



OKLAHOMA
CareerTech

CCD

Counseling and Career Development

**ACADEMIC INFORMATION
FOR CAREERTECH
COUNSELORS
2023**

CAREER CLUSTERS

The career fields are the six large groups. They include all of the occupations in the United States, and their titles tell you something about the focus of work in that group of occupations. Each of the six career fields is divided into one to four subgroups, called clusters. Each cluster is made up of a number of occupations and postsecondary majors related to the specialty of that cluster. The results of your OK Career Guide interest and skills assessments are linked to these same clusters.



ABOUT THE GUIDE

The Counseling and Career Development Division is part of the Oklahoma Department of Career and Technology Education.

This document serves as a quick reference guide to common topics brought up in the counseling or advising office. It will also clarify some of the important legislation dealing with local high schools and technology center interaction. The 2002 Oklahoma House Bill 2886, which authorizes technology centers to offer academic courses to their students, is the foundation of this information.

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GENERAL INFORMATION

Assessment: Statewide

House Bill 3218 (2016) established assessment requirements beginning in 2017-18. All Oklahoma juniors will take the ACT or SAT as a part of the spring assessments. In addition, all 11th graders will also take the statewide science and U.S. history assessment. House Bill 2030 (2021) requires students beginning with the class of 2025 to pass a citizenship test, scoring at least 60 out of 100 points, to graduate.

Graduation Requirements

Senate Bill 1380 (2018) contains curriculum requirements for high school graduation affecting graduates of 2019 and beyond. You can print the graduation requirements by graduating class from the State Department of Education website under Counseling > Academic School Counselors > Graduation <https://sde.ok.gov/academic-advisement>

Graduation Plans

When students enter high school, parents/students must choose one of two graduation curriculum options: College Prep/Work Ready or CORE. Students are automatically enrolled in the College Prep/Work Ready curriculum unless parents give written permission and meet with a designated person from the school. Then a student may be allowed to enroll in the CORE curriculum. (SB 1370)

Carnegie Units (credits)

Academic courses offered in technology centers and local schools must adhere to the SDE requirements for awarding Carnegie units of credit. A unit of credit is given for successful completion of a course that meets a minimum of 40 minutes a day, 5 days a week for 36 weeks, or the equivalent of 120 clock hours within the school year.

Transcripts

The student's home high school shall transcript the units of instruction earned by a high school student attending the technology center, and the technology center should not be listed as a separate school. High school students who successfully complete their career plans of study shall be awarded competency/completion certificates by the technology center.

E-transcripts

For the tech center, the e-transcript enables local technology centers to receive transcripts more often and in a timely manner. It may also be critical to closely monitor the transcripts of students to ensure that both proper course transcription and other certifications are being posted. (NOTE: Technology centers can receive and view transcripts for free under the current state contract; additions and corrections can be made only by the high schools.)

Individual Career Academic Plan (ICAP)

Beginning with the freshman class of 2019-20 (graduates of 2023) students are required to fulfill the requirements of individual career academic plans before graduating. The Oklahoma Department of Career and Technology Education supports ICAP implementation by providing OKCareerGuide.org, a robust online career planning system available to all Oklahomans at no cost. Technology center student services staff members are encouraged to coordinate and partner with their sending schools to assure all students complete their ICAPs. (House Bill 2155)

Computer Science or Computer Technology

Oklahoma graduation requirements have not changed. For graduation purposes a student may take two units of the same foreign language or two units of computer science or computer technology. The most recently updated OCAS Code for CareerTech courses has identified the classes that meet computer science and computer technology requirements.

Oklahoma's Promise

Update for 2022: one change of particular importance to technology centers is the extension of the application process allowing 11th grade students to enroll. CTE courses (8000 level) that are listed for Oklahoma's Promise credit have undergone a statewide approval process by ODCTE, the Oklahoma State Department of Education and the Oklahoma State Regents for Higher Education. For a list of CTE courses that have been approved for Oklahoma's Promise recognized credit, go to the [Oklahoma CareerTech website](#). It is critical to name and transcript the courses that count for Oklahoma's Promise exactly as they are listed on the website.

NCAA and CareerTech

Individual high schools should submit the syllabi from individual courses at technology centers for NCAA approval.

OCAS Codes

OCAS Codes are the state's way of tracking the classes a school offers, an instructor teaches and a student takes. They are very important. Because there are changes in the codes every year, your SIS will need to be updated yearly. Also be sure to distinguish the instructional level appropriate for the classes as they may change as well. An easy way to understand this is demonstrated in OSDE's **Postsecondary Opportunities Guide**.

CTIMS Codes

CTIMS codes are what ODCTE uses to report classes at all levels of CareerTech for the federal government. They are primarily used for reports.

IMPORTANT INFORMATION ABOUT CTE COURSES/ CLASSES (8000S)

All CareerTech instructional divisions have a CareerTech student organization. Participation is mandatory in some instructional areas.



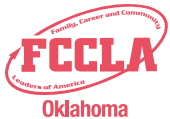
Agricultural Education -- FFA

Agriculture classes are offered in both middle school and high school. These classes cannot be taught at technology centers. Agricultural education classes have participation rules and requirements. Please visit with your teacher or call the ODCTE Agricultural Education Division with questions.



Science, Technology, Engineering and Math -- Technology Student Association

STEM courses are offered in MS and HS and are embedded in tech center programs. Some courses in science, technology, engineering and math at high schools and technology centers have been awarded Oklahoma's Promise credit and are acceptable to meet graduation requirements. Visit the [Oklahoma CareerTech website](#) to view a list showing the OCAS Codes and how STEM classes should appear on transcripts.



Family and Consumer Science --

Family, Career and Community Leaders of America

FCS courses follow career pathways. Courses in FCS can begin as early as sixth grade and continue into the technology centers. FCS has curriculum that meets the SDE graduation requirement for personal financial literacy. As with other CareerTech classes, FCS has rules and requirements specific to the program. Please visit with your teacher or call the ODCTE Family and Consumer Science Education Division.



Business, Marketing and Information Technology Education -- Business Professionals of America and DECA



Approved career and technology education courses taught in the high schools or technology centers may be counted as computer education credit for College Prep/Work Ready and Oklahoma's Promise requirements. These select courses have gone through a statewide approval process with ODCTE and OSRHE. These can be found on the same document as the other Oklahoma Promise curriculum noted in the Oklahoma Promise section.



Health Careers Education and HOSA

Health careers education is available to high school and postsecondary students. Programs and courses are offered at secondary schools and technology centers. HOSA-Future Health Professionals is the CareerTech student organization affiliated with all health programs. Anyone interested in starting a HOSA chapter can contact the HCE division at Oklahoma CareerTech.



Trade and Industrial Education -- SkillsUSA

Trade and industrial education programs and courses are designed through cooperation with industry partners to provide foundational learning in specific career paths while providing an avenue for industry-recognized and endorsed credentials. T&I programs prepare students to enter the workforce or to continue their education in postsecondary settings. T&I programs and course offerings are available in PK-12 schools and technology centers. Most T&I programs in technology centers serve both high school and adult students.

Specific Information About Credit for CT classes

Agricultural education classes replacing a third science and speech credit: The current CORE curriculum allows for qualified agricultural education courses to offer the sets of science competencies in Oklahoma Academic Standards. Qualified agricultural education courses may include horticulture, plant and soil science, animal science, natural resources, and environmental science.

CORE Curriculum Requirements for Science

For the qualified agricultural education courses to meet the CORE curriculum requirements and count for high school graduation only, the teacher must be certified in agricultural education (7550) or career and technology agriculture (7511).

Fine Art/Speech Credit

In 2012, the State Department of Education granted approval to allow students majoring in agriculture to enroll in the course 8022 Introduction to Agricultural Communications and use the earned credit to satisfy the fine arts/speech competency required by law. A student may earn either an elective credit or a fine art/speech credit for this course; thus, the school must decide at enrollment. An agricultural education instructor with agricultural education certification is qualified to teach the course with a yearly agreement on file at the state office. Visit the [Oklahoma CareerTech website](#) and select "Letter to Superintendents" regarding fine art/speech credit.

ACADEMIC CREDIT CLASSES OFFERED AT TECHNOLOGY CENTERS (HIGH SCHOOL OCAS CODES)

Information between the local school and the technology center about the academic credit of courses should be communicated yearly, preferably at a time of the year that allows both schools to check OCAS codes and plan for student graduation needs 780:20-3-2(b)(3). CareerTech course offerings must have the same titles as listed on the Standards for Accreditation on Oklahoma Schools.

Math/Science

Math and science courses with Oklahoma State Department of Education OCAS Codes (non-8000) taught at the technology center follow the same guidelines and Oklahoma academic standards as those taught at the comprehensive high school. These teachers must be Oklahoma subject-certified for the courses they teach. These classes count the same as if they were taught at the local school district. Only those courses approved by ODCTE are allowed to be taught by a CareerTech teacher.

Anatomy/Physiology

Science credit can be granted for anatomy and physiology courses taught at a technology center. In CTE programs, a .5 credit can be earned for Anatomy (5333) and a .5 credit can be earned for Physiology (5220) and are approved for College Prep/Work Ready requirements if the teacher holds a biological science certification (certification code: 6050) and the local school board approves it as a lab science. Most other science classes fall under STEM or academies.

CareerTech Counting for Math Credit on CORE Curriculum

Senate Bill 1370 (2018) provides that for students on the CORE curriculum only, acceptance and successful completion of one year of a full-time, three-hour career and technology education program leading to an industry-valued credential/certificate (industry-endorsed or industry-aligned) or college credit can count for one of the two math credits required above Algebra I. In the Postsecondary Opportunities Guide that is at the end of this document, refer to the list of “Career Tech Course Codes That Lead to Certification” for courses that qualify for the third math credit.

How to Show CTE Programs for Math Credit on Transcript from SDE (Found in SDE Graduation Requirements for Math)

Q: A student on the Core Diploma Pathway has opted to take one year of a full-time, three-hour program in place of a third mathematics credit. What subject code belongs on this student’s transcript?

A: If a student is on the Core Diploma pathway and is taking a three-hour career and technology course in place of a third math credit, the subject code for the course being taken is recorded on the transcript. A comment may be added to the transcript stating that the third math requirement for graduation has been satisfied by [course or program name/code].

Example: Mark the CT course with an asterisk, then denote what the asterisk means on the transcript:

OCAS code class 9707 would be transcribed as “Welding MN*” along with a transcript note stating “*Student satisfied third math credit with 3-hour CareerTech program.”

Note: S.B. 1370 is NOT the same as a student taking a pull-out math course at a technology center. Students taking a math course at a technology center should be transcribed the same way as a class would be if the student was taking it at the local high school.

CAREERTECH SPECIFIC INFORMATION

Transcripted Business and Industry Endorsements

In 2016, HB 3218 became law. It states that the local high school shall transcript business and industry recognized endorsements earned by CTE students. Technology centers shall notify local high schools when a student has earned such endorsements.

Sending Grades to High Schools

Because of changes to Oklahoma Promise, the opportunity for third math credits, the implementation of e-transcripts and the Oklahoma Report Card Points for Postsecondary Opportunities from SDE, special attention should be paid to grades. Technology centers are encouraged to send grades to their sending schools in a manner that reduces transcribing errors. Common errors include using the wrong OCAS code or not awarding the proper credits.

Students Withdrawing from CareerTech

780:15-3-6 (a)(3) states a procedure must be established and both the technology center and the sending school must agree for a student to withdraw from the technology center.

Cooperative Agreements

Community colleges and universities that offer technical college certificates may award college credit for courses taught at technology centers in three ways:

- ▶ **Contractual Arrangements:** The college makes a contract with the tech center. The program is overseen by college faculty. After successful completion, it gets transcripted on the student's college transcript.
- ▶ **Prior Learning Assessments:** Students take courses at the tech center and pass an approved industry assessment for technical credit in a technical degree. A student must earn 12 resident credits and submit proper documentation to the college, and then it gets transcripted on the student's college transcript.
- ▶ **Transfer Credit:** Students complete courses at the tech center, and if courses are on the statewide approved list, the tech center issues an official transcript, and then the student gets immediate college credit for them. Institutions can petition for exceptions to policy.

Academic Courses for Sophomores Within a Focused Field of Study (Academies)

In 2004, the state legislature authorized technology center districts may offer programs/career majors for sophomores by passing HB 2662. However, for sophomores to obtain academic credit for math and science courses above Algebra I and Biology I, students must be enrolled in focused fields of study. Examples of a focused field of career study/academy would be pre-engineering, biomedical sciences and computer science.

***Note:** Teachers must be Oklahoma subject-certified in the math and science courses they are teaching, and the local comprehensive school boards must approve the academy (focused field of study) yearly.*

If you have questions or need additional information, please contact:

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