

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION**

**Administrative Rules Report for Executive Order 2020-03**

**Comprehensive Review of Administrative Rules as of July 30, 2020**

**Report Submitted by:** Marcie Mack

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**Method Used to Conduct Review:**

Each year, stakeholders, CareerTech staff and the public conducts an annual review of current administrative rules to determine where improvement can make CareerTech rules more efficient and more customer friendly. Senior Staff at the ODCTE, including the State Director take a very active role in proposing improvements to administrative rules each year. As examples in 2020, amendments were approved by the State Board and the Governor to improve education services to CareerTech students and business and industry by expanding internship opportunities, allowing more students to have the opportunity to participate in CareerTech classes and programs, eliminating outdated language in existing rules, and adding improved accountability in equipment inventories at school locations.

In addition to those reviews, this year a comprehensive rule-by-rule review was conducted by CareerTech’s Assistant Attorney General for purposes of this report. The results of this report include the State Director and senior leadership team’s review of the administrative rules after the above process was completed.

**Total Number of Unnecessary, Costly, Ineffective, Duplicative or Outdated Regulations:** 0 (26 outdated rules have been revoked, 1 expired by operation of law and 2 identified outdated/unnecessary.)

**Title 780**

**Chapter 1: General**

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
1-1-1	Purpose	7-26-01						X	Outlines procedures for CareerTech

1-3-1	Department policies	7-26-01						X	Outlines procedure for CareerTech
1-3-2	Meetings	7-11-04						X	Outlines procedure for CareerTech
1-3-3	Meetings by teleconference	7-11-04						X	Outlines procedure for CareerTech
1-3-5	EXPIRED	7-26-00					X		Expired by operation of law.
1-5-1	State Board; staffing; Director	7-26-01						X	Outlines procedure for CareerTech
1-7-1	General provisions	7-1-05						X	Outlines procedure for CareerTech
1-7-2	Educational equity	7-26-01						X	Outlines procedure for CareerTech
1-7-3	Finance	7-26-01						X	Outlines procedure for CareerTech
1-7-4	Printed materials	7-12-99						X	Outlines procedure for CareerTech
1-9-1	Attorney General	Prior to 1991 codification						X	Outlines procedure for CareerTech
1-11-1	Location of offices	7-26-01						X	Outlines procedure for CareerTech

1-13-1	Publications Clearinghouse; cost information	7-1-08						X	Outlines procedure for CareerTech
1-15-1	REVOKED	6-13-94					X		REVOKED
1-17-1	Compensation	7-1-07						X	Outlines procedure for CareerTech
1-19-1	Availability; confidentiality; information requests	7-26-01						X	Outlines procedure for CareerTech and interactions with the public

**Chapter 10: ADMINISTRATION AND SUPERVISION**

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
10-3-1	Technical assistance and supervision	7-1-10						X	Outlines procedures for provision of services by CareerTech
10-3-2	Career guidance and counseling, career information, disability services, integrated academics, innovation support services,	9-11-17						X	Outlines procedures for provision of services by CareerTech

	essential skills and career development								
10-3-3	Instructional materials development and dissemination	9-11-16						X	Outlines procedures for provision of services by CareerTech
10-3-4	REVOKED	9-11-17					X		REVOKED
10-3-5	REVOKED	6-12-95					X		REVOKED
10-3-6	REVOKED	6-12-95					X		REVOKED
10-3-7	REVOKED	9-11-16					X		REVOKED
10-3-8	REVOKED	9-11-16					X		REVOKED
10-3-9	Information services	7-12-99						X	Outlines procedures for provision of services by CareerTech
10-3-10	Communications and Marketing	7-11-04						X	Outlines procedures for provision of services by CareerTech
10-3-11	REVOKED	7-1-08					X		REVOKED
10-3-12	REVOKED	9-11-16					X		REVOKED
10-3-13	Instructional services	9-11-15						X	Outlines procedures for provision of services by CareerTech
10-5-1	Accounting	Prior to 1991 codification						X	Outlines procedures for provision of services by CareerTech
10-5-2	Audits	7-1-06						X	Outlines procedures for provision of

									services by CareerTech
10-5-3	Budgeting	Prior to 1991 codification						X	Outlines procedures for provision of services by CareerTech
10-5-4	Instructional funding	9-14-18						X	Outlines procedures for provision of services by CareerTech
10-5-5	Records	6-25-92						X	Outlines procedures for provision of services by CareerTech
10-5-6	Reporting	Prior to 1991 codification						X	Outlines procedures for provision of services by CareerTech
10-5-7	Purchasing	Prior to 1991 codification						X	Outlines procedures for provision of services by CareerTech
10-7-1	Application; approval; contract for programs	9-4-18						X	Outlines procedures for provision of services by CareerTech
10-7-2	Student accounting system	9-11-17						X	Outlines procedures for provision of services by CareerTech
10-7-3	Institutional Standards;	9-13-19						X	Outlines procedures for provision of

	accreditation; review								services by CareerTech
10-7-7-3.1	REVOKED	9-11-16					X		REVOKED
10-7-7-3.2	Program standards; accreditation; review	9-14-18						X	Outlines procedures for provision of services by CareerTech
10-9-1	Contracted services, boards, and commissions	9-11-16						X	Outlines procedures for provision of services by CareerTech
10-9-2	Equipment	9-11-16						X	Outlines procedures for provision of services by CareerTech

## CHAPTER 15: TECHNOLOGY CENTERS

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
15-1-1	Purpose	7-11-04						X	Describes procedures for CareerTech
15-3-1	Rationale; corporation status; taxing authority	9-14-18						X	Provides necessary information to use and understand the rule
15-3-2	Establishment/sustainment of a technology center	9-13-19						X	Provides necessary information to

	school district; sites and buildings								use and understand the rule
15-3-3	Elections in existing technology center districts	9-11-16						X	Provides necessary information to use and understand the rule
15-3-4	Financial management procedures for technology centers	9-14-18						X	Provides necessary information to use and understand the rule
15-3-5	Changes in districts' status	9-11-16						X	Provides necessary information to use and understand the rule
15-3-6	Technology center students	9-14-18						X	Provides necessary information to use and understand the rule
15-3-7	Special provisions	9-14-18						X	Provides necessary information to use and understand the rule

15-3-8	Calculation of administrative costs	7-1-10						X	Provides necessary information to use and understand the rule
15-5-1	REVOKED	6-11-93					X		Moved to Chapter 30
15-5-2	REVOKED	6-11-93					X		Moved to Chapter 30
15-5-3	REVOKED	6-11-93					X		Moved to Chapter 30
15-5-4	REVOKED	6-11-93					X		Moved to Chapter 30
15-5-5	REVOKED	6-11-93					X		Moved to Chapter 30

**CHAPTER 20: PROGRAMS AND SERVICES**

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
20-1-1	Purpose	7-26-01						X	Clarifies who are CareerTech customers
20-1-1.1	Instructional Program	7-1-10						X	Explains CareerTech and Workbased learning
20-1-2	Instructional Framework for full-time programs	7-1-10						X	Explains CareerTech and Workbased learning
20-1-3	Framework and Definition of	9-13-19						X	Explains CareerTech and Workbased learning

	Work-based Learning								
20-3-1	Administration and supervision	9-13-19						X	Provides options for students through CareerTech programs
20-3-2	Programs: admissions, operations, enrollment, length	9-13-19						X	Provides options for students through CareerTech programs
20-3-3	Materials and facilities	9-14-18						X	Provides options for students through CareerTech programs
20-3-4	Instructors	9-13-19						X	Provides options for students through CareerTech programs
20-3-5	Career and Technology Student organizations	9-11-17						X	Outlines the importance of CareerTech student organization to the learning process
20-5-1	Services and activities	7-1-07						X	Provides accountability for funding
20-5-2	REVOKED	7-1-00					X		REVOKED
20-5-3	REVOKED	7-1-00					X		REVOKED
20-5-4	High Schools That Work	9-11-17						X	Provides guidance for training in high-demand, high-skill, high-wage fields

**CHAPTER 25. BUSINESS AND INDUSTRY SERVICES**

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
25-1-1	Purpose	Prior to 1991 codification						X	Outlines procedures for business and industry programs.
25-3-1	REVOKED	6-13-94					X		REVOKED
25-3-2	REVOKED	6-13-94					X		REVOKED
25-5-1	New or expanding industries	9-11-16						X	Clarifies how business and industry training programs may occur.
25-5-2	REVOKED	6-13-94					X		REVOKED
25-7-1	REVOKED	7-1-00					X		REVOKED
25-7-2	REVOKED	7-1-00					X		REVOKED
25-7-3	REVOKED	7-1-00					X		REVOKED
25-7-4	REVOKED	7-1-00					X		REVOKED
25-7-5	REVOKED	7-1-00					X		REVOKED
25-7-6	REVOKED	7-1-00					X		REVOKED
25-9-1	Responsibilities; public access	Prior to 1991 codification						X	Clarifies how CareerTech works with the municipal clerks and treasurers for training.
25-11-1	Business and Industry Training programs	9-11-16						X	Clarifies how business and industry training programs may occur.

**CHAPTER 30. SKILLS CENTERS**

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
30-1-1	Purpose	5-13-93						X	Clarifies how programs for the skills centers may occur.
30-3-1	Administration and supervision of skills centers programs	7-26-01						X	Clarifies how programs for the skills centers may occur.
30-3-2	Sites; buildings; expansions	7-11-04					X		Clarifies how programs for the skills centers may occur.
30-3-3	Local administration of skills centers; program operations and evaluation	7-11-04					X		Clarifies how programs for the skills centers may occur.
30-3-4	Local facility policies and procedures	5-27-97						X	Clarifies how programs for the skills centers may occur.
30-3-5	REVOKED	5-27-97					X		REVOKED

**CHAPTER 35. ADULT BASIC EDUCATION**

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
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35-1-1	General Provisions	9-11-17						X	Provides necessary definitions for program.
35-1-2	Adult basic education	9-11-17						X	Clarifies how adult basic education and HSE testing may occur.
35-1-3	High School Equivalency (HSE) testing program	9-11-17						X	Clarifies how adult basic education and HSE testing may occur.

**END OF REPORT**