

# 2024-2025 Career Pathway Request Guidance

**The request window is February 1, 2024 – September 1, 2024**

**ALL** Requests to add new pathways, remove existing pathways or alter existing pathways for 2024-2025 must be submitted no later than September 1, 2024.

This guidance document is designed to provide districts/schools with all requirements, processes and procedures that will be used for career pathway requests.

1. All approved pathways are on the KDE website in the Program of Studies document, which can be found at the following URL: <https://education.ky.gov/CTE/ctepa/Pages/default.aspx>.
2. Course credits count for a pathway if the course was valid for the pathway the year the course was taken. For example, if a student took Digital Literacy in 14-15 and it was valid for the pathway, that credit would count for that student until they graduate. However, if Digital Literacy is no longer valid for the pathway and a student takes it now, regardless of the year they started their pathway, it will not count.
3. If your school has a pathway/CIP Code already in TEDS, there is nothing to do unless you want to remove it.
4. If you wish to make changes for 2024-2025, please choose from one of the following options:
  - a) If your school wants to add an established pathway to their TEDS and plans to follow the courses as listed for the approved pathway:
    - i) Complete a request to ADD an Existing Pathway (<https://teds.ky.gov/>).
    - ii) Instructions to **Request to ADD or REMOVE a Pathway** can be found on the TEDS Step-by-Step website at <https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>.
  - b) If your district/school wants to modify a pathway in your list in TEDS by adding or substituting a course:
    - i) Complete a Career Pathway Modification Request in TEDS (<https://teds.ky.gov/>).
    - ii) Instructions to **Request a Pathway Modification** can be found on the TEDS Step-by-Step website at <https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>.
    - iii) Please allow 2 weeks for review/approval of all modification requests.
  - c) If your school wants to remove a pathway from its list in TEDS:
    - i) Ensure that all students (active and inactive) enrolled in the pathway have left their home school (through graduation/transfer/dropout)
    - ii) Complete a request to REMOVE an Existing Pathway (<https://teds.ky.gov/>).
    - iii) Instructions to **Request to ADD or REMOVE a Pathway** can be found on the TEDS Step-by-Step website at <https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>.

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