

CareerTech Information Management System (CTIMS)

Instructional Framework Guidebook



OKLAHOMA
CareerTech

IMD Information Management Division

January 2024

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CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov, or contact:

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Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

If you have forgotten your password, click the **Forgot your password?** link to reset.

For helpful tips, see the [CTIMS Helpful Hints](#) section of this document.

IMPORTANT: Please log into CTIMS using the latest version of Microsoft Edge , Google Chrome , or Mozilla Firefox . CTIMS is currently not compatible with other browsers.

CTIMS Customer Support Contact

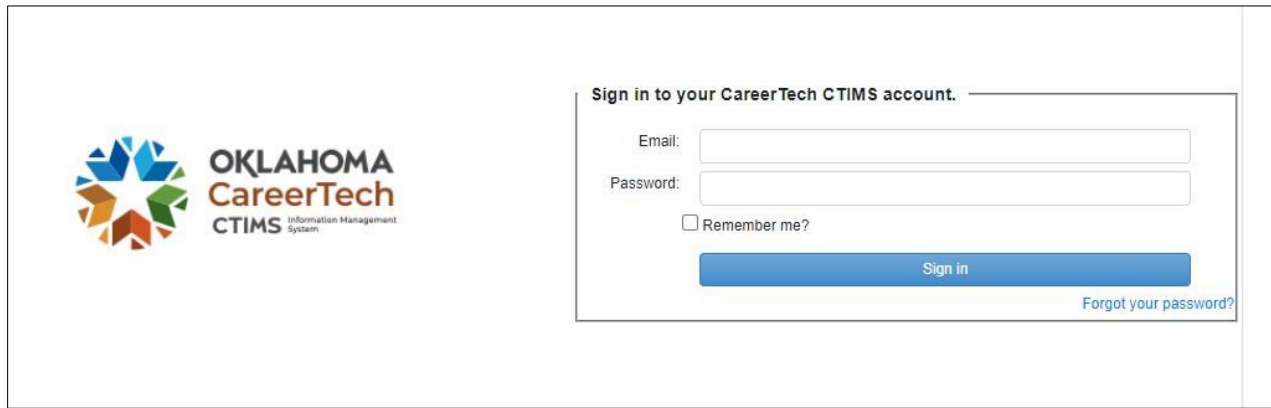
Elizabeth Richardson

Office: (405) 743-5134

Email: CTIMSSupport@careertech.ok.gov

Logging into CTIMS

Sign in using your school email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb>



Sign in to your CareerTech CTIMS account.

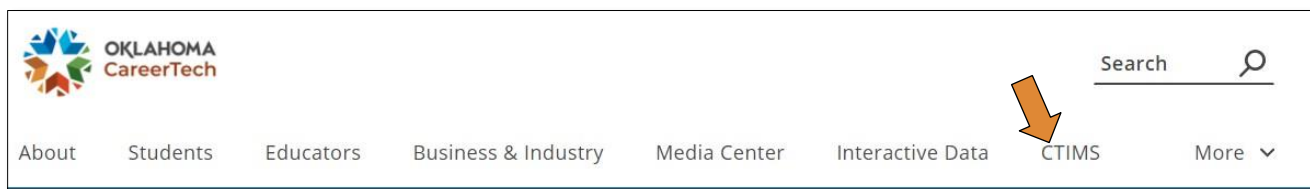
Email:

Password:

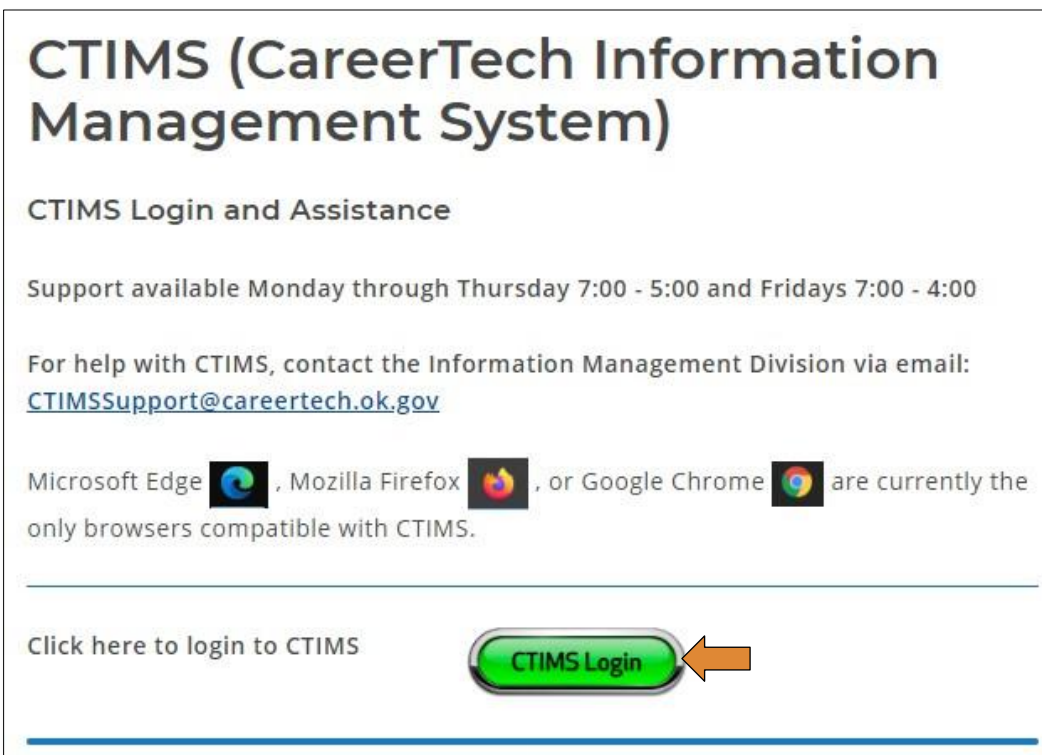
Remember me?

[Forgot your password?](#)

Or, go to [CareerTech \(oklahoma.gov\)](http://CareerTech.oklahoma.gov) and select the **CTIMS** tab.



On the CTIMS website, select the green **CTIMS Login** button.






CTIMS (CareerTech Information Management System)

CTIMS Login and Assistance

Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00

For help with CTIMS, contact the Information Management Division via email: CTIMSSupport@careertech.ok.gov

Microsoft Edge , Mozilla Firefox , or Google Chrome  are currently the only browsers compatible with CTIMS.

Click here to login to CTIMS

Approval Process Overview

| Approval Process | |
|----------------------------------|---|
| IFW Role | Process |
| IFW Submitter | Creates, completes, saves & submits the requests. |
| IFW Local Financial Aid Approval | 1 st approval. Reviews & approves/rejects requests. |
| IFW Occupational Approval | 2 nd approval. ODCTE occupational division reviews & approves/rejects requests. |
| IFW Financial Aid Approval | 3 rd Approval. ODCTE financial aid staff reviews & approves/rejects the request. |

IFW Submitter

*Preparation before Entering Into CTIMS

You will have better results if you take the time to do a little prep work beforehand.

- Print out the state programs you have approved for the current school year. See instructions [here](#).
- For each state and local program, decide which of the following categories the request will fall under for the upcoming school year:

No Changes: this program will be offered next year with no changes.

No Changes for Returning Students/Teach Out Only: this program will be continued for next year with no changes BUT only for returning students/teach out. New students will not be allowed to enroll in this program next year as currently approved. NOTE: If you plan to start a similar program next year but with different hours, course, etc., you will need to request a new program.

Will Make Changes: this program will be offered next year but changes will need to be made.

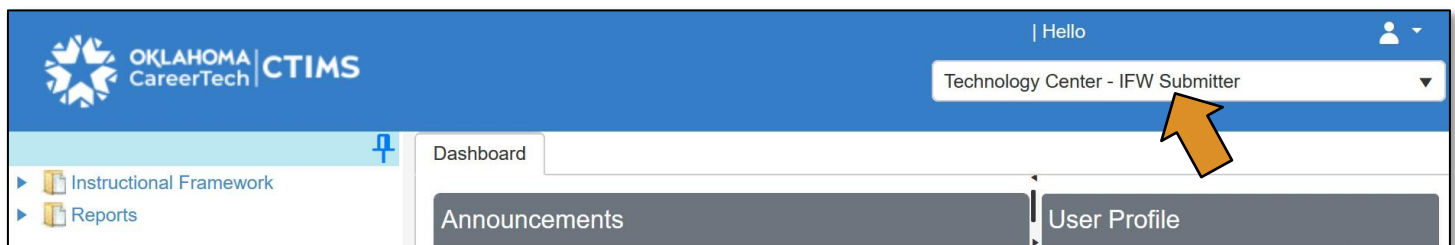
Will Not Offer Next Year: this program will not be offered next year and will not be needed for returning students/teach out.

Move to Another Site: this program will be offered next year but will be moved to another site in our district.

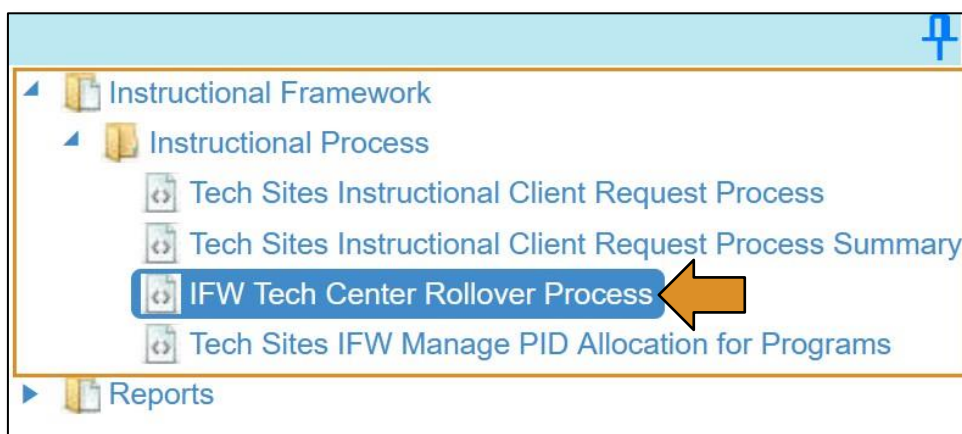
Once you have made these distinctions, you can start the roll-over process in CTIMS.

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **Technology Center – IFW Submitter** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **Technology Center – IFW Submitter**, contact CTIMSSupport@careertech.ok.gov



- Click the arrows next to **Instructional Framework & Instructional Process**.
- Click on the **IFW Tech Center Rollover Process** link.



Select Rollover Options - Step 1

1. **Current Calendar Year***: This will default to the current calendar year.
2. **Planned Year***: This should default to the current calendar year.
3. **Implementation Year***: This should default to the next calendar year.
4. Confirm the **Start Date*** and **End Date*** for the planned (current FY) & Implementation (next FY) years are correct.
5. **District Name***: Start typing the first 3 letters of your school then choose your district from the drop-down.
6. Select the **Site(s)***: Start typing the first 3 letters of the site and choose from the drop-down.
 - a. If you will be choosing for more than one site, click the box next to **Check for Multiple Site(s)** first – then type the school name.
7. Click **Search**.

Dashboard IFW Tech Center Rollover Process X

Select Rollover Options - Step 1

Rollover Process Save and Continue Next Step

Instructional Framework Template* Technology Center/Skill Centers Secondary and Adult Full-Time Request and Submission Process

Rollover Calendar Year From 1. Current Calendar Year*

Rollover Calendar Year To

Planned Calendar Implementation Calendar

Planned Year* 2. Implementation Year* 3. Hierarchy Type* State Program

4. Start Date* End Date* 4. Start Date* End Date*

District Information **Site Information**

District Type Technology Center Districts 5. Site Type Technology Sites

District Name* Search District Name 6. Sites(s)* Search sites... 6a. Check for Multiple Site(s)

Search By.. Search 7.

Step 1: Select Rollover Option(s) - Last Year Approved Programs

Go to Client Summary Screen Save and Continue Next Step

A list of programs will populate. Use the information you collected in preparation to select the appropriate option under the **Rollover Option** column.

- Click inside the empty field under the column titled **Rollover Option**.
 - Select the appropriate option from the drop-down.

NOTE: If you are undecided what option you want for a program, leave the box blank. You can come back later and decide the option for that program.

The screenshot shows the 'Select Rollover Options - Step 1' interface. At the top, there is a header bar with 'Rollover Process' and buttons for 'Save and Continue' and 'Next Step'. Below the header, a note states: 'NOTE: Under the "Rollover Option" column, select the action to be taken for each State Program/Local Program. Click on Save and Continue.' There are also 'Export to Excel' and 'Refresh' buttons. The main area contains a table with the following columns: Organization Name, State Program, Local Program, New State Program Request, Rollover Option, and To Site. A dropdown menu is open for the 'Rollover Option' column of the first row, showing options: 'No Changes', 'No Changes (For Returning Students/Teach Out Only)', 'Will Make Changes', 'Will Not Offer Next Year', and 'Move to Another Site'. An orange arrow points to the dropdown menu.

| Organization Name | State Program | Local Program | New State Program Request | Rollover Option | To Site |
|-------------------|---|---|---------------------------|--|---------|
| | Culinary Arts - HT0016000 | HT0010091 - Culinary Arts | | No Changes | |
| | Medium/Heavy Diesel Service - TR010... | TR0100008 - Diesel Technology | InsFm-2122-2223-TCS... | No Changes | |
| | Radiologic Technologist - HL0026002 | HL0020003 - Radiologic Technologist | InsFm-2122-2223-TCS... | No Changes (For Returning Students/Teach Out Only) | |
| | Mechatronics - MN0036001 | MN0030045 - Mechatronics Technician | InsFm-2122-2223-TCS... | Will Make Changes | |
| | Automotive Collision Repair and Refini... | TR0090008 - Collision Repair Technol... | InsFm-2122-2223-TCS... | Will Not Offer Next Year | |
| | Licensed Practical Nurse - HL0016005 | HL0010042 - Practical Nursing | InsFm-2122-2223-TCS... | Move to Another Site | |

- When you have selected the Rollover Option for each program, click the **Save and Continue** button.

The screenshot shows the 'Select Rollover Options - Step 1' interface. The 'Rollover Option' column for the first row now contains the text 'Will Make Changes'. An orange arrow points to the 'Save and Continue' button in the top right corner of the interface.

| Organization Name | State Program | Local Program | New State Program Request | Rollover Option | To Site |
|-------------------|---------------------------|---------------------------|---------------------------|-------------------|---------|
| | Culinary Arts - HT0016000 | HT0010091 - Culinary Arts | | Will Make Changes | |

Process Rollover Options – Step 2

Once you have categorized the status of each program, you will need to “process” your rollover options.

NOTE: Each option, except for those that will not be offered next year, will need to go through these steps.

- Select from the drop-down menu the group of programs you need to process.

Process Rollover Options - Step 2

Go to Select Rollover Options

Instructional Framework Client Request Rollover Process

Step 2: Review and Process Rollover Options

Select Rollover option to review and process*

---Select Rollover option to review and process---

---Select Rollover option to review and process---

Process the State Program with - No Changes

Process the State Program with - No Changes (For Returning Students/Teach Out Only)

Process the State Program with - Will Make Changes

Process the State Program with - Move to Another Site

Go to Client Summary Screen

New Request

Cancel Changes

- The programs under that rollover option will appear in the grid below.
- Select the programs you would like to roll over for that option by checking each box.
 - a. **NOTE:** You can select all programs by clicking the box in the first column header.

Step 2: Review and Process Rollover Options

Select Rollover option to review and process* Process the State Program with - Will Make Changes

| <input type="checkbox"/> | To Site | State Program | Local Program | Rollover Requests |
|-------------------------------------|-------------------|------------------------------------|-------------------------------------|-------------------|
| <input checked="" type="checkbox"/> | Technology Center | MN0036001-Mechatronics | MN0030045 - Mechatronics Technician | :TCSKSTPROG-15... |
| <input checked="" type="checkbox"/> | Technology Center | HL0016005-Licensed Practical Nurse | HL0010042 - Practical Nursing | :TCSKSTPROG-0F... |
| <input checked="" type="checkbox"/> | Technology Center | HL0016002-Dental Services | HL0010040 - Dental Assisting | :TCSKSTPROG-F8... |

- Process the rollover option by clicking the **Process the State Program with –** button at the bottom of the screen.

| To Site | State Program | Local Program | Rollover Requests | Rolled Over Date | Old Request Number | From S |
|-------------------------------------|-------------------|------------------------------------|-------------------------------------|-------------------|--------------------|--------|
| <input checked="" type="checkbox"/> | Technology Center | MN0036001-Mechatronics | MN0030045 - Mechatronics Technician | TCSKSTPROG-153... | | |
| <input checked="" type="checkbox"/> | Technology Center | HL0016005-Licensed Practical Nurse | HL0010042 - Practical Nursing | TCSKSTPROG-0F2... | | |
| <input checked="" type="checkbox"/> | Technology Center | HL0016002-Dental Services | HL0010040 - Dental Assisting | TCSKSTPROG-F8E... | | |

100 items per page 1 - 3 of 3 items

Go to Client Summary Screen | Go to Select Rollover Options | **Process the State Program with - Will Make Changes** | Cancel Changes

A pop-up screen will appear indicating the information was updated successfully.

- Continue these steps until all programs have been processed based on your roll-over selections.

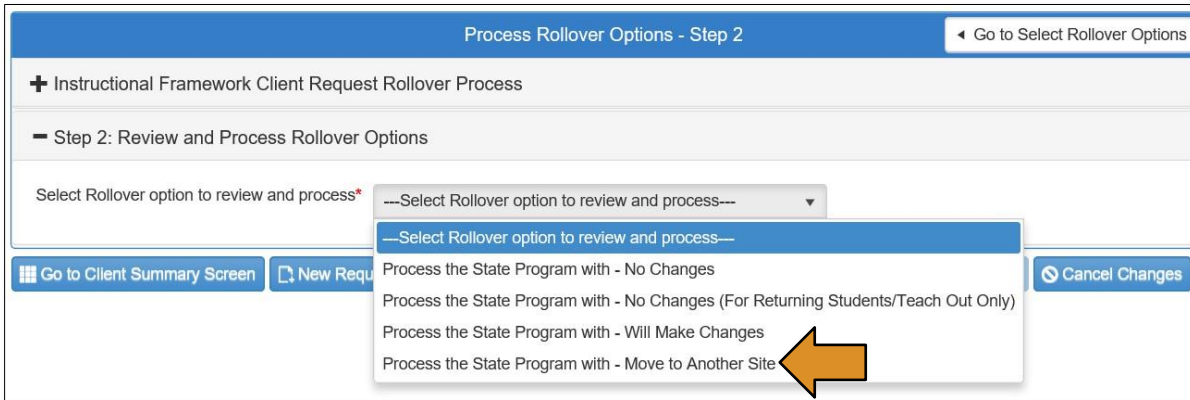
Move a Program to another Site

This option should only be selected when a state program is physically moving from one site to another site within the district.

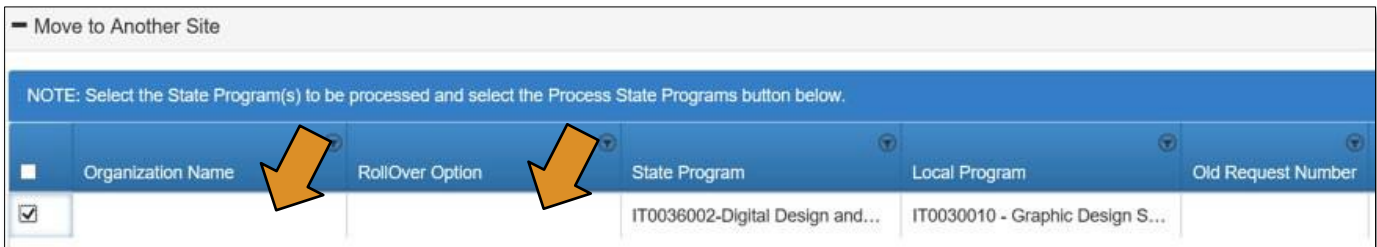
- On the **Rollover Options – Step 1** screen, choose **Process the state Program with – Move to Another Site**.
- Click **Save and Continue** at the top or bottom of the screen.

| Select Rollover Options - Step 1 | | | | | | |
|--|---|---|---------------------------|---|-------------------|-----------|
| Rollover Process | | | | | Save and Continue | Next Step |
| Step 1: Select Rollover Option(s) - Last Year Approved Programs | | | | | | |
| NOTE: Under the "Rollover Option" column, select the action to be taken for each State Program/Local Program. Click on Save and Continue | | | | | | |
| Export to Excel Refresh | | | | | | |
| Organization Name | State Program | Local Program | New State Program Request | Rollover Option | To Site | |
| | Culinary Arts - HT0016000 | HT0010091 - Culinary Arts | | No Changes No Changes No Changes (For Returning Students/Teach Out Only) Will Make Changes Will Not Offer Next Year Move to Another Site Will make Changes | | |
| | Medium/Heavy Diesel Service - TR010... | TR0100008 - Diesel Technology | InsFm-2122-2223-TCS... | | | |
| | Radiologic Technologist - HL0026002 | HL0020003 - Radiologic Technologist | InsFm-2122-2223-TCS... | | | |
| | Mechatronics - MN0036001 | MN0030045 - Mechatronics Technician | InsFm-2122-2223-TCS... | | | |
| | Automotive Collision Repair and Refini... | TR0090008 - Collision Repair Technol... | InsFm-2122-2223-TCS... | | | |
| | Licensed Practical Nurse - HL0016005 | HL0010042 - Practical Nursing | InsFm-2122-2223-TCS... | Will make Changes | | |

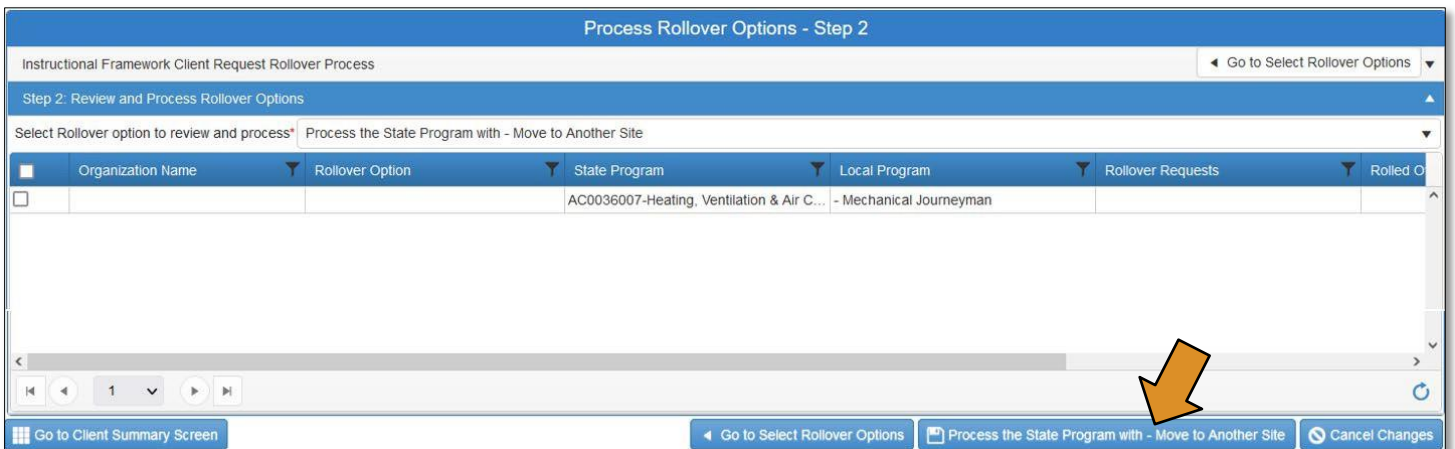
- On the **Process Rollover Options – Step 2** screen select **Process the State Program with – Move to Another Site**.



- A new screen will appear. Under the **Organization Name** column, select the site from the drop-down menu where the program will be moved.
- Under the **Roll Over Option** column, choose the rollover option from the drop-down menu.



- Click the **Process the State Program with – Move to Another Site** button at the bottom of the screen.
 - This program will be removed from the current site and will be displayed at the new site.



Copy a Program to another Site

The copy feature allows you to copy a program from one site to another site(s). You can copy to other sites from the rollover options screen or from the summary page.

IMPORTANT:

- You do NOT have to rollover before copying if no changes are required.
- If making changes to a program that you are going to copy, make the changes first, then copy the program so all programs will reflect the same changes.
- New drafts must be submitted before they can be copied to other sites.
- The framework will not allow you to copy twice to the same site or back to the site copied from, to prevent duplication.
- When a program is copied to another site, the receiving site will show **New Draft** and must be submitted for approval, but all information will be there from the copied site.

You can copy a request to another site from the rollover options screen or from the summary page after the program has been processed. This can be done before you select the roll-over option or can be copied to another site and then select the applicable roll-over option.

Roll-over Option Screen:

| Select Rollover Options - Step 1 | | | | | | | | | |
|---|---------|-------------------------|-------------|---------------|--------------------|----------------------------------|--------------|--------------|---------|
| Rollover Process Save and Continue Next Step | | | | | | | | | |
| Step 1: Select Rollover Option(s) - Last Year Approved Programs | | | | | | | | | |
| NOTE: Under the "Rollover Option" column, select the action to be taken for each State Program/Local Program. Click on Save and Continue. | | | | | | | | | |
| <input checked="" type="checkbox"/> Export to Excel <input type="checkbox"/> Refresh | | | | | | | | | |
| Rollover Option | To Site | Rollover Process Status | Rollover By | Rollover Date | Old Request Number | Copy other Sites | Discarded By | Discarded On | |
| No Changes | | | | | InsFrm- -TCSK... | Copy other Sites | | | Discard |
| No Changes | | | | | InsFrm- -TCSK... | Copy other Sites | | | Discard |
| No Changes | | | | | InsFrm- -TCSK... | Copy other Sites | | | Discard |

IFW Request Summary Screen:

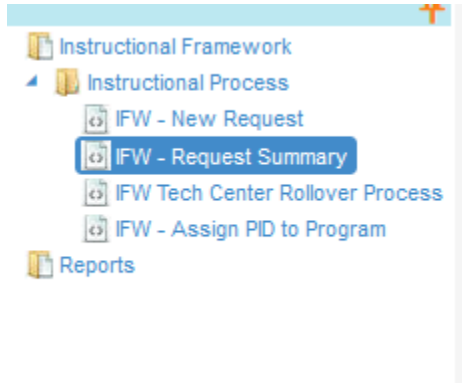
| Manage Summary Screen | | | | | | | |
|---|------------------|-------------------------------------|----------------------------------|---|-------------------------|----------|--|
| Client Request Process Summary Selection Go to Select Rollover Options - Summary | | | | | | | |
| Instructional Framework Template: Technology Center/Skill Centers Secondary and Adult Full-Time Request and Submission Process | | | | | | | |
| Planned Calendar | | | | Implementation Calendar | | | |
| Planned Year | | Start Date | | Implementation Year | | End Date | |
| Hierarchy Type: State Program | | | | Search By... <input type="text"/> <input type="button" value="Search"/> | | | |
| <input checked="" type="checkbox"/> Save changes <input type="checkbox"/> Cancel changes <input checked="" type="checkbox"/> Export to Excel <input type="checkbox"/> Refresh | | | | | | | |
| State Program | Request Number | Local Programs | Copy other Sites | Allow To Rollover | Rollover Request Number | Rollover | |
| Introduction to Construction - AC0036015 | InsFrm- -TCSK... | AC0070005 - Carpentry/Masonry | Copy other Sites | <input checked="" type="checkbox"/> | | | |
| Administrative Support-Medical - BA00... | InsFrm- -TCSK... | BA0020075 - PATIENT SERVICE REPR... | Copy other Sites | <input checked="" type="checkbox"/> | | | |

- After selecting **Copy Other Sites** link, on the **Process the State Program with –Copy to Other Site** screen, click the **Add New Site to Copy the State Program** button.
- In the **Copy to School Name** column, select the site you wish to copy to, then click the **Process the State Program with – Copy** to Other Site button at the bottom of the screen.

- Confirm the copy on the pop-up screen by clicking **OK**.

IFW Request Summary List Screen

As you begin to process your roll-over options or create new requests, they will appear on the **IFW Request Summary List** screen.



NOTE: Programs you indicated will not be offered next year will not appear on this screen.

The **No Changes** and **No Changes for Returning Students/Teach Out Only** options are on the list and will be fully approved. You do not need to do anything else to these requests.

For programs you selected **Will Make Changes**, they will appear as *New-Draft* under the Approval Stage column.

- Click the **Request Number** to begin the process of making necessary changes to the program. (For instructions for **Making Changes to Previously Approved Program** click [here](#).) Once submitted, this request will go through the approval process.

| Active | Approval Stage | Approval Status | Rollover Option | Submitted Date | Organization Name |
|-------------------------------------|----------------|-----------------|-------------------|----------------|-------------------|
| <input checked="" type="checkbox"/> | New-Draft | | Will Make Changes | | |

Making Changes to Previously Approved Program

- On the **Select Rollover Options – Step 1** screen or the **IFW Request Summary List** screen, select the **request number** of the program for which changes will need to be made.

| Select Rollover Options - Step 1 | | | | | | |
|---|------------------------|------------------------------------|---------------------------|-----------------|---------|-------------------------|
| Rollover Process | | | | | | |
| Step 1: Select Rollover Option(s) - Last Year Approved Programs | | | | | | |
| NOTE: Under the "Rollover Option" column, select the action to be taken for each State Program/Local Program. Click on Save and Continue. | | | | | | |
| Organization Name | State Program | Local Program | New State Program Request | Rollover Option | To Site | Rollover Process Status |
| | Welding-MN - MN0076001 | MN0070001 - Smaw Structural Welder | InsFrm- | -TCS... | | Yes |

- You will be directed to the **Division** screen.
 - **NOTE:** You cannot make changes to the division, cluster, pathway, or state program name.

Instructional Framework Request Process

Refresh Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - S

Select -- Division

| | Division Code | Name |
|----------------------------------|---------------|---------------------|
| <input checked="" type="radio"/> | 003 | Health |
| <input type="radio"/> | 005 | BMITE |
| <input type="radio"/> | 004 | F&CS |
| <input type="radio"/> | 007 | STEM |
| <input type="radio"/> | 006 | T&I |
| <input type="radio"/> | 002 | Marketing Education |

1 - 6 of 6 Items

View Instructional Framework

Refresh Save Save & Continue Next Step Go to End

Technology Center Program Name Screen:

To edit the technology center program details:

- Click the arrow next to the **Local Program Name** to expand the local program details. Make the necessary changes in the details section by clicking in the **Technology Center Program Name** field and making the adjustment.
 - **NOTE:** Use the wheel on your mouse or the scroll bar on the right of the screen to scroll through the details form.
- If any changes are made to the local program (hours, federal student aid info, distance ed. info), you **MUST** click the **SAVE** button at the top or bottom of this section.
- Click **Save & Continue** at the top or bottom of the screen.

Instructional Framework Request Process

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Manage List to each Local Program

Selection - School(s) - InsFrm: Digital Cinema

Select - State Program > Local Program

NOTE: Expand State Program to view Local Programs. For each local program selected, expand to update hours and financial aid/direct assessment information. Click Save button for each local program requested. To Add a local program, expand any local program line and click on the Add Local Program tab.

| State Program Code | State Program Name | State Program Hours | Description | Pathway Code | Pathway Description |
|--------------------|-------------------------------|---------------------|--------------------------------------|------------------------------------|---------------------|
| AR0016000 | Audio and Video Technology-AR | 900.00 | The Audio and Video Technology-AR... | AR001 - Audio And Video Technology | |

Local Program

| Manage | Division Local Program Name | Division Local Program Code | Local Program Hours | Tech Center Local Program Name | Will federal student aid be offered | Will VA or GI Bill funding be offered | Will this |
|--|-----------------------------|-----------------------------|---------------------|--------------------------------|-------------------------------------|---------------------------------------|-----------|
| <input checked="" type="radio"/> View / Edit Local Program | Digital Cinema | AR | 600.00 | Visual Arts Production ... | Yes | Yes | No |
| <input type="radio"/> | CINEMATOGRAPHY AN... | AR | 480.00 | Cinematography And Re... | No | No | No |
| <input type="radio"/> | SOUND ENGINEER | AR | 525.00 | SOUND ENGINEER | No | No | No |

1 - 3 of 3 items

1 - 1 of 1 items

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

View / Edit Local Program

Close Save & Close

Division Local Program Name: Digital Cinema

Division Local Program Code: AR

Local Program Hours: 600.00

Tech Center Local Program Name: Visual Arts Production Artist

Will federal student aid be offered:

Will VA or GI Bill funding be offered:

Will DE be offered for this program:

Will instruction be delivered 100 percent DE:

If DE yes what percent of clock hours will be DE: False

If DE yes what percent of clock hours will be onsite: False

If DE what delivery method and or learning system is being used: 0

If DE will this program ALSO be offered 100 percent onsite:

Close Save & Close

Course Screen:

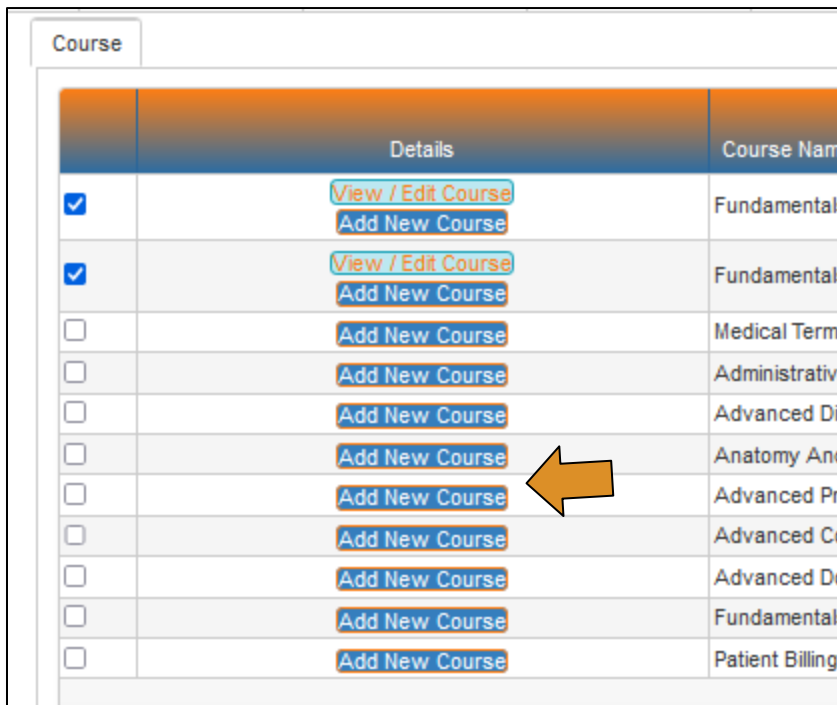
To select, add, or edit courses for the local program:

- Click the arrow beside the course to expand the course details.
- Make the necessary changes.
- Click the **Save** button within this block section.
 - **NOTE:** If you need to add a new course, make your corrections to existing courses first (modify information or uncheck courses to be offered), then click the **SAVE** button at the top of the screen. Then you can add the new course. Otherwise, you may lose information that was corrected.

| Course | | | |
|-------------------------------------|------------------------------------|------------------------------------|--------------|
| | Manage | Course Name | Course Hours |
| <input checked="" type="checkbox"/> | View / Edit Course | Safety 1 | 15.00 |
| <input checked="" type="checkbox"/> | View / Edit Course | Digital Typography | 45 |
| <input checked="" type="checkbox"/> | View / Edit Course | Animation Overview | 45 |
| <input checked="" type="checkbox"/> | View / Edit Course | Digital Image Manipulation | 60 |
| <input checked="" type="checkbox"/> | View / Edit Course | Copyright Law | 15.00 |
| <input checked="" type="checkbox"/> | View / Edit Course | Portfolio Production | 45 |
| <input checked="" type="checkbox"/> | View / Edit Course | Computer Illustration | 60.00 |
| <input checked="" type="checkbox"/> | View / Edit Course | Digital Page Layout | 180 |
| <input checked="" type="checkbox"/> | View / Edit Course | Web Animation (Macromedia Flash) | 120 |
| <input checked="" type="checkbox"/> | View / Edit Course | Graphic Design Mathematics | 15 |
| <input type="checkbox"/> | | Image Manipulation | 60.00 |
| <input type="checkbox"/> | | Professional And Personal Devel... | 15.00 |

Course:

- Use the wheel on your mouse or the scroll bar on the right of the screen to browse the available courses.
- Click on the **Add New Course** link and complete necessary information.
- Click on the **Save** button within the box area after all fields are completed.
- Click **Save and Continue** at the top or bottom of the screen.

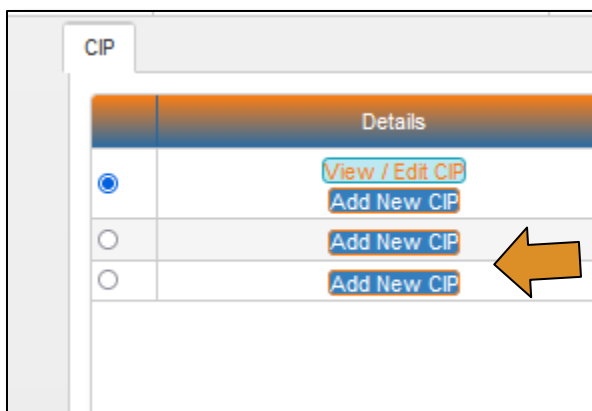


| Course | | |
|-------------------------------------|--|-----------------|
| | Details | Course Name |
| <input checked="" type="checkbox"/> | View / Edit Course Add New Course | Fundamentals |
| <input checked="" type="checkbox"/> | View / Edit Course Add New Course | Fundamentals |
| <input type="checkbox"/> | Add New Course | Medical Termi |
| <input type="checkbox"/> | Add New Course | Administrative |
| <input type="checkbox"/> | Add New Course | Advanced Dis |
| <input type="checkbox"/> | Add New Course | Anatomy And |
| <input type="checkbox"/> | Add New Course | Advanced Pr |
| <input type="checkbox"/> | Add New Course | Advanced Co |
| <input type="checkbox"/> | Add New Course | Advanced Do |
| <input type="checkbox"/> | Add New Course | Fundamentals |
| <input type="checkbox"/> | Add New Course | Patient Billing |

CIP Screen:

The CIP Code approved for this program will be displayed. You can only select one CIP per Local Program.

- To change the CIP, select from the list.
- Then, click the **Save** button after the CIP Title field.
- To add a CIP, expand any CIP listed by clicking the arrow and selecting the **Add CIP** hyperlink. Type in the CIP code or CIP Title in the **Search from Existing Data**. Select the CIP needed.
- Click the **Save** button after the CIP Title field.
- Click **Save and Continue** at the top or bottom of the screen.



| CIP | |
|----------------------------------|--|
| | Details |
| <input checked="" type="radio"/> | View / Edit CIP Add New CIP |
| <input type="radio"/> | Add New CIP |
| <input type="radio"/> | Add New CIP |

PID/Teacher Screen:

***PID's are Position ID's. They stay with the program. The instructors are moved in and out of the PID's as they change positions.

- Select the teacher(s) that will be teaching this program. If the PID is not listed, you can continue without making any selection. Feel free to contact IMD for questions regarding PID's.
CTIMSupport@careertech.ok.gov
- Click the **Save & Continue** button.

| Status | Organization Name | PID | Last Name | First Name | Division |
|--------------------------|-------------------|-------|------------|------------|------------------------------|
| <input type="checkbox"/> | Technology Center | 26402 | Unassigned | Unassigned | Trade & Industrial Education |

Review the Data before Submitting

- On the **Summary Review-Hierarchy** screen. Click the View Detail Summary button to produce a summary report of your request. (This may take a few moments to pull up.)

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-2324-2425-TCSKSTPROG-C73438CCDBFA-006-AR-AR004-AR0046002-GRAPHIC DESIGNER

Review Detail Summary

Submit For Approval - Attach File(s)

Active/Inactive file(s) Delete file(s) Download all files

| Status | File Name | Attachment Note | Uploaded Date | Action |
|--------|-----------|-----------------|---------------|--------|
|--------|-----------|-----------------|---------------|--------|

Submit For Approval - Acknowledge select either one of them

To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:*

Refresh Back to Beginning One Step Back Save Draft Submit for Approval

NOTE: All programs receiving Pell-Eligible Financial aid or programs with third-party certification minimum hour requirements will be required to submit justification documentation if the state and local program hours do not match.

- Click **Go to Detail of Local Program Request** in the populated report to see all information. The **Go to Approval Log Details** link will only appear once the request has been submitted.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm- -TCSKSTPROG-C0833BE2A884-003-HL-HL001-HL0016021-Health Careers III (NSC)

Review Detail Summary

1 of 1 Find | Next

Summary of Local Program Current Request

Technology Center: [redacted] Request Status: **Approved** InsFrm- [redacted] HL001-HL0016021-Health Careers III (NSC)

[Go to Detail of Local Program Request](#) [Go to Approval Log Details](#)

| State Program | State Pgm Code | State Prg Hours | State Program OCAS | Local Program | Local Prg Hours | Course Desc - OCAS | Course Hours |
|------------------------------------|----------------|-----------------|--------------------|--------------------------|-----------------|--|--------------|
| Medical Services-Medical Assisting | HL0016021 | 900 | 9326, 9388 | Health Careers III (NSC) | 600 | Introduction to Medical Assisting - | 15 |
| | | | | | | Introduction to Medical Office Clinical Procedures (Part I) - | 75 |
| | | | | | | Introduction to Medical Office Clinical Procedures (Part II) - | 75 |
| | | | | | | Pharmacology - | 60 |
| | | | | | | Clinical Medical Assistant Practicum - | 60 |
| | | | | | | Medication Administration Technician - | 16 |
| | | | | | | Phlebotomy Specimen Collection and Processing - | 120 |
| | | | | | | Core Medical Terminology - | 45 |
| | | | | | | Anatomy - | 120 |
| | | | | | | Phlebotomy Capstone - | 14 |
| | | | | | | Total | 600 |

- Once you are comfortable with the request, click one of the acknowledgement boxes and add an acknowledgement note.
- You can either click the **Save Draft** button to review and submit at a later date, or you can click **Submit For Approval**.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-2324-2425-TCSKSTPROG-C73438CCDBFA-006-AR-AR004-AR0046002-GRAPHIC DESIGNER

Review Detail Summary

[Review Detail Summary](#)

Submit For Approval – Attach File(s)

Browse:

Attachment Note:

Active/Inactive file(s)
 Delete file(s)

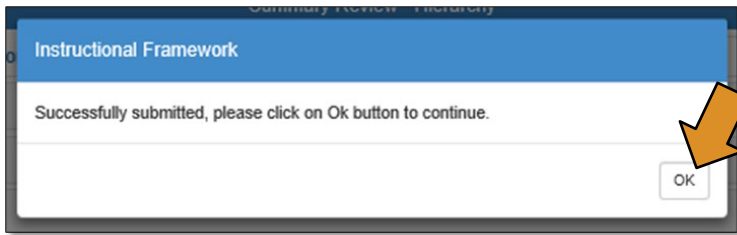
| Status | File Name | Attachment Note | Uploaded Date | Action |
|--------|-----------|-----------------|---------------|--------|
| | | | | |

Submit For Approval – Acknowledge select either one of them

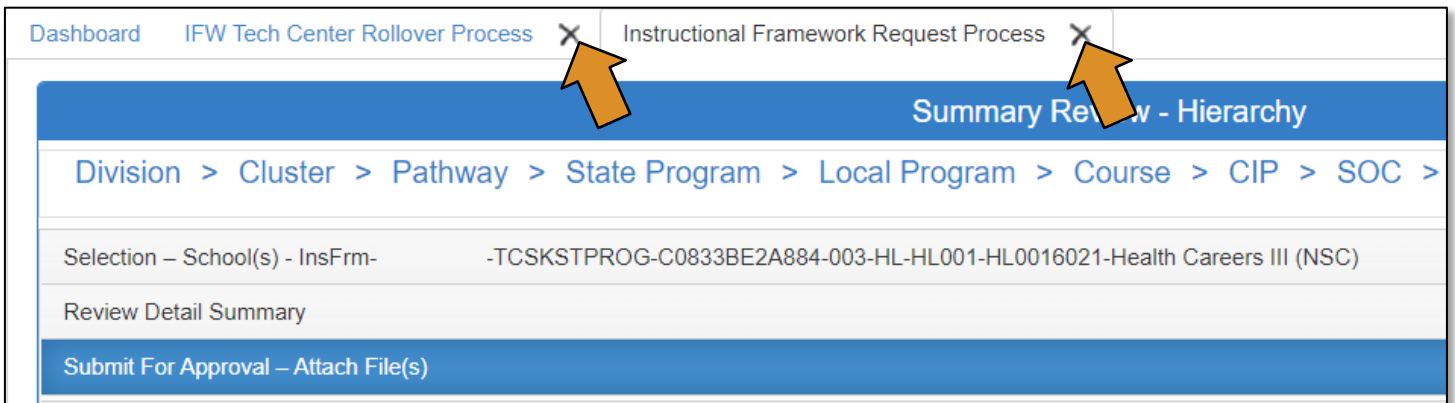
To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.
 This will be the final request for this technology center and for all sites within this technology center district for this fiscal year.

Acknowledgement Note:*

- After submitting for Approval, you will see a pop-up box indicating that the request has been processed and sent to the next level of approval. Click **OK**.

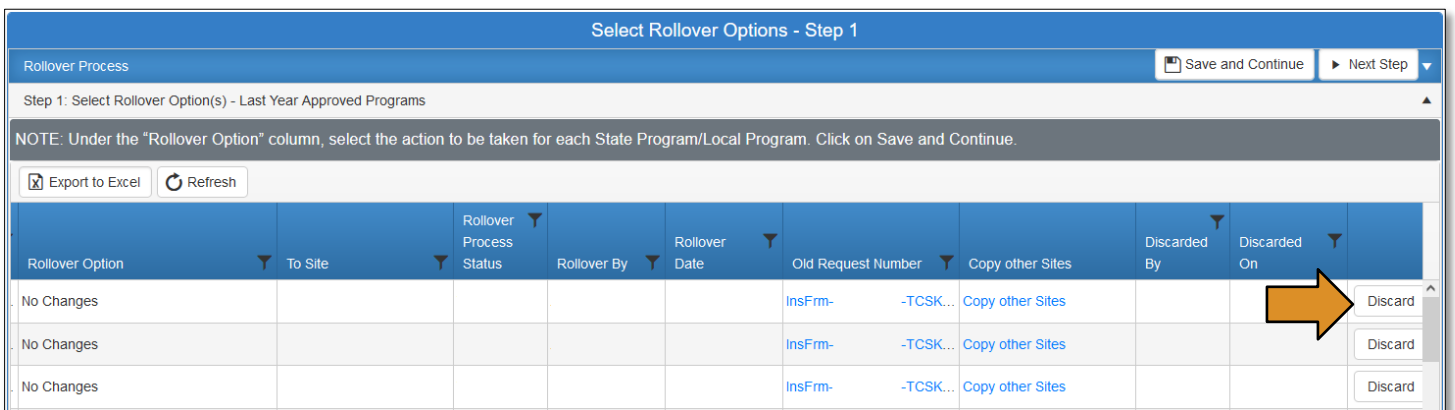


- You can close this screen by clicking the **X** beside the tab name.



What If I Change My Mind on How I Categorized a Program after Processing?

You can “undo” your categorization by clicking on the **Discard** button on the **Request Summary** screen. You will need to select the correct roll-over option and process again.



NOTE: Click [here](#) for the Rollover Process instructions.

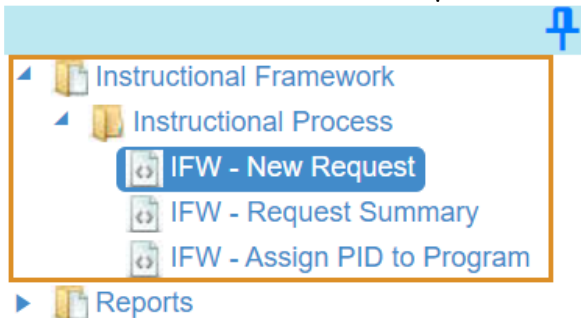
Request a New Program

***NOTE:** Programs offered online, but not approved for Title IV Distance Education Eligibility should be entered separately with “online” at the end of the program name.

For example: your district has a fulltime Bookkeeping program approved for Title IV (Pell/Federal Student Aid) and has an online version of bookkeeping that is not approved for Title IV. Even if these two programs have the same name and hours, they should be entered separately.

1. Bookkeeping (program in person and/or with Title IV approved DE)
2. Bookkeeping – ONLINE (correspondence type version not approved for Pell)

- Click the arrows next to **Instructional Framework & Instructional Process**.
- Click on the **IFW – New Request** link.



1. **Planned Year***: This should default to the current calendar year.
2. **Implementation Year***: This should default to the next calendar year.
3. **Confirm the Start Date*** and **End Date*** for the *Planned* (current FY) & *Implementation* (next FY) years are correct.
4. **District Name***: Start typing the first 3 letters of your school then choose your district from the drop-down.
5. **Select the Site(s)***: Start typing the first 3 letters of the site and choose from the drop-down.
 - a. If you will be choosing for more than one site, click the box next to **Check for Multiple Site(s)** first – then type the school name.
6. Click **Save & Continue**.

IMPORTANT: Once a request has been submitted for multiple sites, if there are any errors, they will have to be made individually for each site. It is best to carefully review the information before hitting the submit button.

Division Screen:

- Select the **division** that the program will fall under.
- Click **Save & Continue**.

Instructional Framework Request Process

Refresh Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Division

| Division Code | Name |
|--------------------------------------|------------------------|
| <input checked="" type="radio"/> 005 | BMITE |
| <input type="radio"/> 004 | F&CS |
| <input type="radio"/> 003 | Health |
| <input type="radio"/> 007 | STEM |
| <input type="radio"/> 006 | T&I |
| <input type="radio"/> 002 | Marketing Education |
| <input type="radio"/> 001 | Agricultural Education |

1 - 7 of 7 items

View Instructional Framework

Refresh Save Save & Continue Next Step Go to End

Cluster Screen:

- Select the **cluster**.
- Click **Save & Continue**.

Instructional Framework Request Process

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Cluster

| Cluster Code | Cluster Description | Division Code Name |
|-------------------------------------|--|--------------------|
| <input checked="" type="radio"/> BA | Business Management And Administration | 005 - BMITE |
| <input type="radio"/> FN | Finance | 005 - BMITE |
| <input type="radio"/> IT | Information Technology | 005 - BMITE |
| <input type="radio"/> MK | Marketing | 005 - BMITE |
| <input type="radio"/> 000 | 000 | 005 - BMITE |

1 - 5 of 5 items

View Instructional Framework

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Local Program Screen:

Applicable local names will appear.

- Select one of these by clicking on the **radio button** next to the local program name.
- Click the turquoise **Save** button.
- Click the **View / Edit Local Program** link to enter hours, federal student aid information, and distance ed. information.

Instructional Framework Request Process

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > **Local Program** > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm: Digital Cinema

Select - State Program > Local Program

NOTE: Expand State Program to view Local Programs. For each local program selected, expand to update hours and financial aid/direct assessment information. Click Save button for each local program requested. To Add a local program, expand any local program line and click on the Add Local Program tab.

| State Program Code | State Program Name | State Program Hours | Description | Pathway Code | Pathway Description |
|--------------------|--------------------------------|---------------------|------------------------------------|--------------|----------------------------|
| AR0016000 | Audio and Video Technology--AR | 900.00 | The Audio and Video Technology--AR | AR001 | Audio And Video Technology |

Local Program

| Manage | Division Local Program Name | Division Local Program Code | Local Program Hours | Tech Center Local Program Name | Will federal student aid be offered | Will VA or GI Bill funding be offered | Will this |
|--|-----------------------------|-----------------------------|---------------------|--------------------------------|-------------------------------------|---------------------------------------|-----------|
| <input checked="" type="radio"/> View / Edit Local Program | Digital Cinema | AR | 600.00 | Visual Arts Production ... | Yes | Yes | No |
| <input type="radio"/> | CINEMATOGRAPHY AN... | AR | 480.00 | Cinematography And Re... | No | No | No |
| <input type="radio"/> | SOUND ENGINEER | AR | 525.00 | SOUND ENGINEER | No | No | No |

1 - 3 of 3 items

1 - 1 of 1 items

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

- A pop-up box will appear. Make the needed changes/updates.

- Add a **Technology Center Program Name** by typing in the text box.

View / Edit Local Program

Close Save & Close

Division Local Program Name: Digital Cinema

Division Local Program Code: AR

Local Program Hours: 600.00

Tech Center Local Program Name: Visual Arts Production Artist

Will federal student aid be offered:

Will VA or GI Bill funding be offered:

Will DE be offered for this program:

Will instruction be delivered 100 percent DE:

If DE yes what percent of clock hours will be DE: False

If DE yes what percent of clock hours will be onsite: False

If DE what delivery method and or learning system is being used: 0

If DE will this program ALSO be offered 100 percent onsite:

Close Save & Close

- Enter in the new local program name, hours, federal student aid information, and distance ed. Information by clicking on the Add Local Program tab.
- Click the **Save** button within this expanded box.
- Then, click the **Save & Continue** button at the top or bottom of the page to continue.

Course(s) Screen:

Applicable course names will appear.

- You can select one or more of these by clicking on the check box in the course name column.
- Click the arrow next to the box to expand the box to edit hours.
- Click the button within this expanded box.
- Then, click the **Save & Continue** button to continue.

Add New Course:

- Expand one of the course records and click on the **Add Course** tab.
- Enter in the new course name, hours, federal student aid information, and distance ed. information.
- Click the Save button within this expanded box.
- Then, click the **Save & Continue** button to continue.

CIP Code Screen:

Applicable CIP Code(s) associated to the state program will be displayed. You can only select **ONE CIP per Local Program**.

- If you need to change the CIP, select from the list.
- Or, you can add a CIP by expanding any CIP listed and selecting the **Add CIP** tab. Type in the CIP code or CIP Title in the **Search from Existing Data** field. Select the CIP needed.
- Click the **Save** button within the expanded box.
- Then, click **Save & Continue**.

SOC Code Screen:

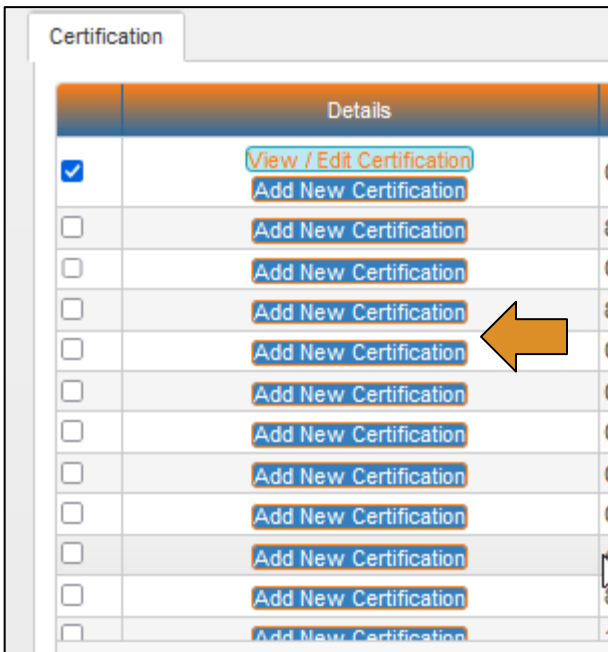
Based on the CIP Code selected, you can select from the SOC codes cross-walked to that CIP Code. You can select one or more SOC codes, but you cannot add additional SOC codes to the selected CIP.

- Select the **SOC Code(s)**.
- Click **Save & Continue**.

Certification Screen:

The certifications selected for this state program will be displayed.

- Select the certifications that will be available for the program.
 - If you need to add a certification that is not listed or if you have questions regarding the certifications, contact your occupational division specialist.
- Expand any of the certifications listed by clicking on the arrow and then selecting the **Add Certification** hyperlink.
- Click **Save and Continue**.



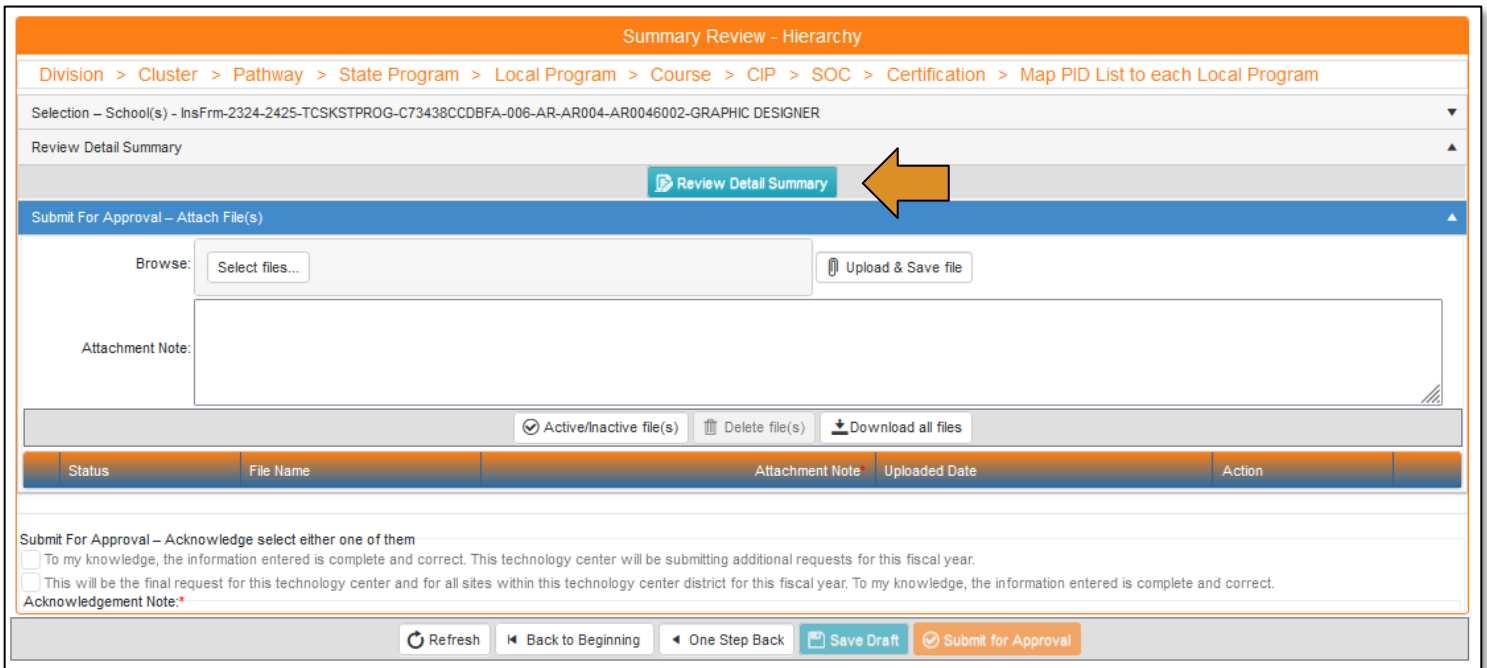
PID/Teacher Screen:

***PID's are Position ID's. They stay with the program. The instructors are moved in and out of the PID's as they change positions.

- Select the teacher(s) that will be teaching this program. If the PID is not listed, you can continue without making any selection. Feel free to contact IMD for questions regarding PID's.
CTIMSupport@careertech.ok.gov
- Click the **Save & Continue** button.

Summary Review/Submitting Request Screen:

- On the **Summary Review-Hierarchy** screen. Click the View Detail Summary button to produce a summary report of your request. (This may take a few moments to pull up.)



The screenshot displays the 'Summary Review - Hierarchy' interface. At the top, a breadcrumb trail reads: 'Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program'. Below this, the selection path is shown: 'Selection - School(s) - InsFrm-2324-2425-TCSKSTPROG-C73438CCDBFA-006-AR-AR004-AR0046002-GRAPHIC DESIGNER'. The main section is titled 'Review Detail Summary' and contains a blue button labeled 'Review Detail Summary' with a document icon, which is pointed to by a yellow arrow. Below this is a 'Submit For Approval - Attach File(s)' section with a 'Browse: Select files...' button and an 'Upload & Save file' button. An 'Attachment Note' text area is also present. A toolbar below the text area includes 'Active/Inactive file(s)', 'Delete file(s)', and 'Download all files' buttons. A table with columns for 'Status', 'File Name', 'Attachment Note', 'Uploaded Date', and 'Action' is visible. At the bottom, there is an 'Acknowledgement Note' section with two radio button options and a 'Submit for Approval' button. The footer contains navigation buttons: 'Refresh', 'Back to Beginning', 'One Step Back', 'Save Draft', and 'Submit for Approval'.

NOTE: All programs receiving Pell-Eligible Financial aid or programs with third-party certification minimum hour requirements will be required to submit justification documentation if the state and local program hours do not match.

- Click **Go to Detail of Local Program Request** in the populated report to see all information.
- The **Go to Approval Log Details** link will only appear once the request has been submitted.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm- -TCSKSTPROG-C0833BE2A884-003-HL-HL001-HL0016021-Health Careers III (NSC)

Review Detail Summary

1 of 1 Find | Next

Summary of Local Program Current Request

Technology Center Approval Status: **Approved** InsFrm- -TCSKSTPROG-C0833BE2A HL-HL001-HL0016021-Health
 Careers III (NSC)

[Go to Detail of Local Program Request](#) [Go to Approval Log Details](#)

| State Program | State Pgm Code | State Prg Hours | State Program OCAS | Local Program | Local Prg Hours | Course Desc - OCAS | Course Hours |
|------------------------------------|----------------|-----------------|--------------------|--------------------------|-----------------|--|--------------|
| Medical Services-Medical Assisting | HL0016021 | 900 | 9326, 9388 | Health Careers III (NSC) | 600 | Introduction to Medical Assisting - | 15 |
| | | | | | | Introduction to Medical Office Clinical Procedures (Part I) - | 75 |
| | | | | | | Introduction to Medical Office Clinical Procedures (Part II) - | 75 |
| | | | | | | Pharmacology - | 60 |
| | | | | | | Clinical Medical Assistant Practicum - | 60 |
| | | | | | | Medication Administration Technician - | 16 |
| | | | | | | Phlebotomy Specimen Collection and Processing - | 120 |
| | | | | | | Core Medical Terminology - | 45 |
| | | | | | | Anatomy - | 120 |
| | | | | | | Phlebotomy Capstone - | 14 |
| Total | | | | | | | 600 |

- Once you are comfortable with the request, click one of the acknowledgement boxes and add an acknowledgement note.
- You can either click the **Save Draft** button to review and submit later, or you can click **Submit for Approval**.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm- View Detail Summary

Submit For Approval – Attach File(s)

Submit For Approval – Acknowledge select either one of them

To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:

B I U (inherited size) (inherited font) Format

Refresh Back to Beginning One Step Back Save Draft Submit for Approval

Change Request

If a request has been rejected back to you for additional information and/or changes, it will go back to your stage of approval in the IFW Request Summary List.

- Select the **Request Number** from the summary list.
- Go to the last page/screen, the **Summary Review-Hierarchy** screen.
- Click the **Change Request** button at the bottom of the screen.

Dashboard IFW - Request Summary x Instructional Framework Request Process x

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-2223-2324-TCSKSTPROG-72560861699E-005-BA-BA002-BA0026000-Administrative Assistant

Review Detail Summary

[Review Detail Summary](#)

Submit For Approval – Attach File(s)

Browse:

Attachment Note:

Active/Inactive file(s) Delete file(s)

| Status | File Name | Attachment Note | Uploaded Date | Action |
|--------|-----------|-----------------|---------------|--------|
|--------|-----------|-----------------|---------------|--------|

Submit For Approval – Acknowledge select either one of them

To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:

- Select **OK** on the pop-up screen indicating you do want to make changes.

Change Request

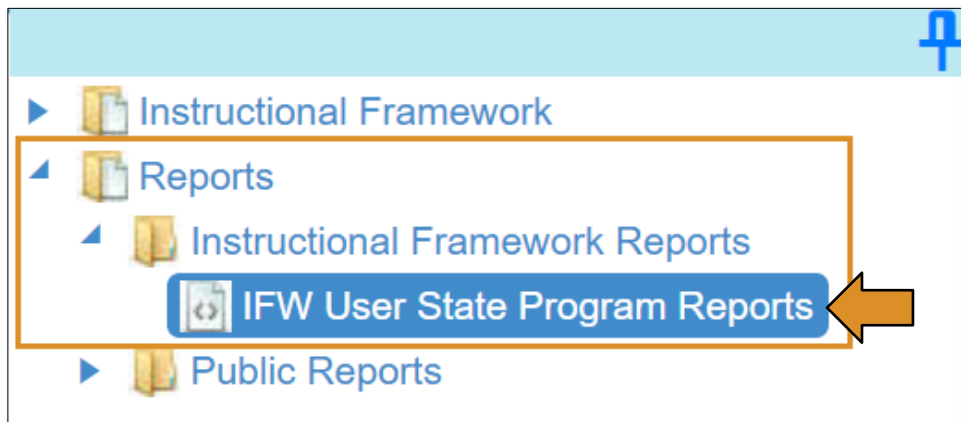
You are going to cancel the approval process and initiating the change request process. Are you sure?

- Make the necessary changes.
- Once you make the changes, click **Submit For Approval**.
- A pop-up will appear stating “Successfully submitted, please click on OK button to continue.” Click **OK**.
- An additional screen will appear. Add the appropriate note and click **Approve**. You must click Approve or the request will not actually be submitted.
- A new pop-up will appear with “Are you Sure?” Select **OK**.
- The changes will now be submitted to the next level of approval.

Approved State Programs Report

Before beginning the Instructional Framework rollover process, it would be helpful to print a copy of your currently approved programs.

- Click the arrows next to **Reports & Instructional Framework Reports**.
- Click on the **IFW User State Program Reports** link.



1. **Report Module***: Should default to Instructional Framework.
2. **Organization Type***: Should default to Technology Sites.
3. **Report Groups***: Should default to IFW User State Program Instructional Reports.
4. **Organization***: Start typing the first 3 letters of your school then choose your district from the drop-down.
5. **Report Name***: Choose which report you want to run from the drop-down.
6. **School Calendar Year***: Choose whichever school year you wanting to view.
7. Click **View Report**.

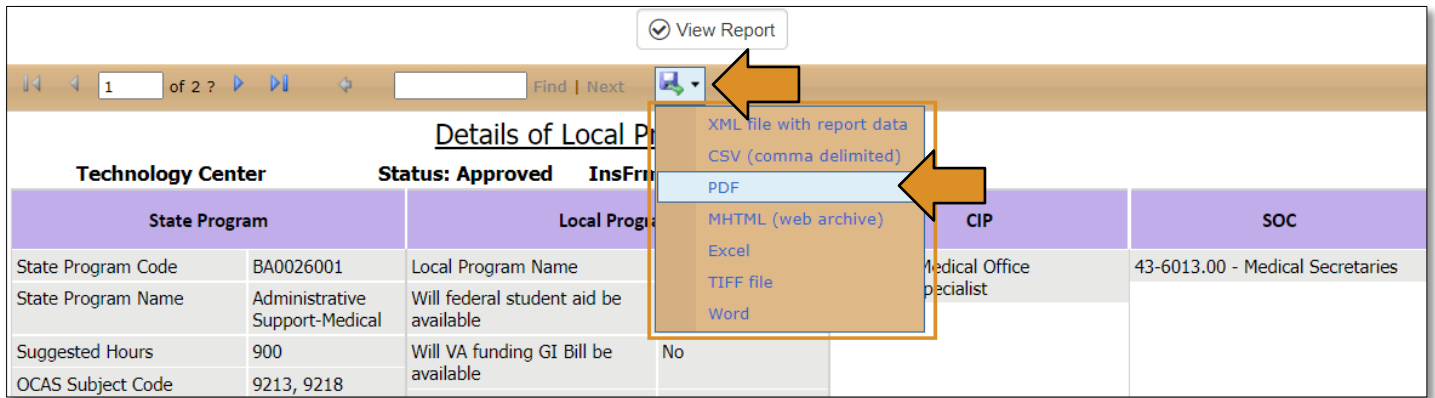
A screenshot of the 'Report Generation' form in a web application. The form has a blue header and contains several fields with numbered callouts (1-7) and a 'View Report' button. The fields are: 'Report Module*' (Instructional Framework, callout 1), 'Organization Type*' (Technology Sites, callout 2), 'Report Groups*' (IFW User State Program Inst..., callout 3), 'Organization*' (Please enter 3 characters, callout 4), 'Report Name*' (IFW Approved Detail State P..., callout 5), and 'School Calendar Year*' (-- Please Select --, callout 6). A 'View Report' button with a checkmark icon and callout 7 is at the bottom. A blue arrow points to the 'View Report' button.

| Report Generation | |
|--|-------------------------------------|
| Report Module* | Instructional Framework (1.) |
| Organization Type* | Technology Sites (2.) |
| Report Groups* | IFW User State Program Inst... (3.) |
| Organization* | Please enter 3 characters (4.) |
| Report Name* | IFW Approved Detail State P... (5.) |
| School Calendar Year* | -- Please Select -- (6.) |
| <input checked="" type="button" value="View Report"/> (7.) | |

The report will appear under the View Report button. You can export the report to excel or PDF.

- Select the blue diskette in the tan toolbar.
- Select the format needed (**PDF option is recommended for this report**).
 - If you select Excel, you will need to adjust the print layout option before you print to get the entire record on one page.

IMPORTANT: Each record is in a different Excel sheet. Click on the different sheet numbers at the bottom of the Excel file to go to each program record.

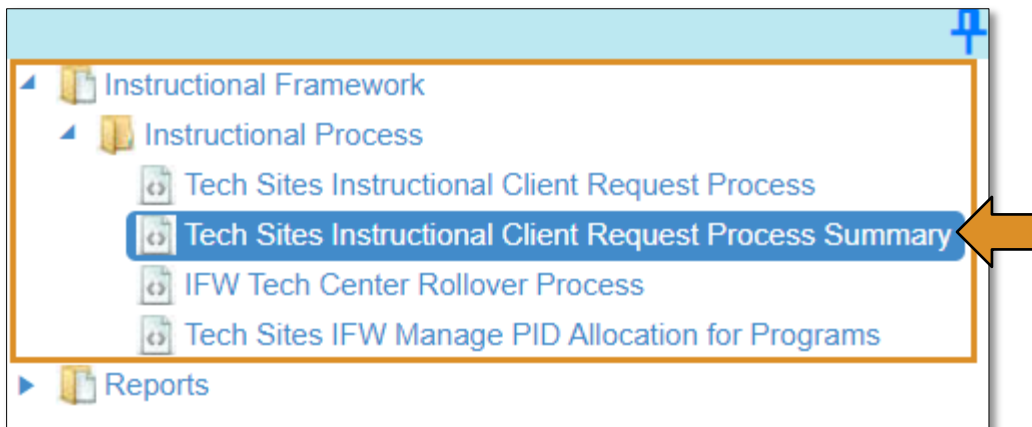


The screenshot shows a web application interface. At the top, there is a "View Report" button. Below it, a toolbar contains a blue diskette icon, which is highlighted by an orange arrow. A dropdown menu is open from this icon, listing export options: XML file with report data, CSV (comma delimited), PDF (highlighted by an orange arrow), MHTML (web archive), Excel, TIFF file, and Word. Below the toolbar, the main content area displays "Details of Local Program" for a "Technology Center". The program status is "Approved". A table below shows details for the "State Program" and "Local Program".

| State Program | | Local Program | | CIP | SOC |
|--------------------|--------------------------------|---------------------------------------|----|---------------------------|----------------------------------|
| State Program Code | BA0026001 | Local Program Name | | Medical Office Specialist | 43-6013.00 - Medical Secretaries |
| State Program Name | Administrative Support-Medical | Will federal student aid be available | | | |
| Suggested Hours | 900 | Will VA funding GI Bill be available | No | | |
| OCAS Subject Code | 9213, 9218 | | | | |

[View Approval Status](#)

- Click the arrows next to **Instructional Framework & Instructional Process**.
- Click on the **Tech Sites Instructional Client Request Process Summary** link.



The screenshot shows a navigation tree with the following structure:

- Instructional Framework
 - Instructional Process
 - Tech Sites Instructional Client Request Process
 - Tech Sites Instructional Client Request Process Summary** (highlighted by an orange arrow)
 - IFW Tech Center Rollover Process
 - Tech Sites IFW Manage PID Allocation for Programs
- Reports

- Complete the IFW Request Summary List screen by verifying the planned year is the current year, the Implementation Year is the next school year.
- Type in the first three letters of your district name and select your school district from the drop-down menu.
- Select the site you are wanting to view by typing the first three letters of the site and choosing the site from the drop-down menu. You can select multiple sites at the same time by clicking on the **Check for Multiple Site(s)** box.

Dashboard | Tech Sites Instructional Client Request Process Summary

IFW Request Summary List

Summary Screen Go to Select Rollover Options - Summary

Instructional Framework Template: Technology Center/Skill Centers Secondary and Adult Full-Time Request and Submission Process

Planned Calendar: Planned Year [dropdown], Start Date [text], End Date [text]

Implementation Calendar: Implementation Year [dropdown], Start Date [text], End Date [text]

Hierarchy Type: State Program 2122

District Information: District Type: Technology Center Districts, District Name*: Search District Name

Site Information: Site Type: Technology Sites, Check for Multiple Site(s), Sites(s)*: Search sites...

Search

Request Summary Go to Select Rollover Options - Summary

All requests processed or requested will be displayed with the current approval stage as shown in the third column of the grid (pending, fully approved, rejected, etc.).

IFW Request Summary List

Summary Screen Go to Select Rollover Options - Summary

Request Summary

Note:

Save changes
 Cancel changes
 Export to Excel
 Refresh
 Search...

| Acti | Approval Stage | Approval Status | Rollover Option | Submitted Date | Organization Name | State Program |
|--------------------------|--------------------------|-----------------|-------------------|----------------|-------------------|-------------------------------------|
| <input type="checkbox"/> | Submitter - 1st Stage | Reject | Will Make Changes | | | Cosmetology - HM0046002 |
| <input type="checkbox"/> | Submitter - 1st Stage | Reject | Will Make Changes | | | Cosmetology - HM0046002 |
| <input type="checkbox"/> | ODCTE - Occupational ... | Pending | | | | Business Information Management-Me. |
| <input type="checkbox"/> | ODCTE - Occupational ... | Pending | | | | Business Information Management-Me. |
| <input type="checkbox"/> | ODCTE - Occupational ... | Pending | No Changes | | | Welding-MN - MN0076001 |

- Click the symbol beside the program to display each approval stage and status.

| IFW Request Summary List | | | | | | |
|---|-----------------------|-----------------------|-------------------------|----------------|-------------------|-------------------------|
| Summary Screen | | | | | | |
| Request Summary | | | | | | |
| Note: | | | | | | |
| <input checked="" type="checkbox"/> Save changes <input type="checkbox"/> Cancel changes <input type="button" value="Export to Excel"/> <input type="button" value="Refresh"/> <input type="text" value="Search..."/> | | | | | | |
| Acti | Approval Stage | Approval Status | Rollover Option | Submitted Date | Organization Name | State Program |
| <input type="checkbox"/> | Submitter - 1st Stage | Reject | Will Make Changes | | | Cosmetology - HM0046002 |
| Approval Stage | | Approval Status | Approval/Rejection Note | | Approver Email | |
| ODCTE - Occupational Administrator - 3r... | | Cancel for Change ... | New Process | | | |
| ODCTE - Occupational Administrator - 3r... | | Approved | Approved | | | |
| ODCTE Financial Aid Approver - Fully Ap... | | Reject | rejected | | | |
| Submitter - 1st Stage | | | | | | |
| Local Financial Aid Approver - 2nd Appr... | | | | | | |
| ODCTE - Occupational Administrator - 3r... | | | | | | |
| ODCTE Financial Aid Approver - Fully Ap... | | | | | | |

IFW Local Financial Aid Approval

For individuals with the role of **IFW – Local Financial Aid Approval**, new program requests and/or program requests with changes will need your approval.

You will receive an e-mail when a request has been submitted for your district indicating you are the next level of approval.

- Click the arrows next to **Instructional Framework & Instructional Process**.
- Click on the **Tech Sites Instructional Client Request Process Summary** link.

- Verify the **Planned Year** is the current year and the **Implementation Year** is the next school year.
- In the **District Name** field, type in the first three letters of your district name and select your school district from the drop-down menu.
- In the **Site(s)** field select the site you are wanting to view by typing the first three letters of the site and choosing the site from the drop-down menu. You can select multiple sites at the same time by clicking on the **Check for Multiple Site(s)** box.
- Click **Search**.

The screenshot shows the 'IFW Request Summary List' form. It includes sections for 'Planned Calendar' and 'Implementation Calendar' with fields for 'Planned Year', 'Start Date', and 'End Date'. Below these are 'District Information' and 'Site Information' sections. The 'District Name*' field is highlighted with a box, and the 'Sites(s)*' field is also highlighted. A blue 'Search' button with a magnifying glass icon is located at the bottom right, with a large orange arrow pointing to it.

All requests processed or requested will be displayed with the current approval stage as shown in the third column of the grid (pending, fully approved, rejected, or etc.).

The screenshot shows the 'IFW Request Summary List' grid. The grid has columns for 'Acti', 'Approval Stage', 'Approval Status', 'Rollover Option', 'Submitted Date', 'Organization Name', and 'State Program'. The 'Approval Status' column is highlighted with a box. The grid contains five rows of data.

| Acti | Approval Stage | Approval Status | Rollover Option | Submitted Date | Organization Name | State Program |
|----------------------------|--------------------------|-----------------|-------------------|----------------|-------------------|-------------------------------------|
| ▶ <input type="checkbox"/> | Submitter - 1st Stage | Reject | Will Make Changes | | | Cosmetology - HM0046002 |
| ▶ <input type="checkbox"/> | Submitter - 1st Stage | Reject | Will Make Changes | | | Cosmetology - HM0046002 |
| ▶ <input type="checkbox"/> | ODCTE - Occupational ... | Pending | | | | Business Information Management-Me. |
| ▶ <input type="checkbox"/> | ODCTE - Occupational ... | Pending | | | | Business Information Management-Me. |
| ▶ <input type="checkbox"/> | ODCTE - Occupational ... | Pending | No Changes | | | Welding-MN - MN0076001 |

Requests needing your attention will have **Local Financial Aid** in the Approval Stage column and **Pending** in the Approval Status column.

NOTE: To sort the requests, you can click on the heading title to sort alphabetically, or you can filter the column by clicking on the filter icon in those columns.

- Click on **Local Financial Aid Approver-2nd Approval Stage** in the second column for the request you would like to approve. This will take you directly to the last screen of the request process.
- Click the **View Detail Summary** button to produce a summary

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Review Detail Summary

View Detail Summary

Submit For Approval – Attach File(s)

Submit For Approval – Acknowledge select either one of them

To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note: _____

Refresh Back to Beginning One Step Back Save Draft Submit for Approval

- Click **Go to Detail of Local Program Request** in the populated report to see all information. The **Go to Approval Log Details** link will only appear once the request has been submitted.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Review Detail Summary

1 of 1

Summary of Local Program Current Request

Technology Center: COSMETOLOGIST - PUBLIC Approval Status: **Approved** InsFrm-: -TCSKSTPROG-42CD5233D2A5-006-HM-HM004-HM0046002-

[Go to Detail of Local Program Request](#)

[Go to Approval Log Details](#)

| State Program | State Pgm Code | State Prg Hours | State Program OCAS | Local Program | Local Prg Hours | Course Desc - OCAS | Course Hours |
|---------------|----------------|-----------------|--------------------|------------------------|-----------------|---|--------------|
| COSMETOLOGY | HM0046002 | 1500.00 | 9478, 9488 | COSMETOLOGIST - PUBLIC | 1000.00 | Facials (Lash & Brow Tinting & Arching) - 9488 | 60 |
| | | | | | | Manicuring/Pedicuring - 9478 | 60 |
| | | | | | | Professional Development, Establishment Management and Unassigned Hours for Review, Examinations, etc. - 9488 | 100 |
| | | | | | | Hair Coloring - 9488 | 120 |
| | | | | | | Hair Restructuring - 9488 | 180 |
| | | | | | | Hair Cutting - 9478 | 120 |
| | | | | | | Hairstyling - 9478 | 180 |
| | | | | | | Theory - 9478 | 150 |
| | | | | | | Shampoo/Conditioning Rinses/Scalp Treatments - 9478 | 30 |
| Total | | | | | | | 1000 |

Review the program report:

- Is the program eligible for federal student aid? Was it marked YES?
- Are the total Local Program Hours correct?
- Are the CIP/SOC codes correct?
- Are the course hours equal to the total Local Program Hours?

NOTE: If course hours are greater than the state program hours, it may be due to multiple courses being offered as electives for that program. That is okay.

Once you have reviewed and are ready to approve:

- Click the **Review Detail Summary** words again to collapse this section.
- Click the **Continue to Approve/Reject** button.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm

Review Detail Summary

View Detail Summary

Submit For Approval - Attach File(s)

Submit For Approval - Acknowledge select either one of them:

To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:-
Could not roll over.

Refresh Back to Beginning One Step Back New Request Save Draft Submit For Approval Change Request Continue to Approve/Reject

The following screen will allow you to finalize and approve (or reject) the request.

- You must enter something in the **Approval/Rejection Note** box.
- Then, click the **Reject or Approve** button.
- You will be asked if you are sure. Click **Yes** or **No**.
- If you click yes, you will receive a message: **Successfully Approved the Request**.
 - You will be returned to the **Summary Review** page.

Approval Process - Instructional Framework For Tech Centers State Program

NOTE: Enter Approval/Rejection Note and then Click on Approval button to finalize your changes and submission to further Process.

Back Reject Approve

Request Number
InsFrm-

| Approval Stage | Approval Date | Approver Role | Approved By | Approver Email | Approval Status | Note |
|---|---------------|---------------|-------------|----------------|-----------------|-------------|
| Submitter - 1st Stage | | IFW-Submitter | | | Approved | New Process |
| Local Financial Aid Approver - 2nd Approval Stage | | | | | | |
| Occupational Approver - 3rd Approval Stage | | | | | | |
| Financial Aid Approver - 4th Approval Stage | | | | | | |

Technology Center

Current Approval Stage Information

Approved By* Approval Stage* 2nd Approval Stage

Approver School* Approver Role* IFW-Local Financial Aid Approval

Approver Email* Approval Date*

Approval/Rejection Note

Format **B** *I* U

- Click the **X** on the **Instructional Framework Request Process** tab to close that screen.

Dashboard Tech Sites Instructional Client Request Process Summary X Instructional Framework Request Process X

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC >

Selection - School(s) - InsFrm-

Review Detail Summary

1 of 1 Find | Next

- Click the **Tech Sites Instructional Client Request Process Summary** tab to make your next selection.

NOTE: You will need to click the **Refresh** button (in CTIMS not your browser) to update the Approval Stage column.

Dashboard | Tech Sites Instructional Client Request Process Summary X

IFW Request Summary List

Summary Screen Go

Request Summary

Note:

✓ Save changes | ⓧ Cancel changes | 📄 Export to Excel | ↻ Refresh | Search... 🔍

| Action | Approval Stage | Approval Status | Rollover Option | Submitted Date | Organization Name |
|--------|----------------|-----------------|-----------------|----------------|-------------------|
|--------|----------------|-----------------|-----------------|----------------|-------------------|

APPENDIX A

State Program List – By Division, Pathway & Program Name

| Division | Cluster | Pathway Code | Pathway Name | Program Code | State Program Name | State Program Hours |
|----------|---------|--------------|---|--------------|---|---------------------|
| BMITE | BA | BA005 | Business Information Management | BA0056001 | Business Information Management-Medical | 1080 |
| BMITE | BA | BA002 | Administrative Support | BA0026000 | Administrative Support | 900 |
| BMITE | BA | BA002 | Administrative Support | BA0026001 | Administrative Support-Medical | 900 |
| BMITE | BA | BA004 | General Management | BA0056002 | Hospitality Management | 900 |
| BMITE | BA | BA004 | General Management | BA0046000 | Entrepreneurship-BA | 900 |
| BMITE | BA | BA002 | Administrative Support | BA0026004 | Customer Service | 900 |
| BMITE | BA | BA002 | Administrative Support | BA0026002 | Administrative Support-Legal | 900 |
| BMITE | BA | BA005 | Business Information Management | BA0056000 | Business Information Management | 900 |
| BMITE | FN | FN001 | Accounting | FN0016000 | Accounting | 900 |
| BMITE | FN | FN002 | Business Finance | FN0026000 | Financial Services | 900 |
| BMITE | IT | IT002 | Information Support And Services | IT0016000 | Computer/Network Support | 900 |
| BMITE | IT | IT001 | Network Systems | IT0016005 | Networking | 1200 |
| BMITE | IT | IT003 | Web And Digital Communications | IT0036004 | Multimedia Technology | 900 |
| BMITE | IT | IT004 | Programming And Software Development | IT0046000 | Programming | 900 |
| BMITE | IT | IT003 | Web And Digital Communications | IT0036001 | Audio and Video Technology IT | 900 |
| BMITE | IT | IT001 | Network Systems | IT0016001 | Cybersecurity | 1200 |
| BMITE | IT | IT003 | Web And Digital Communications | IT0036000 | Animation Technology | 900 |
| BMITE | IT | IT003 | Web And Digital Communications | IT0036002 | Digital Design and Publishing | 900 |
| BMITE | IT | IT003 | Web And Digital Communications | IT0036005 | Web Design and Development-IT | 900 |
| BMITE | IT | IT001 | Network Systems | IT0016004 | Network Support | 900 |
| BMITE | IT | IT003 | Web And Digital Communications | IT0036001 | Audio and Video Technology-IT | 900 |
| BMITE | IT | IT003 | Web And Digital Communications | IT0036003 | Game Design/Development | 900 |
| BMITE | IT | IT004 | Programming And Software Development | IT0046001 | Computer Science Prep | 900 |
| BMITE | MK | MK004 | Marketing Communications | MK0046000 | Marketing Communications | 900 |
| BMITE | MK | MK001 | Marketing Management And Entrepreneurship | MK0016000 | Entrepreneurship-MK | 900 |

| Division | Cluster | Pathway Code | Pathway Name | Program Code | State Program Name | State Program Hours |
|----------|---------|--------------|---|--------------|--|---------------------|
| BMITE | MK | MK001 | Marketing Management And Entrepreneurship | MK0016001 | Management | 900 |
| F&CS | AR | AR006 | Visual Arts | AR0066003 | Interior Design | 600 |
| F&CS | AR | AR006 | Visual Arts | AR0066001 | Fashion and Apparel Design | 600 |
| F&CS | ED | ED003 | Teaching/Training | ED0036000 | Teaching/Training | 800 |
| F&CS | HM | HM001 | Early Childhood Development & Services | HM0016004 | Early Care and Education Teacher Assistant | 850 |
| F&CS | HM | HM001 | Early Childhood Development & Services | HM0016002 | Early Care and Education Specialized | 1350 |
| F&CS | HM | HM001 | Early Childhood Development & Services | HM0016003 | Early Care and Education Teacher | 1150 |
| F&CS | HT | HT001 | Restaurant Food & Beverage Services | HT0016000 | Culinary Arts | 800 |
| F&CS | HT | HT002 | Lodging | HT0026000 | Lodging | 700 |
| F&CS | HT | HT002 | Lodging | HT0026002 | Lodging Service Careers and Workforce Transition | 300 |
| F&CS | HT | HT001 | Restaurant Food & Beverage Services | HT0016001 | Service Careers Culinary Arts | 400 |
| F&CS | HT | HT004 | Recreation, Amusements & Attractions | HT0046000 | Casino and Gaming | 800 |
| F&CS | HT | HT002 | Lodging | HT0026000 | Lodging Services | 700 |
| Health | HL | HL004 | Support Services | HL0016017 | Surgical Technologist | 1000 |
| Health | HL | HL002 | Diagnostic Services | HL0026002 | Radiologic Technologist | 2300 |
| Health | HL | HL001 | Therapeutic Services | HL0016005 | Licensed Practical Nurse | 1300 |
| Health | HL | HL001 | Therapeutic Services | HL0016021 | Medical Services - Medical Assisting | 900 |
| Health | HL | HL002 | Diagnostic Services | HL0016006 | Medical Imaging | 900 |
| Health | HL | HL001 | Therapeutic Services | HL0016025 | Nursing Services - C N A | 600 |
| Health | HL | HL001 | Therapeutic Services | HL0016015 | Respiratory Services | 1400 |
| Health | HL | HL001 | Therapeutic Services | HL0016002 | Dental Services | 900 |
| Health | HL | HL001 | Therapeutic Services | HL0016009 | Occupational Therapy | 1200 |
| Health | HL | HL001 | Therapeutic Services | HL0016013 | Physical Therapy Assistant | 1200 |
| Health | HL | HL004 | Support Services | HL0016016 | Surgical Services | 600 |
| Health | HL | HL001 | Therapeutic Services | HL0016021 | Medical Services-Medical Assisting | 900 |
| Health | HL | HL001 | Therapeutic Services | HL0016020 | Vision Care Services | 900 |

| Division | Cluster | Pathway Code | Pathway Name | Program Code | State Program Name | Program Hours |
|----------|---------|--------------|----------------------------|--------------|--|---------------|
| Health | HL | HL001 | Therapeutic Services | HL0016026 | Nursing Services - Advanced | 800 |
| Health | HL | HL001 | Therapeutic Services | HL0016023 | Medical Services - H U C | 600 |
| Health | HL | HL001 | Therapeutic Services | HL0016019 | Veterinary Services | 750 |
| Health | HL | HL001 | Therapeutic Services | HL0016014 | Rehabilitation Services | 800 |
| Health | HL | HL001 | Therapeutic Services | HL0016024 | Medical Services - Phlebotomy | 900 |
| Health | HL | HL004 | Support Services | HL0046001 | Health Studies | 600 |
| Health | HL | HL001 | Therapeutic Services | HL0016022 | Medical Services - E K G | 700 |
| Health | HL | HL001 | Therapeutic Services | HL0016011 | Paramedic | 1200 |
| Health | HL | HL001 | Therapeutic Services | HL0016004 | Emergency Medical Services | 400 |
| Health | HL | HL001 | Therapeutic Services | HL0016010 | Orthotic & Prosthetics | 2000 |
| Health | HL | HL001 | Therapeutic Services | HL0016012 | Pharmacy Services | 600 |
| Health | HL | HL001 | Therapeutic Services | HL0016000 | Behavioral Medicine | 600 |
| Health | HL | HL002 | Diagnostic Services | HL0016003 | Diagnostic Medical Sonographer | 1800 |
| Health | HL | HL001 | Therapeutic Services | HL0016024 | Medical Services--Phlebotomy | 900 |
| Health | HL | HL001 | Therapeutic Services | HL0016001 | Dental Hygiene | 2100 |
| STEM | SC | SC001 | Engineering And Technology | SC0026010 | Pre-Engineering Program - Advanced | 960 |
| STEM | SC | SC002 | Science And Mathematics | SC0026007 | Biomedical Science and Medicine Program - Advanced | 960 |
| STEM | SC | SC001 | Engineering And Technology | SC0026002 | Computer Science Program - Advanced | 960 |
| STEM | SC | SC001 | Engineering And Technology | SC0016001 | Pre-Engineering Program | 480 |
| STEM | SC | SC002 | Science And Mathematics | SC0026008 | Biotechnology Program | 480 |
| STEM | SC | SC002 | Science And Mathematics | SC0026001 | Biotechnology Program - Advanced | 960 |
| STEM | SC | SC002 | Science And Mathematics | SC0026000 | Biomedical Science and Medicine Program | 480 |
| STEM | SC | SC001 | Engineering And Technology | SC0026006 | Aerospace Program - Advanced | 960 |
| T&I | AC | AC002 | Design/Pre-Construction | AC0026000 | Computer Aided Drafting-AC | 900 |
| T&I | AC | AC003 | Construction | AC0036007 | Heating, Ventilation & Air Conditioning | 900 |
| T&I | AC | AC003 | Construction | AC0036000 | Carpentry | 900 |
| T&I | AC | AC003 | Construction | AC0036009 | Introduction to Construction | 900 |
| T&I | AC | AC004 | Maintenance/Operations | AC0046000 | Service Careers Maintenance | 725 |
| T&I | AC | AC003 | Construction | AC0036003 | Electrical Trades | 900 |

| Division | Cluster | Pathway Code | Pathway Name | Program Code | State Program Name | Program Hours |
|----------|---------|--------------|----------------------------|--------------|------------------------------------|---------------|
| T&I | AC | AC003 | Construction | AC0036011 | Plumbing | 900 |
| T&I | AC | AC003 | Construction | AC0030008 | CABINETMAKER | 525 |
| T&I | AC | AC003 | Construction | AC0036006 | Finish Carpentry | 600 |
| T&I | AC | AC003 | Construction | AC0030117 | Carpentry Level 1 | 525 |
| T&I | AC | AC003 | Construction | AC0030059 | CARPENTERS HELPER | 525 |
| T&I | AC | AC003 | Construction | AC0036010 | Masonry | 900 |
| T&I | AC | AC003 | Construction | AC0036008 | Heavy Equipment Operator | 900 |
| T&I | AC | AC003 | Construction | AC0036004 | Electricity | 900 |
| T&I | AC | AC003 | Construction | AC0030012 | FRAME CARPENTER | 500 |
| T&I | AC | AC003 | Construction | AC0036005 | Construction Electronics | 900 |
| T&I | AC | AC003 | Construction | AC0036014 | Welding-AC | 900 |
| T&I | AC | AC003 | Construction | AC0030083 | CONSTRUCTION TECHNOLOGY | 900 |
| T&I | AC | AC003 | Construction | AC0030089 | HEAVY EQUIPMENT OPERATOR I | 525 |
| T&I | AC | AC003 | Construction | AC0036015 | Introduction to Construction | 525 |
| T&I | AC | AC004 | Maintenance/Operations | AC0040052 | SERVICE CAREERS MAINTENANCE II | 500 |
| T&I | AC | AC003 | Construction | AC0030006 | RESIDENTIAL ELECTRICIANS ASSISTANT | 480 |
| T&I | AG | AG002 | Plant And Soil Science | AG0026002 | Service Careers Horticulture | 750 |
| T&I | AG | AG003 | Animal Science | AG0036000 | Equine Science | 1025 |
| T&I | AG | AG002 | Plant And Soil Science | AG0026001 | Horticulture | 700 |
| T&I | AR | AR004 | Printing Technology | AR0046002 | Graphic Communications | 900 |
| T&I | AR | AR006 | Visual Arts | AR0066004 | Web Design and Development-AR | 1050 |
| T&I | AR | AR001 | Audio And Video Technology | AR0016000 | Audio and Video Technology-AR | 900 |
| T&I | AR | AR001 | Audio And Video Technology | AR0046000 | 3D Gaming Design | 900 |
| T&I | AR | AR006 | Visual Arts | AR0066000 | Commercial Photography | 600 |
| T&I | AR | AR006 | Visual Arts | AR0066004 | Web Design and Development | 900 |
| T&I | AR | AR004 | Printing Technology | AR0046001 | Printing Technology | 900 |
| T&I | EP | AC004 | Maintenance/Operations | EP0020002 | Electrical Lineman | 1200 |
| T&I | EP | AC004 | Maintenance/Operations | EP0020001 | Energy & Power | 1000 |
| T&I | HM | HM004 | Personal Care Services | HM0046002 | COSMETOLOGY | 1500 |
| T&I | HM | HM004 | Personal Care Services | HM0046004 | MANICURIST/NAIL TECHNICIAN | 600 |

| Division | Cluster | Pathway Code | Pathway Name | Program Code | State Program Name | Program Hours |
|----------|---------|--------------|--|--------------|---|---------------|
| T&I | HM | HM004 | Personal Care Services | HM0040007 | MASTER INSTRUCTOR | 1000 |
| T&I | HM | HM004 | Personal Care Services | HM0046003 | ESTHETICS | 600 |
| T&I | HM | HM004 | Personal Care Services | HM0046003 | Esthetician | 600 |
| T&I | HM | HM004 | Personal Care Services | HM0046001 | BARBER | 1500 |
| T&I | HM | HM004 | Personal Care Services | HM0046004 | Manicurist/Nail Technology | 800 |
| T&I | LW | LW004 | Law Enforcement Services | LW0046000 | Criminal Justice | 900 |
| T&I | LW | LW002 | Emergency & Fire Management Services | LW0026000 | Firefighter | 900 |
| T&I | MN | MN003 | Maintenance, Installation & Repair | MN0036001 | Mechatronics | 900 |
| T&I | MN | MN007 | Welding And Metal Fabrication | MN0076011 | WELDING | 900 |
| T&I | MN | MN002 | Production | MN0026000 | CNC Machining | 900 |
| T&I | MN | MN007 | Welding And Metal Fabrication | MN0076000 | Metal Fabrication | 600 |
| T&I | MN | MN007 | Welding And Metal Fabrication | MN0076001 | Welding-MN | 900 |
| T&I | MN | MN001 | Manufacturing Production Process Development | MN0016000 | Computer Aided Drafting-MN | 900 |
| T&I | MN | MN002 | Production | MN0026001 | Manual Machinist | 580 |
| T&I | MN | MN002 | Production | MN0026001 | Manual Machinist with CNC | 600 |
| T&I | MN | MN001 | Manufacturing Production Process Development | MN0076003 | Energy & Power | 1050 |
| T&I | MN | MN003 | Maintenance, Installation & Repair | MN0036000 | Electronics-MN | 900 |
| T&I | MN | MN011 | Manufacturing Academy | MN0116000 | Foundations Of Manufacturing | 400 |
| T&I | MN | MN001 | Manufacturing Production Process Development | MN0016001 | Applied Engineering Technology | 600 |
| T&I | TR | TR009 | Automotive Collision Repair | TR0096000 | Automotive Collision Repair and Refinishing | 900 |
| T&I | TR | TR008 | Automotive Service | TR0086000 | Automotive Service Technology | 900 |
| T&I | TR | TR010 | Medium/Heavy Diesel Truck Repair | TR0106000 | Medium/Heavy Diesel Service | 900 |
| T&I | TR | TR011 | Aerospace Maintenance | TR0116001 | A & P Mechanic | 1900 |
| T&I | TR | TR011 | Aerospace Maintenance | TR0116000 | Aerospace Technician | 960 |
| T&I | TR | TR015 | Logistics, Planning & Management Services | TR0156000 | Pipeline Technology | 900 |
| T&I | TR | TR001 | Transportation Operations | TR0016001 | Truck Driver Training | 200 |
| T&I | TR | TR004 | Facility And Mobile Equipment Maintenance | TR0046002 | Motorcycle Technology | 900 |

| Division | Cluster | Pathway Code | Pathway Name | Program Code | State Program Name | Program Hours |
|----------|---------|--------------|--|--------------|-----------------------------|---------------|
| T&I | TR | TR010 | Medium/Heavy Diesel Truck Repair | TR0106001 | Agriculture Mechanics-TR | 900 |
| T&I | TR | TR004 | Facility And Mobile Equipment Maintenance | TR0046001 | Marine Repair Technology | 900 |
| T&I | TR | TR008 | Automotive Service | TR0086001 | Service Careers - Auto Care | 120 |
| T&I | TR | TR003 | Warehousing And Distribution Center Operations | TR0036001 | Warehouse and Logistics | 700 |
| T&I | TR | TR004 | Facility And Mobile Equipment Maintenance | TR0046003 | Power Products | 900 |
| T&I | TR | TR001 | Transportation Operations | TR0016000 | Private Pilot | 480 |

APPENDIX B

State Program List – By State Program

| Division | Cluster | Pathway Code | Pathway Name | Program Code | State Program Name | Program Hours |
|----------|---------|--------------|--|--------------|--|---------------|
| T&I | AR | AR001 | Audio And Video Technology | AR0046000 | 3D Gaming Design | 900 |
| T&I | TR | TR011 | Aerospace Maintenance | TR0116001 | A & P Mechanic | 1900 |
| BMITE | FN | FN001 | Accounting | FN0016000 | Accounting | 900 |
| BMITE | BA | BA002 | Administrative Support | BA0026000 | Administrative Support | 900 |
| BMITE | BA | BA002 | Administrative Support | BA0026002 | Administrative Support-Legal | 900 |
| BMITE | BA | BA002 | Administrative Support | BA0026001 | Administrative Support-Medical | 900 |
| STEM | SC | SC001 | Engineering And Technology | SC0026006 | Aerospace Program - Advanced | 960 |
| T&I | TR | TR011 | Aerospace Maintenance | TR0116000 | Aerospace Technician | 960 |
| T&I | TR | TR010 | Medium/Heavy Diesel Truck Repair | TR0106001 | Agriculture Mechanics-TR | 900 |
| BMITE | IT | IT003 | Web And Digital Communications | IT0036000 | Animation Technology | 900 |
| T&I | MN | MN001 | Manufacturing Production Process Development | MN0016001 | Applied Engineering Technology | 600 |
| BMITE | IT | IT003 | Web And Digital Communications | IT0036001 | Audio and Video Technology IT | 900 |
| T&I | AR | AR001 | Audio And Video Technology | AR0016000 | Audio and Video Technology-AR | 900 |
| BMITE | IT | IT003 | Web And Digital Communications | IT0036001 | Audio and Video Technology-IT | 900 |
| T&I | TR | TR009 | Automotive Collision Repair | TR0096000 | Automotive Collision Repair and Refinishing | 900 |
| T&I | TR | TR008 | Automotive Service | TR0086000 | Automotive Service Technology | 900 |
| T&I | HM | HM004 | Personal Care Services | HM0046001 | BARBER | 1500 |
| Health | HL | HL001 | Therapeutic Services | HL0016000 | Behavioral Medicine | 600 |
| STEM | SC | SC002 | Science And Mathematics | SC0026000 | Biomedical Science and Medicine Program | 480 |
| STEM | SC | SC002 | Science And Mathematics | SC0026007 | Biomedical Science and Medicine Program - Advanced | 960 |
| STEM | SC | SC002 | Science And Mathematics | SC0026008 | Biotechnology Program | 480 |
| STEM | SC | SC002 | Science And Mathematics | SC0026001 | Biotechnology Program - Advanced | 960 |
| BMITE | BA | BA005 | Business Information Management | BA0056000 | Business Information Management | 900 |
| BMITE | BA | BA005 | Business Information Management | BA0056001 | Business Information Management-Medical | 1080 |

| Division | Cluster | Pathway Code | Pathway Name | Program Code | State Program Name | Program Hours |
|----------|---------|--------------|--|--------------|--|---------------|
| T&I | AC | AC003 | Construction | AC0030008 | CABINETMAKER | 525 |
| T&I | AC | AC003 | Construction | AC0030059 | CARPENTERS HELPER | 525 |
| T&I | AC | AC003 | Construction | AC0036000 | Carpentry | 900 |
| T&I | AC | AC003 | Construction | AC0030117 | Carpentry Level 1 | 525 |
| F&CS | HT | HT004 | Recreation, Amusements & Attractions | HT0046000 | Casino and Gaming | 800 |
| T&I | MN | MN002 | Production | MN0026000 | CNC Machining | 900 |
| T&I | AR | AR006 | Visual Arts | AR0066000 | Commercial Photography | 600 |
| T&I | AC | AC002 | Design/Pre-Construction | AC0026000 | Computer Aided Drafting-AC | 900 |
| T&I | MN | MN001 | Manufacturing Production Process Development | MN0016000 | Computer Aided Drafting-MN | 900 |
| BMITE | IT | IT004 | Programming And Software Development | IT0046001 | Computer Science Prep | 900 |
| STEM | SC | SC001 | Engineering And Technology | SC0026002 | Computer Science Program - Advanced | 960 |
| BMITE | IT | IT002 | Information Support And Services | IT0016000 | Computer/Network Support | 900 |
| T&I | AC | AC003 | Construction | AC0036005 | Construction Electronics | 900 |
| T&I | AC | AC003 | Construction | AC0030083 | CONSTRUCTION TECHNOLOGY | 900 |
| T&I | HM | HM004 | Personal Care Services | HM0046002 | COSMETOLOGY | 1500 |
| T&I | LW | LW004 | Law Enforcement Services | LW0046000 | Criminal Justice | 900 |
| F&CS | HT | HT001 | Restaurant Food & Beverage Services | HT0016000 | Culinary Arts | 800 |
| BMITE | BA | BA002 | Administrative Support | BA0026004 | Customer Service | 900 |
| BMITE | IT | IT001 | Network Systems | IT0016001 | Cybersecurity | 1200 |
| Health | HL | HL001 | Therapeutic Services | HL0016001 | Dental Hygiene | 2100 |
| Health | HL | HL001 | Therapeutic Services | HL0016002 | Dental Services | 900 |
| Health | HL | HL002 | Diagnostic Services | HL0016003 | Diagnostic Medical Sonographer | 1800 |
| BMITE | IT | IT003 | Web And Digital Communications | IT0036002 | Digital Design and Publishing | 900 |
| F&CS | HM | HM001 | Early Childhood Development & Services | HM0016002 | Early Care and Education Specialized | 1350 |
| F&CS | HM | HM001 | Early Childhood Development & Services | HM0016003 | Early Care and Education Teacher | 1150 |
| F&CS | HM | HM001 | Early Childhood Development & Services | HM0016004 | Early Care and Education Teacher Assistant | 850 |

| Division | Cluster | Pathway Code | Pathway Name | Program Code | State Program Name | Program Hours |
|----------|---------|--------------|--|--------------|---|---------------|
| T&I | EP | AC004 | Maintenance/Operations | EP0020002 | Electrical Lineman | 1200 |
| T&I | AC | AC003 | Construction | AC0036003 | Electrical Trades | 900 |
| T&I | AC | AC003 | Construction | AC0036004 | Electricity | 900 |
| T&I | MN | MN003 | Maintenance, Installation & Repair | MN0036000 | Electronics-MN | 900 |
| Health | HL | HL001 | Therapeutic Services | HL0016004 | Emergency Medical Services | 400 |
| T&I | EP | AC004 | Maintenance/Operations | EP0020001 | Energy & Power | 1000 |
| T&I | MN | MN001 | Manufacturing Production Process Development | MN0076003 | Energy & Power | 1050 |
| BMITE | BA | BA004 | General Management | BA0046000 | Entrepreneurship-BA | 900 |
| BMITE | MK | MK001 | Marketing Management And Entrepreneurship | MK0016000 | Entrepreneurship-MK | 900 |
| T&I | AG | AG003 | Animal Science | AG0036000 | Equine Science | 1025 |
| T&I | HM | HM004 | Personal Care Services | HM0046003 | Esthetician | 600 |
| T&I | HM | HM004 | Personal Care Services | HM0046003 | ESTHETICS | 600 |
| F&CS | AR | AR006 | Visual Arts | AR0066001 | Fashion and Apparel Design | 600 |
| BMITE | FN | FN002 | Business Finance | FN0026000 | Financial Services | 900 |
| T&I | AC | AC003 | Construction | AC0036006 | Finish Carpentry | 600 |
| T&I | LW | LW002 | Emergency & Fire Management Services | LW0026000 | Firefighter | 900 |
| T&I | MN | MN011 | Manufacturing Academy | MN0116000 | Foundations Of Manufacturing | 400 |
| T&I | AC | AC003 | Construction | AC0030012 | FRAME CARPENTER | 500 |
| BMITE | IT | IT003 | Web And Digital Communications | IT0036003 | Game Design/Development | 900 |
| T&I | AR | AR004 | Printing Technology | AR0046002 | Graphic Communications | 900 |
| Health | HL | HL004 | Support Services | HL0046001 | Health Studies | 600 |
| T&I | AC | AC003 | Construction | AC0036007 | Heating, Ventilation & Air Conditioning | 900 |
| T&I | AC | AC003 | Construction | AC0036008 | Heavy Equipment Operator | 900 |
| T&I | AC | AC003 | Construction | AC0030089 | HEAVY EQUIPMENT OPERATOR I | 525 |
| T&I | AG | AG002 | Plant And Soil Science | AG0026001 | Horticulture | 700 |
| BMITE | BA | BA004 | General Management | BA0056002 | Hospitality Management | 900 |
| F&CS | AR | AR006 | Visual Arts | AR0066003 | Interior Design | 600 |
| T&I | AC | AC003 | Construction | AC0036015 | Introduction to Construction | 525 |
| T&I | AC | AC003 | Construction | AC0036009 | Introduction to Construction | 900 |

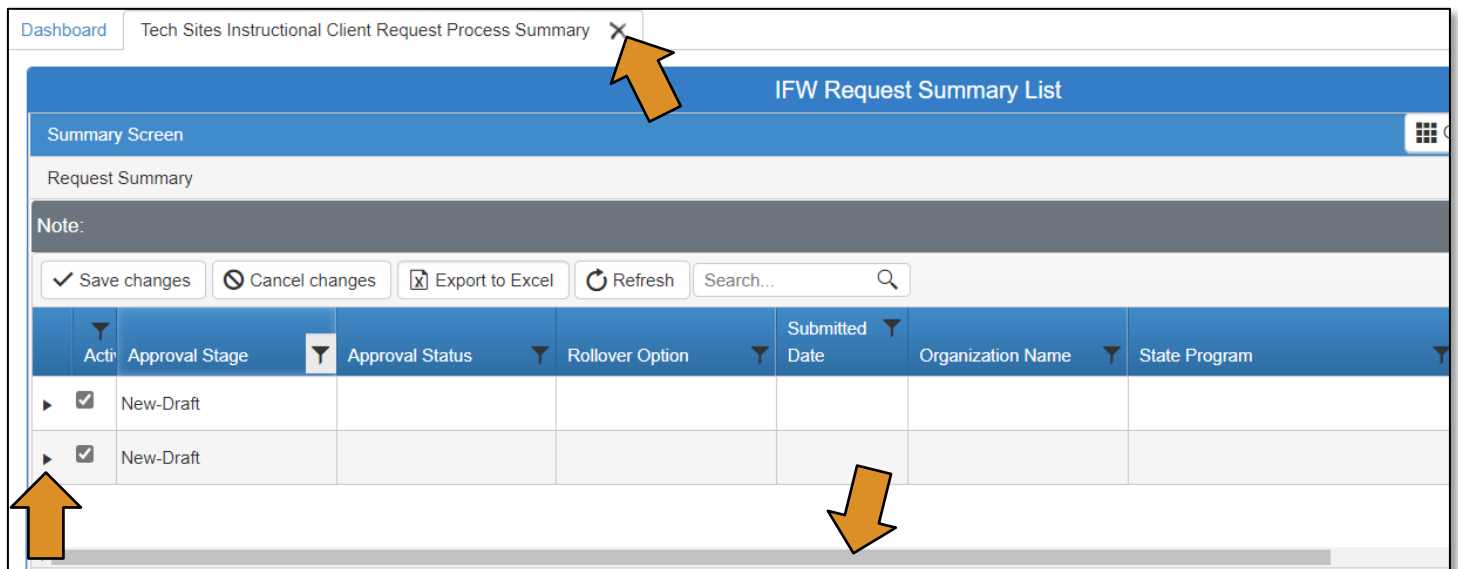
| Division | Cluster | Pathway Code | Pathway Name | Program Code | State Program Name | Program Hours |
|----------|---------|--------------|---|--------------|--|---------------|
| Health | HL | HL001 | Therapeutic Services | HL0016005 | Licensed Practical Nurse | 1300 |
| F&CS | HT | HT002 | Lodging | HT0026000 | Lodging | 700 |
| F&CS | HT | HT002 | Lodging | HT0026002 | Lodging Service Careers and Workforce Transition | 300 |
| F&CS | HT | HT002 | Lodging | HT0026000 | Lodging Services | 700 |
| BMITE | MK | MK001 | Marketing Management And Entrepreneurship | MK0016001 | Management | 900 |
| T&I | HM | HM004 | Personal Care Services | HM0046004 | MANICURIST/NAIL TECHNICIAN | 600 |
| T&I | HM | HM004 | Personal Care Services | HM0046004 | Manicurist/Nail Technology | 800 |
| T&I | MN | MN002 | Production | MN0026001 | Manual Machinist | 580 |
| T&I | MN | MN002 | Production | MN0026001 | Manual Machinist with CNC | 600 |
| T&I | TR | TR004 | Facility And Mobile Equipment Maintenance | TR0046001 | Marine Repair Technology | 900 |
| BMITE | MK | MK004 | Marketing Communications | MK0046000 | Marketing Communications | 900 |
| T&I | AC | AC003 | Construction | AC0036010 | Masonry | 900 |
| T&I | HM | HM004 | Personal Care Services | HM0040007 | MASTER INSTRUCTOR | 1000 |
| T&I | MN | MN003 | Maintenance, Installation & Repair | MN0036001 | Mechatronics | 900 |
| Health | HL | HL002 | Diagnostic Services | HL0016006 | Medical Imaging | 900 |
| Health | HL | HL001 | Therapeutic Services | HL0016022 | Medical Services - E K G | 700 |
| Health | HL | HL001 | Therapeutic Services | HL0016023 | Medical Services - H U C | 600 |
| Health | HL | HL001 | Therapeutic Services | HL0016021 | Medical Services - Medical Assisting | 900 |
| Health | HL | HL001 | Therapeutic Services | HL0016024 | Medical Services - Phlebotomy | 900 |
| Health | HL | HL001 | Therapeutic Services | HL0016021 | Medical Services-Medical Assisting | 900 |
| Health | HL | HL001 | Therapeutic Services | HL0016024 | Medical Services--Phlebotomy | 900 |
| T&I | TR | TR010 | Medium/Heavy Diesel Truck Repair | TR0106000 | Medium/Heavy Diesel Service | 900 |
| T&I | MN | MN007 | Welding And Metal Fabrication | MN0076000 | Metal Fabrication | 600 |
| T&I | TR | TR004 | Facility And Mobile Equipment Maintenance | TR0046002 | Motorcycle Technology | 900 |
| BMITE | IT | IT003 | Web And Digital Communications | IT0036004 | Multimedia Technology | 900 |
| BMITE | IT | IT001 | Network Systems | IT0016004 | Network Support | 900 |
| BMITE | IT | IT001 | Network Systems | IT0016005 | Networking | 1200 |

| Division | Cluster | Pathway Code | Pathway Name | Program Code | State Program Name | Program Hours |
|----------|---------|--------------|---|--------------|------------------------------------|---------------|
| Health | HL | HL001 | Therapeutic Services | HL0016026 | Nursing Services - Advanced | 800 |
| Health | HL | HL001 | Therapeutic Services | HL0016025 | Nursing Services - C N A | 600 |
| Health | HL | HL001 | Therapeutic Services | HL0016009 | Occupational Therapy | 1200 |
| Health | HL | HL001 | Therapeutic Services | HL0016010 | Orthotic & Prosthetics | 2000 |
| Health | HL | HL001 | Therapeutic Services | HL0016011 | Paramedic | 1200 |
| Health | HL | HL001 | Therapeutic Services | HL0016012 | Pharmacy Services | 600 |
| Health | HL | HL001 | Therapeutic Services | HL0016013 | Physical Therapy Assistant | 1200 |
| T&I | TR | TR015 | Logistics, Planning & Management Services | TR0156000 | Pipeline Technology | 900 |
| T&I | AC | AC003 | Construction | AC0036011 | Plumbing | 900 |
| T&I | TR | TR004 | Facility And Mobile Equipment Maintenance | TR0046003 | Power Products | 900 |
| STEM | SC | SC001 | Engineering And Technology | SC0016001 | Pre-Engineering Program | 480 |
| STEM | SC | SC001 | Engineering And Technology | SC0026010 | Pre-Engineering Program - Advanced | 960 |
| T&I | AR | AR004 | Printing Technology | AR0046001 | Printing Technology | 900 |
| T&I | TR | TR001 | Transportation Operations | TR0016000 | Private Pilot | 480 |
| BMITE | IT | IT004 | Programming And Software Development | IT0046000 | Programming | 900 |
| Health | HL | HL002 | Diagnostic Services | HL0026002 | Radiologic Technologist | 2300 |
| Health | HL | HL001 | Therapeutic Services | HL0016014 | Rehabilitation Services | 800 |
| T&I | AC | AC003 | Construction | AC0030006 | RESIDENTIAL ELECTRICIANS ASSISTANT | 480 |
| Health | HL | HL001 | Therapeutic Services | HL0016015 | Respiratory Services | 1400 |
| T&I | TR | TR008 | Automotive Service | TR0086001 | Service Careers - Auto Care | 120 |
| F&CS | HT | HT001 | Restaurant Food & Beverage Services | HT0016001 | Service Careers Culinary Arts | 400 |
| T&I | AG | AG002 | Plant And Soil Science | AG0026002 | Service Careers Horticulture | 750 |
| T&I | AC | AC004 | Maintenance/Operations | AC0046000 | Service Careers Maintenance | 725 |
| T&I | AC | AC004 | Maintenance/Operations | AC0040052 | SERVICE CAREERS MAINTENANCE II | 500 |
| Health | HL | HL004 | Support Services | HL0016016 | Surgical Services | 600 |
| Health | HL | HL004 | Support Services | HL0016017 | Surgical Technologist | 1000 |
| F&CS | ED | ED003 | Teaching/Training | ED0036000 | Teaching/Training | 800 |
| T&I | TR | TR001 | Transportation Operations | TR0016001 | Truck Driver Training | 200 |
| Health | HL | HL001 | Therapeutic Services | HL0016019 | Veterinary Services | 750 |

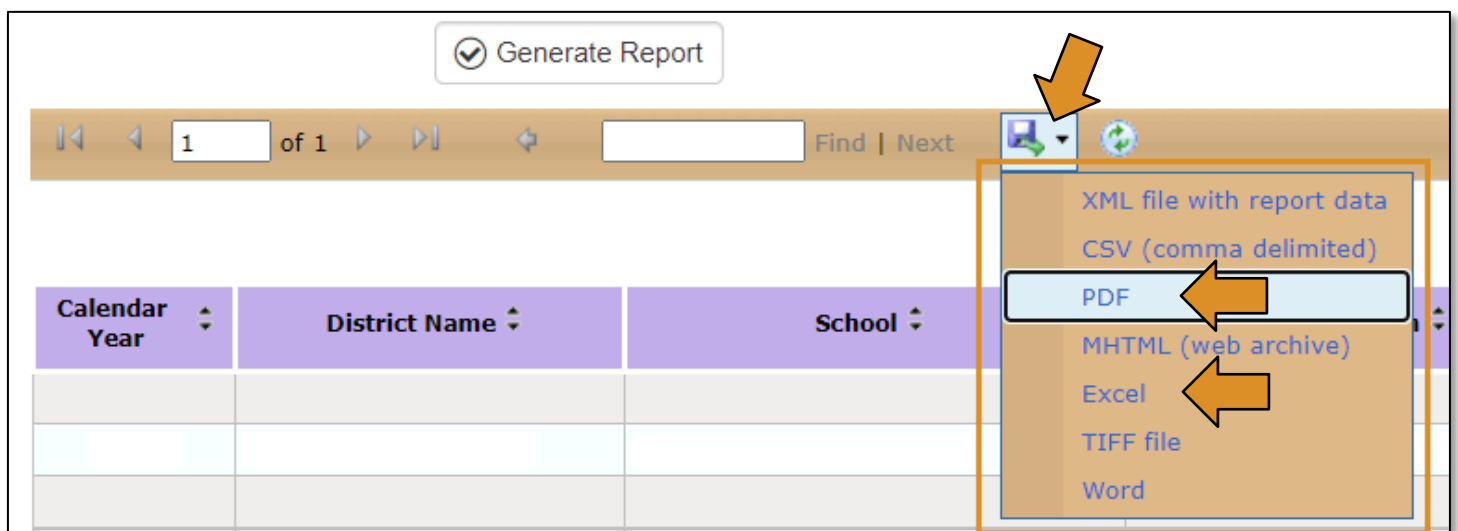
| Division | Cluster | Pathway Code | Pathway Name | Program Code | State Program Name | Program Hours |
|----------|---------|--------------|--|--------------|-------------------------------|---------------|
| Health | HL | HL001 | Therapeutic Services | HL0016020 | Vision Care Services | 900 |
| T&I | TR | TR003 | Warehousing And Distribution Center Operations | TR0036001 | Warehouse and Logistics | 700 |
| T&I | AR | AR006 | Visual Arts | AR0066004 | Web Design and Development | 900 |
| T&I | AR | AR006 | Visual Arts | AR0066004 | Web Design and Development-AR | 1050 |
| BMITE | IT | IT003 | Web And Digital Communications | IT0036005 | Web Design and Development-IT | 900 |
| T&I | MN | MN007 | Welding And Metal Fabrication | MN0076011 | WELDING | 900 |
| T&I | AC | AC003 | Construction | AC0036014 | Welding-AC | 900 |
| T&I | MN | MN007 | Welding And Metal Fabrication | MN0076001 | Welding-MN | 900 |

Helpful Tips

- There are scroll bars located at the bottom and right of some of the screens in CTIMS. If you cannot see all the information on a screen, go to the right or bottom of the screen and use the scroll bar to see navigate over to view additional columns and rows.
- There are tabs within screens in CTIMS. Look for these tabs to view a different screen or more information.
- Many sections in CTIMS can be expanded to view more detailed information by clicking on the arrow next to the section header or line (row).
- Hold down the Ctrl key and click on the + or – keys to zoom in or out.
- You can only have 10 tabs open at one time. To close tabs, click on the on the right side of the tab you wish to close, then confirm that you would like to close by clicking OK on the confirmation screen.



- Use the blue diskette icon to export to a PDF or Excel.



[Print the Detail Summary page on ONE page.](#)

- Click on 'Review Detail Summary.'

Summary Review - Hierarchy
 Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm- -TCSKSTPROG-478BC2D00057-006-HM-HM004-HM0040007-MASTER INSTRUCTOR

Review Detail Summary & Submit For Approval - Attach File(s)

[Review Detail Summary](#)

Browse:

Attachment Note:

Active/Inactive file(s) Delete file(s)

| Status | File Name | Attachment Note | Uploaded Date | Action |
|--------|-----------|-----------------|---------------|--------|
|--------|-----------|-----------------|---------------|--------|

- Click on 'Go to Detail of Local Program Request'

1 of 1 Find | Next

Summary of Local Program Current Request

Technology Center Approval Status: **Approved** InsFrm- -TCSKSTPROG-478BC2D00057-006-HM-HM004-HM0040007-MASTER INSTRUCTOR

[Go to Detail of Local Program Request](#) [Go to Approval Log Details](#)

| State Program | State Pgm Code | State Prg Hours | State Program OCAS | Local Program | Local Prg Hours | Course Desc - OCAS | Course Hours |
|-------------------|----------------|-----------------|--------------------|-------------------|-----------------|--|----------------|
| MASTER INSTRUCTOR | HM0040007 | 1000.00 | 9478, 9488 | MASTER INSTRUCTOR | 1000.00 | Law, Beauty School Management, And Record Keeping - | 90.00 |
| | | | | | | Orientation And Review Of Cosmetology Curriculum - | 60.00 |
| | | | | | | Course Outline And Development - | 330.00 |
| | | | | | | Introduction To Teaching - | 120.00 |
| | | | | | | Practice Teaching In The Classroom And Clinic - | 250.00 |
| | | | | | | Teaching And Assisting In The Classroom And Clinic - | 150.00 |
| Total | | | | | | | 1000.00 |

- Click on the blue disc and click on Excel.

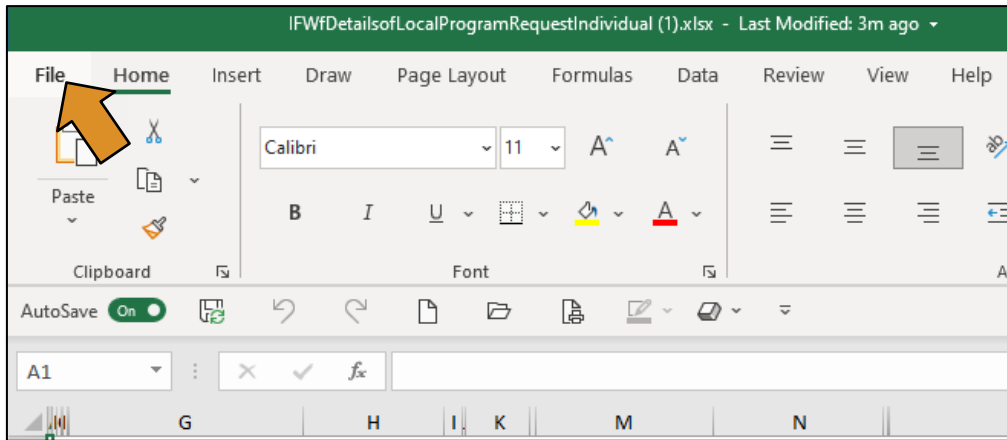
1 of 1 Find | Next

Details of Local Program

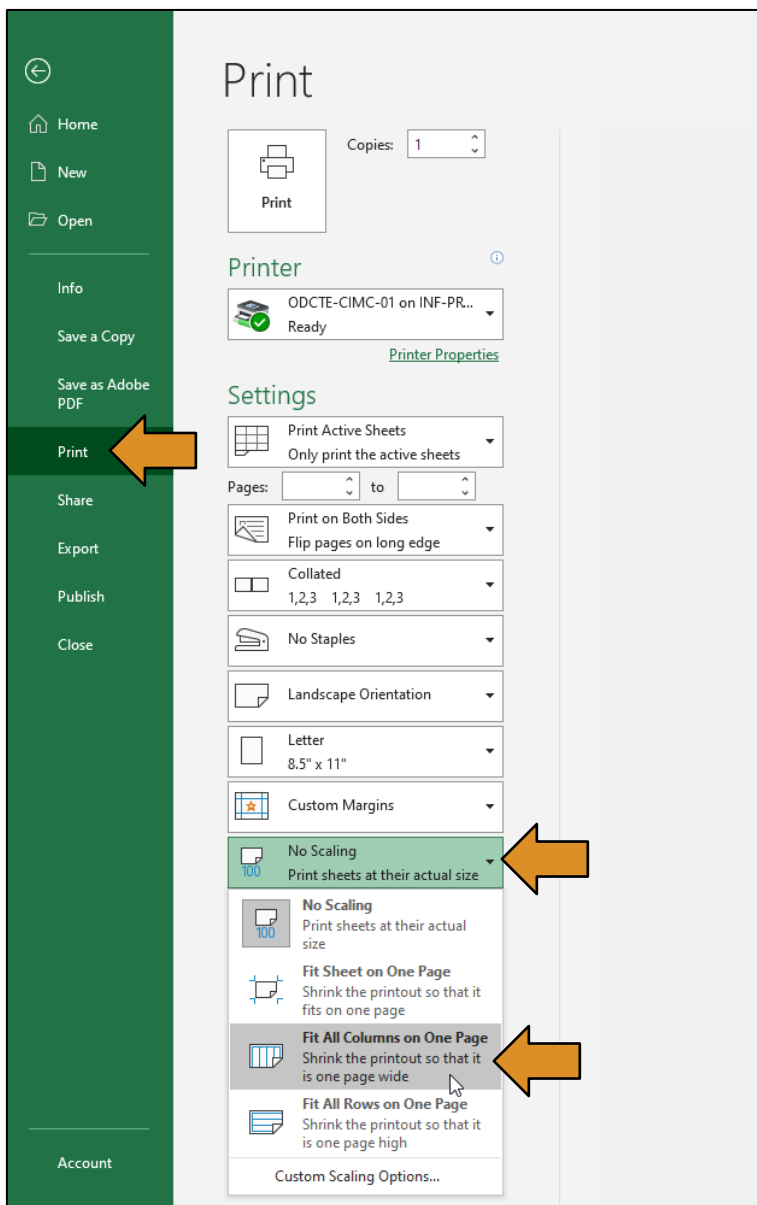
Technology Center Status: **Approved** InsFrm- -TCSKSTPROG-478BC2D00057-006-HM-HM004-HM0040007-MASTER INSTRUCTOR

| State Program | Local Program | CIP |
|---------------------------------------|--|---------|
| State Program Code: HM0040007 | Local Program Name: MASTER INSTRUCTOR | 39-5011 |
| State Program Name: MASTER INSTRUCTOR | Technology Center Program Name: MASTER INSTRUCTOR | 39-5011 |
| State Program Hours: 1000.00 | Will Federal Student Aid be offered: Yes | |
| OCAS Subject Code: 9478, 9488 | Will VA funding GI Bill be offered: No | |
| | Will Distance Education be offered for this program: No | |
| | Will the instruction be delivered using a percentage of distance education: No | |

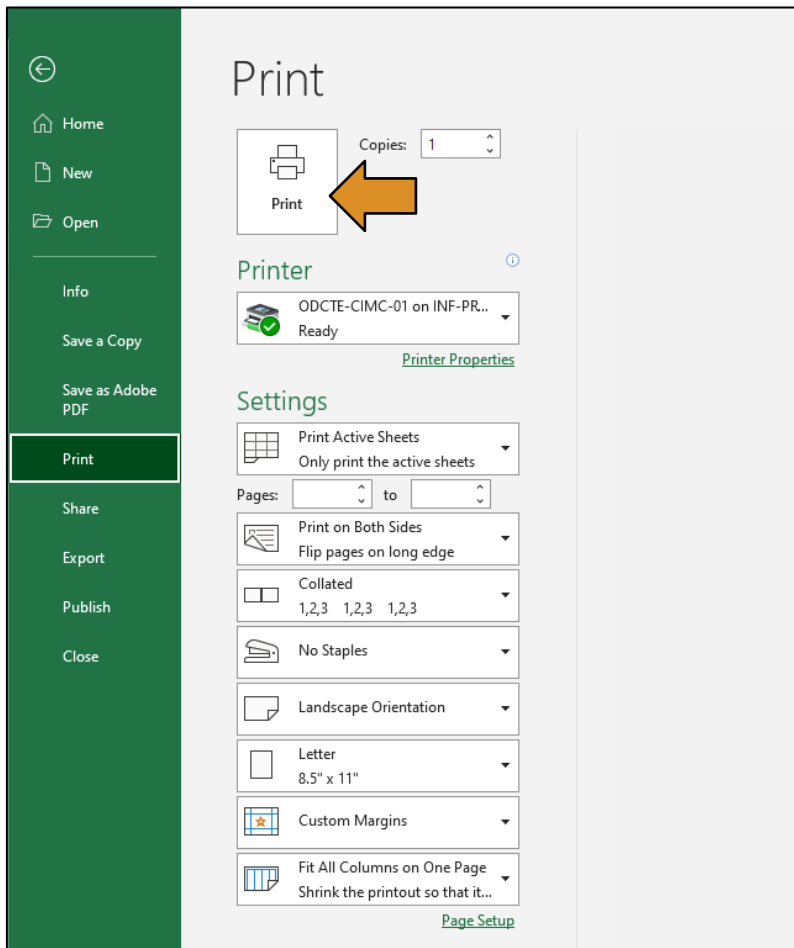
- Open the excel spreadsheet.
 - Click the 'File' tab.



- Click on the 'No Scaling' drop-down box.
- Click 'Fit All Columns on One Page'.



- Click 'Print'.



****If you change the paper to 'Legal' size – the chart will be bigger and easier to see.**