KANSAS STATE DEPARTMENT OF EDUCATION

Pathways Application Checklist

November 15th to March 1st Submission

This document contains the steps to create a Career Pathway Program of Study Application and/or to complete the maintenance of an existing pathway.

For assistance, contact pathwayshelpdesk@ksde.gov or call 785-296-4908

Gaining Access

1. Visit https://apps.ksde.gov/authentication/login.aspx.
2. First time users should register and choose an access level of "School Update" or "District/Org Update." Then, your request will need approval from your superintendent. District level pathways require District/Org Update.
   OR if you need to change your access level from "School Approve" to "School Update," select Manage My Account before clicking on Pathways. This access change will need approval from your superintendent as well.
3. On the KSDE Web Applications Page, select "Accept" to agree to the Legal Notice and then select the link "Pathways".

Starting a New Application

4. Select Pathways. Click on **"My CPPSA's"** and then on View/Filter CPPSAs.
5. Click on "Create New CPPSA". Go to step 10.

Opening an Existing Application

6. Click on **"My CPPSA's".**
7. Select **"In Progress"** as the status (or Select ALL), and the School Year is populated (for the next school year).
8. Click on **"View/Filter CPPSA's".**
9. Under the Actions column, click on **"Edit"** next to the pathway that will be opened for review.

Section I: Pathway Selection & Contacts

10. For new pathways, select the Pathway title in the dropdown box. (If this will be a district level pathway for multiple buildings, select the district office building number. Then, all the other district buildings will display for selection.)
11. Select the **"Responsible Form Completer"** for the application. (If the correct name is not available, that person must register for an account in the authenticated applications system. Go to Step 1.)
12. Click "Save".

Section II-A: Advisory Committee Information

13. Click Section II-A in the left-hand menu to move to the next section.

14. To add a new member, click on **"Add Member".**
15. Complete the First Name, Last Name, Member Type, Leadership Role, Company, and Occupation.
16. Click **"Save Member".** (Must be at least three business/industry representative members, one of who is designated as a Chair under leadership role).
17. ***If the company and occupation do not completely show how the person relates to the pathway occupations, click on "Notes/Questions" at the bottom of the screen. Explain why the committee member fits the occupations related to this pathway and click **"Response from KSDE Required"** and **"Save."**
18. To copy an existing committee from your district, click on **"Copy Existing Committee".** Then, select which to copy based on the pathway title and chairperson for that committee. Note: **This option will overwrite members previously added.**
19. Click **"Save."**

Section II-B: Improvement Plans

20. Click on **Section II-B** in the left-hand menu.
21. The advisory committee is required to meet twice a year (New Pathways only need to meet once.). At each meeting, the committee must review the pathway, course competencies, equipment, and instructional materials. In addition, the committee will review specific pathway data and develop plans for the three year Pathway Improvement Plan. Meeting minutes or summary needs to be kept locally.
22. It has been found that typing the text box data into Word first, and then copying and pasting into the Pathways system saves time and may avoid Pathways time out issues. The system could time you out, and if you have not saved, you will lose everything.
23. The four text boxes are for the Three Year Pathway Improvement Plan discussed and implemented at the meetings. There are 4,000 characters available in each text box. Your plan should complete the statement: The Advisory Committee reviewed, executed, and updated the following within the Annual Program Improvement Plan for a minimum of years one, two, and three. Listed goals for the improvement plan should be SMART (specific to the pathway, measurable, achievable, realistic, and timely). (See guidance in Advisory Committee Handbook)

The meeting assurance questions (yellow box) must be checked and meetings date(s) entered to Save this section.

24. New applications must have initial goals (one year) and at least one meeting with an advisory committee. The initial goals and process of developing three years of SMART goals should be guided by the school, but the development of the three years' goals should be done by the advisory committee. The advisory committee should have at least one meeting annually with the purpose to identify the three year goals for the pathway. **Consultants are less interested in the field writing the perfect SMART goal and more interested in being supported/guided by their advisory committee.** Click **"save plan."**

Section III: CTE Course Information

25. Click on **Section III** in the left-hand menu.
26. Select the courses that you wish to add to the pathway by clicking on the box in the **"select"** column.

The courses that show up in this section have been mapped and approved in KCCMS previously.

27. A pop-up window will appear with the design sheet and state competencies. Save or print off the competencies. Then, close out that window and select "Yes" or "No" regarding teaching the

state approved competencies for the course.

28. Select any Career and Technical Student Organizations that are affiliated with the pathway within your school.
29. Click **"Save".**

Section IV: Programs of Study

30. Click on **Section IV** in the left-hand menu.
31. Click on **"Create Program of Study"** or **"Edit Program of Study".**
32. Under the **"Agreements"** tab, select the Post-Secondary Institution you are articulating with the pathway.
33. Select a statewide articulation agreement or upload an individual, local articulation agreement to match the PS Institution above.
34. Click on **"Save Agreements" ONLY** if you have uploaded an individual, local Articulation agreement.

All statewide articulation agreements (that match the pathway content and requirements) may be used by the students regardless of selection in the pathway application.

35. Click on the **"Course Information"** tab at the top of the section.
36. Enter in the course data for grades 8-12 for English/Language Arts, Math, Science, and Social Studies and grades 8 thru 13 or 14 for Career and Technical Education. Click on **"Select grade/year"** to select the grade. OR see #42 below.
37. Click on **"select group"** to select the group. (English/Language Arts, Math, Science, Social Studies, Career and Technical, or Other Required)
38. Click on **"select course"** to choose the course to include on the program of study. If a course is missing, contact the person responsible for mapping courses in KCCMS for your district.
39. Click **"Add Course to Program of Study."**
40. For year 13 & 14 Career and Technical Education, enter course information for all CTE courses that the student will take the first two years at the articulated school. This is not just the articulated course(s) in the agreement, but all CTE courses the student will take in Year 13 & 14 at the selected post-secondary institution according to their documentation or website.
41. No save is required for this tab because each course saves automatically.
42. There is a link that will copy the academic courses from an existing program of study for your district. Make sure all courses match the articulation agreement and pathway design. If they do not match completely, you can make individual course changes that are needed**. "Copy Courses from Existing Program of Study" will overwrite all the courses that have already been selected."**
43. Click on the **"Declarations"** tab.
44. Under Certification Name, the drop-down menu will show suggestions from the consultant (KPAC list). You may still enter a different certification that you will offer to your concentrators that exit the program if it is not listed. Click **"Save Certification."**
45. In the Assessment Name drop down, select an assessment for your pathway, if one is available. Click **"Save Assessment."**
46. Click **"Save and Close Section IV."**

Submission

47. Click on **"Submit/Print"** in the left-hand menu.
48. If there are errors in your application, those will be noted on this page. Correct those errors.
49. If there are no errors, click on **"Release for District Approval".**

Let your Superintendent know that Pathways will send him/her an email for their approval of the pathway. They must approve it before KSDE will see that it is ready for KSDE Review/Approval.

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785-296-4908

Kansas State Department of Education | 900 S.W. Jackson Street, Suite 102 | Topeka, Kansas 66612-1212 | (785) 296-3201 | www.ksde.gov

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