

## New CTE Innovative Program Application Instructions

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

### Overview

School districts/Multi-district career centers are allowed to develop and offer innovative Career and Technical Education (CTE) courses and programs. Innovative CTE programs should be unique programs 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 Innovative Program Application](#) is now a digital form. This adaptive form guides applicants to provide all required information based on their responses. If the program includes any new or renewal innovative courses, applicants are required to submit an [Innovative Course Application Form](#) for each new or renewal innovative course. For new programs, the needs assessment can be completed for the entire program rather than for each new innovative course.

**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](mailto:hsbocchino@ed.sc.gov).

### Guidelines for offering a new CTE innovative course

1. The New Innovative Program Application should be completed for **new innovative programs only**.
2. The New Innovative Program Application is a digital form. Handwritten, printed, or emailed applications will not be accepted.
3. The New Innovative Program Application must be completed and submitted to the Office of Career Readiness for approval. The deadline for submitting a New Innovative Program Application and any accompanying New or Renewal Innovative Course Applications is **January 30**, prior to the beginning of the school year in which the new innovative program and courses 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 program must lead to positive postsecondary outcomes.
  - The program must be needed by area employers.
  - The program must be one that will be selected by students.
  
5. Minimum program requirements:
  - The LEA must demonstrate how the proposed new innovative program can generate interest.
  - The name of the new CTE program must be provided in the application.
  - The courses offered in the new CTE program and the units of credit for each course must also be listed in the application.
  - The number of required units for each course must be a minimum of one unit of credit aligned with course content curriculum requirements.
  - **The first two courses listed** in the new CTE program will be identified as the **concentrator courses**.
  - The new innovative program and courses must be **standards based**.
  - The new innovative program and/or individual 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 program.
  
7. A New Innovative Course application must be submitted for each new proposed innovative course offered in the new innovative program, as well as any previously authorized innovative courses that require renewal.
  
8. You will complete the needs analysis for the entire program on the New Innovative Program Application only.
  
9. The New Innovative Program Application and any accompanying New Innovative Course Applications 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(s).

10. The application must contain an **uploaded signature page** with the signatures of the teacher(s) of the new innovative program courses, 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 submitting an application, signatures must be obtained from the superintendents of all districts sending students to the center.
  - a. You may upload the same signature page for the program and all New or Renewal Innovative Course Applications included as part of the program.
11. The person identified as the primary contact will be notified in writing as to whether the new innovative course application has been approved.
12. The completed application, including supporting documentation and signed signature page must be received at the Office of Career Readiness by **January 30**.

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### SCDE Contacts

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

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

Content Area	Contact Person
<ul style="list-style-type: none"> <li>• Arts, Entertainment, &amp; Design</li> <li>• Marketing &amp; Sales</li> </ul>	Jamee Stewart 803-734-0420 <a href="mailto:jstewart@ed.sc.gov">jstewart@ed.sc.gov</a>
<ul style="list-style-type: none"> <li>• Education</li> <li>• Hospitality, Events, &amp; Tourism</li> </ul>	Heather Harmon 803-734-6959 <a href="mailto:haharmon@ed.sc.gov">haharmon@ed.sc.gov</a>
<ul style="list-style-type: none"> <li>• Agriculture</li> </ul>	Troy Helms 803-320-1064 <a href="mailto:rthelms@clermson.edu">rthelms@clermson.edu</a>
<ul style="list-style-type: none"> <li>• Advanced Manufacturing (Engineering)</li> <li>• Energy and Natural Resources</li> <li>• Supply Chain &amp; Transportation</li> </ul>	B. T. Martin 803-734-3398 <a href="mailto:btmartin@ed.sc.gov">btmartin@ed.sc.gov</a>
<ul style="list-style-type: none"> <li>• Advanced Manufacturing</li> <li>• Construction</li> <li>• Public Service and Safety</li> </ul>	Steven Watterson 803-734-8267 <a href="mailto:swatterson@ed.sc.gov">swatterson@ed.sc.gov</a>
<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Application Process</li> </ul>	Dr. Herb Bocchino 803-734-2862 <a href="mailto:hsbocchino@ed.sc.gov">hsbocchino@ed.sc.gov</a>
<ul style="list-style-type: none"> <li>• Approval Process</li> </ul>	Anne Reamer 803-734-3826 <a href="mailto:acreamer@ed.sc.gov">acreamer@ed.sc.gov</a>

### New CTE Innovative Program Application Checklist

- The applicant submitted the completed New Innovative Program Application by January 30<sup>th</sup>.
- The applicant has provided a description of the new program.
- The applicant has listed the courses that will be included in the new program, including each course's:
  - Course name.
  - Course number (if already approved).
  - Grade level(s).
  - Number of units of credit.
- The applicant has listed the concentrator courses for the new program as the first two courses in the course sequence list.
- The LEA has completed a needs assessment to substantiate submitting an innovative program application, including:
  - How the proposed program differs from current state approved CTE programs.
  - What warrants offering this program as an innovative course.
- The applicant has uploaded needs assessment supporting documentation to the digital form, including:
  - The results of area employers' surveys.
  - The results of student surveys.
- The applicant has submitted New Innovative Course Applications for all new innovative courses or Renewal Innovative Course Applications for previously approved innovative courses that require annual renewal.
- The local Career and Technical Education Advisory Committee has approved the innovative program.
- The local Board of Trustees has approved the innovative program.

- If required, 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 Program Application](#)
- 2) [CTE Innovative Course Application](#)
- 3) [CTE Innovative Course Application Signature Page](#)