study developed at the sending school or on cooperation with other agencies.

(3) The technology center guidance staff coordinates all services with guidance and counseling staff from sending schools, higher education institutions and other agencies through regularly planned informational meetings and/or correspondence.

(4) Counselors shall be appropriately certified and credentialed for the grade levels to which they are assigned. School counselors shall hold a valid Oklahoma School Counselor Certificate appropriate to grade levels to which they are assigned. (State accreditation standards: 210:35-9-45) The title of counselor should only be applied to those staff with appropriate certifications and/or credentialing.

### **780:20-3-2. Programs: admissions, operations, enrollment, and length**

(a) **Nondiscrimination; admission guidelines.** Students shall be provided access to *CareerTech* programs and facilities without regard to race, color, national origin, sex, or disability.

(1) **Agricultural Education.** Agricultural Education programs are designed for junior high and high school students (grades 8 through 12) and adults. Secondary students must have a supervised agricultural experience project. Each ODCTE funded agricultural education program shall be provided transportation services, by the local school district, for all agricultural education/FFA (FFA is an integral part of the agricultural education program) program related duties and activities.

(2) **Business and Information Technology Education.** Business and Information Technology Education programs are designed to prepare high school students (grades 8 through 12) and adults for pathways to careers in business and information technology.

(3) **Family and Consumer Sciences Education.**

(A) **Family and Consumer Sciences Education in comprehensive schools.** Family and Consumer Sciences programs are designed for junior high and high school students (grades 6 through 12).

(B) **Family and Consumer Sciences Occupational Education.**

Occupational Family and Consumer Sciences programs are designed for high school students (grades 11 and 12) and/or adults to train or retrain in a specific family and consumer sciences related occupation.

(4) **Health Careers Education.**

(A) **CareerTech health careers.** Health Careers Education programs are designed to prepare junior high students, high school students and adults for employment in a health career of their choice.

(B) **Requirements for applicants.** Applicants for admission to Health Careers Education programs must meet requirements as set by the individual program, state statutes, and any other requirements of the appropriate licensing or accrediting agency.

(5) **Marketing Education.** Marketing Management and Entrepreneurship Education programs are designed to prepare students (grades 8 through 12) and adults for career clusters in marketing, business management and entrepreneurship. Students may also earn additional units by participating in a supervised on-the-job internship.

(6) **Science Technology Engineering and Mathematics (STEM).** Science Technology Engineering and mathematics programs are designed to prepare students grades 6-12 for hands-on and problem based curriculum that allows students to explore opportunities in Science, Technology, Engineering and Mathematics and prepares students for post-secondary transition and pathways for careers in STEM.

(7) **Technology Engineering /TechConnect.** Technology Engineering programs are designed for students in grades 5 through 10 who desire an opportunity to explore and experience technological occupations. These programs are designed to carry on technological concepts and problem-solving methods learned in the lower grade programs (i.e.: Integrating Concepts and Lessons, Missions curriculum, The Block Academy, Airbase). The programs also tie to Agriculture Education, Business Education, FACS Education, Health Education, Marketing Education, and Trade and Industrial Education in the upper grades at comprehensive high schools and technology centers. These programs give hands-on projects based core curriculum supported through the occupational areas.

(8) **Trade and Industrial Education/TechConnect Plus.** Trade and Industrial Education programs in comprehensive schools are designed for students in grades 10 through 12. TechConnect Plus programs are designed for 11<sup>th</sup> and 12<sup>th</sup> grade students when access to advanced career and technology programs are not available or special needs are identified. Schools must apply with the appropriate division for approval of a TechConnect Plus program. Trade and Industrial Education programs in technology centers are designed for students in grades 11 and 12 and/or adults. In technology center programs, tenth-grade students, or over-age students in a grade lower than the eleventh, may be enrolled upon approval of the sending school.

(b) **Program operations.**

(1) **Recommendation for program approval.** The appropriate *CareerTech* program administrator shall recommend approval of a program when criteria for the approval of new programs are met and funds are available.

(2) **Program composition.** Programs shall offer hands-on experience or supervised occupational experiences in the laboratory or clinical setting as well as classroom instruction to provide opportunities for students to achieve career objectives.

(3) **Course titles.** *CareerTech* course offerings must be in agreement with the course titles listed in the current *Standards for Accreditation of Oklahoma Schools*, published by the State Department of Education. These same course titles (or abbreviated titles) should be the class titles entered on the student's transcript.

(4) **Units of credit.** The units of credit shall be determined by the number of periods the student is in class plus on-the-job training, clinical training, or internship served.

(Refer to the *Standards for Accreditation of Oklahoma Schools*.)

(5) **Full-time programs.** A full-time program in a comprehensive school shall consist of five *CareerTech* instruction class periods and one planning period for a six-period day, and six *CareerTech* instruction class periods and one planning period for a seven-period day.

Exceptions to this rule shall include the following:

(A) **Two planning periods.** Teachers who supervise students' agricultural experience programs shall have a minimum of two periods to plan, supervise, and coordinate the activities of student learners (see 780:20-3-1(e) and 780:20-3-2(b)(7)(A)). For schools on non-traditional schedules, teachers shall have the

equivalent of a minimum of 90 minutes per day for planning and supervision of students. It is recommended that the last hour of the school day be utilized as one of the planning periods. Schools offering Agricultural Education courses the final period of the day must provide a written explanation to the program administrator.

(B) **Teaching of related courses.** Teachers of Marketing Management and Entrepreneurship Education, Technology Engineering, TechConnect, Career Transitions Education, and TechConnect Plus may be allowed to teach one related course, subject to the approval of the appropriate program administrator.

(C) **Trade and Industrial Education/TechConnect Plus.** Two three-hour block courses shall constitute a full-time program in Trade and Industrial Education in a Technology Center. Three two-hour block courses or six one-hour block courses or any combination thereof shall constitute a full-time program in a TechConnect Plus program in a seven period day at a comprehensive school.

(D) **Marketing Education.** Teachers of Marketing Management and Entrepreneurship Education may be allowed to teach one related course (if the school is on a standard six- or seven-period teaching day), subject to the approval of the Marketing Education program administrator.

(E) **Health Careers Education.** Teachers of Health Careers may be allowed to teach one or two related courses with at least one conference period (if the school is on a standard six or seven-period teaching day), subject to the approval of the Health Careers Education program administrator.

(F) **Science Technology Engineering and Mathematics.** Teachers of Science Technology Engineering and Mathematics may be allowed to teach one or two related courses, subject to approval of the appropriate cluster administrator. Science and Math courses listed in the STEM Career Major will be counted as a STEM course, not a related course.

(6) **Adult Training and Development.** Adult Training and Development (short-term adult) programs in comprehensive schools may be organized under the supervision of the *CareerTech* teacher and must be occupationally specific. These programs are organized on request or as the need indicates. They may vary in length.

(7) **Program operations by occupational division.**

(A) **Agricultural Education.**

- (i) **Secondary programs.** The agricultural education instructor is a full-time, 12-month employee and shall teach only approved agricultural education courses. Agricultural education instructor shall have no other extra curricular duties or responsibilities other than those required through the FFA student organization and normal school supervisory duties. Coaching, administration, or other similar full-time duties will not be approved. In the case of a non-funded agriculture education program, the program must follow state policy and guidelines to remain in good standing and be able to utilize the *CareerTech* student organization, FFA.
- (ii) **Summer program.** The agricultural education instructor shall formulate a summer program of work and a calendar of activities, which are to be submitted to the local education agency at the completion of the school year.

(iii) **Activities.** Summer activities shall include supervision of students' activities; educational field days and tours; in-service and professional development activities; and, working with adults, agricultural organizations, and industries.

(iv) **Summer leave.** Agricultural Education teachers are entitled to two weeks of summer leave. In lieu of these two weeks of vacation, three weeks each year may be allowed for professional improvement. Summer leave should be coordinated with the local administration. If there is a question in regard to summer leave, the program administrator should be contacted for approval.

(v) **Full-time adult programs.** Full-time adult Agricultural Business Management programs vary in length and are designated for and intended to meet the needs of adults engaged in agriculture and agricultural business operations.

(B) **Business and Information Technology Education.**

(i) **Methods of delivery.** The Business and Information Technology Education programs provide three methods of delivery:

(I) Business and Information Technology Education internships in the comprehensive school shall consist of one or two block periods of classroom instruction and supervised work-site training through part-time employment in training-specific positions in business for students in grades 11 or 12.

(II) Business and Information Technology Education courses in the comprehensive school shall consist of one or two block periods of instruction offered in grades 9 through 12. Instructors shall teach only approved business and information technology education courses. Nine week and semester rotation courses are not approved for Business and Information Technology Education programs. Business and Information Technology Education instructors shall have no other extra curricular duties or responsibilities other than those required through the BPA student organization and normal school supervisory duties. Coaching, administration, or other similar full-time duties will not be approved.

(III) Business and Information Technology Education programs in technology centers shall consist of three-hour block periods of classroom instruction for students in grades 11 or 12 and should include a work-site learning component. Any exceptions must be approved in writing by the Program Administrator of Business and Information Technology Education.

(ii) **Course levels.** Comprehensive school Business and Information Technology Education programs shall not mix levels of courses in the same period without written permission from the State Department of Education.

- (iii) **Technology/equipment.** Business and Information Technology Education programs shall provide technology that is appropriate for the defined occupational objectives and is reflective of a modern business environment. A written plan integrating curriculum, training materials, and technology shall be maintained to guide program development and maintain relevance to the marketplace.
- (C) **Family and Consumer Sciences Education in comprehensive schools.**
- (i) **Full-time programs.** A full-time program shall consist of at least three levels of family and consumer sciences classes with one or more conference periods in the daily schedule, and the instructor shall teach only approved family and consumer sciences courses. Family and consumer sciences instructors shall have no other extra curricular duties or responsibilities other than those required through the FCCLA student organization and normal school supervisory duties. Coaching, administration, or other similar full-time duties will not be approved.
- (ii) **Part-time programs.** Programs that are less than full-time will be funded as a half-time program and will be approved only through permission of the program administrator. A part-time program shall include a minimum of two family and consumer sciences classes and a conference period for a six period day and three family and consumer sciences classes and a conference period for a seven period day.
- (iii) **Course coordination.** Comprehensive school Family and Consumer Sciences Education programs shall not mix levels of courses in the same class period without written permission from the State Department of Education. This written permission does not ensure programs are meeting Oklahoma Department of Career and Technology Education standards.
- (iv) **Adult programs for Family and Consumer Sciences Education.**
- (D) **Family and Consumer Sciences Occupational Education.**
- (i) **Full-time occupational programs in comprehensive schools.** A full-time family and consumer sciences related occupational education program in the comprehensive school will include two or more classes, two to three periods in length for 11th- and 12th-grade students.
- (ii) **Full-time occupational programs in technology centers.** A full-time family and consumer sciences related occupational education program in a technology center will include two classes, three periods in length for 11th- and 12th-grade students and adults.
- (iii) **Length; order.** Two years of occupational training may be offered. No student shall be enrolled in Occupational Training II until Occupational Training I has been successfully completed.
- (E) **Health Careers Education.**
- (i) **Comprehensive Schools.** Programs in 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade or high schools vary in length and may be offered in one, two or three blocks of time. Secondary programs in technology centers may be one or two academic years in length and vary in hours per day.

- (ii) **Technology Centers.** Programs vary in length and in hours per day according to accrediting bodies and career major requirements.
- (F) **Marketing Education.**
  - (i) **Secondary programs.** The three basic methods of offering secondary Marketing Management and Entrepreneurship Education programs shall be as follows:
    - (I) Project class, providing classroom instruction and application only;
    - (II) Project with shadowing component, providing a combination of classroom instruction and participating in a shadowing experience with business; and,
    - (III) Cooperative method/internship, providing classroom instruction plus a supervised work-site learning experience in a cooperating business.
  - (ii) **First- and second-year students.** Comprehensive school Marketing Management and Entrepreneurship Education programs shall not mix first- and second-year marketing management students in the same class without written permission from the State Department of Education.
  - (iii) **Technology/equipment.** Marketing Education programs shall provide technology that is appropriate for the defined occupational objectives and is reflective of a modern business environment.
- (G) **Technology Engineering/TechConnect.**
  - (i) **Program operation requirements.**
    - (I) **Program design.** The primary purpose of the Technology Engineering/TechConnect is a career and technology education program designed to transition ninth and tenth grade students to the next level of career development. These programs provide foundational competency experiences by focusing on integration of rigorous academics, all aspects of the industry, employability and technical skills. Technology Engineering /TechConnect programs are targeted for grades 9 and 10, but they may be extended an additional two years through an 11<sup>th</sup> and 12<sup>th</sup> grade TechConnect Plus program where access to advanced *CareerTech* programs is unavailable and/or limited or where special student needs are identified. Enrollment priority should be considered for students who are at-risk or who are members of special populations; however, enrollment should not be limited to these students only. Through the infusion of *CareerTech* preparation strategies in academic classes, Technology Engineering/TechConnect students develop an understanding of how principles of math, science, and English are applied in the workplace and why it is necessary for them to master academic skills. Technology Engineering /TechConnect programs are designed to provide students a solid foundation in academic skills, practical "hands-on" activities, and the ability to relate abstract concepts to the "hands-on" activities. An essential component of a



Technology Engineering/TechConnect program is the development and implementation of a comprehensive career guidance program, so Technology Engineering/TechConnect students will be able to make more meaningful career choices by developing a better understanding of their own interests, skills, and abilities; understanding labor market projections; and learning to formulate a plan of study to achieve their individual career goals. The school guidance program should include a total occupational assessment of each student as well as components that address the student's personal, social, educational and career development needs. Technology Engineering/TechConnect programs shall consist of occupational instruction for two consecutive periods. Programs shall have laboratory experiences, where appropriate, to provide the progressive situations necessary for general occupational skills training. In order to integrate academics and *CareerTech* education, teachers of the Technology Engineering/TechConnect programs shall participate in appropriate professional improvement activities including the summer *CareerTech* conference, professional improvement meetings, and other related activities. Technology Engineering/TechConnect students shall have access to appropriate career and technology student organizations that are consistent with the related *CareerTech* programs as well as other personal development components. Technology Engineering/TechConnect program enrollment numbers shall be consistent with related *CareerTech* program guidelines with particular attention given to work situations and available resources. Technology Engineering /TechConnect teacher certification shall be consistent with related *CareerTech* program areas. Exceptions shall be approved by the appropriate occupational division administrator.

(II) **Occupational preparation.** Programs shall be designed to introduce students to careers in "clusters" of closely related occupations, including but not limited to Construction, Mechanical—Construction, Mechanics, Electrical/Electronics, Communications, Horticulture, Food Services, Hospitality, Child/Elder Care, Health Services, Metals, Food Services, Agricultural Related, Business, and Family and Consumer Sciences Related.

(III) **Full-time program.** A six period day will require two, two-hour blocks or four one-hour blocks with one hour of related instruction for a full time program. One two-period block or less than four one-hour period blocks will constitute a half-time program in a six period day. A seven period day will require three two-hour blocks or five one-hour blocks with one hour of related instruction for a full time program. Two two-hour blocks or less than five one-hour blocks will constitute a half-time program in a seven period day.

(IV) **Full-time teacher.** A teacher who is teaching two or more Technology Engineering/TechConnect classes, which are each two consecutive periods in length, or who is teaching four or more Technology Engineering /TechConnect classes, which are each one period in length, shall be considered as a full-time *CareerTech* teacher in a six period day. A Technology

Engineering/TechConnect teacher may be assigned three two period or six one period *CareerTech* classes in a seven period day.

(V) **Technology Engineering /TechConnect program operation recommendations.** Technology Engineering/TechConnect students should have access to comprehensive guidance services. These services should include the development of a plan of study that provides direction through course enrollment leading toward high school graduation. The plan should be flexible with periodic review to ensure program/course relevance in attainment of the student's career goal(s). Schools should offer applied academic courses in English, mathematics, and science for Technology Engineering/TechConnect students. Enrollment in applied courses should be consistent with each Technology Engineering/TechConnect student plan of study. Enrollment in the Technology Engineering/TechConnect applied academic courses should not be limited to Technology Engineering /TechConnect students. Teachers of the applied academic courses should participate in appropriate professional improvement activities including summer *CareerTech* conference, professional improvement meetings, and other related activities. Technology Engineering/TechConnect students should be provided support services to enhance academic competence. These services may be provided through an education enhancement center, tutoring services, or other activities that will assist the student in attainment of academic/occupational competencies.

(ii) **Supervision.** The State Board shall provide state and federal funds to enhance special populations students equal access and full participation in *CareerTech* programs. Programs shall be supervised by the appropriate occupational and Technology Engineering division.

(H) **Technology Engineering.**

(i) **Course duration.** Each technology engineering course shall be taught in a one-period block of time (45-55 minutes).

(ii) **Curriculum.** The curriculum shall emphasize the following technology clusters: Architecture and Construction, Arts, A/V and Communications, Information Technology, Manufacturing, Transportation, Distribution and Logistics, Agriculture, food and natural resources, Health Science and Science, Technology, Engineering & Mathematics. Through these, all sixteen of the nationally recognized Career Clusters will be covered.

(iii) **Four periods per day.** Each program shall implement the technology engineering curriculum into a minimum of four periods per day, with one additional period allotted for a conference/planning period.

(iv) **Equipment.** Technology Engineering programs shall provide technically up-to-date equipment to allow students opportunities for modernistic hands-on experiences. Schools are encouraged to use state program assistance funds to purchase this equipment.

(I) **Trade and Industrial Education.** All secondary trade and industrial education students in Technology Centers shall be enrolled for three consecutive periods daily, five days a week. Secondary TechConnect Plus students in

comprehensive high schools may be enrolled for one period daily, five days a week. Adult trade and industrial education students may enroll for one-half day (three periods) or a full day (six periods). The Program Administrator of Trade and Industrial Education must approve any exceptions in writing.

(J) **Integrated Academics.** Academics taught in the technology center shall be delivered in the context of the program in which each student is enrolled. If academic instruction is offered for credit through the sending school, it shall be structured so as to meet current legislation and State Department of Education guidelines. Students must meet, within the structure of the academic class, the attendance requirements of their comprehensive schools in order to receive academic credit. Further, the legislated limit of 10 days of absence from the academic class for school-related activities applies.

(c) **Enrollment for full-time programs.**

(1) **Guidelines compliance.** Program enrollments shall comply with the established guidelines of the appropriate occupational division. Exceptions must have written approval by the appropriate program administrator prior to the second week of class. Consideration shall be given to the availability of work stations, clinical experiences and individual student needs.

(2) **Enrollments specific to occupational divisions and programs.**

(A) **Agricultural Education.**

(i) **Student enrollment limits.** If a department has adequate space, equipment, and laboratory sites, a maximum of 25 students may be enrolled in each agricultural education class with the exception of lab classes, such as Horticulture and Ag Mechanics, and they shall be limited to 15 per class. Exceptions to these numbers must have written approval by the appropriate program administrator.

(ii) **Maximum class enrollment.** The maximum enrollment in each agricultural mechanics and horticulture class shall be 15 students per class period.

(iii) **Course prerequisite.** Introduction to Agricultural Science is the prerequisite for all other agricultural education courses with the exception of eighth-grade Agricultural Orientation.

(iv) **Employment in Agribusiness.** The Agricultural Education course, Employment in Agribusiness, is considered a Cooperative Program in which students can earn scholastic credit if the course meets all requirements listed under section (780:20-3-1 section e). It must be taught and supervised by the agricultural education instructor. Note: The work-site experience must be directly related to the curriculum offered in the program.

(B) **Business and Information Technology Education.**

(i) **Business and Information Technology Education programs in comprehensive schools.** A maximum of 25 students per class shall be enrolled in the business and computer technology internship. Other Business and Information Technology Education courses may enroll a maximum of 25 students at a ratio of one work station per student.

- (ii) **Business and computer technology programs in technology centers.** Business and Information Technology Education courses may enroll a maximum of 25 students at a ratio of one work station per student.
- (C) **Family and Consumer Sciences Education.**
  - (i) **Family and Consumer Sciences programs in comprehensive schools.** If a department has adequate space, equipment and laboratory sites, maximum enrollment for the following courses shall be: (Not all class offerings are listed, but those not listed have enrollment determinatives in common with one of the courses listed.)
    - (I) Personal Development, Teen, and Life Management—20 Students
    - (II) Family and Consumer Sciences I and II—20 Students
    - (III) Hospitality Careers Orientation, Career Orientation, and Adult and Family Living—25 Students
    - (IV) Non-laboratory 60 hour courses—25 Students
    - (V) Laboratory 60 hour courses —21 students
  - (ii) **Family and Consumer Sciences Occupational Education.** A minimum of 10 and a maximum of 20 students shall be enrolled in each section of family and consumer sciences related occupational education.
- (D) **Health Careers Education.**
  - (i) **Comprehensive Schools.** A minimum of ten and a maximum of eighteen students shall be enrolled in each course/section of a comprehensive school health careers education program.
  - (ii) **Technology Centers.**
    - (I) **Full time high school health careers programs.** A minimum of ten and a maximum of eighteen students per instructor shall be enrolled in a Health Careers Education program. Those programs utilizing student-centered learning as the primary method of instruction shall have a maximum of fifteen students per instructor. Program enrollment may also be limited by national and/or state accrediting bodies, by equipment, classroom and/or laboratory facilities and by clinical site availability.
    - (II) **Full-time adult-only health careers programs.** A minimum of eight and a maximum of twelve students per instructor shall be enrolled in a full-time adult-only Health Careers Education program. Program enrollment may also be limited by national and/or state accrediting bodies, by equipment, classroom and/or laboratory facilities and by clinical site availability.
- (E) **Marketing Education.**
  - (i) **Student enrollment limits.** The maximum number of cooperative students in a full-time cooperative Marketing Management and Entrepreneurship program shall not exceed 25 students per marketing management teacher-coordinator. A maximum of 25 students per class may be enrolled in the marketing internship. Other Marketing Education courses may enroll a maximum of 25 students.

(ii) **Project class enrollment.** Where the marketing management teacher-coordinator teaches a marketing management project class in conjunction with the cooperative programs, enrollment in the project class is determined by the size of the classroom facility and SDE policies.

(iii) **"Marketing management project students."** Sophomore, junior or senior students may be allowed to enroll in each existing cooperative class for the theory and classroom application portion only. These students would not be required to obtain work-site learning experience and would receive only one unit of credit.

(iv) **Half-time program enrollment.** The maximum number of cooperative students in a half-time cooperative program is 25 per teacher-coordinator.

(F) **Technology Engineering and TechConnect.** The maximum enrollment for each period of Technology Engineering shall be 24 students. The maximum enrollment for each period of TechConnect shall be 20 students. Consideration should be given to the size of the facility and the number of students that the modular workstations are designed to accommodate.

(G) **Trade and Industrial Education and TechConnect.**

(i) **Maximum enrollment.** The maximum enrollment for each Trade and Industrial Education, TechConnect Plus program section shall be 20 students, with the exceptions of cosmetology, which may have a maximum of 22 students, and career transitions programs, which may have 50 students per career transitions teacher.

(ii) **Alternate program enrollment.** The Trade and Industrial Education Division shall establish a reduced maximum enrollment for any program not meeting adequate size or layout of teaching facilities, number of training stations, appropriate quality and quantity of tools, and equipment and supplies. Individual student needs, student safety and supervision shall also be considered when determining maximum student enrollment.

(iii) **Inclusion of on-the-job students.** Students involved in on-the-job training shall be included in the maximum enrollment for the program unless each school has an on-the-job training coordinator.

(d) **Length of programs.** *CareerTech* programs shall be 10 or 12 calendar months as approved by the appropriate program administrator. Exceptions must be approved by the Department.

### **780:20-3-3. Materials and facilities**

(a) **Approved materials.** *CareerTech* teachers in all *CareerTech* programs shall use instructional materials developed by the Department or materials approved by the appropriate program administrator.

(b) **Equipment.**

(1) **Responsibility.** The local education agency is responsible for providing equipment and supplies to support the *CareerTech* program in order to assure quality training. Equipment must meet or exceed all appropriate safety standards.

(2) **Modern equipment.** Equipment shall be indicative of that currently used in business and industry and in conformity with modern technology.

(3) **Maintenance; replacement.** A policy for maintenance and replacement shall be developed by the local education agency.

(4) **Inventory of state-owned equipment.** It is the responsibility of the local education agency to provide appropriate maintenance and repair of state-owned equipment and to maintain an accurate accountability of state-owned equipment tagged in accordance with rule 780:10-9-2(c).

(c) **Facilities.**

(1) **CareerTech programs facilities.** The local education agency shall provide *CareerTech* programs with facilities to assure safe and orderly, quality instruction to meet each program's objectives. The guidelines used shall be from the Oklahoma Department of Education "Planning for Education: Space Guidelines for Planning/Educational Facilities" booklet 70 O.S. 3-104. The appropriate program administrator shall be consulted regarding plans for new and remodeled facilities.

(2) **Health Careers Education.** Clinical facilities shall be adequate in number and quality to provide the experiences necessary to meet the requirements of the respective accrediting agency and career major requirements. Clinical facilities should have adequate staff to provide safe patient care and student should not be used as paid or unpaid facility staff during clinical hours.

(3) **Marketing Education.** The local education agency shall provide an office with telephone within or accessible to the marketing management classroom.

**780:20-3-4. Instructors**

(a) **Certification on file.** All *CareerTech* secondary teachers shall have (on file in the local education agency) an appropriate teaching certificate issued by the Certification Section of the State Department of Education.

(b) **Administrative responsibility.** It shall be the responsibility of school administration to assure that a *CareerTech* teacher applicant meets *CareerTech* certification requirements before placing the applicant under contract. Certification requirements are found in the *Teacher Education and Certification Handbook* (Oklahoma State Department of Education).

(1) **Occupational division approval.** All *CareerTech* teachers must have the *CareerTech* certification application approved by the program administrator in the appropriate occupational division.

(2) **Occupational division renewal of certification.** All *CareerTech* teachers must complete the specific occupational division's requirements for *CareerTech* certification renewal and be approved by the appropriate program administrator.

(c) **Health Careers Education.**

(1) **Faculty requirements.** Faculty shall hold current credentials as a licensed, certified and/or registered health care professional and must meet the requirements of the local education agency, Health Careers Education Division, and the respective accrediting agency.

(A) **Technology Centers: High School Health Careers Programs.** Faculty holding a baccalaureate degree will be required to have additional coursework specific to Career and Technology teacher education. These requirements will be posted on the Health Careers Education website. Faculty shall have a degree plan on file with the Health

Careers Education division and provide documentation in the form of transcripts demonstrating yearly progress toward obtaining required coursework.

(B) **Technology Centers: Adult Only Health Careers Programs.** Faculty shall hold a minimum of an Associates' degree or be on a degree plan making yearly progress toward completion. State and national accreditation standards may indicate additional faculty requirements towards advanced degrees. Faculty hired before 2010 will be exempt from this rule.

(2) **On-file applications.** Faculty shall have an application on file in the Health Careers Education office, including a Statement of Qualifications form, all current transcripts and, a copy of professional credential or credential verification, and, if appropriate, current teaching certificate or application for teaching certificate.

(3) **Clinical experience.** Faculty must have a minimum of two years' work experience in a clinical setting within the last five years prior to their first teaching experience. The Health Careers Education Program Manager must approve any variations.

(d) **Science Technology Engineering and Mathematics (STEM). Faculty requirements.**

Faculty teaching technical courses shall hold a science, math, trade industrial, technology engineering or appropriate CTE certification approved by the career major administrator. Teachers teaching math and/or science academic courses must meet the requirements of the Oklahoma State Department of Education for that academic area.

(e) **Professional development.** New instructors shall participate in preservice professional development activities as required by the appropriate divisions. All secondary and full-time adult *CareerTech* instructors and staff shall participate in professional inservice as required by the appropriate divisions, including summer conference and mid-year activities.

#### **780:20-3-5. Career and Technology Student Organizations**

(a) **Student organizations as an integral part of the CareerTech program.** The Oklahoma Department of Career and Technology Education is the responsible entity for governance and administration of the career and technology student organizations and therefore has the authority to develop and enforce policy of the student organizations consistent with CareerTech program design and operation. Each secondary CareerTech program shall have an active and appropriate student organization as an integral part of its program.

(b) **Membership in appropriate organization.** Each student who participates in student organization activities shall be a member of the student organization designed for the occupational program in which the student is enrolled.

(c) **Organizations.** Career and technology student organizations shall include:

- (1) DECA/Delta Epsilon Chi (Marketing Education)
- (2) BPA (Business and Information Technology Education), Business Professionals of America.
- (3) FFA (Agricultural Education)
- (4) FCCLA (Family and Consumer Sciences Education), Family, Career and Community Leaders of America
- (5) HOSA (Health Careers Education and STEM)
- (6) TSA (Technology Engineering and STEM), Technology Students Association
- (7) SkillsUSA (Trade and Industrial Education and STEM)

(d) **Accountability; loss of program funding.**

- (1) The school and the career and technology student organization chapter will be held accountable for the actions of the student organization members and the advisor participating in any career and technology student organization activity. Failure to comply with the official rules of such activities may, after an opportunity to present reasons why said action should not occur, result in the loss of the state funding for that CareerTech program.
- (2) The school and the FFA chapter will be held accountable for the actions of the FFA members and the FFA advisor participating in any FFA activity. Any Agricultural Education program that has a student/FFA member who is the owner of an animal testing positive for illegal or improper drugs or additives, has altered the appearance of the animal(s) surgically (other than normal and customary practice), and/or violates the eligibility rules for ownership of animals shall, after hearing, and after consideration by the State Board, and upon determination that there has been a violation of this policy, lose state funding for that program.
- (e) **FFA Membership Eligibility.** Any student in Grades 8-12 must be regularly enrolled in a year long course of study in Agricultural Education at school in order to be eligible to participate in any FFA activity. For the purpose of this section; at school is defined as physically present and supervised in a classroom by a certified agricultural education instructor. Exceptions are granted to students who attend a school with block schedule and who, therefore, may have completed a year-long course of study in Agricultural Education in one semester. Students in the seventh grade are not eligible for the FFA membership in Oklahoma. Annual local, state, and national FFA dues must also be paid in order to be eligible to participate in any FFA activity.

**SUBCHAPTER 5. PROGRAMS, SERVICES, AND ACTIVITIES  
FUNDED THROUGH P.L. 105-332 CARL D. PERKINS VOCATIONAL  
AND TECHNICAL EDUCATION ACT OF 1998, AS AMENDED BY P.L.109-270**

Section

780:20-5-1. Special populations services and activities

780:20-5-2. Displaced Homemaker/Single Parent/Single Pregnant Women [REVOKED]

780:20-5-3. Educational Equity [REVOKED]

**780:20-5-1. Services and Activities**

- (a) **Supervision and technical assistance for P.L. 105-332 services and activities as amended by P.L. 109-270.** Staff will provide technical assistance, to local administrators, and teachers in meeting federal compliance requirements for *CareerTech* students.
- (b) **Compliance-related activities.**
- (1) **Monitoring.** The Department shall monitor eligible recipients' compliance with federal mandates regarding the use of funds under P.L. 105-332 as amended by P.L. 109-270.
- (2) **Assist local administrators.** The Department will assist local administrators in meeting federal mandates by providing in-service training and on-site consultations.
- (c) **Allocations for eligible recipients.**
- (1) **Program funding.** The State Board shall provide federal funds, through the Carl Perkins Vocational and Technical Education Act of 1998, as amended by P.L. 109-270, to eligible recipients offering *CareerTech* programs or postsecondary technical degree programs.



(2) **Application for funding.** The funding shall be applied for by eligible recipients through the local application. To qualify for federal funds, the school administrator must complete and return the required local application forms on the established due dates. The school administrator must sign assurances of compliance when accepting the federal funds.

(d) **Reporting requirements.** Eligible recipients using federal funds shall report annual expenditures and the kinds of services provided. These reports shall be submitted by the specified due date(s).

(e) **Funding requirements.** Eligible recipients who apply for federal funds must meet specific guidelines in their applications as stated in P.L. 105-332 as amended by P.L. 109-270. Funds may be used only for the populations and allowable activities as specified on the application and in P.L. 105-332 as amended by P.L. 109-270.

**780:20-5-2. Displaced Homemaker/Single Parent/Single Pregnant Women [REVOKED]**

**780:20-5-3. Educational Equity [REVOKED]**

## CHAPTER 25. BUSINESS AND INDUSTRY SERVICES

1. General Provisions .....	780:25-1-1
3. Adult Training and Development Programs [REVOKED] .....	780:25-3-1
5. Business and Industry Development .....	780:25-5-1
7. Oklahoma Bid Assistance Network (OBAN) .....	780:25-7-1
9. Municipal Clerks and Treasurers Training .....	780:25-9-1
11. Business and Industry Training Programs .....	780:25-11-1

[**Authority:** 70 O.S. Supp. 1998, §14-104]

### SUBCHAPTER 1. GENERAL PROVISIONS

Section

780:25-1-1. Purpose

#### **780:25-1-1. Purpose**

This chapter establishes procedures for the administration and operation of business and industry programs and services.

### SUBCHAPTER 3. ADULT TRAINING AND DEVELOPMENT PROGRAMS

Section

780:25-3-1. Adult training and development in technology centers [REVOKED]

780:25-3-2. Adult training and development (short-term training) programs in comprehensive schools [REVOKED]

#### **780:25-3-1. Adult training and development programs in technology centers [REVOKED]**

[**Source:** Revoked at 11 OK Reg 2901, eff 6-13-94]

#### **780:25-3-2. Adult training and development (short-term training) programs in comprehensive schools [REVOKED]**

[**Source:** Revoked at 11 OK Reg 2901, eff 6-13-94]

### SUBCHAPTER 5. BUSINESS AND INDUSTRY DEVELOPMENT

Section

780:25-5-1. New or expanding industries

780:25-5-2. Industry-specific programs [REVOKED]

**780:25-5-1. New or expanding industries**

(a) **Programs and services.** Training for Industry Programs (TIP) has the responsibility of working with the appropriate delivery agency to provide new job slot training for new or expanding business and industry. This training is provided to targeted business and industry in selected manufacturing, processing, and national or regional offices of business and industry that are creating new employment opportunities or others that have significant economic impact on Oklahoma's economy. These companies are traditionally considered exporters of goods and/or services and importers of capital.

(b) **Development of training agreements.**

(1) **Statement of Understanding.** A "Statement of Understanding" shall define the specific responsibilities of each party involved in a training program, including the company, the community, the technology center, and the appropriate Training for Industry staff.

(2) **Training agreements.** Training agreements will be developed jointly, using a training needs analysis, by company representatives, local technology center personnel, and Training for Industry Programs staff.

(3) **Changes.** Any changes in training agreements will be subject to approval by Training for Industry Programs staff.

(c) **Availability of funds.** State support for TIP training is based upon the availability of funds and administered by the Business and Industry Development Division in accordance with TIP guidelines and procedures.

(d) **Equipment.** Equipment used for training shall be furnished by the local technology center or the Department (either from the Equipment Pool inventory or transferred from another technology center). In the case of highly specialized equipment, the company will be requested to loan or lease this equipment to Training for Industry Programs for the purposes of training.

(e) **Utilities.** In programs operated in a technology center, costs of the utilities will be borne by the technology center. Costs of utilities for a program operated in a company's facilities will be borne by the company. If a training program is operated out of a temporary facility, utility (water, gas, electricity, local phone service—allowable long distance) expenses will be a coordinated effort of the community and Training for Industry Programs staff.

(f) **Training materials and expendable supplies.**

(1) **Purchaser.** Training materials and expendable supplies will be provided at the expense of Training for Industry Programs. Materials used by trainees in the process of their training will be retained and disposed of by the Department.

(2) **Resulting products.** Products produced during the training program will be the property of the Department and will be picked up by or returned to the Equipment Pool or Training for Industry Programs staff via accepted Department inventory practices.

(g) **Training aids.** Training aids, such as technical manuals, videotapes, and slide/tape presentations will be developed for training programs when determined by the needs analysis, and only when the lead time schedule allows for the completion in time to be used during the training defined by the Statement of Understanding. Training aids will be developed at the expense of Training for Industry Programs in cooperation with the company.

(h) **Instructors.** Instructors shall be secured locally, whenever possible.

(i) **Consultants.** When deemed necessary by Training for Industry Programs, consultants may be used to assist in the development and delivery of training programs per staff recommendation/approval.

(j) **Reimbursements.** All reimbursements for the delivery/performance of training, as specified in a Statement of Understanding, will be made to the local technology center and/or the company. All reimbursements shall be submitted in accordance with established TIP guidelines and procedures.

(k) **Reporting procedures.** Program and enrollment information shall be submitted to the Information Management Division of the Oklahoma Department of Career and Technology Education as outlined in 780:10-7-2.

**780:25-5-2. Industry specific programs [REVOKED]**

## **SUBCHAPTER 7. OKLAHOMA BID ASSISTANCE NETWORK (OBAN) [REVOKED]**

Section

780:25-7-1. State Bid Assistance Center [REVOKED]

780:25-7-2. Local bid assistance centers [REVOKED]

780:25-7-3. Funding guidelines for new bid assistance centers [REVOKED]

780:25-7-4. Funding guidelines for existing bid assistance centers [REVOKED]

780:25-7-5. Professional development of personnel [REVOKED]

780:25-7-6. Reports and records [REVOKED]

**780:25-7-1. State Bid Assistance Center [REVOKED]**

**780:25-7-2. Local bid assistance centers [REVOKED]**

**780:25-7-3. Funding guidelines for new bid assistance centers [REVOKED]**

**780:25-7-4. Funding guidelines for existing bid assistance centers [REVOKED]**

**780:25-7-5. Professional development of personnel [REVOKED]**

**780:25-7-6. Reports and records [REVOKED]**

## **SUBCHAPTER 9. MUNICIPAL CLERKS AND TREASURERS TRAINING**

Section

780:25-9-1. Responsibilities; public access

**780:25-9-1. Responsibilities; public access**

(a) **Responsibilities.** The Municipal Clerks and Treasurers Training Division of the Department, in cooperation with the Advisory Committee created by 11 O.S. Supp. 1986, §52-103, shall be responsible for the following activities:

(1) Conducting training programs to increase the efficiency of municipal clerks, treasurers, and finance officers in the state of Oklahoma; and,

(2) Maintaining attendance and financial records for all municipal clerks, treasurers, and finance officers who attend training sessions as required by law.

(b) **Public access.** The Municipal Clerks and Treasurers Training Division shall comply with the State Open Records Act by allowing public access to all attendance records.

## SUBCHAPTER 11. BUSINESS AND INDUSTRY SERVICES PROGRAMS

Section

780:25-11-1. Business and Industry Training programs

### 780:25-11-1. Business and Industry Training programs

(a) **Program and student accounting.**

(1) **Program reports.** Business and Industry Training programs for which enrollments are submitted must indicate the appropriate type of class or appropriate codes assigned by the Oklahoma Department of Career and Technology Education.

(2) **Reporting procedures.** Program and enrollment information shall be submitted to the Information Management Division of the Oklahoma Department of Career and Technology Education as outlined in 780:10-7-2.

(b) **Program funding.** State funds shall be available to support training and programs designed for and delivered to adult students to prepare them for success in the workplace.

(1) **Funding mechanism.** State funds to support Business and Industry Training programs shall be provided through the technology center funding formula.

(2) **Program definition.** For funding purposes, a Business and Industry Training program is considered to be 1,050 clock hours of training. The number of programs calculated in the Funding Formula is determined by dividing the total clock hours of training by 1,050.

(3) **Availability of funds.** State support for Business and Industry Training in the funding formula is based on the availability of funds and program approval by the Technology Center Services Division of the Oklahoma Department of Career and Technology Education.

(4) **Program intent.** Formula funding for Business and Industry Training will be limited to those programs that are designed for and intended to meet the employability needs of adults. (An adult is defined as a person at least 16 years of age.)

(5) **Ineligible programs.** Student and other services that are part of the quality foundation services shall not be reported for program funding. Such services include, but are not limited to: counseling, assessment, basic skills enhancement, financial aid administration, job development, and the administration or coordination of Business and Industry Services. Training programs that do not qualify for formula funding are specified in the Oklahoma Department of Career and Technology Education's reporting guidelines.

(A) Professional development for technology center personnel, or technology center Boards of Education;

(B) Political or community fund-raising activities;

(C) Religious organization meetings or functions;

(D) Receptions, meal functions or style shows;

(E) Commercial exhibits, fairs or promotional activities;

(F) Open houses or student organization meetings;

(G) Industry, public school, or organizational staff meetings, conventions, or team meetings;

(H) Driver training, DUI school, non-occupationally specific driver improvement or defensive driving programs;

(I) Job search, career exploration, employment skills, career development and career search;

(J) Training programs designed specifically for the incarcerated; and

(K) Hunter safety, boat safety; concealed weapons training, and recreational activities/training.

(6) **Technology center operations.** Business and Industry Training programs will comply with the procedures for operation of technology center as outlined in Chapter 15 of this title.

(c) **Audit criteria.**

(1) **Accountability.** To demonstrate accountability for formula funds supporting Business and Industry Services programs requires the collection of complete and accurate data on these programs. Documentation of reported data as required in (2) of this unit is clearly the responsibility of the local technology center and is not submitted to the Oklahoma Department of Career and Technology Education as a matter of record. The electronic data reporting process does not provide for the submission of reports signed by the authorized local administrator; therefore, the following paragraph will have an implied and binding effect on each report submitted, just as if the signed statement appeared on each report submitted: I, the authorized administrator, do testify that the program here identified meets all state guidelines and documentation exists to support the eligibility of the program for funding.

(2) **Documentation.** Technology centers shall maintain records specified in the "Technology Center Instructions for Providing Enrollment and Program Data" booklet that is updated annually.

(d) **Out-of-District Tuition.** Technology Center districts shall charge twice the in-district tuition rate to any adult student who does not reside in a technology center district. The Oklahoma Department of Career and Technology Education may waive this requirement in situations where the local technology center district has shown evidence that such requirement may be detrimental to the mission of the local technology center district.



## CHAPTER 30. SKILLS CENTERS

1. General Provisions .....	780:30-1-1
3. Skills Centers Programs .....	780:30-3-1

[**Authority:** 70 O.S. Supp. 1998, §14-104]

### SUBCHAPTER 1: GENERAL PROVISIONS

Section

780:30-1-1. Purpose

#### **780:30-1-1. Purpose**

This chapter describes procedures for the establishment and operation of skills centers.

### SUBCHAPTER 3. SKILLS CENTERS PROGRAMS

Section

780:30-3-1. Administration and supervision of skills centers programs

780:30-3-2. Sites; buildings; expansions;

780:30-3-3. Local administration of skills centers; program operations and evaluation

780:30-3-4. Local facility policies and procedures

780:30-3-5. Special provisions [REVOKED]

#### **780:30-3-1. Administration and supervision of skills centers programs**

(a) **Skills Centers Division.** The Skills Centers Division also known as Skills Centers School System shall administer *CareerTech* training for adult and juvenile offenders housed in state and private correctional facilities and juvenile group homes and detention centers in Oklahoma. Skills Centers programs are approved and administered by the Oklahoma Department of Career and Technology Education as a statewide school system. Instructors in adult correctional facilities shall be accredited by the Oklahoma Department of Career and Technology Education, Skills Centers Division.

(b) **Coordination.** Continuous coordination and linkages are provided between all related agencies and institutions, such as the Employment Security Commission, the Department of Corrections, the Department of Commerce, the Department of Human Services, the State Department of Education, the Office of Juvenile Affairs, and various other agencies.

#### **780:30-3-2. Sites; buildings; expansions**

(a) **Site approval.** The site for a new, Agency owned skills center facility shall have prior approval of the State Board.

(b) **Plans review.** The Skills Centers superintendent shall review and make recommendations for all new, Agency owned program facilities and, when appropriate, be assisted by the staff of the occupational divisions before submitting the plans to the State Board for approval.

(c) **Facility standards.** All facilities will be constructed and maintained in accordance with appropriate state and federal safety and civil rights requirements.



**780:30-3-3. Local administration of Skills Centers; program operations and evaluation**

**(a) Local administration.**

(1) **Skills Centers administration.** Each Skills Center Administrator shall be directly responsible to the Skills Centers School System's superintendent for the proper functioning of Skills Centers operations.

(2) **Civil Rights compliance.** All Skills Centers staff members will comply with the civil rights procedures and prohibitions listed in 780:20-3-1(b) of these policies and procedures.

(3) **Staff employment.** The Skills Centers School System staff shall meet the minimum qualifications for employment established by the Department.

(4) **Records and reports.** Periodic reports will be prepared by all training sites to show progress made and to provide status reports to all funding agencies.

**(b) Program operations.**

(1) **Aim.** Programs may have live work projects to provide the progressive situations necessary to enhance training for employment.

(2) **Live Work Policy.** A live work project policy shall be established for each center doing live work and will be subject to the approval of the Skills Centers superintendent.

**(c) Evaluation.**

(1) **Program evaluation criteria.** Skills Centers programs shall be evaluated using the criteria outlined in Section 780:10-7-3 of these policies and procedures.

(2) **Staff evaluation.** The Skills Centers superintendent or his designee will observe and evaluate all staff using an agency-approved system.

**780:30-3-4. Local facility policies and procedures**

Local correctional facility policies relating to operational procedures and security measures shall be followed by those who work in and/or visit Skills Centers School System programs located at those facilities.