CPPSA Season

Tips from the Pathways Help Desk

Kansas leads the world in the success of each student.
<table>
<thead>
<tr>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
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<th>February</th>
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<tr>
<td></td>
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<td></td>
<td><strong>November 15 - March 1</strong>&lt;br&gt;Pathways application open for new pathway applications or CPPSA maintenance for upcoming school year.</td>
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<td><strong>November 15 - March 1</strong>&lt;br&gt;Career Pathway Program of Study Application (CPPSA) Submission and KSDE Processing</td>
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<td><strong>March 1 - June 15</strong>&lt;br&gt;KSDE Processing Window (after due date)</td>
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<td><strong>May 15 - Aug. 15</strong>&lt;br&gt;Assign &amp; Update students after passing KCAN records are submitted in KIDS</td>
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<td><strong>February 1 - April 15</strong>&lt;br&gt;Concentrator Follow-up Data Entry for Concentrators Who Exited Last Year</td>
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</table>

Pathways Help Desk available for assistance: PathwaysHelpdesk@ksde.org

Sept. 1 - Oct. 31<br>Pathways System Updates. Note: May be subject to change.
CPPSA Season

The Career Cluster Guidance Handbook

- Guide with links to all necessary resources
- Review the handbook or the Summary of Pathway Changes document when preparing to update for the next year.
- Design Sheets for each pathway include inventory of courses, with the required competencies, that can be offered in each pathway
- Pathway content is reviewed by Business/Industry/Postsecondary every 5 years, so the content of the pathway is up to date.

Each course selected in an approved pathway should be offered at least once every three years.

Cluster Handbook FY 2022-2023
CPPSA Season

• Email helpdesk@ksde.org to get a district list if needed

• Any staff to delete from Pathways access – email helpdesk@KSDE.org

• Any NEW staff – Register at Authenticated Applications
  • School Level – School Update or School Approve
    • Switch between the two using Manage My Account
  • District Level – Select “All Buildings” for the Building field
    • Access to CPPSA update screens and Student Data screens without switching
CPPSA Season

- **Pathways Application Checklist**
- **Review Pathway Content – View/Print document**
- **Review Course Records within Pathway**
  - Again, each course selected in an approved pathway should be offered at least once every three years.
  - New KCCMS Course Records by Feb. 1st
- **Review Advisory Committee’s Improvement Plan & Assurances**
  - Schedule Meetings if needed (Virtual or Email)
  - 2020 Advisory Committee Guidance Handbook
  - Keep documentation on file locally
  - **Quality Pathway Rubric** – Resource to “audit” your pathways
Welcome

Welcome

Action Items

- SORRY FOR THE INCONVENIENCE, Pathways is down for updates. We will send out submission of 2019-20 pathway applications. Please see the Career Clusters and I

Welcome to Pathways! Based on a nationwide initiative, Kansas utilizes a Cluster/Pathway Program of Study for students across the state. A Career Pathway Program of Study is a collection of courses designed and approved by the Kansas State Department of Education (KSDE).

Access Level: KSDEAdmin

Testing and system updates have been completed. Thank you for your patience. The system will reopen in November for

The system will reopen in November for
# Most Frequent Questions... Answered!

## MY CPPSAs

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Section I

- New CPPSA's - Select the building, pathway, and responsible form completer. Enter the Instructor and Years of Experience teaching the pathway course content.

- Maintenance - Verify that the responsible form completer is correct. Update the Instructor and Years of Experience teaching the pathway course content if needed.

- Summary of CPPSA will reflect the sections that have been changed/NOT changed from year to year.
CPPSA Section IIA – Advisory Committee

- Add, delete, or edit advisory committee members.
- Advisory Committee membership must consist of at least 3 business and industry representatives of that pathway.
- Student and Post-Secondary members are recommended.
- Contact consultant or Advisory Committee Handbook for specifics on content area.
- Spring (after March 1st) 2021 and Fall 2021 for March 2022 pathway.
- **Business / Industry Partnerships:**
Adding Committee Members or Copying an Existing Committee

The same committee could be used for pathways in the same cluster.
CPPSA Section IIB-Improvement Plan

- **Minimum** of 3 years - except new pathways need 1 year
- SMART Goals are Specific, Measurable, Attainable, Realistic, and Timely.
  - See guidance in “Advisory Committee Handbook”
  - For 3 years, developed with input from the advisory committee
    - Either 2020-2021, 2021-2022, 2022-2023 OR
    - 2021-2022, 2022-2023, 2023-2024
- Four Areas
  - Partnerships
  - Physical Environment
  - Professional Development
  - Instructional Strategies
- Quality Pathway Rubric document is available to use with your committee to “Audit” your pathway
- Make sure to mark the No Changes box (at the bottom of Section 2b) if no updates are made for the already approved years.
Section IIb – Improvement Plan

- At least one SMART goal is required for the Partnership component of the 3-Year Pathway Improvement Plan.
- At least one SMART goal is required for the Physical Environment component of the 3-Year Pathway Improvement Plan.
- At least one SMART goal is required for the Professional Development component of the 3-Year Pathway Improvement Plan.
- At least one SMART goal is required for the Instructional Strategies component of the 3-Year Pathway Improvement Plan.
- The Advisory Committee must meet at least twice a year.
- A quantum must be present in at least two Advisory Committee Meetings.
- All improvement Plan components must be discussed and revised updated at each meeting.
- Advisory Committee Meeting minutes must be kept locally for 3 years.

2-Year Pathway Improvement Plan:
Assess the pathway with your Advisory Committee using the Creating a Quality Pathway Rubric. After reviewing the identified components, list a minimum of one SMART goal (which includes specificity, measurement, attainability, realizability, and time for each component). Each goal’s timeline may span up to 3 years. For assistance, please see the Advisory Committee Handbook.

COMPONENT
- Partnerships – the cornerstone of a CTE program for student engagement in the community and workplace with local and regional businesses.
- Partnership is also connected with all educational partners, who include other teachers, parents, the community, organizations, post-secondary institutions, faculty, and industry.

Physical Environment – the CTE classroom, shop, or lab setting where the instruction takes place. It should reflect the needs of the discipline, industry alignment, instructional methods and student needs.

SMART GOALS
- List a minimum of one SMART goal for each component.
- Goals should cover the required three years of the Improvement Plan (2015-16, 2016-17, 2017-18).
Section IIb – Meeting Minutes should be kept locally.

Professional Development – the continual, pathway-focused training and education required to keep (a) teacher(s) highly qualified. Teacher(s) are ultimately the individual(s) who ensure the other components of a quality pathway are in place consistent with the needs of the educational partners and continually improving.

Instructional Strategies – the practices used to reach all students in a CTE pathway experience. These strategies enhance the learning experience through the implementation of research-based concepts and innovation.

The following conditions must be met regarding the Advisory Committee Meetings and any failed implementation will result in a loss of Perkins’ funds (New applications must have initial goals for each component and at least one meeting with an advisory committee):

- I agree the Advisory Committee met a minimum of twice between March 15th of last year and March 15th of the current year: 07/22/2015 01/22/2016
- I agree a quorum (1 member more than half of the voting committee members) was present at each meeting.
- I agree at each Advisory Committee Meeting the current status of the pathway was discussed, and the meeting centered on creating/updating the 3-year improvement plan to include the following: Partnerships, Physical Environment, Professional Development, Instructional Practices, and Student Outcomes.
- I understand Advisory Committee Meeting minutes are required to be kept locally for 5 years.

I agree that this section has not been changed for this year’s pathway submission.

Save Plan Cancel
CPPSA Section III- Pathway Courses

• The courses listed in the cluster handbook design sheet are a part of the Pathway’s opportunities for the student. The local courses offered must first be mapped and approved in KCCMS. Please plan to do this before **February 1st** for your Pathway. This will allow time for KCCMS approval before the Pathway due date.

• If courses are not showing in section 3, please contact local KCCMS person or pathway consultant.

• The course code that is used in Pathways must be tied to the course code at the local level (PowerSchool etc.) for auditing and KSDE system reports (KCAN).

• When a course is selected in pathways, you are agreeing to teach the state approved competencies for the course.

• **All .5 funding eligible courses in a KSDE approved Pathway must not also receive Excel in CTE funding.**

• **Pathway Courses Report in Pathways & KCCMS to verify course numbers every Fall.**
### Pathway Course Sequence

**Pathway Design**

#### 1: [18001] Introduction to Agriculture and Natural Resources
- **Select**: Introduction to Agriculture and Natural Resources
- **Description**: Survey a wide array of topics within the agricultural industry, exposing students to the many and varied types of agriculture and livestock career opportunities and to those in related fields (such as natural resources). These courses serve to introduce students to the agricultural field, providing them an opportunity to identify an area for continued study or to determine that their interest lies elsewhere. They often focus on developing communication skills, business principles, and leadership skills.
- **Credits**: 3.00
- **Grade**: 9
- **Kansas Course Code Sequence**: 18001G3.061114GGF
- **Pathway Funding Status**: Non-funded

#### 2: [18101] Animal Production/Science
- **Select**: Agriculture
- **Description**: Survey a wide array of topics within the agricultural industry, exposing students to the many and varied types of agriculture and livestock career opportunities and to those in related fields (such as natural resources). These courses serve to introduce students to the agricultural field, providing them an opportunity to identify an area for continued study or to determine that their interest lies elsewhere. They often focus on developing communication skills, business principles, and leadership skills.
- **Credits**: 0.50
- **Grade**: 11
- **Kansas Course Code Sequence**: 18101G5.061110GGF
- **Pathway Funding Status**: Funded

#### 2: [18105] Veterinary Science
- **Select**: Veterinary Science
- **Description**: This course has not been mapped in KCCMS.
Pathway Courses Report also in KCCMS
CPPSA Section IV –

• Pathway Program of Study creates an Individual Program of Study document with suggested academic, CTE, and post-secondary courses. Share with students, parents, and/or school staff.

• Grade 13 and 14 should be a list of all CTE courses the student must complete, at the articulated school, during their freshman year. Not the “free” course data from the Articulation Agreement.

• Certifications must be listed and **offered to students**. List as many as are applicable. There is a drop down menu! All options are listed on the KPAC list as well.

• Assessments must be selected for end-of-pathway **if there are any available**. Otherwise the course competency review sheets or average grade of Pathway courses completed must be used for each student for Student Data Management.

• Academic courses may be copied using the Copy Courses from Existing Program of Study function then any updates should be made if needed!
## Section IV: Programs of Study

**Pathway (CIP Code):** Computer Science Engineering (11.0701)  
**Cluster Area:** STEM  
**Status:** In Progress  
**Building:** 5112 (Wichita)  
**Status Date:** 8/29/2017 2:45:37 PM

**WARNING:** Section III is not yet complete so some CTE courses may not be available.

<table>
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<tr>
<th>Programs of Study</th>
<th>Post-Secondary Institution</th>
<th>Articulation Agreement</th>
<th>Complete</th>
</tr>
</thead>
</table>
| 1 rsf - I-30      | View Program of Study for North Central KS Technical College | View Latest Articulation Agreement | No |}

- [Edit Program of Study](#)  
- [Edit this OPPSA](#)

I agree that this section has not been changed for this year's pathway submission.

**Save and Close Section IV**
Make sure statewide agreements match your pathway courses before selecting!!!!
Successful Upload of a Local Articulation Agreement will show in a table

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<th>Post-Secondary Institution: *</th>
<th>Highland Community College</th>
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**Course Information for Grade/Year** *

Please correct the following errors:
Second Tab in Section IV

Please correct the following errors:

- Selected or entered course data is required for certain grades/years and groups.
  Data is missing for:
    - Grade/Year 8 - English/Language Arts
    - Grade/Year 8 - Math
    - Grade/Year 8 - Science
    - Grade/Year 8 - Social Studies/Sciences
    - Grade/Year 9 - English/Language Arts
    - Grade/Year 9 - Math
    - Grade/Year 9 - Science
    - Grade/Year 9 - Social Studies/Sciences
    - Grade/Year 10 - English/Language Arts
    - Grade/Year 10 - Math
    - Grade/Year 10 - Science
    - Grade/Year 10 - Social Studies/Sciences
    - Grade/Year 11 - English/Language Arts
    - Grade/Year 11 - Math
    - Grade/Year 11 - Science
    - Grade/Year 11 - Social Studies/Sciences
    - Grade/Year 12 - English/Language Arts
    - Grade/Year 12 - Math
    - Grade/Year 12 - Science
    - Grade/Year 12 - Social Studies/Sciences
    - Grade/Year 13 - Career and Technical Courses...

- All courses selected in Section III must be included on the program of study.
  The following courses are not yet included:
    - CTE (2 of 3)
    - Child Development (1 of 1)
    - Teaching Profession (1 of 1)
    - Personal Development (1 of 1)
    - Standardized Test Preparation (1 of 1)

Course Selection/Information:

- select grade/year -

- select group -

Add Course to Program of Study

Existing Courses: 0 record(s) found

[Delete ALL Courses, Copy Courses from Existing Program of Study]
As Each Course is Added...

- Grade/Year 12 - English/Language Arts
- Grade/Year 12 - Math
- Grade/Year 12 - Science
- Grade/Year 12 - Social Studies/Sciences
- Grade/Year 13 - Career and Technical Courses a...
- All courses selected in Section III must be included on the program of study.
  The following courses are not yet included:
  - Entrepreneurship (1 of 1)
  - Human Services Career Exploration (1 of 1)
  - Consumer Economics/Personal Finance (1 of 1)
  - Career and Community Connections (1 of 1)

The course was added to the program of study.

**Course Selection/Information:**

- select grade/year: ▼

Science ▼

enter course information...

---

**Existing Courses:** 6 record(s) found [Delete All Courses], [Copy Courses from Existing Program of Study]

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<td>9</td>
<td>Science</td>
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Short Cut May Be Available for the Academic Courses!
Please correct the following errors:

- All courses selected in Section III must be included on the program of study.
- Declarations: Certifications/Credentials must be added.

CERTIFICATION/CREDENTIAL DECLARATION(S)

Rules for adding a certification:

- Industry-recognized certification or credentialing exam(s)
- Nationally recognized examination(s)
- test

Certification Name:

Teaching
Training
Discipline
ART 101
Administrator

3RD PARTY ASSESSMENT DECLARATION

Rules for adding a 3rd party assessment:

- Industry-recognized certification or credentialing exam(s)
- Nationally recognized examination(s)
- test

Assessment Name:

Save Assessment
### Section IV: Programs of Study

Pathway (CIP Code): Computer Science Engineering (11.0701)
District: D0239 (Wichita)
Status: In Progress

**Cluster Area:** STEM  
**Building:** 1612 (Wichita D01 Sedgwick Co)  
**Status Date:** 08/29/2017 2:45:37 PM

**WARNING**: Section III is not yet complete so some CTE courses may not be available.

Programs of Study: 1 record(s) found

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I agree that this section has not been changed for this year's pathway submission.

Save and Close Section IV

Or Click the box and Save if NO Changes are needed after Edit and Review.
## Program of Study/Course Sequence

**High School:** Hays High  
**School/College/University:** Barton County Community College  
**Career Cluster:** Dev/Test Cluster  
**Pathway:** Design & Pre-construction - TEST

This Career Pathway Agreement can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework to be individualized to meet each learner’s goals. This Articulation Agreement, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements. Kansas Board of Regents Qualified Admission requirements: Natural Science, 3 units including Biology, Adv. Biology, Earth/Space Science, Chemistry or Physics (at least one unit of Chemistry or Physics), English units, not including speech, journalism, dramatic/theater, and/or debate; Mathematics, 3 units, including Algebra I & II and Geometry; Social Science, 3 units, including one unit of U.S. History; one-half unit of U.S. Government, from psychology, economics, civics, history, current social issues, sociology, anthropology, race & ethnic relations, and one-half unit from world history, world geography or international relations. Computer Technology, 1 pass proficiency exam.

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Final Step!

Submission

Pathway (CIP Code): UAT - Health Science (36.0101)
District: D0259 (Wichita)
Status: In Progress

The CPPSA cannot be submitted. The following sections are incomplete or have errors:

- Section III
- Section IV

Release for District Approval  View/Print  Exit this CPPSA

Notes/Questions
Examples of the Status of your Pathways

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Resources:
KSDE.org>Teaching & Learning>Career and Technical information>Career Clusters & Pathways (OR Click on the letter C in Letter Index)

Career Cluster Handbooks

CPPSA Training Guides
Questions?

• Email – PathwaysHelpDesk@ksde.org

• Pathways Help Desk Numbers:
  • Amanda Williams – 785-296-4908

➢ Student Data Management Workdays will be scheduled in May or June 2022.
➢ Student Follow-Up Data Workshops will be scheduled in February or March 2022.
Pathways Q&A Sessions

3:00 PM – 5:00 PM

Come and go as needed to get any questions you have about your Pathway application answered.

- Tuesday, December 7th
- Tuesday, December 14th
- Tuesday, January 11th
- Tuesday, January 18th
- Tuesday, February 1st
- Tuesday, February 8th
- Tuesday, February 15th
- Tuesday, February 22nd
- Tuesday, March 1st – PATHWAYS ARE DUE! FINALIZING QUESTIONS