

**Local Education Agency Guidance for
Establishing Career and Technical Education Programs
Eligible for Academic Credit**

Purpose: It is critical that Local Education Agencies (LEA) seeking to offer academic credit through Career and Technical Education (CTE) programs have a defined procedure for identifying Arizona academic standards integrated into CTE program standards and curriculum at the appropriate high school level in the academic subject considered for credit. It is equally important that the LEA have defined policies and procedures in place for local governing board approval. The purpose of this document is to offer suggestions for the development of such policies and procedures. Established operational procedures from several LEAs as well as the Arizona State Board of Education ***“Process for Establishing Career and Technical Education Programs Eligible for Academic Credit in Mathematics”*** were used to compile this document.

Authority: In 2009 R7-2-302(4)(a) Minimum Course of Study and Competency Requirements for Graduation from High School Beginning with the Graduation Class of 2013 was passed by the Arizona State Board of Education. This Board rule allows for:

- “4. Local school district governing boards or charter schools may grant to career and technical education and vocational education program completers a maximum of five and one-half credits to be used toward the Board English, mathematics, science, and economics credit requirements for graduation, subject to the following restrictions:*
- a. The Board has approved the career and technical education and vocational education program for equivalent credit to be used toward the Board English, mathematics, science, and economics credit requirements for graduation.*
 - b. A credit or partial credit may apply toward more than one subject area but shall count only as one credit or partial credit toward satisfying the 22 required credits.*
 - c. A student who satisfies any part of the Board English, mathematics, science, and economics requirements through the completion of a career and technical education and vocational education program shall still be required to earn 22 total credits to meet the graduation requirements prescribed in this rule”.*

As of June 2014, in compliance with “restriction a” the State Board of Education has approved the following CTE programs as **eligible for 4th credit in mathematics pending** approval by Local Governing Boards:

- *Automotive Technologies*
- *Business Management and Administrative Services*
- *Software Development*
- *Mechanical Drafting*
- *Architectural Drafting*
- *Construction Technologies*
- *Engineering Sciences*
- *Welding Technologies*

Additional CTE programs will be presented to the State Board of Education for approval as eligible for 4th credit in mathematics, as well as other core academic subjects. This document will be updated as approval is granted for additional programs.

Local Education Agencies have the opportunity to request consideration to grant academic credit for CTE programs that have not been approved by the State Board of Career and Technological Education for that purpose by presenting compelling evidence to the Board that the programs have increased rigor and sufficiently integrated Arizona academic standards.

Required components for CTE Programs under consideration for integrated academic credit:

As LEAs and Governing Boards determine credits that will be granted through CTE programs, there are several factors that must be in place. The specific CTE program under consideration must be approved by the State Board of Career and Technical Education as eligible for academic credit in content area and is subject to the following provisions at the local level:

- *Local Governing Boards will ensure that the local CTE program under consideration:*
 - *meet the 8 elements of approved CTE programs including an active, engaged local industry based advisory board*
 - *implement current industry standards*
 - *Local Education Agency (LEA) implements a rigorous, well defined curriculum review process that includes connections to Arizona academic standards*
 - *taught by an appropriately certified teachers*

Rigorous curriculum development/review process:

- *Local Governing Boards will ensure that the local CTE program under consideration:*
 - *will undergo a rigorous curriculum review/development process that provides evidence of substantial high school academic content in the subject considered for credit*
 - *providing integrated academic credit will provide instruction with fidelity to both the specific CTE program industry standards and the academic content standards at the high school level*

Required instruction for a single academic credit may span throughout the courses required in the CTE sequence of instruction. Credit will be earned upon completion of the final course in the program sequence.

Sample local process:

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 integrated academic credit.

