



CTE Waiver Guidance

Schools may submit a request for approval of various nonstandard course waivers and/or licensure waivers through the Indiana Technical Education Reporting System (InTERS). Schools must have a CTE approved nonstandard course waiver prior to offering a CTE Pilot, CTE Special Topics, Advanced CTE: College Credit course, or offering a course led by a teacher who is not currently licensed per IDOE [assignment code](#) language in order to receive funding for the course offering. The nonstandard course waiver approval process must also be completed prior to requesting CTE 30A funds or counting the credits for these courses toward concentrator status. Guidance on waiver types, deadlines for submission, and approval criteria follow.

Waiver Types

Nonstandard Course Waivers

Pilot Course – The CTE Pilot Course waiver should be utilized for proposing a brand new CTE course that is not currently available in the Course Titles and Descriptions. The waiver application form will provide space for applicants to submit evidence to support the purpose of the course, explain how the course will serve the needs of students, describe how the effectiveness of the course will be evaluated, and more. The more information provided in the application, the more likely it is that CTE team members can make a clear determination on the waiver application without needing to request additional information or for the applicant to file an appeal.

Special Topics Course – The CTE Special Topics course is an extended learning experience designed to address the advancement and specialization of careers within a career cluster through the provision of a specialized course for a specific workforce need in a school's region. This course code is intended for Joint Programs of CTE where the training is being offered through an employer or eligible training provider and there is not an appropriately aligned course available in the Course Titles and Descriptions (CTD). Course standards and curriculum must be tailored to the specific profession and where applicable, provide students with opportunities for certification or dual credit. The more information provided in the application, the more likely it is that CTE team members can make a clear determination on the waiver application without needing to request additional information or for the applicant to file an appeal.

Advanced CTE: College Credit – Advanced Career and Technical Education: College Credit is a course title covering any CTE advanced course offered for credit by an accredited postsecondary institution through an adjunct agreement with a secondary school. The intent of this course is to allow students to earn college credit for courses with content that goes beyond that currently approved for high school credit. This course may be used for any dual enrollment course, including a joint program of study involving a postsecondary partnership. The more information provided in the application, the more likely it is that CTE team members can make a clear determination on the waiver application without needing to request additional information or for the applicant to file an appeal.

Deadlines: The priority deadline for nonstandard course waivers to be submitted in InTERS ([directions can be found here](#)) is May 1st for courses that will be offered in the following school year. Initial determinations will be provided through InTERS by a CTE team member within 45 days of the initial application. The priority deadline allows time for CTE team members to review waiver submissions before the start of the following school year. Should a waiver be rejected, CTE staff will work with the applicant to address issues and determine the best course of action.

Nonstandard Licensure Waiver

Licensure Waiver – CTE nonstandard licensure waivers are available for instructors with a Professional License or Workplace Specialist License to teach a course that is outside of their instructional area. This waiver is offered as a free alternative to having licensed teachers obtain an emergency permit. The more information provided in the application, the more likely it is that CTE team members can make a clear determination on the waiver application without needing to request additional information or for the applicant to file an appeal. Requirements for licensure waivers are below:

- Instructor has a reasonable pathway to full licensure; or
- The instructor has significant industry or educational experience in a closely related area. For example, an instructor has a bachelor's *or* master's degree in a closely related area or has over 1,000 hours of documented work experience in the field.
- An instructor that is dual credit credentialed but does not hold a license that meets the [assignment codes](#) for a specific course may submit a one-time waiver to meet funding eligibility requirements. Once approved, the instructor will not be required to re-apply each year.

Other than a dual credit credentialed instructor as mentioned above, licensure waivers must be renewed on an annual basis. The renewal requirements are listed below:

- If the instructor had a reasonable pathway to licensure, then the instructor must show progress toward completion of the licensing requirements.
- If the instructor did not have a reasonable pathway to licensure, they may be required to complete externships, earn certifications, or complete additional education and training.

Deadlines: The priority deadline for nonstandard licensure waivers to be submitted is August 31st of the school year in which the teacher will be teaching the course the waiver covers. Initial determinations will be provided in InTERS within 30 workdays of the deadline. This deadline accounts for last minute changes in staffing while allowing time for CTE team members to review waiver applications and update determinations in InTERS prior to school deadlines for entering enrollment data in October.

CTE Course Requirement Waiver

Formerly, schools could submit a CTE course requirement waiver if they were unable to meet a course/program of study requirement such as offering the concentrator courses in the outlined sequence.

Beginning with the 2024-2025 school year, and moving forward, schools needing to make a modification for a program of study should propose the change through an adoption form rather than a waiver request. When submitting adoption forms, schools have the option of proposing a modification to the program of study they are adopting. If approved, the modification will be in place for a three-year period, after which the modification must be re-approved. The primary criteria for approval will be that the student's ability to complete a credential is not impacted by the proposed modification. Guidance and directions for submitting adoption forms can be found [here](#).

Common adoption form modifications include utilizing the Technical Skills Development course, substituting a secondary capstone course, changing the sequence of a program of study, adding/substituting courses in a program of study, or offering programs of study through an even/odd year approach.

Deadlines: The deadline for submitting Adoption Forms with modifications is August 1st. Directions for submitting adoption forms can be [found here](#).

Nonstandard Course Waiver Approval Criteria

Below are the criteria that will be used by CTE team members in determining approval or denial of nonstandard course waiver requests for Pilot Courses, Advanced CTE: College Credit courses, and Special Topics courses.

Does the course significantly duplicate an existing CTE course?

- a. Yes. Do not approve the course and discuss possible solutions with the applicant.
- b. No. Proceed through the remaining categories.

To be approved, the program of study must meet the requirements of the first three criteria below. The fourth category may be considered to help strengthen the application.

- 1. The proposed course or curriculum program will more effectively serve the need of the students (At least 2 “yes”).**
 - a. Is it labor market aligned?
 - b. Does it help to fill a gap in CTE programming?
 - c. Does it have the potential to be added as a CTE course during the next cycle?
- 2. The content and skills included in the course are rigorous and merit receiving funding (Both must be “yes”).**
 - a. Does the course qualify as an introductory or advanced level CTE course?
 - b. Will the content require 1 or 2 semesters (75-150 hours) to cover?
- 3. The course or program will lead to student mastery and/or a quality outcome for students. (a. must be “yes”).**
 - a. Will the course utilize valid assessments of student mastery?
 - b. Is it aligned to postsecondary courses? Or a postsecondary credential?
- 4. The course or program is innovative and takes advantage of community and industry partners (Needs at least 1 “yes”).**
 - a. Is the course needed as part of a Joint Program of CTE?
 - b. Does the applicant provide support from outside partnerships?
 - c. For the Advanced CTE: College Credit course, is it aligned to at least 2 postsecondary courses (approximately 6 credit hours)?

Waiver Request Notification

The (nonstandard course or licensure) waiver application will be updated in InTERS when a determination has been made. Applicants should receive a notification regarding a status change of the application to the email address provided on the application. It may be necessary to check your Spam folder for notifications. You can also add alerts@scherb.com to your contacts/approved sender list to increase likelihood of receiving waiver notifications. **NOTE:** It is possible that a nonstandard course or course requirement waiver may receive partial approval (i.e. approval for funding, but not to count toward concentrator status).

Contact CTE@che.in.gov for additional information or waiver questions.