

Career and Technical Education (CTE) Online Program Amendment Form

Program Eligibility

Only State-Approved Secondary Career and Technical Education (CTE) programs are eligible to submit a program amendment to an existing approved program.

Amendment Online Submission and Components

A [Program Approval Amendment](#) may be submitted using an online platform. All amendments must be submitted by January 5.

1. Identify Districts, Cooperatives and Charter Schools and CTE Program

Identify your district, cooperative, or charter school seeking to amend a CTE program. Only one submission per program is allowed. If there are multiple changes in separate CTE programs, make a separate submission for each.

2. Program Contact Information

Identify the individual(s) with whom Minnesota Department of Education (MDE) will communicate for any inquiries or requests for additional information throughout the review process.

3. Amendment Intent

Specify the modification(s) you intend to make within your approved program such as adding/removing an instructor, adding, removing, and/or revising a course. If you would like to make changes to an instructor and course, please check both boxes.

- **Add/Remove an Instructor(s)**

The information requested to add an instructor includes: first and last name, file folder number, phone number, email address, school building, and the names of the courses they will be teaching. Information needed to remove an instructor is their first and last name.

- **Add, Remove, and/or Revise a Course(s)**

The information requested may include course name, MDE course code, syllabi and any additional pieces of evidence.

4. Verification

Review amendment form to ensure all information is accurate and submit.

Save and Resume Feature

When completing an amendment, you can save and come back to finish at a later time without losing your progress. You can also collaborate on the amendment with colleagues. Here's how:

- The platform allows you to save progress after completing the first 6 questions.
- After completing the first six questions, there will be an option in the upper top right corner to "Save and continue later".
- Input your email address.
- A unique link will be emailed to you from the online platform to continue the application at a later time.
- The link from your email will allow you to pick up where you left off or forward the link to a colleague to work on their portion of the application. Your colleague(s) can navigate through the partially completed application using the "back" and "next" buttons.
- This "hand-off" can be done several times until the form has been submitted.