



## **OHLAP Course Approval Process and Procedure Computer Technology Credit**

*Approved July 2006  
ODCTE*

As the Department of Career and Technology Education (ODCTE) increases its offerings in the academic arena, it is necessary to make sure that our students are offered all the advantages that go along with our courses. The Oklahoma State Regents for Higher Education (OSRHE) and the ODCTE are working cooperatively to ensure the highest standards for our students to enable them to have the appropriate college admission courses as well as Oklahoma Higher Learning Access Program (OHLAP) credit. This process has been standardized in order to allow a more uniform format for submission to OSRHE. Approval for OHLAP credit all begins at the ODCTE. This process has been agreed upon by the two agencies. Our goal is to approve courses for OHLAP credit on a standardized, statewide basis to provide as much consistency and equity of opportunity for high school students as possible. Any school that desires to seek OHLAP approval for a course not approved for credit must follow the steps outlined below. The following should be submitted to Lynn Hughes, Processing & Planning Specialist, Instructional Services Division—ODCTE:

1. Cover page that indicates the technology center or high school name, contact information of the person submitting the request and the name of their state career supervisor or technology center field service coordinator and date of submission.
2. Course syllabus.
3. ODCTE course number, name, and OCAS code.
4. Description of course.
5. Course outline with units of instruction covered and time spent on each unit.
6. Evidence of application, which meets the OSRHE definition of Computer Technology. The definition is *“Courses in programming, hardware and business computer applications such as word processing, databases, spreadsheets and graphics. (Keyboarding or typing classes and courses that simply use the computer as a tool DO NOT qualify.)”*

7. Evidence that the course or sequences of courses have content that meets the Computer Technology definition and provides no less than 120 hours of instruction that is documented and evidence provided in #5 above.
8. Upon receipt, ODCTE will review the application proposal. If the proposal is complete and correct, it will be submitted to State Regents' staff for final approval.
9. If deficiencies are found, the state occupational supervisor will contact the person/site submitting the proposal and communicate curriculum or proposal content inadequacies for correction and resubmission. Units of credit approved will be standardized across all courses statewide if the same course syllabus and units of instruction are used and verified. Approved courses will be listed on the ODCTE website after approval.
10. Once a course is approved for OHLAP credit by the Regents staff, the ODCTE contact will be notified. The approved course description and outline with units of instruction, syllabus, ODCTE course and OCAS codes will be forwarded to all sites offering the course by the state occupational supervisor. Each site offering the approved course must send a letter of acknowledgement of the course requirements for OHLAP credit to the occupational supervisor and include a statement of assurance that the approved curriculum is taught as approved.

This process will assure a more standardized appearance of the document and a streamlined method of submission of courses. Lynn Hughes, Processing & Planning Specialist in Instructional Services, will be compiling the proposals for submission and keeping record of these courses. Belinda McCharen, Associate State Director, will then submit the proposal and be in contact with the Oklahoma State Regents for Higher Education.

Your ODCTE contacts for OHLAP questions are:

Belinda McCharen Ed.D.  
Associate State Director  
405.743.5432  
[bmcch@okcareertech.org](mailto:bmcch@okcareertech.org)

Tina Fugate  
Math/Science Specialist  
405.743.5139  
[tfuga@okcareertech.org](mailto:tfuga@okcareertech.org)

Lynn Hughes  
Processing & Planning Specialist  
405.743.5155  
[lhugh@okcareertech.org](mailto:lhugh@okcareertech.org)