

## Request for CATE Custom/Cross-Cluster Program Approval School Year 2015-16

**Deadline: March 2, 2016**

For school year 2015-16 prior approval from CATE staff will be needed in order to use a Custom or Cross-Cluster CIP code. CATE Custom and Cross-Cluster Program completers will not be counted for any funding incentives but will be included in accountability.

The intent for requesting Custom/Cross-Cluster Program Approval is for a program which is designed to specifically match a student's career goals if those goals do not fall within any of the current CATE approved programs. Such customizing may even involve allowing a student to select related courses from different CATE cluster areas. Several criteria to remember when making a request for a CATE Custom/Cross-Cluster CIP code:

- Local businesses, advisory committees, and school district/career center personnel should be consulted when a customized program for a student is being determined.
- Each course in a customized program must include contextual learning.
- Student has earned or will earn the third unit of the designed program before submitting request.

**Custom Program** - These CIP codes are used to identify a student who has been identified as a concentrator in CATE courses within a cluster.

**Cross-Cluster Program** - These CIP codes are used to identify a student who has been identified as a concentrator in CATE courses across two or more cluster areas.

Questions related to content for different career clusters may be directed to the following individuals:

| Career Cluster  | Contact Person   |
|---|--|
| ▶ Health Science  | Angel Clark<br>803-734-0372<br><a href="mailto:aclark@ed.sc.gov">aclark@ed.sc.gov</a>              |
| ▶ Business Management and Administration<br>▶ Finance<br>▶ Information Technology<br>▶ Marketing  | Tony Dillon<br>803-734-7168<br><a href="mailto:tdillon@ed.sc.gov">tdillon@ed.sc.gov</a>            |
| ▶ Agriculture, Food and Natural Resources   | William E. Keels<br>803-896-8873<br><a href="mailto:wkeels@clemson.edu">wkeels@clemson.edu</a>     |
| ▶ Arts, Audio-Video Technology and Communications<br>▶ Education and Training<br>▶ Hospitality and Tourism<br>▶ Human Services/Family and Consumer Sciences<br>▶ Science, Technology, Engineering and Mathematics | Eleanor Glover<br>803-734-3826<br><a href="mailto:eglover@ed.sc.gov">eglover@ed.sc.gov</a>         |
| ▶ Arts, Audio-Video Technology and Communications<br>▶ Science, Technology, Engineering and Mathematics<br>▶ Transportation, Distribution and Logistics   | B. T. Martin<br>803-734-3398<br><a href="mailto:btmartin@ed.sc.gov">btmartin@ed.sc.gov</a>         |
| ▶ Architecture and Construction<br>▶ Law, Public Safety, Corrections and Security<br>▶ Manufacturing  | Steven Watterson<br>803-734-8267<br><a href="mailto:SWatterson@ed.sc.gov">SWatterson@ed.sc.gov</a> |

## Checklist for completing the form

| Item                                   | Description  |
|--|--|
| School Number                          | Official seven-digit school identification number  |
| School Name                            | Official school name   |
| Student State ID                       | Student's 10-digit State ID  |
| Student Name                           | Student's legal name (as it appears in PowerSchool)  |
| Custom Program                         | Check if request is for a Custom Program and select the appropriate cluster area from the drop-box         |
| Cross-Cluster Program                  | Check if request is a Cross-Cluster Program and select the appropriate cluster area from the drop-down box |
| Course Code                            | Four-digit course code   |
| Course Title                           | Course title. (Limited to 25 characters)   |
| Number of Units                        | Unit(s) earned for the course  |
| Student's career goal                  | Explanation of student's career goal   |
| Signature of Guidance Personnel        | Guidance Personnel must sign   |
| Signature of District CATE Coordinator | District CATE Coordinator must sign  |

### Instructions for saving and submitting the form(s) after completion and verification of above checklist items:

- ▶ Save the Word form fill-in document to your desktop.
- ▶ Open the document and enter information for the student.
- ▶ Verify that all information has been entered for the student.
- ▶ Save the document.
- ▶ Submit electronic copy to [mingram@ed.sc.gov](mailto:mingram@ed.sc.gov).
- ▶ Obtain signatures from Guidance Personnel and District CATE Coordinator and mail the form(s) to: Data Collections, Room 912 B Rutledge Building, 1429 Senate Street, Columbia, SC 29201.

**NOTE:** An electronic copy and paper copy with original signatures must be received before the request will be processed.

In order to receive approval for a Custom or Cross-Cluster Program for school year 2015-16 all requests must be received by **March 2, 2016**. Requests received after deadline will not be accepted.