

CTE Program of Study Renewal Guide for Region 2A

All CTE Programs of Study (POS) are required to apply for renewal every 4 years. This document is to give you an overview of the renewal process. Your CTE Regional Coordinator, CTE admin, and/or CTE district Director will walk you through each step.

STEP 1

Know when your CTE Program of Study renews. Below is the next four-year cycle which repeats every four years. Also familiarize yourself with the Program Elements that are required and are imbedded in the ODE Online Application Form. That information can be found here or in the [CTE Policy Guidebook](#) along with the CTE requirements (pages 24 – 27) and Program Quality diagram (page 32).

2024-25	2025-26	2026-27	2027-2028
<ul style="list-style-type: none"> • Agriculture & Food Systems • Finance • Government & Public Administration • Health & Biomedical Sciences • Human Services 	<ul style="list-style-type: none"> • Architecture & Construction • Business, Management & Administration • Information & Communication Technology • Manufacturing 	<ul style="list-style-type: none"> • Automotive & Heavy Equipment • Education • Law, Public Safety, & Security • Natural Resource 	<ul style="list-style-type: none"> • Arts, AV, & Communications • Engineering Technology • Hospitality Tourism/Culinary • Marketing

If you aren't sure which category your program falls into check with your Regional Coordinator or Local Administrator.

STEP 2

Be on the look out for an email from your Regional Coordinator or Program Coordinator informing and/or inviting you of the Renewal Workshop that will be held in the spring of your program's renewing year. Put the event on your calendar and notify your Local Administrator of the event – you need to attend the workshop or contact your Program Coordinator to arrange another time and place to meet with them to complete your renewal application.

STEP 3

Open the attached list of Needed Items/Information for the workshop. If you cannot find it in your email, you can find it [here](#). Collect the information as you will need it the day of the workshop (the needed information will be highlighted).

STEP 4

At the workshop review the pre-filled Renewal Application Form for errors, updates, and changes to your program. Fill any missing information, this will be the information you collected for the Needed Items/Information list. The pre-filled application will be on a shared drive or on a flash drive that contains all the information for your program.

- STEP 5** Review and complete the Crosswalk (aka Matrix) for your program. This will also be on a shared drive or flash drive.
- STEP 6** Before you leave the workshop upload to the shared drive or the flash drive you are given (if using the program's flash drive, return it to the PACTEC personnel at the workshop).
- STEP 7** If you are unable to complete the application and/or the Crosswalk inform the Program Coordinator and let them know the date you will be completing it and sending it to them. Follow through on the completion.
- STEP 8** Be available to answer any questions the Program Coordinator may have as they complete and submit your program renewal. Be prepared with the information that may be needed that you didn't have at the workshop.

For further information regarding state rules, regulations, guides, procedures, and information you can review the [CTE Policy Guide Book](#), [Advanced CTE Program Evaluation](#), [Oregon CTE Program of Study Quality Rubric](#), [Evidence of Program Size Scope and Quality](#), and the [Guide for Secondary CTE Program Applications](#).