



Establish or Renew a Classification of Instructional Program (CIP) Code

This form is used by public school entities seeking to establish or renew a classification of instructional program (CIP) to the current [Public School CIP Listing](#).

Prior to submitting a completed form, please review the Public School CIP Listing to determine if the program is on the current list. The list may change annually. If the CIP is not on the current list, please review the [Federal CIP](#) database, complete the attached form and submit to:

PDE Bureau of Career and Technical Education

Attn: Beth Marshall

333 Market Street, 11th Floor

Harrisburg, PA 17126

Each request must be on a separate form.

Forms are due by January 31. Late or incomplete submissions will not be considered.

If you have questions regarding the form, contact Beth Marshall at betmarshal@pa.gov.

Application to Establish or Renew a Classification of Instructional Program (CIP) Code

1. Name of Public School Entity
Address
Contact Person
Contact Person Email Address
Contact Person Phone Number
2. Renewal of a CIP Yes No
3. Addition of a new CIP Yes No
4. Title and number of the CIP
5. Occupational competency area of the CIP

Attach the following with your application:

6. Description of the CIP
7. List of skills the students must attain in order to complete the CIP
8. Evidence of financial support for the CIP
9. Occupational Analysis
10. State and Regional data demonstrating need for the CIP
11. Curriculum
12. Recommendation from an advisory committee or industry for the CIP via OAC Minutes

Contact Person	Signature	Date
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Superintendent/CTC Director	Signature	Date
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Below for PDE use only

_____ Approve

_____ Disapprove

BCTE Director Signature

Date