

Selecting and Reporting 2019-20 CTE Program of Study

All career and technical education (CTE) programs of study (POS) and any currently valid special programs of study (SPOS) that a school district plans to offer for the 2019-20 school year must be selected and submitted to the department no later than **March 8, 2019**

This selection process is extremely important. **School districts must declare at least one program of study for a given school year in order to receive Perkins funding for that school year.**

Selection and Reporting Process

When selecting a program of study, please use the [2019-20 Programs of Study](#) document as your primary reference. It will list all approved 2019-20 programs of study and courses. Also, before starting the selection process, please review the [Open Enrollment Guide](#). This guide provides important information to assist districts in choosing the program(s) of study and course(s) that best fit their needs.

Log-in Procedure

Note: The program of study reporting application is a state secured, authorization application. Please go through Single Sign On (the [Orion dashboard](#)) to access eTIGER, then.

- Select the "Program of Study" application.

Selecting/Reporting 2019-20 Programs of Study by School

1. After selecting the "Program of Study" application, click "**School Assignments**" located on the "Clusters – Programs of Study" page.
2. Select "**School Year 2019-20**,"
3. Select a participating school from your dropdown list. Indicate all programs of study (including SPOS approved for 2019-20 SPOS) which will be offered at this school for the 2019-20 school year. *(Note: Any previously approved SPOS, which has not expired, will appear with an "s" and numeral.)*
4. After selecting the desired programs of study, click "**Save Changes**." *(Note: Your user ID and date will be attached to the selected programs of study.)*
5. Repeat steps 2-4 for each participating school in your district.
6. Once all programs of study have been selected for every participating school in your district, review and confirm your selections by clicking "**Print District**." *(Note: Only course codes numbers for the POS/SPOS will appear on the "Print District" screen.) In order to view the courses within a particular program of study, please refer to the [2019-20 Programs of Study](#).*
7. Print this page for your records (optional).

Note: Normally the course codes numbers for the POS/SPOS will appear on the "Print District" screen. But due to the new set of course codes will be applied to 2019-20 courses. The list of sequence courses can only be listed later on while the course code conversion completed.

Reminder: All 2019-20 Programs of Study must be selected and submitted no later than March 8, 2019.

Application Process for 2019-20 Special Program of Study (SPOS)

Special program of study (SPOS) applications are required for districts offering CTE programs of study which are not included in the [2019-20 Programs of Study](#) document.

If your school district plans to apply for a new SPOS for the 2019-20 school year, please complete the following steps:

1. CTE directors must submit the 2019-20 Special Program of Study Application on Formstack. Applications received after the application deadline or from individuals other than the district's CTE director will not be considered for approval. The 2019-20 SPOS Application will be released February 8, 2019.
2. School districts will be notified of final approval status via email within six weeks of submission, provided requests for additional information are addressed by the district in a timely manner.
3. Approved SPOS are entered in eTIGER and are valid for a specific number of school years, as documented in each SPOS final notification email. Please keep this email notification for your records.
4. Once a new SPOS is approved, CTE directors must log into eTIGER to select the SPOS for 2019-20 school year *no later than July 1, 2019*.

Questions concerning the SPOS application process should be directed to Deborah.Knoll@tn.gov