



LETTER OF NOTIFICATION

Career Technical Programs

UPLOAD

Career Technical changes that require to be uploaded to Board’s Online Proposal System

No.	Action/Program Changes	Information to include in letter
1	Career technical program expansion within an institution’s Designated Service Region as defined in Board Policy III.Z.	✓ Describe program expansion and any relevant program changes.

DO NOT UPLOAD

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No.	Program Changes	Information to include in letter
1	Reactivation of a career technical program within three years from inactivation.	✓ Describe the program re-evaluation process and outline changes made to meet regional demand.
2	A change from clock hours to credit hours for an academic or career technical program.	✓ Describe changes and rationale for the modification.
3	A change in name or title of any career technical program or instructional or administrative unit.*	✓ Describe changes and rationale for the modification.
4	A change of Classification of Instructional Program (CIP) code for any CTE program.*	✓ Describe changes and rationale for the modification.
5	A change to the total number of credits required to earn a certificate or degree to an existing CTE program.	✓ Describe changes and rationale for the modification.
6	Minor changes to career technical courses.	✓ For CTE programs, provide a <i>Program Profile</i>

* OSBE staff will make name changes or CIP code changes to programs, certificates, or units through the online system.