

Renewal for Program of Study Step by Step Process

Step 1: PREPARATION FOR RENEWAL

1. During the 3 years between getting your program renewed keep records of what you courses you have added or changed to your program. Document any changes you have made to your Technical Skills Assessment and if you have added or eliminated any skills sets in your curriculum.
2. Keep a digital and hard copy of your last Renewal, New, or Start-Up application to use a reference when your POS comes up for renewal.
3. Mark your calendar in advance when your Program of Study will be up for renewal so you will be prepared to attend Renewal Workshops.



Step 2: MAINTAINING CONTACT

1. Maintain contact with your Regional Coordinator ([Beth Molenkamp](#) at 971-722-7735 for Region 2A and 2B) in order to keep up on any changes or on the state and federal level on the Perkins Grant and state requirements and funding.
2. Maintain contact the individual responsible for CTE data and POS in your school or district.
3. Your Regional Coordinator will contact you when your Program of Study is up for renewal and invite you to a POS Renewal Workshop where you will be given all the necessary forms and information needed to renew your program.



Step 3: APPLICATION REVIEW

1. Review the newest [Renewal Application](#) to get an idea of what information you will need to have to complete it.



Step 4: INFORMATION COLLECTION

1. When you are notified that your Program of Study is up for renewal begin collecting the information that will be needed, such as your school CIP code, your program's Career Area, and Cluster Area, your CTE licensure is up-to-date, your courses' 5 digit NCES Code, what courses are required to obtain Technical Skills Assessment (TSA) skills, any classes that are part of your of your program and whether they are required or not for completion, what technical skills are being covered in each required class, and a digital copy of your TSA.



Step 5: ADDRESSING THE EXPECTATIONS FOR STUDENT SUPPORT SERVICES

1. Create statements for each of the Secondary Expectations listed on the Renewal Application (on page 4 of the application)
2. Research to ensure you have all of the necessary links for each expectation in the Student Support Services Section of the Renewal Application.
3. Have all of these statements and links ready when you attend the Renewal Workshop.



Step 6: CROSSWALK*

4. Complete [ODE's Course Crosswalk](#) for your Program of Study.



Step 9: COURSE DESCRIPTIONS *

1. Document and have ready course descriptions for the courses in your POS.
2. Make certain both secondary and postsecondary courses are open and accessible for all students.



Step 10: CTE PROGRAM OF STUDY ROADMAP *

1. Create student-centered roadmap or planner for entire CTE Program of Study including information on articulation and academic or general education courses and student support services through Comprehensive Guidance and Counseling. Use your previous Roadmap as a template for your new one.



Step 11: APPLICATION *

1. Contact your Regional Coordinator in regard to when they will be conducting a workshop in completing the application and supporting documents for your Region.
2. Complete the CTE Program of Study Renewal application.
3. Collect appropriate signatures from your Advisory Board and Administrator.
4. Return your completed CTE Program of Study documents to your Regional Coordinator, or Regional CTE Specialists.

*Documentation for these elements are required and are submitted to ODE for the secondary component of the CTE Program of Study Renewal approval form.