KANSAS STATE DEPARTMENT OF EDUCATION

FACT SHEET

Career and Technical Education

POLICY ON COMBINING FUNDING ELIGIBLE CTE COURSES

The following information is guidance regarding the best practices for combining funding eligible CTE courses. This guidance is provided in an effort to help schools both in planning and reporting student count. The instructor must be licensed to teach all courses, or the courses should be team taught to meet licensure requirements.

The Following Apply to ALL Approved Pathways:

1. Double -up - Two Pathway courses taught within the same class period, by the same instructor *to two separate groups of students* in the same classroom/lab. Teacher must be appropriately licensed to teach both courses. Any non-CTE course content must have prior approval.
   a. CTE courses with related content in the same Pathway may be doubled-up
   b. CTE courses with related content in the same Cluster may be doubled-up
   c. CTE courses with related content in different Clusters may be doubled-up with prior approval.
   d. There is no cap on the number of students funded in an allowable double-up, however, school districts are to be cognizant of safety, quality of instruction, and space/equipment limitations when making decisions on the number of students enrolled in an allowable double-up course combination.
   e. Introductory courses are intended to be taught as stand-alone courses. KSDE does not recommend doubling or nesting Introductory courses. In some Pathways, where safety is not an issue, exceptions may be approved by the consultants.

2. Integrated courses - One teacher teaching one group of students the course content from two courses with students earing credit for both courses while integrating the content from both courses into one class for the one group of students. Instructor must be licensed to teach both courses or it must be team-taught. Not .5 funding eligible if non-Pathway course content is integrated with Pathway course content.

3. Nesting - Three or more courses taught within the same class period, by the same instructor to three or more separate groups of students in the same classroom/lab. Must be approved annually by the KSDE pathway consultant. Teacher must be appropriately licensed to teach all courses.

a. Nesting is not recommended, but case-by-case exceptions may be made by the Pathway consultant.

b. If a school deems it necessary to nest CTE courses in a Pathway, the school must send an email request containing the following information to the consultant overseeing that Pathway for approval:

1. Identify the Pathway and list the course codes you are wanting to nest
2. List the number of students in each of the courses proposed to be nested
3. Provide a brief narrative explaining your rationale for nesting CTE courses
4. Affirm you have discussed the nesting of courses with the advisory committee forthat Pathway

Approval for nesting CTE courses in the same Pathway must occur by October 15 of each year. Schools are encouraged to contact a Pathway consultant as soon as possible before nesting CTE courses. The written approval must be kept on file locally and made available to the auditors during the spring semester.

4. Independent study – A specialized course designed for one student to pursue additional study in an area of interest. It is allowed for those CTE courses which are not part of a pathway but are part of a local CTE program. Those courses should only have the letter T at the end of the KCC ID.

One independent study course can be doubled or nested with a technical and/or an application level CTE course(s). Nesting course combinations that include an Independent Study will still require written approval (email) from the Pathway Consultant by October 15th of each year.

5. Professional Learning Experience (PLE) – Work Based Learning - Experience based on career interests that partners the learners with the school, community and/or business/industry. It provides career and work opportunities above and beyond the traditional classroom; will include instruction in all aspects of the industry. Can be work-based, community-based, or school-based experiences.

There are multiple help documents available at **Work Based Learning**.

KSDE strongly encourages local school districts to consider quality of education, safety, and all applicable restrictions from outside agencies (i.e. State Fire Marshal Codes and Regulations) when determining whether to double-up or nest courses.

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