



MEMORANDUM

TO: Superintendents, Principals, Directors of Career and Technical Education, Directors of Special Education, Directors of Curriculum, and School Counselors

FROM: Stefany Deckard, Director, Office of Career and Technical Education

DATE: August 16, 2019

RE: InTERS Business Rules/Amendments for CTE Courses in the 2019-20 Course Titles and Descriptions

The SBOE approved the Office of CTE recommendations for Career and Technical Education (CTE) course amendments for the 2019-2020 Course Titles and Descriptions on August 7, 2019.

Background: The Office of CTE provides the Indiana Department of Education all data necessary for the calculation of the CTE grant amount found at IC 20-43-6 and 8, generally referred to as 30A data for inclusion in state tuition support to schools. InTERS, Indiana's CTE student data collection portal, verifies the amount of Additional Pupil Count (APC) funds schools receive via state tuition support for CTE program needs. These counts are generated by reported student enrollments for the current school year in state approved CTE courses. Additionally, InTERS verifies CTE Concentrator status and postsecondary credential attainment for graduation pathways.

After conducting an internal audit of reported enrollment trends, the Office of CTE will enact business rules within InTERS to match course requirements as found in the 2019-2020 State Approved Course Titles and Descriptions to enrollments. Enrollments will be flagged in the InTERS system if course requirements are not met; **those flagged enrollments will not qualify for APC funding.**

The following amendments to the 2019-20 Course Titles and Descriptions were approved by the SBOE at the August 7, 2019 meeting, to eliminate barriers that would be inappropriately placed on students and schools once these business rules are applied.

Overview of CTE Course Amendments:

Recommendation 1: Designate these required prerequisite courses as recommended prerequisite courses.

- Animal, Food, and Plant and Soil Science courses will not be required prerequisites for the Advanced Life Science courses in the Agriculture cluster.
- Digital Applications and Responsibility (4528) will not be required as a prerequisite for any course in the Business, Marketing, and IT cluster.
- Health Science Education I (5282) will not be a required prerequisite for any course in the Health Science cluster.
- Preparing for College and Careers (5394) will not be a required prerequisite for Work Based Learning Capstone: Multiple Pathways (5974).

Recommendation 2: Include alternative required prerequisites options.

- Add Anatomy and Physiology (5276) as a second required prerequisite option for PLTW Medical Interventions (5217).



- Replace the current required prerequisite for Entrepreneurship and New Ventures Capstone course with a required prerequisite of four (4) credits from the following courses in the Business, Marketing, Information Technology, and Entrepreneurship cluster.
 - (4524) Intro to Accounting,
 - (4522) Advanced Accounting,
 - (4518) Introduction to Business,
 - (5967) Introduction to Entrepreneurship,
 - (4562) Principles of Business Management,
 - (5914) Principles of Marketing,
 - (5918) Strategic Marketing,
 - (4560) Business Law and Ethics, or
 - (4558) Global Economics

Recommendation 3: Allow for student enrollments in one or two semesters in these CTE courses instead of requiring enrollment in two semesters (1 credit per semester, 2 credits maximum for these courses):

- Business Law and Ethics (4560),
- Sports and Entertainment Marketing (5984),
- Interpersonal Relationships (5364),
- Anatomy and Physiology (5276),
- Web Design (4574),
- Marketing in Hospitality and Tourism (5982), and
- Merchandising (5962).

Additional Guidance: If a school is enrolling a student in a CTE course that is delivered through an online provider, the course must be identified as an online course by either checking the online course indicator box located in the session record or designating a '1' in the online course column for mass import.

Appendix A: Designate courses below as recommended prerequisite instead of required prerequisites.

Cluster: Agriculture	
Course	Action
(5070) Advanced Life Sciences: Animals	Designate (5008) Animal Science as recommended prerequisite
(5072) Advanced Life Sciences: Food Science	Designate (5102) Food Science as recommended prerequisite
(5074) Advanced Life Sciences: Plants & Soils	Designate (5170) Plant & Soil Science as recommended prerequisite
Cluster: Business, Marketing, and IT	
Course	Action
(4801) Computer Science I	Designate (4803) Intro to Computer Science as a recommended prerequisite.
(4508) Technical Business Communications (5230) Information Technology Support I (4574) Web Design (5232) Interactive Media	Designate (4528) Digital Applications as a recommended prerequisite



Cluster: Health Science	
Course	Action
(5217) PLTW Medical Interventions (5219) PLTW Biomedical Innovation	Designate (5218) Principles of the Biomedical Sciences, (5216) Human Body Systems, (5276) or Anatomy & Physiology, and (5217) Medical Interventions as a required prerequisite.
(5210) Emergency Medical Services (5284) Health Science Education II: Nursing (5286) Health Science II: Special Topics (5288) Health Science Education II: Medical Forensics (5290) Health Science Education II: Athletic Training (5214) Health Science Education II: Pharmacy (5215) Health Science II: Physical Therapy	Designate (5282) Health Science Education I as a recommended prerequisite
Cluster: Family and Consumer Science/Human Services	
Course	Action
(5412) Early Childhood Education I (5408) Education Professions I	Designate Advanced Child Development (5360) as a recommended prerequisite