

Appendix 8

Locally Accredited Training Course Requests

For programs that are including Training course(s) that have not been approved by NYSED/K-12 CTE Office:

Your BOCES or local school district has the statutory and regulatory authority to offer occupational/career programs to adult populations under the oversight and accreditation of the local boards of education (without the need for additional NYSED program-level approval or oversight). The AEPP office is prepared to provide EPE funding to support these courses.

Appendix 8 must be completed and signed by the Superintendent or District Superintendent as part of the application process.

Training courses may be proposed for EPE funding two times per fiscal year; 1) the initial application completed annually by **June 15, 2026**, or in the month of November for approval and implementation in the second half of the fiscal year. These are the only two opportunities for programs to add Training courses for EPE funding. There will be no exceptions.

It should also be noted that credentials achieved through any Locally Approved Training Courses will not count toward Measurable Skill Gain unless/until those same credentials are approved under separate WIOA funding.

Table 7a: Locally Approved Training Courses

Please note, all fields must be completed before this application is submitted or it will not be reviewed or approved.

Locally Approved Training Course Title	Training Area	Projected # Students	Required Course Hours	Projected # Contact Hours	*Date of Board of Education Approval	**High School Diploma Required Yes/No
TOTAL (Place on Line 7a of Program Component Worksheet)						

***Evidence of Local Board Approval will be requested.**

****Any Locally Approved Training Course requiring a High School Diploma, or its equivalent cannot be approved.**

By initialing each item below, the signatory attests that each CTE course identified in Table 7a:

_____ has been approved by the local board of education.

_____ meets the requirements of Part 141.4 of Commissioner's regulations.

_____ the content and duration of the course is adequately designed to meet its occupational and educational purposes.

_____ employs properly certified directors, supervisors, principals, teachers and counselors that have education and experience that are properly matched to the occupational and educational purposes of the program.

_____ meets the industry standards or other standards required for employment within the occupation or occupational cluster for which the course is designed to lead.

_____ leads to the requisite credential necessary for obtaining employment within the occupation area for which the course is designed.

_____ High School Diploma or its equivalent is not a prerequisite for any of the courses listed above

_____ is under the direction and supervision of the District Superintendent or local superintendent of schools.

I hereby certify that I am the applicant institution's Chief Administrative Officer, and on behalf of the school district I agree to the requirements and terms of approval.

Superintendent's Signature

Printed Name

Title

Date

New York State Education Department
Office of Adult Career & Continuing Education Services
Adult Education Programs and Policy Team
89 Washington Avenue, 460 EBA