



OKLAHOMA
CareerTech

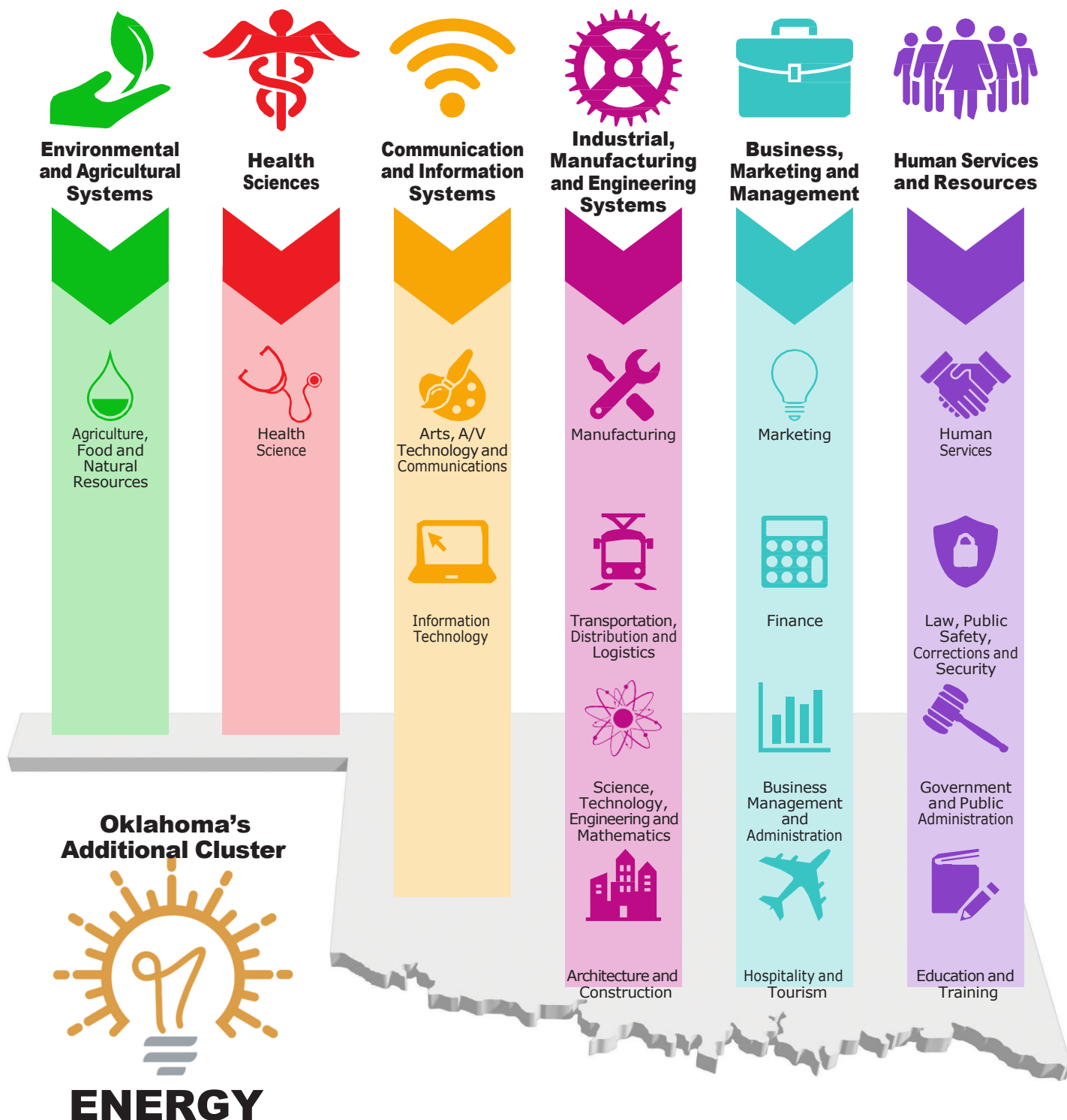
CCD

Counseling and Career Development

**CareerTech Academic
Information for Counselors
2024-2025**

CAREER CLUSTERS

The career fields are the six large groups. They include all the occupations in the United States, and their titles tell you something about the focus of work in that group of occupations. Each of the six career fields is divided into one to four subgroups, called clusters. Each cluster is made up of a number of occupations and postsecondary majors related to the specialty of that cluster. The results of your OKCareerGuide interest and skills assessments are linked to these same clusters.



ABOUT THE GUIDE

The Counseling and Career Development Division is part of the Oklahoma Department of Career and Technology Education.

In 2002 Oklahoma House Bill 2886, authorized technology centers to offer academic courses to their students. This document serves as a quick reference guide to common topics brought up in the counseling or student services office. It will also clarify some of the important legislation dealing with local high schools and technology center interaction.

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Fundamental Information

Carnegie Units (credits)

Academic courses offered in technology centers and local schools must adhere to the SDE requirements for awarding Carnegie units of credit. A unit of credit is given for successful completion of a course that meets a minimum of 40 minutes a day, 5 days a week for 36 weeks, or the equivalent of 120 clock hours within the school year.

OCAS Codes

OCAS Codes are the state's way of tracking the courses a school offers, who is teaching the course, and what courses a student takes.

1. The two sources for OCAS Codes are the Oklahoma State Department of Education (OSDE) and the Oklahoma Department of Career and Technology Education (ODCTE).
2. There are additions, deletions, and name or credit changes every year.
3. Your Student Information System (SIS) may need to be updated yearly.
4. The instructional level appropriate for the course is crucial in data collection.

Beginning in the 2024-2025 school year the instruction level code will be **73044** for all 8000 courses and 9000 programs.

Middle school courses taught for high school credit should be coded with 00579.

Courses

(8000) are 60 or 120-hour worth .5 or 1 unit of credit toward graduation. Courses can be worth elective, math, science, or computer credit. Additionally, some courses **will satisfy** the competencies of the media arts or other graduation requirements. These are listed in the OCAS Codes for CareerTech Courses document.

Programs

As defined by "3rd Math Credit on Core", and eligibility for "PSO Points", programs are a 3 or 4-hour long **9000**-coded set of courses ending in the ability to gain industry-recognized certification. Programs are electives on a transcript.

CTIMS Course Codes

CTIMS course codes are what ODCTE uses to report classes at all levels of CareerTech for the federal government. They are listed in the last column of the OCAS code guides for courses and programs and are primarily used for reports.

Teaching a CareerTech Course or Program

The course codes (8000) and the program codes (9000) can only be taught by teachers certified by Oklahoma CareerTech. **Program codes should only be used when a student attends a program (see definition above).**

Transcripts A transcript is an official record of a student's work, showing courses taken and grades achieved. (Oxford)

“(5) Certified coursework. Units of coursework earned by a student in a technology center in Oklahoma shall be certified by the technology center to the sending school in which the student is regularly enrolled. These units of coursework shall be counted toward meeting local and state requirements for graduation. The technology center is considered to be an extension of the sending school curriculum and shall be subject to the regulations thereof.”

The technology center should not be listed as a separate school on a student's transcript.

Technology Centers issue grades as part of the student’s home high school transcript. High school students who complete their career plans of study shall be awarded competency/completion certificates by the technology center.

Sending Grades to High Schools

Technology centers are encouraged to send grades to their sending schools in a manner that reduces transcript errors.

Common errors:

- Wrong OCAS code
- Wrong Course names
- Improper amount of Credits

780:20-3-2(b)(3). CareerTech course offerings must have the same titles as listed on the Standards for Accreditation on Oklahoma Schools. There should be no distinction made to indicate where a course was taught.

Best Practices:

- All program and course information should be communicated yearly at a time of the year that allows both schools to check OCAS codes and plan for student graduation needs.
- Listing the academic credit for all courses embedded in a Careertech Program

Example:

Business and Information Technology					approved
First Year Students:					
Administrative Support	Business, Management and Administration	Elective credit	9202	2	9202
Fundamentals of Technology	Business and Information Technology	Computer Science credit	8169	1	
Fundamentals of Administrative Technologies	Business and Information Technology	Computer Science credit	8103	1	
Second Year Students:					
Administrative Support - Advanced	Business, Management and Administration	Elective credit	9226	4	9226

Students Withdrawing from CareerTech

780:15-3-6 (a)(3) states a procedure must be established and both the technology center and the sending school must agree for a student to withdraw from the technology center.

Computer Science or Computer Technology

For graduation purposes, a student on the college prep/work-ready graduation (2018) plan may take either two units of the same foreign language or two units of computer science or computer technology. The most recently updated OCAS Code for CareerTech has identified the courses that meet computer science and computer technology requirements.

Common questions on the current 2-plan system (2018):

Can a student have one foreign language and one computer? No

Can a student have one computer science and one computer technology? Yes

Anatomy/Physiology

Science credit for anatomy/physiology courses taught at a technology center can be granted. In a CTE program, anatomy/physiology is approved for College Prep/Work Ready and Oklahoma Promise requirements if the teacher holds a biological science certification (certification code: 6050) and the local school board adopts the course as a lab science.

Embedded Arts Competencies

In 2023, the State Department of Education released a new set of arts standards for the “media arts”. Following the release of these standards, seven CTE courses were identified as *satisfying* the content necessary to consider them as meeting the competencies to fulfill the arts graduation requirement. Those courses are designated in the ODCTE Course Codes.

- These courses newly assigned to meet the competencies of Media Art require a certified art teacher, a teacher with a micro-credential, or a teacher meeting the adjunct requirements.

ICAP and Additional Post-Secondary Information

Individual Career Academic Plan (ICAP)

Beginning with the class of 2023 students shall fulfill the requirements of individual career academic plans before graduating. (House Bill 2155)

“(1) All students in accredited programs have individual career academic plans developed and updated to identify and document career and academic services, as well as technical and academic courses to help maximize career success and employability.

The Oklahoma Department of Career and Technology Education supports ICAP implementation with:

1. OKCareerGuide, a robust online career planning system available to all Oklahomans at no cost.
2. Technology center student services staff members are encouraged to coordinate and partner with their sending schools to ensure all students complete their ICAPs.
3. In partnership with the Oklahoma State Department of Education an enhanced version of Connect 2 Business (C2B) to track Work Based Learning (WBL) and encourage community partnerships is available at no cost.

Oklahoma’s Promise

It is critical to name and transcript the courses that count for Oklahoma’s Promise exactly as they are listed on the website.

CTE courses (8000) that are listed for Oklahoma’s Promise credit have undergone a statewide approval process by ODCTE, the Oklahoma State Department of Education, and the Oklahoma State Regents for Higher Education (Regents).

For a list of CTE courses that have been approved for Oklahoma’s Promise, go to the [Oklahoma Promise Website](#) or [Oklahoma CareerTech website under CCD Academics](#).

Many changes have taken place during the 2022 -2024 Legislative sessions.

1. 11th grades can now apply for Oklahoma Promise.
2. Students on the Core Curriculum can now meet the requirements for Oklahoma Promise and attend a technology center.
3. Students placed in DHS custody during 9th through 11th grade are still eligible to apply as seniors up until the date of graduation.

Please get specific information about this from the Oklahoma Regents website.

NCAA and CareerTech

For Courses (8000) embedded in technology center programs:

Individual high schools should submit the syllabi from individual courses at technology centers for NCAA approval. Courses listed for computer credit in the OCAS Course Guide can be submitted to the NCAA with a syllabus emphasizing the science or math continent, this is a local school decision.

For Courses (8000) taught at the K-12 school:

Individual high schools should submit the syllabi from the individual courses taught at the local school for NCAA approval. Many CT courses have standardized syllabi that can be utilized by the local instructor and have academic standards aligned to either national or state standards. This is a local school decision.

Cooperative Agreements

Community colleges and universities that offer technical college certificates may award college credit for courses taught at technology centers in three ways:

- ▶ **Contractual Arrangements:** The college makes a contract with the tech center. The program is overseen by college faculty. After successful completion, it gets transcribed on the student's college transcript.
- ▶ **Prior Learning Assessments:** Students take courses at the tech center and pass an approved industry assessment for technical credit in a technical degree. A student must earn 12 resident credits and submit proper documentation to the college, and then it gets transcribed on the student's college transcript.
- ▶ **Transfer Credit:** Students complete courses at the tech center, and if courses are on the statewide approved list, the tech center issues an official transcript, and then the student gets immediate college credit for them. Institutions can petition for exceptions to policy.

Graduation Requirement Information

Under Senate Bill 1370 (2018)

CareerTech Counting for 3rd-year Math Credit

SB 1370 provides that for students on the CORE curriculum only, acceptance and successful completion of one year of a full-time, three-hour career and technology education program leading to an industry-valued credential/certificate (industry-endorsed or industry-aligned) or college credit can satisfy one of the two math credits required above Algebra I.

A student on the Core Diploma Pathway has opted to take one year of a full-time, three-hour program in place of a third mathematics credit. What subject code belongs on this student's transcript?

A: If a student is on the Core Diploma pathway and is taking a three-hour career and technology course in place of a third math credit, the subject code for the course being taken is recorded on the transcript. A comment may be added to the transcript stating that the third math requirement for graduation has been satisfied by [course or program name/code].

New Transcript Example to follow OSDE:

9707 Welding MN

Student satisfied third math credit with 9707 Welding MN (CareerTech program).

Note: *S.B. 1370 is NOT the same as a student taking a pull-out math course at a technology center. Students taking a math course at a technology center should be transcribed the same way a class would be if the student were enrolled in the course at your site.*

CORE Curriculum Requirements for Science

The current CORE curriculum allows for qualified agricultural education courses to offer the sets of science competencies in Oklahoma Academic Standards.

2. "Qualified agricultural education courses" means courses that have been determined by the State Board of Education to offer the sets of competencies for one or more science content areas and that correspond to academic science courses. Qualified agricultural education courses shall include, but are not limited to, Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science. The courses shall be taught by teachers certified in agricultural education and comply with all rules of the Oklahoma Department of Career and Technology Education,"

For the qualified agricultural education courses to *satisfy* the CORE curriculum requirements and count for high school graduation, the teacher must be certified in agricultural education (7550) or career and technology agriculture (7511).

College Prep/ Work Ready Speech Credit

In 2012, the State Department of Education approved allowing students majoring in agriculture to enroll in the course 8022 Introduction to Agricultural Communications and use the earned credit to meet (*satisfy*) the fine arts/speech competency required by law.

An agricultural education instructor with agricultural education certification is qualified to teach the course with a yearly agreement on file at the state office. Visit the [Oklahoma CareerTech website](#) and select “Letter to Superintendents” regarding fine art/ speech credit.

A transcript statement should be added: *Student has satisfied the speech graduation requirement with 8022 Introduction to Agricultural Communications.*

To Read the Graduation Requirements for the Class of 2030, HB 3278 (2024) or those opted in through parent and school district consent [click here](#).

IMPORTANT INFORMATION ABOUT CareerTech Division Requirements

All CareerTech academic divisions have a CareerTech student organization. Participation is mandatory in some instructional areas. The integration of a CTSO into a course or program's curriculum is a contributing factor in the difference between the CareerTech curriculum and the curriculum for similar non-CTE electives.



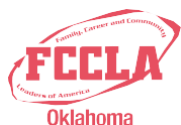
Agricultural Education – FFA

"FFA prepares students by helping them develop leadership and life skills that will shape their decision-making and values for the rest of their lives." Agriculture Education courses are offered in grades 8-12 at public schools and follow strict guidelines for participation in courses and extracurricular activities.



Science, Technology, Engineering and Math – Technology Student Association

"TSA is an organization dedicated to promoting STEM and leadership through competitions for every student in the United States." STEM courses are offered at public middle schools, high schools, and technology centers.



Family and Consumer Science –

Family, Career and Community Leaders of America

"Family and Consumer Sciences Education students are prepared to make informed decisions about consumer education, financial literacy, nutrition and wellness, relationships, housing, and textiles." FCS courses and programs are offered at public middle schools, high schools, and technology centers.



Business, Marketing, and Information Technology Education – Business Professionals of America and DECA

"Our mission at Business Professionals of America is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth, and service."



"DECA enhances the co-curricular education of members through a comprehensive learning program that integrates into classroom instruction, applies learning, connects to business, and promotes competition."

BMITE courses and programs are offered in middle schools, high schools, and technology centers.



Health Careers Education and HOSA

“The purpose of the HOSA organization is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness, and recognition, which is an integral part of the Health Science and Biomedical Science Education instructional program.”

Health Careers courses and programs are offered at public high schools and technology centers.



Trade and Industrial Education – SkillsUSA

“Preparing Leaders For A World Of Work” Trade and industrial education programs and courses are designed through cooperation with industry partners to provide foundational learning in specific career paths while providing an avenue for industry-recognized and endorsed credentials. T&I programs and course offerings are available in public middle schools, high schools, and technology centers.

If you have questions or need additional information, please contact:

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