Pathways Updates and Review of CPPSA Procedures
Reminder to Save the Dates and/or Register for Pathways CPPSA Workdays:

Six Career Pathway Program of Study Application (CPPSA) work days will be held across the state for pathways users to attend and work on their CPPSA application.

Members of the KSDE Pathways Help Desk will be in attendance to assist districts with any questions. This is strictly a work day, and there will only be a brief presentation at the beginning on the key components of a pathway.

Participants need to have a pathway user’s account as School Update or District/Org Update. Courses must have been previously mapped and approved in the Kansas Course Code Management System. Participants will need to bring a laptop with wireless capabilities to the work day.

Workdays will be from 9:00a - 3:00p. There is no fee for this work day. Lunch and refreshments will NOT be provided.

Registration will close on February 1, 2015.

- Scott City, Wheatland building - 1/21/15
- Hays, Union building - 1/22/15
- Salina, Smoky Hill Service Center - 1/28/15
- Lawrence, District Office - 1/30/15
- Clearwater, SCKESC - 2/2/15
- Chanute, Neosho County Comm. College - 2/3/15


If you have questions, please email Angie Feyh, Martin Kollman, or Kelli Byrne at [pathwayshelpdesk@ksde.org](mailto:pathwayshelpdesk@ksde.org).
Gaining Access through Common Authentication

Register for user access through KSDE Common Authentication:
https://online.ksde.org/authentication/login.aspx
**Make sure to read Action Items!**

Welcome to Pathways! Based on a nationwide initiative, Kansas is in the process of moving to a Cluster/Pathway model for instructing Career and Tech Education (CTE) students across the state. A Career Pathway Program of Study is a collection of courses designed to reach a specific CTE goal. Each CPSSA must be applied for and approved by the Kansas State Department of Education (KSDE). Pathways will automate and smooth what used to be a paper-intensive process.

Pathways will allow CTE to manage the lifecycle of a "Career Pathway Program of Study Application" from start to finish. In addition, districts will report their CTE Student Data. Through Pathways users can:

- Complete and submit a CPSSA
- Request modifications to a submitted CPSSA
- Create and maintain the Advisory Committee for a CPSSA
- Report CTE Student Data
- ...and much more!

To begin a new CPSSA, click on:

- "My CPSSA's" in the navigation bar to the left.
- "Create New CPSSA" to begin entering a new CPSSA.
- "My CPSSAs" to access a saved CPSSA.

To access the help files, click on the help icon in the upper right hand corner of any page to access the user manual for guidance on navigating through the system.

Questions? Each page has a Notes/Questions link to submit questions to a KSDE CTE Consultant. Or email us directly at pathwayhelpdesk@ksde.org.
Starting Point - MY CPPSAs

New or Maintenance Pathways
**EDIT will allow updates to be added to a current CPPSA.**
**Section I – No 2015 Updates**

Unless a District Pathway is needed

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<table>
<thead>
<tr>
<th>School Year</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013</td>
<td></td>
</tr>
</tbody>
</table>

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* indicates required information

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Notes/Questions
Section IIa Advisory Committee

Advisory Committee Requirements

- There must be at least 3 committee members.
- There must be at least 3 Business/Industry Rep members.

Committee Members: 1 record(s) found

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Member Type</th>
<th>Role</th>
<th>Occupation</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sam</td>
<td>Brownback</td>
<td>Business/Industry Rep</td>
<td>Chair</td>
<td>Governor</td>
<td>Kansas</td>
</tr>
</tbody>
</table>

Save Exit this CPPSA

The committee member was saved.
Section IIb – All New

Section IIb: Improvement Plan

Pathway (CIP Code): 2014 Architecture Core (46.0201)
District: D0259 (Wichita)
Status: In Progress

Please correct the following errors:

- 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 quorum must be present in all Advisory Committee Meetings.
- All Improvement Plan components must be discussed and created/updated at each meeting.
- Advisory Committee Meeting minutes must be kept locally for 5 years.

3-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 specifics, measurement, attainability, realism) for each component. Each goal's timeline may span up to 3 years. For assistance, please see the Advisory Committee Handbook.

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 – No Meeting Summaries
Read and Agree to Conditions

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 innovations.

The following conditions must be met regarding the Advisory Committee Meetings:

- I agree the Advisory Committee met a minimum of twice between March 16th of last year and March 15th of the current year.
- 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.
Section III – No 2015 Updates
Click on EDIT Program of Study to begin

<table>
<thead>
<tr>
<th>Edit Program of Study</th>
<th>Post-Secondary Institution</th>
<th>Articulation Agreement</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Program of Study</td>
<td>View Program of Study for Highland Community College</td>
<td>View Latest Articulation Agreement</td>
<td>Yes</td>
</tr>
</tbody>
</table>
WARNING: Section III is not yet complete so some CTE courses may not be available.

Create/Edit Program of Study

Program of Study Id: - NEW -

<table>
<thead>
<tr>
<th>AGREEMENTS</th>
<th>COURSE INFORMATION</th>
<th>DECLARATIONS</th>
</tr>
</thead>
</table>

* indicates required information

Please correct the following errors:

- At least one articulation agreement must be uploaded.

**Post-Secondary Institution:** *

**Articulation Agreement(s):** *

Attached Articulation Agreements:
No Attached Articulation Agreements

<table>
<thead>
<tr>
<th>Click to Add</th>
<th>Available Statewide Articulation Agreements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>AB-STATEAgreement.pdf</td>
</tr>
<tr>
<td>Select</td>
<td>AA-STATEAgreement.pdf</td>
</tr>
</tbody>
</table>

Add A New Articulation Agreement: [Browse][1] (NOTE: maximum file size is 4MB)

[Save][2] [Cancel]
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 a...

- 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)
The course was added to the program of study.

Course Selection/Information:
- select grade/year -

Science

enter course information...

Add Course to Program of Study

Existing Courses: 6 record(s) found

<table>
<thead>
<tr>
<th>Year</th>
<th>Group</th>
<th>Course Data</th>
<th>Delete Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>English/Language Arts</td>
<td>English Language Arts (Middle)(1 of 1)</td>
<td>Delete Course</td>
</tr>
<tr>
<td>8</td>
<td>Math</td>
<td>Mathematics (Middle)(1 of 1)</td>
<td>Delete Course</td>
</tr>
<tr>
<td>8</td>
<td>Science</td>
<td>Science (Middle)(1 of 1)</td>
<td>Delete Course</td>
</tr>
<tr>
<td>9</td>
<td>English/Language Arts</td>
<td>English/Language Arts (9th grade)(1 of 1)</td>
<td>Delete Course</td>
</tr>
<tr>
<td>9</td>
<td>Math</td>
<td>General Math(1 of 1)</td>
<td>Delete Course</td>
</tr>
<tr>
<td>9</td>
<td>Science</td>
<td>Genetics(1 of 1)</td>
<td>Delete Course</td>
</tr>
</tbody>
</table>
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.

3rd Party Assessments Declaration
Rules for adding a 3rd party assessment:
- Industry-recognized certification or credentiaing exam(s)
- Licensing exam(s)
- Nationally recognized examination(s)

Assessment Name:

Add Assessment

Existing Programs of Study in your district/organization:

<table>
<thead>
<tr>
<th>Copy</th>
<th>Building</th>
<th>Post-Secondary Institution</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[D0259] 1844</td>
<td>Butler Community College</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>[D0259] 1844</td>
<td>Donnelly College</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[D0259] 1844</td>
<td>Allen County Community College</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>[D0259] 1844</td>
<td>Haskell Indian Nation University</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>[D0259] 1844</td>
<td>Baker - Grad Studies</td>
<td>No</td>
</tr>
</tbody>
</table>

No course data found...
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

**3RD PARTY ASSESSMENT DECLARATION**

Rules for adding a 3rd party assessment:

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

**Certification Name:**

- Teaching
- Training
- Discipline
- ART 101
- Administrator

**Assessment Name:**

- Save Assessment
- Cancel
Example of a Disapproval Letter

FROM: Jay Scott, CTE Assistant Director  
Career, Standards and Assessment Services  
Gayla Randel, Education Program Consultant - Visual Arts Pathway (50.0499)

RE: Visual Arts Pathway - Career Pathway Program of Study Maintenance Disapproval

DATE: 6/10/2014 10:41:39 AM

You are designated as your district’s Career and Technical Education Single Point of Contact. **This is the only notification your USD will receive.** For audit purposes, please retain this copy for your records and share with others in your district.

Your request for a change in the Visual Arts Pathway, 50.0499 pathway program of study at _______ School, _______ has been reviewed for completeness and to determine if the pathway continues to meet the general technical requirements and standards.

As submitted, your pathway maintenance is **disapproved** for participation in Carl D. Perkins funding and additional .5 state-weighted funding due to the following issue(s):

- Section IV: Certification/Credential

**Additional Comments:** SECT IV: Add certifications for both programs of study (Options are Work keys and AAFCS pre-PAC which works for both assessment and certification. If used for both, must be listed in both places); Remove FEA which does not align to this pathway.

Changes in Pathways are accepted through Pathway Maintenance between November 15th-March 15th annually. **We encourage you to correct any issue(s) that caused your pathway maintenance to be disapproved and re-submit your changes within two weeks of this notice.** Please contact Gayla Randel at (785) 296-4912 or grandel@ksde.org if you have any questions. Thank you!
Example of an Approval Letter

FROM: Jay Scott, CTE Assistant Director
Career, Standards and Assessment Services

Gayla Randel, Education Program Consultant - Family & Community Services (19.0799)

RE: Family & Community Services - Career Pathway Program of Study Maintenance Approval

DATE: 8/29/2014 11:06:59 AM

You are designated as your district’s Career and Technical Education Single Point of Contact. This is the only notification your USD will receive. For audit purposes, please retain this copy for your records and share with others in your district.

Your request for a change in the Family & Community Services, 19.0799 pathway program of study at [School Name] has been reviewed for completeness and to determine if the pathway continues to meet the general technical requirements and standards. Your pathway continues to receive full approval for participation in Carl D. Perkins federal funding and the approved classes will continue to receive the additional .5 state-weighted funding.

The following courses identified on the Career Pathway Program of Study Application are approved to receive the additional .5 state-weighted funding during the 2014-2015 school year:

<table>
<thead>
<tr>
<th>Local Course Title</th>
<th>Kansas Course Code Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAREER &amp; COMMUNITY CONNECTIONS (2 of 2)</td>
<td>22250G0.502216GGF</td>
</tr>
<tr>
<td>CAREER &amp; COMMUNITY CONNECTIONS (1 of 2)</td>
<td>22250G0.501216GGF</td>
</tr>
<tr>
<td>Consumer Education A (1 of 2)</td>
<td>22220G0.501214GGF</td>
</tr>
<tr>
<td>Consumer Education b (2 of 2)</td>
<td>22220G0.502214GGF</td>
</tr>
<tr>
<td>FAMILY LIVING A (1 of 2)</td>
<td>22218G0.501214GGF</td>
</tr>
<tr>
<td>FAMILY LIVING B (2 of 2)</td>
<td>22218G0.502214GGF</td>
</tr>
<tr>
<td>HUMAN GROWTH &amp; DEV. A (1 of 2)</td>
<td>45014G0.501215GGF</td>
</tr>
<tr>
<td>HUMAN GROWTH &amp; DEV. B (2 of 2)</td>
<td>45014G0.502215GGF</td>
</tr>
<tr>
<td>Nutrition and Wellness (1 of 1)</td>
<td>08057G0.501114GGF</td>
</tr>
</tbody>
</table>

The following courses identified on the Career Pathway Program of Study Application are approved, but will not receive the additional .5 state-weighted funding during the 2014-2015 school year:

<table>
<thead>
<tr>
<th>Local Course Title</th>
<th>Kansas Course Code Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career and Life Planning (1 of 1)</td>
<td>22207G0.501114GGX</td>
</tr>
</tbody>
</table>

Additional Comments:

Any changes to this Career Pathway Program of Study may be submitted through the automated Pathways application system from November 15th March 15th annually. Please contact Gayla Randel at (785) 296-4912 or grandel@ksde.org if you have any questions. Thank you!