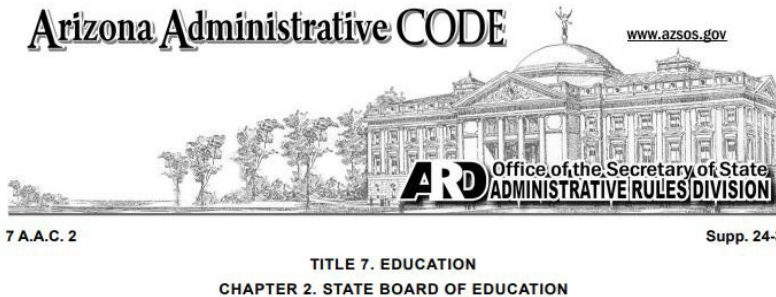# LEA Guidelines for Offering CTE Academic Credit

The process for Local Education Agencies (LEA) to issue academic credit upon completion of the Career and Technical Education program is outlined in the Arizona Administrative Code.

Arizona Administrative CODE
www.azsos.gov
ARD Office of the Secretary of State ADMINISTRATIVE RULES DIVISION
7 A.A.C. 2
Supp. 24-3
TITLE 7. EDUCATION
CHAPTER 2. STATE BOARD OF EDUCATION

The State Board of Education must approve the CTE program equivalent credit to be used toward graduation requirements.

After the **second year** of the CTE program, the academic credit is issued in place of the CTE credit. Credits are **not to exceed** the State graduation credits required to graduate.

Local Governing Boards (LEA) Responsibility to Ensure Compliance.

The LEA is subject to the following:

- Meet the Elements of an Approved CTE program including an active, engaged local industry-based advisory board.
- Use the current CTE industry-validated standards.
- Create a rigorous, well-defined curriculum review process that includes connections to Arizona academic standards.
- Ensure the program is taught by an appropriately certified teacher.
- Create a rigorous curriculum review/development process that provides evidence of substantial high school academic content in the subject considered for credit.
- Provide instruction with fidelity to both the specific CTE program industry standards and to the intention of the academic standards.
- Check with ABOR on CTE Academic Credit and Scholarships. Schools must apply individually for CTE academic courses added to the list, https://courseapproval.asu.edu/.

Sample Process for CTE Academic Approval

Several LEA processes and procedures for analyzing CTE programs for integrated academic standards and seeking Local Governing Board approval were reviewed for common practices. The following is intended to serve as an example for LEAs who are considering establishing a process for approving CTE programs that have satisfied the required components for academic credit:

Determine CTE Program and academic subject for consideration
Check to be sure that the program is approved by the SBE as eligible for integrated academic credit

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Convene an expert analysis team consisting of CTE Program and the academic subject experts for which credit is sought

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Sample Process for CTE Academic Approval (cont.)

Conduct a rigorous analysis of CTE standards and curriculum for integrated Arizona academic standards in the designated academic subject

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Determine viability of analysis and create a curriculum proposal inclusive of teacher qualifications/certification and professional development strategies

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Present curriculum proposal to district curriculum coordinator/committee for review

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Make any necessary adjustments to the curriculum and/or proposal based on the curriculum committee review

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Prepare agenda item/presentation and present proposal to Local Governing Board for approval