

CTE Reporting

(The following should be submitted to your administration on specific dates as noted below and throughout the guide.)

1. Master School Schedule: Due September 30 in BRP

This is used to verify the classes that are being taught this school year. ND CTE only reimburses approved Agricultural Education courses for grades 9–12.

2. All Teacher Contracts: Due September 30 in BRP

Includes signed and official regular nine-month contract, extended contract, and FFA contract.

3. Summer Schedule: Due September 30 in BRP

The schedule is used to verify the reimbursement of your extended contract. This is a good way to show your administration that your extended contract is necessary and justified. Again, the format you submit to CTE is very flexible but should outline the days you are using your extended contract and for what purpose. The report can be in lists or calendar layout form.

4. Course Outline: Units taught for the current school year. Due September 30 in BRP

A course outline identifies what you are teaching for the current school year and helps you as a guide for instruction. As a state-funded program, there are minimum expectations of topics and student competencies that should be covered in each class. Reference the class frameworks on the CTE website for these. The details required and suggested format to submit to ND CTE is located on page 22 & 23.

6. Advisory Committee Form SFN (15256): Due June 30 in BRP. <https://www.nd.gov/cte>

The completed form should list the members for the current school year, all questions are answered, and the form is signed by the chairperson.

7. Advisory Committee Minutes: Due June 30 in BRP

To receive state funding from ND CTE, your agricultural education program is **required** to complete two advisory committee meetings each year. This can be a stand-alone committee for just your agriculture program, or it can be a shared committee with other CTE programs in your school. Quality minutes need to be taken by the instructor at each meeting and submitted to CTE at the end of each year. For samples and all the information, you need on running a successful advisory committee, go to: <https://www.nd.gov/cte/forms/docs/AdvisoryCommitteeGuide.pdf>

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CTE Reporting To-Do List

The following should be submitted to your administration on specific dates as noted below and throughout the guide.

Date Completed	Description of Item	CTE Deadline
	Master School Schedule – This is used to verify the classes that are being taught this school year. ND CTE only reimburses approved Agricultural Education courses for grades 9–12.	September 30th
	All Teacher Contracts – Includes signed and official regular nine-month contract, extended contract, and FFA contract.	September 30th
	Summer Schedule – The schedule is used to verify the reimbursement of your extended contract. This is a good way to show your administration that your extended contract is necessary and justified. Again, the format you submit to CTE is very flexible but should outline the days you are using your extended contract and for what purpose. The report can be in lists or calendar layout form.	September 30th
	Course Outlines – A course outline identifies what you are teaching for the current school year and helps you as a guide for instruction. As a state-funded program, there are minimum expectations of topics and student competencies that should be covered in each class. Reference the class frameworks on the CTE website for these. The details required and suggested format to submit to ND CTE is located on page 22 & 23.	September 30th
	Travel Reimbursement Claim completed each month and submitted to your business manager (or other designated school contact) – Follow your school’s policy on submitting travel claims. No travel will be submitted to ND CTE.	Not submitted to CTE
	Advisory Committee Form SFN (15256) – The completed form should list the members for the current school year, all questions are answered, and the form is signed by the chairperson.	June 30th
	Advisory Committee Minutes – To receive state funding from ND CTE, your agricultural education program is required to complete two advisory committee meetings each year. This can be a stand-alone committee for just your agriculture program, or it can be a shared committee with other CTE programs in your school. Quality minutes need to be taken by the instructor at each meeting and submitted to CTE at the end of each year. For samples and all the information, you need on running a successful advisory committee, go to: https://www.nd.gov/cte/forms/docs/AdvisoryCommitteeGuide.pdf	June 30th

