

# Quick Start Guide to Program Approval

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## NEW SECONDARY

### **What types of information will you need to complete the program request process?**

You should gather together the following types of information before you begin:

- ✓ Email addresses of any people that you would like to include in the contact list for this web request.
- ✓ General program information, such as name, description, program area, CIP code, and the program length. To look up a CIP code go to:  
<http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>
- ✓ Select from the dropdown list in program approval form any CTSO organizations for the program.
- ✓ Select from the dropdown list in program approval form any occupations for which the program prepares students.
- ✓ Optionally, select from the dropdown list any skill standards organizations that affect the program.
- ✓ Information about the classroom floor plan (only for certain program areas). You will need to keep a copy of the floor plan drawing on file.
- ✓ For a NEW program, information about the Program Development Team. The Program Development team should consist of an instructor, a counselor, an educational administrator, a special population representative, an advisory committee member, and at least two Team Members with current, appropriate occupational experience.  
You will need to keep their contact information on file. You will need to keep a copy of your two most recent meeting minutes on file.

There will be other questions about your program on the forms, but the above materials should be all you will need to gather before filling out the information requested.

It is very important that you collect all the information designated to be saved "on file" and keep it along with a printed copy of the Review page. Your program may be audited by a CCCS Program Director and said program may be put on probation if the required materials are missing.

If you have any questions about the information needed, please contact the [Program Director](#).

## RENEWAL - SECONDARY

### What types of information will you need to complete the program request process?

You should gather together the following types of information before you begin:

- Email addresses of other people that you would like to include in the contact list for this web request.
- General information about the program, such as its name, description, program area, CIP code and the program length.
- A list of any new courses for the program as well as detailed course information such as the program pathway, course title, course description, and course contact hours.
- Select from the dropdown list the CTSO organization that aligns to the program. You will also need the percentage of enrolled students in that CTSO organization.
- Have on file a list of all current Advisory Committee members, their occupational title and place of employment. Keep a copy of the two most recent meeting minutes on file.
- Advisory Committee Chair's contact information including name, phone number, and email address. For more information on how to run an Advisory Committee.  
<http://www.coloradostateplan.com/AdvCommHdbk/IndexAdvComm.htm>
- Provide information on articulation with other schools such as the institution name, a contact at that institution and the year of the agreement and/or concurrent enrollment and Advanced Credit Options, if your course includes that as an option.
- A copy of your program's five year plan on file.

There will be other questions about the program on the forms, but the above materials should be a good start before filling out the information requested.

It is very important to collect the information designated to be saved "on file" and keep it along with a printed copy of the Summary Review page. The program may be audited by a CCCS Compliance Manager from the audit department and it may be put on probation if required materials are missing.

If you have any questions about the information needed, please contact the [Program Director](#).

### **How to use the web site** *(in brief)*

Please read through this entire **Help** page before beginning the form completion process. Please print this page and refer to it as needed. Feedback on recommendations for clearer instructions is always welcome. Please send those recommendations via email to [Victoria Ekelund](#).

#### **Step 1:**

A user ID and password are required to access the program approval site (except for the **Help** page) for your school. There are two ways to login to this system: through a District login or through the School level login. The District login allows the user access to all programs approved in the District while the School login allows the user access to only those programs approved within that particular school.

If you are unsure about your login or have questions about the process of using this web site, please contact Victoria Ekelund via e-mail at [victoria.ekelund@cccs.edu](mailto:victoria.ekelund@cccs.edu), or by phone at 303-595-1613.

#### **Step 2:**

The Dashboard interface is where access is kept for CTE programs and related data and information. Current messages from CCCS will be at the top of the page. These messages will include important updates and/or changes going on with the program approval system or other related topics since your last login.

Under the message board is the specific designation for the user. i.e., which district, institution, schools or departments you will have access to.

The first button, above the Dashboard, is the **NEW WORK AREA** button. This is to create a new web request ID and follows the current rules for NEW PROGRAM. (ie one CIP code in use per district/institution) 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. If the CIP code you are going to be using is currently in the DISTRICT, then you would be **ADDING a SCHOOL** and using that existing CIP code and program ID to add the new program at the school level. If the CIP code you plan to use is not already in the District that is when you will start a **NEW** program. If you have clicked on the **NEW WORK AREA BUTTON**, you will be at the "Program Approval - Creating a New Work Area" page. This page remains the same for now and where you will chose between a NEW and ADDING a SCHOOL program form.

The **Dashboard** itself is comprised of "tabs". These tabs give specific information on all the programs you have access to. The default tab is "**REQUESTS**" tab. This tab is tied to all the programs within your user level designation that are on a WEB REQUEST ID. This tab provides the WEB ID #, the current WEB REQUEST STATUS, when it was created and submitted and the school (S) or department (PS) assigned. If you click on a header, the lists will sort by that header in alpha or numeric order. If you click on the WEB ID hyperlink, you will go to the program approval itself. The program will be frozen or "read only" if the request status is not *Open for Revision* or *Renewal* or *Information Needed for CTE*. Clicking on the "Pending Requests Only" checkbox above the Dashboard, will remove all programs not currently in process with CCCS, i.e. showing those programs that are currently in process.

The *second* tab is "**APPROVED PROGRAMS**" tab. The information provided here is what is in the CCCS database and includes approved and expiration dates, what the program status is: ACTIVE (renewed), NEW, Conditional, Inactive, or Closed; fiscal/program ID and CIP. If you uncheck the default of Active Programs Only checkbox located above the Dashboard, the closed programs will also show up. Many of the closed programs will not show a web request ID if they precede the online approval system and will be marked as ARCHIVED. It is now required to open a closed program for renewal that has a web request ID if that CIP code is to be used again and the CIP code is in use at another school within the district.

The *third* tab is "**CONTACTS**" tab. It will include all contacts for a district including hyperlinks to the contact update page. The CTE Director /Program Approval Coordinator has authority over all contacts within that district and may assign users at their discretion; school level users, once assigned, will only be allowed to update their own contact/password information; they will be able to see fellow teachers but not any other password but their own. To add a contact, be on this tab and you will see the **ADD Contact** button. If you believe the person you are adding has a user name and password in the old login system, fill out the first four (4) required fields, submit this information, and then click the hyperlink to go back to the contact page for this person. A key will be generated next to the password box if the contact is in the old system. You can click this key and the existing password will fill in. The wheel next to the password text box will generate a computer generated password when clicked. To send an email to yourself or the person you are adding or updating, be sure to click the email notification check box before hitting submit.

The *fourth* tab on the main Dashboard is the "**School**" list for the district. Clicking on a school hyperlink will bring up just the programs related to a specific school. This will bring you a new Dashboard that is related to that school's programs only. To return to the main Dashboard, go to the *Return to Dashboard* hyperlink in the upper left hand corner.

The *fifth* tab on the main Dashboard is the "**Program Performance**" for the district. All data is conveniently accessible here for the districts (or schools) approved programs which include the six performance metrics based on five-year performance submitted data. Click on the chart icon to pull up the corresponding graphs for the program data you wish to look at. The EXCEL icon to the right of the dashboard will create a spreadsheet of the current tab you are on that can be saved as needed.

### **Step 3:**

By clicking on a Web Request ID hyperlink, the "Program Approval - Main Application" page for

that web request id will show up. This page includes all the steps required for the program approval itself.

#### **Step 4:**

Fill out each form section, in sequential order, by clicking the "Edit" button next to that section. Each section has the following parts:

- A form to fill out with the following types of fields:
  - optional data
  - required data is designated by red stars \*. The page will not "Save" until all required field(s) are filled in.
- A "breadcrumb" bar at the top of the page shows the current pages location in the process. It also has links back to the "Main Application Page" and to the "Logout" page.

**Note:** At any time you may logout and return at a later time. Please see the "session" FAQ question below.

- A "CANCEL" button at the bottom of the page on the left hand side - clicking this button will cancel any changes to the fields that have been typed in and returns to the "Main Application Page." It will not save any information that was typed into that form.  
**Note:** - if you return to the "Main Application Page" in the middle of the process, you can "see" what you have completed by noting the text color of the section headers on the "Main Application Page." The sections that have been successfully completed will be gray in text color rather than black. Do not think that because the EDIT button is grayed out that these pages are no longer editable. It means that the required fields are filled in.
- A "SAVE" button at the bottom of the page on the right hand side - this button must be clicked on in order to save new information, or any edits that may have been made when/if re-visiting the same section again. Clicking the "SAVE" button will store the information in the database. If there are any errors, the same page will be reloaded with error messages in red text. If everything was successfully saved, the next page or section will automatically load. At this point continue by filling in the next form, or return to the "Main Application Page" by clicking the "Main page" link at the top of the page, in the "breadcrumbs" bar.
- Context sensitive help - At the top or bottom of some of the form sections is help text. Please read this information first if there are problems being encountered.

## **Open for Renewal/Revision Explained**

On the dashboard page under tab1, **REQUESTS** tab, a new link called *renewal* has been added for those requests that meet the criteria to be opened for renewal. Click the link and a confirmation box will ask that this action be double checked. By clicking "OK" a confirmation email will be sent out with request summary, work flow summary and approved program summary. The status of the request will be changed to "Open for Renewal (by field user)".

The field user can open a request for renewal if all the following conditions are met:

- The program request is a new, renewal or adding school type web form;
- The current program request status is "Approved Process Completed," "Revision Approved," "Revoked," "Active," "New," "Conditional," "Closed," or "Reactivated;"
- The program has the approved programs status of active, new, conditional, or closed;
- The program is not expired and is within one year prior to expiration date or program already expired but prior to June 30th of that fiscal year.
- No renewal request has been created for the corresponding program at the same school.
- No duplicate CIP exists due to this action, i.e., there won't be two programs with the same CIP at the same school

On the dashboard page under tab1, **REQUESTS** tab, a new link called **revision** is added for those requests that can be opened for revision. Once you click the link, you will see a confirmation box asking you to double check this action. If you click "OK", a confirmation email will be sent out with request summary, work flow summary and approval program summary. The status of the request will be changed to "Open for Revision (by field user)". **PLEASE do not click on this link if you just want to VIEW the program. To view the program, click on the 4 digit web ID hyperlink.**

The field user can open a request for revision if all the following conditions are met:

- The current program request status is "Approved Process Completed," "Revision Approved," "Active," "New," "Conditional," or "Reactivated;"
- The program request is tied to a program;
- The program has the approved programs status of active, new or conditional;
- There has been at least 90 days since the program request was officially approved (Approved Process Completed or Revision Approved);
- The program will not expire within 180 days;
- It is a NEW program and there is no renewal request tied to the same program id and school.

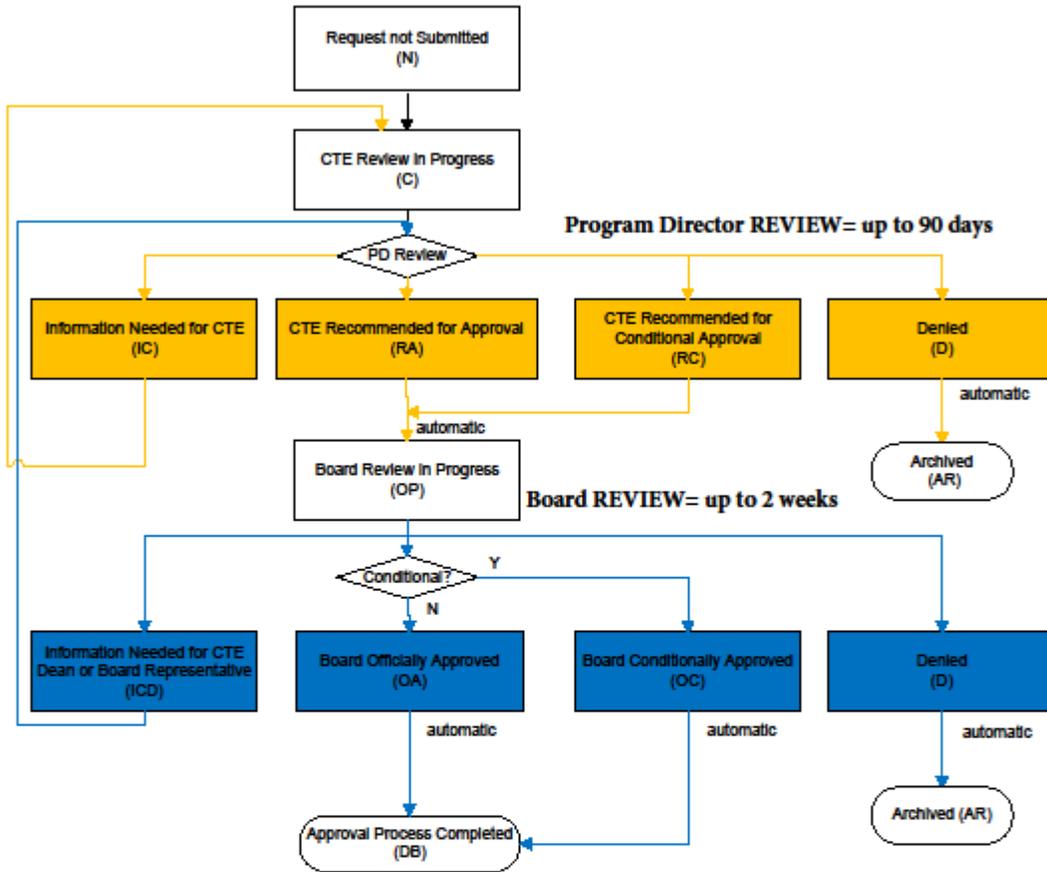
There is now an option available where a request could be opened for renewal and opened for revision in the same time frame. In this case, the link will be changed to **renewal/revision**. The criterion for this is within one year of expiration but not less than 180 days. If you click the link, you will be redirected to another page with two radio buttons. You can pick either *Open for Renewal* or *Open for Revision*. You will also see the confirmation box after you try to submit the page. The process will follow the renewal/revision process described above depending on your selection.

**NOTES:**

If the program needs to be opened for revision within 90 days after a renewal or a previous revision, the system office will need to approve the request. Please contact the program director for assistance.

If a program is Closed or on Inactive status and needs to be re-activated for renewal, please contact [Victoria Ekelund](#), 303-595-1613 or the [Program Director](#).

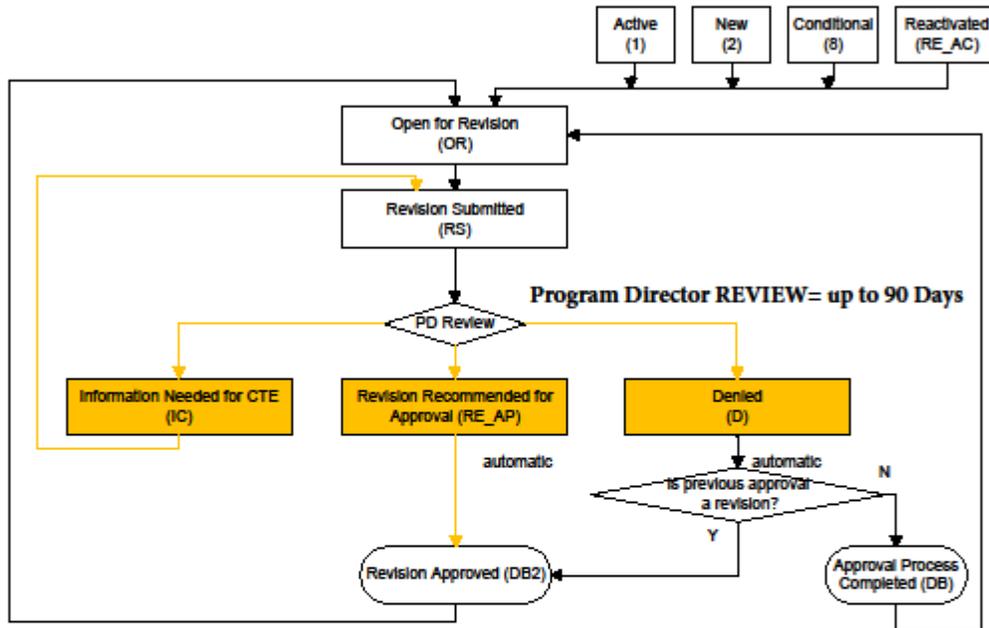
1. Secondary Initial Approval  
 Progress or  
 Adding secondary school  
 05/12/2011



Workflow statuses highlighted in yellow are handled by PD.

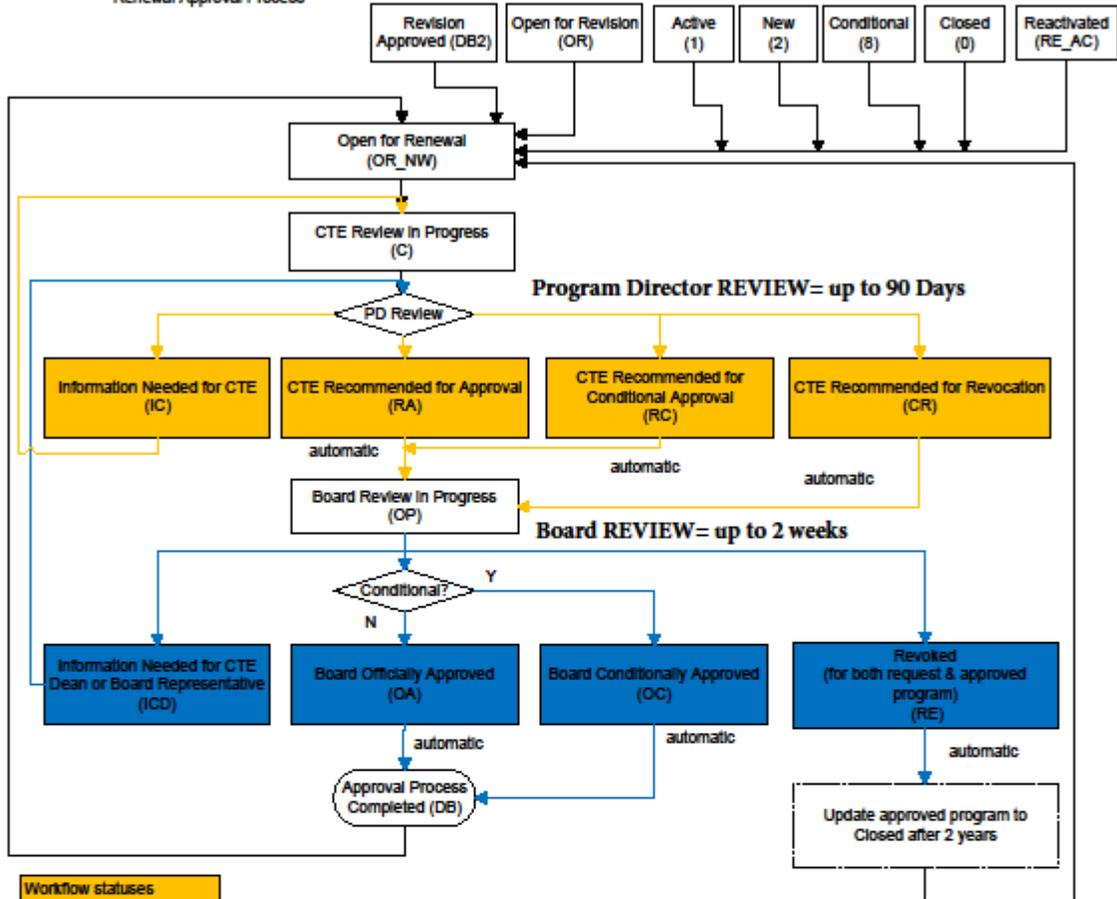
Workflow statuses highlighted in dark blue are handled by CTE Dean.

2. Secondary Request  
Revision Approval Process



Workflow statuses highlighted in yellow are handled by PD.

3. Secondary Request  
Renewal Approval Process



Workflow statuses highlighted in yellow are handled by PD.

Workflow statuses highlighted in dark blue are handled by CTE Dean.