

Michigan Department of Education  
Office of Career and Technical Education

**Request to Remove State Approval of a  
Career and Technical Education (CTE) Program**

Please submit this completed form by June 15<sup>th</sup> – to remove from CTEIS the following school year.

**Submit to:** Office of Career and Technical Education  
Joan Church, Department Analyst  
PO Box 30712, Lansing, MI 48909  
Phone: 517-335-0360; Fax: 517-241-5347  
Email: ChurchJ@michigan.gov

**Directions:** Submission of this form will result in the removal of this program from the Career and Technical Education Information System (CTEIS), and it will no longer be eligible to generate Section 61a1, State Aid Added Cost funds. Reporting obligations resulting from previously reported enrollments (including expenditures and follow-up reports) will still be required. **Please submit a separate form for each program (identified by a PSN number).**

**Note:** State approval of this program in the future, will require a New CTE Program Application.

Date:

CEPD Number:

Fiscal Agency:

Operating Agency:

Operating Building:

Contact Person:

Phone Number:  Email Address:

**Program Removal Requested for:**

| PSN                  | Program Name         | CIP Code             |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Reason for Removal:**

- Program Quality Issues (TRAC)       Enrollment Decline       Non-certified Instructor
- More Limited Options for Students       Unable to Hire Appropriately Certified Instructor
- Other:

|   |               |
|---|---------------|
| _____<br>Signature of Fiscal Agency Superintendent    | _____<br>Date |
| _____<br>Signature of Operating Agency Superintendent | _____<br>Date |
| _____<br>Signature of CEPD CTE Administrator          | _____<br>Date |

|                         |       |
|-------------------------|-------|
| Removal Complete: _____ | _____ |
| Signature               | Date  |

Rev. 11/2016