



CTE Program Amendment Instructions

This document outlines the process for Local Educational Agencies (LEAs) to submit amendments to an approved Career and Technical Education (CTE) Program Application.

Purpose of a CTE Amendment

A CTE amendment allows LEA to update information in an already approved CTE Program Application.

Beginning June 1, 2026, all LEAs will use the online CTE Program Application system and the updated application. The online application is designed as a living document that can be updated as program changes occur.

Changes That Require an Amendment

An amendment should be submitted when an LEA needs to:

- Change the identified CTE Program Administrator contact information
- Update superintendent or Identified Official with Authority (IOWA) contact information
- Add or remove a program content area

Note: Amendments are no longer required for courses or teacher changes. LEAs are responsible for tracking program changes, updating them internally each year using the district's established processes and reporting systems.

How to Submit an Amendment

Step 1 — Confirm an Amendment Is Needed

Contact: CTE.Program.Application.MDE@state.mn.us

- Describe the type of amendment requested.
- Minnesota Department of Education will confirm and send you the link to complete the amendment

Step 2 — Complete or Amend the Program Application

The program application process is the same whether an LEA is submitting an initial application, renewing an existing CTE program, or adding a new CTE content area.

When adding only one new CTE program area, LEAs may choose to:

- Complete an application for all district CTE programs in one, or
- Complete the application for the specific content area being added.

Note: It may be beneficial to complete a full program application, as future amendments and 5-year renewals will be completed by editing the existing application.

Step 3 — Review Assurances

Before submission:

- Review all application assurances.
- Ensure the application reflects current program operations.

Step 4 — Superintendent/Authorized Official Review

When making an amendment the superintendent or Identified Official with Authority (IOwA) must review and approve the amendment before final submission.

Important Notes

Application as a Living Document

The online CTE Program Application supports ongoing program maintenance and continuous improvement. Amendment information may be reviewed during:

- Program monitoring
- Program approval renewals

Recommended Local Practices

- Review application information annually
- Maintain internal records of program changes
- Document advisory committee discussions related to program additions or removals
- Coordinate updates among CTE administrators, SIS staff, counselors, and instructional staff

Questions or Technical Assistance

For assistance with amendments or the CTE Program Application process, contact:

CTE.Program.Application.MDE@state.mn.us

Access [CTE Frequently Asked Questions \(FAQ\)](#) for additional information.