

1 **R277. Education, Administration.**

2 **R277-911. Secondary Career and Technical Education.**

3 **R277-911-1. Authority and Purpose.**

4 ~~_____ (1) This rule is authorized by:~~

5 ~~_____ (a) Utah Constitution Article X, Section 3, which vests general control and~~
6 ~~supervision over public education in the Board;~~

7 ~~_____ (b) Subsection 53E-3-401(4), which allows the Board to make rules to~~
8 ~~execute the Board's duties and responsibilities under the Utah constitution and state law;~~

9 ~~_____ (c) Section 53E-3-507, which allows the Board to establish minimum~~
10 ~~standards for CTE programs in the public education system; and~~

11 ~~_____ (d) Sections 53F-2-311 and 53G-6-708, which direct the Board to distribute~~
12 ~~specific amounts and percentages for specific CTE programs and facilitate administration of~~
13 ~~various programs.~~

14 ~~_____ (2) This rule establishes standards and procedures for LEAs seeking to~~
15 ~~qualify for funds administered by the Board for CTE programs in the public education system.~~

16
17 **R277-911-2. Definitions.**

18 ~~_____ (1) "Aggregate membership" means the sum of all days in membership during~~
19 ~~a school year for:~~

20 ~~_____ (a) the student;~~

21 ~~_____ (b) the program;~~

22 ~~_____ (c) the school;~~

23 ~~_____ (d) the LEA; or~~

24 ~~_____ (e) the state.~~

25 ~~_____ (2) "Approved program" means a program annually approved by the Board~~
26 ~~through the consent calendar process that meets or exceeds the state program standards or~~
27 ~~outcomes for career and technical education programs.~~

28 ~~_____ (3) "Bureau of Apprenticeship and Training" means a branch office for~~
29 ~~apprenticeship administered by the United States Department of Labor and located in Salt Lake~~
30 ~~City.~~

31 ~~_____ (4)(a) "Career and technical education" or "CTE" means organized~~
32 ~~educational programs that:~~

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- 33 ~~_____ (i) prepare individuals for a wide range of high-skill, high-demand careers;~~
34 ~~_____ (ii) provide all students with a seamless education system from public-~~
35 ~~education to post-secondary education, driven by a Plan for College and Career Readiness; and~~
36 ~~_____ (iii) provide students competency-based instruction, hands-on experiences,~~
37 ~~and certified occupational skills, culminating in further education and meaningful employment.~~
38 ~~_____ (b) CTE areas of study include:~~
39 ~~_____ (i) agriculture;~~
40 ~~_____ (ii) business;~~
41 ~~_____ (iii) family and consumer sciences;~~
42 ~~_____ (iv) health science;~~
43 ~~_____ (v) information technology;~~
44 ~~_____ (vi) marketing;~~
45 ~~_____ (vii) skilled and technical sciences; and~~
46 ~~_____ (viii) technology and engineering education.~~
47 ~~_____ (5)(a) "CTE pathway" means a planned sequence of courses within a-~~
48 ~~program of study to assure strong academic and technical preparation connecting high school-~~
49 ~~course work to work beyond high school.~~
50 ~~_____ (b) A CTE pathway ensures that a student will be prepared to take advantage-~~
51 ~~of the full range of post-secondary options, including:~~
52 ~~_____ (i) on-the-job training;~~
53 ~~_____ (ii) certification programs; and~~
54 ~~_____ (iii) two- and four-year college degrees.~~
55 ~~_____ (6)(a) "Course" means an individual CTE class structured by state-approved-~~
56 ~~standards.~~
57 ~~_____ (b) An approved course may require one or two periods for up to one year.~~
58 ~~_____ (c) Courses may be completed by demonstrated competencies or by course-~~
59 ~~completion.~~
60 ~~_____ (7)(a) "Entry level" means a set of tasks identified and validated by workers-~~
61 ~~and employers in an occupation as those of a beginner in the field.~~
62 ~~_____ (b) Entry level skills are a limited subset of the total set of tasks performed by-~~
63 ~~an experienced worker in the occupation.~~
64 ~~_____ (c) Competent performance of entry level tasks enhances employability and-~~

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65 initial productivity.

66 ~~_____ (8) "Extended year program" means CTE programs no longer than 12 weeks~~
67 ~~in duration, offered during the summer recess, and supported by extended year or other CTE~~
68 ~~funds.~~

69 ~~_____ (9) "CTE Maintenance of Effort" or "MOE" means the expenditure plan~~
70 ~~outlined in Subsection R277-911-4(1).~~

71 ~~_____ (10) "Program" means a combination of CTE courses that:~~

72 ~~_____ (a) provides the competencies for specific job placement or continued related~~
73 ~~training; and~~

74 ~~_____ (b) is outlined in the Plan for College and Career Readiness using all~~
75 ~~available and appropriate high school courses.~~

76 ~~_____ (11) "Program completion" means the student completion of a sequence of~~
77 ~~approved courses, work-based learning experiences, or other prescribed learning experiences~~
78 ~~as determined by the Plan for College and Career Readiness.~~

79 ~~_____ (12) "Regional consortium" means the LEAs, applied technology colleges,~~
80 ~~colleges and universities within the regions that approve CTE programs.~~

81 ~~_____ (13) "Registered apprenticeship" means a training program that:~~

82 ~~_____ (a) includes on the job training in a specific occupation combined with related~~
83 ~~classroom training; and~~

84 ~~_____ (b) has approval of the Bureau of Apprenticeship and Training.~~

85 ~~_____ (14) "Related training" means a course or program that is:~~

86 ~~_____ (a) directly related to an occupation;~~

87 ~~_____ (b) compatible with apprenticeship training;~~

88 ~~_____ (c) taught in a classroom; and~~

89 ~~_____ (d) approved by the Bureau of Apprenticeship and Training.~~

90 ~~_____ (15) "Scope and sequence" means the organization of all CTE courses and~~
91 ~~related academic courses into programs within the high school curriculum that lead to:~~

92 ~~_____ (a) specific skill certification;~~

93 ~~_____ (b) job placement;~~

94 ~~_____ (c) continued education; or~~

95 ~~_____ (d) training.~~

96 ~~_____ (16)(a) "Skill certification" means a verification of competent task-~~

97 performance.

98 ~~_____ (b) Skills certification is provided by an approved state or national program-~~
99 ~~certification process.~~

100 ~~_____ (17) "Weighted pupil unit" or "WPU" means the basic unit used to calculate-~~
101 ~~the amount of state funds for which an LEA is eligible.~~

102 ~~_____ (18) "Work-based learning" or "WBL" means a continuum of awareness,-~~
103 ~~exploration, preparation, and training activities that combine structured learning and authentic-~~
104 ~~work experiences implemented through industry and education partnerships.~~

105

106 **~~R277-911-3. CTE Program Approval.~~**

107 ~~_____ (1)(a) The Superintendent shall approve CTE programs based on verified-~~
108 ~~training needs of the area and the competencies necessary to provide occupational-~~
109 ~~opportunities for students.~~

110 ~~_____ (b) Programs are supported by a data base, including:~~

111 ~~_____ (i) local, regional, state, and federal manpower projections;~~

112 ~~_____ (ii) student occupational/interest surveys;~~

113 ~~_____ (iii) regional job profile;~~

114 ~~_____ (iv) advisory committee information; and~~

115 ~~_____ (v) follow up evaluation and reports.~~

116 ~~_____ (2) LEA CTE directors shall meet the requirements specified in R277-911.~~

117 ~~_____ (3) Within available resources, instructional materials, including textbooks,-~~
118 ~~reference materials, and media, shall reflect current technology, processes, and information for-~~
119 ~~the CTE programs.~~

120 ~~_____ (4)(a) An LEA shall provide CTE guidance, counseling, and Board approved-~~
121 ~~testing for students enrolled in CTE programs.~~

122 ~~_____ (b) An LEA shall develop a written plan for placement services with the-~~
123 ~~assistance of local advisory committees, business and industry, and the Department of-~~
124 ~~Workforce Services.~~

125 ~~_____ (c) An LEA shall develop a Plan for College and Career Readiness for all-~~
126 ~~students, which shall include:~~

127 ~~_____ (i) a student's education occupation plans (grades 7-12), including job-~~
128 ~~placement when appropriate;~~

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- 129 ~~_____ (ii) all Board, local board and local charter board graduation requirements;~~
130 ~~_____ (iii) evidence of annual parent, student, and school representative-~~
131 ~~involvement;~~
132 ~~_____ (iv) attainment of approved workplace skill competencies; and~~
133 ~~_____ (v) identification of a CTE post-secondary goal and an approved sequence of~~
134 ~~academic and CTE courses.~~
135 ~~_____ (5)(a) An LEA shall use curricula and instruction that is directly related to~~
136 ~~business and industry validated competencies.~~
137 ~~_____ (b) An LEA shall use a valid skill certification process to verify successful~~
138 ~~completion of competencies.~~
139 ~~_____ (c) An LEA shall provide instruction in proper and safe use of any equipment~~
140 ~~required for skill certification within the approved program.~~
141 ~~_____ (6) An LEA shall provide and safely maintain equipment and facilities,~~
142 ~~consistent with the validated competencies identified in the instruction standard and applicable~~
143 ~~state and federal laws.~~
144 ~~_____ (7)(a) Counselors and instructional staff shall hold valid Utah teaching~~
145 ~~licenses with endorsements appropriate for the programs they teach.~~
146 ~~_____ (b) Licenses and endorsements required under Subsection (7)(a) may be~~
147 ~~obtained through an institutional recommendation or through occupational and educational~~
148 ~~experience verified by the Board's licensure process.~~
149 ~~_____ (c) CTE program instructors shall keep technical and professional skills~~
150 ~~current through business and industry involvements in order to ensure that students are~~
151 ~~provided accurate state of the art information.~~
152 ~~_____ (8) An LEA shall conduct CTE programs consistent with Board policies and~~
153 ~~state and federal laws and regulations on access that prohibit discrimination on the basis of:~~
154 ~~_____ (a) race;~~
155 ~~_____ (b) creed;~~
156 ~~_____ (c) color;~~
157 ~~_____ (d) national origin;~~
158 ~~_____ (e) religion;~~
159 ~~_____ (f) age;~~
160 ~~_____ (g) sex; and~~

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- 161 ~~_____ (h) disability.~~
- 162 ~~_____ (9)(a) An LEA shall establish an active advisory council to review all CTE-~~
- 163 ~~programs annually.~~
- 164 ~~_____ (b) An advisory council may serve several LEAs or a region.~~
- 165 ~~_____ (c) An advisory council reviews:~~
- 166 ~~_____ (i) program offerings;~~
- 167 ~~_____ (ii) quality of programs; and~~
- 168 ~~_____ (iii) equipment needs.~~
- 169 ~~_____ (10) A program advisory committee made up of individuals who are working~~
- 170 ~~in the occupational area shall support each state-funded approved CTE program at the LEA or~~
- 171 ~~regional level.~~
- 172 ~~_____ (11) LEAs are encouraged to make training available through nationally-~~
- 173 ~~chartered CTE student leadership organizations in each area of study.~~
- 174 ~~_____ (12) An LEA, with oversight by local program advisory committee members,~~
- 175 ~~shall make an annual evaluation of its CTE programs.~~

176

R277-911-4. Disbursement and Expenditure of CTE Funds -- General Standards.

- 178 ~~_____ (1) To be eligible for state CTE program funds, an LEA shall first expend for~~
- 179 ~~CTE programs an amount equivalent to the regular WPU for students in approved CTE-~~
- 180 ~~programs, grades nine through twelve, based on prior year aggregate membership in funded-~~
- 181 ~~CTE programs, times the current year WPU value, less the amount for:~~
- 182 ~~_____ (a) college and career awareness;~~
- 183 ~~_____ (b) work-based learning; and~~
- 184 ~~_____ (c) comprehensive counseling and guidance.~~
- 185 ~~_____ (2) An LEA may thereafter expend State CTE program funds only for~~
- 186 ~~approved CTE programs, grades nine through twelve.~~
- 187 ~~_____ (3) An LEA that does not meet MOE may be subject to a corrective action-~~
- 188 ~~plan and potential reduction of funds or penalty in accordance with R277-114.~~

189

R277-911-5. Disbursement of Funds -- Added Cost Funds.

- 191 ~~_____ (1)(a) WPUs shall be allocated for the added instructional costs of approved-~~
- 192 ~~CTE programs operated or contracted by an LEA.~~

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- 193 ~~_____ (b) Programs and courses provided through technical colleges and higher-~~
194 ~~education institutions do not qualify for added cost funds except for specific contractual-~~
195 ~~arrangements approved by the Board.~~
- 196 ~~_____ (2)(a) Computerized or manually produced records for CTE programs shall be~~
197 ~~kept by:~~
- 198 ~~_____ (i) teacher;~~
199 ~~_____ (ii) class; and~~
200 ~~_____ (iii) core code.~~
- 201 ~~_____ (b) Records described in Subsection (2)(a) shall show clearly and accurately-~~
202 ~~the entry and exit date of each student and whether a student has been absent from a CTE-~~
203 ~~class ten consecutive days.~~
- 204 ~~_____ (3) Added cost funds shall not be generated:~~
- 205 ~~_____ (a) during bus travel;~~
206 ~~_____ (b) until a student starts attending an approved CTE course;~~
207 ~~_____ (c) when a student has been absent, without excuse, for the previous 10-~~
208 ~~days.~~
- 209 ~~_____ (4) Approved CTE programs shall receive funds determined by prior year-~~
210 ~~hours of membership for approved programs.~~
- 211 ~~_____ (5) Allocations under this R277-911-5 are computed using grades nine-~~
212 ~~through twelve aggregate membership in approved programs for the previous year with a~~
213 ~~growth factor applied to LEAs experiencing growth of one percent or greater in grades nine-~~
214 ~~through twelve except as provided by R277-462 and R277-916.~~
- 215 ~~_____ (6) Added cost funds shall be used to cover the added CTE program-~~
216 ~~instructional costs of LEA programs.~~
- 217 ~~_____ (7) An LEA that does not comply with the requirements of this Subsection-~~
218 ~~may be subject to a corrective action plan and potential reduction of funds or penalty in-~~
219 ~~accordance with R277-114.~~
- 220
- 221 **~~R277-911-6. Disbursement of Funds -- Skill Certification.~~**
- 222 ~~_____ (1) An LEA that demonstrates approved student skill certification may receive-~~
223 ~~additional compensation.~~
- 224 ~~_____ (2)(a) To be eligible for skill certification compensation, an LEA shall show its-~~

225 student completer has demonstrated mastery of standards, as established by the Board.

226 ~~_____ (b) An authorized test administrator shall verify student mastery of the skill-~~
227 ~~standards.~~

228 ~~_____ (3) The Superintendent may only disburse skill certification compensation if~~
229 ~~an approved skill certification assessment is developed for the program.~~

230

231 **~~R277-911-7. Disbursement of Funds -- CTE Leadership Organization Funds.~~**

232 ~~_____ (1) Participating LEAs sponsoring CTE leadership organizations shall be~~
233 ~~eligible for a portion of funds set aside for these organizations.~~

234 ~~_____ (2) Qualifying CTE leadership organizations shall be nationally chartered and~~
235 ~~include:~~

236 ~~_____ (a) SkillsUSA (an association of Skilled and Technical Sciences Education~~
237 ~~students);~~

238 ~~_____ (b) DECA (Distributive Education Clubs of America);~~

239 ~~_____ (c) FFA (Future Farmers of America);~~

240 ~~_____ (d) HOSA (Health Occupations Students of America);~~

241 ~~_____ (e) FBLA (Future Business Leaders of America);~~

242 ~~_____ (f) FCCLA (Family, Career and Community Leaders of America); and~~

243 ~~_____ (g) TSA (Technology Students Association).~~

244 ~~_____ (3) Up to 1% of the state CTE appropriation for LEAs shall be allocated to~~
245 ~~eligible LEAs based on documented prior year student membership in approved CTE leadership~~
246 ~~organizations.~~

247 ~~_____ (4)(a) A portion of funds allocated to an LEA for CTE leadership organizations~~
248 ~~shall be used to pay the LEA's portion of statewide administrative and national competition~~
249 ~~costs.~~

250 ~~_____ (b) An LEA shall use the remaining amount available for the LEA's CTE~~
251 ~~leadership organization expenses.~~

252

253 **~~R277-911-8. Disbursement of Funds -- School District and Charter School WPU's.~~**

254 ~~_____ (1) The Superintendent shall allocate WPU's for costs of administration of~~
255 ~~GTE programs as described in this section.~~

256 ~~_____ (2)(a) The Superintendent shall distribute Twenty (20) WPU's to a school~~

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257 ~~district for costs associated with the administration of CTE.~~
258 ~~_____ (b) To qualify, a school district shall employ a minimum one-half time CTE-~~
259 ~~director.~~

260 ~~_____ (3)(a) To encourage multidistrict CTE administrative services, the~~
261 ~~Superintendent shall distribute 25 WPU's to a school district that consolidates CTE-~~
262 ~~administrative services with one or more other school districts;~~

263 ~~_____ (b) To qualify, a participating school district shall employ a full-time CTE-~~
264 ~~director.~~

265 ~~_____ (4)(a) The Superintendent shall distribute Twenty five (25) WPU's to a single~~
266 ~~charter school acting as fiscal agent, to provide CTE administrative services to a group of at~~
267 ~~least 10 charter schools offering CTE pathways, grades 9-12.~~

268 ~~_____ (b) If more than 10 charter schools offer CTE pathways, the Superintendent~~
269 ~~shall distribute an additional 5 WPU's for each additional charter school over 10.~~

270 ~~_____ (c) To qualify, the charter school acting as fiscal agent must employ a full-~~
271 ~~time CTE director.~~

272 ~~_____ (5)(a) A district or charter school receiving additional WPU's under Subsection~~
273 ~~(3)(a) or (4)(a) shall annually submit to the Superintendent a Memorandum of Understanding~~
274 ~~with each partnering district or school, which shall include:~~

275 ~~_____ (i) a scope of work to be performed by the full-time CTE director for each LEA~~
276 ~~or school involved;~~

277 ~~_____ (ii) provisions for sharing data under the agreement, including provisions for~~
278 ~~protecting the privacy of student education records under FERPA;~~

279 ~~_____ (iii) maintenance of effort requirements; and~~

280 ~~_____ (iv) other information as directed by the Superintendent.~~

281 ~~_____ (b) The Superintendent may withhold funds from a district or charter school~~
282 ~~under Rule R277-114 for failure to submit a memorandum of understanding as required by this~~
283 ~~rule.~~

284 ~~_____ (6)(a) The Superintendent shall distribute 10 WPU's to a small school district~~
285 ~~consisting of only necessarily existent small high school(s), where multi-district CTE-~~
286 ~~administration is not feasible.~~

287 ~~_____ (b) To qualify, a small school district shall assign a CTE director to a minimum~~
288 ~~of part-time CTE administration.~~

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- 289 ~~————— (7) To qualify for 10, 20 or 25 CTE administrative WPU as provided in this~~
290 ~~Subsections (1) through (6), a CTE director shall:~~
- 291 ~~————— (a) hold or be in the process of completing requirements for a Education-~~
292 ~~Leadership License Area of Concentration described in R277-505;~~
- 293 ~~————— (b) have an endorsement in at least one career and technical area listed in-~~
294 ~~Rule R277-518; and~~
- 295 ~~————— (c)(i) have four years of experience as a full-time career and technical-~~
296 ~~educator; or~~
- 297 ~~————— (ii) complete a prescribed professional development program provided by the-~~
298 ~~Superintendent within a period of two years following board appointment as an LEA CTE-~~
299 ~~director.~~
- 300 ~~————— (8) In addition to WPU as appropriated under Subsections (1) through (6), the~~
301 ~~Superintendent shall allocate funds to each approved high school as described in Subsections-~~
302 ~~(9) through (16):~~
- 303 ~~————— (9) The Superintendent shall distribute 10 WPU to a high school that:~~
- 304 ~~————— (a) conducts approved programs in a minimum of two CTE areas specified in-~~
305 ~~Subsection R277-911-1(4)(b);~~
- 306 ~~————— (b) conducts a minimum of six different state-approved CTE courses including~~
307 ~~at least one CTE pathway; and~~
- 308 ~~————— (c) has at least one approved career and technical student leadership-~~
309 ~~organization.~~
- 310 ~~————— (10) Consolidated courses in small schools may count as more than one-~~
311 ~~course as approved by the Superintendent.~~
- 312 ~~————— (11) The Superintendent shall distribute 15 WPU to a high school that:~~
- 313 ~~————— (a) conducts approved programs in a minimum of three CTE areas specified-~~
314 ~~in Subsection R277-911-2(4)(b);~~
- 315 ~~————— (b) conducts a minimum of nine different state-approved CTE courses-~~
316 ~~including at least one CTE pathway; and~~
- 317 ~~————— (c) has at least one approved CTE student leadership organization.~~
- 318 ~~————— (12) Consolidated courses in small schools may count as more than one-~~
319 ~~course as approved by the Superintendent.~~
- 320 ~~————— (13) The Superintendent shall distribute 20 WPU to a high school that:~~

321 ~~_____ (a) conducts approved programs in a minimum of four CTE areas specified in~~
322 ~~Subsection R277-911-2(4)(b);~~

323 ~~_____ (b) conducts a minimum of twelve different state approved CTE courses~~
324 ~~including at least two CTE pathways; and~~

325 ~~_____ (c) has at least two approved CTE student leadership organization.~~

326 ~~_____ (14) Consolidated courses in small schools may count more than one course~~
327 ~~as approved by the Superintendent.~~

328 ~~_____ (15) The Superintendent shall distribute 25 WPU's to a high school that:~~

329 ~~_____ (a) conducts approved programs in a minimum of five CTE areas specified in~~
330 ~~Subsection R277-911-2(4)(b);~~

331 ~~_____ (b) conducts a minimum of fifteen different state approved CTE courses~~
332 ~~including at least two CTE pathways; and~~

333 ~~_____ (c) has at least three approved CTE student leadership organizations.~~

334 ~~_____ (16) Consolidated courses in small schools may count more than one course~~
335 ~~as approved by the Superintendent.~~

336 ~~_____ (17)(a) A maximum of one approved alternative high school, as outlined in~~
337 ~~Rule R277-730, per school district may qualify for funds under Subsection (12).~~

338 ~~_____ (b) LEAs sharing an alternative school shall receive a prorated share.~~

339 ~~_____ (18) Programs and courses provided through school district technical centers~~
340 ~~may not receive funding under this section.~~

341

342 **~~R277-911-9. Disbursement of Funds – School District Technical Centers.~~**

343 ~~_____ (1)(a) The Superintendent may award a maximum of forty WPU's for each~~
344 ~~school district operating an approved school district center.~~

345 ~~_____ (b) To qualify under the approved school district technical center provision,~~
346 ~~the school district shall:~~

347 ~~_____ (i) provide at least one facility other than an existing high school as a~~
348 ~~designated school district technical center;~~

349 ~~_____ (ii) employ a full-time CTE administrator for the center;~~

350 ~~_____ (iii) enroll a minimum of 400 students in the school district technical center;~~

351 ~~_____ (iv) prevent unwarranted duplication by the school district technical center of~~
352 ~~courses offered in existing high schools, applied technology colleges, and higher education~~

353 institutions;

354 ~~_____ (v) centralize high-cost programs in the school district technical center;~~

355 ~~_____ (vi) conduct approved programs in a minimum of five CTE areas specified in~~
356 ~~Subsection R277-911-1(4)(b); and~~

357 ~~_____ (vii) conduct a minimum of fifteen different state-approved CTE courses.~~

358

359 **~~R277-911-10. Disbursement of Funds – Summer CTE Agriculture Programs.~~**

360 ~~_____ (1)(a) To receive state summer CTE agriculture program funds, an LEA shall~~
361 ~~submit to the Superintendent, an application for approval of the LEA's program.~~

362 ~~_____ (b) An LEA shall submit its application prior to the annual due date specified~~
363 ~~by the Superintendent each year.~~

364 ~~_____ (c) The Superintendent shall send notification of approval of an LEA's~~
365 ~~program within ten calendar days of receiving the application.~~

366 ~~_____ (2) A teacher of a summer CTE agriculture program shall:~~

367 ~~_____ (a) hold a valid Utah teaching license, with an endorsement in agriculture, as~~
368 ~~outlined in Subsection R277-911-3(7);~~

369 ~~_____ (b) develop a calendar of activities which shall be approved by LEA~~
370 ~~administration and reviewed by the Superintendent;~~

371 ~~_____ (c)(i) work a minimum of eight hours a day in the summer CTE agriculture~~
372 ~~program;~~

373 ~~_____ (ii) An LEA may approve exceptions which shall be reflected in the calendar~~
374 ~~of activities;~~

375 ~~_____ (d) not engage in other employment, including self-employment, which~~
376 ~~conflicts with the teacher's performance in the summer CTE agriculture program;~~

377 ~~_____ (e) develop and file a weekly schedule and a monthly report outlining~~
378 ~~accomplishments related to the calendar of activities with:~~

379 ~~_____ (i) the school principal;~~

380 ~~_____ (ii) the LEA CTE director; and~~

381 ~~_____ (iii) the Superintendent; and~~

382 ~~_____ (f) visit the participating students a minimum of two times during the summer~~
383 ~~program with a minimum average of four on-site visits to students.~~

384 ~~_____ (3) College interns may be approved to conduct summer CTE agriculture-~~

385 programs upon approval by the Superintendent.

386 _____ (4) Students enrolled in the summer CTE agriculture program shall:

387 _____ (a) have on file in the LEA office the student's Plan for College and Career
388 Readiness goal related to agriculture;

389 _____ (b) in conjunction with the student's parent or employer and the teacher,
390 develop an individual plan of activities, including a supervised occupational experience program;

391 _____ (c) have completed the eighth grade; and

392 _____ (d) have not have graduated from high school.

393 _____ (5)(a) The Superintendent shall collect data from the program and staff of
394 each LEA to ensure compliance with approved standards.

395 _____ (b) An LEA shall submit to the Superintendent a final program report, on
396 forms provided by the Superintendent on the annual due date specified by the Superintendent.

397 _____ (6)(a) The Superintendent shall allocate Summer CTE agricultural funding to
398 each LEA conducting an approved program for a minimum of 35 students lasting nine weeks.

399 _____ (b) An LEA may receive funding for no more than nine weeks or 35 students.

400 _____ (7) An LEA operating a program with fewer than 35 students per teacher or
401 for fewer than nine weeks may only receive a prorated share of the summer CTE agricultural
402 allocation.

403

404 **~~R277-911-11. Disbursement of Funds – Comprehensive Counseling and Guidance;
405 College and Career Awareness, and Work-Based Learning Programs.~~**

406 _____ (1) The Superintendent shall distribute funds to LEAs consistent with Section
407 53F-2-311.

408 _____ (2) An LEA shall spend funds distributed for comprehensive guidance
409 consistent with Subsection 53E-2-304(2)(b) and R277-462, which explain the purpose and
410 criteria for student Plans for College and Career Readiness.

411 _____ (3) An LEA may spend funds allocated under this section to fund work-based
412 learning programs consistent with Rules R277-915 and R277-916.

413 _____ (4) An LEA may spend funds allocated under this section to fund College and
414 Career Awareness programs consistent with Rule R277-916.

415 _____ (1) This rule is authorized by:

416 _____ (a) Utah Constitution Article X, Section 3, which vests general control and

417 supervision over public education in the Board;
418 _____ (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the
419 Board's duties and responsibilities under the Utah constitution and state law;
420 _____ (c) Section 53E-3-507, which allows the Board to establish minimum standards for
421 CTE programs in the public education system; and
422 _____ (d) Sections 53F-2-311, which directs the Board to distribute specific amounts and
423 percentages for specific Career and Technical Education (CTE) programs and facilitate
424 administration of various programs.
425 _____ (2) This rule establishes standards and procedures for an LEA to qualify for funds
426 administered by the Board for CTE programs in the public education system.

427

R277-911-2. Definitions.

429 _____ (1) "Added instructional costs," "add-on funds," or "CTE add-on funds" means
430 program expenses beyond those normally encountered at the secondary level resulting from
431 higher program operations, maintenance, and improvement expenses and may not include:
432 _____ (a) direct charges that would otherwise be incurred by the LEA if CTE programs
433 were not offered;
434 _____ (b) direct charges required by other non-CTE state or federal programs, rules or
435 statutes;
436 _____ (c) charges that have been submitted as part of the LEA's indirect cost rate
437 calculation; and
438 _____ (d) charges that are used to supplant other LEA funding sources
439 _____ (2) "Advisory committee" means a group of individuals working in the
440 occupational area which provides industry feedback for each state funded and approved CTE
441 program at the LEA or regional level
442 _____ (3) "Aggregate CTE membership" means the sum of all days in membership
443 during a school year for:
444 _____ (a) the student;
445 _____ (b) the course;
446 _____ (c) the program;
447 _____ (d) the school;
448 _____ (e) the LEA; or

- 449 (f) the state.
- 450 (4) "Approved program" means a program annually approved by the Board
451 through the consent calendar process that meets or exceeds the state program standards or
452 outcomes for career and technical education programs.
- 453 (5) "Career and technical education" or "CTE" means organized educational
454 programs that:
- 455 (a) prepare individuals for a wide range of high-skill, high-demand or emerging
456 careers;
- 457 (b) provide all students with a seamless education system from public education
458 to postsecondary education, driven by a Plan for College and Career Readiness as defined in
459 Section [R277-462](#); and
- 460 (c) provide students competency-based instruction, hands-one experiences, and
461 certified occupational skills, culminating in meaningful employment.
- 462 (6) "CTE career cluster" means approved CTE programs with related knowledge
463 and skills organized into industry sectors.
- 464 (7) "CTE pathway" means a planned sequence of courses within a program of
465 study structured to assure strong academic and technical preparation while connecting high
466 school course work including:
- 467 (a) concurrent enrollment opportunities to employment beyond high school; and
468 (b) other postsecondary options, including:
- 469 (i) on-the-job training;
470 (ii) certification opportunities; and
471 (iii) two- and four-year college degrees.
- 472 (8) "Course" means an individual CTE class structured by state-approved core
473 codes and standards which may require one or two periods for up to one year and may be
474 completed by demonstrated competencies or by course completion.
- 475 (9) "Maintenance of Effort" or "MOE" means the expenditure plan outlined in
476 Subsection [R277-911-4\(1\)](#).
- 477 (10) "Pathway completion" means a student has met all course and credit
478 requirements of a CTE pathway and is on track to graduate from high school.
- 479 (11) "Program" means a combination of CTE courses within a pathway and cluster
480 that provides the competencies needed for specific certifications, job placement, or continued

481 postsecondary training.

482 (12) "School District Technical Center" means a career and technical education center
483 that meets the requirements in Subsections R277-911-7 and is not a comprehensive high school.

484 (13) "Skill certification" or "competency attainment" means a verification of industry
485 standard knowledge and skills including both state or nationally approved program certifications
486 and is an integral part of a CTE program.

487 (14) "Spend Plan" means an application submitted to the USBE requesting the use
488 of local CTE carryforward funds as described in Section R277-911-4.

489 (15) "Summer Agriculture Program" means a teacher or college intern supervised,
490 intensive, individualized educational experience that is the practical application of instructional
491 competencies in agriculture education.

492 (16) "Weighted pupil unit" or "WPU" means the same as the term is defined in
493 Subsection [53F-2-102\(5\)](#).

494 (17) "Work-based learning" or "WBL" means the same as the term is defined in
495 Section [R277-915-2](#).

496

497 **R277-911-3. CTE Program Approval and LEA CTE Program Annual Review or**
498 **Initial Application Review.**

499 (1) The Superintendent shall forward to the Board a comprehensive list of
500 proposed secondary CTE programs for the Board to approve as the approved programs.

501 (2) The Superintendent shall determine if a secondary CTE program offering
502 shall be forwarded to the Board based upon needs in a specific area including:

503 (a) a program need supported by data, including:

504 (i) local, regional, state, and federal workforce projections

505 (ii) advisory committee recommendations for a program or program update in the
506 related program area;

507 (iii) a need for new or updated technical training and marketable job skills for the
508 related program area; or

509 (iv) a need related to an industry upgrade or upskill specifications to keep a
510 program current or relevant; and

511 (b) new or emerging economic need with occupational opportunities for a student
512 in a program area with clear competencies.

513 (3) An LEA shall qualify for a funding disbursement pursuant to Section [53F-2-311](#)
514 and this rule only for approved programs and subsequently be subject to the requirements for an
515 annual review or application as described in Subsection (5).

516 (4) An LEA that implements an approved program and applies for a funding
517 disbursement shall be provide all necessary materials required by the Superintendent to conduct
518 an annual review or initial application review by May 1.

519 (5) The annual review or initial application review shall include:

520 (a) the LEA's Plan for College and Career Readiness consistent with Sections
521 [53E-2-304](#) and [R277-462-5](#);

522 (b) the LEA's results of an annual placement survey for grade 12 CTE pathway
523 concentrators from the prior school year;

524 (c) adherence to current industry standards for each implemented CTE program
525 including a demonstration of the industry standards being reflected in:

526 (i) available resources for the program; and

527 (ii) program instructional materials including:

528 (A) textbooks;

529 (B) reference materials; and

530 (C) additional media.

531 (d) a demonstration the LEA:

532 (i) used curricula and instruction that is directly related to business and industry
533 validated competencies;

534 (ii) provided approved certification opportunities for students enrolled in each CTE
535 program to verify successful completion of competencies;

536 (iii) provided instruction in proper and safe use of equipment required within each
537 CTE program and maintained a local safety plan;

538 (iv) provided and safely maintained equipment and facilities, consistent with the
539 validated competencies identified in:

540 (A) the instruction standard for the CTE program;

541 (B) state risk management; and

542 (C) other applicable state and federal laws;

543 (v) employed instructional staff in each CTE program that:

544 (A) holds a valid Utah teaching licenses with appropriate endorsements pursuant

545 to R277-301 for the CTE program; and

546 (B) maintain technical and professional skills current through professional

547 learning, business and industry partnerships in order to ensure that students are provided current

548 industry standard programs.

549 (vi) conducted a local needs assessment with stakeholder engagement;

550 (vii) performed an annual CTE program self-evaluation by the CTE director;

551 (viii) conducted CTE programs consistent with Board policies and state and

552 federal laws pertaining to CTE program access that prohibit discrimination on the basis of:

553 (A) race;

554 (B) color;

555 (C) national origin;

556 (D) age;

557 (E) sex; and

558 (F) disability; and

559 (ix) established an active advisory committee to inform CTE programs annually as

560 described in Subsection (6); and

561 (e) any other requirements identified by the Superintendent.

562 (6) An LEA implementing an approved program shall:

563 (a) create an advisory committee that includes education and industry

564 stakeholders which may serve several LEAs or a region; or

565 (b) utilize an existing advisory committee created by an LEA that is implementing

566 an approved CTE program.

567 (7) An advisory committee described in Subsection (6) shall review and make

568 recommendations to an LEA that is implementing an approved CTE program regarding:

569 (a) program offerings;

570 (b) quality of programs;

571 (c) equipment needs; and

572 (d) work-based learning opportunities.

573 (8) An LEA may make the LEA's CTE leadership opportunities available through

574 CTSOs for each career cluster offered by the LEA.

575

576 **R277-911-4. Disbursement and Expenditure of CTE Funds – General Standards for**

577 **Qualification.**

578 _____ (1) To be eligible for any funding disbursement pursuant to Section [53F-2-311](#)
579 and this rule, an LEA shall first expend for an approved CTE program an amount equivalent to
580 the regular WPU for students in the approved CTE programs, grades 9 through 12, based on
581 prior year aggregate membership in funded CTE programs, multiplied by the current year WPU
582 value and minus the amount for:

583 _____ (a) college and career awareness;

584 _____ (b) work-based learning; and

585 _____ (c) school counseling.

586 _____ (2) An LEA shall expend the amount required in Subsection (1) to remain eligible
587 for a funding disbursement for approved programs in grades 9 through 12.

588 _____ (3) Except as provided for in Subsection (4), an LEA may carryforward
589 unexpended funds received pursuant to Section [53F-2-311](#) and this rule.

590 _____ (4) If an LEA's annual carryforward exceeds the LEA's CTE budget by greater
591 than 30% for any program code of the CTE budget, the LEA shall:

592 _____ (a) submit a spend plan for the excess funds to be approved by the
593 Superintendent by October 1 annually; or

594 _____ (b) the Superintendent shall recoup funds in excess of the 30% carryforward
595 and redistribute the funds to approved CTE programs in LEAs at necessarily existent small
596 schools, as described in Section [53F-2-304](#) through an application process determined by the
597 Superintendent.

598 _____ (5) Expenses charged to state CTE Add-on funds must use the restricted indirect
599 cost rate and be directly related to approved CTE programs.

600

601 **R277-911-5. Disbursement of Funds – Administrative WPUs.**

602 _____ (1) Except as provided for in Subsection (3), pursuant to Subsection [53F-2-311\(3\)\(a\)](#),
603 the Superintendent shall distribute 20 WPUs to a school district for costs associated with the
604 administration of a CTE program.

605 _____ (2) To qualify for an administrative WPU disbursement, an LEA shall:

606 _____ (a) employ a minimum one-half time CTE director; and

607 _____ (b) place the administrative assignment for CTE in the educator licensing system.

608 _____ (3) Except as provided for in Subsection (10) and pursuant to Subsection [53F-2-](#)

609 311(3)(a), the Superintendent shall distribute 25 WPUs to a school district that consolidates CTE
610 administrative services with one or more other school districts.

611 (4) To qualify for the consolidated CTE administrative WPU disbursement
612 described in Subsection (3), the school district consolidating the administrative services shall
613 employ a full-time CTE director.

614 (5) The Superintendent shall distribute 25 WPUs to a single charter school acting
615 as fiscal agent, to provide CTE administrative services.

616 (6) To qualify for the administrative WPU described in Subsection (5), a charter
617 school shall:

618 (a) provide CTE administrative services to a group of at least 10, but not more
619 than 15, charter schools offering approved CTE programs to students in grades 9 through 12;
620 and

621 (b) if the charter school services 11 through 15 charter schools the Superintendent
622 shall distribute an additional 5 administrative WPUs for each charter school up to 25 additional
623 administrative WPUs.

624 (7) To qualify for the charter school administrative WPU described in
625 Subsection (6), the charter school acting as fiscal agent must employ a full-time CTE director.

626 (8) An LEA receiving additional WPUs under Subsection (3) or (6) shall
627 annually submit to the Superintendent a Memorandum of Understanding with each partnering
628 LEA, which shall include:

629 (a) a scope of work to be performed by the full-time CTE director for each LEA
630 involved.

631 (b) provisions for sharing data under the agreement, including provisions for
632 protecting the privacy of student education records under FERPA;

633 (c) maintenance of effort requirements; and

634 (d) other information as directed by the Superintendent.

635 (9) The Superintendent may withhold funds from an LEA for failure to submit a
636 memorandum of understanding as required by Subsection (8).

637 (10) The Superintendent shall distribute 10 WPUs to a small school district
638 consisting of only necessarily existent small high schools as described in Section [53F-2-304](#),
639 where multi-district CTE administration described in Subsection (3) is not feasible.

640 (11) To qualify for the administrative WPU described in Subsection (10) a small

641 school district shall assign a CTE director to a minimum of part-time CTE program
642 administration.

643 (12) To qualify for any administrative WPU as provided in Subsections (1)
644 through (11) an LEA shall ensure a CTE director:

645 (a) hold ~~or be in the process of completing~~ requirements for a School
646 Leadership License Area of Concentration described in Rule [R277-301](#);

647 (b) have an endorsement in at least one career and technical area listed
648 in Subsection [R277-309-4\(8\)\(a\)](#); and

649 (c) one of the following:

650 (i) have four years of experience as a full-time career and technical educator;
651 or

652 (ii) complete a prescribed professional development program provided by the
653 Superintendent within a period of two years following board appointment as an LEA CTE
654 director.

655

656 **R277-911-6 Disbursement of Funds – High School WPUs.**

657 (1) Pursuant to Section [53F-2-311\(3\)\(b\)](#), the Superintendent shall allocate
658 funds to each high school offering approved CTE programs as described in this section.

659 (2) The Superintendent shall distribute 10 WPUs to an LEA for each high
660 school that:

661 (a) conducts approved programs in a minimum of two CTE career cluster
662 areas;

663 (b) conducts a minimum of six different state approved CTE courses including
664 at least the ability to concentrate in two CTE pathways and complete one pathway; and

665 (c) has at least one approved career and technical student leadership
666 organization that aligns with the pathways offered by the LEA.

667 (3) The Superintendent shall distribute 15 WPUs to an LEA for each high
668 school that:

669 (a) conducts approved programs in a minimum of three CTE career cluster
670 areas.

671 (b) conducts a minimum of nine different state approved CTE courses including
672 at least the ability to concentrate in ~~four~~three CTE pathways and complete ~~two~~one pathways;

673 and
674 (c) has at least one approved CTE student leadership organizations that align
675 with a pathways offered by the LEA.
676 (4) The Superintendent shall distribute 20 WPU to an LEA for each high school
677 that:
678 (a) conducts approved programs in a minimum of four CTE career cluster areas.
679 (b) conducts a minimum of 12 different state approved CTE courses including at
680 least the ability to concentrate in ~~six~~four CTE pathways and complete ~~three~~two pathways; and
681 (c) has at least two approved CTE student leadership organizations that align with
682 the pathways offered by the LEA.
683 (5) The Superintendent shall distribute 25 WPU to an LEA for each high school
684 that:
685 (a) conducts approved programs in a minimum of five CTE career cluster areas.
686 (b) conducts a minimum of 15 different state approved CTE courses including at
687 least the ability to concentrate in ~~eight~~five CTE pathways and complete ~~four~~three pathways;
688 and
689 (c) has at least three approved CTE student leadership organizations that align
690 with the pathways offered by the LEA.
691 (6) A maximum of one alternative high school per LEA may qualify for funds
692 under this section.
693 (7) Exceptions for advanced pathway completion requirements may be approved
694 for an LEA that has a sponsorship or partnership with a degree granting public higher education
695 institution by the Superintendent annually through specific contractual agreements.
696 (8) Programs and courses provided through school district technical centers
697 may not receive funding under this section.

698

R277-911-7. Disbursement of Funds – School District Technical Centers.

700 (1) Pursuant to Subsection [53F-2-311\(3\)\(c\)](#), the Superintendent shall disburse 40
701 WPU to a school district operating an approved school district technical center.
702 (2) Except as provided by Subsection (4), to qualify for the school district
703 technical center WPU disbursement, the school district, schools shall:
704 (a) provide at least one facility other than an existing high school as a

705 designated school district technical center;
706 _____ (b) employ a full-time CTE administrator for the center in addition to the district
707 CTE director;
708 _____ (c) enroll a minimum of 400 students grades 9 through 12 in the school district
709 technical center courses;
710 _____ (d) prevent unwarranted duplication by the school district technical center of
711 courses offered in existing high schools, and higher education institutions;
712 _____ (e) centralize high-cost programs in the school district technical center;
713 _____ (f) conduct approved programs in a minimum of five CTE career cluster areas;
714 _____ (g) conduct a minimum of 15 different state approved CTE concentrator and
715 completer courses; and
716 _____ (h) submit verification of all requirements stated in this section annually to the
717 Superintendent.
718 _____ (3) A district who serves 18,000 students or more in grades 9-12 may qualify
719 for up to two district technical center locations through an application process prescribed by the
720 Superintendent.
721 _____ (4) To qualify for the school district technical center WPU disbursement, a
722 district serving rural and necessarily existent small schools, as described in Section [53F-2-304](#)
723 shall:
724 _____ (a) provide at least one facility other than an existing high school as a
725 designated school district technical center;
726 _____ (b) employ a full-time CTE administrator for the center in addition to the district
727 CTE director;
728 _____ (c) enroll a minimum of 300 students in the school district technical center
729 courses;
730 _____ (d) prevent unwarranted duplication by the school district technical center of
731 courses offered in existing high schools, and higher education institutions;
732 _____ (e) centralize high-cost programs in the school district technical center;
733 _____ (f) conduct approved programs in a minimum of four CTE career cluster
734 areas;
735 _____ (g) conduct a minimum of 12 different state approved CTE concentrator and
736 completer courses; and

737 (h) submit verification of all requirements stated in this section annually to the
738 Superintendent.

739

740 **R277-911-8. Disbursement of Funds – Skill Certification.**

741 (1) Pursuant to Subsection [53F-2-311\(2\)\(c\)](#), an LEA may receive additional
742 disbursement for competency attainment of student achievement on approved program
743 certifications.

744 (2) To be eligible for skill certification compensation, an approved LEA shall
745 demonstrate the LEA's students have demonstrated mastery of established standards for the
746 CTE program.

747 (3) The LEA shall demonstrate the mastery through an authorized test
748 administrator that shall follow test administration and ethics requirements identified in Rule
749 [R277-404](#).

750 (4) An LEA shall keep records of the certification and skill verification tests or
751 processes used to demonstrate mastery as described in Subsection (3) for monitoring and auditing
752 purposes.

753 (5) The Superintendent shall distribute funds to an LEA by the following formula:

754 (a) an amount determined by using a count of total points of skill certification
755 weight points determined by the Superintendent from a student's skill certification earned by June
756 15 annually; and

757 (b) a proportionate amount of the available funding based on the LEA's number of
758 skill certification points earned proportionate to the total number of skill certification points
759 earned statewide for the prior year.

760

761 **R277-911-9. Disbursement of Funds – CTE Leadership Organization Funds.**

762 (1) Pursuant to Subsection [53F-2-311\(2\)\(d\)](#), an LEA may receive an additional
763 disbursement for student participation costs in approved student leadership organizations also
764 known as Career and Technical Student Organizations (CTSO) as described in Subsection (4).

765 (2) The Superintendent shall distribute funds to an LEA with:

766 (a) an approved CTE program; and

767 (b) evidence of student participation in CTOSs with related expenses.

768 (3) The Superintendent shall distribute funds to an LEA that meet the criteria

769 listed in Subsection (2) using the following formula:

770 _____ (a) an amount using a count of the LEA's total CTSO student members by March
771 15 annually; and

772 _____ (b) a proportionate amount of the available funding based on the LEA's number
773 of CTSO members proportionate to the total number of student members in the state for the
774 prior year.

775 _____ (4) An LEA shall use the student leadership disbursement for qualifying CTE
776 leadership organizations that are nationally and state chartered by March 15 annually and
777 include:

778 _____ (a) SkillsUSA;

779 _____ (b) DECA;

780 _____ (c) FFA;

781 _____ (d) HOSA - Future Health Professionals;

782 _____ (e) FBLA - Future Business Leaders of America;

783 _____ (f) FCCLA;

784 _____ (g) TSA (Technology Student Association); and

785 _____ (h) Other organizations who may be approved by the Superintendent that meet
786 qualifications identified in Subsection [R277-914-2\(3\)](#).

787 _____ (5) An LEA shall use the available funds for the LEA's CTE leadership
788 organization expenses.

789

790 **R277-911-10. Disbursement of Funds – Summer CTE Agriculture Programs.**

791 _____ (1) Pursuant to Subsection [53F-2-311\(3\)\(d\)](#), an LEA shall receive a 5 WPU
792 disbursement for a qualifying summer CTE agriculture program as described in this section.

793 _____ (2) To receive state summer CTE agriculture program funds, an LEA shall apply
794 in a form and timeline specified by the Superintendent each year.

795 _____ (3) If approved, the LEA shall:

796 _____ (a) provide evidence or assure that a teacher of the summer CTE agriculture
797 program:

798 _____ (i) holds a valid Utah teaching license, with an endorsement in agriculture, as
799 outlined in Subsection [R277-911-3\(5\)\(d\)\(v\)](#);

800 _____ (ii) has developed a calendar of activities which shall be approved by the LEA's

801 administration and reviewed by the Superintendent;
802 _____ (iii) has or will work a minimum of 360 hours in the summer CTE agriculture
803 program;
804 _____ (iv) has or will not engage in other employment, including self-employment,
805 which conflicts with the teacher's performance in the summer CTE agriculture program;
806 _____ (v) has developed and filed a weekly schedule and a monthly report outlining
807 accomplishments related to the calendar of activities with:
808 _____ (A) the school principal;
809 _____ (B) the LEA CTE director; and
810 _____ (C) the Superintendent; and
811 _____ (vi) has a minimum of 35 students enrolled in the summer CTE agriculture
812 program; and
813 _____ (vii) has visited the participating students a minimum of two times during the
814 summer program with a minimum average of four on-site visits to students; and
815 _____ (b) provide evidence or assure that a student enrolled in the summer CTE
816 agriculture program:
817 _____ (i) has on file in the LEA office the student's Plan for College and Career
818 Readiness goal related to agriculture;
819 _____ (ii) in conjunction with the student's parent or employer and the teacher, has a
820 developed individualized plan of activities, including a supervised occupational experience
821 program;
822 _____ (iii) has completed the eighth grade; and
823 _____ (iv) has not graduated from high school.
824 _____ (4) A college intern may be approved to be the instructor of a summer CTE
825 agriculture program upon approval by the Superintendent.
826 _____ (5) To be approved as an instructor the LEA shall provide evidence or assure that
827 the college intern shall:
828 _____ (a) be enrolled in an approved postsecondary Agricultural Education-Teacher
829 Preparation program, in at least the junior or senior levels;
830 _____ (b) under the guidance of the supervising teacher, develop a calendar of
831 activities which shall be approved by LEA administration and reviewed by the Superintendent;
832 _____ (c) work a minimum of 360 hours in the CTE summer agriculture program;

833 (d) not engage in other employment, including self-employment, which conflicts
834 with the teacher’s performance in the CTE summer agriculture program;

835 (e) under the guidance of the supervising teacher, develop and file a weekly
836 schedule and a monthly report outlining accomplishments related to the calendar of activities
837 with:

838 (i) the school principal;

839 (ii) the LEA CTE director; and

840 (iii) the Superintendent; and

841 (g) enroll a minimum of 20 students in the summer CTE agriculture program;
842 and

843 (h) visit the participating students a minimum of two times during the summer
844 program with a minimum average of four on-site visits to students.

845 (6) The Superintendent shall collect data from the program and staff of each
846 LEA to ensure compliance with approved standards.

847 (7) An LEA shall submit to the Superintendent a final program report through
848 the funding application due August 31 annually.

849 (8) The Superintendent shall allocate Summer CTE agricultural funding to each
850 LEA conducting an approved program for no more than 360 hours and 35 students.

851 (9) An LEA operating a program with a supervising teacher and college intern
852 shall receive a combined total of seven WPU’s of the summer CTE agricultural allocation.

853

854 **R277-911-11. Disbursement of Funds – School Counseling, College and Career**
855 **Awareness, and Work-Based Learning Programs.**

856 (1) Pursuant to Subsection [53F-2-311\(2\)\(b\)\(ii\)](#), the Superintendent shall
857 distribute funds to an LEA as described by each respective rule listed in Subsection (2).

858 (2) An LEA shall use the distributed funds for school counseling consistent with
859 Subsection [53E-2-304\(2\)\(b\)](#) and Rule [R277-462](#).

860 (3) An LEA may use funds distributed under this section for:

861 (a) work-based learning programs consistent with Rule [R277-915](#); and

862 (b) Career Awareness programs consistent with Rule [R277-916](#).

863

R277-911-12. Disbursement of Funds – Added Cost Funds.

864 _____ (1) Subject to remaining funds and pursuant to 53F-2-311(4), an LEA may receive
865 an additional distribution for added costs of a CTE program after all other distributions have been
866 allocated pursuant to 53F-2-311(2) and (3) as further described in this rule.

867 _____ (2) An LEA's added cost distribution shall be a proportionate amount of the remaining
868 funds calculated by:

869 _____ (a) using the LEA's grades 9 through 12 aggregate membership in approved CTE
870 programs from the previous school year to calculate a CTE average daily membership (ADM);
871 and

872 _____ (b) determining the LEA's proportionate amount of CTE ADM compared to the
873 statewide CTE ADM.

874 _____ (3) An LEA may not utilize the following for purposes of generating CTE ADM:

875 _____ (a) travel time;

876 _____ (b) a student who has yet to attend an approved CTE course;

877 _____ (c) a student has been absent, without excuse, for the previous 10 days; and

878 _____ (d) for enrollment in courses taken outside of the regular school day or school

879 year.

880 _____ (4) Except as provided for in Rules R277-462, R277-915, and R277-916, an
881 LEA that experiences CTE membership growth of 1-10% from the LEA's previous CTE ADM shall
882 qualify for a growth factor equivalent to the growth percentage to be applied to the LEA's added
883 cost distribution amount described in Subsection (2).

884 _____ (5) An LEA that receives an added cost distribution shall maintain records to
885 accurately demonstrate:

886 _____ (a) the entry and exit date of each student; and

887 _____ (b) whether a student has been absent from a CTE course 10 consecutive days.

888 _____ (6) An LEA shall maintain electronic records, including data system records, for
889 each CTE program which shall include:

890 _____ (a) LEA name;

891 _____ (b) school name;

892 _____ (c) teacher of each CTE course;

893 _____ (d) each CTE course name;

894 _____ (e) each CTE course core code;

[Blue Text – Additions](#) | ~~Red Text – Deletions~~

- 896 (f) each CTE course section;
897 (g) semester each CTE course is offered;
898 (h) period the student had each CTE course;
899 (i) student membership;
900 (j) total enrollments; and
901 (k) total membership.
902 (7) An LEA that receives an added cost distribution shall only use the funds for
903 the following expenditures:
904 (a) instructional and program materials and supplies;
905 (b) equipment necessary to the program above and beyond equipment provided
906 to non-CTE classrooms;
907 (c) CTE Instructor salaries;
908 (d) contracted services for equipment service and specialized program needs;
909 and
910 (e) professional expenses for CTE-related professional learning, professional
911 organizations, and CTSOs.
912 (8) Programs and courses provided through technical colleges and degree
913 granting institutions may not qualify for an added cost distribution unless approved by the
914 Superintendent.

915

916 **R277-911-13. Corrective Action**

917 An LEA that does not comply with the requirements of this rule R277-911,
918 including not providing MOE of CTE programs, may be subject to a corrective action plan and
919 potential reduction of funds or penalty in accordance with Section [R277-114](#).

920

921 **KEY: career and technical education**

922 **Date of Enactment or Last Substantive Amendment:** 2022

923 **Notice of Continuation:** May 6, 2022

924 **Authorizing, and Implemented or Interpreted Law:** [Art X Sec 3](#); [53E-3-507](#);

925 [53F-2-311](#); [53G-6-708](#)