



OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

2026–2027

ANNUAL ACCREDITATION COMPLIANCE GUIDE

Checklist • Submission Instructions • Resources

ACCREDITATION DIVISION

Annual requirements and submission guidance for Oklahoma Technology Centers



State of Oklahoma

Kevin Stitt, Governor

Oklahoma State Board of Career and Technology Education

Lindel Fields, State Superintendent of Public Instruction, Board Chairperson

Brent Haken, ODCTE State Director

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Leonard McCullough, Member At Large, Tulsa

Oklahoma Department of Career and Technology Education

Brent Haken, State Director

Brent Meeks, Chief Operations Officer

Joey Vanek, Accreditation Manager

Required under Part 603 of Title 34 of the Code of Federal Regulations effectuating section 438(b) of the Higher Education Act of 1965 as amended by Public Law 92-318, the Secretary of Education is required to publish a list of State agencies that are determined to be reliable authorities as to the quality of public postsecondary vocational education in their respective States for the purpose of determining eligibility for Federal student assistance programs administered by the United States Department of Education. The Oklahoma Board of Career and Technology Education was first recognized in 1976 and has held continued recognition since that time.

Equal Opportunity/Nondiscrimination Policy:

The Oklahoma Department of Career and Technology Education does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, or veteran status. Inquiries concerning application of this policy may be referred to the ODCTE Compliance Coordinator, 1500 W 7th Ave., Stillwater, OK 74074-4364, by calling 1-800-522-5810 or (405) 377-2000.

All comments or complaints can be directed to the ODCTE Director of Statewide Outreach by calling (405) 743-5167 or emailing gina.hubbard@careertech.ok.gov. For our full procedure see [ODCTE website](#).

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Welcome and Purpose

The passage of **Senate Bill 1735 during the 2026 legislative session** transferred full responsibility for accrediting Oklahoma technology centers from the Oklahoma State Department of Education to the Oklahoma Department of Career and Technology Education. As part of this transition, ODCTE developed a new annual accreditation compliance process specifically for technology centers.

The **Annual Accreditation Compliance Guide** outlines the requirements, submission instructions, and resources for completing this process. Through the annual checklist, technology centers will submit documentation demonstrating ongoing compliance with applicable state and federal requirements. ODCTE Accreditation staff will also review additional compliance areas throughout the year and provide guidance when concerns or missing requirements are identified.

This annual process is intended to provide technology centers with more consistent support between five-year accreditation visits, identify potential compliance concerns earlier, and reduce the number of corrective actions identified during formal visits. **It does not replace the five-year accreditation process** but serves as an additional tool for maintaining readiness and supporting continuous compliance.

The 2026–2027 academic year will serve as the first year of implementation. ODCTE will continue to evaluate the process, gather feedback from technology centers, and make adjustments as needed.

Annual Checklist Updates

The requirements included in the Annual Accreditation Compliance Checklist may change from year to year. Some items will be reviewed annually, while others may rotate based on applicable requirements, identified compliance needs, or ODCTE monitoring priorities. New items may also be added as laws, regulations, or accreditation requirements change.

Technology centers should review the checklist and guide in full each year rather than relying on requirements from the previous year. The checklist and accompanying guide will be made available annually by **September 1** unless ODCTE communicates a different release date.

Important Dates and Deadlines

Date	Requirement
September 1, 2026	Checklist and submission areas available in ctYOU
September 10, 2026	Optional question-and-answer webinar (Registration Link)
February 1, 2027	All required checklist items due* <i>*Unless otherwise noted</i>
March 15, 2027	Written feedback provided by ODCTE
June 30, 2027	Deadline to submit requested additional documentation, complete required changes, or submit a corrective action plan for items requiring additional implementation time

Follow-Up Requirements and Deadlines

After reviewing checklist submissions, ODCTE accreditation staff may request additional documentation, require changes to address an identified compliance concern, or require the technology center to develop a corrective action plan.

Technology centers will have until **June 30 of each year** to complete one of the following, as applicable:

- Submit all requested additional documentation.
- Make and document the required changes.
- Submit a corrective action plan for any item that cannot be fully implemented by June 30.

A corrective action plan must identify the actions the technology center will take, the individual or position responsible for completing each action, and the anticipated implementation date. ODCTE Accreditation staff may establish additional reporting or follow-up requirements based on the nature of the concern.

Failure to submit the requested documentation, make the required changes, or provide an acceptable corrective action plan by June 30 **may result in a recommendation to the State Board of Career and Technology Education that the technology center be placed on probationary accreditation status.**

Distinction Between Annual and Five-Year Reviews

The Annual Accreditation Compliance Review is conducted by Oklahoma Department of Career and Technology Education accreditation staff in the Department's role as the state agency responsible for supporting technology centers and monitoring continued compliance. It focuses on selected requirements, confirms that required documentation is in place, and provides guidance when concerns are identified.

The annual review does not replace or predetermine the outcome of the comprehensive five-year accreditation review. During the five-year review, peer examiners independently evaluate the institution against the complete set of Board-approved accreditation standards. Examiners consider documentation, interviews, onsite observations, and other available evidence to assess compliance and identify opportunities for continued improvement.

The scope and depth of the two reviews differ. The annual review generally verifies the presence and current status of selected compliance documentation. The five-year review more broadly evaluates how the institution implements its policies, plans, and processes; monitors their effectiveness; and demonstrates continued compliance and improvement.

Confirmation of an item during the annual review does not guarantee that the related standard will be fully met during the five-year review. Based on the evidence available, peer examiners may identify opportunities for improvement or recommend corrective action in areas previously reviewed by accreditation staff. The absence of an annual concern does not limit the independent judgment of the peer examiner team.

Together, the annual compliance review and five-year accreditation review provide complementary levels of support, oversight, accountability, and continuous improvement.

Accreditation Contact Information

Joey Vanek

Accreditation Manager

(405) 743-5575

joey.vanek@careertech.ok.gov

Andra Beyer

Accreditation Coordinator

(405) 743-5151

andra.beyer@careertech.ok.gov

Sandra McKnight

Financial Aid Specialist

(405) 743- 5519

sandra.mcknight@careertech.ok.gov

Alan Nahs

Civil Rights Coordinator

(405) 743- 5578

alan.nahs@careertech.ok.gov

General questions: Technology centers that are unsure whom to contact may email accreditation@careertech.ok.gov, and the question will be directed to the appropriate staff member.

Accreditation Office Phone: (405) 743-5518

Office Address:

Oklahoma Department of Career and Technology Education

Attn: Accreditation Division

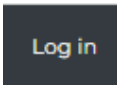
1500 West Seventh Avenue

Stillwater, Oklahoma 74074-43

Submission Instructions

All Annual Accreditation Compliance Checklist items must be submitted through ctYOU (*unless otherwise noted*). **Do not email checklist documents or supporting materials directly to accreditation staff.**

Accessing ctYOU

1. Go to ctyou.org.
2. Click **Log In** in the upper-right corner if you are not already signed in. 
3. If you do not have a ctYOU account, click **Log In** and locate the section labeled “**Is this your first time here?**” Follow the instructions to create an account.

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

Accessing the Accreditation Portal

1. Once logged in, select **Course Categories** from the black navigation bar at the top of the page.
2. Select **Accreditation**.

Course Categories ▾

Getting Started ▾

Contact Info

Accreditation

3. Select **ODCTE Accreditation Portal for Technology Centers**.



ODCTE Accreditation Portal for Technology Centers

Go to course

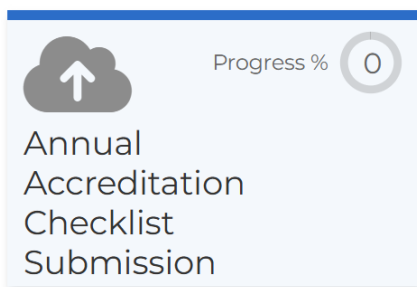
Details

First-time users: You will need your technology center’s **unique** self-enrollment key to access the portal. Each superintendent has been emailed the enrollment key for their technology center.

If you need assistance accessing the portal, contact accreditation staff. **ODCTE must receive permission from the technology center’s leadership before adding an individual to the Accreditation Portal.**

Submitting Checklist Items

1. Select the tile labeled **Annual Accreditation Checklist Submission**.



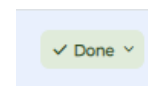
2. An individual submission area is provided for each checklist item. Upload all required documents and supporting materials under the corresponding item. Some checklist items require multiple documents to be uploaded. Please carefully review each item and ensure **all required documentation** is included.

A screenshot of a web interface showing two checklist items. The first item is "1. Accreditation and Compliance Contacts" with a due date of Monday, February 1, 2027, 11:59 PM. It includes a template download link, regulatory citations (28 CFR §35.107(a); 34 CFR §104.7; §106.8, §110.25; 16 CFR § 314.4(a)), and documentation instructions. The second item is "2. Physical Locations & Addresses" with the same due date, also including a template download link, regulatory citations (4 CFR 668.53; 34 CFR 668.41(e)(6); 34 CFR 668.41(e)(1); 34 CFR 668.41(e)(4)), and documentation instructions. Each item has a "To do" dropdown menu.

3. Some checklist items require the use of a specific template. For example, if the **Accreditation and Compliance Contacts** template is required, select that checklist item and download the template provided below its description.

A screenshot of a submission area for the "Accreditation and Compliance Contacts" item. It shows a template download link: "Q1. Accreditation and Compliance Contacts Template.xlsx" with a timestamp of "August 26 2026, 10:39 AM". The link is highlighted with a yellow border. Above the link is a message: "A template is required for this submission. Click the checklist item for this template to download it." Below the link are regulatory citations and documentation instructions.

4. Complete the template and upload it to the same checklist item.
5. After an item has been successfully submitted, a green **"Done"** indicator will appear next to it.



Checklist Items Requiring Multiple Submission Types

If a checklist item requires both documentation and a link, description, or other written response, you will be asked to provide both in the submission site.

An Online Text area will be provided for entering the required link, description, or written response. Directly below it, a File Submission area will be available for uploading the required documentation.

Please carefully review each checklist item to ensure all required information and documentation are submitted.

▼ Add submission

Online text

File submissions

Edit View Insert Format Tools Table Help

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General Documentation Expectations

Documentation submitted through ctYOU should be current, complete, readable, and responsive to the requirements listed for each checklist item. Please review the following expectations before uploading documentation:

- Use clear file names that identify the checklist item and document.
Example: 12 – Title IX Policy.pdf
- Submit all documentation requested for each checklist item. Some checklist items require multiple documents or pieces of evidence to demonstrate compliance.
- When a requested policy or procedure is part of a larger handbook, manual, or other document, submit only the page(s) containing the requested policy or procedure rather than the entire document.
- Some checklist items require both documentation and a link, description, or other written response. For these items, use the Online Text area to enter the requested information and the File Submission area below it to upload the required documentation. Be sure to complete both areas when required.
- Ensure policies include the adoption date or the date they were most recently reviewed or revised, when required.
- Upload documents in a commonly accessible format, preferably PDF, unless a specific file type or template is required.
- Confirm that scanned documents are legible, properly oriented, and include all pages.
- Test all submitted links to ensure they are publicly accessible and do not require a username or password.
- If applicable, redact personally identifiable information (PII), including Social Security numbers, dates of birth, driver's license numbers, medical information, and other confidential information, before uploading documents.
- If one document supports multiple checklist items, upload it under each applicable item or follow the instructions provided in ctYOU.
- If a requirement does not apply to the technology center, submit a document that provides a brief explanation rather than leaving it blank.
- Use the applicable comment or response field to explain unusual circumstances or provide information that will help ODCTE staff review the submission.

Technology centers are responsible for verifying the accuracy of all submitted information. ODCTE Accreditation staff may request clarification or additional documentation when the information provided does not fully demonstrate compliance.

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

Annual Accreditation Compliance Checklist

2026-2027

Due: February 1, 2027

(unless otherwise noted)

This checklist is intended for annual compliance review by Technology Centers. For each item, provide the requested documentation. Required documentation will be submitted ODCTE Accreditation Portal in ctYOU.

Regulatory Citation Key:

[CFR - Code of Federal Regulations](#)

[OAC- Oklahoma Administrative Code](#)

[OAG – Oklahoma CareerTech Accreditation Guidelines](#)

[OAR – Oklahoma CareerTech Administrative Rules](#)

[OCR – Office of Civil Rights Guidelines](#)

[OS – Oklahoma Statute](#)

[USC – United States Code](#)

Section I: Administration and Institutional Operations

☐ 1. Accreditation and Compliance Contacts

Regulatory Citation: 28 (CFR) §35.107(a); 34 CFR §104.7; §106.8, §110.25; 16 CFR § 314.4(a)

Documentation: Upload a completed Accreditation Contact List template (available in ctYOU). Complete all of the tabs of the template.

☐ 2. Physical Locations & Addresses

Regulatory Citation: 4 CFR 668.53; 34 CFR 668.41(e)(6); 34 CFR 668.41(e)(1); 34 CFR 668.41(e)(4)

Documentation: Upload the completed Physical Locations & Addresses template (available in ctYOU). Include all campuses, sites, and other physical locations owned by the technology center, as well as any locations where the technology center offers full-time programs, regardless of ownership. Do not include K-12 sites unless the program is a full-time program with a 9000-level OCAS code rather than a course.

☐ 3. Strategic Plan

Regulatory Citation: OAG 1.3 (Met/Not Met Statement)

Documentation: Upload all your current strategic plan documents.

☐ 4. Communications and Marketing Plan

Regulatory Citation: OAG 3.2 (Met/Not Met Statement)

Documentation: Upload your current marketing and communications plan. The plan should align with the technology center's strategic plan.

☐ 5. Policy for Code of Ethics

Regulatory Citation: OAR 780:10-7-3(b)(2)(C) (Ethics), OAR 780:15-3-7 (e) (Technology Center Code of Ethics Guidelines)

Documentation: Upload your current, board-approved Code of Ethics policy aligned with CareerTech Administrative Rules. Include the adoption, review, or revision date.

☐ 6. **Instructional Schedule**

Regulatory Citation: 34 CFR 600.2 “Clock hour”

Documentation: Upload your current calendar **AND** daily bell schedules for **ALL** full-time programs, including scheduled break times.

☐ 7. **Offsite, Work Based Learning, internships, job shadows, etc.**

Regulatory Citation: 34 CFR 668.41(a)–(d); 34 CFR 668.43 (a)(12); 34 CFR 668.5(c)(3); 34 CFR Part 668, Subpart F; 34 CFR 668.72; Title VI: 34 CFR 100.3(b), Title IX: 34 CFR 106.38, Section 504: 34 CFR 104.46(b), Guidelines VII-A

Documentation: Upload a sample agreement for offsite/work-based learning experiences (internships or job shadowing) that occur without the direct supervision or presence of technology center staff, including an assurance of non-discrimination, **AND** documentation outlining the programs offered and eligibility criteria.

☐ 8. **Accreditation and State Agency complaint contact disclosures**

Regulatory Citation: 34 CFR 668.41(a)–(d); 34 CFR 668.43; 34 CFR § 600.9(a) & (b); 34 CFR § 602.23(c)(1); 34 CFR § 668.43(b)

Documentation: Provide the URL to the webpage that includes both accreditor **AND** state agency contact information and the complaint process available to students and the public.

☐ 9. **Grievance/Complaint Procedures (students and staff/faculty)**

Regulatory Citation: 34 CFR § 106.8(a), 34 CFR § 668.46(a), 34 CFR 668.41(c); 34 CFR Part 99 (associated with FERPA), 34 CFR 668.43(b)

Documentation: Upload the board-approved grievance and complaint policies, along with a public-facing link to where this information is posted on your website.

Section II: Civil Rights

☐ 10. **Policy for Interpreters**

Regulatory Citation: OCR Guidelines IV-N; 28 CFR §35.130; 34 CFR §104.21; §104.22(b); §104.33

Documentation: Upload the current policy describing how interpreter services are requested and provided. Policy should include the adoption date or the date it was reviewed or revised.

☐ 11. **Policy for Service Animals**

Regulatory Citation: 28 CFR § 35.136

Documentation: Upload the current policy related to service animals that aligns with ADA requirements. Policy should include the adoption date or the date it was reviewed or revised.

☐ 12. **Policy for Selection of Students**

Regulatory Citation: OCR Guidelines IV-G, IV-L; CFR § 100.3

Documentation: Upload the current admissions or selection policy that describes the admissions criteria and selection process. Policy should include the adoption date or the date it was reviewed or revised.

☐ 13. **Policy for Title IX**

Regulatory Citation: 34 CFR Part 106

Documentation: Upload the current Title IX policy **AND** the public-facing link where it is posted **AND** documentation confirming completion of the required team training. Policy should include the adoption date or the date it was reviewed or revised.

☐ 14. **Policy for Antisemitism**

Regulatory Citation: 70O.S24-163(A) ; 70O.S24-163(A)(1)

Documentation: Upload the current student, faculty, and staff codes of conduct policies that explicitly include the statutory definition of antisemitism and reference the handling of antisemitic harassment or discrimination. Policy should include the adoption date or the date it was reviewed or revised.

☐ 15. **Annual Notice of Nondiscrimination**

Regulatory Citation: 34 CFR §100.6(d), 34 CFR § 104.8, 34 CFR § 106.9, 45 CFR § 92.10 and 40 CFR § 7.95

Documentation: Upload a copy of your annual notice of nondiscrimination.

☐ 16. **Continuing Notice of Nondiscrimination**

Regulatory Citation: 28 CFR §35.106, 34 CFR §100.6(d), §104.8, §106.9, §110.25.

Documentation: Upload documentation showing inclusion of the statement in the student handbook, job application, **AND** at least 3 examples in a catalog/other promotional materials.

Section III: Federal Student Aid

☐ 17. **Current Program Participation Agreement (PPA)**

Regulatory Citation: 20 U.S.C. § 1094; 34 CFR Part 668

Documentation: Upload a copy of your current PPA.

☐ 18. **Current Eligibility and Certification Approval Report (ECAR)**

Regulatory Citation: 20 U.S.C. § 1094; 34 CFR Part 668

Documentation: Upload a copy of your current ECAR.

Section IV: Student Information and Federal Disclosures

☐ 19. **Data Security & Personally Identifiable Information (PII) / Identity Theft Prevention Program**

Regulatory Citation: 16 CFR §§ 314.3–314.4; 16 CFR § 681.1

Documentation: Upload data security policies and procedures addressing the protection of PII and identity theft prevention.

☐ 20. **Policy for Misrepresentation**

Regulatory Citation: 34 CFR 668.71(c)- 668.74

Documentation: Upload the current policy and procedure addressing the prevention of misrepresentation in recruitment, marketing, and institutional disclosures. Policy should include the adoption date or the date it was reviewed or revised.

☐ 21. **FERPA annual notification**

Regulatory Citation: 34 CFR 668.41(c); 34 CFR Part 99

Documentation: Upload documentation **OR** a link showing how the annual FERPA notice is distributed.

☐ 22. **Voter Registration distribution**

Regulatory Citation: HEOA Section 493(a)(1) amended HEA Section 487(a)(23) (20 U.S.C. 1094(a)(23)); added HEA Section 487(a)(23)(D), 34 CFR 75.500(d) and 76.500(d); DCL-GEN-22-05

Documentation: Description of method used to distribute voter registration information and timing.

☐ 23. **Constitution Day recognition**

Regulatory Citation: *Consolidated Appropriations Act, 2005 §111*

Documentation: Evidence of recognition (Examples can include agenda, announcement, lesson plan, website notice, etc.).

Section V: Personnel

☐ 24. **Felony record search policy & confirmation of background checks conducted on new employees**

Regulatory Citation: 70 O.S. § 6-101.10, 70 O.S. § 5-142

Documentation: Upload a copy of the felony record/background check policy **AND** a list of all new employees whose contracts began on or after **July 1, 2026**, including the date each background check was received.

☐ 25. **Personnel evaluation policies and procedures**

Regulatory Citation: 70 O.S. § 6-101.10; OAG 5.2 (*Met/Not Met Statement*)

Documentation: Upload a copy of personnel evaluation policies and procedures and most recent evaluation completion report for **ALL** employees.

Section VI: Campus Safety, Security and Drills

☐ 26. **Emergency Operations Plan**

Regulatory Citation: 34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A; *Handbook for Campus Crime Reporting*

Documentation: Upload the current emergency/crisis management plan, including the plan/policy outlining communication systems used for emergency and operational messaging.

☐ 27. **Policy for Hazing (students and staff/faculty)**

Regulatory Citation: 70 OS 24-463(A); *Public Law No 118-173*

Documentation: Upload a copy of your current hazing policy. The policy should include the adoption date or the date it was reviewed or revised.

☐ 28. **Clery Act / Annual Security Report – Publication and Notice**

Regulatory Citation: 34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A

Documentation: Provide the URL to your Annual Security Report **AND** copy of the notice **with** description of how Notice of Availability is distributed (e.g., email, website posting, etc.).

☐ 29. **Drug & Alcohol Abuse Prevention Program (DAAPP) and Biennial Review**

Regulatory Citation: 34 CFR 86.100; 34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A

Documentation: Upload evidence with the date of the most recent biennial review, along with a copy of the notice **AND** a description of how DAAPP information is distributed to students and employees (e.g., email, website posting, etc.).

☐ 30. **Child Abuse/Neglect Reporting Policy & Employee Attestation**

Regulatory Citation: 70 O.S. § 1210.163 70 O.S. § 6-194

Documentation: Upload a copy of the policy for reporting child abuse/neglect **AND** a blank copy of the employee attestation statement acknowledging their responsibility to report.

Emergency Drills

An Emergency Drill Documentation Form is available in ctYOU to help technology centers document when each drill is conducted. After conducting drill, submit the required report at schoolsecurity.ok.gov.

First Semester Drills:

☐ 31. **Fire Drill #1—First Semester**

Regulatory Citation: 70 O.S. § 5-149

Documentation: Conduct Fire Drill #1 within the first 15 days of the first semester. After conducting the drill, submit the required report at schoolsecurity.ok.gov.

☐ 32. **Security Drill #1—First Semester**

Regulatory Citation: 70 O.S. § 5-148

Documentation: Conduct Security Drill #1 within the first 15 days of the first semester. After conducting the drill, submit the required report at schoolsecurity.ok.gov.

☐ 33. **Tornado Drill #1—First Semester**

Regulatory Citation: 70 O.S. § 5-149

Documentation: Conduct Tornado Drill #1 during September. After conducting the drill, submit the required report at schoolsecurity.ok.gov.

☐ 34. **Security Drill #2—First Semester**

Regulatory Citation: 70 O.S. § 5-148

Documentation: Conduct Security Drill #2 at any time during the first semester. After conducting the drill, submit the required report at schoolsecurity.ok.gov.

☐ 35. **Other Drill—First Semester**

Regulatory Citation: 70 O.S. § 5-149

Documentation: Conduct one additional emergency drill at any time during the first semester. After conducting the drill, submit the required report at schoolsecurity.ok.gov.

Second Semester Drills:

Deadline Note: Some second-semester drills may not be required until after the **February 1** submission deadline. ODCTE Accreditation staff will verify completion of these drills after their applicable deadlines.

☐ 36. **Fire Drill #1—Second Semester**

Regulatory Citation: 70 O.S. § 5-149

Documentation: Conduct Fire Drill #1 within the first 15 days of the second semester. After conducting the drill, submit the required report at schoolsecurity.ok.gov.

☐ 37. **Security Drill #1— Second Semester**

Regulatory Citation: 70 O.S. § 5-148

Documentation: Conduct Security Drill #1 within the first 15 days of the second semester. After conducting the drill, submit the required report at schoolsecurity.ok.gov.

☐ 38. **Tornado Drill #1— Second Semester**

Regulatory Citation: 70 O.S. § 5-149

Documentation: Conduct Tornado Drill #1 during March. After conducting the drill, submit the required report at schoolsecurity.ok.gov.

☐ 39. **Security Drill #2— Second Semester**

Regulatory Citation: 70 O.S. § 5-148

Documentation: Conduct Security Drill #2 at any time during the second semester. After conducting the drill, submit the required report at schoolsecurity.ok.gov.

☐ 40. **Other Drill— Second Semester**

Regulatory Citation: 70 O.S. § 5-149

Documentation: Conduct one additional emergency drill at any time during the second semester. After conducting the drill, submit the required report at schoolsecurity.ok.gov.

Section VII: Transportation

☐ 41. **Bus Driver Compliance Documentation**

Regulatory Citation: OAC 210:30-5-8, OAC 210:30-5-8

Documentation: For each bus driver employed by the technology center, complete a separate entry in the Oklahoma Technology Center Bus Driver Compliance Documentation area in ctYOU. For each driver, submit:

- Current CDL showing S (School Bus) and P (Passenger) endorsements;
- Current Motor Vehicle Record (MVR) from the Oklahoma Department of Public Safety;
- Current Health Certificate; and
- Completed and dated Bus Driver In-Service Form for the current year.

☐ 42. **Annual Bus Inspections**

Regulatory Citation: OAC 210:30-5-6

Documentation: Upload the most recent annual inspection report for **each bus**, along with documentation verifying the inspector's current Oklahoma certification.

☐ 43. **Daily pre-trip bus inspections**

Regulatory Citation: OAC 210:30-5-6

Documentation: Upload dated pre-trip inspection records **for the following dates:** 08/27/2026, 09/14/2026, 10/22/2026, 11/18/2026, 12/10/2026, verifying that daily inspections are performed on **all buses** and retained on file for at least 90 days.

☐ 44. **Bus driver drug and alcohol testing requirements**

Regulatory Citation: 49 CFR Part 382; 49 CFR § 382.603

Documentation: Upload the following four items separately:

- The district's current drug and alcohol testing plan.
- The district's procedures for the random selection of bus drivers for drug and alcohol testing.
- The district's current contract with its drug-testing facility or service provider.
- Documentation confirming that the designated bus driver supervisor has completed the required two-hour drug and alcohol recognition training. Documentation must clearly identify the individual designated as the bus driver supervisor.

☐ 45. **Bus emergency evacuation drills**

Regulatory Citation: OAC 210:30-5-6

Documentation: Conduct two bus emergency evacuation drills. After conducting a drill, submit the required report at schoolsecurity.ok.gov. **It is recommended that one drill be conducted within the first two weeks of each semester.**

Questions About a Requirement?

The individuals listed below serve as the primary points of contact for each compliance requirement. Please contact the appropriate staff member if you have questions or need assistance completing an item.

Checklist Number	Compliance Requirement	Point of Contact	Email	Phone Number
Section I: Administration and Institutional Operations				
1 - 5	Accreditation and Compliance Contacts Physical Locations & Addresses Strategic Plan Communications and Marketing Plan Policy for Code of Ethics	Joey Vanek	joey.vanek@careertech.ok.gov	(405) 743-5575
6	Instructional Schedule	Sandra McKnight	sandra.mcknight@careertech.ok.gov	(405) 743-5519
7-9	Offsite, Work Based Learning, internships, job shadows, etc. Accreditation and State Agency complaint contact disclosures Grievance/Complaint Procedures	Alan Nahs Sandra McKnight	alan.nahs@careertech.ok.gov sandra.mcknight@careertech.ok.gov	(405) 743-5578 (405) 743-5519
Section II: Civil Rights				
10-16	Policy for Interpreters Policy for Service Animals Policy for Selection of Students Policy for Title IX Policy for Antisemitism Annual Notice of Nondiscrimination Continuing Nondiscrimination Notice	Alan Nahs	alan.nahs@careertech.ok.gov	(405) 743-5578
Section IV: Student Information and Federal Disclosures				
17-18	Current Program Participation Agreement (PPA) Current Eligibility and Certification Approval Report (ECAR)	Sandra McKnight	sandra.mcknight@careertech.ok.gov	(405) 743-5519
Section IV: Student Information and Federal Disclosures				
19-23	Data Security and PII / Identity Theft Prevention Program Policy for Misrepresentation FERPA annual notification Voter Registration distribution Constitution Day recognition	Sandra McKnight	sandra.mcknight@careertech.ok.gov	(405) 743-5519

Section VI: Personnel				
24	Felony record search policy & confirmation of background checks conducted on new employees	Brent Meeks	brent.meeks@careertech.ok.gov	(405) 743-5123
25	Personnel evaluation policies and procedures	Joey Vanek	joey.vanek@careertech.ok.gov	(405) 743-5575
Section VII: Transportation				
26-27	Emergency Operations Plan Policy for Hazing	Alan Nahs	alan.nahs@careertech.ok.gov	(405) 743-5578
28-29	Clery Act / Annual Security Report Drug & Alcohol Abuse Prevention Program & Biennial Review	Sandra McKnight	sandra.mcknight@careertech.ok.gov	(405) 743-5519
30	Child Abuse/Neglect Reporting Policy & Employee Attestation	Brent Meeks	brent.meeks@careertech.ok.gov	(405) 743-5123
31-40	First & Second Semester Emergency Drills	Joey Vanek	joey.vanek@careertech.ok.gov	(405) 743-5575
Section VII: Transportation				
41-45	Bus Driver Compliance Documentation Annual Bus Inspections Daily pre-trip bus inspections Bus driver drug and alcohol testing requirements Bus emergency evacuation drills	Joey Vanek	joey.vanek@careertech.ok.gov	(405) 743-5575