



# Adoption Form Guidance & Directions

*Adoption forms are completed in the Indiana Technical Education Reporting System (InTERS) to capture information on the CTE course offerings of schools and career centers, including what programs of study entities are adopting. **The priority deadline for submitting adoption forms is August 1<sup>st</sup>.***

*Part of the process is to include the CTE instructor that will be teaching each course. Entering the instructor by August 1<sup>st</sup> will allow our team to verify that instructors meet the assignment codes to be eligible for funding. If an instructor vacancy currently exists, entities can fill out the course information before the deadline and add the instructor information once it is known.*

## Purpose

The program of study adoption and course inventory form will provide the CTE team with information needed to best support schools and career centers with their CTE course offerings. One central goal of Next Level Programs of Study is ensuring that courses and programs are delivered with greater consistency regardless of location. This form helps accomplish that goal by providing data on what programs of study and CTE courses schools and career centers are offering, along with information about how they are being offered. Two other important purposes the form serves are:

- **Size, Scope, and Quality:** One of the responsibilities of the CTE team is to monitor and ensure that programs of study and CTE courses meet a standard of size, scope, and quality (see Appendix A on page 13). This process, through the question sections and by detailing course instructors, will help us to better meet this responsibility.
- **Simpler Modification Process:** While consistency is a focus of NLPS, the CTE team recognizes that there are differences between schools and career centers that may necessitate modifications to programs of study to meet the local needs of a community. Instead of requiring submission of numerous nonstandard course waivers, this form includes an option to propose modifications to a program of study that will stay in effect for a 3-year cycle.

## Program of Study Adoption and Course Inventory Forms

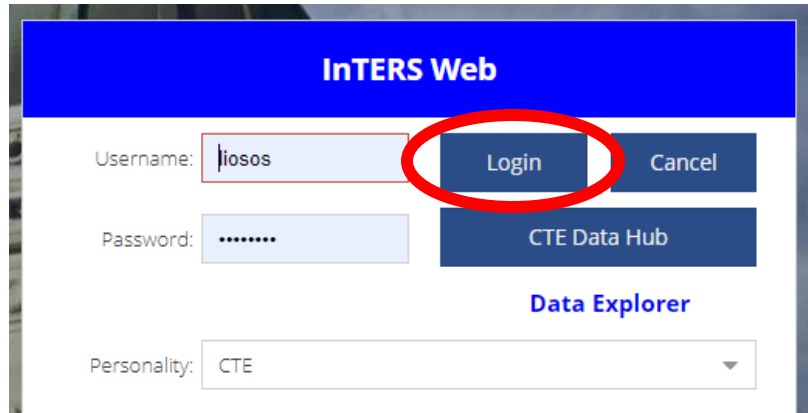
### Accessing InTERS Adoption Form

The Area CTE Director has the option of submitting adoptions for all courses in the district or they may share access to InTERS to have individual schools submit their own.

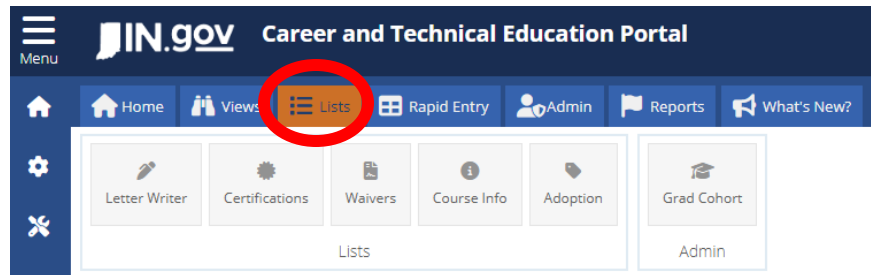
If you need an account and not have a username and password, please contact your Area CTE Director.

## Accessing InTERS and the Adoption Form

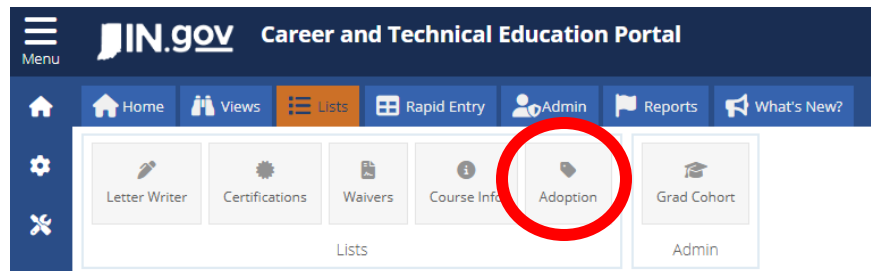
Log in to the CTE personality of InTERS with your username and password.



Select "Lists."



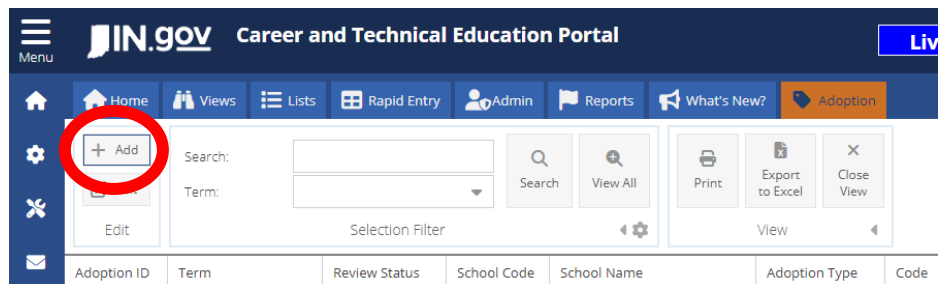
Select "Adoptions."



## Program of Study without Modifications

### Adding a Next Level Program of Study (NLPS) without Modification

Select "Add" in the upper lefthand corner of the screen to open a new adoption form.



Enter the conducting school code by typing the name or selecting from the drop-down list.

The conducting school is the school that is offering the course on their campus regardless of whether it is a CTE districtwide shared program or not.

The Term defaults to the upcoming school year.

The screenshot shows the 'Adoption Edit' interface. At the top, there are tabs for 'General', 'Questions', 'Courses & Teachers', and 'Review Status'. Below the tabs, the 'General' section is active. It contains fields for 'Conducting School:', 'Term:', and 'Adoption Type:'. The 'Conducting School:' field is circled in red. The 'Adoption Type:' section has two radio buttons: 'Program of Study' (which is selected) and 'Course'. There is also a 'Program of Study Info' section below.

Select "Program of Study" as the adoption type and select "Perpetual" for the renewal period (on the righthand side).

This screenshot is identical to the one above, but the 'Program of Study' radio button under 'Adoption Type:' is circled in red.

Enter the program of study information beginning with the name by typing in or selecting from the drop-down list.

Individual programs of study are identified by a unique name. This includes each possible combination of courses for programs of study that have multiple options for the Concentrator A, B, or Capstone course.

**Offering the Capstone course:** The "Yes or No" question is related to whether the school plans to offer the primary/recommended capstone course for the program of study.

**Is this a Perkins Managed Course?** This question refers to whether this is a CTE District level course or if the program of study is a school-based offering. Examples of a Perkins managed course would generally include courses offered at a career center or a shared course at a member co-op school. If you are not sure, please contact your Area CTE Director.

After entering the program of study information, you may choose to submit responses to the size, scope, and quality questions.

**These questions are NOT due August 1<sup>st</sup>.** They may be answered later in the fall prior to the October 14<sup>th</sup> enrollment data deadline.

The screenshot shows the 'Adoption Edit' interface. At the top, there are tabs for 'General', 'Questions', 'Courses & Teachers', and 'Review Status'. The 'General' tab is currently selected. Below the tabs, there are fields for 'Conducting School:', 'Term:' (with the value '20262027'), and 'Adoption Type:' with radio buttons for 'Program of Study' and 'Course'. A red arrow points from a red circle containing the text 'Please switch to the Questions tab to find and answer the "Program Questions"' to the 'Questions' tab.

Provide the rationale for each of the questions under the "Questions" tab (not required if adopting a single course).

*The questions may be answered later, prior to the October 14<sup>th</sup> Enrollment Data deadline. Schools are encouraged to have instructors contribute to the responses. InTERS allows the user to copy and paste text from other documents, like Word docs.*

The screenshot shows the 'Adoption Edit' interface with the 'Questions' tab selected. The 'Program Questions' section is visible, containing four numbered questions for justification and improvement.

1. Include a justification for offering the program of study based upon CLNA and labor market info:
2. How will you improve academic and technical skills of students participating in CTE programs through integration of academic skills?:
3. How will you provide students the opportunity to earn postsecondary credits?:
4. What work-based learning opportunities would be available for students?:

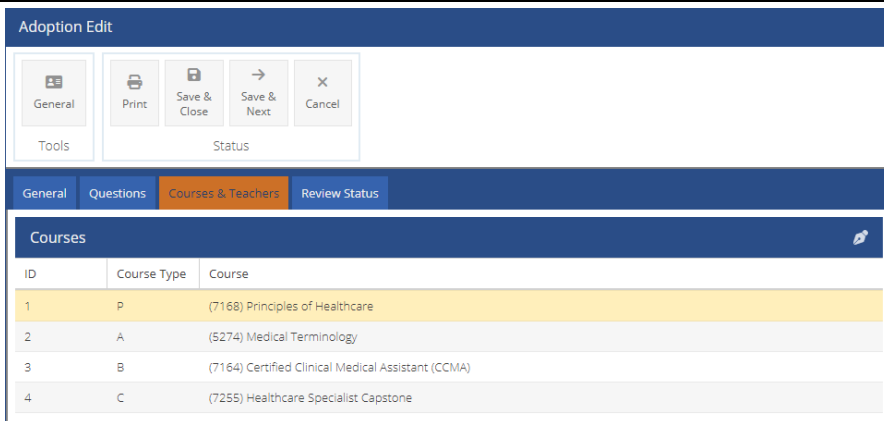
Go to the "Courses & Teachers" tab to confirm, select and/or add teachers for the course(s).

On the tab, a list of the school's teachers will be provided. A teacher(s) should be assigned to each course listed.

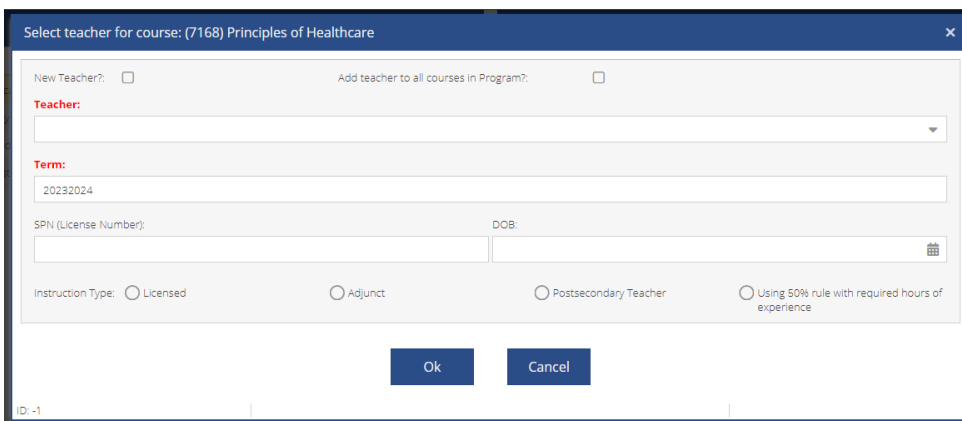
This may be added later for positions that are currently vacant.

Under the “Courses & Teachers” tab you will select the “+” to add teachers to a course once you have left clicked and selected the course on the lefthand side. If the teachers are already listed, you must verify that they are correct and add any additional/new teachers.

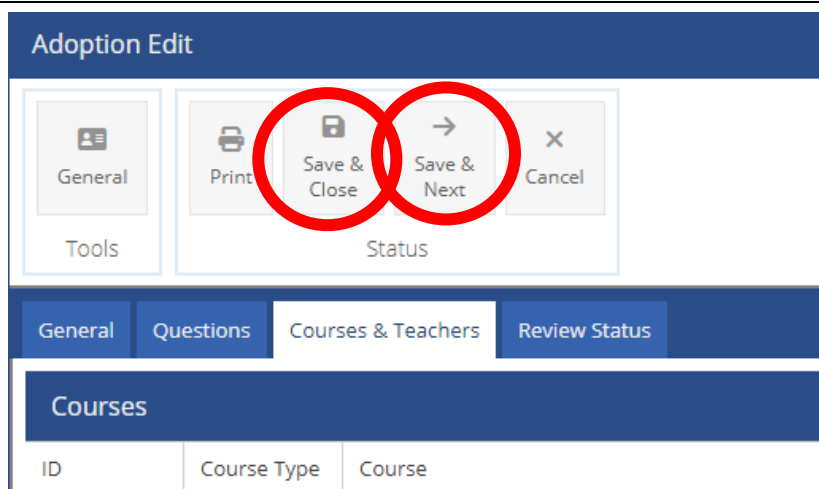
**Note:** There is no need to remove teachers from the list. Simply make sure the correct teacher is listed.



A “Select teacher for course” box will appear once you’ve clicked the “+” on the righthand side. Fill out the requested information, then select “Ok.”



Select “Save & Close” to complete the form or “Save & Next” to complete this form and start a new one.



## Program of Study with Proposed Modification

Schools have the option of proposing a modification to the program of study they are adopting. If approved, the modification will be in place for a three-year period, after which the modification must be re-approved. The primary

criteria for approval will be that the student’s ability to complete a credential is not impacted by the proposed modification.

**Common Modifications:**

- **Using the Technical Skill Development course** along with a Concentrator A or Concentrator B course for the entire class (A career center does not need to submit this as a modification if only students that have completed the Principles course at their home school will be enrolled in the Technical Skills Development course).
- **Substituting a secondary Capstone course for a program of study.** Examples of secondary Capstone courses include WBL Capstone or Entrepreneurship and New Ventures Capstone. In addition to including a description in the modification fields, schools should substitute the secondary Capstone course for the primary Capstone course on the “Courses & Teachers” tab by double clicking on the primary Capstone course.
- **Changing the course sequence of a program of study.** For example, moving a portion of the Capstone course to Concentrator B or flipping the order of the Concentrator A and Concentrator B courses. In addition to including a description in the modification fields, schools should flip the courses on the “Courses & Teachers” tab.
  - *Proposing a modification to flip the sequence of the Concentrator A and Concentrator B courses is only necessary if the Concentrator A course is a required prerequisite for the Concentrator B course.*

Flipping Concentrator A and B	Flipping part of Capstone with Concentrator B
Principles	Principles
Concentrator B	Concentrator A
Concentrator A	Capstone (2 credits)
Capstone	Concentrator B Capstone (4 credits)

- **Adding/substituting courses to a program of study.** For example, using Advance CTE College Credit and Special Topic courses to allow your students the opportunity to complete a higher credential than the TC or CG. If adding courses, schools only need to include the description in the modification field. If substituting, changes should be completed on the Courses/Teachers tab.
- **Offering programs of study through an even and odd year approach** rather than a 1<sup>st</sup> and 2<sup>nd</sup> year approach. Schools must create a customized program of study to represent the odd year program of study. Schools can edit the name and the code of the program of study in the modification fields. Schools create a customized program of study by detailing the courses on the Courses/Teachers tab.

Adding a new Next Level Program of Study (NLPS) with Proposed Modification

Select “Add” in the upper lefthand corner of the screen to open a new adoption form.



The screenshot shows the 'Career and Technical Education Portal' interface. The top navigation bar includes a 'Menu' icon, the 'IN.gov' logo, and a 'Live' status indicator. Below the navigation bar, there are several tabs: Home, Views, Lists, Rapid Entry, Admin, Reports, What's New?, and Adoption. The 'Add' button is highlighted with a red circle. Below the navigation bar, there are search and filter options, including a search box, a 'Term:' dropdown, and a 'Selection Filter' dropdown. On the right side, there are buttons for 'Print', 'Export to Excel', and 'Close View'.

Enter the conducting school code by typing the name or selecting from the drop-down list.

*The conducting school is the school that is offering the course on their campus regardless of whether it is a CTE Districtwide shared program or not.*

The Term defaults to the upcoming school year.

The screenshot shows the 'Adoption Edit' interface. At the top, there's a blue header 'Adoption Edit'. Below it are two groups of buttons: 'Tools' (General, Print, Save & Close) and 'Status' (Save & Next, Cancel). A navigation bar contains 'General', 'Questions', 'Courses & Teachers', and 'Review Status'. The 'General' tab is active. Below the navigation bar is a sub-header 'General - -'. The main form area has a 'Conducting School' field (highlighted with a red circle), a 'Term' field with the value '20262027', and 'Adoption Type' radio buttons for 'Program of Study' and 'Course'.

Select "Program of Study" as the adoption type and select three-year renewal.

This screenshot is similar to the previous one, showing the 'Adoption Edit' form. The 'Conducting School' field is now empty. The 'Term' field still shows '20262027'. The 'Adoption Type' section shows the 'Program of Study' radio button selected and highlighted with a red circle, while the 'Course' radio button is unselected.

Enter the program of study information beginning with the name by typing in or selecting from the drop-down list. Individual programs of study are identified by a unique name. This includes each possible combination of courses for programs of study that have multiple options for the Concentrator A, B, or Capstone course.

**Offering the Capstone course:** This "Yes or No" question is related to whether the school plans to offer the primary/recommended capstone course for the program of study.

**Is this a Perkins Managed Course?** This is simply to identify whether this is a CTE District level course or if this program of study is a school-based offering. Examples of a Perkins managed course would generally include courses offered at a career center or a shared course at a member coop school. If you are not sure, please contact your Area CTE Director.

Select the "Modification" box to propose a modification to the program of study.

Once the box is selected InTERS will automatically open the modification fields to be completed.

Please provide as much detail as possible in the proposal box to assist the CTE staff with reviewing the proposal.

General Questions Courses & Teachers Review Status

General - -

Conducting School:

Term: 20262027

Adoption Type:  Program of Study  Course

Please switch to the Questions tab to find and answer the "Program Questions"

If Customize is selected, you must also select the courses offered in the Courses & Teachers tab.

Program of Study Info

Program of Study:

Are you offering the capstone course? If so, how many credits are you offering it for?: # Credits for Year:

Is this program supported with Perkins dollars?:

Would like to make a proposal to modify the course sequence? (Customize)

After entering the program of study information, you may choose to submit responses to the size, scope, and quality questions.

**Questions are NOT due August 1<sup>st</sup>.** They may be answered later in the fall prior to the October 14<sup>th</sup> enrollment data deadline.

General Questions Courses & Teachers Review Status

General - -

Conducting School:

Term: 20262027

Adoption Type:  Program of Study  Course

Please switch to the Questions tab to find and answer the "Program Questions"

If Customize is selected, you must also select the courses offered in the Courses & Teachers tab.

Program of Study Info

Program of Study:

Are you offering the capstone course? If so, how many credits are you offering it for?: # Credits for Year:

Is this program supported with Perkins dollars?:

Would like to make a proposal to modify the course sequence? (Customize)

Provide the rationale for each of the questions under the questions tab (not required if adopting a single course).

*Schools are encouraged to have instructors contribute to the responses. InTERS allows the user to copy and paste text from other documents like Word docs.*

Adoption Edit

General Print Save & Close Save & Next Cancel

Tools Status

General Questions Courses & Teachers Review Status

Questions

Program Questions

1. Include a justification for offering the program of study based upon CLNA and labor market info.:

2. How will you improve academic and technical skills of students participating in CTE programs through integration of academic skills?:



Go to the “Courses & Teachers” tab to confirm, select and/or add teachers for the course(s).

On the tab, a list of the school’s teachers will be provided. A teacher(s) should be assigned to each course listed.

This may be added later for positions that are currently vacant.

Adoption Edit

Tools: General, Print, Save & Close, Save & Next, Cancel

Status

General Questions Courses & Teachers Review Status

General - -

Conducting School: [text box]  
Term: 20262027  
Adoption Type:  Program of Study  Course

Please switch to the Questions tab to find and answer the "Program Questions"

Program of Study Info

Program of Study: [text box]  
Are you offering the capstone course? If so, how many credits are you offering it for?: # Credits for Year: [dropdown]  
Is this program supported with Perkins dollars?: [dropdown]  
 Would like to make a proposal to modify the course sequence? (Customize)

Under the “Courses & Teachers” tab you will select the “+” to add teachers to a course once you have left clicked and selected the course on the lefthand side. If the teachers are already listed, you must verify that they are correct and add any additional/new teachers.

**Note:** There is no need to remove teachers from this list. Simply make sure the correct teacher is listed.

Adoption Edit

Tools: General, Print, Save & Close, Save & Next, Cancel

Status

General Questions Courses & Teachers Review Status

Courses

ID	Course Type	Course
1	P	0
2	A	0
3	B	0
4	C	0

A “Select teacher for course” box will appear after selecting “+” and you must fill out the necessary information.

Select “Close & Save” to save and exit the form or “Save & Next” to complete this form and start a new form.

## Adopting Individual CTE Courses

Schools should also adopt individual courses that they are offering that fall outside of a Next Level Program of Study (NLPS).

### Adding an Individual Course

Select “Add” in the upper lefthand corner of the screen to open a new adoption form.

Enter the conducting school code by typing the name or selecting from the drop-down list.

*The conducting school is the school that is offering the course on their campus regardless of whether it is a CTE Districtwide shared program or not.*

The “Term” defaults to the upcoming school year.

Adoption Edit

Tools: General, Print, Save & Close, Save & Next, Cancel

Status: Save & Close, Save & Next, Cancel

General | Questions | Courses & Teachers | Review Status

General - -

Conducting School:

Term: 20262027

Adoption Type:  Program of Study  Course

Please switch

Select “Course” as the adoption type and select “Perpetual” for the renewal period.

Adoption Edit

Tools: General, Print, Save & Close, Save & Next, Cancel

Status: Save & Close, Save & Next, Cancel

General | Questions | Courses & Teachers | Review Status

General - -

Conducting School:

Term: 20262027

Adoption Type:  Program of Study  Course

(Auto Set):  Three Year Adoption  Perpetual

Once on the “Courses & Teachers” tab double click on the course box to select the course from the drop-down list.

Once selected, click “Update.” After selecting “Update”, a list of potential teachers should show in the table on the right.

Adoption Edit

Tools: General, Print, Save & Close, Save & Next, Cancel

Status: Save & Close, Save & Next, Cancel

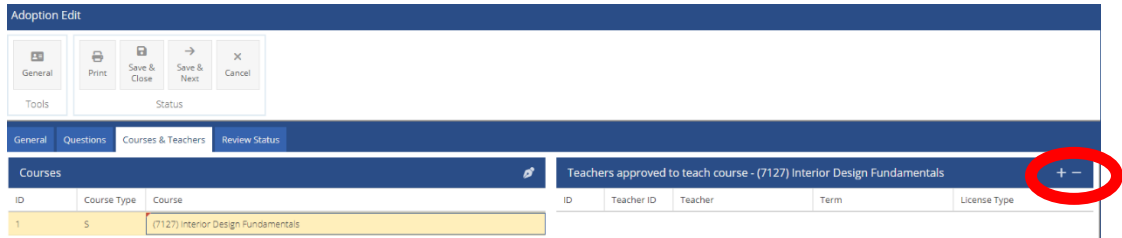
General | Questions | Courses & Teachers | Review Status

Courses

ID	Course Type	Course
1	S	<input type="text"/>

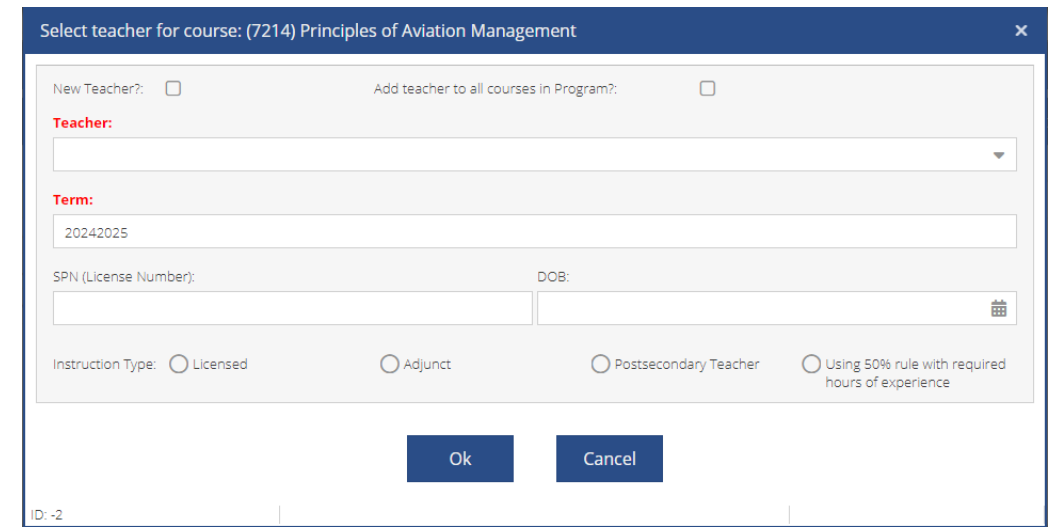
Update Cancel

Under the “Courses & Teachers” tab you will select the “+” to add teachers to a course once you have left clicked and selected the course on the lefthand side. If the teachers are already listed, you must verify that they are correct and add any additional/new teachers.

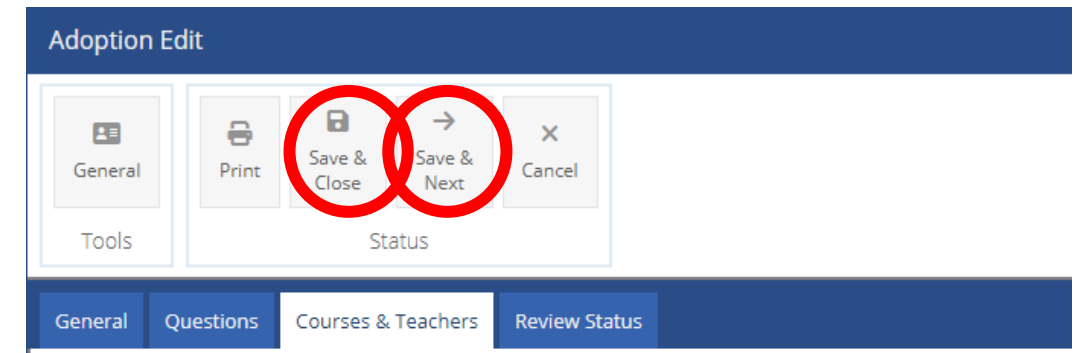


A “Select teacher for course” box will appear after selecting “+” and you must fill out the necessary information.

**Note:** There is no need to remove teachers from this list. Simply make sure the correct teacher is listed.



Select “Close & Save” to save and exit the form or “Save & Next” to complete this form and start a new form.



# Appendix A

## Programs of Study – Size, Scope, and Quality

Indiana does not want to place arbitrary limits or requirements on schools and/or career centers in terms of the number of programs offered or the number of students enrolled. Therefore, an eligible recipient will only be required to offer at least one program of study. However, schools and career centers should provide a sufficient number of programs of study to ensure that a significant percentage of students have the opportunity to participate in CTE programs of study that meet the needs of the local labor market.

### Secondary Size, Scope, and Quality

To be of sufficient size, scope, and quality, a CTE program of study in Indiana must include or be making progress toward including the following components:

- The program of study must be able to meet the minimum facility and equipment requirements for a minimum of 10 students. Moderate and High Value programs of study will take steps to expand the number of students enrolled, equipment, and/or facilities if the waitlist exceeds 50% of the current capacity.
- Programs of study, including joint programs of CTE and locally developed pathways that have been registered with the state, must adhere to state-approved courses and course sequences. Each program of study must address the standards and competencies associated with each state-approved course through relevant, real-world, and applied instructional strategies.
- Secondary programs of study should be structured to encourage persistence in students to go beyond CTE Concentrator status and to pursue valued postsecondary credentials, like certificates, degrees and industry certifications that are integrated into the program of study.
- Students and their families are provided career advisement and academic guidance to help students identify career interests and to best prepare for college and career opportunities. Students should have a personalized multi-year graduation plan that is connected to postsecondary education.
- Programs of study are accessible to all students, specifically students who are members of special populations, by being free from unnecessary barriers to enrollment or participation. Historically underrepresented students are actively recruited and have the opportunity to succeed through necessary accommodations and supportive services.
- The program of study includes the development of employability and leadership skills through a wide range of embedded and stand-alone work-based learning opportunities and participation in career and technical student organizations.
- Programs of study must maintain on-going relationships among education, business, and other community stakeholders, such as advisory boards or sector partnerships to help validate and keep current the technical and workforce readiness skills and program improvement.
- The program of study is focused on continuous improvement and engages with partners and stakeholders to achieve performance targets for Perkins performance indicators and utilizes data to identify and reduce disparities and performance gaps among population groups.

### Postsecondary Size, Scope, and Quality

To be of sufficient size, scope, and quality, a CTE program of study in Indiana must include or be making progress toward including the following components:

- Postsecondary CTE programs must be aligned with business and industry as validated by local or regional business advisory committees and must be part of one of the allowable cluster areas.
- Postsecondary eligible institutions must provide students with the opportunity to earn a certificate, associate degree, industry certification, and/or licensure approved by the state in a CTE approved career cluster.
- A postsecondary program of study provides students the opportunity to be a CTE Concentrator. Which is defined as a postsecondary student that earned at least 12 credits within a CTE program or completed such a program if the program encompasses fewer than 12 credits.
- Programs/Programs of Study are strongly encouraged to include work-based learning opportunities for students.
- The program or programs of study achieve or consistently makes progress toward state-determined levels of performance and engages in periodic evaluation, informed by data, to reduce or eliminate disparities or performance gaps and to improve program quality and effectiveness.
- Programs/Programs of Study are accessible to and supportive of all students, especially students who are members of special populations.
- Postsecondary programs of study provide opportunities for secondary alignment and can provide evidence of operational agreements with secondary schools.