Request to Remove State Approval of a Career and Technical Education (CTE) Program

Please submit this completed form by June 15th – to remove from CTEIS the following school year.

Submit to: Office of Career and Technical Education
Joan Church, Department Analyst
PO Box 30712, Lansing, MI 48909
Phone: 517-335-0360; Fax: 517-241-5347
Email: ChurchJ@michigan.gov

**Directions:** Submission of this form will result in the removal of this program from the Career and Technical Education Information System (CTEIS), and it will no longer be eligible to generate Section 61a1, State Aid Added Cost funds. Reporting obligations resulting from previously reported enrollments (including expenditures and follow-up reports) will still be required. Please submit a separate form for each program (identified by a PSN number).

**Note:** State approval of this program in the future, will require a New CTE Program Application.

Date: ____________________
CEPD Number: ____________________
Fiscal Agency: ____________________
Operating Agency: ____________________
Operating Building: ____________________
Contact Person: ____________________
Phone Number: ____________________ Email Address: ____________________

**Program Removal Requested for:**

<table>
<thead>
<tr>
<th>PSN</th>
<th>Program Name</th>
<th>CIP Code</th>
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**Reason for Removal:**

☐ Program Quality Issues (TRAC) ☐ Enrollment Decline ☐ Non-certified Instructor

☐ More Limited Options for Students ☐ Unable to Hire Appropriately Certified Instructor

☐ Other: ____________________

Signature of Fiscal Agency Superintendent ____________________ Date ____________________

Signature of Operating Agency Superintendent ____________________ Date ____________________

Signature of CEPD CTE Administrator ____________________ Date ____________________

Removal Complete: ____________________ Signature ____________________ Date ____________________

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