

# OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

## PURPOSE

Oklahoma Career Tech is a statewide system of 54 campuses preparing high school students and adults for gainful employment in the workforce. When determined according to individual needs, students are linked with community resources and services to successfully transition into the workforce. Upon program completion, students may receive assistance in job search strategies, continuing education or other services necessary to achieve career goals. Although programs vary by campus, CareerTech programs are offered in seven occupational areas: agriculture, business and information technology, family and consumer sciences, health occupations, marketing, technology, and trade and industrial education.

## CONTACT

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www.okcareertech.org

See Appendix B for  
Department of Career and  
Technology Education  
Centers.

## FINANCIAL CRITERIA

- None

## ELIGIBILITY

- High school students in grades 11-12 are eligible, with special permission granted to students in grades 9-10 who meet special provisions.
- Students on an Individualized Education Plan (IEP) may participate in a CareerTech program for up to 4 years, earning up to 3 credits per year.
- Adults pay a reduced tuition at the technology centers within the district in which they reside; otherwise, out-of-district tuition rates may apply. Tuition assistance is available for those who qualify.

## AT SERVICES PROVIDED/COVERED

- Information & Referral
- Assessments & Evaluations
- Locating Alternate Funding
- Supporting Software
- Maintenance & Repairs

## AT DEVICES PROVIDED/COVERED

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|----------------------------|-----------------------------------|
| Aids for Hearing Impaired  | Educational Devices & Adaptations |
| Aids for Vision Impaired   | Environmental Controls            |
| Augmentative Communication | Seating & Positioning Equipment   |
| Computer Applications      | Worksite & Office Modification    |

## APPLICATION PROCESS

- High school students should contact the counselor at their high school for enrollment information.
- Adult students should contact the technology center in the district in which they reside for application information.

## PIECES OF THE PUZZLE

- A representative of the technology center must be on the IEP team when enrollment in a career and technology education program is considered to be an appropriate part of the student's IEP. Instructors shall have access to a copy of the IEP before the student enters the program.
- CareerTech complies with federal guidelines regarding the education of individuals with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.
- Students must be prepared to provide documentation of their disability and to discuss accommodations and modifications necessary for them to participate in and benefit from occupational training.



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## Oklahoma Department of Career and Technology Education, cont. . .

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- AT services and devices must be related to and necessary for the center and technology education program or service the student is receiving. The technology center may choose to:
  - a. use existing resources (equipment) that they already have;
  - b. obtain the needed device through equipment lending libraries;
  - c. locate other sources of funding outside the technology center district;
  - d. ask parent and/or student if they want to obtain the device through their private insurance company, if coverage exists; or
  - e. purchase the device with district funds.
- If purchased by the district, AT devices remain the property of the school.
- A parent and/or the student may request a particular device or service but the technology center is not required to provide that device if appropriate accommodations or a comparable device or service can be provided. The IEP team or accommodation plan development team must decide whether a particular assistive technology is educationally and occupationally necessary for the student.
- A plan of study is a coherent sequence of coursework that supports or leads to a career goal. Developing a plan of study helps the student begin a process that involves goal setting and identifying the steps to reach that goal. A plan of study can be a separate document developed by the student and other appropriate individuals including his/her parents, career counselor, career and technology education instructor and/or other technology center staff. The plan of study may be incorporated into:
  - a. the student's transition plan of his/her IEP when a secondary student is involved;
  - b. an IPE when a student who is also receiving services through vocational rehabilitation is involved; or
  - c. a student's accommodation plan, if appropriate. Appropriate representation of technology center staff must be included as a team member when the plan of study is incorporated into other existing plans.
- For more information about services for individuals with disabilities, career guidance, plans of study, etc., persons may contact the specific technology center in the district in which they reside or:
  - Guidance Division
  - Oklahoma Department of Career and Technology Education
  - 1500 West 7th Ave.
  - Stillwater, OK 74074
  - (800) 522-5810
  - (405) 377-2000 (Voice)
  - (405) 743-6816 (TDD)
  - FAX: (405) 743-6809