



North Dakota Department of Career and Technical Education

Secondary Program Funding Policy

Approved Date: October 27, 2025

Effective Date: July 1, 2026

[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.

Purpose

To effectively fund ND Secondary Career and Technical Education (CTE) Programs. This policy was developed to align with the following six principles as determined by the State Board for Career and Technical Education (Board) Funding Subcommittee. The policy is designed to:

1. Ensure equitable access.
2. Ensure program quality.
3. Incentivize high-quality performance.
4. Easy for Stakeholders to understand.
5. Reduce administrative burden on Department of Career and Technical Education (Department) staff and local recipients; and
6. Focuses on outputs rather than inputs.

In addition, the funding policy is to assist in achieving the Board adopted Student Outcome Goals. The Board adopted Student Outcome Goals can be accessed at: [Board Student Outcome Goals.pdf](#)

Minimum Requirements for Program Funding

Department Program Supervisors will ensure that CTE programs meet the definitions of size, scope, and quality as outlined in the Perkins V State Plan. Supervisors will utilize Vision Visit results and program documentation to determine program approval. Program documentation must be submitted to the Department by **September 15**.

[Program Approval Policy](#)

[Fiscal Activity Schedule](#)

Supervisors will notify the Fiscal Department of all programs eligible for funding by **November 15**.

Programs that are discontinued or determined to be ineligible will not receive funding. Any program with a lapse in offering or approval (e.g., offered in 2021–22 but not in 2022–23) must apply as a **reinstated program** to regain eligibility for funding.

Funding Allocation Overview

Funding is designated for use within High School level CTE programs and shall be used to support and enhance offerings, including equipment, resources, curriculum development, travel, or initiatives that align with program goals.

Annual funding allocations for each eligible recipient (School Districts and Career and Technical education Centers) will be based on:

Base Allocation - Each eligible recipient will receive a base allocation, proportional to the percentage of FTE involvement.

1. **Performance Allocation** - Programs that demonstrate a strong commitment to student success and workforce readiness by meeting the following performance targets, proportional to the percentage of FTE involvement, may qualify for additional funding:
 - **CTE Concentrator Target:** Meeting the Board-established target for CTE Concentrators (students who complete at least two credits in a coordinated plan of study).
 - **Work-Based Learning Target:** Meeting the Board-established work-based learning (WBL) participation targets, according to the guidelines defined in the WBL Guidance.

Funding Allocations for Career and Technical Centers (CTE Centers)

CTE Centers will receive funding based on a combination of access and operations factors, as outlined below:

1. Member Schools – The number of member school districts served, as identified in the Joint Powers Agreement.
2. Programs Offered – The number of unique programs provided by the CTE Center.
3. Student Enrollment – The number of student course enrollments, calculated based on course credits. An enrollment snapshot will be made no later than November 1st.
4. Flat rate per Center – Each Center will receive a flat rate to support the operations of the Center.

Funding for New, Expanding, Transferring, and Reinstated Programs

Programs that are new, expanding, transferring, or reinstated will receive funding from legislatively appropriated funds designated for new and expanding programs.

- **New Programs** - In the first year, new programs will receive the base allocation plus performance-based allocations. In year two, funding will be adjusted based on the program's actual performance. A new program is defined as one that has not been offered in the previous five years.
- **Transferring Programs** - Transferring programs will receive base funding and performance-based allocations based on their most recent performance data. In year two, funding will be based on new performance outcomes. Transferring is defined as a program moving from a High School or dissolving Center to a CTE Center.
- **Reinstated Programs** - Reinstated programs will receive funding based on their last year of operation, if data is available. Funding will be adjusted in the second year based on current performance. A reinstated program is defined as a program that had a gap in offering or approval of more than one but fewer than five years.

- **Expanding Programs** - Expanding programs will receive adjusted funding based on increased FTE staffing levels, enrollment growth, or other significant expansion activities, such as additional course offerings or sections.

Funding Adjustments

All funding levels will be reviewed annually and will be adjusted based on available funds.

- Preliminary funding level estimates will be shared by **March 31**.
- Final allocations, if changed, will be communicated by **May 31**.
- New funding level allocations will take effect **July 1**.

In legislative years, when allocations are delayed due to pending legislative decisions, eligible recipients should continue using the previous year's allocation for the next year's planning and budgeting until updated amounts are finalized and communicated.

Funding for existing, new, transferring, expanding, or reinstated programs remains contingent on the availability of sufficient funds.

Fiscal Accountability

Eligible recipients must submit an **Annual Expenditure Report** to the Fiscal Department by **September 15** each year, detailing the use of CTE funds.

- A desk audit will be conducted on 10% of recipients annually.
- Adverse findings from the audit may impact future funding eligibility.
- Failure to submit the Annual Expenditure Report will result in ineligibility for funding in the subsequent year.