

**R277. Education, Administration.**

**R277-911. Secondary Career and Technical Education.**

**R277-911-1. Authority and Purpose.**

(1) This rule is authorized by:

(a) Utah Constitution Article X, Section 3, which vests general control and supervision over public education in the Board;

(b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the Board's duties and responsibilities under the Utah constitution and state law;

(c) Section 53E-3-507, which allows the Board to establish minimum standards for Career and Technical Education (CTE) programs in the public education system; and

(d) Section 53F-2-311, which directs the Board to distribute specific amounts and percentages for specific Career and Technical Education (CTE) programs and facilitate administration of various programs.

(2) This rule establishes standards and procedures for an LEA to qualify for funds administered by the Board for CTE programs in the public education system.

**R277-911-2. Definitions.**

(1) "Added instructional costs," "add-on funds," or "CTE add-on funds" means program expenses beyond those normally encountered at the secondary level resulting from higher program operations, maintenance, and improvement expenses and may not include:

(a) direct charges that would otherwise be incurred by the LEA if instruction in CTE programs ~~[were not offered]~~did not occur;

(b) direct charges required by other non-CTE state or federal programs, rules or laws;

(c) charges that have been submitted as part of the LEA's indirect cost rate calculation; and

(d) charges that are used to supplant other LEA funding sources.

(2) "Advisory committee" means a group of individuals working in the occupational area which provides industry feedback for each state funded and approved CTE program at the State, LEA, or regional level.

(3) "Aggregate CTE membership" means the sum of all days in membership during a school year for:

- (a) the student;
- (b) the course;
- (c) the program;
- (d) the school;
- (e) the LEA; or
- (f) the state.

(4) "Approved state pathway program" means a ~~program~~ Career and Technical Education (CTE) pathway annually approved by the Board through the consent calendar process that meets or exceeds the state program standards or outcomes for career and technical education programs.

(5) "Articulation agreement" means a formal, documented plan that connects high school technical courses with equivalent credit or advanced standing at postsecondary institutions that students can earn while in high school without repeating the same courses later.

~~[(5)](6)~~ "Career and technical education" or "CTE" means organized educational programs that:

- (a) prepare students for a wide range of high-skill, high-demand or emerging careers;
- (b) provide all students with a seamless education system from public education to postsecondary education, driven by a Plan for College and Career Readiness as defined in Rule R277-462; and
- (c) provide students competency-based instruction, hands-on experiences, and certified occupational skills, culminating in meaningful employment.

58           ~~[(6)]~~(7) "Comprehensive high school" means an accredited district school  
59 providing instruction in a range of courses ~~[and offerings]~~ including diverse academics,  
60 career and technical education, and extracurricular activities from which students can  
61 graduate.

62           ~~[(7)]~~(8) "CTE career cluster" ~~[means approved CTE programs with related~~  
63 ~~knowledge and skills organized into industry sectors]~~means a grouping of related jobs  
64 and industries that share common knowledge, skills, and competencies, designed to  
65 help students explore career options and guide educational programs.

66           ~~[(8)]~~(9) "CTE leadership organization" means a qualifying organization that is  
67 nationally and state chartered by March 15 annually, which may include:

- 68           (a) SkillsUSA;
- 69           (b) DECA;
- 70           (c) FFA;
- 71           (d) HOSA - Future Health Professionals;
- 72           (e) FBLA - Future Business Leaders of America;
- 73           (f) FCCLA;
- 74           (g) TSA (Technology Student Association); and
- 75           (h) Other organizations that may be approved by the Superintendent.

76           ~~[(9)]~~(10) "CTE pathway" means a planned sequence of courses within a program  
77 of study structured to assure strong academic and technical preparation while  
78 connecting high school course work including:

- 79           (a) concurrent enrollment opportunities to employment beyond high school; and
- 80           (b) other postsecondary options, including:
  - 81           (i) on-the-job training;
  - 82           (ii) certification opportunities; and
  - 83           (iii) two- and four-year college degrees.

84           ~~[(10)]~~(11) "Course" means an individual CTE class structured by state approved  
85 core codes and standards which may require one or two periods for up to one year and  
86 may be completed by demonstrated competencies or by course completion.

87           ~~[(11)]~~(12) "Maintenance of Effort" or "MOE" means the expenditure plan outlined  
88 in Subsection R277-911-4(1).

89           ~~[(12)]~~(13) "Pathway completion" means a student has met all course and credit  
90 requirements of a CTE pathway and is on track to graduate from high school.

91           ~~[(13)]~~(14) "Program" means a structured sequence or combination of CTE  
92 courses within a CTE pathway and cluster that provides the competencies needed for  
93 specific certifications, job placement, or continued postsecondary training.

94           ~~[(14)]~~(15) "School District Technical Center" means a career and technical  
95 education center that meets the requirements in Section R277-911-~~[7]~~6(5), which may  
96 include a comprehensive high school and serves as a hub for a minimum of three high  
97 schools or is one high school serving a minimum of two additional high schools within  
98 the same LEA.

99           ~~[(15)]~~(16) "Skill certification" or "competency attainment" means a verification of  
100 industry standard knowledge and skills including both state or nationally approved  
101 program certifications and is an integral part of a CTE program.

102           ~~[(16)]~~(17) "Spend plan" means an application submitted to the USBE requesting  
103 the use of local CTE carryforward funds as described in Section R277-911-4.

104           (18) "Stackable credentials" means a sequence of industry-recognized  
105 credentials that an individual may earn over time to demonstrate progressively  
106 advanced knowledge and competencies within a career pathway.

107           ~~[(17)]~~(19) "Summer Agriculture Program" means a teacher or college intern  
108 supervised, intensive, individualized educational experience that is the practical  
109 application of instructional competencies in agriculture education.

110           (20) "Unwarranted duplication" means the same as that term is defined in R277-  
111 731.

112           ~~[(18)]~~(21) "Weighted pupil unit" or "WPU" means the same as the term is defined  
113 in Subsection 53F-2-102(5).

114           ~~[(19)]~~(22) "Work-based learning" or "WBL" means the same as the term is  
115 defined in Section R277-915-2.

**R277-911-3. CTE State Pathway Program Approval and ~~LEA CTE Program~~  
~~Annual Review or Initial Application Review~~].**

(1) The Superintendent shall annually forward to the Board a comprehensive list of proposed secondary CTE ~~[programs]~~pathways for the Board to approve~~[as the approved programs]~~.

(2) The Superintendent shall determine ~~[if a]~~ secondary CTE ~~[program]~~pathway offerings ~~[shall be forwarded to the Board]~~ based upon needs ~~[in a]~~within specific ~~[area]~~career clusters including:

(a) a ~~[program]~~ pathway need supported by data, ~~[including]~~ such as:

(i) local, regional, state, and federal workforce projections;

(ii) State level advisory committee recommendations for a ~~[program]~~ new pathway or ~~[program]~~updated pathway in the related program ~~[area]~~career cluster;

(iii) a need for new or updated technical training and marketable job skills for the related ~~[program area]~~pathway; or

(iv) a need related to an industry upgrade or upskill specifications to keep a ~~[program]~~pathway current or relevant; ~~[and]~~or

(v) a need related to alignment with postsecondary CTE pathway of study, articulation agreements, or stackable credentials.

(b) new or emerging economic need with occupational opportunities for a student in a ~~[program area]~~ pathway with clear competencies.

**R277-911-4. LEA Approved CTE Program Application and Review.**

~~[(3)]~~(1) An LEA shall qualify for a funding disbursement pursuant to Section 53F-2-311 and this rule only for approved programs and subsequently be subject to the requirements for an annual review or application as described in this section ~~[Subsection (5)]~~.

143           ~~[(4)]~~(2) An LEA that implements an approved CTE program and applies for a  
144 funding disbursement shall provide all necessary materials required by the  
145 Superintendent to conduct an ~~[annual review or]~~initial application review by May 1.

146           ~~[(5)]~~(3) The ~~[annual review or]~~initial application ~~[review]~~shall include:

147           (a) the LEA's Plan for College and Career Readiness consistent with Sections  
148 53E-2-304 and R277-462-5;

149           ~~[(b) the LEA's results of an annual placement survey for grade 12 CTE pathway~~  
150 ~~concentrators from the prior school year;]~~

151           ~~[(c)]~~(b) adherence to current~~[industry-]~~course standards for each implemented  
152 CTE ~~[program-]~~pathway including a demonstration of the industry standards being  
153 reflected in:

154           (i) available resources for the program; and

155           ~~[(ii) program instructional materials including:~~

156           ~~—— (A) textbooks;~~

157           ~~—— (B) reference materials; and~~

158           ~~—— (C) additional media.~~

159           ~~—— (d) a demonstration the LEA:~~

160           ~~—— (i) used curricula and instruction that is directly related to business and industry~~  
161 ~~validated competencies;]~~

162           (ii) provided approved certification and stackable credential opportunities for  
163 students enrolled in each CTE program to verify successful completion of  
164 competencies;

165           (iii) provided instruction in proper and safe use of equipment required within  
166 each CTE ~~[program-]~~pathway and maintained a local safety plan;

167           (iv) provided and safely maintained equipment and facilities, consistent with the  
168 validated competencies identified in:

169           (A) the instruction standard for the CTE program;

170           (B) state risk management; and

171           (C) other applicable state and federal laws[;].

(v) employed instructional staff in each CTE program that:

(A) holds a valid Utah teaching licenses with appropriate endorsements pursuant to Rule R277-301 for the CTE program; and

(B) maintains current technical and professional skills [~~current~~] through professional learning, business and industry partnerships to ensure that students are provided current industry standard programs.

(vi) conducted a local needs assessment with stakeholder engagement;

(vii) performed an annual CTE program self-evaluation by the CTE director;

(viii) conducted CTE programs consistent with Board policies and state and federal laws pertaining to CTE program access that prohibit discrimination as required by law; and

(ix) established an active advisory committee to inform CTE programs annually as described in Subsection [(6)](4); ~~and~~].

(e) demonstrate active coordination with postsecondary institutions, including through concurrent enrollment, credit transferability, and aligned career pathways; and [(e)](f) any other requirements identified by the Superintendent.

[(6)](4) An LEA implementing an approved program shall:

(a) [~~create an~~] utilize advisory committees that, at a minimum, include[s] secondary and postsecondary education and industry stakeholders which may serve several LEAs, higher education institutions or a region; or

(b) utilize an existing industry advisory committee created by ~~[an LEA that is implementing an approved CTE program]~~ the state or region.

[(7)](5) An advisory committee described in Subsection [(6)](4) shall review and make recommendations to an LEA that is implementing an approved CTE program regarding:

(a) program offerings;

(b) quality of programs;

(c) equipment needs; and

(d) work-based learning opportunities.

201           ~~[(8)]~~(6) An LEA ~~[may]~~shall make the ~~[LEA's]~~ CTE leadership opportunities  
202 available through Career and Technical Student Organization (CTSOs) for each career  
203 cluster ~~[offered by the LEA]~~in which the LEA provides instruction.

204           (7)The Superintendent shall review CTE approved programs for continued  
205 eligibility through:

206           (a) an annual review process of approved CTE program requirements identified  
207 in Subsection (4); and

208           (b) a risk based, rotational schedule of all program requirements for approved  
209 programs described in this section.

210  
211 **R277-911-[4]5. Disbursement and Expenditure of CTE Funds -- General**  
212 **Standards for Qualification.**

213           (1) To be eligible for any funding disbursement pursuant to Section 53F-2-311  
214 and this rule, an LEA shall~~[first]~~ expend for an approved CTE program, an amount  
215 equivalent to the regular WPU for students in the approved CTE programs, grades 9  
216 through 12, based on prior year aggregate membership in funded CTE programs,  
217 multiplied by the current year WPU value and minus the amount for:

218           (a) college and career awareness; and

219           (b) work-based learning; ~~[and]~~

220           ~~[(c) school counseling.]~~

221           (2) An LEA shall expend the amount required in Subsection (1) to remain eligible  
222 for a funding disbursement for approved programs in grades 9 through 12.

223           (3) Expenses charged to state CTE add-on funds must use the  
224 ~~[unrestricted]~~restricted indirect cost rate and be directly related to approved CTE  
225 programs.

226           (4)An LEA shall:

227           (a) submit a spend plan for the excess funds to be approved by the  
228 Superintendent by October 1 annually; or

(b) the Superintendent shall recoup funds in excess of the 30% carryforward and redistribute the funds.

**R277-911-6. CTE Base Funding WPU Calculation and Distribution.**

(1) Pursuant to Subsection 53F-2-311(3), the Superintendent shall distribute CTE base funding WPUs to qualifying LEAs for:

(a) CTE administration;

(b) high schools providing instruction in approved CTE programs; and

(c) school district technical centers.

(2) An LEA shall meet the requirements of this section to qualify for each type of CTE base funding WPU.

**[R277-911-5. Disbursement of Funds -- Administrative WPUs for School Districts and Charter Schools.]**

(3) The Superintendent shall distribute CTE administrative WPUs to a qualifying LEA as follows:

~~[(4)]~~(a) Except as provided for in Subsection (3), pursuant to Subsection 53F-2-311(3)(a), the Superintendent shall distribute 20 WPUs to ~~[a school district]~~an LEA for costs associated with the administration of an approved CTE program.

~~[(2)]~~(i) To qualify for an administrative WPU disbursement, an LEA shall:

~~[(a)]~~(A) employ a minimum one-half time CTE director whose role is to ensure CTE program eligibility and reporting requirements are met; and

~~[(b)]~~(B) ~~[place]~~ record the administrative assignment for CTE in the educator licensing system.

~~[(3)]~~(b) Except as provided for in Subsection ~~[(10)]~~(3)(g) and pursuant to Subsection 53F-2-311(3)(a), the Superintendent shall distribute 25 WPUs to ~~[a school district]~~ an LEA that consolidates CTE administrative services with one or more other ~~[school districts]~~LEAs with approved CTE programs.

257           ~~[(4)]~~(c) To qualify for the consolidated CTE administrative WPU disbursement  
258 described in Subsection (3), the ~~[school district]~~ LEA consolidating the administrative  
259 services shall:

260           (i) serve NESS schools with approved CTE programs;

261           (ii) be located in the same geographical CTE planning region;

262           (iii) include no more than three LEAs; and

263           (iii) employ a full-time CTE director.

264           (d) An LEA may voluntarily participate in a shared CTE administrative services  
265 agreement without qualifying for additional WPUs under Subsection (3)(c).

266           ~~[(5) The Superintendent shall distribute 25 WPUs to a single charter school~~  
267 ~~acting as fiscal agent, to provide CTE administrative services.~~

268           ~~—— (6) To qualify for the administrative WPU described in Subsection (5), a charter~~  
269 ~~school shall:~~

270           ~~—— (a) provide CTE administrative services to a group of at least 10, but not more~~  
271 ~~than 15, charter schools offering approved CTE programs to students in grades 9~~  
272 ~~through 12; and~~

273           ~~—— (b) if the charter school services 11 through 15 charter schools the~~  
274 ~~Superintendent shall distribute an additional five administrative WPUs for each charter~~  
275 ~~school up to 25 additional administrative WPUs.~~

276           ~~—— (7) To qualify for the charter school administrative WPU described in Subsection~~  
277 ~~(6), the charter school acting as fiscal agent shall employ a full-time CTE director.]~~

278           ~~[(8)]~~(e) An LEA receiving additional WPUs under Subsection (3)~~(b)~~ [or (6)] shall  
279 annually submit to the Superintendent a memorandum of understanding with each  
280 partnering LEA, which shall include:

281           ~~[(a)]~~(i) a scope of work to be performed by the full-time CTE director for each  
282 LEA involved;

283           ~~[(b)]~~(ii) provisions for sharing data under the agreement, including provisions for  
284 protecting the privacy of student education records under ~~[FERPA]~~ the Federal  
285 Educational Rights and Privacy Act, 20 [USC] U.S.C. 1232g;

286 ~~[(e)]~~(iii) maintenance of effort requirements; and

287 ~~[(d)]~~(iv) other information as directed by the Superintendent.

288 ~~[(9)]~~(f) The Superintendent may withhold funds from an LEA for failure to submit  
289 a memorandum of understanding as required by Subsection ~~[(8)]~~(3)(e).

290 ~~[(10)]~~(g) The Superintendent shall distribute 10 WPU to ~~[a-]~~small ~~[school~~  
291 ~~district]~~LEAs consisting only of necessarily existent small high schools as described in  
292 Section 53F-2-304, or LEAs that have an annual CTE Average Daily Membership  
293 (ADM) below 50 ADMs where multi-~~[district]~~LEA CTE administration described in  
294 Subsection (3) is not feasible.

295 ~~[(11)]~~(h) To qualify for the administrative WPU described in Subsection  
296 ~~[(10)]~~(3)(g) a small ~~[school-district]~~ LEA shall assign a CTE director to a minimum of  
297 part-time CTE program administration.

298 ~~[(12)]~~(i) To qualify for any administrative WPUs as provided in Subsection~~[s-(1)~~  
299 ~~through (11)]~~(3) an LEA shall ensure a CTE director:

300 ~~[(a)]~~(i) hold requirements for a School Leadership License Area of Concentration  
301 described in Rule R277-301;and

302 ~~[(b)]~~ ~~have an endorsement in at least one career and technical area listed in~~  
303 ~~Subsection R277-309-4(8)(a); and]~~

304 ~~[(c)]~~(ii) meet one of the following requirements:

305 ~~[(1)]~~(A) have four years of experience as a full-time career and technical  
306 educator; or

307 ~~[(11)]~~(B) complete a prescribed professional ~~[development-]~~learning program  
308 provided by the Superintendent within a period of two years following board  
309 appointment as an LEA CTE director.

310  
311 **~~[R277-911-6. Disbursement of Funds -- High School WPUs.]~~**

312 ~~[(1)]~~(4) Pursuant to Subsection 53F-2-311(3)(b), the Superintendent shall  
313 allocate funds to each high school ~~[offering]~~providing instruction in approved CTE  
314 programs as described in this section.

315           ~~[(2)]~~(a) The Superintendent shall distribute 10 WPU to an LEA for each high  
316 school that:

317           ~~[(a)]~~(i) conducts approved programs in a minimum of two CTE career cluster  
318 areas;

319           ~~[(b)]~~(ii) conducts a minimum of six different state approved CTE courses  
320 including at least the ability to concentrate in two CTE pathways and complete one  
321 pathway; and

322           ~~[(c)]~~(iii) has at least one approved career and technical student leadership  
323 organization that aligns with the pathways ~~[offered by the LEA]~~in which the LEA  
324 provides instruction.

325           ~~[(3)]~~(b) The Superintendent shall distribute 15 WPU to an LEA for each high  
326 school that:

327           ~~[(a)]~~(i) conducts approved programs in a minimum of three CTE career cluster  
328 areas.

329           ~~[(b)]~~(ii) conducts a minimum of nine different state approved CTE courses  
330 including at least the ability to concentrate in three CTE pathways and complete one  
331 pathway; and

332           ~~[(c)]~~(iii) has at least one approved CTE student leadership organizations that  
333 aligns with a pathway ~~[offered by the LEA]~~in which the LEA provides instruction.

334           ~~[(4)]~~(c) The Superintendent shall distribute 20 WPU to an LEA for each high  
335 school that:

336           ~~[(a)]~~(i) conducts approved programs in a minimum of four CTE career cluster  
337 areas.

338           ~~[(b)]~~(ii) conducts a minimum of 12 different state approved CTE courses  
339 including at least the ability to concentrate in four CTE pathways and complete two  
340 pathways; and

341           ~~[(c)]~~(iii) has at least two approved CTE student leadership organizations that  
342 align with the pathways ~~[offered by the LEA]~~in which the LEA provides instruction.

343           ~~[(5)]~~(d) The Superintendent shall distribute 25 WPU to an LEA for each high  
344 school that:

345           ~~[(a)]~~(i) conducts approved programs in a minimum of five CTE career cluster  
346 areas.

347           ~~[(b)]~~(ii) conducts a minimum of 15 different state approved CTE courses  
348 including the ability to concentrate in at least five CTE pathways and complete three  
349 pathways; and

350           ~~[(c)]~~(iii) has at least three approved CTE student leadership organizations that  
351 align with the pathways ~~[offered by the LEA]~~in which the LEA provides instruction.

352           ~~[(6)]~~(e) A maximum of one alternative high school per LEA may qualify for funds  
353 under this section.

354           ~~[(7)]~~(f) Exceptions for advanced pathway completion requirements may be  
355 approved annually for an LEA that has a sponsorship or partnership with a degree  
356 granting public higher education institution by the Superintendent through specific  
357 contractual agreements.

358           ~~[(8)]~~(g) Programs and courses provided through school district technical centers  
359 may not receive funding under this section.

360  
361 **~~[R277-911-7. Disbursement of Funds -- School District Technical Centers.]~~**

362           ~~[(4)]~~(5) Pursuant to Subsection 53F-2-311(3)(c), the Superintendent shall  
363 disburse 40 WPUs to a~~[school district]~~LEA operating an approved ~~[school district]~~  
364 technical center.

365           ~~[(2)]~~(a) Except as provided in Subsection ~~[(4)]~~(5)(d), to qualify for the ~~[school~~  
366 ~~district]~~LEA technical center WPU disbursement, the ~~[school district]~~LEA shall:

367           ~~[(a)]~~(i) enroll a minimum of 400 students grades 9 through 12 in the ~~[school~~  
368 ~~district]~~LEA's technical center courses;

369           ~~[(b)]~~(ii) prevent unwarranted duplication by the ~~[school district]~~LEA technical  
370 center of courses ~~[offered in]~~taught at existing high schools, and partnering higher  
371 education institutions;

(iii) establish formal partnerships or regional agreements with postsecondary technical colleges or higher education institutions;

~~[(e)](iv)~~ centralize high-cost programs in the ~~[school district]~~LEA technical center;  
~~[(d)](iv)~~ conduct approved programs in a minimum of five CTE career ~~[cluster areas]~~career clusters;

~~[(e)](vi)~~ conduct a minimum of 15 different state approved CTE concentrator and completer courses; and

~~[(f)](vii)~~ submit verification of all requirements stated in this section annually or as requested to the Superintendent.

~~[(3)](c)~~ A ~~[school district]~~n LEA that serves 18,000 students or more in grades 9-12 may qualify for up to two ~~[school district]~~LEA technical center locations through an application process prescribed by the Superintendent.

~~[(4)](d)~~ To qualify for the ~~[school district]~~LEA technical center WPU disbursement, a ~~[school district]~~n LEA serving ~~[rural and]~~ necessarily existent small schools, as described in Section 53F-2-304 shall:

~~[(a)](i)~~ determine the administrative structure for the career and technical education center, which may or may not include a separate administrator;

~~[(b)](ii)~~ enroll a minimum of 300 students in the school district technical center courses;

~~[(e)](iii)~~ prevent unwarranted duplication by the ~~[school district]~~LEA technical center of courses ~~[offered in]~~taught at existing high schools, and partnering higher education institutions;

(iv) establish formal partnerships or regional agreements with postsecondary technical colleges or higher education institutions;

~~[(d)](v)~~ centralize high-cost programs in the ~~[school district]~~LEA technical center;  
~~[(e)](vi)~~ conduct approved programs in a minimum of four CTE career ~~[cluster areas]~~career clusters;

~~[(f)](vii)~~ conduct a minimum of 12 different state approved CTE concentrator and completer courses; and

401           ~~[(g)]~~(viii) submit verification of all requirements stated in this section annually and  
402 as requested to the Superintendent.

403  
404 **R277-911-[8]7. Disbursement of Funds -- Competency Skill Certification.**

405           (1) Pursuant to Subsection 53F-2-311(2)(c), an LEA may receive additional  
406 disbursement for competency attainment of student achievement on approved program  
407 certifications.

408           (2) To be eligible for skill certification compensation, an approved LEA shall  
409 demonstrate the LEA's students have demonstrated mastery of established standards  
410 for the CTE program.

411           (3) The LEA shall demonstrate the mastery through an authorized test  
412 administrator that shall follow test administration and ethics requirements identified in  
413 Rule R277-404.

414           (4) An LEA shall keep records of the certification and skill verification tests or  
415 processes used to demonstrate mastery as described in Subsection (3) for monitoring  
416 and auditing purposes.

417           (5) The Superintendent shall distribute funds to an LEA by the following formula:

418           (a) an amount determined by using a count of total points of skill certification  
419 weight points determined by the Superintendent from a student's skill certification  
420 earned by June 15 annually; and

421           (b) a proportionate amount of the available funding based on the LEA's number  
422 of skill certification points earned proportionate to the total number of skill certification  
423 points earned statewide for the prior year.

424  
425 **R277-911-[9]8. Disbursement of Funds -- Summer CTE Agriculture Programs.**

426           (1) Pursuant to Subsection 53F-2-311(3)(d), an LEA shall receive a 5-7  
427 WPU disbursement for [a] qualifying summer CTE agriculture programsu as described in  
428 this section.

(2) To receive state summer CTE agriculture program funds, an LEA shall apply using a form and timeline specified by the Superintendent each year.

(3) If approved, the LEA shall:

(a) ~~provide evidence or~~ assure that ~~a~~ teachers of the summer CTE agriculture program:

(i) hold[s] a valid Utah teaching license, with an ~~endorsement in agriculture~~ appropriate endorsement, as ~~outlined in Subsection R277-911-3(5)(d)(v)~~ described in Rule R277-301;

(ii) has developed a calendar of activities for each program which shall be approved by the LEA's administration ~~and reviewed by the Superintendent~~;

(iii) ~~has or will work~~ a minimum of 360 hours has or will be completed in ~~the~~ a summer CTE agriculture program;

(iv) ~~has or~~ teachers will not engage in ~~other~~ employment, including self-employment, which conflicts with the teacher's performance in the summer CTE agriculture program;

(v) has developed and filed a ~~weekly schedule and a~~ monthly report outlining accomplishments related to the calendar of activities with:

(A) the school principal; and

(B) the LEA CTE director; ~~and~~

~~[(C) the Superintendent; and]~~

(vi) has a minimum of 3~~5~~6 students enrolled in ~~the~~ each summer CTE agriculture program; and

(vii) conducts project visits to each of the ~~participating~~ enrolled students a minimum of two times during the summer program ~~[with a minimum average of four on-site visits to students]~~; and

(b) ~~provides evidence or~~ assures that a student enrolled in the summer CTE agriculture program:

~~[(i) has on file in the LEA office the student's Plan for College and Career Readiness goal related to agriculture;~~

~~—— (ii) in conjunction with the student's parent or employer and the teacher, has a developed individualized plan of activities, including a supervised occupational experience program;~~

~~[(iii)](i)~~ has completed the eighth grade; and

~~[(iv)](ii)~~ has not graduated from high school.

(4) A college intern may be approved to be the instructor of a summer CTE agriculture program upon approval by the ~~[Superintendent]~~LEA.

(5) To be approved as an instructor, the LEA shall ~~[provide evidence or]~~ assure that the college intern shall:

(a) be enrolled in an approved postsecondary Agricultural Education-Teacher Preparation program, minimally at the junior or senior level;

(b) under the guidance of the supervising teacher, develop a calendar of activities which shall be approved by LEA administration ~~[and reviewed by the Superintendent]~~;

(c) work a minimum of ~~[360]~~200 hours in the CTE summer agriculture program;

(d) not engage in other employment, including self-employment, which conflicts with the intern's performance in the CTE summer agriculture program;

(e) under the guidance of the supervising teacher, develop and file ~~[a weekly schedule and]~~ a monthly report outlining accomplishments related to the calendar of activities with:

(i) the school principal; and

(ii) the LEA CTE director ~~[- and]~~.

~~[(iii) the Superintendent; and]~~

~~[(g)](f)~~ enroll a minimum of 20 students in the summer CTE agriculture program; and

(h) conduct project visits to each of the ~~[participating]~~enrolled students a minimum of two times during the summer program ~~[with a minimum average of four on-site visits to students]~~.

(6) The Superintendent shall collect data from the program and staff of each LEA to ensure compliance with approved standards and program requirements.

(7) An LEA shall submit to the Superintendent a ~~[final program report through the]~~ funding application ~~[due August 31]~~ through Utah Grants annually.

(8) The Superintendent shall allocate Summer CTE agricultural funding to each LEA conducting ~~[an]~~ approved school level programs for no more than 360 hours and 3~~[5]~~6 student[s].

(9) An LEA operating ~~[a]~~ school level programs with a supervising teacher and college intern shall receive a combined total of seven WPU's of the summer CTE agricultural allocation.

**R277-911-~~[10]~~9. Disbursement of Funds -- ~~[College and Career Awareness, and]~~ **Work-Based Learning Programs.****

(1) Pursuant to Subsection 53F-2-311(2)(b)(ii), the Superintendent shall distribute funds to an LEA as described by each respective provision listed in Subsection (2).

(2) An LEA may use funds distributed under this section for work-based learning programs consistent with Rule R277-915.

**R277-911-~~[14]~~10. Disbursement and Use of Funds -- **Added Cost Funds.****

(1) Subject to remaining funds and pursuant to Subsection 53F-2-311(4), an LEA may receive an additional distribution for added costs of a CTE program after all other distributions have been allocated pursuant to Subsections 53F-2-311(2) and (3) as further described in this rule.

(2) An LEA's added cost distribution shall be a proportionate amount of the remaining funds calculated by:

(a) using the LEA's grades 9 through 12 aggregate membership in approved CTE programs from the previous school year to calculate a CTE average daily membership (ADM); and

(b) determining the LEA's proportionate amount of CTE ADM compared to the statewide CTE ADM.

(3) An LEA may not utilize the following for purposes of generating CTE ADM:

(a) travel time, except as described in Subsection R277-419-8(9)(b);

(b) a student who has yet to attend an approved CTE course;

(c) a student who has been absent, without excuse, for the previous 10 days; as outlined in R277-419 and

(d) for student enrollment in courses taken outside of the regular school day or school year.

(4) Except as provided for in [~~Rules R277-462, R277-915, and R277-916~~], an LEA that experiences CTE membership growth of 1-10% from the LEA's previous CTE ADM shall qualify for a growth factor equivalent to the growth percentage to be applied to the LEA's added cost distribution amount described in Subsection (2).

(5) An LEA that receives an added cost distribution shall maintain records to accurately demonstrate:

(a) the entry and exit date of each student; and

(b) whether a student has [~~been absent from a CTE course~~] ten consecutive days of unexcused absences from a CTE course.

(6) An LEA shall maintain electronic records, including data system records, for each CTE program which shall include:

(a) LEA name;

(b) school name;

(c) teacher of each CTE course;

(d) each CTE course name;

(e) each CTE course core code;

(f) each CTE course section;

(g) semester each CTE course is [~~offered~~]instructed;

(h) period the student had each CTE course;

(i) student membership;

(j) total enrollments; and

(k) total membership.

(7) An LEA that receives an added cost distribution shall only use the funds for the following expenditures:

(a) instructional and program materials and supplies;

(b) equipment necessary to the program above and beyond equipment provided to non-CTE classrooms;

(c) CTE Instructor salaries;

(d) contracted services for equipment service and specialized program needs;

(e) professional expenses for CTE-related professional learning, professional organizations, and CTSOs; and

(f) college and career awareness middle school courses to purchase and maintain needed student equipment and supplies for the course subject to the following:

(i) LEA expenditures shall be reasonable and necessary to sustain the College and Career Awareness program;

(ii) LEA expenditures shall be adequately documented;

(iii) an LEA may not use for personnel costs;

(iv) an LEA may not use funds to cover the cost of goods and services for teacher personal use, such as teacher equipment, materials, and supplies;

~~[(v) an LEA may not use funds for costs associated with:~~

~~—— (A) entertainment;~~

~~—— (B) amusement;~~

~~—— (C) diversion;~~

~~—— (D) social activities;~~

~~—— (E) incentives;~~

~~—— (F) marketing materials; or~~

~~—— (G) thank you gifts; and]~~

~~[(vi)](v) an LEA may only use funds for costs that will directly achieve program outcomes for students.~~

(8) Notwithstanding, Subsection (f), an LEA may use up to 15% of available funds for teachers and counselors to participate in ongoing professional development sponsored by the Board.

(9) Programs and courses provided through technical colleges and degree granting institutions may not qualify for an added cost distribution unless approved by the Superintendent.

**R277-911-~~[12]~~11. Corrective Action.**

An LEA that does not comply with the requirements of this Rule R277-911, including not providing MOE of CTE programs, may be subject to a corrective action plan and potential reduction of funds or penalty in accordance with Rule R277-114.

**KEY: career and technical education**

**Date of Last Change: August 7, 2026**

**Notice of Continuation: May 16, 2022**

**Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53E-3-507; 53F-2-311; 53G-6-708**