

2016-2017 Less-Than-Class-Size Notification Process

1. CEPDs may offer Less-Than-Class-Size (LTCS) Career and Technical Education (CTE) Programs during 2016-2017 for those programs listed on "LTCS Career Clusters and CIP Codes for 2016-17."
2. LTCS notifications must be received at the OCTE by the Friday after the fall student count date (**Friday, October 7, 2016**) in order to be listed on the CTEIS 4483 reports.
3. LTCS programs must operate for a full year and enrollment must be reported on the CTEIS 4483. At that time, LTCS programs will need to report their instructional design based on the 12-segment structure.
4. CTE Program Standards (Performance Elements) must be utilized to develop LTCS training programs that contribute to the pupil's progress toward a career objective. The CTE Program Standards (Performance Elements) can be found on the Michigan Center for Career & Technical Education website: <http://ctenavigator.org/>, go to "Resources."
5. LTCS students are required to take the CIP state assessment if there is one assigned to the program.
6. State-approved CTE CIP programs' enrollment in LTCS courses is limited to **15 or fewer students**. The LTCS contracted program shall have no more than four pupils per vocationally annually-authorized personnel per instructional site in the same time period.
7. ***Annual Occupational Authorization (AOA) Application For Less-Than-Class-Size***

All LTCS AOAs must be applied for through the Michigan Online Educator Certification System (MOECS) at: www.michigan.gov/moecs before LTCS students are placed into the program. Teachers/Instructors that provide contractual instruction to K-12 students and are not paid by the district are exempted from the fingerprinting/criminal background check requirement. (Attorney General Opinion [No. 7252] issued October 21, 2010.)

MOECS will send an email with a Pay Fee link to the applicant (or the school district if the district pays the fee). The application will remain in Pay Fee status for 30 days. If the payment has not been made within 30 days, the AOA will go into Rescinded status. Authorization holders continuing to work in an assignment while in Rescinded status are considered out of compliance.

Please note that all AOAs, including LTCS AOAs, are valid until **August 31** of the school year in which they were issued. Any questions regarding the AOA application process should be directed to:

Michigan Department of Education
Office of Professional Preparation Services
Post Office Box 30008
Lansing, Michigan 48909
Phone: 517-373-3310

2016-2017 Less-Than-Class-Size Notification Process

8. LTCS programs are part of the Technical Review, Assistance, and Compliance (TRAC) process and may be selected as part of the regional on-site visit. Information on the TRAC process can be found on the MDE-OCTE website at: www.michigan.gov/octe under "Monitoring."

9. ***Pupil Accounting Manual Requirements for Less-Than-Class-Size Programs***

The following is an excerpt from Section 5-P, Work-Based Learning Experiences of the Michigan Department of Education Pupil Accounting Manual (2016-17). Please make sure that all requirements are followed to avoid any audit findings:

4) ***Unpaid Training State-Approved Career and Technical Education Less-Than-Class-Size (LTCS) Programs***

An unpaid state-approved CTE less-than-class-size (LTCS) program provides an opportunity to pupils who, because of unique circumstances, do not have a program available through a regular state-approved CTE program. Each program is contracted with business, industry, or private occupational schools as an alternative method of providing CTE not readily available in a public education institution. A pupil who participates in a LTCS program is eligible to generate added cost funding pursuant to State School Aid Act Section 61a and may be counted in membership if all of the following are met:

- j. The pupil is enrolled in grades 11 to 12.*
- k. A completed and signed notification has been received by the OCTE by the Friday after the fall pupil membership count day.*
- l. The experience is monitored by a vocationally (CTE) certificated teacher/coordinator employed by the school district.*
- m. The pupil is eligible to receive credit towards a high school diploma for the work-based learning experience.*
- n. The program shall be established for a time period as defined in the program standards for the CTE program.*
- o. Instruction for pupils shall be provided by approved less-than-class-size vocationally (CTE) annually authorized personnel under the jurisdiction of the employer.*
- p. The LTCS contracted program shall have no more than four (4) pupils per vocationally (CTE) annually authorized personnel per instructional site in the same period.*
- q. The district shall have a written training agreement.*
- r. The district shall have a written training plan.*

2016-2017 Less-Than-Class-Size Notification Process

You may view all of the section from of the Pupil Accounting Manual at:
http://www.michigan.gov/mde/0,4615,7-140-5235_6539---,00.html

NOTE: Additional work-based learning materials are attached.

Any questions regarding the LTCS process should be directed to:

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Office of Career and Technical Education
Post Office Box 30712
Lansing, Michigan 48909
Phone: 517-241-4355
Email: lowez@michigan.gov