

CareerTech Information Management System (CTIMS)

Instructional Framework Guidebook



OKLAHOMA
CareerTech

IMD

Information Management Division

January 2025

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CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov, or contact:

Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

If you have forgotten your password, click the **Forgot your password?** link to reset.

For helpful tips, see the [CTIMS Helpful Hints](#) section of this document.

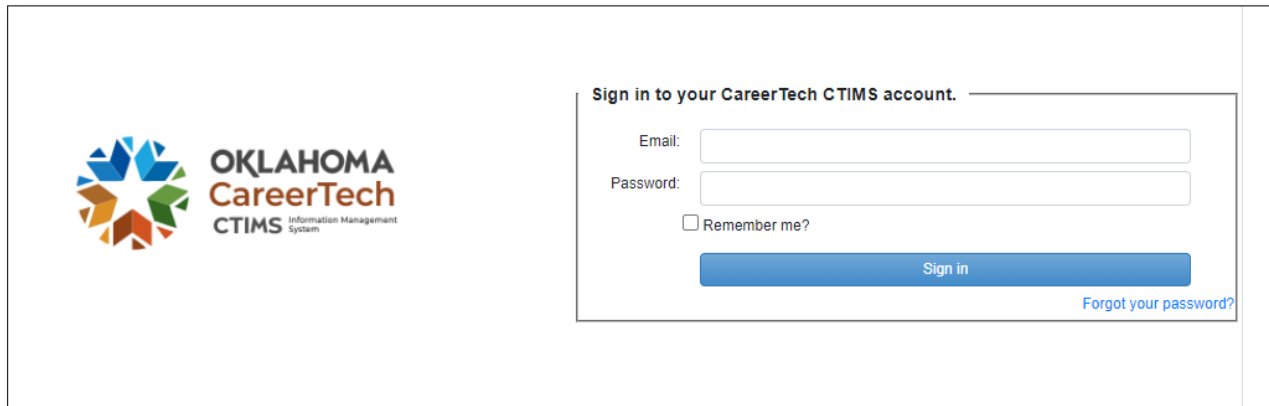
CTIMS Customer Support Contact

Office: (405) 743-5134

Email: CTIMSSupport@careertech.ok.gov

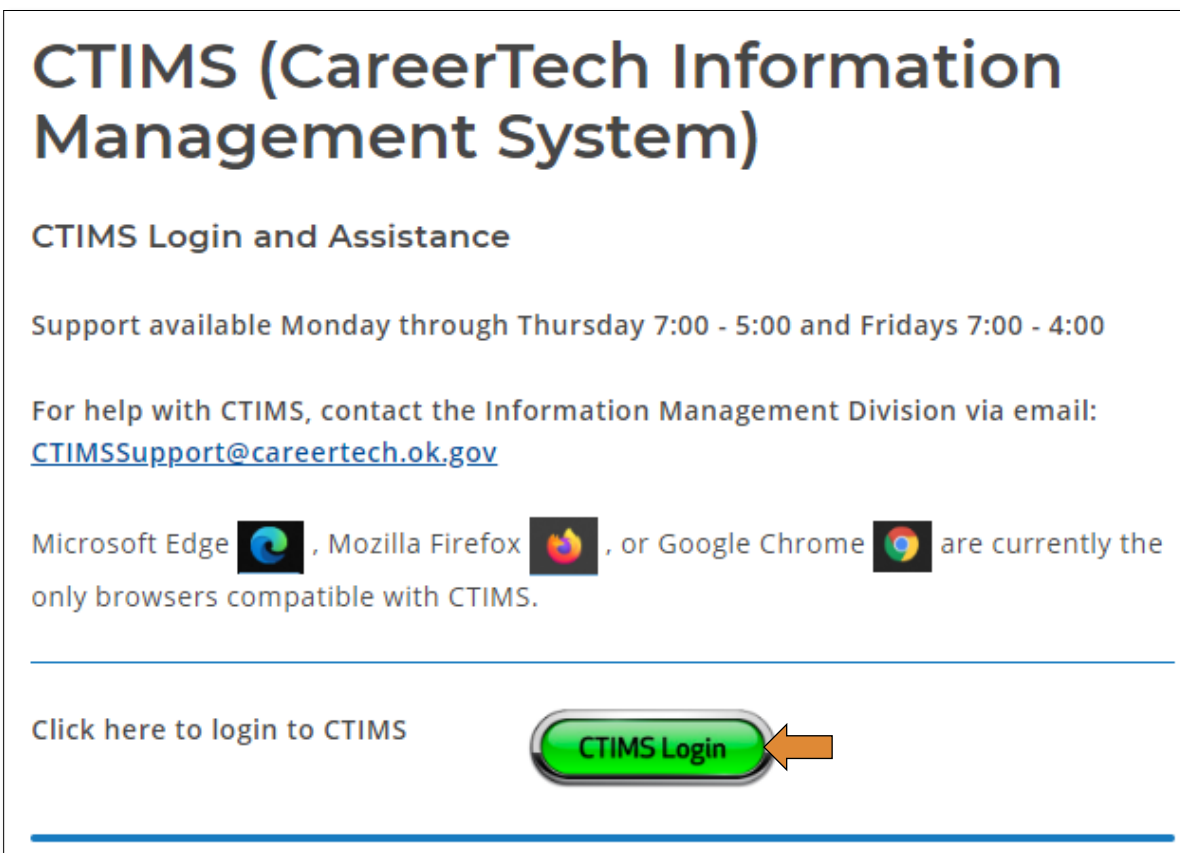
Logging into CTIMS




Sign in using your school email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb>



The screenshot shows the login interface for the Oklahoma CareerTech CTIMS. On the left is the logo, which consists of a colorful star-like icon made of triangles and the text "OKLAHOMA CareerTech CTIMS Information Management System". On the right, there is a login box titled "Sign in to your CareerTech CTIMS account." containing fields for "Email:" and "Password:", a "Remember me?" checkbox, a blue "Sign in" button, and a link for "Forgot your password?".

Or go to [CTIMS \(CareerTech Information Management System\) \(oklahoma.gov\)](https://oklahoma.gov) and select the green **CTIMS** button.



This screenshot shows the CTIMS login page on the Oklahoma.gov website. The main heading is "CTIMS (CareerTech Information Management System)". Below it is the subheading "CTIMS Login and Assistance". A support availability notice states: "Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00". A message for help contact information says: "For help with CTIMS, contact the Information Management Division via email: CTIMSSupport@careertech.ok.gov". A note about browser compatibility mentions: "Microsoft Edge  , Mozilla Firefox  , or Google Chrome  are currently the only browsers compatible with CTIMS." At the bottom, there is a link "Click here to login to CTIMS" and a prominent green button labeled "CTIMS Login" with an orange arrow pointing to it.

Approval Process Overview

Approval Process	
IFW Role	Process
Technology Center – IFW Submitter	Creates, completes, saves & submits the requests.
IFW – Local Financial Aid Approval	1 st approval. Reviews & approves/rejects requests.
ODCTE – Occupational Approval	2 nd approval. ODCTE occupational division reviews & approves/rejects requests.
ODCTE – IFW Financial Aid Approval	3 rd Approval. ODCTE financial aid staff reviews & approves/rejects the request.

NOTE:

- Rollover is not an option this year. The occupational divisions at ODCTE have worked very hard and have put in many hours to create templates for you to use. The process should be seamless for you to submit your programs. If you have any questions about any template or a specific program's content please reach out to your occupational division for that program.
- If you choose a course that has Oklahoma Promise Credit attached to it, the course hours cannot be shortened.
- All programs with minimum hour requirements for third-party licenses/certifications will be required to submit justification documents if the state and local program hours do not match.

Technology Center – IFW Submitter

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **Technology Center – IFW Submitter** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **Technology Center – IFW Submitter**, contact ctimssupport@careertech.ok.gov



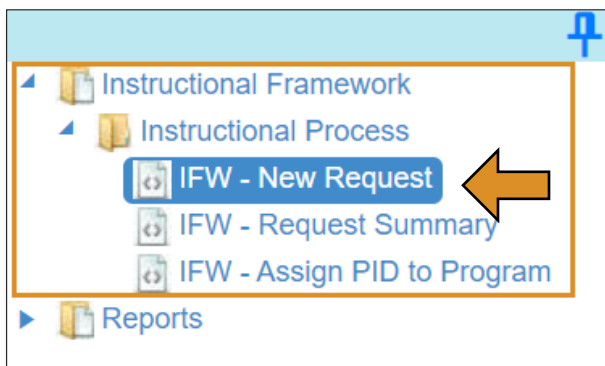
Request a New Program

***NOTE:** Programs offered online, but not approved for Title IV Distance Education Eligibility should be entered separately with “online” at the end of the program name.

For example: your district has a full-time Bookkeeping program approved for Title IV (Pell/Federal Student Aid) and has an online version of bookkeeping that is not approved for Title IV. Even if these two programs have the same name and hours, they should be entered separately.

1. Bookkeeping (program in person and/or with Title IV approved DE)
2. Bookkeeping – ONLINE (correspondence type version not approved for Pell)

- Click the arrows next to **Instructional Framework & Instructional Process**
- Click on the **IFW – Request Summary** link.



- ### Instructional Framework Client Request Process

Instructional Framework Template
 Technology Center/Skill Centers Secondary and Adult Full-Time Request and Submission Process

Planned Calendar
 Planned Year: 2024-2025
 Start Date: 07/01/2024 End Date: 06/30/2025

Implementation Calendar
 Implementation Year: 2025-2026
 Start Date: 07/01/2025 End Date: 06/30/2026

Hierarchy Type
 Program Template 2025-2026

Request Stage
 Client Request Instructional Stage

Request Number
 InsFrm-2425-2526-TCSKSTPROG-86FE196F0266

District Information
 District Type: Technology Center Districts
 District Name: Search District Name

Site Information
 Site Type: Technology Sites
☐ Check for Multiple Site(s)
 Sites(s): Search sites...

- Search & Select Existing Template:

Select Existing Mapping Template...

Save & Continue

Review Detail Template Summary

Export to Excel

Search...

Divis Cod	Division Name	Clus Cod	Cluster Name	Pathway Code	Pathway Name	State Program Code	State Program Name	State Program Hrs	Local Program Code	Local Program Name	Local Program Hrs	CIP Code	CIP Name	SOC Code	SOC Name	Certifica Code	Certificate Name	Course Code	Course Name	Course Hrs
--------------	------------------	-------------	-----------------	-----------------	-----------------	--------------------------	--------------------------	-------------------------	--------------------------	--------------------------	-------------------------	-------------	-------------	-------------	-------------	-------------------	---------------------	----------------	----------------	---------------

- As you type, you will see the available templates for that program or division pull up.
- Select the correct option paying close attention to the hours that are in the parenthesis next to the program name.

Dashboard IFW - New Request X

Instructional Framework Client Request Process

Instructional Framework Template Technology Center/Skill Centers Secondary and Adult Full-Time Request and Submission Process

Planned Calendar: 2022-2023
 Start Date: 07/01/2022 End Date: 06/30/2023

Implementation Calendar: 2023-2024
 Start Date: 07/01/2023 End Date: 06/30/2024

Hierarchy Type: State Program 2122
 Request Stage: Client Request Instructional Stage
 Request Number: InsFrm-2223-2324-TCSKSTPROG-8D3BDD06ACB

District Information:
 District Type: Technology Center Districts
 District Name: Search District Name

Site Information:
 Site Type: Technology Sites
☐ Check for Multiple Site(s)
 Sites(s): Search sites...

Search & Select Existing Template:

business

Division	Cluster	Pathway	State Program	Local Program
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026000 - Administrative Support - Advanced (900)	BA0020001 - Administrative Assistant (480)
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026000 - Administrative Support - Advanced (900)	BA0020010 - Office Information Specialist (900)
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026000 - Administrative Support - Advanced (900)	BA0020028 - Microsoft Office Specialist ()
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026000 - Administrative Support - Advanced (900)	BA0020032 - Executive Administrative Assistant (900)
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026000 - Administrative Support - Advanced (900)	BA0020065 - Project Administrative Assistant ()
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026001 - Administrative Support Medical (480)	BA0020004 - Medical Office Assistant ()
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026001 - Administrative Support Medical (480)	BA0020006 - Administrative Medical Assistant ()
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026001 - Administrative Support Medical (480)	BA0020075 - Patient Service Representative (480)

- After you select a template, the grid will appear at the bottom. Feel free to export this to excel or just look at it on the screen.
- Once you have selected the correct template. Click **Save & Continue**.

Search & Select Existing Template:

005 - BMITE - BA - Business Management And Administration - BA002 - Administrative Support - BA0026000 - Administrative Support - Advanced (900) - BA0020001 - Administrative Assistant (480)

Save & Continue

Review Detail Template Summary

Export to Excel Search...

Divis Code	Division Name	Clus Code	Cluster Name	Pathway Code	Pathway Name	State Program Code	State Program Name	State Program Hrs.	Local Program Code	Local Program Name	Local Program Hrs.	CIP Code	CIP Name	SOC Code	SOC Name	Certifica Code	Certificate Name	Course Code	Course Name	Course Hrs.
005	BMITE	BA	Business ...	BA002	Administrat...	BA0026000	Administrat...	900.00	BA0020001	Administrat...	480.00	52.0402	Executive ...			0158	MS Outloo...	BT00022	Business ...	120
005	BMITE	BA	Business ...	BA002	Administrat...	BA0026000	Administrat...	900.00	BA0020001	Administrat...	480.00	52.0211	Project Ma...			0178	MS Office ...	BT00110	Career Maj...	120

****IMPORTANT:** Once a request has been submitted for multiple sites, if there are any errors, they will have to be made individually for each site. It is best to carefully review the information before hitting the submit button.

Local Program:

Applicable local programs names will appear.

- Select one of these by clicking on the **radio button** next to the local program name.
- Click the turquoise **Save** button.
- Click on the **View / Edit Local Program** link to enter hours, federal student aid information, and distance Ed. information.

Instructional Framework Request Process

Division > Cluster > Pathway > State Program > **Local Program** > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Select - State Program > Local Program

NOTE: Expand State Program to view Local Programs. For each local program selected, expand to update hours and financial aid/direct assessment information. Click Save button for each local program requested. To Add a local program, expand any local program line and click on the Add Local Program tab.

State Program Code	State Program Name	State Program Hours	Suggested Hours	Description	Pathway Code	Pathway Description
IT0036001	Audio and Video Technology / IT - Ad...		840.00	The Audio and Video Technology IT ...	IT003 - Web And Digital Communicati...	

Local Program

Manage	Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction delivered 100 DE
<input checked="" type="radio"/> View / Edit Local Program	Video Production Assistant	IT0030003	480.00	Video Production Assistant	No	No	No	No
<input type="radio"/>	Audio Production Engineer	IT0030026		Audio Production Engineer	No	No	No	No
<input type="radio"/>	Audio Recording Techni...	IT0030096		Audio Recording Techni...	No	No	No	No
<input type="radio"/>	Digital Video Producer	IT0030023		Digital Video Producer	No	No	No	No
<input type="radio"/>	Digital Video Production ...	IT0030069		Digital Video Production ...	No	No	No	No
<input type="radio"/>	Digital Video Technician	IT0030024		Digital Video Technician	No	No	No	No
<input type="radio"/>	Video Editor	IT0030011		Video Editor	No	No	No	No
<input type="radio"/>	Video Producer	IT0030005		Video Producer	No	No	No	No
<input type="radio"/>	Audio Technician	IT0030115	840.00	Audio Technician	No	No	No	No
<input type="radio"/>	Video Technician	IT0030116	840.00	Video Technician	No	No	No	No

1 - 10 of 10 items

1 - 1 of 1 items

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

- A pop-up box will appear. Make the needed changes/updates.
- Add a **Tech Center Program Name** by typing in the text box.
- If the program is a Teach Out, check the button **Is Program Teach Out**.
- Click the **Save & Close** button within the pop-up box.

View / Edit Local Program

Close Save & Close

Division Local Program Name: Biotechnology Program - Advan...

Division Local Program Code: SC0040010

Local Program Hours: 960.00

Tech Center Local Program Name: The Biotechnology State Program Area introduces students t ...

Will federal student aid be offered: ☐

Will VA or GI Bill funding be offered: ☐

Will DE be offered for this program: ☐

Will instruction be delivered 100 percent DE: ☐

Will the instruction be delivered using a percent of distance education: ☐

If DE yes what percent of clock hours will be DE: 0

If DE yes what percent of clock hours will be onsite: 0

If DE what delivery method and or learning system is being used: 0

If DE will this program ALSO be offered 100 percent onsite: ☐

Is Program Teach Out: ☒

Has ODCTE evaluated the direct assessment in the program: ☐

Have you received FSA approval for direct assessment for the local program: ☐

Is academic course credit offered: ☐

Is program VA funded: ☐

Multicampus program indicator: ☐

Is an Oklahoma Promise course offered: ☐

Close Save & Close

- Then, click the **Save & Continue** button to continue at the top or bottom of the screen.

Dashboard IFW - Request Summary x Instructional Framework Request Process x

Instructional Framework Request Process Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Select - State Program > Local Program

NOTE: Expand State Program to view Local Programs. For each local program selected, expand to update hours and financial aid/direct assessment information. Click Save button for each local program requested. To Add a local program, expand any local program line and click on the Add Local Program tab.

	State Program Code	State Program Name	State Program Hours	Suggested Hours	Description	Pathway Code	Pathway Description
+	IT0036001	Audio and Video Technology / IT - Ad...		840.00	The Audio and Video Technology IT ...	IT003 - Web And Digital Communicati...	

Local Program

Manage	Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction delivered 100 DE
<input checked="" type="radio"/> View / Edit Local Program	Video Production Assistant	IT0030003	480.00	Video Production Assistant	No	No	No	No
<input type="radio"/>	Audio Production Engineer	IT0030026		Audio Production Engineer	No	No	No	No
<input type="radio"/>	Audio Recording Techni...	IT0030096		Audio Recording Techni...	No	No	No	No
<input type="radio"/>	Digital Video Producer	IT0030023		Digital Video Producer	No	No	No	No
<input type="radio"/>	Digital Video Production ...	IT0030069		Digital Video Production ...	No	No	No	No
<input type="radio"/>	Digital Video Technician	IT0030024		Digital Video Technician	No	No	No	No
<input type="radio"/>	Video Editor	IT0030011		Video Editor	No	No	No	No
<input type="radio"/>	Video Producer	IT0030005		Video Producer	No	No	No	No
<input type="radio"/>	Audio Technician	IT0030115	840.00	Audio Technician	No	No	No	No
<input type="radio"/>	Video Technician	IT0030116	840.00	Video Technician	No	No	No	No

1 - 10 of 10 items

1 - 1 of 1 items

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Course(s):

Applicable course names will appear.

If there is more than one option you can select one or more of these by clicking on the check box in the column to the left of the **Details** column.

- If you choose a course that has Oklahoma Promise Credit attached to it, the course hours cannot be shortened.

Instructional Framework Request Process Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Select - Local Program > Course

NOTE: Expand Local Program to view Courses. For each course selected, expand to update hours. Click Save button for each local program requested. To Add a course, expand any course line and click on the Add Course tab

Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction be delivered 100 percent DE	If DE yes what percent of clock hours will be DE	If DE yes what percent of clock hours will be onsite	If DE what delivery method and or learning system is being used	If DE will this program ALSO be offered 100 percent onsite	St N
Video Production A...	IT0030003	480.00	Video Production A...	No	No	No	No	0	0	0	No	IT

Details

	Course Name	Course Hours	Course Code	Academic Credit	OHLAP Credit	OCAS Subject Code	Division Local Program
<input checked="" type="checkbox"/>	Custom Course	0	C00000				Video Production Assis

1 - 1 of 1 items

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

- Click on the **View / Edit Course** link to enter the Course Name & Hours.

The screenshot shows the 'View / Edit Course' modal form. The form has the following fields:

- Course Name: Custom Course
- Course Hours: 0.00
- Course Code: C00000
- Academic Credit: (empty)
- OHLAP Credit: (empty)
- OCAS Subject Code: (empty)

The modal has 'Close' and 'Save & Close' buttons at the top and bottom. The background application shows the 'Instructional Framework Request Process' with a breadcrumb trail: Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program. A table of local programs is visible, with columns for Division Local Program Name and Division Local Program Code. One row is expanded, showing 'Video Production A...' with code 'IT0030003'. A 'Course' tab is active, showing a table with columns for Details, Course, and OCAS Subject Code. The table has one row with a checkmark in the 'Details' column, 'Custom Course' in the 'Course' column, and 'C00000' in the 'OCAS Subject Code' column. Links for 'View / Edit Course' and 'Add New Course' are visible in the 'Details' column.

- Then, click the **Save & Continue** button to continue at the top or bottom of the screen.

CIP Code

Applicable CIP Code(s) associated to the state program will be displayed. You can only select **ONE CIP per Local Program**.

- If you need to change the CIP or have questions regarding the CIP, contact your occupational division specialist.
- Click **Save & Continue**.

SOC Code:

Based on the CIP Code selected, you can select from the SOC codes cross-walked to that CIP Code. You can select one or more SOC codes, but you cannot add additional SOC codes to the selected CIP.

- Select the **SOC Code(s)**.
- Click **Save & Continue**.

Certification:

Certifications that have been identified as applicable to the state program will appear.

- Select the certifications that will be available for the program.
 - If you need to add a certification that is not listed or if you have questions regarding the certifications, contact your occupational division specialist.
- Expand any of the certifications listed by clicking on the arrow and then selecting the **Add Certification** hyperlink.
- Click **Save and Continue**.

PID/Teacher:

****PID's are Position ID's.** They stay with the program. The instructors are moved in and out of the PID's as they change positions.

- Select the teacher(s) that will be teaching this program. If the PID is not listed, you can continue without making any selection. Feel free to contact IMD for questions regarding PID's.
CTIMSSupport@careertech.ok.gov.
- Click the **Save & Continue** button.

Summary Review / Submitting Request Screen:

- On the Summary Review Hierarchy screen, click the View Detail Summary button to see a summary report of your request.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Review Detail Summary

[Review Detail Summary](#)

Submit For Approval - Attach File(s)

Browse:

Attachment Note:

Active/Inactive file(s) Delete file(s) Download all files

Status	File Name	Attachment Note	Uploaded Date	Action
--------	-----------	-----------------	---------------	--------

Submit For Approval - Acknowledge select either one of them

☐ To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

☐ This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:

****NOTE: All programs with minimum hour requirements for third-party licenses/certifications will be required to submit justification documents if the state and local program hours do not match.*****

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Review Detail Summary

Submit For Approval - Attach File(s)

Browse:

Attachment Note:

Active/Inactive file(s) Delete file(s) Download all files

- Click **Go to Detail of Local Program Request** in the populated report to see all information.
- The **Go to Approval Log Details** link will only appear once the request has been submitted.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm- -TCSKSTPROG-C0833BE2A884-003-HL-HL001-HL0016021-Health Careers III (NSC)

Review Detail Summary

1 of 1 Find | Next

Summary of Local Program Current Request

Technology Center Approval Status: **Approved** InsFrm- -TCSKSTPROG-C0833BE2A884-003-HL-HL001-HL0016021-Health Careers III (NSC)

[Go to Detail of Local Program Request](#) [Go to Approval Log Details](#)

State Program	State Pgm Code	State Prg Hours	State Program OCAS	Local Program	Local Prg Hours	Course Desc - OCAS	Course Hours
Medical Services-Medical Assisting	HL0016021	900	9326, 9388	Health Careers III (NSC)	600	Introduction to Medical Assisting -	15
						Introduction to Medical Office Clinical Procedures (Part I) -	75
						Introduction to Medical Office Clinical Procedures (Part II) -	75
						Pharmacology -	60
						Clinical Medical Assistant Practicum -	60
						Medication Administration Technician -	16
						Phlebotomy Specimen Collection and Processing -	120
						Core Medical Terminology -	45
						Anatomy -	120
						Phlebotomy Capstone -	14
						Total	600

- Once you are comfortable with the request, click one of the acknowledgment boxes and add an acknowledgment note.
- You can either click the **Save Draft** button to review and submit later, or you can click **Submit for approval**.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Review Detail Summary

View Detail Summary

Submit For Approval – Attach File(s)

Submit For Approval – Acknowledge select either one of them—

☐ To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

☐ This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

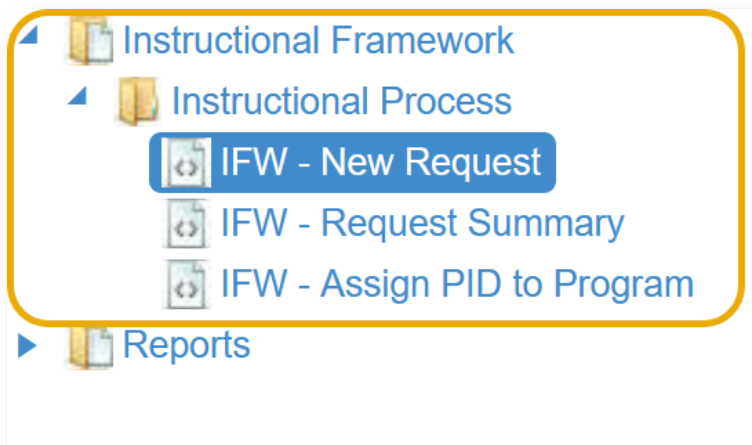
Acknowledgement Note:

B I U (inherited size) (inherited font) Format

Refresh Back to Beginning One Step Back Save Draft Submit for Approval

IFW Request Summary List

- Click the arrows next to the **Instructional Framework & Instructional Process**
- Click on the **IFW – Request Summary** link.



IFW Request Summary List:

As you begin to process your request or create new request, they will appear on the **IFW – Request Summary List** screen.

1. **Planned Year***: This will default to the current planned year.
2. **Implementation Year***: This will default to the following school year.
3. **Hierarchy Type**: This will default to “*Program Template 2025-2026*”
4. **District Name***: Start typing the first 3 letters of your school then choose your district from the drop-down.
5. **Site(s)***: Start typing the first 3 letters of the site and choose from the drop-down.
 - a. If you will be choosing more than one site, click the box next to **Check for Multiple Site(s)** first – then type the school name. **Hint**: if you have multiple sites entering them all, start typing the first 3 letters of the technology center, then, on your keyboard hit Ctrl+A to select all sites.
6. Click **Search**.

A screenshot of the 'IFW Request Summary List' form. The form is titled 'Summary Screen' and contains several sections. The 'Planned Calendar' section has a 'Planned Year' dropdown (1) and a 'Start Date' field (3). The 'Implementation Calendar' section has an 'Implementation Year' dropdown (2) and a 'Start Date' field. The 'Hierarchy Type' dropdown is set to 'State Program 2023'. The 'District Information' section has a 'District Type' dropdown and a 'District Name' search field (4). The 'Site Information' section has a 'Site Type' dropdown, a 'Check for Multiple Site(s)' checkbox (a), and a 'Sites(s)*' search field (5). A 'Search Request(s)' button (6) is located at the bottom of the form.

- Click on the **Request Number** to begin the process of making necessary changes to the program. Once submitted, this request will go through the approval process.

Summary Screen										
Request Summary										
Note:										
<input checked="" type="checkbox"/> Save changes <input type="checkbox"/> Cancel changes <input type="button" value="Export to Excel"/> <input type="button" value="Refresh"/> <input type="text" value="Search..."/>										
Actn	InAc	Approval Stage	Approval Status	Rollover Option	Submitted On	Organization Name	State Program	State Program Hrs	Request Number	Division Local Program Name
<input checked="" type="checkbox"/>		New-Draft			01/27/2025		Welding-MN - MN0076001	900.00	InsFrm-2425-2526-TCS...	WELDER/FITTER - MN0070029
<input checked="" type="checkbox"/>		New-Draft			01/22/2025		Computer Aided Drafting-MN - MN001...	900.00	InsFrm-2425-2526-TCS...	IGN MECHANICAL SPECIAL...

Division:

- Select the **Division** that the program will fall under.
- Click **Save & Continue**.

Dashboard
IFW - Request Summary
Instructional Framework Request Process

Refresh
Save
Save & Continue
Next Step
Go to End

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Select - School(s) - InsFrm-

Division

Division Code	Name
<input checked="" type="radio"/> 005	BMITE
<input type="radio"/> 004	F&CS
<input type="radio"/> 003	Health
<input type="radio"/> 007	STEM
<input type="radio"/> 006	T&I
<input type="radio"/> 002	Marketing Education
<input type="radio"/> 001	Agricultural Education

Refresh
Save & Continue
Next Step
Go to End

1 - 7 of 7 items

Cluster:

- Select the **Cluster**.
- Click **Save & Continue**.

Dashboard IFW - Request Summary X Instructional Framework Request Process X

Instructional Framework Request Process Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Select Cluster

Cluster Code	Cluster Description	Division Code Name
<input type="radio"/> BA	Business Management And Administration	005 - BMITE
<input type="radio"/> FN	Finance	005 - BMITE
<input checked="" type="radio"/> IT	Information Technology	005 - BMITE
<input type="radio"/> MK	Marketing	005 - BMITE
<input type="radio"/> 000	000	005 - BMITE

1 - 5 of 5 items

Refresh Back to Beginning One Step Back Save & Continue Next Step Go to End

Pathway:

- Select the **Pathway**.
- Click **Save & Continue**.

Dashboard IFW - Request Summary X Instructional Framework Request Process X

Instructional Framework Request Process Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Select Pathway

Pathway Code	Pathway Description	Cluster Code Cluster Description
<input type="radio"/> IT002	Information Support And Services	IT - Information Technology
<input type="radio"/> IT001	Network Systems	IT - Information Technology
<input type="radio"/> IT004	Programming And Software Development	IT - Information Technology
<input checked="" type="radio"/> IT003	Web And Digital Communications	IT - Information Technology
<input type="radio"/> AR001	Audio and Video Technology	IT - Information Technology

1 - 5 of 5 items

Refresh Back to Beginning One Step Back Save & Continue Next Step Go to End

State Program:

- Select **State Program**.
- Click **Save & Continue**.

Dashboard IFW - Request Summary X Instructional Framework Request Process X

Instructional Framework Request Process Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Select State Program

State Program Code	State Program Name	State Program Hours	Suggested Hours	Description	Pathway Code Pathway Description
<input type="radio"/> IT0036000	Animation Technology		480.00	The Animation Technology State ...	IT003 - Web And Digital C...
<input checked="" type="radio"/> IT0036001	Audio and Video Technology / IT - ...		840.00	The Audio and Video Technology I...	IT003 - Web And Digital C...
<input type="radio"/> IT0036002	Digital Design and Publishing		480.00	The Digital Design and Publishing...	IT003 - Web And Digital C...
<input type="radio"/> IT0036003	Game Design / Development		480.00	The Game Design/Development ...	IT003 - Web And Digital C...
<input type="radio"/> IT0036004	Multimedia Technology - Advanced		900.00	The Multimedia Technology State ...	IT003 - Web And Digital C...
<input type="radio"/> IT0036005	Web Design and Development / I...		900.00	The Web Design/Development St...	IT003 - Web And Digital C...
<input type="radio"/> IT0036001	Audio and Video Technology / IT - ...		840.00	The Audio and Video Technology I...	IT003 - Web And Digital C...
<input type="radio"/> IT0036001	Audio and Video Technology / IT - ...		840.00	The Audio and Video Technology I...	IT003 - Web And Digital C...
<input type="radio"/> IT0036006	Animation Technology - Advanced	900.00		The Animation Technology State ...	IT003 - Web And Digital C...
<input type="radio"/> IT0036007	Audio and Video Technology / IT	480.00		The Audio and Video Technology I...	IT003 - Web And Digital C...
<input type="radio"/> IT0036008	Digital Design and Publishing - Ad...	840.00		The Digital Design and Publishing...	IT003 - Web And Digital C...
<input type="radio"/> IT0036009	Game Design / Development - Ad...	900.00		The Game Design/Development ...	IT003 - Web And Digital C...
<input type="radio"/> IT0036010	Multimedia Technology	480.00		The Multimedia Technology State ...	IT003 - Web And Digital C...
<input type="radio"/> IT0036011	Web Design and Development / IT	480.00		The Web Design/Development St...	IT003 - Web And Digital C...

1 - 14 of 14 items

Refresh Back to Beginning One Step Back Save & Continue Next Step Go to End

Local Program:

Applicable local programs names will appear.

- Select one of these by clicking on the **radio button** next to the local program name.
- Click the turquoise **Save** button.
- Click on the **View / Edit Local Program** link to enter hours, federal student aid information, and distance Ed. information.

Instructional Framework Request Process

Division > Cluster > Pathway > State Program > **Local Program** > Course > CIP > SOC > Certification > Map PID List to each Local Program

Select - School(s) - InsFrm-

Select - State Program > Local Program

NOTE: Expand State Program to view Local Programs. For each local program selected, expand to update hours and financial aid/direct assessment information. Click Save button for each local program requested. To Add a local program, expand any local program line and click on the Add Local Program tab.

State Program Code	State Program Name	State Program Hours	Suggested Hours	Description	Pathway Code	Pathway Description
IT0036001	Audio and Video Technology / IT - Ad...		840.00	The Audio and Video Technology IT ...	IT003 - Web And Digital Communicati...	

Local Program

Manage	Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction delivered 100 DE
<input checked="" type="radio"/> View / Edit Local Program	Video Production Assistant	IT0030003	480.00	Video Production Assistant	No	No	No	No
<input type="radio"/>	Audio Production Engineer	IT0030026		Audio Production Engineer	No	No	No	No
<input type="radio"/>	Audio Recording Techni...	IT0030096		Audio Recording Techni...	No	No	No	No
<input type="radio"/>	Digital Video Producer	IT0030023		Digital Video Producer	No	No	No	No
<input type="radio"/>	Digital Video Production ...	IT0030069		Digital Video Production ...	No	No	No	No
<input type="radio"/>	Digital Video Technician	IT0030024		Digital Video Technician	No	No	No	No
<input type="radio"/>	Video Editor	IT0030011		Video Editor	No	No	No	No
<input type="radio"/>	Video Producer	IT0030005		Video Producer	No	No	No	No
<input type="radio"/>	Audio Technician	IT0030115	840.00	Audio Technician	No	No	No	No
<input type="radio"/>	Video Technician	IT0030116	840.00	Video Technician	No	No	No	No

1 - 10 of 10 items

1 - 1 of 1 items

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

- A pop-up box will appear. Make the needed changes/updates.
- Add a **Tech Center Program Name** by typing in the text box.
- If the program is a Teach Out, check the button **Is Program Teach Out**.
- Click the **Save & Close** button within the pop-up box.

View / Edit Local Program

Close Save & Close

Division Local Program Name: Biotechnology Program - Advan...

Division Local Program Code: SC0040010

Local Program Hours: 960.00

Tech Center Local Program Name: The Biotechnology State Program Area introduces students t ...

Will federal student aid be offered ☐

Will VA or GI Bill funding be offered ☐

Will DE be offered for this program ☐

Will instruction be delivered 100 percent DE ☐

Will the instruction be delivered using a percent of distance education ☐

If DE yes what percent of clock hours will be DE 0

If DE yes what percent of clock hours will be onsite 0

If DE what delivery method and or learning system is being used 0

If DE will this program ALSO be offered 100 percent onsite ☐

Is Program Teach Out ☒

Has ODCTE evaluated the direct assessment in the program ☐

Have you received FSA approval for direct assessment for the local program ☐

Is academic course credit offered ☐

Is program VA funded ☐

Multicampus program indicator ☐

Is an Oklahoma Promise course offered ☐

Close Save & Close

- Then, click the **Save & Continue** button to continue at the top or bottom of the screen.

Dashboard IFW - Request Summary x Instructional Framework Request Process x

Instructional Framework Request Process Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > **Local Program** > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Select - State Program > Local Program

NOTE: Expand State Program to view Local Programs. For each local program selected, expand to update hours and financial aid/direct assessment information. Click Save button for each local program requested. To Add a local program, expand any local program line and click on the Add Local Program tab.

State Program Code	State Program Name	State Program Hours	Suggested Hours	Description	Pathway Code	Pathway Description
IT0036001	Audio and Video Technology / IT - Ad...		840.00	The Audio and Video Technology IT ...	IT003 - Web And Digital Communicati...	

Local Program

Manage	Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction delivered 100% DE
View / Edit Local Program	Video Production Assistant	IT0030003	480.00	Video Production Assistant	No	No	No	No
<input type="radio"/>	Audio Production Engineer	IT0030026		Audio Production Engineer	No	No	No	No
<input type="radio"/>	Audio Recording Techni...	IT0030096		Audio Recording Techni...	No	No	No	No
<input type="radio"/>	Digital Video Producer	IT0030023		Digital Video Producer	No	No	No	No
<input type="radio"/>	Digital Video Production ...	IT0030069		Digital Video Production ...	No	No	No	No
<input type="radio"/>	Digital Video Technician	IT0030024		Digital Video Technician	No	No	No	No
<input type="radio"/>	Video Editor	IT0030011		Video Editor	No	No	No	No
<input type="radio"/>	Video Producer	IT0030005		Video Producer	No	No	No	No
<input type="radio"/>	Audio Technician	IT0030115	840.00	Audio Technician	No	No	No	No
<input type="radio"/>	Video Technician	IT0030116	840.00	Video Technician	No	No	No	No

1 - 10 of 10 items

1 - 1 of 1 items

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Course(s):

Applicable course names will appear.

- If there is more than one option, you can select one or more of these by clicking on the check box in the column to the left of the **Details** column.
 - If you choose a course that has Oklahoma Promise Credit attached to it, the course hours cannot be shortened.

Instructional Framework Request Process

Division > Cluster > Pathway > State Program > Local Program > **Course** > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Select - Local Program > Course

NOTE: Expand Local Program to view Courses. For each course selected, expand to update hours. Click Save button for each local program requested. To Add a course, expand any course line and click on the Add Course tab

Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction be delivered 100 percent DE	If DE yes what percent of clock hours will be DE	If DE yes what percent of clock hours will be onsite	If DE what delivery method and or learning system is being used	If DE will this program ALSO be offered 100 percent onsite	State
Video Production A...	IT0030003	480.00	Video Production A...	No	No	No	No	0	0	0	No	ITC

Details

Course Name	Course Hours	Course Code	Academic Credit	OHLAP Credit	OCAS Subject Code	Division Local Program
Custom Course	0	C00000				Video Production Assis

1 - 1 of 1 items

- Click on the **View / Edit Course** link to enter the Course Name & Hours.
 - A pop-up box will appear. Make the needed changes/updates.

View / Edit Course

Close Save & Close

Course Name: Custody and Control

Course Hours: 96.00

Course Code: TI02120

Academic Credit: 0

OHLAP Credit: 0

OCAS Subject Code: 0

Close Save & Close

- Click on the **Add new Course** link to enter the Course Name & Hours
- Type in the **Search from Existing Data** search bar to see if the course already exists.
 - If the course already exists, select it, and the fields will populate with what is in that template. If you would like to change the **Course Name** or **Hours**, go ahead.
- Click the **Save & Close** button within the pop-up box.
 - You will now see the course you added.

- Click **Save & Continue** at the top or bottom of the screen to move to the CIP screen.

CIP Code

Applicable CIP Code(s) associated to the state program will be displayed. You can only select **ONE CIP per Local Program**.

- If you need to change the CIP or have questions regarding the CIP, contact your occupational division specialist.
- Click **Save & Continue**.

SOC Code:

Based on the CIP Code selected, you can select from the SOC codes cross-walked to that CIP Code. You can select one or more SOC codes, but you cannot add additional SOC codes to the selected CIP.

- Select the **SOC Code(s)**.
- Click **Save & Continue**.

Certification:

Certifications that have been identified as applicable to the state program will appear.

- Select the certifications that will be available for the program.
 - If you need to add a certification that is not listed or if you have questions regarding the certifications, contact your occupational division specialist.
- Expand any of the certifications listed by clicking on the arrow and then selecting the **Add Certification** hyperlink.
- Click **Save and Continue**.

PID/Teacher:

****PID's are Position ID's.** They stay with the program. The instructors are moved in and out of the PID's as they change positions.

- Select the teacher(s) that will be teaching this program. If the PID is not listed, you can continue without making any selection. Feel free to contact IMD for questions regarding PID's.
CTIMSSupport@careertech.ok.gov.
- Click the **Save & Continue** button.

Summary Review / Submitting Request Screen:

- On the Summary Review Hierarchy screen, click the View Detail Summary button to see a summary report of your request.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Review Detail Summary

[Review Detail Summary](#)

Submit For Approval - Attach File(s)

Browse:

Attachment Note:

☒ Active/Inactive file(s)

Status	File Name	Attachment Note	Uploaded Date	Action
--------	-----------	-----------------	---------------	--------

Submit For Approval - Acknowledge select either one of them

☐ To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

☐ This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:*

****NOTE: All programs with minimum hour requirements for third-party licenses/certifications will be required to submit justification documents if the state and local program hours do not match.*****

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Review Detail Summary

Submit For Approval - Attach File(s)

Browse:

Attachment Note:

☒ Active/Inactive file(s) ☒ Delete file(s)

- Click **Go to Detail of Local Program Request** in the populated report to see all information.
- The **Go to Approval Log Details** link will only appear once the request has been submitted.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm- -TCSKSTPROG-C0833BE2A884-003-HL-HL001-HL0016021-Health Careers III (NSC)

Review Detail Summary

1 of 1 Find | Next

Summary of Local Program Current Request

Technology Center Approval Status: **Approved** InsFrm- -TCSKSTPROG-C0833BE2A884-003-HL-HL001-HL0016021-Health Careers III (NSC)

[Go to Detail of Local Program Request](#) [Go to Approval Log Details](#)

State Program	State Pgm Code	State Prg Hours	State Program OCAS	Local Program	Local Prg Hours	Course Desc - OCAS	Course Hours
Medical Services-Medical Assisting	HL0016021	900	9326, 9388	Health Careers III (NSC)	600	Introduction to Medical Assisting -	15
						Introduction to Medical Office Clinical Procedures (Part I) -	75
						Introduction to Medical Office Clinical Procedures (Part II) -	75
						Pharmacology -	60
						Clinical Medical Assistant Practicum -	60
						Medication Administration Technician -	16
						Phlebotomy Specimen Collection and Processing -	120
						Core Medical Terminology -	45
						Anatomy -	120
						Phlebotomy Capstone -	14
						Total	600

- Once you are comfortable with the request, click one of the acknowledgment boxes and add an acknowledgment note.
- You can either click the **Save Draft** button to review and submit later, or you can click **Submit for approval**.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Review Detail Summary

View Detail Summary

Submit For Approval – Attach File(s)

Submit For Approval – Acknowledge select either one of them—

☐ To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

☐ This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:

B I U (inherited size) (inherited font) Format

Refresh Back to Beginning One Step Back Save Draft Submit for Approval

Copy a program to another Site

The copy feature allows you to copy a program from one site to another site(s). You can copy to other sites from the request summary screen.

IMPORTANT:

- If making changes to a program that you are going to copy, make the changes first, then copy the program so all programs will reflect the same changes.
- New drafts must be submitted before they can be copied to other sites.
- The framework will not allow you to copy twice to the same site or back to the site copied from, to prevent duplication.
- When a program is copied to another site, the receiving site will show **New Draft** and must be submitted for approval, but all information will be there from the copied site. Always double check the information though!

IFW Request Summary:

IFW Request Summary List							
Summary Screen							
Request Summary							
Note:							
<input checked="" type="checkbox"/> Save changes <input type="checkbox"/> Cancel changes <input type="checkbox"/> Export to Excel <input type="button" value="Refresh"/> <input type="text" value="Search..."/>							
Program	State Program Hrs.	Request Number	Local Programs	Local Program Hrs.	Tech Center Local Program Name	Copy other Sites	Attachments
Administrative Support - Advanced - B...	900.00	InsFrm-2223-2324-TCS...	Administrative Assistant - BA0020001	480.00	Administrative Assistant	Copy other Sites	
Administrative Support - Advanced - B...	900.00	InsFrm-2223-2324-TCS...	Administrative Assistant - BA0020001	480.00	Administrative Assistant	Copy other Sites	
Construction Welding - AC0036014	600.00	InsFrm-2223-2324-TCS...	WELDER for Construction - AC0030023	580.00	Construction Welder	Copy other Sites	

- After selecting **Copy Other Sites** link, on the **Process the State Program with –Copy to Other Site** screen, click the **Add New Site to Copy the State Program** button.
- In the **Copy to School Name** column, select the site you wish to copy to, then click the **Process the State Program with – Copy to Other Site** button at the bottom of the screen.

Process the State Program with - Copy to Other Site (Will Make Changes)

Select Rollover option to review and process* Copy to Other Site

Copy from Calendar Year* 2023-2024 To Calendar Year* 2023-2024

Copy from Site* Technology Center

Request Number to be Copied* InsFrm-2223-2324-TCSKSTPROG-B052204D7A45-003-HL-HL002-HL0016006-MAGNETIC RESONANCE IMAGING TECHNOLOGIST...

State Program Name* Medical Imaging - HL0016006

Local Program Name* HL0020001 - MAGNETIC RESONANCE IMAGING TECHNOLOGIST

Copy To Sites*

+ Add New Site to copy the State Program Remove Site to copy the State Program

Copy To School Name	New Request Number
Technology Center -	

Go to Client Summary Screen Go to Select Rollover Options New Requests Process the State Program with - Copy to Other Site (Will Make Changes) Cancel changes

- Confirm the copy on the pop-up screen by clicking the **X**.

Process the State Program with - Copy to Other Site (Will Make Changes)

Instructional Framework

InsFrm-2223-2324-TCSKSTPROG-B052204D7A45-003-HL-HL002-HL0016006-MAGNETIC RESONANCE IMAGING TECHNOLOGIST: Success

Request Number to be Copied* InsFrm-2223-2324-TCSKSTPROG-B052204D7A45-003-HL-HL002-HL0016006-MAGNETIC RESONANCE IMAGING TECHNOLOGIST...

- You can close this screen by clicking the **X** beside the tab name.

Dashboard IFW - Request Summary X

Process the State Program with - Copy to Other Site

What If I Change My Mind on How I Categorized a Program after Processing?

You can “undo” your categorization by clicking on the **Delete** button on the **Request Summary** screen.

[Dashboard](#) | IFW - Request Summary ✕

IFW Request Summary List

Summary Screen Go to Select Rollover Options - Summary

Request Summary

Note:

☒ Save changes ☐ Cancel changes

ate Program Hrs.	Request Number	Local Programs	Local Program Hrs.	Tech Center Local Program Name	Copy other Sites	Attachments	
900.00	InsFrm-2223-2324-TCS...	Administrative Assistant - BA0020001	480.00	Administrative Assistant	Copy other Sites		
900.00	InsFrm-2223-2324-TCS...	Administrative Assistant - BA0020001	480.00	Administrative Assistant	Copy other Sites		
600.00	InsFrm-2223-2324-TCS...	WELDER for Construction - AC0030023	580.00	Construction Welder	Copy other Sites		
600.00	InsFrm-2223-2324-TCS...	WELDER for Construction - AC0030023	580.00	Construction Welder			Delete
600.00	InsFrm-2223-2324-TCS...	WELDER for Construction - AC0030023	580.00	Construction Welder			Delete
600.00	InsFrm-2223-2324-TCS...	WELDER for Construction - AC0030023	580.00	Construction Welder			Delete
	InsFrm-2223-2324-TCS...						Delete

Change Request

If a request has been rejected back to you for additional information and/or changes, it will go back to your stage of approval in the IFW Request Summary List.

- Select the **Request Number** from the summary list.
- Go to the last page/screen, the **Summary Review-Hierarchy** screen.
- Click the **Change Request** button at the bottom of the screen.

Dashboard IFW - Request Summary X Instructional Framework Request Process X

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-2223-2324-TCSKSTPROG-72560861699E-005-BA-BA002-BA0026000-Administrative Assistant

Review Detail Summary

Review Detail Summary

Submit For Approval - Attach File(s)

Browse: Select files... Upload & Save file

Attachment Note:

Active/Inactive file(s) Delete file(s) Download all files

Status	File Name	Attachment Note	Uploaded Date	Action
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Submit For Approval - Acknowledge select either one of them

☒ To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

☐ This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:

ab

Refresh Back to Beginning One Step Back New Request Save Draft Submit for Approval Change Request

- Select **OK** on the pop-up screen indicating you do want to make changes.

Summary Review - Hierarchy

Change Request

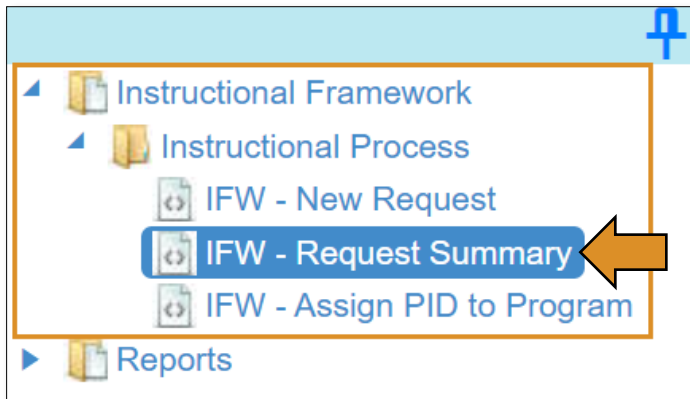
You are going to cancel the approval process and initiating the change request process. Are you sure?

Cancel OK

- Make the necessary changes.
- Once you make the changes, you will need to do an acknowledgement note again.
- Then, click **Submit for Approval**.
- A pop-up will appear asking if you want to submit without attachments. Select the appropriate answer.
- Another pop-up box will appear letting you know that you have “Successfully submitted, please click on OK button to continue.” Click **OK**.
- An additional screen will appear. Add the appropriate note and click **Approve**. You must click Approve or the request will not actually be submitted.
- A new pop-up will appear with “Are you Sure?” Select **OK**.
- The changes will now be submitted to the next level of approval.

View Approval Status

- Click the arrows next to **Instructional Framework & Instructional Process**.
- Click on the **IFW – Request Summary** link.



- Complete the IFW Request Summary List screen by verifying the planned year is the current year, the Implementation Year is the next school year.
- Type in the first three letters of your district name and select your school district from the drop-down menu.

Select the site you are wanting to view by typing the first three letters of the site and choosing the site from the drop-down menu. You can select multiple sites at the same time by clicking on the **Check for Multiple Site(s)** box. **Hint:** if you have multiple sites are entering them all, start typing the first 3 letters of the technology center, then, on your keyboard hit Ctrl+A to select all sites.

A screenshot of the 'IFW Request Summary List' screen. The screen has a blue header bar with the title 'IFW Request Summary List'. Below the header, there are several sections for filtering and searching. The 'Planned Calendar' section has a dropdown for 'Planned Year' (2024-2025) and a text input for 'Start Date' (07/01/2024). The 'Implementation Calendar' section has a dropdown for 'Implementation Year' (2025-2026) and a text input for 'Start Date' (07/01/2025). The 'District Information' section has a dropdown for 'District Type' (Technology Center Districts) and a text input for 'District Name' (Search District Name). The 'Site Information' section has a dropdown for 'Site Type' (Technology Center) and a checkbox for 'Check for Multiple Site(s)'. Below these, there is a text input for 'Sites(s)' (Search sites...). At the bottom, there is a blue button labeled 'Search Request(s)' with a magnifying glass icon. An orange arrow points to this button from the right.

All requests processed or requested will be displayed with the current approval stage as shown in the third column of the grid (pending, fully approved, rejected, etc.).

Dashboard

IFW - Request Summary

IFW Request Summary List

Summary Screen

Request Summary

Note:

✓ Save changes

⊘ Cancel changes

📄 Export to Excel

🔄 Refresh

Search...

	Acti	Approval Stage	Approval Status	Rollover Option	Submitted On	Organization Name	State Program	State
▶	☑	Submitter - 1st Stage	Reject				Administrative Support - Advanced - B...	
▶	☑	ODCTE - Occupational ...	Pending				Administrative Support - Advanced - B...	
▶	☑	Local Financial Aid Appr...	Pending				Construction Welding - AC0036014	

- Click the black arrow to the left of the approval stage and status.

IFW Request Summary List

Summary Screen

Go to Select Rollover Options - Summary

Request Summary

Note:

Save changes

Cancel changes

Export to Excel

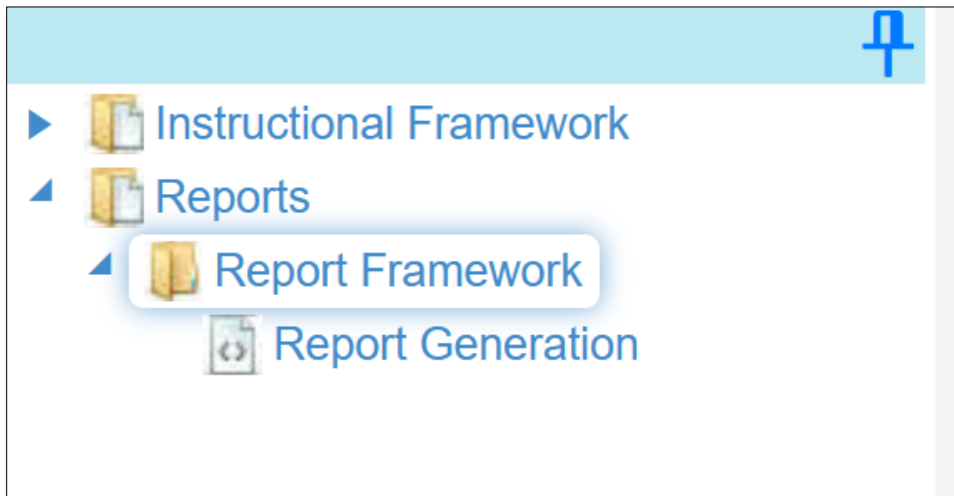
Refresh

Search...

	Acti	Approval Stage	Approval Status	Rollover Option	Submitted On	Organization Name	State Program
▶	<input checked="" type="checkbox"/>	Submitter - 1st Stage	Reject				Administrative S
▶	<input checked="" type="checkbox"/>	ODCTE - Occupational Administrator - 3rd Approval Stage	Pending				Administrative S
		Approval Stage	Approval Status	Approval/Rejection Note	Approver Email	Approval Date	
		Submitter - 1st Stage	Approved	New Process			
		Submitter - 1st Stage	Cancel for Change ...	Initiated Change request process.			
		Submitter - 1st Stage	Cancel for Change ...	New Process			
		Submitter - 1st Stage	Approved				
		Local Financial Aid Approver - 2nd Appr...	Approved	Test			
		ODCTE - Occupational Administrator - 3r...					
		ODCTE - Occupational Administrator - 3r...					

IFW Reports:

- Click on the arrows next to the **Reports > Report Framework > Report Generation**



- Module:** Should default to *Instructional Framework*.
- Submodule:** Should default to *Instructional Framework Reports*.
- Report Title:** Choose between the following reports:
 - IFW Program Request Detail (Divisions) – 625
 - IFW Request Summary Report – 646
 - Instructional Framework PID Program Assignment Summary – 572
- Report Type/School Type:** Choose between Site or District depending on the report.
- Calendar Code:** Choose which school year you want to view.
- Organization Type:** Should choose *Technology Sites*.
- Organization:** Start typing the first 3 letters of your school or choose your school from the drop-down menu.
- State Program:** Choose the State Program you are searching or select All.
- Division:** Choose the Division you are searching for or select All.
- Generate Report**

A screenshot of the 'Report Manager' form in a web application. The form is titled 'Report Manager' and has a 'Select Report' section. It contains several dropdown menus and a 'Generate Report' button. The fields are labeled with numbers 1 through 10, corresponding to the instructions in the previous block. The 'Module' dropdown is set to 'Instructional Framework' (1). The 'Sub Module' dropdown is set to 'Instructional Framework Reports' (2). The 'Report Title' dropdown is set to '3'. The 'Report Type/School Type' dropdown is set to '4'. The 'Calendar Code' dropdown is set to '5'. The 'Organization Type' dropdown is set to '6'. The 'Organization' dropdown is set to '7'. The 'State Program' dropdown is set to '8'. The 'Division' dropdown is set to '9'. The 'Generate Report' button is labeled '10'.

The report will appear under the View Report button. You can export the report to excel or PDF.

- Select the blue diskette in the tan toolbar.
- Select the format needed (**PDF option is recommended for this report**).
 - If you select Excel, you will need to adjust the print layout option before you print to get the entire record on one page.

IMPORTANT: Each record is in a different sheet when exported to Excel. Click on the different sheet numbers at the bottom of the Excel file to go to each program record.

The screenshot shows a web application interface. At the top, there is a 'View Report' button with a checkmark. Below it is a toolbar with navigation icons and a search bar. The main content area is titled 'Details of Local Program'. It contains a table with columns for 'State Program', 'Local Program', and 'SOC'. The table has several rows of data. A dropdown menu is open, showing export options: 'XML file with report data', 'CSV (comma delimited)', 'PDF', 'MHTML (web archive)', 'Excel', 'TIFF file', and 'Word'. Two orange arrows point to the 'PDF' option and the 'View Report' button.

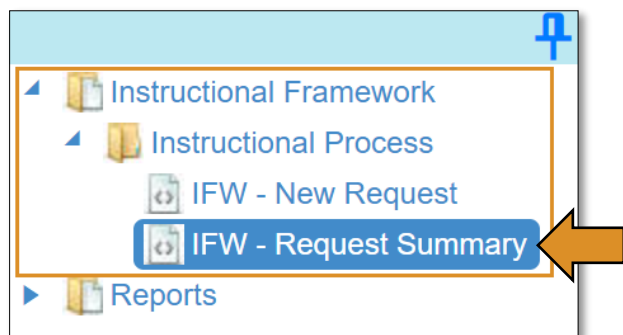
Technology Center		Status: Approved	InsFr...
State Program		Local Program	
State Program Code	BA0026001	Local Program Name	
State Program Name	Administrative Support-Medical	Will federal student aid be available	
Suggested Hours	900	Will VA funding GI Bill be available	No
OCAS Subject Code	9213, 9218		

IFW Local Financial Aid Approval

For individuals with the role of **IFW – Local Financial Aid Approval**, requests will need your approval. You will receive an e-mail when a request has been submitted for your district indicating you are the next level of approval.



- Click the arrows next to **Instructional Framework & Instructional Process**.
- Click on the **IFW – Request Summary** link.



- Verify the **Planned Year** is the current year, and the **Implementation Year** is the next school year.
- In the **District Name** field type in the first three letters of your district name and select your school district from the drop-down menu.
- In the **Site(s)** field select the site you are wanting to view by typing the first three letters of the site and choosing the site from the drop-down menu. You can select multiple sites at the same time by clicking on the **Check for Multiple Site(s)** box.
- Click **Search Request(s)**.

Dashboard IFW - Request Summary X

IFW Request Summary List

Summary Screen Go to Select Rollover Options - Summary

Instructional Framework Template Technology Center/Skill Centers Secondary and Adult Full-Time Request and Submission Process

Planned Calendar

Planned Year 2022-2023 Start Date 07/01/2022 End Date 06/30/2023

Implementation Calendar

Implementation Year 2023-2024 Start Date 07/01/2023 End Date 06/30/2024

Hierarchy Type State Program

District Information

District Type Technology Center Districts

District Name Search District Name

Site Information

Site Type Technology Sites

☐ Check for Multiple Site(s)

Sites(s) Search sites...

Search Request(s)

Request Summary Go to Select Rollover Options - Summary

All requests processed or requested will be displayed with the current approval stage as shown in the third column of the grid (pending, fully approved, rejected, or etc.).

IFW Request Summary List							
Summary Screen							
Request Summary							
Note:							
<input checked="" type="checkbox"/> Save changes	<input type="checkbox"/> Cancel changes	<input type="checkbox"/> Export to Excel	<input type="checkbox"/> Refresh	Search...			
Acti	Approval Stage	Approval Status	Rollover Option	Submitted Date	Organization Name	State Program	
▶ <input type="checkbox"/>	Submitter - 1st Stage	Reject	Will Make Changes			Cosmetology - HM0046002	
▶ <input type="checkbox"/>	Submitter - 1st Stage	Reject	Will Make Changes			Cosmetology - HM0046002	
▶ <input type="checkbox"/>	ODCTE - Occupational ...	Pending				Business Information Management-Me.	
▶ <input type="checkbox"/>	ODCTE - Occupational ...	Pending				Business Information Management-Me.	
▶ <input type="checkbox"/>	ODCTE - Occupational ...	Pending	No Changes			Welding-MN - MN0076001	

Requests needing your attention will have **Local Financial Aid Approver – 2nd Approval State** in the Approval Stage column and **Pending** in the Approval Status column.

- Click on the **Local Financial Aid Approver-2nd Approval Stage** link in the Approval Stage column for the request you would like to approve. This will take you directly to the last screen of the request process.

Dashboard IFW - Request Summary X

IFW Request Summary List

Summary Screen

Request Summary

Note:

☒ Save changes ☐ Cancel changes ☐ Export to Excel ☐ Refresh Search...

Acti	Approval Stage	Approval Status	Rollover Option	Submitted On	Organization Name	State Program
▶ <input checked="" type="checkbox"/>	Local Financial Aid Approver - 2nd Approval Stage	Pending		03/15/2023		Audio and Video Technology / IT - Adv...
▶ <input checked="" type="checkbox"/>	Local Financial Aid Approver - 2nd Approval Stage	Pending		02/16/2023		Audio and Video Technology / IT - Adv...
▶ <input checked="" type="checkbox"/>	New-Draft			03/15/2023		Welding-MN - MN0076001

- Click the **Review Detail Summary** button to see a summary report of your request. (This might take a few seconds to pull up.)

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Review Detail Summary

[Review Detail Summary](#)

Submit For Approval – Attach File(s)

Browse:

Attachment Note:

☒ Active/Inactive file(s) ☒ Delete file(s)

Status	File Name	Attachment Note	Uploaded Date	Action
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Submit For Approval – Acknowledge select either one of them

☒ To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

☐ This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:

- Click **Go to Detail of Local Program Request** in the populated report to see all information.
 - You can export this to Excel, CSV or PDF, if you'd like.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to

Selection – School(s) - InsFrm-

Review Detail Summary

1 of 1 Find | Next

Summary of Local Program Current Request

Technology Center: Audio and Video Technology / IT - Advanced

Approval Status: **Pending**

InsFrm-2223-2324-TCSKSTPROG-FCE82DD79549-005-IT-IT003-IT0036001-Video Production Assistant

[Go to Detail of Local Program Request](#)

[Go to Approval Log Details](#)

State Program	State Pgm Code	State Prg Hours	Local Program	Local Prg Hours	Course Desc	Course Hours
Audio and Video Technology / IT - Advanced	IT0036001	840.00	Video Production Assistant	480.00	Custom Course - Multimedia & Image Management Techniques - 8150	0
						120
					Total	120

Review the program report:

- Is the program eligible for federal student aid? Was it marked YES?
- Are the total Local Program Hours correct?
- Are the CIP/SOC codes correct?
- Are the course hours equal to the total Local Program Hours?

NOTE: If course hours are greater than the state program hours, it may be due to multiple courses being offered as electives for that program.

Once you have looked at all the details, click the blue arrow, on the tan bar, that is pointing to the left.

- Click the **Review Detail Summary** words again to collapse this section.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to

Selection – School(s) - InsFrm-

Review Detail Summary ←

1 of 1 Find | Next

Summary of Local Program Current Request

Technology Center Approval Status: Pending InsFrm-2223-2324-TCSKSTPROG-FCE82DD79549-005-IT-IT003-IT0036001-Video Production Assistant

[Go to Detail of Local Program Request](#) [Go to Approval Log Details](#)

State Program	State Pgm Code	State Prg Hours	Local Program	Local Prg Hours	Course Desc	Course Hours
Audio and Video Technology / IT - Advanced	IT0036001	840.00	Video Production Assistant	480.00	Custom Course -	0
					Multimedia & Image Management Techniques - 8150	120
Total						120

- Upload attachments if you need too.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Review Detail Summary ←

Submit For Approval – Attach File(s)

Browse: Select files... Upload & Save file ←

Attachment Note:

Active/Inactive file(s) Delete file(s) Download all files

- Click on **Continue to Approve/Reject** at the bottom of the page.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Review Detail Summary

Submit For Approval – Attach File(s)

Browse: Select files... Upload & Save file

Attachment Note:

Active/Inactive file(s) Delete file(s) Download all files

Status	File Name	Attachment Note*	Uploaded Date	Action
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Submit For Approval – Acknowledge select either one of them

☒ To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

☐ This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:

Refresh Back to Beginning One Step Back New Request Save Draft Submit for Approval **Continue to Approve/Reject** ←

The following screen will allow you to finalize and approve (or reject) the request.

- You must enter something in the **Approval/Rejection Note** box.
- Then, click the **Reject or Approve** button.
- You will be asked if you are sure. Click **Cancel** or **OK**.
- If you click **OK**, you will receive a message: **Successfully Approved the Request**.
- Click **OK**.
 - You will be returned to the **Summary Review – Hierarchy** page.

Approval Process - Instructional Framework For Tech Centers State Program

NOTE: Enter Approval/Rejection Note and then Click on Approval button to finalize your changes and submission to further Process.

Request Number: _____

InsFrm-2223-2324-TCSKSTPROG-FCE82DD79549-005-IT-IT003-IT0036001-Video Production Assistant

Approval Stage	Approval Date	Approver Role	Approved By	Approver Email	Approval Status	Note	Private Note
Submitter - 1st Stage	3/15/2023 8:02:19 AM	Technology Center - ...	Andra - Beyer	Andra.Beyer@caree...	Approved	New Process	
Local Financial Aid Approver - 2nd Approval	3/15/2023 8:35:20 AM						
ODCTE - Occupational Administrator - 3rd Approval	3/15/2023 8:35:20 AM						
ODCTE Financial Aid Approver - Fully Approved	3/15/2023 8:35:20 AM						

Current Approval Stage Information

Approved By: Beyer Andra

Approval Stage: 2nd Approval Stage

Approver School: Oklahoma Department of Career and Technology Education

Approver Role: IFW - Local Financial Aid Approval

Approver Email: Andra.Beyer@careertech.ok.gov

Approval Date: 03/15/2023

Approval/Rejection Note

Format: [B] [I] [U] [List] [Table] [Link] [Image] [Table]

- If you need to review another submission, click the **X** on **the Instructional Framework Request Process** tab to close the current screen.

Dashboard IFW - Request Summary X Instructional Framework Request Process X

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Review Detail Summary

Review Detail Summary

- You will be back on the **IFW Request Summary List** screen.
- Click **Refresh** on this page to show that the request you just approved (or rejected) reflects accurately.

IFW Request Summary List					
Summary Screen					
Request Summary					
Note:					
<input checked="" type="checkbox"/> Save changes <input type="checkbox"/> Cancel changes <input type="button" value="Export to Excel"/> <input type="button" value="Refresh"/> <input type="text"/>					
Acti	Approval Stage	Approval Status	Rollover Option	Submitted On	Organization Name
▶ <input checked="" type="checkbox"/>	ODCTE - Occupational Administrator - 3rd Approval Stage	Pending		03/15/2023	
▶ <input checked="" type="checkbox"/>	New-Draft			03/15/2023	
▶ <input checked="" type="checkbox"/>	Local Financial Aid Approver - 2nd Approval Stage	Pending		02/16/2023	

State Program List

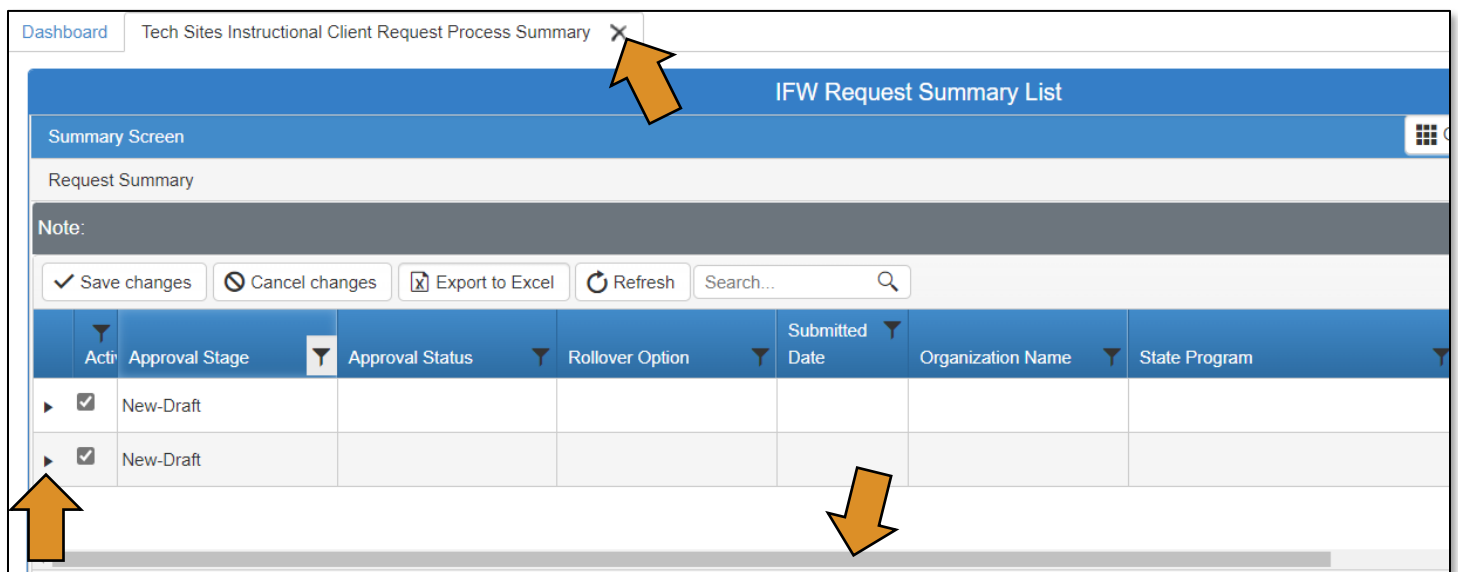
For State Program lists, please refer to your Division page on the Careertech website.

- [Trade and Industry \(T&I\)](#)
- [Science , Technology, Engineering and Mathematics \(STEM\)](#)
- [Business, Marketing and Information Technology \(BMITE\)](#)
- [Health Career Education \(HCE\)](#)
- [Family and Consumer Sciences \(FCS\)](#)

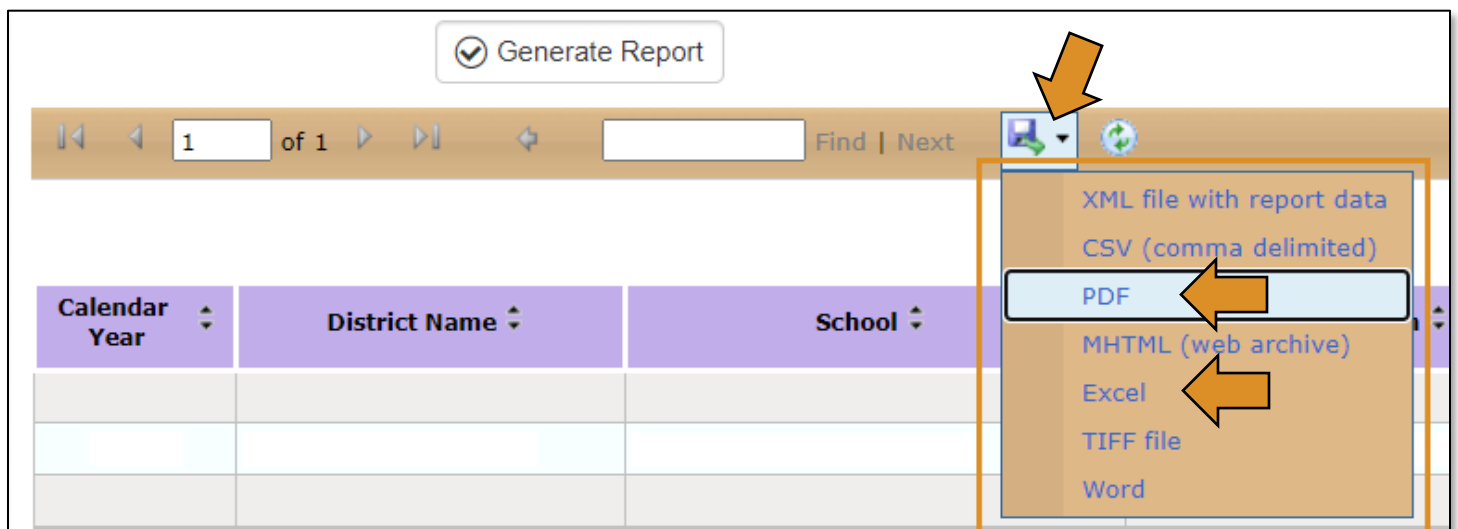
If you need additional information or help with Teach-out, please contact your Division Specialist.

Helpful Tips

- There are scroll bars located at the bottom and right of some of the screens in CTIMS. If you cannot see all the information on a screen, go to the right or bottom of the screen and use the scroll bar to see navigate over to view additional columns and rows.
- There are tabs within screens in CTIMS. Look for these tabs to view a different screen or more information.
- Many sections in CTIMS can be expanded to view more detailed information by clicking on the arrow next to the section header or line (row).
- Hold down the Ctrl key and click on the + or – keys to zoom in or out.
- You can only have 10 tabs open at one time. To close tabs, click on the on the right side of the tab you wish to close, then confirm that you would like to close by clicking OK on the confirmation screen.



- Use the blue diskette icon to export a report or a summary review to a PDF or Excel.



Print the Detail Summary page on ONE page

- Click on Review Detail Summary.

Summary Review - Hierarchy

[Division](#) > [Cluster](#) > [Pathway](#) > [State Program](#) > [Local Program](#) > [Course](#) > [CIP](#) > [SOC](#) > [Certification](#) > [Map PID List to each Local Program](#)

Selection – School(s) - InsFrm-

Review Detail Summary

[Review Detail Summary](#)

Submit For Approval – Attach File(s)

Browse:

Attachment Note:

☒ Active/Inactive file(s)
 ☒ Delete file(s)

- Click on Go to Detail of Local Program Request.

1 of 1

Find | Next

Technology Center

Approval Status: **Approved**

InsFrm- -TCSKSTPROG-478BC2D00057-006-HM-HM004-HM0040007- MASTER INSTRUCTOR

[Go to Detail of Local Program Request](#)
[Go to Approval Log Details](#)

State Program	State Pgm Code	State Prg Hours	State Program OCAS	Local Program	Local Prg Hours	Course Desc - OCAS	Course Hours
MASTER INSTRUCTOR	HM0040007	1000.00	9478, 9488	MASTER INSTRUCTOR	1000.00	Law, Beauty School Management, And Record Keeping -	90.00
						Orientation And Review Of Cosmetology Curriculum -	60.00
						Course Outline And Development -	330.00
						Introduction To Teaching -	120.00
						Practice Teaching In The Classroom And Clinic -	250.00
						Teaching And Assisting In The Classroom And Clinic -	150.00
Total							1000.00

- Click on the blue disc and click on Excel.

Details of Local Program

Technology Center Status: **Approved**

InsForm- TCSKSTPROG-478BC2D00057-006-HM-HM004-HM0044

State Program		Local Program		CIP
State Program Code	HM0040007	Local Program Name	INSTRUCTOR	39-501
State Program Name	MASTER INSTRUCTOR	Technology Center Program Name	MASTER INSTRUCTOR	Barber/Styling, and Nail Instructor Hairstylist
State Program Hours	1000.00	Will Federal Student Aid be offered	Yes	
OCAS Subject Code	9478, 9488	Will VA funding GI Bill be offered	No	
		Will Distance Education be offered for this program	No	
		Will the instruction be delivered using a percentage of distance education	No	

- Open the excel spreadsheet.
 - Click the **File** tab.

IFWfDetailsofLocalProgramRequestIndividual (1).xlsx - Last Modified: 3m ago

File Home Insert Draw Page Layout Formulas Data Review View Help

Paste

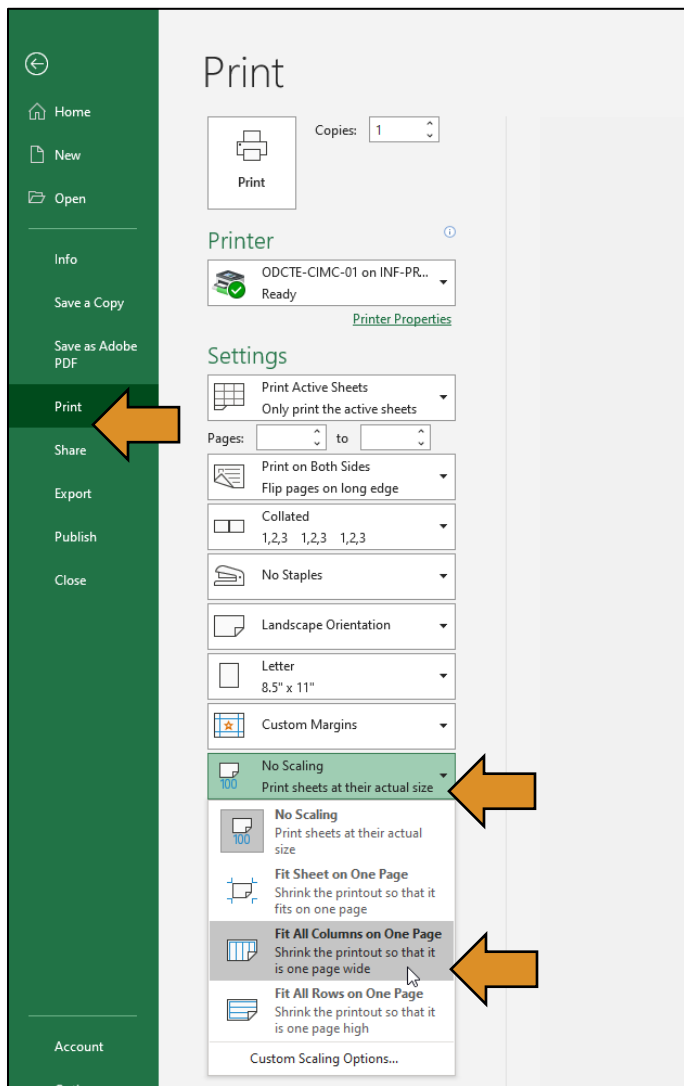
Clipboard

AutoSave On

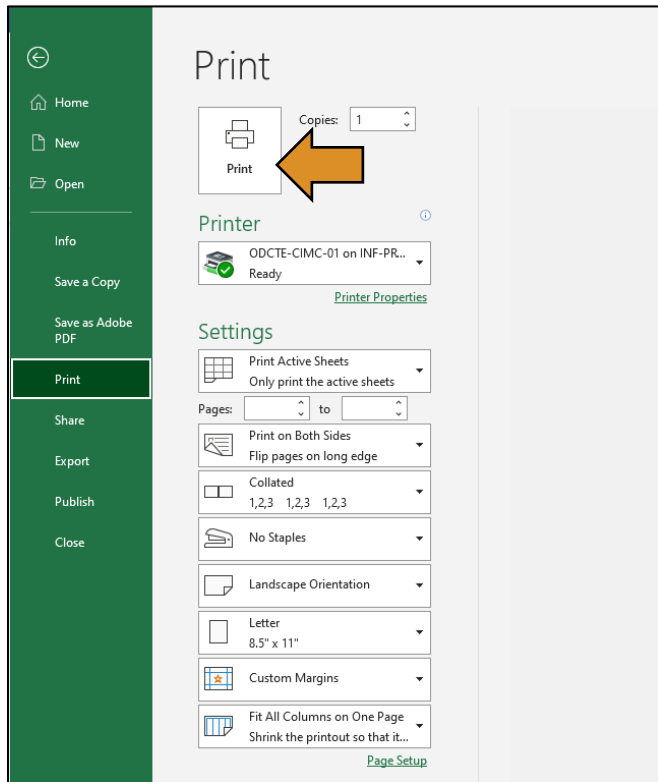
A1

G H I K M N

- Click on the **No Scaling** drop-down box.
- Click **Fit All Columns on One Page**.



- Click **Print**.



- **If you change the paper to *Legal* size – the chart will be bigger and easier to see.