Navigating the Program Approval Dashboard:
Secondary School Level User

- ✓ 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**.
    - o **Active**: a program given a 5 year approval
    - o **New**: initial approval or in first 5 years of being approved. The program maintains the "new" database status until it is renewed.
    - o **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 Once a *pending request* has been approved and entered into database, or not approved, either Denied or Withdrawn, the program will no longer show up if the "Pending" option has been chosen.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:
    - o Create a new Program Approval request for assigned school(s).
    - o 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.

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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.

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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.

- **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.

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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.

- 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.

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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).

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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.

Program Directors by Cluster Area

- **Agriculture, Natural Resources:** Mike Womochil, Michael.Womochil@cccs.edu
- **Business, Marketing & Public Administration:** Dana Anderson, Dana.Anderson@cccs.edu
- **Health Science, Criminal Justice & Public Safety:** Tara Bell, Tara.Bell@cccs.edu
- **Hospitality, Human Services & Education:** Michelle Dennis, Michelle.Dennis@cccs.edu
- **Skilled Trades & Technical Sciences:** Jennifer Jasinowski, Jennifer.Jasinowski@cccs.edu
- **STEM, Arts, Design & IT:** Bill Gilmore, Bill.Gilmore@cccs.edu

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