

# Regional CTE Program Submission

How to submit your program to <https://www.regionalcte.org/>

## **Required Information**

- a) Your CTE Dean's Name
- b) Your CTE Dean's Email
- c) Your Program's Name
- d) Type of Program (Certificate/Degree)
- e) Program Units
  - i. For Certificates: Certificate Required Units
  - ii. For Degrees: Units for Major Degree and Total Units for Degree
- f) TOPs Code
- g) Projected Start Date
- h) Program Goals and Objectives

*Program Goals and Objectives must address a valid transfer, occupational, basic skills, civic education, or lifelong learning purpose. Regional recommendation is only needed for programs with an occupational goal.*
- i) Catalog Description

*Catalog Description includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal.*
- j) Program Requirements

*Program Requirements includes course requirements and sequencing that reflect program goals.*
- k) Enrollment/Completer Projections

*Enrollment Completer Projections are projections of number of students to earn certificate annually.*
- l) Labor Market Information (LMI)

## **Submitting Your Program**

- a) If you do not have an account, [create an account](#).
- b) Check your email to verify your account.
- c) Sign into your account.
- d) Navigate to your Dashboard by pressing the Dashboard link on the navigation bar.
- e) On your Dashboard, click "Submit New Program".
- f) Fill out the form and attach the required documents. Depending on your region, you may be required to answer additional questions or attach additional documents.
- g) If you are unable to complete your program submission during one session, you can save your program submission and complete it at a later time.
- h) Submit your Program.
- i) Once your program has been submitted, you and your dean will receive an email. Your program will also be added to the database.  
[Browse all program submissions](#)
- j) Request for approval goes to RC Chair