



North Dakota State Board for Career and Technical Education

Secondary Program Approval Policy

Approved Date: February 24, 2025

[ND State Board for CTE Board Members](#)

[ND Department of Career and Technical Education](#)

It is the policy of the North Dakota State Board for Career and Technical Education not to discriminate in its educational programs, activities, or employment policies as required by Final Regulation implementing Title IX of the 1972 Education Amendments, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973.

The Board policy does not advocate, permit, nor practice discrimination on the basis of sex, race, color, national origin, religion, age, or disability as required by various state and federal laws. Equal education opportunity is a priority of the North Dakota State Board for Career and Technical Education.

Requirements for an Approved Instructional Program

1. Credits
 - a. A minimum of 2 credits per year in a coordinated plan.
 - b. Distance courses **MAY** be counted as part of the 2-credit sequence for program approval purposes.
2. Class Size (9-12 enrollment)
 - a. Class size requirements listed in Perkins V: Size, Scope, Quality Definitions - Secondary programs
3. CTE certified teacher
 - a. Refer to teacher licensing requirements for specific program areas
 - b. A program utilizing a permitted or long-term substitute teacher will be approved for one year. At the beginning of the following year, the approval will be denied unless a fully certified teacher is hired or the teacher is placed on and is making satisfactory progress on a plan of study, as assigned by the Department. Progress on the plan of study will be monitored annually to ensure satisfactory progress.
4. Curriculum
 - a. Based on state, national, or industry standards for each program area.
5. Student Leadership Opportunity
 - a. Program related Career & Technical Student Organization (CTSO) OR documented leadership opportunities.
6. Facilities and equipment
 - a. Adequate as determined by program standards.
 - b. Barrier-free facility.
7. Advisory Committee
 - a. Active advisory committee for each instructional program that meets at least two times per school year.

- i. Committee may be combined to serve multiple CTE programs with a minimum of three representatives for each CTE program – unless program standards require a separate committee to serve a specific program.
 - b. Refer to the Advisory Committee Guide for details on the requirements and purpose of an advisory committee.
- 8. Hands-on Opportunities
 - a. Programs must provide opportunities to learn, provide, and practice desired skills in a hands-on manner, as necessary. Hands-on options include but are not limited to the following:
 - i. Lab time at the home school
 - ii. Attending in-person sessions at a CTE Center or post-secondary institution.
 - iii. Employer-provided work-based learning
 - iv. Or other eligible training provider
 - b. Class Time Distribution: The class time can be divided into two main components:
 - i. Lab Time (Hands-on Practice): Typically, lab time for CTE courses should constitute around 50-70% of the total course time, depending on the subject matter and level.
 - ii. Lecture/Theory Time: The remaining time should be allocated to theoretical instruction, demonstrations, and assessments.
 - iii. Suggested hands-on opportunities breakdown of a semester course (based on 90 hours)
 - 1. Basic Courses (Introductory Level)
 - a. Lab Time: 45 hours (50%)
 - b. Lecture/Theory Time: 45 hours (50%)
 - c. Example Subjects: Basic automotive repair, introductory welding, culinary arts fundamentals, basic computer programming.
 - 2. Intermediate Courses
 - a. Lab Time: 54 hours (60%)
 - b. Lecture/Theory Time: 36 hours (40%)
 - c. Example Subjects: Intermediate electronics, advanced culinary arts, health sciences (CNA training), graphic design.
 - 3. Advanced Courses
 - a. Lab Time: 63 hours (70%)
 - b. Lecture/Theory Time: 27 hours (30%)
 - c. Example Subjects: Advanced welding techniques, robotics, software development, automotive diagnostics.
- 9. Additional requirements for CTE Center Programs:
 - a. Programs must be accessible to all member schools,
 - b. If the site serves a single school district, all program alike instructors must meet to collaborate a minimum of four times a year,
 - c. If the site serves a single school district, Course Outlines reflect the common programming across all sites,
 - d. If the site serves a single school district, the school district must be a member of the center,
 - e. Staff must be supervised and evaluated by a certified CTE Administrator, who possesses a CTE Administrators Credential issued by the Department or is making progress on a plan of study to attain a CTE Administrators Credential as assigned by the Department,
 - f. One advisory committee with representatives from all member schools along with business and industry must be held annually, and
 - g. Center-held personnel contracts encouraged, or Memorandum of Understanding (MOU) with responsibilities and expectations clearly identified.

Requirements for an Approved Career Development Program

1. CTE credentialed counselor (see requirements on page 8 for Career Development in CTE teacher licensing requirements)
2. Program of Work that incorporates ND Career Development Standards including but not limited to the following:
 - a. Developing career portfolios (RUReady.ND.gov usage preferred), which include test and grades results, examples of student work, and resumes and cover letters to prospective employers.
 - b. Advising students and parents on high school CTE programs and academic curriculum, preparing them for college application and admission.
 - c. Arranging job shadowing, work placements, and community-based learning programs to allow students to directly experience workplace situations.
 - d. Sponsoring workshops, classes, focus groups, and special presentations that focus on job skills and personal development.
 - e. Informing students about postsecondary financing that can be used to support advanced education and training.
 - f. Arranging dual/concurrent enrollment and Advanced Placement credits to prepare students for the rigor of postsecondary education.
 - g. Planning and preparation for tests related to career development (ACT, SAT, PSAT, ASVAB, WorkKeys).
 - h. Providing specialized counseling and intervention services to provide students with individualized attention.
3. Advisory Committee (see above)
4. Minimum of eight class meetings/year in grades seven through twelve.
5. Adequate facilities and equipment as determined by program standards.
6. Additional requirements for CTE Center Career Development Programs:
 - a. All center career development counselors meet to collaborate at least four times a year,
 - b. Program of Work reflects the common programming across all sites,
 - c. Staff must be supervised and evaluated by a certified CTE Administrator, who possesses a CTE Administrators Credential issued by the Department or is making progress on a plan of study to attain a CTE Administrators Credential as assigned by the Department,
 - d. One advisory committee with representatives from all program schools along with business and industry must be held annually, and
 - e. Center-held contracts encouraged, or Memorandum of Understanding (MOU) with responsibilities and expectations clearly identified.
7. Federal Perkins monies will not be used for Career Development salaries.
8. Federal Perkins monies may be used for equipment in approved programs.

Program Applications

- New Program – Complete the [new and expanding program application](#).
- Program Expansion (any increase in percentage of time from the previous year) – Complete the [new and expanding program application](#).
- Program Transfer – Complete the [new and expanding program application](#).

Supporting Policy Guidelines

Programs may be approved but not funded due to availability of funds.

If a deficiency occurs after a program has been approved, there is a one-year grace period to allow a school or institution to correct the deficiency.