SOUTH CAROLINA
DEPARTMENT OF EDUCATION

Renewal CTE Innovative Course Application Instructions

The following addresses the guidelines and documentation required to support the renewal of a CTE Innovative Course.

Overview

School districts and multi-district career centers are required to submit renewal information for approved innovative CTE courses **annually during the first three years the course is offered**. At the conclusion of the third year, districts must submit a **Renewal Cycle Summary** that includes three years of enrollment and program data. OCR will review the submitted information and determine whether the course should be approved as a state-level course, discontinued, or continue as an innovative course. If approved to continue as an innovative course, the course will enter an additional three-year renewal cycle during which annual renewal applications are not required; however, districts must continue to maintain enrollment and program data for future reviews. At the end of each subsequent three-year cycle, districts will submit a **Renewal Cycle Summary** for OCR review and determination. If an innovative course becomes a state-approved course, the assigned innovative course and Classification of Instructional Programs (CIP) codes will no longer be valid

The New and Renewal CTE Innovative Course Applications have been combined into a single digital form. This adaptive form guides applicants to provide all required information based on their responses. As a result, previous printed and digital document versions are no longer valid, and the digital form must be used for all applications beginning with the 2026–2027 school year.

The form is long, so please review the guidelines and checklist to ensure your application includes all required information, including the signature page. The signature page may be printed, signed, and scanned for submission, or completed using digital signatures.

If you have any questions or need additional assistance, please contact Dr. Herb Bocchino at 803-734-2862 or hsbocchino@ed.sc.gov.

Guidelines for renewing a CTE innovative course

1. The CTE Innovative Course Application is a digital form. **Handwritten, printed, or emailed applications will not be accepted**.
2. The Innovative Course Renewal Application must be submitted annually during the first three years of implementation. A renewal application should be completed with information for each year the course is offered. At the conclusion of Year 3, districts must submit a **Renewal Cycle Summary** that includes data from all three years of implementation.
3. If the Office of Career Readiness determines that the course should continue as an innovative course following the Third-Year Review, the course will be approved for an additional three-year

period. During this continuation period, districts must maintain enrollment and program data; however, annual renewal applications will not be required.

4. At the end of each subsequent three-year renewal period, districts must submit a **Renewal Cycle Summary** containing data from the full three-year cycle for review by the Office of Career Readiness.
5. The deadline for submitting a new innovative course application is **January 30**, prior to the beginning of the school year in which the innovative course will be taught.
6. The innovative course renewal application is divided into four sections:
    - Part I. Preliminary Information
    - Part II. Innovative Course Report (a report from the previous year implementation)
    - Part III. Innovative Course Renewal Request (information needed for renewal)
    - Part IV. Required Signatures
7. The innovative course renewal application must be approved **prior** to submitting the LEA's CTE Local Application if Perkins (federal) funds or Education Improvement Act (state) funds will be budgeted for the innovative course
8. The person identified as the primary contact will be notified in writing as to whether the new innovative course application has been approved.
9. The application must contain an **uploaded signature page** with the signatures of the teacher of the new innovative course, the principal/director of the school/center where the course will be offered, and the district superintendent or designee. If a multi-district career center is applying, signatures must be obtained from the superintendents of ***all*** districts sending students to the center.
10. The completed application, including supporting documentation and signed signature page must be received at the Office of Career Readiness by **January 30**.

Renewal CTE Innovative Course Application Checklist

- ☐ The applicant submitted the completed innovative course application by January 30th.
- ☐ If applicable, the applicant has reported any changes to the feeder High Schools for Career and technology Centers
- ☐ The applicant has provided a report of course data from the previous school year, including:
    - ☐ The number of classes/sections.
    - ☐ The gender breakdown of students enrolled in the course.
    - ☐ The grade breakdown of students enrolled in the course.
    - ☐ The racial/ethnic breakdown of students enrolled in the course.
    - ☐ The number of students who passed, failed, and withdrew from the course.

- ☐ The name of each industry certification earned by students in the course and the number of students who earned each certification.
- ☐ If applicable, the number of students who were able to exempt postsecondary courses.

☐ The applicant has reported any changes to the criteria used for selecting students for the course.

☐ The applicant has reported any changes in the previously submitted course syllabus and has uploaded the new syllabus to the digital form.

☐ The applicant has reported any changes to the length of the course.

☐ The applicant has reported any changes to the number of Carnegie units for the course.

☐ The applicant has reported any changes in the teacher of the course.

- ☐ If applicable, the applicant has documented that the new teacher of the innovative course is properly certified and has relevant experience and/or training to teach the course.

☐ The applicant has uploaded the signature page to the digital form with all the required signatures:

- ☐ The certified teacher of the innovative course
- ☐ The Principal/Director
- ☐ The District Superintendent or Designee
  - ☐ For multi-district career centers, Superintendents of ***all*** districts served by the center.

Links

1) CTE Innovative Course Application
2) CTE Innovative Program Application
3) CTE Innovative Course Application Signature Page
4) 3rd Year Innovative Course Renewal Summary Template