Minnesota Statute 124D.4531, as modified by the 2014 Legislature allows a district with a career and technical program approved under this section is eligible for career and technical revenue equal to 35 percent of approved expenditures in the fiscal year in which the levy is certified. Districts must submit annual budgets for their career and technical education programs to qualify for this permissive levy. The Department of Education approves the anticipated expenses for each school districts career and technical education programs.

The Career and Technical Education Levy Reporting System is now open for entering FY16 budgets. Budgets must be entered for approved Career and Technical Education programs by May 15, 2015.

A few reminders:

- Only the district’s approved programs will be available in the Program Selection link. Please refer to the Career and Technical Education Program Approvals Database 2009-2015 (http://education.state.mn.us/MDE/SchSup/CareerEdAdmin/ProgAppr/index.html) This Career and Technical Education (CTE) report identifies programs approved under Minnesota Rules, Chapter 3505.2500. This report includes programs approved from 2010 through March 2015.

- District Users should refer to the Table C 2014-2015 Licensure Table tab to cross reference the teacher licensure with the approved program. Table of Career and Technical Education Programs and Licenses (Table C) found at the same link on the website of the Minnesota Department of Education: http://education.state.mn.us/MDE/SchSup/CareerEdAdmin/ProgAppr/index.html

- The District User should enter, save and submit all program budgets to the District Administrator for approval. The District Administrator will approve and be sure to activate the submit function to complete the budget submission process to MDE.

- Do not enter equipment expenditures.

- Cooperative Educational Districts must allocate their costs to their member districts via the Coop Cost Allocation Summary link. This link to the Coop Cost Allocation Summary is found on the left menu bar options available when entering the Cooperatives anticipated career and technical education program expenses.

District Users/Administrators are able to see and submit the entire list of approved budgets that have been entered under the Summary of Program Budgets link. Only one submission of the entire list of budgets is necessary.

For further information, please contact:

Joel Larsen, Career & Technical Education Program Specialist
Office of Career and College Success, Minnesota Department of Education
(651) 582-8395
joel.larsen@state.mn.us