



ADMINISTRATIVE RULES OF MONTANA



10.41.132 ELIGIBILITY REQUIREMENTS FOR STATE CAREER AND VOCATIONAL/TECHNICAL EDUCATION FUNDING

- (1) Each program must meet the K-12 "Standards and Guidelines for Secondary Career and Vocational/Technical Education in Montana" for an approved secondary career and vocational/technical education program to be eligible for state funding. Requirements common to all programs are:
 - (a) The program shall have the primary objective of developing skills leading to employment as well as entry into advanced career and vocational/technical training;
 - (b) Specific objectives shall be defined in terms of skills to be developed and related to a specific career by CIP code;
 - (c) Career and technical education student enrollment reports are required for funding;
 - (d) The program shall be determined by the career and vocational/technical education needs of students based on a needs assessment. Program information shall be projected for more than a one-year period;
 - (e) Programs shall be developed and conducted in consultation with an advisory council/committee;
 - (f) Instruction shall be based on an analysis of skills and knowledge required in the career cluster;
 - (g) The program shall develop personal, career and leadership skills that promote the transition from school to careers. Career and technical student organizations (CTSO's) that foster these skills are: FFA, FCCLA, DECA, BPA, HOSA, SkillsUSA-VICA, and TSA;
 - (h) Provision shall be made for career and vocational/ technical guidance and shall include, but not be limited to, career information and counseling;
 - (i) Prerequisite courses may be required which provide students with information and experience to make sound career, education and/or training choices;
 - (j) Instructors shall be certified in accordance with the board of public education requirements and endorsed in the program area for which they are making application;
 - (k) Instructional equipment and facilities shall be modern and reflective of industry standards and adequate for the maintenance of acceptable education, health and safety standards;
 - (l) Provisions shall be made for follow-up of secondary graduates;

- (m) The maximum number of students per class shall be determined with consideration given to instructional environment, equipment, supervision, safety, space and resources, and individual student instruction;
 - (n) Programs should be planned to provide a seamless system of organized educational activities;
 - (o) Programs shall ensure equal access for all students;
 - (p) Each school shall conduct a yearly career and vocational/technical program self-evaluation and submit a copy to the office of public instruction. The school shall cooperate with the office of public instruction in program review and evaluation activities;
 - (q) Local education agencies shall use career and vocational/technical education funds to add to or enhance local funds to improve career and vocational/technical programs. Funds will not be approved when it has been determined that replacement of local funds will occur;
 - (r) Accounting procedures must use standard school accounting codes. The money received by the high school district must be deposited into the subfund of the miscellaneous programs fund established by 20-9-507, MCA and may be expended only for approved secondary K-12 career and vocational/technical education programs. The expenditure of the money must be reported in the annual trustees' report as required by 20-9-213, MCA.
- (2) A school district must have operated an approved secondary career and vocational/technical education program in the immediate preceding year to be eligible for state funding.

Authorizing statute(s): Sec. 20-7-301, MCA

Implementing statute(s): 20-7-302. 1, 20-7-303, 20-7-305, MCA

History: NEW, 1979 MAR p. 1130, Eff. 9/28/79; AMD, 1980 MAR p. 134, Eff. 1/18/80; AMD, 1981 MAR p. 555, Eff. 6/12/81; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1992 MAR p. 1756, Eff. 8/14/92; AMD & TRANS, 2002 MAR p. 1304, Eff. 3/15/02.