

**Proposed PERMANENT Rule**

**TITLE 780. OKLAHOMA DEPARTMENT OF CAREER AND  
TECHNOLOGY EDUCATION  
CHAPTER 10. ADMINISTRATION AND SUPERVISION**

**RULEMAKING ACTION:**

Notice of proposed PERMANENT rulemaking

**PROPOSED RULES:**

Subchapter 3. State Technical Assistance, Supervision, and Services  
780:10-3-3. [AMENDED]

**SUMMARY:**

The proposed rule amendment to Subchapter 3 is to clarify the entity that sets pricing for student guides and assessments, outlines the process for orders, correct contacts, and credits. The proposed rule amendment also updates return policy for on demand print materials.

**AUTHORITY:**

Oklahoma State Board of Career and Technology Education; 70 O.S. 2021, § 14-103, § 14-104, as amended.

**COMMENT PERIOD:**

Persons may submit written comments through January 16, 2024, to Marie Saatkamp at 1500 W. Seventh Ave., Stillwater, OK 74074, or by email to [marie.saatkamp@careertech.ok.gov](mailto:marie.saatkamp@careertech.ok.gov).

**PUBLIC HEARING:**

A public hearing will be held at 9:00 a.m. on Thursday, January 18, 2024, at the Oliver Hodge Building, Room 1-20, 2500 N Lincoln Boulevard, Oklahoma City, OK 73105. Anyone who wishes to speak must sign in at the door by 9:05 a.m. Each person will be allowed a maximum of 5 minutes to speak.

**REQUESTS FOR COMMENTS FROM BUSINESS ENTITIES:**

Business entities affected by these proposed rules are requested to provide the agency with information, in dollar amounts, if possible, about the increase in the level of direct costs, indirect costs, or other costs expected to be incurred by the business entity due to compliance with the proposed rules. Business entities may submit this information in writing through January 16, 2024, at the Oklahoma Department of Career and Technology Education's office 1500 W. Seventh Ave., Stillwater, OK 74074, or by email to or [marie.saatkamp@careertech.ok.gov](mailto:marie.saatkamp@careertech.ok.gov).

**COPIES OF PROPOSED RULES:**

The proposed rules may be viewed on the agency's website at <https://oklahoma.gov/careertech.html> and copies may be obtained from the Oklahoma Department of Career and Technology Education's office located at 1500 W. Seventh Ave., Stillwater, OK 74074. Copies may also be obtained by written request mailed to the attention of Marie Saatkamp, Human Resources Specialist, Oklahoma Department of Career and Technology Education, 1500 W. Seventh Ave., Stillwater, OK 74074, or emailed to or [marie.saatkamp@careertech.ok.gov](mailto:marie.saatkamp@careertech.ok.gov).

**RULE IMPACT STATEMENT:**

Pursuant to 75 O.S., §303(D), a rule impact statement is being prepared and will be available for review after December 30, 2023, at the above addresses.

## CONTACT PERSON:

Marie Saatkamp, Human Resources Specialist, Oklahoma Department of Career and Technology Education, 1500 W. Seventh Ave., Stillwater, OK 74074, 405-743-5455, marie.saatkamp@careertech.ok.gov.

### 780:10-3-3. Instructional materials development and dissemination

(a) **Purpose.** The Curriculum and Instructional Materials Center (CIMC) and the CareerTech Testing Center (CTTC) shall develop and distribute instructional materials and assessments in print and digital formats.

(b) **Product pricing.** Prices for assessments and study guides shall be determined using pricing formulas established or adopted by the CTTC. ~~Print~~ products and online courses shall be determined using pricing formulas established or adopted by the CIMC. Prices will be the same for both Oklahoma and non-Oklahoma customers, except for assessments. Assessments shall be provided free of charge to Oklahoma CareerTech students. The End User License Agreement describes bulk seat purchases of CIMC online courses.

(c) **Order processing.** Orders for assessments ~~and study guides shall be made using the CTTC online catalog or by contacting a designed CTTC staff by phone.~~ ~~Print~~ products and online courses shall be made by using the online catalog or by transmitting a completed order form by email or fax, or by contacting the designated CIMC customer service staff by phone.

(1) **Required order information.** Orders shall include the following basic information ~~in order~~ to be processed, regardless of order method:

- (A) Product ID#
- (B) Title/Description
- (C) Quantity ordered
- (D) Item price
- (E) Additional information may be required to process/deliver orders for web-based products (i.e. assessments online courses).

(2) **Shipping charges.** Shipping charges shall apply to all products that are not web-based. Domestic shipping charges are 10% for orders up to \$200 and 8% for orders over \$200. International shipping charges are 20% of the value of products ordered. ~~The minimum shipping charge is \$9.~~ A minimum shipping and handling charge shall be established by the CIMC and applied to all orders.

(3) **Sales tax.** Sales tax shall be charges on all products sold for personal use and to non-governmental entities with the exception of assessments.

(4) **Payments.** Payment for print products or online course orders shall be made at the time of purchase. Acceptable methods of payment are purchase order, check, and credit card (VISA, MasterCard, or Discover). Checks for print products or online course orders must be made payable to CIMC. Checks for online assessments or study guides must be made payable to CTTC. Payment for international orders must be remitted in U.S. dollars drawn on a U.S. bank or world money order.

(5) **Returns, restocking fee and refunds.** Unless otherwise specified below, all returns must be preauthorized by contacting CIMC Customer Service at (800) 654-4502. No returns will be authorized after 30 days from the date of invoice (90 days for Oklahoma customers). Unless a backorder is pending, refunds on authorized returns will be issued within 120 days of the original date of invoice.

(A) **Printed materials.** ~~No returns for print on demand materials. Print material must be returned in its original form and in salable condition.~~ A restocking fee of 20% of the returned product value will be applied to all returns. All returns must include the packing slip and/or invoice number.

(B) **Multimedia products.** Multimedia products (videos, DVDs, software) cannot be returned.

(C) **Online courses.** The End User License Agreement describes the refund policy that applies to CIMC online courses.

(D) **Assessments.** Assessments may not be returned for refund; ~~however, testing credits will be issued for unneeded/unused assessments.~~ All testing credits expire on June 30<sup>th</sup> of the academic year issued.

(6) **Shipping address.** Returned materials must be shipped to the following address:  
CIMC/Instructional Materials Warehouse, Oklahoma Department of Career & Technology Education, 1201 N. Western Road, Stillwater, OK 74075-2723.

(d) **Defective or damaged materials.**

(1) **Defective materials.** The CIMC must receive notification of print materials shipped in defective condition within five (5) days of customer's receipt of the materials. Credit for materials in defective condition shall be 100% of invoice price or free product replacement, as appropriate.

(2) **Damage In-Transit.** The CIMC is not responsible for damage to CIMC products incurred in transit. In such event, the customer must follow the carrier's claims process.