Pathways Application Checklist
November 15th-March 15th Submission

This document contains the steps to complete a Career Pathway Program of Study Application or Maintenance. The submission time frame is November 15th to March 15th, annually.

For assistance, contact pathwayshelpdesk@ksde.org or call 785-296-4908.

Gaining Access

- ☐ 1. Visit **https://online.ksde.org/authentication/login.aspx**
- ☐ 2. First time users should register and choose an access level of "School Update" or "District/Org Update"
- ☐ 3. On the KSDE Web Applications Page, select the link "Pathways".

Starting an Application-proceed to "Opening an Existing Application" for maintenance applications.

- ☐ 4. Click on "My CPPSA's".
- ☐ 5. Click on "Create New CPPSA". Go to step 10.

Opening an Existing Application

- ☐ 6. Click on "My CPPSA's".
- ☐ 7. Select "In Progress" as the status.
- ☐ 8. Click on "View/Filter CPPSA's".
- ☐ 9. Under Actions, click on "Edit" next to the pathway that will be opened.

Section I: Pathway Selection & Contacts

- ☐ 10. For new pathways, select the Pathway title in the "Pathway" dropdown box.
- ☐ 11. Select the "Responsible Form Completer" for the application. If the correct completer is not available, register for an account in the authenticated applications system. Go to Step 1.
- ☐ 12. Click "Save".

Section IIA: Advisory Committee Information

- ☐ 13. Click Section IIA in the left hand menu to move to the next section.
- ☐ 14. To add a new member, click on "Add Member".
- ☐ 15. Complete the First Name, Last Name, Email, Member Type, Leadership Role, Company, and Occupation.
- ☐ 16. Click "Save Member". **(Must be at least 3 business/industry representative members, one of whom is designated as a chair under leadership role).**
- ☐ 17. ***If the company and occupation do not completely show how the person relates to the pathway occupations, click on "Notes/Questions" at the bottom of the screen. Explain why the committee member fits the occupations related to this pathway, and click "Response from KSDE Required" and "Save".
- ☐ 18. To copy an existing committee from your district, click on "Copy Existing Committee". Then, select which to copy based on the pathway title and chairperson for that committee. ***Note: An entire committee cannot serve multiple pathways across clusters, but individual members can serve on multiple pathways. This option will also overwrite members previously added.***
- ☐ 19. Click "Save".

Section IIB: Committee Meetings

- ☐ 20. Click on Section IIB in the left hand menu.
- ☐ 21. Click on "Add Meeting".
- ☐ 22. Enter the meeting date. The meeting must fall between 3/15 of the previous school year and the current date.
- ☐ 23. Check the box that says "I agree that Pathways, course competencies, equipment, and instructional materials were addressed at the advisory committee meeting" if these items were discussed.
- ☐ 24. Enter the meeting data summary of what was discussed at the meeting in the first box. This is not the same as entering minutes. The requirement is to enter the data that was discussed. See the user's guide for more information.
- ☐ 25. Enter the Improvement Plan in the text box for the corresponding year. The past data can be retrieved by saving a view/print of last year's pathway. The improvement plan should include a minimum of years 1, 2, and 3, but you can add years in the last box.
- ☐ 26. Click on "Save Meeting".
- ☐ 27. Repeat 22-27 for the second meeting only. Put N/A in the improvement plan boxes unless you have more to add.

Section III: CTE Course Information

- ☐ 28. Click on Section III in the left hand menu.
- ☐ 29. Select the courses that you wish to add to the pathway by clicking on the box in the "select" column. {See Screenshot}
- ☐ 30. A pop-up window will appear with the state competencies. Save or print off the competencies. Then, close out that window and select "Yes" or "No" in regards to teaching the state approved competencies for the course.
- ☐ 31. Select any Career and Technical Student Organizations that are affiliated with the pathway within your school.
- ☐ 32. Click "Save".

Section IV: Programs of Study

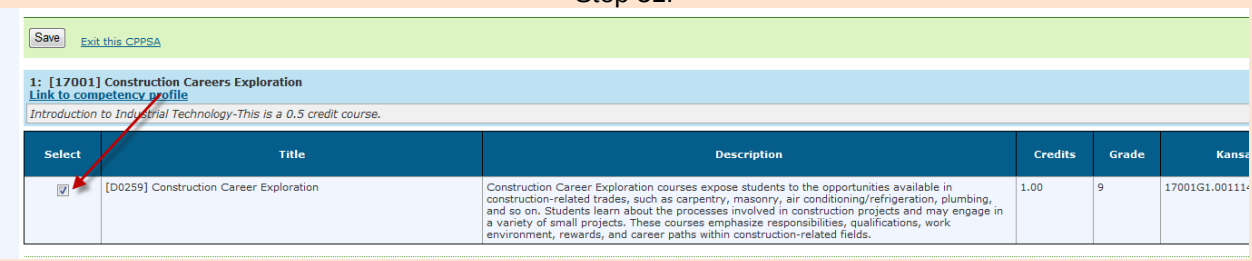
- ☐ 33. Click on Section IV in the left hand menu.
- ☐ 34. Click on “Create Program of Study”.
- ☐ 35. Under the agreements tab, which should be selected, select the Post-Secondary Institution you are articulating with. {See Screenshot}
- ☐ 36. Select a statewide articulation agreement or upload an individual articulation agreement.
- ☐ 37. Click on “Save”.
- ☐ 38. Click on the “Course Information” tab at the top of the section.
- ☐ 39. Enter in the course data for grades 8-12 for English/Language Arts, Math, Science, and Social Studies and grades 8-13 for Career and Technical Education. Click on “Select grade/year to select the grade.”
- ☐ 40. Click on “select group” to select the group. (English/Language Arts, Math, Science, Social Studies, Career and Technical, or Other Required)
- ☐ 41. Click on “select course” to choose the course to include on the program of study. If a course is missing, contact the person responsible for mapping courses in KCCMS for your district.
- ☐ 42. Click “Add Course to Program of Study.”
- ☐ 43. For year 13 Career and Technical Education, enter course information for all CTE courses that the student will take the first year at the articulated school. This is not just the articulated course(s), but all CTE courses the student will take in Year 13 at the post-secondary institution.
- ☐ 44. Click “Save Program of Study”.
- ☐ 45. There is a link that will copy the courses from an existing program of study for your district. Make sure all courses match the articulation agreement and pathway design.
- ☐ 45. Click on the “Declarations” tab.
- ☐ 46. In the Certification Name box, enter the certification that you will offer to your concentrators that exit the program.
- ☐ 47. Under the Assessment Name drop down, select an assessment for your pathway, if one is available.
- ☐ 48. Click “Save Program of Study.”

Submission

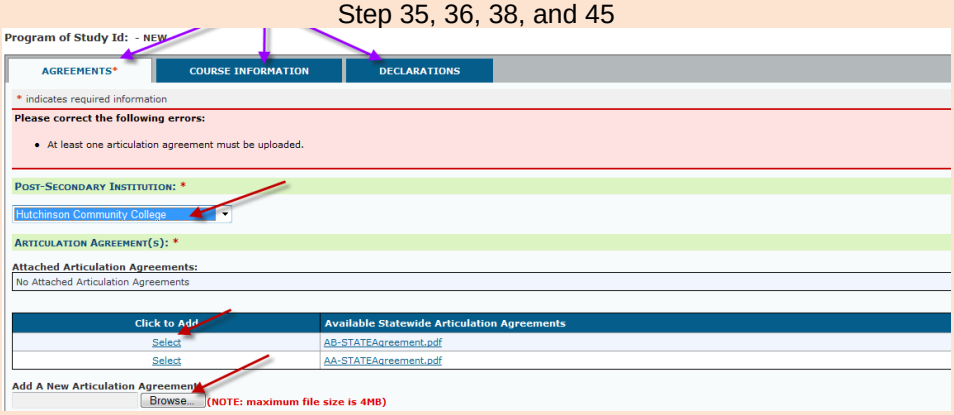
- ☐ 49. Click on “Submit/Print” in the left hand menu.
- ☐ 50. If there are errors in your application, those will be noted on this page. Correct those errors.
- ☐ 51. If there are no errors, click on “Release for District Approval”.

Screenshots

Step 31:



Step 35, 36, 38, and 45



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