

# STATE APPROVED CAREER AND TECHNICAL EDUCATION LESS-THAN-CLASS-SIZE PROGRAM APPLICATION 2024-2025 School Year

**DUE: Wednesday, September 25, 2024**

## INSTRUCTIONS:

- Submit a separate application for **each** State-Approved Career and Technical Education (CTE) Less-Than-Class-Size (LTCS) program.
- Applications must be approved by the Career Education Planning District (CEPD) Administrator prior to submission to the Office of Career and Technical Education(OCTE).
- Complete the application **electronically, do not hand-write**.
- Attach a copy of the Program Instructional Design.
- Applications must be received by the Michigan Department of Education, OCTE no later than **Wednesday, September 25, 2024**.
- The LTCS program must be equivalent to a full year, state-approved CTE program.
- The LTCS program must be delivered at a location outside the agency/classroom setting.
- Students enrolled in the LTCS program are required to participate in work-based learning. Refer to Section 5 of the [CTE Administrator Manual](https://www.michigan.gov/mde/services/octe/educators/cte-administrators/cte-administrator-manual) to review information relevant to LTCS (<https://www.michigan.gov/mde/services/octe/educators/cte-administrators/cte-administrator-manual>).
- Submit application to [MDE-OCTE-Submissions@michigan.gov](mailto:MDE-OCTE-Submissions@michigan.gov) .
- Any questions may be directed to Carol Clark at [clarkc50@michigan.gov](mailto:clarkc50@michigan.gov).

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CEPD Number:

Program Name:

CIP Code Number:

PSN:

Fiscal Agent Name:

Fiscal Agent Code:

Operating District Name:

Operating District Code:

Building Name:

Building Code:

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Name of Instructor:

Title

Is the Instructor Certified

YES or

Certification Type:

Certification Number:

NO

Date the Annual Career Authorization (ACA) application for LTCS was submitted via the web to the Michigan Department of Education, Office of Educator Excellence (MDE-OEE):

Date:

Annual Career Authorization Number:

CEPD Number:

CIP Code Number:

PSN:

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**Confirm the following requirements are met by checking the boxes:**

Michigan Occupational Safety and Health Administration or other checklist was utilized when inspecting the LTCS program site for safety.

The instructor is **not** an employee of the district.

**Note:** All contract instructors must be formally approved by the Michigan Department of Education, OEE for their Annual Career Authorization.

The instructor is **not** the parent/guardian of any of the students.

The district has verified that Workman's Compensation/General Disability is provided. (Citation of Rule in Pupil Accounting Manual under Rule 340.15)

All students which qualify for special education services must have an Individualized Education Program with listed accommodations.

The CTE Program Standards, Performance Elements, and Competencies were utilized to develop the LTCS training program and contributed to the pupil's progress toward a career objective.

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Name of the Business:

Type of Business:

Physical Address of LTCS CTE Program:

Phone Number of the Business:

Training Agency if Applicable:

CEPD Number:

CIP Code Number:

PSN:

Name of District's LTCS Coordinator:

Coordinator's Phone:

Email Address:

Coordinator's School Name:

Coordinator's School Address:

**Note:** Instructor may have no more than 4 students in the same time-period.

| Student Name | Sending School District Name | Grade | Date of Birth<br>Month/Day/Year |
|--------------|------------------------------|-------|---------------------------------|
|              |                              |       |                                 |
|              |                              |       |                                 |
|              |                              |       |                                 |
|              |                              |       |                                 |

Hours Per Week:

Number of Weeks:

Mon.

Tues.

Wed.

Thurs.

Fri.

Sat.

Sun.

From:

To:

## State-Approved Career and Technical Education Less-Than-Class-Size Program Application Assurances

As CEPD Administrator, I confirm my understanding of the following assurances by placing an X in the corresponding fields and by my signature below.

- The training agreement and training plan have been signed by all parties and are on file at the CEPD.
- The appropriate instructional plan/curriculum is on file at the CEPD.
- The instructor's ACA for LTCS has been submitted to the OEE, their licensure/business/industry certification has been verified and is on file at the CEPD (if applicable).
- The LTCS program will run a full year and enrollment reported on Form 4483 in Career and Technical Education Information System.
- LTCS program students will take the corresponding CIP code state assessment if there is one assigned to the program.
- Enrollment for the 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.
- All requirements of the Michigan Department of Education current Pupil Accounting Manual, as addressed in Section 5-P, Work-Based Learning Experiences have and will be followed.

### CEPD CTE ADMINISTRATOR'S APPROVAL:

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Signature

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Date

**All LTCS Applications and the Program Instructional Design  
must be received by:**

**Wednesday, September 25, 2024**

**Submit Application in PDF format to:**

[MDE-OCTE-Submissions@michigan.gov](mailto:MDE-OCTE-Submissions@michigan.gov)