- ✓ All program information at your fingertips.
- ✓ One place to see the status workflow of your programs.
- ✓ Ability to manage your contact information and program information.

What is an Active Program?

- A program is considered an *active program* once it has been approved by CCCS staff and has been entered into the database; an *active program* can have the program status of **Active**, **New** or **Conditional**.
 - Active: a program given a 5 year approval
 - **New**: initial approval or in first 5 years of being approved. The program maintains the "new" database status until it is renewed.
 - **Conditional**: program has conditions put on it in order to be eligible for a 5 year approval. These conditions are usually related to data. If conditions are not met in time period allotted program may be closed.

What is a *Pending Request*?

• A Program Approval Web Request is considered a *pending request* if the program is in the process of being renewed, revised or newly submitted for approval. Once a *pending request* has been approved and entered into database, or not approved, either Denied or Withdrawn, the program will no longer show up if the "Pending" option has been chosen.

What is a *Request Status*?

- On the *Requests Tab* (which is the default) you will see a heading that says "Current Request Status." This will tell you what the current status of your program is. If it is *Approved*, or *In Review*, or *SBCCOE Board Review in Progress*, etc.
- The request status follows the emails sent out each step of the approval process.
- This history is also documented in the Program Approval Web form, under "Workflow."

What is a Secondary Contact Type?

- **District level** contact is created by selecting CTE Director, or the appropriate administrator as the contact type. Schools should not be selected for District level contact. Each district must have at least one district level contact but as many as three.
- **School level** contact is created by selecting one or more schools from the school list. Hold Ctrl key to select or deselect multiple types or schools.

A School Level user has the authority and capability to:

- Manage Program Approval requests for the school(s) assigned:
 - Create a new Program Approval request for assigned school(s).
 - Update existing Program Approval requests for assigned school(s).
- Manage personal contact information and change password.
- View list of all CIP codes. It is now possible to look up existing CIPs in the CCCS database for your district or college by going to the Approved Programs tab and sorting by the CIP header before creating a new program.



Secondary School Level user: School Requests tab

- 1. Shows all programs at **District** on a *Web Request ID*. The New Work Area button above the dashboard is activated on this tab which allows the user to create a New Program Approval or Adding a School form.
- 2. **WEB ID** *Hyperlink* takes you directly to Program Approval. Program will be "read only" unless it is open for revision or renewal. The hyperlink to the right of the Web ID is what allows the user to open a program for revision or renewal.
- 3. *School Name:* if you are assigned to more than one school, click header to sort by school. Use School List tab to view programs by school.
- 4. **Pending Request ONLY** checkbox: if checked, shows only those Web Requests currently in process (see header: Current Request Status).
- 5. The **dates** in this view are when the program was created, last updated and submitted on its current web request id.

		PROGRAM Approval							
			Program Approval - Dashboard	- Welcome Master Tester			Help	Contacts Report	s Logou
			Program Approval - Dashooard	- Welcome Master Tester					
-	Announcemen	its							
	Title			Last Updated Date	Posted by	-			
	Secondary Cours	es Page has been updated		11/08/2013	Victoria Ekelund	=			
	CTE Updated No	ontraditional Occupations Crosswalk		04/09/2013	Victoria Ekelund	_			
	Contact Informat	ion Update and Revision/Renewal Submission Descript	on	10/11/2012	Shuxin Yin	-			
	A Please note the were created by yo	at you have been designated as the <i>school</i> level Program u but have not been to a school yet. 4.	Approval contact at		below is the Program	Approval infon	nation at these	schools as well as request	:s that
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	School	Requests School Approved Programs	District Contacts	School List	Pro	gram Perform	ance	1	
	Web Id	Request Name	CIP Id Current Request Status	Level Type	Update Date	Submit Date	Expiration	School Name 3.	-
2	1339	Construction Technology	469999 Approval Process Completed	Secondary Renewal	03/04/2003	02/11/2003		High School	
۷.	1518 Revision	Auto Collision Repair Technology	470603 Revision Approved	Secondary Renewal	10/01/2014	10/01/2014	02/27/2019	High School	
	1745	CISCO Certified Network Associate	110901 Closed	Secondary New	05/06/2003	03/10/2003	05/06/2008	High School	=
	2167	ACE - ALTERNATIVE COOPERATIVE EDUCATION	998001 Closed	Secondary Renewal	01/31/2012	01/27/2010	01/02/2009	High School	
	2543	COMPUTER AIDED DRAFTING/DESIGN (CAD)	151301 Closed	Secondary Renewal	11/20/2008	11/19/2008	11/26/2013	High School	
	2753	MULTIMEDIA PROD/BRDCAST JNLSM	500401 Closed	Secondary Renewal	02/21/2007	02/21/2007	05/02/2012	High School	
	3302	MARKETING EDUCATION	521401 Closed	Secondary Renewal	05/26/2011	05/26/2011	06/18/2012	High School	
	3508	CONSTRUCTION TECHNOLOGY	469999 Revision Approved	Secondary Renewal	12/13/2012	12/13/2012	05/18/2015	High School	
	3620	BUSINESS EDUCATION	520401 Revision Submitted	Secondary Renewal	10/01/2014	10/01/2014	03/24/2019	High School	
	3621	MACHINE TOOL	480503 Revision Submitted	Secondary Renewal	10/16/2014	10/16/2014	05/18/2015	High School	
	3665	Early Childhood Education	190701 Closed	Secondary Renewal	04/08/2005	02/10/2005	04/08/2010	High School	
	3666	FAMILY & CONSUMER SCIENCE CORE	190000 Closed	Secondary Renewal	04/08/2005	02/10/2005	04/08/2010	High School	-



School Level User: Pending Requests checkbox checked

• With the Pending Requests checked, fewer programs show up; some have not been submitted. All requests *in process* can be seen here. User can sort by clicking on any column header.

			Program Approval - Dashboard	- Welcon	ne Master Tester				oomaato	Reports	-
nnound	ce ments										
Title				Last U	pdated Date	Posted by	*				
econdar	y Courses Page has been updated			11/08/2	2013	Victoria Ekelund	-				
TE Upd	ated Nontraditional Occupations Crosswalk			04/09/2	2013	Victoria Ekelund	-				
Contact I	nformation Update and Revision/Renewal Submission Des	scription		10/11/2	2012	Shuxin Yin					
				00000000	Marin 30		*				
Please	e note that you have been designated as the <i>school</i> level 🎱 Pro	ogram Appro	oval contact at		High School, below	v is the Program	Approval infom	ation at these	schools as well	as requests th	that
ere creat	ed by you but have not been to a school yet.										
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- **CTE Review in Progress** = program has been submitted to the system office for review.
- Information Needed for CTE = CCCS Program Director is requesting more information.
- **Open for Renewal/Revision** = Program is opened for edits but has not been submitted to CCCS for review.
- **Reactivated** = an Inactive program has been activated.
- **Revision Submitted** = user has submitted revision to system office.
- **SBCCOE Board Review in Progress** = program director has approved renewal and program is waiting on the SBCCOE Board Rep for final signature to approval.



School Level Approved Programs Tab

- This screenshot shows User those programs that are in the Approved Programs Database.
- User can: choose to show those programs that are ACTIVE only (as opposed to including those that are Closed or Inactive); Sort by clicking on any header and/or use Web ID Hyperlink to view or edit program approval. Web request/program approval may be "read only" if the program is not opened for revision or opened for renewal. The current Approval and Expiration dates are shown in this tab. The program ID that is tied to the program(s) is also in this view. The program ID is the number tied to programs that is used for reporting Data.

Announce ments Title Last Updated Date Posted by Secondary Courses Page has been updated 11/08/2013 Victoria Ekeland CTE. Updated Nontraditional Occupations Crosswalk 04/09/2013 Victoria Ekeland Contact Information Update and Revision/Renewal Submission Description 10/11/2012 Shuxin Yin Please note that you have bees designated as the sofhool level Program Approval contact at were created by you but have not been to a school yet. High School High School below is the Program Approval infomation at these schools as were created by you but have not been to a school yet.	. as requests that
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- The programs in **red** are expired. Click on the Expired Programs only checkbox above the dashboard to see only those that have expired. To open an expired program for renewal you must contact the appropriate program director.
- Click on the Excel Icon to the right of the dashboard to pull an Excel spreadsheet of whatever view you want, using any filter currently available.



District Level Contacts Tab

- Shows all contacts associated with District, the user level of the contact and which school(s) they are assigned. By clicking on the hyperlink name the user can update their password and phone number. The user cannot see any other users' password.
- School level user may update their own contact information by clicking on their name (hyperlink).

			Program Approval - Dashb	oard - Welcome Master Tes	ster				
Announcement	s								
Title				Last Updated Date	Posted	by 🖍			
Secondary Course	s Page has been updat	d		11/08/2013	Victoria	Ekelund			
CTE Updated Nor	traditional Occupation	s Crosswalk		04/09/2013	Victoria	Ekelund			
Contact Informatio	on Update and Revision	/Renewal Submission I	Description	10/11/2012	Shumin	Yin			
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Return to Dashboard)	Help	Contacts	Reports	Logout
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Program Performance Tab

- A simple way to view how the CTE programs in your school are performing based on the data provided to CCCS.
- To see data in chart form with explanations, click on the chart icon after the Expiration Column Heading.
- To put data into a spreadsheet, click on the Excel icon located to the upper right.
- These data are used when the programs are up for renewal. It is a good idea to keep track of the performance metrics throughout any given year. Assistance is available to understand the performance metrics used here and how to keep programs on track. Please contact the CCCS Program Director for your cluster area.

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