

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**.
 - **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 Once a *pending request* has been approved and entered into database, or not approved, either Denied or Withdrawn, the program will no longer show up if the “Pending” option has been chosen.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.

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Secondary School Level user: School Requests tab

- 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.
- 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.
- 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.
- Pending Request ONLY** checkbox: if checked, shows only those Web Requests currently in process (see header: Current Request Status).
- 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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Announcements

Title	Last Updated Date	Posted by
Secondary Courses Page has been updated	11/08/2013	Victoria Ekehand
CTE Updated Nontraditional Occupations Crosswalk	04/09/2013	Victoria Ekehand
Contact Information Update and Revision/Renewal Submission Description	10/11/2012	Shuzun Yin

⚠ Please note that you have been designated as the school level Program Approval contact at were created by you but have not been to a school yet.

4. Pending Requests Only Expired Programs Only Active Programs Only

Web Id	Request Name	CIP Id	Current Request Status	Level	Type	Update Date	Submit Date	Expiration	School Name
1339	Construction Technology	469999	Approval Process Completed	Secondary	Renewal	03/04/2003	02/11/2003		High School
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 JNLMS	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

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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.

Web Id	Request Name	CIP Id	Current Request Status	Level	Type	Update Date	Submit Date	Expiration	School Name
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
6097	TEEN PARENT CORE	190799	CCCOES Board Review In Progress	Secondary	Renewal	10/01/2014	10/01/2014	04/16/2015	mid High School
6330	ACE - ALTERNATIVE COOPERATIVE EDUCATION	998001	Open For Revision (by field user)	Secondary	New	04/12/2012	04/12/2012	04/12/2017	High School
6377	TEEN PARENT PROGRAM	190799	Revision Submitted	Secondary	Adding Secondary school	10/01/2014	10/01/2014	06/26/2017	High School
7165	FAMILY & CONSUMER SCIENCE CORE	199999	Information Needed for CTE	Secondary	New	05/08/2013	05/08/2013		High School
7171	WAGE EARNING	199999	Information Needed for CTE	Secondary	New	05/10/2013	05/10/2013		mid High School

- **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.

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Announcements

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	Shuzin Yin

⚠ Please note that you have been designated as the school level Program Approval contact at **High School**. **High School** below is the Program Approval information at these schools as well as requests that were created by you but have not been to a school yet.

New Work Area
 Pending Requests Only
 Expired Programs Only
 Active Programs Only

Web Id	Prog. Id	Program Name	CIP Id	Program Status	Appr. Date	Expiration	School Name
6530	77216	ACE (AT RISK)	998001	New	04/12/2012	04/12/2017	High School
1518	10662	AUTO COLLISION REPAIR TECHNOLOGY	476603	Active	02/27/2014	02/27/2019	High School
3620	00182	BUSINESS EDUCATION	520401	Active	03/24/2014	03/24/2019	High School
3508	00191	CONSTRUCTION TECHNOLOGY	469999	Active	05/18/2010	05/18/2015	High School
6111	76947	CULINARY ARTS	196599	Active	06/30/2009	06/30/2014	High School
3621	00192	MACHINE TOOL	486503	Active	05/18/2010	05/18/2015	High School
6577	76065	TEEN PARENT PROGRAM	190799	New	06/26/2012	06/26/2017	High School
6597	76065	TEEN PARENT CORE	190799	Active	04/16/2010	04/16/2015	rnold High School

- 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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New Work Area Pending Requests Only Expired Programs Only Active Programs Only

User Level	Last Name	First Name	Email	Password	Phone	School
District	Mascarenas	Michael	mrmascarenas@adams14.org	*****	720-322-8158	
School	Meszer	Erad	brmeszer@adams14.org	*****	303-853-7857	High School
School	Serna	Angelo	faserna@adams14.org	*****	303-853-7886	High School
School	Tester	Master	Adams14@cccs.edu	adams	303	High School
School	Tester	Master	Adams14@cccs.edu	adams	303	molld High School
	Webb	Dolly	dwebb@adams14.org	*****	(303) 853-7872	

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Return to Dashboard

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Program Approval Secondary Contact Detail

*First Name Type

*Last Name Schools

*Phone

*Email

*Password

Title

Street

City

State ZIP +

Last updated on 10/01/2014 by CTE Dean Test.

Enable Email Notification

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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.

Web Id	Prog. Id	Program Name	CIP Id	Expiration	Enrollment	Completion	Placement	Enroll. Comp.	Compl. Rate	Plac. Rate	School Name
6530	77216	ACE (AT RISK)	998001	04/12/2017	No	No	No	No	No	No	High School
1518	10662	AUTO COLLISION REPAIR TECHNOLOGY	470603	02/27/2019	Yes	Yes	Yes	No	Yes	Yes	High School
3620	00182	BUSINESS EDUCATION	520401	03/24/2019	Yes	Yes	Yes	No	Yes	No	High School
3008	00191	CONSTRUCTION TECHNOLOGY	469999	05/18/2015	Yes	Yes	Yes	No	Yes	Yes	High School
6111	76947	CULINARY ARTS	190599	06/30/2014	Yes	Yes	Yes	No	Yes	No	High School
3621	00192	MACHINE TOOL	480503	05/18/2015	Yes	Yes	Yes	No	Yes	Yes	High School
6977	76065	TEEN PARENT PROGRAM	190799	06/26/2017	No	No	No	No	No	No	High School
6097	76065	TEEN PARENT CORE	190799	04/16/2015	No	No	No	No	No	No	High School

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