

## California Adult Education *Online Application and Reporting*

California Adult Education Online Application and Reporting

*Updated Course Approvals Procedures*

## Agenda

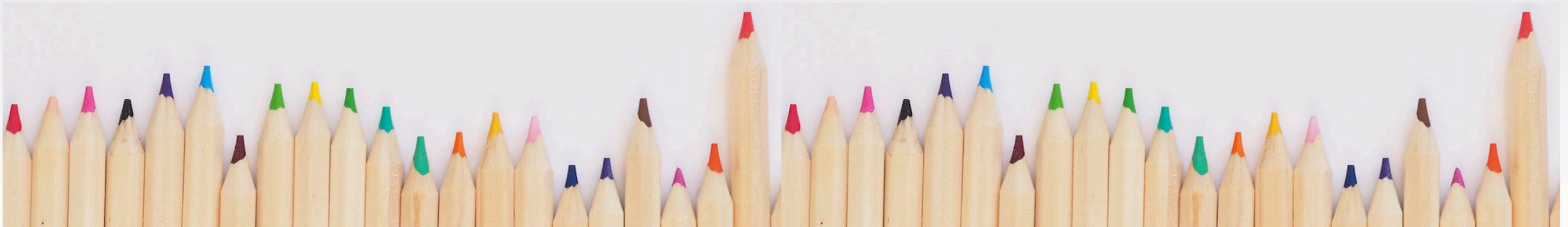
- What are Course Approvals?
- What changes can you expect for 23-24?
- Why are they needed?
- Who's required to do them?
- How do you navigate the site?
- Q & A





## Course Approval System

- The CDE AEO's Course Approval System is the way K-12 and County Office of Education adult schools secure course and program approval.
- The CDE AEO approves courses and programs for adult schools.
- The Course Approval System is available in the California Adult Education Online Application and Reporting site at <https://caadultedreporting.org/adulted>.
- Submit Annually



## Education Code References

- The State Superintendent of Public Instruction is required to establish procedures for K-12 and County Office of Education adult schools to secure course and program approval (California Education Code Section 52506).
- A course of study for each adult school shall be prepared under the governing board of the district maintaining the adult school and shall be subject to approval of the CDE if those classes are offered for state apportionment (EC 51056).

## New site changes

- A-22 is now Course Approval System
- Updated Education Code References
- Updated Approval Letters
- Under Career Technical Education (CTE), course offerings have been expanded and career pathway names and course codes identified.
- Information on the CTE course pages has been updated to reflect current education code.



## Job Market Study Requirements

- Before establishing a career technical education training program, a job market survey must be completed and the governing body of the member or the local consortium must determine if the proposed course/program is needed.

### **Related Education Code**

- Before establishing a career technical education training program, each member of a local adult education consortium, or the consortium as a whole, shall conduct a job market study of the labor market area in which it proposes to establish the career technical education training program or rely upon the most recent job market study of the labor market area conducted by the local workforce development board. The study shall use local labor market information and consider a supply analysis of existing career technical education training programs for adults maintained by high schools, community colleges, and other postsecondary educational institutions in the geographic area to ensure that the anticipated employment demand for adults enrolled in the proposed training program justifies the establishment of the proposed courses of instruction (EC 84906(a)(3)(A)).
  - After completing the job market study and before establishing the career technical education training program, the governing body of a member of a local adult education consortium, or the consortium as a whole, as applicable, shall determine if the job market study justifies the proposed career technical education program (EC 84906(a)(3)(B)).
- Job market surveys do not apply to CTE courses that were offered prior to January 1, 2022.

## Course Outline Requirements

- A Course Outline is recommended but not required before requesting Course Approval. However, all course outlines are reviewed by CDE during a Federal Program Monitoring visit. Enter the year for your agency's most recently approved class outline.
- To meet optimum educational standards, course outlines should contain the following six elements:
  - Goals and purposes
  - Performance objectives or competencies
  - Instructional strategies
  - Units of study, with approximate hours allotted for each unit
  - Evaluation procedures
  - Repetition policy that prevents perpetuation of student enrollment
- Related Education Code: ED 51056; 52504; 52506; 5 CCR 10508 (b)  
Adult Education Handbook for California (2023)

## Approval Letter Updates

- The name of the assigned EPC for the agency, email, and phone number will be listed on the approval letter. Expedite communication by emailing your consultant with any immediate questions.
- The approval letter will not be signed. The system is fully electronic.
- Each time an agency makes changes to its courses, even during the year, a new course approval must be requested.

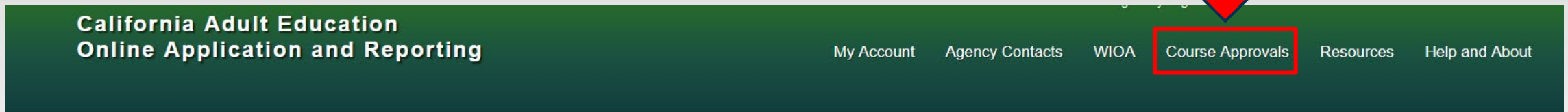


## California Adult Education

*Online Application  
and Reporting*

Log into the California Adult Education Online Application and Reporting website

- Click on Course Approvals





## Course Approvals Navigation

Home

← Index Page-an overview of the requirements

Select Courses

← Select Current Fiscal Year & Select Courses

Review Course List

← Review and edit courses selected

Request Approval

← Submit list for CDE Approval

Approval Letters

← Access previous approval letters

## Select Courses from the left navigation bar

- Select the year.
  - Choose the Sector
  - Choose a pathway
  - Choose courses
- Under each pathway:
- Select: Job Market Study Year
  - The Job Titles (you can choose more than one)
  - Licensure Type
  - Specific Courses

Select, Delete, or Add Courses for Fiscal Year 2023–24

I. Academics	II. Career Technical Education (CTE)
Adult Basic Education	Agriculture and Natural Resources
Adult Secondary Education / High School	Arts, Media, and Entertainment
Civic Engagement and ASE Electives	Building Trades, Construction
English as a Second Language	Business and Finance
	Education, Child Development, and Family Services
	Energy, Environment, and Utilities
	Engineering and Architecture
	Fashion and Interior Design
	Health Science & Medical Tech
	Hospitality, Tourism and Recreation
	Information and Communication Technologies
	Manufacturing and Product Development
	Marketing, Sales and Service
	Public Service
	Transportation

1. Job Market Study Year
2. Job Title: You can choose more than one
3. Select the type of Certificate or License

## Career Technical Education (CTE)

<b>Program area: Health Science &amp; Medical Tech</b>	<b>Job Market Study:</b> 2023 <input type="button" value="v"/> <input type="button" value="i"/>	<input checked="" type="checkbox"/> <b>New program for 2023–24</b>
<b>Job Titles - You must select at least one. <input type="button" value="i"/></b>		
<input checked="" type="checkbox"/> Licensed Vocational Nurse <input type="checkbox"/> Biological Technician <input type="checkbox"/> Medical Secretary <input checked="" type="checkbox"/> Medical Records Clerk/Technician <input type="checkbox"/> Medical Laboratory Technician <input checked="" type="checkbox"/> Dental Hygienist <input type="checkbox"/> Medical Assistant <input type="checkbox"/> Pharmacy Technician <input type="checkbox"/> Certified Nurse Assistant <input checked="" type="checkbox"/> Dental Assistant <input type="checkbox"/> Health Technologies and Technician <input type="checkbox"/> Home Health Aide <input type="checkbox"/> Registered Nurse <input type="checkbox"/> Other <input type="text"/>		
<b>Certification / Licensure - You must select at least one. <input type="button" value="i"/></b>		
<input type="checkbox"/> Licensed Vocational Nurse <input checked="" type="checkbox"/> Dental Hygienist <input type="checkbox"/> Medical Assistant <input type="checkbox"/> Certified Nurse Assistant <input checked="" type="checkbox"/> Registered Dental Assistant <input type="checkbox"/> Home Health Aide <input type="checkbox"/> Registered Nurse <input type="checkbox"/> Other <input type="text"/>		

# Selecting Courses under a Program Area

## Career Technical Education (CTE)

Program area: Education, Child Development, and Family Services		Job Market Study: 2023 ⓘ	<input checked="" type="checkbox"/> New program for 2023–24
<b>Job Titles - You must select at least one. ⓘ</b> <input type="checkbox"/> Home Care Aide <input checked="" type="checkbox"/> Teachers Aide / Assistant <input type="checkbox"/> Customer Service Representative <input type="checkbox"/> Residential Care Aide <input type="checkbox"/> After-School Program Supervisor <input type="checkbox"/> Teacher - all levels <input type="checkbox"/> Tutor <input type="checkbox"/> Educational, Vocational, and School Counselor <input checked="" type="checkbox"/> Special Education Aide <input type="checkbox"/> Childcare Provider <input type="checkbox"/> Preschool Aide <input type="checkbox"/> Other <input type="text"/>			
<b>Certification / Licensure - You must select at least one. ⓘ</b> <input checked="" type="checkbox"/> Teaching Credential <input checked="" type="checkbox"/> Child Development Permit <input type="checkbox"/> In Home Child Care License <input type="checkbox"/> Counseling Credential <input type="checkbox"/> First Aid and CPR Training <input type="checkbox"/> Other <input type="text"/>			
Course	Select Course Number	Most Recent Year Course Outline Developed/Updated ⓘ	
<b>Multiple Pathways (Pathway 999)</b>			
Introduction to Education, Child Development, and Family Services ⓘ	<input checked="" type="checkbox"/> 7500	2023	
<b>Child Development (Pathway 130)</b>			
Intermediate Child Development (Concentrator) ⓘ	<input checked="" type="checkbox"/> 7510	2023	
Advanced Child Development (Capstone) ⓘ	<input checked="" type="checkbox"/> 7511	2023	
<b>Consumer Services (Pathway 131)</b>			
Intermediate Consumer Services (Concentrator) ⓘ	<input type="checkbox"/> 7520	Select	
Advanced Consumer Services (Capstone) ⓘ	<input type="checkbox"/> 7521	Select	
<b>Education (Pathway 132)</b>			
Intermediate Education (Concentrator) ⓘ	<input checked="" type="checkbox"/> 7530	2023	
Advanced Education (Capstone) ⓘ	<input checked="" type="checkbox"/> 7531	2023	

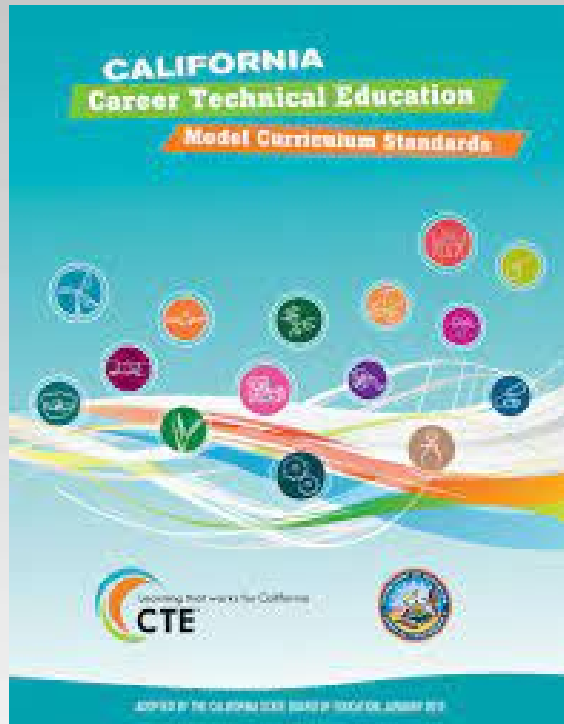


## Course Titles Simplified

- Courses under each pathway are divided into:
  - **Introductory:** an overview of the pathway
  - **Concentrator:** Intermediate level course
  - **Capstone:** Advanced level leads to licensure

Course
<b>Multiple Pathways (Pathway 999)</b>
Introduction to Health Science and Medical Technology ⓘ
<b>Mental and Behavioral Health (Pathway 195)</b>
Introduction to Mental and Behavioral Health ⓘ
Intermediate Mental and Behavioral Health (Concentrator) ⓘ
Advanced Mental and Behavioral Health (Capstone) ⓘ
<b>Biotechnology (Pathway 196)</b>
Introduction to Biotechnology ⓘ
Intermediate Biotechnology (Concentrator) ⓘ
Advanced Biotechnology (Capstone) ⓘ

## CTE Resources



[CTE Model Curriculum Standards - Standards & Framework \(CA Dept of Education\)](#)



<https://www.cde.ca.gov/ci/ct/ig/documents/calpadsuserguide21-22.docx>










# Review the Course List

Shows selected courses to be submitted for approval

## Select, Delete, or Add Courses for Fiscal Year 2023–24

You have selected 94 courses.

Agriculture And Natural Resources	Job Market Study: 2023	New Program: <input type="checkbox"/>	
Course Name	Course Number	Year Course Outline Developed	Edit
Advanced Agricultural Business (Capstone)	7112	2023	 Edit
Advanced Sustainable Agriculture (Capstone)	7135	2023	 Edit
Intermediate Agricultural Business (Concentrator)	7111	2023	 Edit
Intermediate Sustainable Agriculture (Concentrator)	7134	2023	 Edit
Intro To Agricultural And Natural Resources	7100	2023	 Edit
Introduction To Agricultural Business	7110	2023	 Edit
Introduction To Sustainable Agriculture	7133	2023	 Edit


## Once selected course list is reviewed, submit to CDE

- Anytime you add classes, even throughout the year, you should resubmit your list to CDE.

### 2023–24 Course List

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If you have selected and submitted all of your course titles and want to alert the California Department of Education that you are ready for review, please press the button below to submit your courses for approval.

 [Submit Course List to CDE for Approval](#)

## Approval Letters

If you request and receive reapproval of a revised course list, your original approval letter, and any reapproval letters will be available on this Web site. The most recent link is your current approval letter.

If you experience difficulty downloading your letter, select the email link to have it emailed to you as an attachment.

Approval Year	Select to view in new window	
2022–23	 <a href="#">Approval letter dated May 27, 2022</a>	
2021–22	 <a href="#">Approval letter dated July 14, 2021</a>	
2020–21	 <a href="#">Approval letter dated July 02, 2020</a>	
2019–20	 <a href="#">Approval letter dated June 29, 2020</a>	



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