

IDAPA 55 – DIVISION OF CAREER TECHNICAL EDUCATION

Division of Career Technical Education

55.01.03 – Rules of Career Technical Centers

Who does this rule apply to?

This rule applies to school districts and charter school administrators establishing and administering career technical schools.

What is the purpose of this rule?

The purpose of this rule sets out requirements for establishing career technical schools, how career technical school added cost funding is distributed, and the accountability requirements for career technical schools.

What is the legal authority for the agency to promulgate this rule?

This rule implements the following statutes passed by the Idaho Legislature:

Idaho Digital Learning Academy:

- [Section 33-1002G, Idaho Code](#) – Career Technical School Funding and Eligibility

Vocational Education – Federal Aid:

- [Section 33-2203, Idaho Code](#) – Further Powers of the Board
- [Section 33-2205, Idaho Code](#) – State Board to Appoint Administrator -- Designation of Assistants—Division of Career Technical Education—Duties and Powers
- [Section 33-2211, Idaho Code](#) – Powers of State Board for Career Technical Education

Who do I contact for more information on this rule?

Idaho State Board of Education

8:00 am – 5:00 pm (Mountain Time)

650 W. State Street

P.O. Box 83720

Boise, Idaho 83720-0037

Phone: (208) 334-2270

Fax: (208) 334-2632

Email: rules@edu.idaho.gov

<https://boardofed.idaho.gov/>

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55.01.03 – RULES OF CAREER TECHNICAL CENTERS

000. LEGAL AUTHORITY.

Sections 33-1002G and 33-2202 through 33-2212, Idaho Code. (7-1-24)

001. SCOPE.

These rules serve the administration of Career Technical centers in Idaho and define the duties of the State Division of Career Technical Education. (7-1-24)

002. -- 004. (RESERVED)

005. DEFINITIONS.

01. Administrator. A designated school administrator, holding a career technical education program administrator certificate pursuant to IDAPA 08.02.02, "Rules Governing Uniformity," Subsection 015.04.b., and who oversees and monitors the career technical center programs and is responsible for ensuring the school meets all applicable federal, state, and local school district regulations, rules, and policies. (7-1-24)

02. Capstone Course. A culminating course that requires students to demonstrate the knowledge and skills learned throughout their program of study. (7-1-24)

03. Concentrator Student. A student enrolled in the career technical education program capstone course. (7-1-24)

04. Division. The Division of Career Technical Education. (7-1-24)

05. Enrollment Units. The total number of individual EDUIDs that are reported as enrolled during the previous academic year in a qualifying capstone course, as determined by the division. (7-1-24)

06. Intermediate Course. A course beyond the introductory level that adds to the technical competencies of pathway students, is intended to serve as a prerequisite for a capstone course and is offered in grades 9 through 12. (7-1-24)

07. Participation Data. The number of technical skills assessments taken by enrolled concentrator students as part of each required capstone course during the previous academic year. (7-1-24)

08. Technical Skills Assessment. An assessment given at the culmination of a pathway program during the capstone course and measures a student's understanding of the technical requirements of the occupational pathway. (7-1-24)

09. Work-based Learning Course. A paid or unpaid, internship, clinical, or apprenticeship that is delivered as part of a Career Technical center program of study. This course must be delivered in conjunction with or after completion of a capstone course. Work-based learning courses must be tied to the program of study, and must be formalized through a written agreement between the school, industry partner, parent, and student. (7-1-24)

006. -- 101. (RESERVED)

102. CAREER TECHNICAL COMPONENT CRITERIA.

01. Program Criteria. Career technical centers are intended to deliver high-end career technical education programs that go beyond the scope of traditional career technical education. Labs are appropriately designed for the type of program and the number of students enrolled. The program has state-of-the-art equipment, current technology and strong links to business and industry. (7-1-24)

02. Career Technical Center Program. Each program of a career technical center shall: (7-1-24)

a. Deliver a sequence of career technical education courses that culminate in a capstone course. (7-1-24)

b. Develop and maintain business and industry partnerships in addition to the technical advisory committee. (7-1-24)

c. Integrate industry-specific, state-of-the-art equipment and technologies into classroom instruction

and applied learning opportunities for students. (7-1-24)

d. Employ instructors who hold career technical certification to teach the occupation and who also hold a related industry-based credential, or equivalent credential, as approved by the Division. (7-1-24)

e. Promote the development of leadership. (7-1-24)

103. APPLICATION PROCESS.

New and renewal applications for career technical center funding must be received by the Division on or before the fifteenth of April for the following fiscal year. (7-1-24)

104. CAREER TECHNICAL CENTER ADDED COST UNIT FUNDING AND ELIGIBILITY.

Funding is distributed based on the number of students enrolled in a capstone course during the previous academic year, the aggregate total of the students who completed the technical skills assessment for the program the student was enrolled in, and the total earned credit hours reported by each school for intermediate, capstone, and work-based learning courses. Eligibility requirements based on student enrollment numbers are determined at the program level. Charter schools who have an established attendance area that overlaps with more than one school district high school boundary may report students as coming from the high school whose attendance zone they reside in for establishing the enrollment eligibility criteria. (7-1-24)

105. CAREER TECHNICAL CENTER FUNDING CALCULATION.

The distribution of individual career technical center funding will be calculated as a portion of the annual appropriation based on the following criteria: 50 percent (50%) of the annual appropriation will be divided among the total enrollment units, 25 percent (25%) will be divided by the total participation, and 25 percent (25%) will be divided among the total cumulative earned credit hours. Qualifying pathway enrollment will be reported to the State. The Division will gather participation data from the independent technical skill assessment providers annually. (7-1-24)

106. (RESERVED)

107. CAREER TECHNICAL CENTER UNIT FUND DISTRIBUTION.

01. Payment Distribution. Funds shall be distributed by the Division in two (2) payments on a timeline established by the Division. Funding may not be distributed to a center prior to the previous year enrollment units being reported and aggregate participation data being verified. (7-1-24)

108. ACCOUNTABILITY.

01. Assessment Process. The Division shall develop an assessment process that includes measures and standards for career technical center programs. (7-1-24)

02. Administrator Responsibility. The administrator of each career technical center shall be responsible to provide onsite administration of the career technical center. The administrator is responsible for all career technical center reports submitted to the Division. (7-1-24)

109. -- 999. (RESERVED)