

New CTE Innovative Course Application Instructions

The following addresses the guidelines and documentation required to support the approval of a new CTE Innovative Course.

Overview

School districts/Multi-district career centers are allowed to develop and offer innovative Career and Technical Education (CTE) courses. Innovative CTE courses should be unique courses representing emerging areas of study that fall outside of the Office of Career Readiness course offerings. The Strengthening Career and Technical Education for the 21st Century Act supports the use of career and technical educational programs aligned with state, regional and local high-skill, high wage, or in-demand industry sectors or occupations.

The New and Renewal CTE Innovative Course Applications have been combined into a [single digital form](#). This adaptive form guides applicants to provide all required information based on their responses. As a result, previous printed and digital document versions are no longer valid, and the digital form must be used for all applications beginning with the 2026–2027 school year.

The form is long, so please review the guidelines and checklist to ensure your application includes all required information, including the signature page. The signature page may be printed, signed, and scanned for submission, or completed using digital signatures.

The guidelines listed below must be followed if a local educational agency (LEA) plans to offer a new innovative CTE course funded with federal (Perkins) and/or state Education Improvement Act (EIA) funds.

If you have any questions or need additional assistance, please contact Dr. Herb Bocchino at 803-734-2862 or hsbocchino@ed.sc.gov.

Guidelines for offering a new CTE innovative course

1. The CTE Innovative Course Application is a digital form. **Handwritten, printed, or emailed applications will not be accepted.**
2. The new innovative course can be integrated into an existing CIP coded program or can become a component of a proposed new CTE Innovative program.
 - If part of a new innovative CTE program, the [New Innovative CTE Program Application](#) must be completed in addition to the Innovative CTE Course Application.
3. The new innovative course application must be completed and submitted to the Office of Career Readiness for approval. The deadline for submitting a new innovative course application is **January 30**, prior to the beginning of the school year in which the new innovative course will be taught.



4. **Documentation of the completed needs assessment**, including employer surveys and student surveys, must be provided. Students' career assessment information may also be used.
 - The course must lead to positive postsecondary outcomes.
 - The course must be needed by area employers.
 - The course must be one that will be selected by students.
5. **Minimum Course Requirements:**
 - The LEA must demonstrate how the proposed new innovative course can generate interest or be included as a component of an existing CTE program or a newly created program.
 - The name of the CTE program (existing or newly created) must be provided in the application.
 - The courses offered in the CTE program (existing or newly created) and the units of credit for each course must also be listed in the application.
 - The number of required units must be a minimum of one unit of credit aligned with course content curriculum requirements.
 - The first two courses listed in a **newly created** CTE program will be identified as the concentrator courses.
 - The new innovative course **must be standards based**.
 - The LEA must provide documented proof of how the proposed new innovative course aligns to existing academic standards, CTE standards, and/or the [Profile of the South Carolina Graduate](#).
 - The new innovative course may lead to national or industry certification.
 - The LEA must provide adequate resources and instructional materials.
6. The local **Career and Technical Education Advisory Committee** and local **Board of Trustees** must approve the proposed course.
7. A **course syllabus** must be submitted along with the innovative course application. The course syllabus must include (but is not limited to) the following:
 - a. Course Name
 - b. Unit(s) of Credit
 - c. Prerequisite(s)
 - d. Narrative Description of the Course
 - e. Course Standards
 - f. Course Outline (Scope and Sequence)
 - g. Instructional Materials and Other Resources
 - h. Methods of Student Evaluation
8. The application for the **new** Innovative CTE course must be approved **prior** to submitting the LEA's Local Application if Perkins (federal) or EIA (state) funds will be budgeted for the innovative course.
9. The application must contain an **uploaded signature page** with the signatures of the teacher of the new innovative course, the principal/director of the school/center where the course will be offered, the District CTE Coordinator, the local CTE Advisory Committee Chair, and the district superintendent or designee. If a multi-district career center is applying, signatures must be obtained from the superintendents of **all** districts sending students to the center.

10. The person identified as the primary contact will be notified in writing as to whether the new innovative course application has been approved.
11. The completed application, including supporting documentation and signed signature page must be received at the Office of Career Readiness by **January 30**.

SCDE Contacts

Questions related to course content may be directed to the following individuals:

| Content Area | Contact Person |
|---|---|
| <ul style="list-style-type: none"> • Team Lead • Finance | Anna Duvall 803-734-6267 Aduvall@ed.sc.gov |
| <ul style="list-style-type: none"> • Healthcare & Human Services | Anna Snipes 803-734-0372 alsnipes@ed.sc.gov |
| <ul style="list-style-type: none"> • Digital Technology • Management & Entrepreneurship | Andrew Cook 803-734-7168 acook@ed.sc.gov |



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| Content Area | Contact Person |
|---|---|
| <ul style="list-style-type: none">• Arts, Entertainment, & Design• Marketing & Sales | Jamee Stewart 803-734-0420 jstewart@ed.sc.gov |
| <ul style="list-style-type: none">• Education• Hospitality, Events, & Tourism | Heather Harmon haharmon@ed.sc.gov |
| <ul style="list-style-type: none">• Agriculture | Troy Helms 803-320-1064 rthelms@clemson.edu |
| <ul style="list-style-type: none">• Advanced Manufacturing (Engineering)• Energy and Natural Resources• Supply Chain & Transportation | B. T. Martin 803-734-3398 btmartin@ed.sc.gov |
| <ul style="list-style-type: none">• Advanced Manufacturing• Construction• Public Service and Safety | Steven Watterson 803-734-8267 swatterson@ed.sc.gov |
| <ul style="list-style-type: none">• Application Form• Application Process | Dr. Herb Bocchino 803-734-2862 hsbocchino@ed.sc.gov |
| <ul style="list-style-type: none">• Approval Process | Anne Reamer 803-734-3826 acreamer@ed.sc.gov |

New CTE Innovative Course Application Checklist

- The applicant submitted the completed innovative course application by January 30th.
- The applicant has provided a course description of the new innovative course.
- The applicant has assigned the new innovative course to an appropriate Modernized Career Cluster.
- The applicant has provided evidence that the innovative course either
 - Is a component of an existing CIP coded program or
 - Is a course leading to a newly developed CTE program.
 - If the course is part of a new innovative CTE program, the applicant has completed the New Innovative CTE Program Application Form.
- The applicant has provided requested course details, including
 - Length of course (semester or year-long)
 - Grade level(s)
 - Projected enrollment
 - Units of credit
- The applicant has documented that the teacher of the innovative course is properly certified and has relevant experience and/or training to teach the course.
- The applicant has listed the criteria that will be used for selecting students for the course.
- The applicant has provided proof that the innovative course can lead to an industry-recognized certification.
- If applicable, the applicant has provided proof that the innovative course is aligned with a postsecondary course.

- The applicant has uploaded a course syllabus (as a .doc, .docx, or .PDF document) to the digital form that includes the following:
 - Course Name
 - Units of Credit
 - Prerequisite(s)
 - Narrative Description of the Course
 - Course Standards
 - Course Outline (Scope and Sequence)
 - Instructional Materials and Other Resources Used
 - Methods of Student Evaluation
- The applicant has uploaded documentation that proves the innovative course is standards-based to the digital form (Excel, Word, or PDF document).
- The LEA has completed a needs assessment to substantiate submitting an innovative course application.
- The applicant has provided a summary of the results of the needs assessment in the application form, including:
 - How the proposed course differs from current state approved CTE courses.
 - What warrants offering the proposed course as an innovative course.
 - The results of the area employer survey.
 - The results of the student survey.
- The applicant has uploaded supporting documentation to the digital form, including:
 - The raw results data of area employers' surveys.
 - The raw results data of student surveys.
 - Any additional supporting documentation from the needs assessment.

- The local Career and Technical Education Advisory Committee has approved the innovative course.
 - The local Board of Trustees has approved the innovative course.
 - The applicant has uploaded the signature page to the digital form with all the required signatures:
 - The certified teacher of the innovative course
 - The Principal/Director
 - The District CTE Coordinator
 - The CTE Advisory Committee Chair
 - The District Superintendent or Designee
 - For multi-district career centers, Superintendents of **all** districts served by the center.
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Links

- 1) [CTE Innovative Course Application](#)
- 2) [CTE Innovative Program Application](#)
- 3) [CTE Innovative Course Application Signature Page](#)