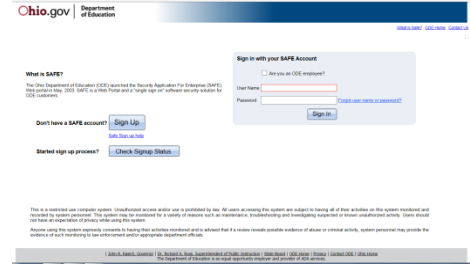


**Directions for Completion of the CTE-26 application**

1. Get a SAFE login: <https://safe.ode.state.oh.us/portal/signup/signup>
2. Login to SAFE: <https://safe.ode.state.oh.us/portal/>



3. In the Web System list find and select "CTE 26". A new screen will open. \*Please note: The database will auto save your application as you are working. There is no "Save" button except on the "Pathways" tab.

If you do not get the "CTE 26" option, you will need a "role" added in OEDS.

| Web Systems  | Description      |
|--|------------------|
| <a href="#">Career Technical Education Plan</a>    | Career Technical |
| <a href="#">CTE 26</a>                             | Career Technical |
| <a href="#">Forms</a>                              | Electronic Forms |
| <a href="#">FSL</a>                                | FSL - Forms and  |
| <a href="#">ODE.CORE</a>                           | Online Licensure |
| <a href="#">OhioMeansJobs K-12 Reporting Tools</a> | OhioMeansJobs    |
| <a href="#">STARS V2.0</a>                         | STARS Profession |

4. Select your program type. A new screen will open.

Program types available:

Career Field Program Pathway (CFP)

Family and Consumer Science/GRADS (FCS/GRADS)

Industry Credential Only (ICO)

Job Training Coordinating/Career Based Intervention (JTC/CBI)

| NAME                       | IRN    | COUNTY | PERIOD             | PROGRAM | PATHWAY | STATUS             | DETAILS |
|----------------------------|--------|--------|--------------------|---------|---------|--------------------|---------|
| Barker                     | 001552 | Erie   | CFP FY 2016 - 2020 | CFP     | A0      | Tech Prep Approved |         |
| Barker                     | 001552 | Erie   | CFP FY 2016 - 2020 | CFP     | C1      | Submitted          |         |
| Campbell Elementary School | 004705 | Erie   | CFP FY 2016 - 2020 | CFP     | A2      | Submitted          |         |
| Campbell Elementary School | 004705 | Erie   | CFP FY 2016 - 2020 | CFP     | A1      | Started            |         |
| Jackson Junior High School | 017624 | Erie   | CFP FY 2016 - 2020 | CFP     | A2      | Tech Prep Approved |         |
| Sandusky High School       | 033555 | Erie   | CFP FY 2016 - 2020 | CFP     | A6      | Tech Prep Approved |         |

The information on this page is self-populated from the OEDS database. If something is incorrect it needs to be updated in OEDS.

5. At the top of the page on the LH side select "Provider, New Provider Application". A new screen will open.
6. Read the terms and conditions and check the box to agree to them.

7. Select the organization you are creating the CTE-26 for and click **"Start Application"**.

8. Select the date of application renewal/creation and the building where the program is located.

9. Select the program pathway code.

10. Select the pathway type(s). You can select more than 1 box and you will have an opportunity to change this later if you feel you have made a mistake.

11. Click **"Submit"**. A new screen will open.

Make sure the Building IRN code is correct even if the name of the building is not. Don't know your IRN... find it here: <http://webapp2.ode.state.oh.us/oe-ds-r/query/>

The information on this page is self-populated from the OEDS database. If something is incorrect it needs to be updated in OEDS. Need to update some information...do that here: <http://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS>

12. Notice that there are **6 gray tabs** across. Select the **"Courses"** tab to start completing a program of study for your program. You will need to enter the courses for both the high school and college.

13. Notice that there are **5 colored buttons** on the LH side. You will use the buttons to complete your course of study.

\*Please note the database will put your entries in the same order as the buttons. If you add a required course 1<sup>st</sup> and then a cte required course 2<sup>nd</sup> the database will automatically put the cte required course 1<sup>st</sup>. Also note the database will sort your courses by number/name so you don't have to be as selective when adding courses.

14. First add the ODE courses that were selected for your program. Select the **"CTE required technical"** course button. A box will open requiring more information on the course.

- Select the name of the ODE course. The hours will self-populate. If needed, you can manipulate the hours by clicking the drop down arrow.
- Select the grade(s) the course will be taught.
- Click on **"Add"** to add the course to your POS.
- Remember to be considered a program you have to select 4 courses and capstone does not count as one of the required courses.

15. The process is the same for the remaining course types (College Credit, Required, Recommended Electives and Single CTE.) Repeat the process in Step 14 to add the remainder of your courses to the Program of Study (POS.) **NEW\*** Use the **"Import"** course function in gray when creating a Program of Study if you have previously manually entered courses in the College Credit, Required and Recommended Elective sections. These courses may be selected individual or select all.

Helpful hints:

- Courses shall be entered by their specific course title that would be found in a schools course catalogue. For example, Algebra 1 grade 9, Geometry grade 10, Pre-Calculus grade 11, Advanced College Algebra grade 12 are acceptable specific course titles.
- Once a course has been added it can be edited or removed. Click on the pencil to edit a course. Click on the trash can to remove it.

16. A sample POS will look like this.

**REQUIRED TECHNICAL**

| Course:  | Curriculum Code: | Grade Levels: | Remove:      |
|--|------------------|---------------|--------------|
| 010120 - Structural Engineering                                      | VT/120-280       | 12th          | [trash icon] |
| 010190 - Agricultural and Environmental Systems Capstone             | VP/240           | 12th          | [trash icon] |
| 010715 - Energy Systems Management                                   | VT/120-280       | 11th          | [trash icon] |
| 010720 - Environmental Science for Agriculture and Natural Resources | VT/120-280       | 10th          | [trash icon] |
| 012010 - Animal and Plant Biotechnology                              | VT/120-280       | 9th           | [trash icon] |

**COLLEGE CREDIT OPPORTUNITIES**

IMPORT COLLEGE CREDIT OPPORTUNITIES

| Course:  | Curriculum Code: | Grade Levels:                            | Edit:         | Remove:      |
|--|------------------|--|---------------|--------------|
| CTAED01 Introduction to Alternative and Renewable Energy | N/A              | Post: Yr1/Se1, Yr1/Se2, Yr2/Se1, Yr2/Se2 | [pencil icon] | [trash icon] |
| CTBTC001 Biotechnology Principles                        | N/A              | Post: Yr1/Se1, Yr1/Se2, Yr2/Se1, Yr2/Se2 | [pencil icon] | [trash icon] |

**REQUIRED NON TECH**

IMPORT REQUIRED NON TECH COURSES

| Course:               | Curriculum Code: | Grade Levels:         | Edit:         | Remove:      |
|-----------------------|------------------|-----------------------|---------------|--------------|
| Electives             | N/A              | 9th, 10th, 11th, 12th | [pencil icon] | [trash icon] |
| English Language Arts | N/A              | 9th, 10th, 11th, 12th | [pencil icon] | [trash icon] |
| Health                | N/A              | 9th, 10th             | [pencil icon] | [trash icon] |
| Mathematics           | N/A              | 9th, 10th, 11th, 12th | [pencil icon] | [trash icon] |
| Physical Education    | N/A              | 9th, 10th             | [pencil icon] | [trash icon] |
| Science               | N/A              | 9th, 10th, 11th, 12th | [pencil icon] | [trash icon] |
| Social Studies        | N/A              | 9th, 10th, 11th, 12th | [pencil icon] | [trash icon] |

**RECOMMENDED ELECTIVES**

IMPORT RECOMMENDED ELECTIVES

| Course:  | Curriculum Code: | Grade Levels:         | Edit:         | Remove:      |
|--|------------------|-----------------------|---------------|--------------|
| Fine Art   | N/A              | 9th, 10th, 11th, 12th | [pencil icon] | [trash icon] |
| Foreign Language                                     | N/A              | 9th, 10th, 11th, 12th | [pencil icon] | [trash icon] |
| Fundamentals of Business and Administrative Services | N/A              | 9th, 10th, 11th, 12th | [pencil icon] | [trash icon] |

Sample  
POS Not Complete

17. Second, add your pathway information to the POS. Select the gray **"Pathway"** tab. Enter the college course name, the name of the post-secondary institution, credit type and amount of credit hours. **Click "SAVE"**.

- Credit can be in the form of CTAG's, College Credit Plus, and/or Articulated (bilateral).
- If you enter a **CTAG** for your credit type, use **"Statewide Agreement"** as the post-secondary institution name.
- If you enter a **"Bilateral Agreement (articulated credit)"**, please check with the post-secondary institution to make sure it is still active before using.

\*Remember a program must show evidence of at least 3 college credit hours.

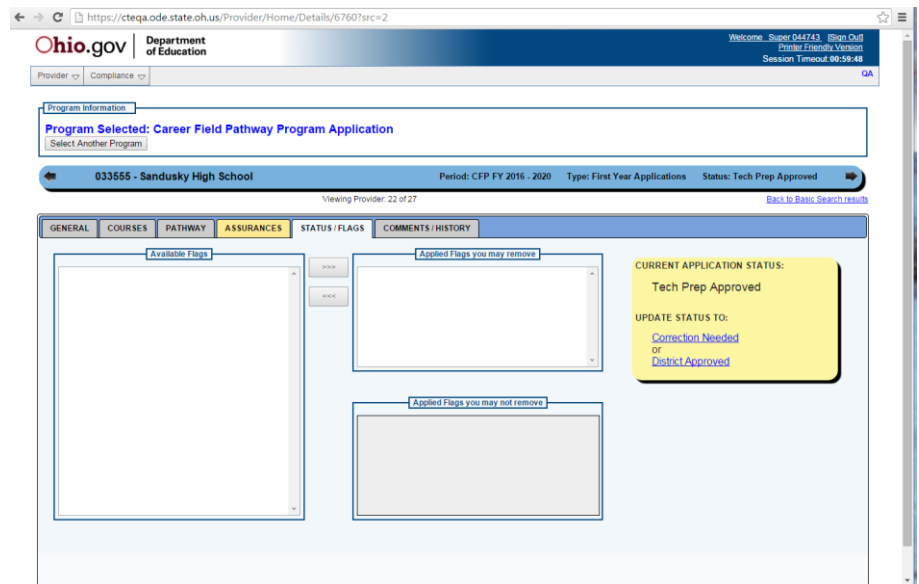
18. Third, select the gray **"Assurance"** tab. Read the information and click the **"I AGREE"** button.

\* If the agree button is grayed out it means your role has not been given permission. Please see the OEDS web site for information on your role or have someone with the appropriate role login to complete.

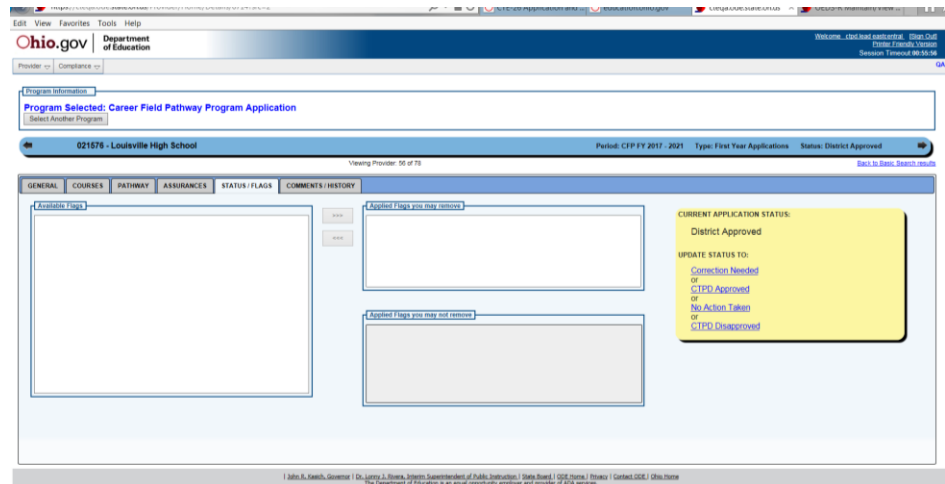
19. Lastly, select the gray **"Status/Flags"** tab. Under **"Update Status To:"**, click on **"Submitted"** which will send your application to your local Tech Prep Center for review. If this application is no longer viable and will not be pursued by the applicant, the applicant may click the **"Withdrawn"** button to remove the application from active status.

\*Note: You will not be able to update the status to "submitted" if certain conditions have not been met. For example: if there are fewer than 4 CTE courses entered on the "Courses" tab or if the "I AGREE" button has not been clicked on the "Assurances" tab. If you try to click "Submitted" and there is something wrong, the system will tell you what needs to be corrected.

20. Once the CTE-26 has successfully been submitted to Tech Prep, your local Tech Prep consultant will review it and change the status to either **"Correction Needed"** or **"TP Approved"**.
- If the status is changed to **"Correction Needed"**, the district will need to make changes and resume the process from Step 18.
21. Once the CTE-26 has been changed to **"TP Approved"**, then the district will need to go back into the application and do the following:
- Go to the grey **"Status/Flags"** tab and click **"District Approved"**.
  - If the District approver and CTPD approver are the same individual as assigned in OEDS, only one approval is required.



22. Once the CTE-26 has reached the **"District Approved"** status, the CTPD and Community School Sponsors when applicable will need to review the application and do the following:
- Click the **"I AGREE"** button on the **"Assurances"** tab.
  - Go to the grey **"Status/Flags"** tab and change the status to one of the following: **"Correction Needed"**, **"CTPD Approved"**, **"No Action"** or **"CTPD Disapproved"**.



- If the status is changed to “**Correction Needed**”, the district will need to make changes and resume the process from Step 18.

23. **All done!** The application has been submitted to ODE. Here are some additional items to consider:

- Once you complete your part of the application PLEASE EMAIL the next person who has to do something with the application. There is NO AUTOMATIC NOTIFICATION set up in the SAFE program.
- You can check the status of you application at any time through SAFE.
- Some additional statuses:
  - Approved – Goes to ODE for processing
  - Not Approved – Decision may be appealed to ODE
  - No Action Taken - Goes to ODE for final Approval/Disapproval
- If you would like to print a copy of your application you can find a “print friendly” version button at the top RH of your screen.
- Comments are permanent and cannot be edited.
- ODE has provided some additional guidance on their web page: <http://education.ohio.gov/Topics/Career-Tech/CTE-26-Application-and-Resources>
- As always, please contact your local Tech Prep consultant if you need any assistance!  
<http://education.ohio.gov/Topics/Career-Tech/College-Tech-Prep/Regional-Center-Points-of-Content>