

**TITLE 780 – Oklahoma Department of Career and Technology Education**  
**Proposed Rule Changes**  
**CHAPTER 10 – Administration and Supervision**

**780:10-3-2. Career guidance and counseling, career information, disability services, integrated academics, innovation support services, essential skills and career development**

(a) **Career guidance to technology centers.** The Department shall provide coordination and leadership for career guidance and counseling to technology centers and other entities whose primary purpose is the delivery of career guidance and counseling. Technology center districts shall have an identifiable guidance program in place, implemented and administered by an adequate number of credentialed staff and coordinated by staff with experience in delivering or supervising student services that addresses the career development needs of all students. Technology centers shall provide all students with information and advisement about career and educational options, administer assessment instruments such as interest inventories, aptitude tests, and achievement tests or acquire the results of such assessments prior to enrollment to provide career guidance, and provide support for students to help them be successful in their career pathway.

(b) **Career Information.** The Department shall provide technical assistance to schools, institutions, and agencies for career development software and career information materials.

(c) **Financial Aid Services.** The Department shall represent the Oklahoma career and technical education system by performing a liaison function with the Federal Student Aid Office (FSA) of the US Department of Education. As such, the Department will determine the in-service needs of technology center financial aid personnel and arrange for knowledgeable individuals, from FSA or other professional organizations, to conduct workshops and training sessions. The purpose of these in-service opportunities is to strengthen financial aid programs at technology centers ensuring adherence to current state and federal regulations governing the administration of financial aid programs. The Oklahoma Department of Career and Technology Education shall collect relevant statistical data related to financial aid activities at technology centers and report this information where appropriate.

(1) ~~The Oklahoma Department of Career and Technology Education shall also administer the Oklahoma GI Bill program that provides tuition assistance to qualified Vietnam-era veterans as provided for in the Oklahoma G.I. Bill, 70 O.S. Section 301, et. seq.~~

(d) **Disabilities services.** The Department shall coordinate and provide technical assistance to assure appropriate services and accessibility for individuals with disabilities and other members of special populations enrolled in CareerTech instruction at technology centers and at local education agencies. The Department will also provide guidance and assistance for the field to assist students with transition from high school to a technology center as well as transition from technology centers to postsecondary education and/or work.

(e) **Integrated academics and essential skills.** The Department shall coordinate developmental activities and provide technical assistance to technology centers, comprehensive school programs and skills centers for education enhancement, career assessment, and employability skills development.

### **780:10-3-3. Instructional materials development and dissemination**

(a) **Purpose.** The Curriculum and Instructional Materials Center (CIMC) and the CareerTech Testing Center (CTTC) shall develop and distribute instructional materials and assessments in print and digital formats.

(b) **Product pricing.** Prices for assessments and study guides shall be determined using pricing formulas established ~~or adopted~~ by the CTTC. Print products and online courses shall be determined using pricing formulas established ~~or adopted~~ by the CIMC. ~~Prices will be the same for both Oklahoma and non-Oklahoma customers, with the exception of assessments.~~ Assessments shall be provided free of charge to all eligible Oklahoma CareerTech students as determine by the CTTC. ~~The End User License Agreement describes bulk seat purchases of CIMC online courses~~

(c) **Order processing.** Orders for assessments and study guides shall be made using the CTTC online catalog or by contacting the designated CTTC customer service staff by phone. Print products and online courses shall be made by using the online catalog or by transmitting a completed order form by email or fax, or by contacting the designated CIMC customer service staff by phone.

(1) **Required order information.** Orders shall include the following basic information to be processed, regardless of order method:

(A) Product ID#

(B) Title/Description

(C) Quantity ordered

(D) Item price

(E) Additional information may be required to process/deliver orders for web-based products (i.e. assessments online courses).

(2) **Shipping charges.** Shipping charges shall apply to all products that are not web-based. ~~Domestic shipping charges are 10% for orders up to \$200 and 8% for orders over \$200. International shipping charges are 20% of the value of products ordered.~~ A minimum shipping and handling charge shall be established by the CIMC and applied to all orders.

(3) **Sales tax.** Sales tax shall be charges on all products sold for personal use and to non-governmental entities except for assessments.

(4) **Payments.** Payment for products shall be made at the time of purchase. Acceptable methods of payment are purchase order, check, and credit card (VISA, MasterCard, or Discover). ~~Checks for print products or online course orders must be made payable to CIMC. Checks for online assessments or study guides must be made payable to CTTC.~~ Payment for international orders must be remitted in U.S. dollars drawn on a U.S. bank or world money order.

(5) **Returns, restocking fee and refunds.** Unless otherwise provided, specified below, all returns must be preauthorized by contacting CIMC Customer Service at (800) 654-4502. ~~No returns will be authorized after 30 days from the date of invoice (90 days for Oklahoma customers). Unless a backorder is pending, refunds on authorized returns will be issued within 120 days of the original date of invoice.~~

(A) **Printed materials.** No returns for print on demand materials. Printed materials must be returned in its original form and in salable condition. A

restocking fee of ~~20% of the returned product value~~ will be applied to all returns. All returns must include the packing slip and/or invoice number.

(B) **Multimedia products.** Multimedia products (videos, DVDs, software) cannot be returned.

(C) **Online courses.** The End User License Agreement describes the refund policy that applies to CIMC online courses.

(D) **Assessments.** Assessments may not be returned for refund. All testing credits expire on June 30<sup>th</sup> of the academic year issued.

(6) **Shipping address.** Returned materials must be shipped to the following address: CIMC/Instructional Materials Warehouse, Oklahoma Department of Career & Technology Education, 1201 N. Western Road, Stillwater, OK 74075-2723.

(d) **Defective or damaged materials.**

(1) **Defective materials.** The CIMC must receive notification of print materials shipped in defective condition within five (5) days of customer's receipt of the materials. Credit for materials in defective condition shall be 100% of invoice price or free product replacement, as appropriate.

(2) **Damage In-Transit.** The CIMC is not responsible for damage to CIMC products incurred in transit. In such event, the customer must follow the carrier's claims process.