

2018-2019 Career Pathway Request Guidance

The request window is February 1, 2018 – September 1, 2018

ALL Requests to add new pathways, alter existing pathways or create new pathways for 2018-2019 must be submitted no later than September 1, 2018.

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 Preview to Pathways document, which can be found at the following URL: <http://education.ky.gov/CTE/ctepa/Documents/Preview-CareerPath.pdf>.
2. Course credits count for a pathway if the course was valid for the pathway the year the course are 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 However, if Digital Literacy is no longer valid for the pathway and a student takes it now, regardless of the year they started their pathway, it will not count.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.
4. If you wish to make changes for 2018-2019, 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>.
 - d) If your school wants to create a new and innovative pathway not already approved by KDE:
 - i) Submit the [New Career Pathway Creation Request](http://education.ky.gov/CTE/Documents/New_CareerPath_Creation_Request.docx) (http://education.ky.gov/CTE/Documents/New_CareerPath_Creation_Request.docx) to the Career Pathways Branch.

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