

SUPERINTENDENT OF PUBLIC INSTRUCTION

CHAPTER 41

CAREER AND VOCATIONAL/TECHNICAL EDUCATION

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Sub-Chapter 1

General Rules

10.41.101 DEFINITIONS Terms used in reference to career and vocational/technical education are defined as follows:

(1) "Additional costs" are those costs which exceed the average costs of classroom courses and include the following:

(a) career and vocational/technical education teacher salaries for career experience supervision, career and vocational/technical work experiences (excluding student compensation), curriculum or program development and programs that extend beyond the school year;

(b) stipends to career and vocational/technical education teachers for supervision of career and technical student organizations;

(c) instructional supplies and equipment including repair, maintenance or leasing used in an approved program; and

(d) instructional-related travel expenses for an approved program or career and technical student organization.

(2) "Approved secondary career and vocational/technical programs" are high school programs that meet K-12 career and vocational/technical education standards and guidelines authorized by 20-8-303, MCA, and receive approval by the superintendent of public instruction.

(3) "Board of public education" means the board created by Article X, section 9, subsection (3) of the Montana Constitution and 2-15-1507, MCA.

(4) "Career and technical student organization" or "CTSO" means an organization of students in career and vocational/technical programs that serves members by providing opportunities for leadership, citizenship and skill development. Activities are an integral part of the program and are carried out at local, state and national levels in affiliation with the following organizations: FFA, family, career and community leaders of America (FCCLA), DECA, business professionals of America (BPA), SkillsUSA-VICA, health occupations students of America (HOSA), technology students association (TSA) and other CTSO's affiliated with new and emerging programs.

(5) "Career and vocational/technical education" means instruction that should include:

(a) classroom instruction;

(b) classroom related field and laboratory experience;

(c) work experiences, including cooperative work experience component; and

(d) activities of career and technical student organizations which are an integral part of program instruction.

(6) "Career and vocational/technical education course" means a semester of career and vocational/technical education study within an approved program where vocational/technical credit is given.

(7) "Career and vocational/technical education programs" means organized educational activities, as defined in 20-1-101(8), MCA which may include the following programs:

- (a) agriculture education;
- (b) business and marketing education;
- (c) family and consumer sciences education;
- (d) health occupations education;
- (e) industrial technology education;
- (f) trade and industrial education; and
- (g) OPI approved new and emerging programs.

(8) "Career and vocational/technical instructor certification" means certification of instructors in accordance with the board of public education requirements and endorsed in the program area for which they are making application.

(9) "Career experience supervision" is an option available to districts and, if chosen by a district, must include a minimum of five days of student-related instruction that relates to the program for which the enrollment report is generated. Compensation for this supervision is subject to collective bargaining, or where there is no recognized bargaining agent, to board policy.

(10) "Career skills instruction" means instruction directly preparing students for employment and/or further education or training in a career cluster related to the field of study or profession.

(11) "Career title" means the common name by which a position is identified. The generally accepted source is the classification of instructional programs (CIP).

(12) "Incentive funding formula" means a formula determined by the superintendent of public instruction according to additional costs of career and vocational/technical education programs based on weighted factors.

(13) "K-12 career and vocational/technical education" means organized educational activities that have been approved by the office of public instruction and that:

(a) offer a sequence of courses that provide a pupil with the academic and technical knowledge and skills that the pupil needs to prepare for further education and for careers in the current or emerging employment sectors; and

(b) include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills of the pupil.

(14) "K-12 career and vocational/technical education enrollment" is determined by the number of students reported on the enrollment form for an approved program in the same year that a state career and technical education application is submitted.

(15) "Local advisory committee" means a group of persons, the majority of whom are outside the education profession, who are representative of the community and are educated/trained/employed in careers related to the career and vocational/technical education programs.

(17) "Secondary career and vocational/technical education program" means organized educational activities, as defined in 20-1-101(8), MCA, in high school (grades 9 through 12) which may include the following programs:

- (a) agriculture education;
- (b) business and marketing education;
- (c) industrial technology education;
- (d) family and consumer sciences education;
- (e) health occupations education;
- (f) trade and industrial education; and
- (g) OPI approved new and emerging programs.

(17) "State director of K-12 career and vocational/technical education" means the person that is the state administrator of all elementary and secondary career and vocational/technical education programs under the state superintendent and that:

(a) administers the K-12 career and vocational/technical education policies adopted by the superintendent of public instruction;

(b) prepares curriculum guides for adoption by the superintendent of public instruction; and

(c) employs, with the confirmation of the superintendent of public instruction, professional staff consisting of individuals prepared in agriculture education, business and marketing education, health occupations education, family and consumer sciences education, industrial technology education, and other new and emerging vocational/technical education fields.

(18) "Superintendent of public instruction" means the state government official designated as a member of the executive branch by the Montana Constitution.

(19) "Work experience" means a component of career and vocational/technical education that provides students with on-the-job training or simulated experiences related to their career and vocational/technical education program. The time requirement for students in work experience must be equivalent to the time requirement for credit to be earned. (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; AMD, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.102 STATE PLAN (1) There shall be a state plan for career and vocational/technical education in Montana. The superintendent of public instruction shall be the governing agent to disburse federal and state K-12 career and vocational/technical education funds and to plan, coordinate, govern and provide leadership for the state K-12 career and vocational/technical education system.

(2) The state plan shall be included in the policies adopted by the superintendent of public instruction. (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; AMD, 2002 MAR p. 780, Eff. 3/15/02.)

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10.41.103 STATE DIRECTOR OF K-12 CAREER AND VOCATIONAL/TECHNICAL EDUCATION SERVICES (1) The state director of K-12 career and vocational/technical education services is the appointed state administrator for career and vocational/technical education.

(2) The state director of K-12 career and vocational/technical education shall be responsible for implementing all policies adopted by the superintendent of public instruction for the administration of career and vocational/technical education. (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; AMD, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.104 EMPLOYMENT OF STATE STAFF (1) The state director of K-12 career and vocational/technical education shall employ, with the confirmation of the superintendent of public instruction, those staff positions required in 20-7-308, MCA. In addition, the state director may employ, upon approval of the superintendent of public instruction, professional staff in health occupations education and other new and emerging vocational/technical education fields. (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; AMD, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.105 DUTIES OF STATE STAFF (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; REP, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.106 ACCOUNTABILITY (1) The state director of K-12 career and vocational/technical education will determine that career and vocational/technical education activities within the state are being conducted according to federal and state rules and regulations.

(2) The state director of K-12 career and vocational/technical education and staff will determine evaluation, auditing and reporting procedures. (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; AMD, 2002 MAR p. 780, Eff. 3/15/02.)

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10.41.107 MONTANA COUNCIL ON VOCATIONAL EDUCATION (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; REP, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.108 PUBLIC INFORMATION (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; REP, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.109 EXECUTION OF LOCAL CAREER AND VOCATIONAL/TECHNICAL EDUCATION PROGRAMS (1) Instructors shall be certified in accordance with the board of public education requirements and endorsed in the program area for which they are making application.

(2) Approved career and vocational/technical education programs shall be in compliance with state requirements, directives and laws.

(3) If program deficiencies are not corrected within the program year, career and vocational/technical education funding may be withheld or denied by the superintendent of public instruction. (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, 20-7-303, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; AMD, 2002 MAR p. 1304, Eff. 3/15/02.)

10.41.110 CONSISTENCY IN POLICY AND PROCEDURE (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-7-303, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; REP, 1993 MAR p. 296, Eff. 2/26/93.)

10.41.111 ADMINISTRATION OF EMPLOYMENT AND TRAINING

(1) Employment and training funds distributed from the state treasury at the direction and discretion of the superintendent of public instruction for use by educational institutions shall be administered in cooperation with local educational agencies and/or other state agencies.

(2) Any employment and training programs proposed for local education agencies (secondary public schools) must be reviewed and approved by the superintendent of public instruction.

(3) It shall be the responsibility of the state director of K-12 career and vocational/technical education to resolve conflicts of authority or interest and to insure that services are not needlessly duplicated. (History: Sec. 20-7-301, MCA; IMP, 20-7-301, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93 AMD, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.112 RECRUITMENT, SELECTION, EMPLOYMENT AND ADVANCEMENT OF PERSONNEL (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-16-104, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; REP, 1993 MAR p. 296, Eff. 2/26/93.)

10.41.113 OCCUPATIONAL AND PROFESSIONAL CERTIFICATION (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-7-301, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; REP, 1984 MAR p. 818, Eff. 5/18/84; REP, 1993 MAR p. 296, Eff. 2/26/93.)

10.41.114 DEVELOPMENT AND MAINTENANCE OF PERSONNEL COMPETENCIES (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; REP, 1993 MAR p. 296, Eff. 6/93.)

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10.41.115 APPROVAL OF PROGRAMS (1) Secondary career and vocational/technical education programs must have approval of the superintendent of public instruction prior to receipt of funds.

(2) The state director of K-12 career and vocational/technical education shall recommend to the superintendent of public instruction which programs should be approved, based on established criteria and consistent with state and federal law.

(3) Program titles may refer to classification of instructional program codes (CIP). (History: Sec. 20-7-301, MCA; IMP, 20-7-301, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; AMD, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.116 DETERMINATION OF PROGRAMS TO BE OFFERED (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-7-301, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; REP, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.117 VOCATIONAL PROGRAM DESIGN (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-7-301, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; REP, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.118 LOCAL ADVISORY COMMITTEE (1) A local advisory committee is a group of persons who advise and assist decision makers on the design and maintenance of relevant career and vocational/technical education programs based on the assessed needs of the community, region, state, or nation. The advisory committee's primary function is to provide industry-specific information and assistance to the career and vocational/technical education program. (History: Sec. 20-7-301, MCA; IMP, 20-7-301, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; AMD, 2002 MAR p. 780, Eff. 3/5/02.)

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10.41.119 PROGRAM ADVISORY COMMITTEES (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-16-104, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; REP, 2002 MAR p. 780, Eff. 3/15/02)

10.41.120 STATE CAREER AND VOCATIONAL/TECHNICAL EDUCATION DATA COLLECTION (1) Institutions/schools offering career and vocational/technical education shall report on a timely basis to enable the state director of K-12 career and vocational/technical education to prepare required state and federal reports.

(2) Reporting forms developed by the state director of K-12 career and vocational/technical education and approved by the superintendent of public instruction shall be furnished to the local institution.

(3) Failure of institutions/schools to submit required information may result in loss of funding. (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; AMD, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.121 OCCUPATIONAL INFORMATION, GUIDANCE AND PLACEMENT SERVICES IN POSTSECONDARY INSTITUTIONS (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-16-104, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; REP, 1993 MAR p. 296, Eff. 2/26/93.)

10.41.122 COOPERATION IN PLANNING (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-16-104, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; REP, 1993 MAR p. 296, Eff. 2/26/93.)

10.41.123 ANTIDISCRIMINATORY SERVICE TO ELIGIBLE POPULATIONS (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-7-301, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; REP, 1993 MAR p. 296, Eff. 2/26/93.)

10.41.124 ADEQUATE FUNDING (1) The superintendent of public instruction and the state director of K-12 career and vocational/technical education shall work toward assuring adequate funding of Montana's career and vocational/technical education programs from all levels of government (federal, state and local).

(2) The state director of K-12 career and vocational/technical education shall be prepared to conduct cost studies to determine funding requirements for career and vocational/technical programs.

(3) The state director of K-12 career and vocational/technical education shall be prepared to provide to the superintendent of public instruction, governor and state legislature a complete analysis of career and vocational/technical education program budgets as requested.

(4) The state director of K-12 career and vocational/technical education shall disseminate the program approval requirements to the educational institutions of Montana. (History: Sec. 20-3-106, 20-7-301, MCA; IMP, 20-7-302.1, 39-6-103, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; AMD, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.125 RESPONSIBILITY FOR DISBURSEMENT OF STATE AND FEDERAL FUNDS (1) The superintendent of public instruction shall be responsible for the disbursement of state and federal funds for K-12 career and vocational/technical education.

(2) Federal career and vocational/technical education funds shall be allocated to local educational agencies and other eligible recipients. The method used for allocation of funds shall be developed in accordance with state and federal laws. (History: Sec. 20-7-301, MCA; IMP, 20-7-301, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; AMD, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.126 CRITERIA FOR ALLOCATION OF FUNDS (1) Each agency requesting funds for a career and vocational/technical education program must submit an annual application. Approved programs shall be the only programs eligible for funding. "Standards and Guidelines for Secondary Career and Vocational/Technical Education in Montana" contains approval criteria for programs. (History: Sec. 20-7-301, MCA; IMP, 20-7-301, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; AMD, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.127 APPROVED ELEMENTS OF COSTS (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-7-301, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; REP, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.128 UNIFORM ACCOUNTING AND REPORTING SYSTEM (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; REP, 1993 MAR p. 296, Eff. 2/26/93.)

10.41.129 PROGRAM EVALUATION (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-7-301, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; AMD, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.130 CONDUCT OF EVALUATION (1) State staff members may visit institutions in order to obtain appropriate information. Institutions/schools shall provide data required, arrange for written materials to be made available, and otherwise expedite the work of the person(s) making the visit. (History: Sec. 20-7-301, MCA; IMP, 20-7-301, 20-7-302.1, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1993 MAR p. 296, Eff. 2/26/93; AMD, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.131 ROLES OF ASSISTANT SUPERINTENDENT FOR VOCATIONAL EDUCATION SERVICES AND MONTANA ADVISORY COUNCIL IN EVALUATION (IS HEREBY REPEALED) (History: Sec. 20-7-301, MCA; IMP, 20-7-301, MCA; NEW, 1980 MAR p. 1502, Eff. 6/30/80; AMD, 1984 MAR p. 818, Eff. 5/18/84; REP, 1993 MAR p. 296, Eff. 2/26/93.)

10.41.132 ELIGIBILITY REQUIREMENTS FOR STATE CAREER AND VOCATIONAL/TECHNICAL EDUCATION FUNDING (1) Each program must meet the K-12 "Standards and Guidelines for Secondary Career and Vocational/Technical Education in Montana" for an approved secondary career and vocational/technical education program to be eligible for state funding. Requirements common to all programs are:

(a) The program shall have the primary objective of developing skills leading to employment as well as entry into advanced career and vocational/technical training;

(b) Specific objectives shall be defined in terms of skills to be developed and related to a specific career by CIP code;

(c) Career and technical education student enrollment reports are required for funding;

(d) The program shall be determined by the career and vocational/technical education needs of students based on a needs assessment. Program information shall be projected for more than a one-year period;

(e) Programs shall be developed and conducted in consultation with an advisory council/committee;

(f) Instruction shall be based on an analysis of skills and knowledge required in the career cluster;

(g) The program shall develop personal, career and leadership skills that promote the transition from school to careers. Career and technical student organizations (CTSO's) that foster these skills are: FFA, FCCLA, DECA, BPA, HOSA, SkillsUSA-VICA, and TSA;

(h) Provision shall be made for career and vocational/technical guidance and shall include, but not be limited to, career information and counseling;

(i) Prerequisite courses may be required which provide students with information and experience to make sound career, education and/or training choices;

(j) Instructors shall be certified in accordance with the board of public education requirements and endorsed in the program area for which they are making application;

(k) Instructional equipment and facilities shall be modern and reflective of industry standards and adequate for the maintenance of acceptable education, health and safety standards;

(l) Provisions shall be made for follow-up of secondary graduates;

(m) The maximum number of students per class shall be determined with consideration given to instructional environment, equipment, supervision, safety, space and resources, and individual student instruction;

(n) Programs should be planned to provide a seamless system of organized educational activities;

(o) Programs shall ensure equal access for all students;

(p) Each school shall conduct a yearly career and vocational/technical program self-evaluation and submit a copy to the office of public instruction. The school shall cooperate with the office of public instruction in program review and evaluation activities;

(q) Local education agencies shall use career and vocational/technical education funds to add to or enhance local funds to improve career and vocational/technical programs. Funds will not be approved when it has been determined that replacement of local funds will occur;

(r) Accounting procedures must use standard school accounting codes. The money received by the high school district must be deposited into the subfund of the miscellaneous programs fund established by 20-9-507, MCA and may be expended only for approved secondary K-12 career and vocational/technical education programs. The expenditure of the money must be reported in the annual trustees' report as required by 20-9-213, MCA.

(2) A school district must have operated an approved secondary career and vocational/technical education program in the immediate preceding year to be eligible for state funding. (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, 20-7-303, 20-7-305, MCA; NEW, 1979 MAR p. 1130, Eff. 9/28/79; AMD, 1980 MAR p. 134, Eff. 1/18/80; AMD, 1981 MAR p. 555, Eff. 6/12/81; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1992 MAR p. 1756, Eff. 8/14/92; AMD & TRANS, 2002 MAR p. 1306, Eff. 3/15/02.)

10.41.133 SUPERINTENDENT OF PUBLIC INSTRUCTION

10.41.133 PROCEDURES FOR APPLYING TO RECEIVE STATE CAREER AND VOCATIONAL/TECHNICAL EDUCATION FUNDING (1) School districts must make application to the superintendent of public instruction to receive state funding for the additional program costs, using forms provided by the office of public instruction. (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, 20-7-303, MCA; NEW, 1979 MAR p. 1130, Eff. 9/28/79; AMD, 1980 MAR p. 134, Eff. 1/18/80; AMD, 1981 MAR p. 555, Eff. 6/12/81; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1992 MAR p. 1756, Eff. 8/14/92; AMD & TRANS, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.134 ACCOUNTING AND REPORTING (1) Each school district receiving state career and vocational/technical education funds must deposit those funds into the miscellaneous program fund as established by 20-9-507, MCA and may be expended only for approved secondary career and vocational/technical education programs. The expenditure of the funds must be reported on the annual trustees' report as required by 20-9-203, MCA. (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, 20-7-303, MCA; NEW, 1979 MAR p. 1130, Eff. 9/28/79; AMD, 1980 MAR p. 134, Eff. 1/18/80; AMD, 1981 MAR p. 555, Eff. 6/12/81; AMD, 1984 MAR p. 818, Eff. 5/18/84; AMD, 1992 MAR p. 1756, Eff. 8/14/92; AMD & TRANS, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.135 STANDARDS AND GUIDELINES FOR SECONDARY CAREER AND VOCATIONAL/TECHNICAL EDUCATION IN MONTANA (1) The superintendent of public instruction hereby adopts and incorporates by reference "Standards and Guidelines for Secondary Career and Vocational/Technical Education" 2002 edition. A copy of this document may be obtained from the State Director of K-12 Career and Vocational/Technical Education, Office of Public Instruction, P.O. Box 202501, Helena, Montana 59620-2501. (History: Sec. 20-7-301, MCA; IMP, 20-7-302.1, 20-7-303, MCA; NEW, 1992 MAR p. 2144, Eff. 9/25/92; AMD & TRANS, 2002 MAR p. 780, Eff. 3/15/02.)

10.41.136 INCENTIVE FUNDING FORMULA (1) The incentive funding formula defined in ARM 10.41.101(12) shall be equally applied to each career and vocational/technical education program. The formula includes, but is not limited to:

(a) K-12 career and vocational/technical education enrollment;

(b) approved career and technical student organizations:

(i) approved chapters; and

(ii) number of members;

(c) career experience supervision of students beyond the school year for K-12 career and vocational/technical education; and

(d) district expenditures related to the K-12 career and vocational/technical education programs. (History: Sec. 20-7-301, MCA; IMP, 20-7-208, 20-7-306, MCA; NEW, 2002 MAR p. 780, Eff. 3/15/02.)