

Notification of Participation (NOP)

Instructions to submit a Notification of Participation (NOP) to begin a Career and Technical Education Approved or Conditionally Approved JTED Central Program:

1. Complete all District/JTED Information on one NOP form for the district for all JTED Central programs, for all high schools participating in “**Scenario 1: Students enroll in a program or program option offered at a JTED Central Site**” –
Beginning January 1, 2011, a school district planning to participate in an approved or conditionally approved JTED Central program must submit a one-time Notification of Participation (NOP), listing each approved or conditionally approved JTED Central program and each high school planning to participate in the approved or conditionally approved JTED Central program. The NOP does not expire, an additional NOP will only need to be submitted, if a new participating high school is added to the district or a new JTED Central program is offered. The district (school of residence) will be responsible for reporting course enrollment, participants, concentrators and placements as articulated to the JTED Central site. All active programs and approved JTED Central programs will be reflected on the school of residence (SOR) Program Profile Table. The School of Residence Coherent Sequence will show all JTED Central courses being offered as articulated to the JTED Central program CTDS. The district (school of residence) is also responsible for ensuring that end of program assessments are administered to the articulated JTED Central students.
2. Complete the JTED Central Program information including –
 - JTED Central Program CIP Code/Program Name/Option
 - Site name where the JTED Central Program is taught
 - Site address where the JTED Central Program is taught
 - District High School Names and CTDS numbers where the JTED Central Program is taken
 - Participating district high school physical address
3. Secure required signatures of the Local CTE Director, District Superintendent, JTED CTE Program Director and JTED District Superintendent.
4. Save a copy of the document to a local electronic file, or print a copy for local records.
5. Mail the NOP form with all required original signatures to:
Career Pathways
Career and Technical Education
Arizona Department of Education
1535 W. Jefferson, Bin #42
Phoenix, AZ 85007
Attention: Jet Wilson
6. Completed NOP forms must be received by CTE prior to **January 1, 2011**.
7. Upon receipt of the NOP form, the assigned area State Supervisor will review within 90 days. If the NOP is complete and the JTED program is approved or conditionally approved (requested components in place), the program will be added to the district PPT for the school year it was submitted.

8. The NOP will not expire.
9. An additional NOP will only need to be submitted, if a new participating high school is added to the district or a new JTED Central program is offered that the district wishes to participate in.
10. The district (school of residence) will be responsible for reporting –
 - Course enrollment, participants, concentrators and placements as articulated to the JTED Central site. All active programs and approved JTED Central programs will be reflected on the school of residence (SOR) Program Profile Table. The School of Residence Coherent Sequence will show all JTED Central courses being offered as articulated to the JTED Central program CTDS.
 - The district (school of residence) is also responsible for ensuring that end of program assessments are administered to the articulated JTED Central students.

Contact Jet Wilson 602-542-2968 or Jet.Wilson@azed.gov , if you need assistance or additional information: