

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

1. Career Education Planning Districts (CEPD) may apply for State-Approved Career and Technical Education (CTE) Less-Than-Class-Size (LTCS) Programs which are listed on the corresponding school year State-Approved CTE Less-Than-Class-Size Program Career Clusters and CIP Codes list.
2. State-Approved CTE Less-Than-Class-Size Program Applications must be received at the Office of Career and Technical Education by Wednesday, September 27, 2023, to be listed on the Career and Technical Education Information System (CTEIS) 4483 report.
3. State-Approved CTE Less-Than-Class-Size Programs must operate for a full year and enrollment must be reported on the CTEIS 4483. State-Approved CTE Less-Than-Class-Size Programs will need to report their instructional design based on the 12-segment structure or Perkins Course Competencies (PCC) in the Grant Electronic Monitoring System (GEMS).
4. The CTE Program Standards, Performance Elements, and Competencies must be utilized to develop State-Approved CTE Less-Than-Class-Size training programs that contribute to the pupil's progress toward a career objective.
5. State-Approved CTE Less-Than-Class-Size Program enrollment is limited to **15 or fewer students** per course. The State-Approved CTE Less-Than-Class-Size contracted program shall have no more than four pupils per annual career authorization personnel per instructional site within the same time-period.
6. **Annual Career Authorization Application for State-Approved CTE Less-Than-Class-Size Program**

The individual instructing the State-Approved CTE Less-Than-Class-Size Program must meet the requirements of the Office of Educator Excellence (OEE). Information is available on the [MDE/OEE](https://www.michigan.gov/mde/0,4615,7-140-5683_14795_83466---,00.html) website located at: https://www.michigan.gov/mde/0,4615,7-140-5683_14795_83466---,00.html

All State-Approved CTE Less-Than-Class-Size Program Annual Career Authorizations must be applied for by the district through the Michigan Online Educator Certification System ([MOECS](http://www.michigan.gov/moecs)) at: www.michigan.gov/moecs, before State-Approved CTE Less-Than-Class-Size Program 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 and 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 Annual Career Authorization 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 Annual Career Authorizations, including State-Approved CTE Less-Than-Class-Size Program Annual Career Authorizations, are valid until **August 31** of the school year in which they were issued. Any questions regarding the Annual Career Authorization application process should be directed to:

Michigan Department of Education
Office of Educator Excellence
Post Office Box 30008
Lansing, Michigan 48909
Phone: 517-335-0585

7. State-Approved CTE Less-Than-Class-Size Programs are part of the Technical Review, Assistance, and Compliance (TRAC) process and may be selected as part of the regional or targeted on-site visit. Information on the Technical Review, Assistance, and Compliance process can be found on the ["Monitoring" page of the MDE-OCTE website](https://www.michigan.gov/mde/0,4615,7-140-2629_82356_53971---,00.html) at: https://www.michigan.gov/mde/0,4615,7-140-2629_82356_53971---,00.html

8. Pupil Accounting Manual Requirements for State-Approved CTE Less-Than-Class-Size Programs

State-Approved CTE Less-Than-Class-Size Program Learning Experiences –

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 Section 61a of the State School Aid Act and may be counted in membership.

Requirements for Counting in Membership –

The listed requirements below must be met for the State-Approved CTE Less-Than-Class-Size student membership:

1. The pupil is enrolled in grades 9-12.
2. The experience is monitored by a certified teacher. Special education pupils enrolled under this section must be monitored by a teacher certified in special education.
3. The pupil is eligible to receive credit toward a high school diploma for the experience.
4. Safety instruction appropriate to the placement has been provided by the district or employer and must be documented in either the training plan or training agreement.
5. The district has verified that the pupil will be covered under the workers' disability compensation and general liability insurance provided by the company that hosts the experience.
6. Instruction for pupils shall be provided by approved CTE Less-Than-Class-Size annually authorized personnel under the jurisdiction of the employer.

Please review Section 5-P of the current [Pupil Accounting Manual](#) which is available on the Michigan Department of Education website at:

<https://www.michigan.gov/mde/0,4615,7-140-35127-22360--,00.html>

NOTE: For all State-Approved CTE Less-Than-Class-Size Program placements, it is required that students are participating in work-based learning. Please be sure to review the instructional materials available on the [Work-Based Learning Manual](#) page of the Michigan Department of Education, Office of Career and Technical Education website at:

https://www.michigan.gov/mde/0,4615,7-140-2629_53968-472911--,00.html

Direct questions regarding the State-Approved CTE Less-Than-Class-Size Program process to:

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