

## **2011-2012 Course Approval Application Process Instruction Page Joint Technological Education Districts**

**Each Joint Technological Education District (JTED) must submit a “*Course Approval Application*” for all new courses to be offered school year 2011-2012 by February 25, 2011.**

### **1. Complete “Signature Page.”** (Course Approval Application for Joint Technical Education Districts - [Page 1](#)) **The Signature Page:**

- Identifies the JTED, provides address and contact information
- Assures the Arizona Department of Education that the JTED has completed the required Intergovernmental Agreement (IGA) or other written contract with member districts in compliance with A.R.S. 15-393 (L)(1-10). The IGA or other written contract must completely and accurately specify the following:
  - *Financial provisions and the format for the billing of all services*
  - *Accountability provisions.*
  - *Responsibilities of each JTED, each school district, each charter school and each community college that is a party to the IGA or other written contract.*
  - *Type of instruction that will be provided.*
  - *Quality of instruction that will be provided*
  - *Transportation services that will be provided and the manner in which transportation costs will be paid.*
  - *Amount the JTED will contribute to a course, and the amount of support required by the school district or community college.*
  - *Services provided by the JTED, the school district, the charter school or the community college district be proportionally calculated in the cost of delivering the service.*
  - *Payment for services shall not exceed the cost of the services provided.*
  - *Initial IGA or written contract and any addendums between the governing board of a JTED and another JTED, a school district, a charter school, or a community college district be submitted by the JTED to the Joint Legislative Budget Committee (JLBC) for review.*
- Requires a list of all member districts for which an IGA or other written contract has been completed, approved by the governing board and submitted to the JLBC for review.
- Requires the signature of the JTED Superintendent assuring that all information contained in the Application for Course Approval is accurate.
- The “signature page” must be printed out, signed by the JTED Superintendent and a hard copy mailed to:

**Career Pathways  
Career and Technical Education  
Arizona Department of Education  
1535 W. Jefferson, Bin 42  
Phoenix, AZ 85007  
Attention: Jan Brite**

- This page is the only portion of the Application for Course Approval that has to be mailed hardcopy. The Program and Course Information portion can be emailed. See “Submit by email” icon on the document.

**2. Complete a “Program and Course Information” page** (Course Approval Application for Joint Technical Education Districts - [Page 2](#)) **for each new program that will be offered 2011-2012 through the JTED:**

- Only one Program and Course Information page needs to be completed for each new program, even if the program or courses are offered at multiple sites.
- Select the new program name and CIP code from the drop down table.
- Make appropriate selections for the proceeding information.
  - If program is using either postsecondary standards or standards other than ADE Career and Technical Education state designated standards, a copy of the standards must be submitted via email or regular mail.
- In the bottom table of this page please enter the sequence of courses taught in this program by selecting the course and CIP Code from the drop down table.
- Each course must be entered for approval.
- If the local course title is different from the state title, enter the local course title in the designated cell.
- Enter location where course is taught (i.e. name of high school, name of community college or central site)
- If course is taught at multiple locations, please enter course information for each site. Table will expand to accommodate multiple entries.
- Check appropriate box for the remaining information for each site listed.
- Print copy for local record. This form will save as a data file only. The form format will not save.

**3. Confirm Specialized Equipment and Instructional Materials List Statement:**

- ARS 15-391(3)(c) requires that all courses approved for JTED funding must require “Specialized equipment or instructional materials above and beyond the scope and cost of a standard educational course.”
- Indicate in the last cell of the course table if each course meets this requirement.
- Specialized Equipment and Instructional Materials lists must be on file at the local site and available for review as part of the course approval process.

**4. Submit completed Course Approval Application by clicking the “Submit by Email” icon:**

- Submissions are due **February 25, 2011**

**5. Upon receipt of the Course Approval Application, the assigned area State Supervisor will review within 90-days.**