

**Academic Credit
for
Career and Technical Education Coursework**

**Procedural Recommendations for Application Submissions to the
Department of Education and State Board of Education**



Nevada Department of Education
Office of Career Readiness, Adult Learning & Education Options
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Overview

Career and technical education (CTE) coursework may qualify for academic coursework for the purposes of high school graduation if certain provisions outlined in the Nevada Administrative Code (NAC) are properly followed. These provisions may assist students in meeting graduation requirements while simultaneously affording them more time to dedicate to their CTE program of study.

Specifically, NAC 389.672 defines the academic credits a student may earn and the procedures that must be followed by a local school district or charter school to qualify CTE courses for academic credit. With approval from the State Board of Education, a board of trustees may allow a pupil to earn the following units necessary for graduation from high school by taking CTE coursework:

- Two units of credit required in English
- One unit of credit required in mathematics
- One unit of credit required in science and
- One-half unit required in health

After verification has been received by the board of trustees, the written curriculum and title of the course of study in career and technical education and a statement of the academic credit to be granted must be submitted to the State Board of Education for approval. Academic credit may be granted for the course of study in career and technical education or a combination of courses only after the State Board of Education has given its approval.

As stated above, pupils may earn up to two units of English, one unit of math, one unit of science, and one-half unit for health for aligned CTE coursework. The written curriculum must show proper alignment of the CTE course(s) with the current Nevada Academic Content Science Standards; it is recommended that the CTE coursework align to no less than ninety (90) percent of academic standards.

A pupil who earns academic credit pursuant to this section must be notified in writing that the approval for academic credit is designed to meet the requirements for graduation from high school and may not necessarily be accepted for academic credit by a specific postsecondary institution.

The alignment of CTE coursework approved for academic credit must be reviewed locally and re-approved by the State Board of Education every three (3) years, as per the requirements in NAC 389.673. A school district wishing to use the same curriculum approved for another school district may do so with approval from the State Superintendent of Public Instruction.

Applications may be submitted electronically or by hard copy to:

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Directions for Initial Application to the State Board of Education

1. The superintendent of the school district or principal of a charter school shall appoint a committee composed of one person certified to teach the course of study in career and technical education and one person certified to teach in the academic area in which the credit may be earned.

Documentation: Letter of appointment/assignment by the superintendent or his/her designee of the teachers serving on the review committee.

2. The committee must verify to the board of trustees that the curriculum for the course of study in career and technical education includes the curriculum of the required courses of study for which a pupil may earn academic credit.

Documentation: Alignment document or curriculum that shows the academic standards and the CTE standards or other course content in the CTE course(s) that demonstrates the academic content is taught in the CTE course. It is recommended that the alignment document demonstrate no less than ninety (90) percent of academic standards for the academic course for which credit would be granted are taught in the CTE course(s). The alignment document must show the names of the academic and CTE courses.

3. The board of trustees must approve the academic credit for the CTE coursework.

Documentation: Minutes from the board of trustees meeting or, in the absence of minutes, a letter from the superintendent or his/her designee verifying the approval of the board of trustees.

4. Upon approval of the board of trustees, all materials must be submitted to the Department of Education with a request for submission to the State Board of Education. Upon receipt of the materials including a determination the materials are complete, a recommendation for approval/disapproval will be prepared for next State Board of Education meeting and under the direction of the Director for the Office of Career Readiness, Adult Learning & Education Options. The school district will be notified of the recommendation prior to submittal for the State Board meeting.

Documentation: Local curriculum or curriculum alignment document that show the direct alignment of the CTE standards and any other additional learning objectives aligned to the academic standards. It is recommended that the CTE coursework align to approximately ninety (90) percent of the respective academic standards.

5. Students who earn academic credit through CTE coursework must be notified that the academic credit is designed to meet the requirements for graduation from high school and may not necessarily be accepted for academic credit by a specific postsecondary institution.

Documentation: A copy of the letter of notification to be issued to all students who seek academic credit for CTE coursework.

Directions for the Periodic Review and Approval of Courses:

1. School districts authorized by the State Board of Education to grant academic credit for CTE coursework shall appoint a committee to review the CTE course(s) every three years. The committee must consist of one person certified to teach the CTE course(s) and one person certified to teach in the academic area. (Ref. 389.673, Sec.1)

Documentation: Letter of appointment/assignment by the superintendent or his/her designee of the teachers serving on the review committee.

2. Once the committee has reviewed the curricula, it must submit a written report of its review to the board of trustees of the school district to include a written statement signed by the committee that the curriculum for the CTE course(s) includes the curriculum for the academic area. (Ref. 389.673, Sec. 2)

Documentation: Minutes from the board of trustees meeting or, in the absence of minutes, a letter from the superintendent or his/her designee verifying the approval of the board of trustees.

3. The board of trustees shall submit to the State Board of Education the curriculum and CTE course(s) and a statement of the academic credit it proposes to grant. (Ref. 689.673, Sec. 3)

Documentation: Alignment document or curriculum that shows the academic standards and the CTE standards or other course content in the CTE course(s) that demonstrates the academic content is taught in the CTE course. It is recommended that the alignment document demonstrate approximately ninety (90) percent of academic standards are taught in the CTE course(s) wherever the CTE course is to replace an existing academic course (e.g., CTE course substitutes for a life science course). The alignment document must show the names of the academic and CTE courses. In cases where the CTE course is to be counted for academic credit but is not designed to replace an existing academic course, as in the example above, it is recommended the alignment document demonstrate that a significant percentage of the academic standards are taught in the CTE coursework.

Informational Forms and Resources

- Checklist for Submitting Packet to the State Board of Education
- Sample Curriculum Alignment Document
- Sample Student Notification
- Nevada Administrative Codes 389.672 and 389.673
- Recommended Timeline for Future Submissions

**Checklist for Application Packet to be sent to the
State Board of Education Requesting Academic Credit for CTE course(s):**

- ✓ Submit the title of the career and technical education (CTE) course(s) and a statement of academic credit to be granted.
- ✓ Submit the letter of appointment/assignment of the committee members (at least one qualified academic teacher and one qualified CTE teacher).
- ✓ Submit a written curriculum or alignment documents verifying the alignment of the CTE course standards with the academic standards to be taught in the of CTE course(s).
- ✓ Copy of the minutes from the local Board of Trustees Meeting for State Board Approval OR a letter from school official stating the application has been approved by the local Board of Education.
- ✓ Submit a copy of the student notification letter.

Sample Curriculum Alignment Document

Directions: The curriculum must demonstrate how the CTE coursework aligns to the Nevada Academic Content Standards. An alignment using this format or something similar is suggested to expedite the review by the Department of Education.

- 1) Identify the proposed academic credit (English, Math or Science)
- 2) Provide the name of the academic course (e.g., Biology)
- 3) Provide the name of the academic content standards
- 4) Provide the name of the CTE course(s) (e.g., Agriculture Science I and II; Health Science I and II)
- 5) List all CTE state standards or other learning objectives taught in the CTE course(s) (e.g., Differentiate between a plant and animal cell (AGSCI 6.2.2))
- 6) List the academic content standard codes (e.g., HS-LS1-2)

Proposed Academic Credit for (Circle One): English Math Science

Name of Academic Course:

Name of Academic Content Standards:

Name of CTE Course(s):

Include <u>all</u> standards or other specific learning objectives taught in the CTE course(s). (Reference the CTE standard number.)	List the corresponding academic content standard code:
<i>Example:</i> Differentiate between a plant and animal cell (AGSCI 6.2.2)	<i>Example:</i> HS-LS1-2

Student Notification /Sample Letter for District Use

Dear Parent/Guardian of:

Your son/daughter is enrolled in the career and technical education program of study **[program name here]** that qualifies for academic credit. By successfully completing the CTE coursework, he/she may earn up to **[number of credits here]** credit in the academic area of **[academic area name here]**.

Please note that while the academic credit earned through CTE coursework is designed to meet the requirements for high school graduation, the academic credit may not necessarily be accepted for academic credit by a specific postsecondary institution.

Sincerely,

NEVADA ADMINISTRATIVE CODES 389.672 AND 389.673

NAC 389.672 Academic credit for a course of study in career and technical education: Limitations and prerequisites. ([NRS 385.080](#), [385.110](#), [388.360](#))

1. A board of trustees may allow a pupil to earn, towards the units necessary for graduation from high school, two units of the credit required in English, one unit required in mathematics, one unit required in science and one-half unit required in health if he or she is enrolled in a course of study in career and technical education approved pursuant to this section within one of the program areas set forth in subsection 1 of [NAC 389.803](#) and that course includes, as part of its curriculum, the curriculum of the required course.
2. The superintendent of the school district shall appoint a committee composed of one person certified to teach in the course of study in career and technical education and one person certified to teach in the academic area in which the credit may be earned. The committee must verify to the board of trustees that the curriculum for the course of study in career and technical education includes the curriculum of the required course of study for which a pupil may earn credit.
3. After verification has been received by the board of trustees, the written curriculum and title of the course of study in career and technical education and a statement of the academic credit to be granted must be submitted to the State Board of Education for approval. Academic credit may be granted for the course of study in career and technical education or a combination of courses only after the State Board of Education has given its approval.
4. The Superintendent of Public Instruction may give approval for the granting of academic credit to a board of trustees requesting to use a curriculum for a course of study in career and technical education that has been approved by the State Board of Education for another school district if:
 - (a) The procedures set forth in subsection 2 were followed by the requesting district; and
 - (b) The board of trustees provides assurances that it will not deviate from the curriculum that has been approved by the State Board of Education.
5. A pupil who earns academic credit pursuant to this section must be notified that the approval for academic credit is designed to meet the requirements for graduation from high school and may not necessarily be accepted for academic credit by a specific postsecondary institution. A copy of the notification given to the pupil must accompany the other materials to be submitted to the State Board of Education for final approval.
6. A minimum number of credits must be earned in the respective academic areas, as follows:
 - (a) At least two credits must be earned in the academic mathematics department;
 - (b) At least one credit must be earned in the academic science department; and
 - (c) At least two credits must be earned in the academic English department.

(Added to NAC by Bd. of Education, eff. 5-4-87; A by Bd. for Occupational Education, 3-27-92; 11-17-95; A by Bd. of Education by R069-97, 12-10-97, eff. 9-1-99; R155-01, 12-17-2001; R195-01, 4-1-2002; R165-03, R166-03, R184-03 & R185-03, 1-22-2004; R236-03, 3-19-2004; A by Bd. for Career & Tech. Educ. by R172-05, 2-23-2006; A by Bd. of Education by R132-10, 12-16-2010; A by R087-12, 11-1-2012)

NAC 389.673 Academic credit for courses of study in career and technical education: Periodic review and approval of each course. ([NRS 385.080](#), [385.110](#), [388.360](#))

1. The superintendent of each school district which is authorized by the State Board of Education to grant academic credit for a course of study in career and technical education pursuant to [NAC 389.672](#) shall, at least once every 3 years, appoint a committee to review that course of study. The committee must consist of one person who is certified to teach in the course of study in career and technical education and one person who is certified to teach in the academic area in which the credit may be earned.
2. After the committee has reviewed the course of study in career and technical education, it shall submit a written report of its review to the board of trustees of the school district. The report must include a statement signed by the members of the committee that the curriculum for the course of study in career and technical education includes the curriculum of the required course of study.
3. The board of trustees shall submit to the State Board of Education, for its approval, the written curriculum and title of the course of study in career and technical education and a statement of the academic credit it proposes to grant.
4. Academic credit may be granted for the course of study in career and technical education or combination of courses only after the State Board of Education has given its approval.

(Added to NAC by Bd. of Education by R069-97, 12-10-97, eff. 9-1-99; A by R087-12, 11-1-2012)

