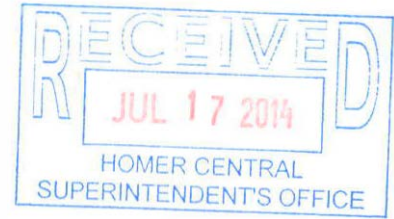




OFFICE OF SCHOOL OPERATIONS
CAREER AND TECHNICAL EDUCATION TEAM
89 WASHINGTON AVENUE, ROOM 315 EB
ALBANY, NEW YORK 12234
(518) 486-1547; FAX: (518) 402-5114
<http://www.p12.nysed.gov/cte/>

July 14, 2014



Ms. Nancy S. Ruscio
Superintendent of Schools
Homer Central School District
P.O. Box 500, 80 South West Road
Homer, New York 13077

Dear Ms. Ruscio:

The career and technical education (CTE) program approval application has been approved. Congratulations on the successful completion of the career and technical education program approval process for Business Entrepreneurship and Management, Classification of Instructional Programs (CIP) code, 52.0701. Your program is approved for one-half unit of integrated English Language Arts. Your program is also approved for a one unit specialized course in mathematics.

Effective June 2006, teaching content for which academic credit is being given requires that CTE teachers be "highly qualified" using any of the methods outlined by No Child Left Behind. For details, please refer to Field Memo NCLB-NYS #04-2003 (July), and NCLB-NYS #05-2003 (August), at www.highered.nysed.gov/nclbhome.htm.

Approval to begin program implementation is granted for the 2014-15 school year. This program approval remains in effect until June 30, 2019. Technical endorsements may be added to the diplomas of students completing this program beginning with the graduating class of 2015. A sample endorsement seal has been developed by the Department and will be sent electronically to the program contact. Enclosed are suggestions related to the use of the technical endorsement.

The Department should be informed of any significant modifications (e.g., changes in technical assessment, teacher, or program content) of this approved program. Staff are available for consultation should you require technical assistance (please refer to your SED program number, 01273). You will be notified if your program is selected for a site visit in the future.

My staff and I hope that the process was a rewarding one for all who participated. We are confident that the program approval process continues to make positive contributions to the value and quality of career and technical education in New York State.

We look forward to sharing information about the achievements of your approved program with others. Best wishes for successful implementation of your program.

Sincerely,

Eric F. Suhr
Team Leader

Enclosure

cc: Sonia Apker
Doug VanEtten

Technical Endorsement on Diploma

Students enrolled in an approved school district or BOCES* career and technical education (CTE) program who successfully complete all requirements earn a technical endorsement to be affixed to the high school diploma. [C.R. 100.5(d)(6)(ii)(b)p.11]. Requirements leading to the technical endorsement include:

Student requirements:

- completion of a minimum of 22 units of credit** as set forth in Commissioner's Regulations 100.5(a)(3) and 100.5(d)(6)(ii)(a)(2);
- passing grades on five required Regents examinations or approved alternatives (100.2[f]); and
- successful completion of a three-part technical assessment (written, demonstration, project components) [C.R. 100.5(d)(6)(f)(6)].

Program requirements:

- completion of work-based learning experiences as provided by the approved program [C.R. 100.5(d)(6)(iv)(a)(2)(iv)]; and
- completion of a work-skills employability profile [C.R. 100.5(d)(6)(iv)(a)(2)(v)].

The technical endorsement is imprinted on a seal to be affixed to the diploma and includes the phrase, **Career and Technical Endorsement**. The suggested design for the CTE diploma endorsement is shown below:



**Local school districts are notified by a BOCES of students who have completed all approved program requirements and who have earned the technical endorsement.*

***Students in an approved career and technical education program entering grade 10, 11, or 12 in Fall 2001 must complete the units of credits and distribution as specified for their graduating classes. [see C.R. 100.5(a)(1) and (2)].*

The Staff of the State Education Department has developed the sample endorsement seal design with a view towards standardization of the CTE technical endorsement throughout the state. Standardization is a positive outcome because it will assist in heightening the level of recognition of the seal, and its value, by individuals, agencies and business/industries with whom students interact after high school graduation. A copy of the design is sent to the program contact. The design is not available on the CTE office website and is provided only to school districts and BOCES offering approved CTE programs. An electronic copy of the seal may be used by the school district when ordering printed copies of high school diplomas that include a printed endorsement, or endorsement seals for attachment to the high school diploma. Both school districts and BOCES may find the design useful in developing CTE program promotion materials. The NYSED does not provide the actual seal; this must be obtained locally.

In the case of an approved BOCES program, it will be necessary for the BOCES to establish a procedure mutually agreeable to component/home school districts and the BOCES for providing the seal for the diplomas of students who have successfully completed the CTE program. Such procedure should be timely and consistent in nature, and should also ensure the security of the seal design.

For questions regarding the CTE endorsement, please contact Eric Suhr at (518) 486-1547.