RULE IMPACT STATEMENTS
For Chapter 20

Proposed Amendments to Administrative Rules
Title 780 Oklahoma Administrative Code

Prepared February 17, 2023

Oklahoma Department of Career and Technology Education
Comment Period: February 17, 2023 until March 20, 2023
Public Hearing: 10 AM, March 23, 2023

(Notice of Intent was Published in Oklahoma Register: February 15, 2023)

TITLE 780. OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CHAPTER 20. PROGRAMS AND SERVICES

RULEMAKING ACTION:

Notice of proposed PERMANENT rulemaking

PROPOSED RULES:

Subchapter 1. General Provisions [AMENDED]

Subchapter 3. Secondary, Full-Time and Short-Term Adult CareerTech Programs [AMENDED]

SUMMARY:

The proposed amendments include clarifications including to update language (manager vs administrator), include definition of active TSA chapter, include definition of full-time program at technology center. Additional changes would remove the barrier from 7th grade Agriculture Education students from being FFA members, and clarify block scheduling for Business, Marketing and Information Technology Education (BMITE) programs.

PROPOSED ACTION BEING TAKEN:

The proposed amendment clarifies that STEM program rules, including language regarding job description being changed from administrator to manager, providing guidance for TSA advisors, defining full-time STEM programs at technology centers, and eliminating a loophole for CareerTech funding for programs that are not majority CareerTech courses. Additional changes were needed to remove the barrier from 7th grade Agriculture Education students from being FFA members, and clarify block scheduling for Business, Marketing and Information Technology Education (BMITE) programs.

CIRCUMSTANCES CREATING THE NEED FOR THE RULE:

The proposed amendment were needed for STEM program rules, including language regarding job description being changed from administrator to manager, providing guidance for TSA advisors, defining full-time STEM programs at technology centers, and eliminating a loophole for CareerTech funding for programs that are not majority CareerTech courses. Additional changes were needed to remove the barrier from 7th grade Agriculture Education students from being FFA members, and clarify block scheduling for Business, Marketing and Information Technology Education (BMITE) programs.

AUTHORITY:

Oklahoma State Board of Career and Technology Education: 70 O.S. 2011, § 14-103 and § 14-104, as amended.

THE INTENDED EFFECT OF THE RULE:

The intended effect of the amendments will be to clarify the rules, and improve efficiencies and service to the public and others using the administrative rules.

COMMENT PERIOD:

Written comments on the proposed rule(s) will be accepted from February 17, 2023 through March 20, 2023. During the open public comment period, written comments in electronic form will be accepted via email sent to angela.jones@careertech.ok.gov. Written comments may also be hand delivered to the agency during regular business hours or via regular mail to the individual at the address shown below under "Contact Person."

PUBLIC HEARING:

A public hearing will be held at 10:00 a.m., Thursday, March 23, 2023, Oliver Hodge Building, Room 1-20, 2500 N. Lincoln Blvd, Oklahoma City, Oklahoma 73105. Persons wishing to speak must sign in at the door of the State Board meeting prior to the start of the hearing. Time limitations may be imposed on oral presentations to ensure that all persons who desire to make oral comments will have an opportunity to do so.

REQUESTS FOR COMMENTS FROM BUSINESS ENTITIES:

N/A

COPIES OF PROPOSED RULES:

Copies will be on file for public viewing beginning February 17, 2023, at the Oklahoma Department of Career and Technology Education, 1500 W. Seventh Avenue, Stillwater, Oklahoma 74074-4398 or view online at https://oklahoma.gov/careertech/about/rules/propsed-amendments.html

RULE IMPACT STATEMENT:

A Rule Impact Statement will be prepared as required by law, and will be available beginning February 17, 2023, at the Oklahoma Department of Career and Technology Education, 1500 W. Seventh Avenue, Stillwater, Oklahoma 74074-4398 or view online at https://oklahoma.gov/careertech/about/rules/propsed-amendments.html

CONTACT PERSON:

Angela Jones, Assistant to the State Director, 405-743-5445, at the Oklahoma Department of Career and Technology Education, 1500 W. Seventh Avenue, Stillwater, Oklahoma 74074-4398.

780 OKLHOMA ADMINISTRATIVE CODE
CHAPTER 20. PROGRAMS AND SERVICES

SUBCHAPTER 1. GENERAL PROVISIONS
SUBCHAPTER 3. SECONDARY, FULL-TIME AND SHORT-TERM ADULT CAREERTECH PROGRAMS

780:20-1-1.1. Leadership, administration, instruction and training

The educational infrastructure ensures that the necessary standards are in place for providing effective instruction and training. These standards include but are not limited to the following: ~~Instructional Planning and Organization; Instructional Materials Utilization; Qualified Instructional Personnel; Enrollment and Student/Teacher Ratio; Equipment and Supplies; Instructional Facilities; Safety Training and Practices; Advisory Committee Relations; Leadership Development; Coordination Activities; Student Accounting and Reports.~~ Leadership and administration, instruction and training, support services, measurement and analysis, personnel, operations and system impact. The instructional program defines where, how, and when instruction is provided.

780:20-1-3. Framework and Definition of Work-based Learning

(a) Work-based learning is a type of job training that combines on-the-job and classroom instruction. In CareerTech education, work-based learning is an educational strategy and framework that utilizes the delivery of a continuum of learning that is work-based and involving sustained, meaningful interactions with industry or community professionals that foster in-depth, firsthand engagement with the tasks required in a given career field. Experiences may be delivered in workplaces, in the community, at educational institutions and/or virtually, as appropriate, and include a range of activities such as workplace tours, job shadowing, school-based enterprises, internships and apprenticeships.

(b) A full continuum of work-based learning experiences, progressing in intensity, is accessible to every student at some point during the program of study. Examples include but are not limited to business and industry field trips, job shadowing, internships and apprenticeships, service learning, live work, ~~learning,~~ cooperative education and school-based enterprises, as well as entrepreneurial experiences. Work-based learning experiences are age appropriate and aligned with relevant national, state and/or local standards. Work-based learning experiences develop and reinforce relevant technical, academic and employability knowledge and skills. Work-based learning experiences are intentionally aligned with each student's education and career goals.

(c) Work-based learning experiences are provided through delivery methods that maximize meaningful interaction with business professionals. Requirements and procedures for work-based learning experiences that address access, selection, liability, supervision, rights and responsibilities, safety, transportation, learning objectives and evaluations are formalized and shared in advance of work-based learning experiences with employers, students and parents/guardians (as appropriate). All work-based learning experiences comply with relevant federal, state and local laws and regulations. Students engage in reflection and document learning resulting from work-based learning experiences, such as through a portfolio or presentation.

SUBCHAPTER 3. SECONDARY, FULL-TIME AND SHORT-TERM ADULT CAREERTECH PROGRAMS

780:20-3-2. Programs: admissions, operations, enrollment, and length

a) **Nondiscrimination; admission guidelines.** Students shall be provided access to CareerTech programs and facilities without regard to race, color, national origin, sex, or disability.

(1) **Agricultural Education.** Agricultural Education programs are designed for junior high and high school grades eight through twelve and shall be provided by comprehensive school districts. Technology center school districts shall be prohibited from operating Agricultural Education programs or FFA chapters in any location. Each student enrolled in an agricultural education program shall participate in a supervised agricultural experience project. For each agricultural education program which is funded by the Oklahoma Department of Career and Technology Education, the local school district shall provide transportation services, for the agricultural education program and FFA program related duties and activities. (FFA is an integral part of the agricultural education program.)

(2) **Business, Marketing and Information Technology Education.** Business, Marketing and Information Technology Education programs are designed to prepare students in grades 6 through 12 and adults for pathways to careers in business, marketing and information technology.

(3) **Family and Consumer Sciences Education.**

(A) **Comprehensive Family and Consumer Sciences Education.** Family and Consumer Sciences programs are designed for students grades 6 through 12 to experience hands-on experiential and problem based learning to explore opportunities for careers, post-secondary transitions and pathways in family and consumer sciences related areas.

(B) **Occupational Family and Consumer Sciences Education.** Occupational Family and Consumer Sciences programs are designed to prepare students in grades 11 and 12 and/or adults for careers in specific family and consumer sciences occupations.

(4) **Health Careers Education.**

(A) **CareerTech health careers.** Health Careers Education programs are designed to prepare junior high students, high school students and adults for employment in a health career of their choice.

(B) **Requirements for applicants.** Applicants for admission to Health Careers Education programs must meet requirements as set by the individual program, state statutes, and any other requirements of the appropriate licensing or accrediting agency.

(5) **Science Technology Engineering and Mathematics (STEM).**

(A) Science Technology Engineering and Mathematics programs are designed to prepare students grades 5-12 for hands-on and ~~problem based~~ problem-based curriculum that allows students to explore opportunities for careers, post-secondary transitions and pathways in Science, Technology, Engineering and Mathematics (STEM).

(B) Science Technology Engineering and Mathematics academy programs in technology centers are designed for grades ~~10-12~~ ten through twelve. A Focus Field of Study must be submitted, approved by the Oklahoma State Department of Education

and kept on file with the occupational division for technology center programs that includes tenth grade.

(C) An Active Technology Student Association (TSA)/CTSO is an integral part of the STEM education program. An active TSA chapter includes but is not limited to the elections of an officer team, a program of work that is planned and executed yearly by the TSA chapter, chapter students attend TSA Fall Leadership Conference, and chapter students compete in TSA competitive events at the TSA State Leadership Conference. Full-time STEM instructors shall have no other extracurricular duties or responsibilities other than those required through the TSA student organization and normal school supervisory duties.

(6) **Trade and Industrial Education/TechConnect.** Trade and Industrial Education/TechConnect programs in comprehensive schools are designed for students in grades 6 through 10 for hands-on experience and ~~problem based~~ problem-based learning that allows students to explore opportunities for careers, post-secondary transitions and pathways in Trade and Industrial Education. The state program administrator must approve exceptions. Trade and Industrial Education programs in technology centers are designed for students in grades 11 and 12 and/or adults. In technology center programs, tenth-grade students, or over-age students in a grade lower than the eleventh, may be enrolled upon approval of the sending school.

(b) **Program operations.**

(1) **Recommendation for program approval.** The appropriate CareerTech program ~~administrator~~ manager shall recommend approval of a program when criteria for the approval of new programs are met, and funds are available.

(2) **Program composition.** Programs shall offer hands-on experience or supervised occupational experiences in the laboratory or clinical setting as well as classroom instruction to provide opportunities for students to achieve career objectives.

(3) **Course titles.** CareerTech course offerings must be in agreement with the course titles listed in the current ***Standards for Accreditation of Oklahoma Schools***, published by the State Department of Education. These same course titles (or abbreviated titles) should be the class titles entered on the student's transcript.

(4) **Units of credit.** The units of credit shall be determined by the number of periods the student is in class plus on-the-job training, clinical training, or internship served. (Refer to the ***Standards for Accreditation of Oklahoma Schools***.)

(5) **Full-time programs.** A full-time program in a comprehensive school shall consist of five CareerTech instruction class periods and one planning period for a six-period day, and six CareerTech instruction class periods and one planning period for a seven-period day. Exceptions to this rule shall include the following:

(A) **Two planning periods.** Teachers who supervise students' agricultural experience programs shall have a minimum of two periods to plan, supervise, and coordinate the activities of student learners (see 780:20-3-1(e) and 780:20-3-2(b)(7)(A)). For schools on non-traditional schedules, teachers shall have the equivalent of a minimum of 90 minutes per day for planning and supervision of students. It is recommended that the last hour of the school day be utilized as one of the planning periods. Schools offering Agricultural Education courses the final period of the day must provide a written explanation to the program administrator.

(B) **Teaching of related courses.** Full-time program teachers of Marketing Education, Career Transitions Education, Science Technology Engineering and Mathematics, and TechConnect may be allowed to teach one related course, subject to the approval of the appropriate ODCTE state program ~~administrator~~ manager.

(C) **Trade and Industrial Education/TechConnect.** Two three-hour block courses shall constitute a full-time program in Trade and Industrial Education in a Technology Center.

(D) **Health Careers Education.** Teachers of Health Careers may be allowed to teach one or two related courses with at least one conference period (if the school is on a standard six or seven-period teaching day), subject to the approval of the Health Careers Education program administrator.

(E) **Science Technology Engineering and Mathematics.** Teachers of Science Technology Engineering and Mathematics may be allowed to teach one related course, subject to approval of the ~~appropriate cluster administrator~~ STEM division program manager. ~~Science and math courses included in the STEM state program can be counted as a STEM course, not a related course, with the approval of the cluster administrator.~~

(6) **Adult Training and Development.** Adult Training and Development (short-term adult) programs in comprehensive schools may be organized under the supervision of the CareerTech teacher and must be occupationally specific. These programs are organized on request or as the need indicates. They may vary in length.

(7) **Program operations by occupational division.**

(A) **Agricultural Education.**

(i) **Secondary programs**. The agricultural education instructor is a full-time, 12-month employee and shall teach only approved agricultural education courses. Agricultural education instructor shall have no other extra curricular duties or responsibilities other than those required through the FFA student organization and normal school supervisory duties. Coaching, administration, or other similar full-time duties will not be approved. In the case of a non-funded agriculture education program, the program must follow state policy and guidelines to remain in good standing and be able to utilize the CareerTech student organization, FFA.

(ii) **Summer program.** The agricultural education instructor shall formulate a summer program of work and a calendar of activities, which are to be submitted to the local education agency at the completion of the school year.

(iii) **Activities**. Summer activities shall include supervision of students' activities; educational field days and tours; in-service and professional development activities; and, working with adults, agricultural organizations, and industries.

(iv) **Summer leave**. Agricultural Education teachers are entitled to two weeks of summer leave. In lieu of these two weeks of vacation, three weeks each year may be allowed for professional improvement. Summer leave should be coordinated with the local administration. If there is a question in regard to summer leave, the program administrator should be contacted for approval.

(v) **Full-time adult programs.** Full-time adult Agricultural Business Management programs vary in length and are designated for and intended to meet the needs of adults engaged in agriculture and agricultural business operations.

(B) **Business, Marketing and Information Technology Education.**

(i) **Full-time programs in comprehensive schools.** A full-time program in comprehensive school shall consist of five instructional class periods (five credits) and one planning period for a six-period day or six instructional class periods (six credits) and one planning period for a seven-period day that is offered to students in grades 6 through 12. Block schedules, including trimesters, will be approved if they provide one full unit/credit per course and offer a full schedule of approved courses with one planning period. Instructors shall teach only approved business, marketing and information technology education courses that are aligned with an approved occupational outcome. State-approved syllabi identify the required length of courses – one-half or full unit of credit. Business, Marketing and Information Technology Education instructors shall have no other extracurricular duties or responsibilities other than those required through the BPA or DECA student organizations and normal school supervisory duties.

(ii) **Full-time programs in technology centers.** A full-time program in a technology center shall consist of ~~two three-hour block periods of~~ instruction for students in grades 10-12 and adults, have an occupational outcome, and include a work-based learning component. ~~Any exceptions must be approved in writing by the state program administrator.~~

(iii) **Technology/equipment**. Business, Marketing and Information Technology Education programs shall provide technology that is appropriate for the defined occupational objectives and is reflective of a modern business environment. A written program plan integrating curriculum, training materials, and technology shall be maintained to guide program development and maintain relevance to the marketplace.

(iv) **Part-time comprehensive school programs.** Comprehensive school Business, Marketing and Information Technology Education programs that are less than full-time will be funded as a half-time program and will be approved by permission of the state program administrator. A part-time program shall include a minimum of three approved business, marketing or information technology education courses with one planning period.

(v) **Unfunded programs.** Non-funded Business, Marketing and Information Technology Education programs must follow state policies and guidelines and maintain an active BPA or DECA student organization chapter in order to remain in good standing.

(C) **Comprehensive Family and Consumer Sciences Education.**

(i) **Full-time programs.** A full-time program shall consist of only approved family and consumer sciences classes with one planning period in the daily schedule. Family and consumer sciences instructors shall have no other extra curricular duties or responsibilities other than those required through the FCCLA student organization and normal school supervisory duties. Each single teacher program shall offer at least two complete programs of study in a three-year period. A multi-teacher district shall offer one more program of study than the number of teachers per building. Coaching, administration, or other similar full-time duties must be approved by the state program manager in writing prior to implementation.

(ii) **Part-time programs**. Programs that are less than full-time will be funded as a half-time program and will be approved only through permission of the program administrator. A part-time program shall include a minimum of two family and consumer sciences classes and a conference period for a six period day and three family and consumer sciences classes and a conference period for a seven or eight period day.

(iii) **Unfunded programs**. In the case of an approved unfunded family and consumer sciences program, the program must follow state policy and guidelines to remain in good standing. Only approved programs shall have a Family, Career and Community Leaders of America chapter.

(D) **Occupational Family and Consumer Sciences Education.**

(i) **Full-time occupational programs in comprehensive schools.** A full-time occupational family and consumer sciences education program in the comprehensive school will include two or more classes, two to three periods in length for 11th- and 12th-grade students.

(ii) **Full-time occupational programs in technology centers**. A full-time occupational family and consumer sciences education program in a technology center will include two classes, three periods in length for 11th- and 12th-grade students and adults.

(iii) **Length; order.** Two years of occupational training may be offered.

(E) **Health Careers Education**.

(i) **Comprehensive Schools.** Programs in 7th, 8th, and 9th grade or high schools vary in length and may be offered in one, two or three blocks of time. Secondary programs in technology centers may be one or two academic years in length and vary in hours per day.

(ii) **Technology Centers.** Programs vary in length and in hours per day according to accrediting bodies and program requirements.

(F) **Science, Technology, Engineering and Mathematics (STEM).**

(i) **Full-time program.** In a ~~six period~~ six-period day, instructor shall teach five approved CareerTech STEM courses and/or one approved related course. In a ~~seven period~~ seven-period day, instructor shall teach six approved CareerTech STEM courses and/or one approved related course. In an ~~eight period~~ eight-period day, instructor shall teach seven approved CareerTech STEM courses and/or one approved related course. Block schedules, including trimesters, will be approved if they provide one full unit/credit per course and offer a full schedule of approved courses with one planning period.

(ii) **Part-time comprehensive school programs.** Comprehensive school CareerTech ~~science, technology, engineering and math~~ STEM education programs that are less than full-time will be funded as a half-time program and will be approved only through the permission of the state program ~~administrator~~ manager. A part-time program shall include a minimum of three approved CareerTech ~~science, technology, engineering and math~~ STEM education 8000 level courses.

(iii) **Unfunded programs.** Non-funded Science, Technology, Engineering and Math Education programs must follow state policies and guidelines and maintain

an active CareerTech student organization chapter in order to remain in good standing.

(iv)**Technology Center.** A full-time program shall consist of two three/four-hour block courses in STEM Education.

(G) **Trade and Industrial Education.** TechConnect (grades 6-10): The appropriate approved courses need to be taught from one of the following career pathways: Tech Connect Agriculture, Food and Natural Resources; Tech Connect Architecture & Construction; Tech Connect Arts; A/V Technology and Communications; Tech Connect Information Technology; Tech Connect Law, Public Safety and Security; Tech Connect Manufacturing; Tech Connect Transportation, Distribution and Logistics; Tech Connect Diversified Programs.

(H) **Integrated Academics.** Academics taught in the technology center shall be delivered in the context of the program in which each student is enrolled. If academic instruction is offered for credit through the sending school, it shall be structured so as to meet current legislation and State Department of Education guidelines. Students must meet, within the structure of the academic class, the attendance requirements of their comprehensive schools in order to receive academic credit. Further, the legislated limit of 10 days of absence from the academic class for school-related activities applies.

(c) **Enrollment for full-time programs.**

(1) **Guidelines compliance.** Program enrollments shall comply with the established guidelines of the appropriate occupational division. Exceptions must have written approval by the appropriate program administrator manager prior to the second week of class. Consideration shall be given to the availability of work stations, clinical experiences and individual student needs.

(2) **Enrollments specific to occupational divisions and programs.**

(A) **Agricultural Education.**

(i) **Student enrollment limits**. If a department has adequate space, equipment, and laboratory sites, a maximum of 25 students may be enrolled in each agricultural education class with the exception of lab classes, such as Horticulture and Ag Mechanics, and they shall be limited to 15 per class. Exceptions to these numbers must have written approval by the appropriate program administrator.

(ii) **Maximum class enrollment.** The maximum enrollment in each agricultural mechanics and horticulture class shall be 15 students per class period.

(iii) **Course prerequisite.** Introduction to Agricultural Science is the prerequisite for all other agricultural education courses with the exception of eighth-grade Agricultural Orientation.

(iv) **Employment in Agribusiness**. The Agricultural Education course, Employment in Agribusiness, is considered a Cooperative Program in which students can earn scholastic credit if the course meets all requirements listed under section (780:20-3-1 section e). It must be taught and supervised by the agricultural education instructor. Note: The work-site experience must be directly related to the curriculum offered in the program.

(B) **Business, Marketing and Information Technology Education.**

(i) **Programs in comprehensive schools**. Business, Marketing and Information Technology Education courses may enroll a maximum of 25 students at a ratio of

one work station per student. A maximum of 25 students per teacher-coordinator shall be enrolled in a capstone course or internship course. Only two sections of internship will be allowed per program. Students enrolling in an internship program must have completed a minimum of 120 hours or be concurrently in an approved business, marketing, and information technology education program.

(ii) **Programs in technology centers.** Business, Marketing and Information Technology Education courses may enroll a maximum of 25 students at a ratio of one work station per student. Consideration should be given to the size of the facility and access to appropriate training stations.

(C) **Family and Consumer Sciences Education.**

(i) **Comprehensive Family and Consumer Sciences programs.** If a department has adequate space, equipment and laboratory sites, maximum enrollment for the following courses shall be:

(I) Non-laboratory courses—30 students

(II) Laboratory courses—24 students

(III) Work-based learning - The School and Community Partnership course is a work-based course in which students gain work-site experience and elective credit. The work-site experience must relate directly to an Oklahoma family and consumer sciences career cluster. Enrollment in this course is limited to 24 students. Additional rules in 780:20-3-1(e) and (h) may apply.

(ii) **Occupational Family and Consumer Sciences Education.** A minimum of 10 and a maximum of 20 students shall be enrolled in each section of occupational family and consumer sciences education.

(D) **Health Careers Education.**

(i) **Comprehensive Schools.** A minimum of ten and a maximum of eighteen students shall be enrolled in each course/section of a comprehensive school health careers education program.

(ii) **Technology Centers.**

(I) **Full time high school health careers programs.** A minimum of ten and 8a maximum of eighteen students per instructor shall be enrolled in a Health Careers Education program. Those programs utilizing student-centered learning as the primary method of instruction shall have a maximum of fifteen students per instructor. Program enrollment may also be limited by national and/or state accrediting bodies, by equipment, classroom and/or laboratory facilities and by clinical site availability.

(II) **Full-time adult-only health careers programs.** A minimum of eight and a maximum of twelve students per instructor shall be enrolled in a full-time adult-only Health Careers Education program. Program enrollment may also be limited by national and/or state accrediting bodies, by equipment, classroom and/or laboratory facilities and by clinical site availability.

(E) **Science, Technology, Engineering and Mathematics.**

Student Enrollment Limits. The maximum enrollment for each period of a STEM program shall be 24 students. Consideration should be given to the size of the facility.

(F) **Trade and Industrial Education and TechConnect.**

(i) **Maximum enrollment.** The maximum enrollment for each Trade and Industrial Education, TechConnect program section shall be 20 students, with the exceptions of cosmetology, which may have a maximum of 22 students, and Industrial Cooperative Education (ICE) programs, which may have 50 students per career transitions teacher. Consideration should be given to the size of the facility.

(ii) **Alternate program enrollment.** The Trade and Industrial Education Division shall establish a reduced maximum enrollment for any program not meeting adequate size or layout of teaching facilities, number of training stations, appropriate quality and quantity of tools, and equipment and supplies. Individual student needs, student safety and supervision shall also be considered when determining maximum student enrollment.

(iii) **Inclusion of on-the-job students**. Students involved in on-the-job training shall be included in the maximum enrollment for the program unless each school has an on-the-job training coordinator.

(d) **Length of programs**. CareerTech programs shall be 10 or 12 calendar months as approved by the appropriate program ~~administrator~~ manager. Exceptions must be approved by the Department.

780:20-3-3. Materials and facilities

(a) **Materials.** CareerTech teachers in all CareerTech programs shall use instructional materials that align with state approved standards and competencies.

(b) **Equipment.**

(1) **Responsibility.** The local education agency is responsible for providing equipment and supplies to support the CareerTech program in order to assure quality training. Equipment must meet or exceed all appropriate safety standards.

(2) **Modern equipment.** Equipment shall be indicative of that currently used in business and industry and in conformity with modern technology.

(3) **Maintenance; replacement.** A policy for maintenance and replacement shall be developed by the local education agency.

(4) **Inventory of state-owned equipment.** It is the responsibility of the local education agency to provide appropriate maintenance and repair of state-owned equipment and to maintain an accurate accountability of state-owned equipment tagged in accordance with rule 780:10-9-2(c).

(c) **Facilities.**

(1) ***CareerTech* programs facilities.** The local education agency shall provide CareerTech programs with facilities to assure safe and orderly, quality instruction to meet each program's objectives. The guidelines used shall be from the Oklahoma Department of Education "Planning for Education: Space Guidelines for Planning/Educational Facilities" booklet 70 O.S. 3-104. The appropriate program ~~administrator~~ manager shall be consulted regarding plans for new and remodeled facilities.

(2) **Health Careers Education.** Clinical facilities shall be adequate in number and quality to provide the experiences necessary to meet the requirements of the respective accrediting agency and program requirements. Clinical facilities should have adequate staff to provide safe patient care and student should not be used as paid or unpaid facility staff during clinical hours.

780:20-3-4. Instructors

(a) **Certification on file.**

(1) All CareerTech secondary teachers shall have (on file in the local education agency) an appropriate teaching certificate issued by the Certification Section of the State Department of Education.

(2) Technology Center Standard Certification for Teachers and Instructors in Technology Centers School Districts, not otherwise certified under paragraphs 210 O.A.C. 20-9-91 (1-4). Consistent with the provisions of 70 O.S. 2011, § 6-189, as amended, to be eligible for consideration for a technology center standard teaching certificate under this provision, an applicant must submit documentation to the Oklahoma Department of Career and Technology Education verifying that the individual has received an associate's college degree (2-year degree) or above, an industry recognized credential for an occupation that includes the subject matter to be taught at the technology center, and appropriate professional development. The State Board of Education, upon recommendation of the Oklahoma Department of Career and Technology Education, may issue a technology center standard teaching certificate to an applicant who submits a completed application for certification containing the requirements listed herein along with the applicable certification fee, and has on file with the State Department of Education a current criminal history record check. The applicant shall be responsible for the costs of the criminal history record checks. The technology center standard teaching certificate shall be valid only for the subject area(s) aligned to the applicant's degree, credential and/or work experience. For purposes of this provision, the term "industry recognized credential" shall have its ordinary and usual meaning and shall reflect industry-based skills, standards and certifications.

(b) **Administrative responsibility.** It shall be the responsibility of school administration to assure that a CareerTech teacher applicant meets CareerTech certification requirements before placing the applicant under contract. Certification requirements are found in the ***Teacher Certification Guide for School Staff Assignments*** on the Oklahoma State Department of Education website.

(1) **Occupational division approval.** All CareerTech teachers must have the CareerTech certification application approved by the ODCTE certification specialist.

(2) **Occupational division renewal of certification.** All CareerTech teachers must complete the specific occupational division's requirements for CareerTech certification renewal and be approved by ~~the appropriate program administrator~~ Oklahoma Department of CareerTech certifications specialist.

(c) **Health Careers Education.**

(1) **Faculty requirements.** Faculty shall hold current credentials as a licensed, certified and/or registered health care professional and must meet the requirements of the local education agency, Health Careers Education Division, and the respective accrediting agency.

(A) **Technology Centers: High School Health Careers Programs.** Faculty holding a baccalaureate degree will be required to have additional coursework specific to Career and Technology teacher education. These requirements will be posted on the Health Careers Education website. Faculty shall have a degree plan on file with the Health Careers Education division and provide documentation in the form of transcripts demonstrating yearly progress toward obtaining required coursework.

(B) **Technology Centers: Adult Only Health Careers Programs.** Faculty shall hold a minimum of an Associates' degree or be on a degree plan making yearly progress toward completion. State and national accreditation standards may indicate additional faculty

requirements towards advanced degrees. Faculty hired before 2010 will be exempt from this rule.

(2) **On-file applications.** Faculty shall have an application on file in the Health Careers Education office, including a Statement of Qualifications form, all current transcripts and, a copy of professional credential or credential verification, and, if appropriate, current teaching certificate or application for teaching certificate.

(3) **Clinical experience.** Faculty must have a minimum of two years' work experience in a clinical setting within the last five years prior to their first teaching experience. The Health Careers Education Program Manager must approve any variations.

(d) **Science Technology Engineering and Mathematics (STEM). Faculty requirements for Teachers Teaching Math and/or Science Academic Courses.**
Must meet the requirements of the Oklahoma State Department of Education for that specific academic course/area. All related courses must meet the Oklahoma State Department of Education and/or ODCTE requirements for the course/area.

(e) **Professional development.** New instructors shall participate in preservice professional development activities as required by the appropriate divisions. All secondary and full-time adult CareerTech instructors and staff shall participate in professional ~~in-service~~ in-service as required by the appropriate divisions. ~~summer conference~~.

780:20-3-5. Career and Technology Student Organizations

(a) **Student organizations as an integral part of the CareerTech program.** The Oklahoma Department of Career and Technology Education is the responsible entity for governance and administration of the career and technology student organizations and therefore has the authority to develop and enforce policy of the student organizations consistent with CareerTech program design and operation. Each secondary CareerTech program shall have an active and appropriate student organization as an integral part of its program.

(b) **Membership in appropriate organization.** Each student who participates in student organization activities shall be a member of the student organization designed for the occupational program in which the student is enrolled.

(c) **Organizations.** Career and technology student organizations shall include:

(1) DECA (Business, Marketing and Information Technology Education)

(2) BPA (Business, Marketing and Information Technology Education and STEM), Business Professionals of America.

(3) FFA (Agricultural Education)

(4) FCCLA (Family and Consumer Sciences Education), Family, Career and Community Leaders of America

(5) HOSA (Health Careers Education and STEM)

(6) TSA (STEM, Business Information Technology Education, Health Careers Education, Trade and Industrial Education), Technology Students Association

(7) SkillsUSA (Trade and Industrial Education and STEM)

(d) **Accountability; loss of program funding.** The school and the career and technology student organization chapter will be held accountable for the actions of the student organization members and the advisor participating in any career and technology student organization activity. Failure to comply with the official rules of such activities may, after an opportunity to

present reasons why said action should not occur, result in the loss of the state funding for that CareerTech program.

(e) **FFA Membership Eligibility.** Any student in Grades 8-12 must be regularly enrolled in a year long course of study in Agricultural Education at school in order to be eligible to participate in any FFA activity. For the purpose of this section; at school is defined as physically present and supervised in a classroom by a certified agricultural education instructor. Exceptions are granted to students who attend a school with block schedule and who, therefore, may have completed a year-long course of study in Agricultural Education in one semester. ~~Students in the seventh grade are not eligible for the FFA membership in Oklahoma~~. Annual local, state, and national FFA dues must also be paid in order to be eligible to participate in any FFA activity.

780 Oklahoma Administrative Code
Chapter 20: Programs and Services
Subchapter 1: General Provisions
Subchapter 3: Secondary, Full-Time and Short-Term Adult CareerTech Programs
January 23, 2023

Notice Requirement Information:

1. **A brief summary of the proposed rule:**
   The purpose of the proposed rule amendments is to clarify the rules for the courses within Science, Technology, Engineering and Math (STEM) Education programs:
   - Update wording (manager vs administrator)
   - Include definition of active TSA chapter
   - Include definition of full-time program at technology center

   Additional changes would remove the barrier from 7th grade Agriculture Education students from being FFA members, and clarify block scheduling for Business, Marketing and Information Technology Education (BMITE) programs.

2. **The proposed action being taken:**
   The action taken provides clarification of STEM, Agriculture Education, and BMITE Education rules.

3. **The circumstances which created the need for the rule amendment:**
   Clarification was needed to STEM program rules:
   - Job description changed from administrator to manager
   - Provide guidance for TSA advisors
   - Define full-time program at technology center
   - Eliminate a loophole to fund programs that are not majority CareerTech courses

   Additional changes were needed to remove the barrier from 7th grade Agriculture Education students from being FFA members, and clarify block scheduling for Business, Marketing and Information Technology Education (BMITE) programs.

4. **The specific legal authority authorizing the proposed rule.**
   70 O.S. 2021, Section 14-108, as amended.

5. **The intended effect of the rule:**
   Clarification of rules in the STEM division, Agriculture Education, and BMITE Education rules.

6. **A determination whether the rule affects business entities.**
   The proposed rule will not affect business entities but applies to public schools within Oklahoma.

Rule Impact Statement Information:

1. A brief description of the purpose of the proposed rule.
The purpose of the proposed rule amendments is to clarify the rules for the courses within Science, Technology, Engineering and Math Education programs. It removes restrictive language and includes the opportunity for more programs to participate. Corrections to titles are included as well. Additional changes would remove the barrier from 7th grade Agriculture Education students from being FFA members, and clarify block scheduling for Business, Marketing and Information Technology Education (BMITE) programs.

2. A description of the classes of persons who most likely will be affected by the proposed rule, including classes that will bear the costs of the proposed rule, and any information on cost impacts received by the agency from any private or public entities.
Students, teachers and other customers of the Oklahoma Department of Career and Technology Education will be affected by the rule amendments. There are no cost impacts.

3. A description of the classes of persons who will benefit from the proposed rule.
The rule amendments will not benefit any one class of persons; however, it will improve the agency processes for all CareerTech customers.

4. A description of the probable economic impact of the proposed rule upon affected classes of persons or political subdivisions, including a listing of all fee changes and, whenever possible, a separate justification for each fee change.
There is no economic impact on any class of persons as a result of the proposed rule amendments.

5. The probable costs and benefits to the agency and to any other agency of the implementation and enforcement of the proposed rule, the source of revenue to be used for implementation and enforcement of the proposed rule, and any anticipated effect on state revenues, including a projected net loss or gain in such revenues if it can be projected by the agency.
There is no cost to the agency or other entities as a result of the rule amendments.

6. A determination of whether implementation of the proposed rule will have an economic impact on any political subdivisions or require their cooperation in implementing or enforcing the rule.
There is no economic impact to any political subdivision nor does it require cooperation in implementing or enforcing the rule.

7. A determination of whether implementation of the proposed rule may have an adverse economic effect on small business as provided by the Oklahoma Small Business Regulatory Flexibility Act.
There is no adverse economic impact on small business.

8. An explanation of the measures the agency has taken to minimize compliance costs and a determination of whether there are less costly or nonregulatory methods or less intrusive methods for achieving the purpose of the proposed rule.
The rule amendments in this Chapter are not intrusive and there are no other appropriate methods to make the needed corrections and improvements.

9. A determination of the effect of the proposed rule on the public health, safety and environment and, if the proposed rule is designed to reduce significant risks to the public health, safety and environment, an explanation of the nature of the risk and to what extent the proposed rule will reduce the risk.
The rule amendments have no effect on the public health, safety and environment.

10. A determination of any detrimental effect of the public health, safety and environment if the proposed rule is not implemented.
The rule amendments will not have a detrimental effect on the public health, safety and environment if not implemented, but agency rules would be inconsistent with state statutes.

11. The date the rule impact statement was prepared and if modified, the date modified.
This rule impact statement was prepared January 23, 2023.