



Office of Career and Technical Education
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November 12, 2025

Pamela J. Odom, Superintendent
Syracuse City School District
725 Harrison Street
Syracuse, NY 13210

Dear Ms. Odom:

Your career and technical education (CTE) program approval application has been approved. Congratulations on the successful completion of the career and technical education program approval process for HVAC-R, Classification of Instructional Programs (CIP) code, 47.0201. Use this CIP code for all data collection pertaining to this program.

Approval to begin program implementation is granted for the 2026-2027 school year. If the approved components and appropriately certified staff remain in place, this program approval remains in effect until June 30, 2031. Technical endorsements may be added to the diplomas of students completing this program beginning with the graduating class of 2027.

This program approval neither constitutes nor implies approval for eligibility decisions for training funds from any source. Requests for approval to access such funds must be directed to the person or agency responsible for those funds.

The Department should be informed of any significant modifications (e.g., changes in technical assessment, teacher, or program content) of this program. Staff are available for consultation should you require technical assistance (please refer to your SED program number, 02243). You will be notified if your program is selected for a site visit in the future.

My staff and I hope that the process was a rewarding one for all who participated. We are confident that the program approval process continues to make positive contributions to the value and quality of career and technical education in New York State.

We look forward to sharing information about the achievements of your approved program with others. Best wishes for successful implementation of your program.

Sincerely,

Amy Cox
Director of Career Readiness and Workforce Partnerships

cc: Erin K. Noto

CONDITIONS AND TERMS FOR NYSED-APPROVED CTE PROGRAMS

INITIALLY APPROVED 2025

Critical Dates

Approval period	2026-2031
SIRS data reporting	Required annually (see IRS reporting timeline)
3S1 data reporting	Required annually by March 31
Amendment filing	As needed
Program expiration	June 30, 2031
Re-approval application due date	June 30, 2031
Re-approval application closing date*	September 30, 2031

**Any issues identified by the Office of CTE must be resolved immediately. Failure to receive program re-approval from the Office of CTE by September 30, 2031, will result in a lapse in the program. Lapsed programs will be removed from the NYSED-approved list and in NYSED's Information Reporting Services' Level 2 data, resulting in student CTE data being blocked from SIRS reporting. These lapsed programs are not considered to be active, and therefore, they are not eligible to award the 4+1 CTE Pathway, integrated/specialized academic credit, and the technical endorsement beyond the 2030-31 school year.*

Administrative Requirements

Commissioner's Regulations 100.5(d)(6)(iv)(a) require NYSED-approved CTE programs include the following elements:

- a technical and academic curriculum that achieves the commencement level of the appropriate New York State learning standards for all courses in the career and technical education program, including integrated and/or specialized English, mathematics, science, economics and government, and faculty with State certification in appropriate academic and/or technical subjects;
- a three-part technical assessment that includes an industry developed written and performance component, and a locally developed student project or demonstration of technical skills;
- postsecondary articulation agreements;
- work-based learning opportunities available for students;
- a work skills employability profile to document student attainment of technical knowledge, work-related skills, endorsements and licenses; and
- an assurance that data on student progress and performance will be made available (i.e., reported to the state's Student Information Repository System) to evaluate success on Regent's examinations or approved alternatives, technical assessments, and placement in employment, the military or postsecondary education programs.

To comply with Commissioner's Regulations and the Regents Policy on CTE Program Approval, NYSED-approved CTE program providers must also adhere to the following conditions and terms.

1. **Notice of offering integrated and specialized academics:** Programs may be approved for integrated and specialized academics through the CTE approval process. New York State education policy requires that specialized units of credit be approved by each local school superintendent or designee where the academic credit will be awarded. Please share the approved integrated and specialized academics offered in this program with your component districts.
2. **CTE data reporting:** Each year, districts, charter schools, and BOCES are required to collect and report data to the NYSED Office of Information Reporting Services (IRS) through the Student Information Repository System (SIRS). The CTE data collected in SIRS is governed by federal mandates, as some CTE programming receives federal funding from the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). CTE reporting requirements are the same for all schools, whether or not they use Perkins funding directly.

All providers of CTE courses must report to the Course Instructor Assignment, Student Class Entry Exit, and Student Class Grade Detail templates. All NYSED-approved CTE program providers must also report to the Programs Fact, Assessment Fact, and the Student Lite templates. CTE providers are responsible for establishing their own internal data collection methods.

CTE data should be reported by the program provider—the agency that operates the NYSED-approved CTE program. This change does not remove the need for districts and BOCES to share CTE data for other purposes (e.g. the generation of transcripts and awarding of credits). Guidance on reporting data to the Department via the SIRS Level 2 data warehouse can be found on the [Student Information Repository System \(SIRS\) Guidance](#) webpage. Post high school placement data is the only CTE data element that is reported outside of the SIRS. NYSED-approved CTE program providers must annually complete and submit a 3S1 post high school placement report to the Office of CTE. Guidance on reporting 3S1 post high school placement data to the Office of CTE can be found on the [Post-Program Placement Data \(3S1\)](#) webpage.

3. **Awarding of technical endorsements:** Students who successfully complete a NYSED-approved CTE program, including passing each part of the 3-part technical assessment, may be awarded a technical endorsement. The technical endorsement is imprinted on a seal to be affixed to the diploma and includes the phrase Career and Technical Endorsement. The NYSED does not provide the actual seal; this must be obtained locally. Please contact the Office of CTE for a sample endorsement seal that has been developed by the New York State Education Department (NYSED). Program providers who offer shared program services need to notify component districts of students who have completed all approved program requirements and earned the technical endorsement.

4. **Use of the 4+1 CTE pathway:** Students who successfully complete a NYSED-approved CTE program, including passing each part of the 3-part technical assessment, may use their completion of the program as an approved pathway to meet graduation requirements under the “4+1” pathway assessment option. The 4+1 Career and Technical Education (CTE) pathway can be utilized once a student has met the minimum diploma requirements of 22 credits, passed the four required Regents exams (one in each of the following subjects: English language arts, mathematics, science, and social studies), and successfully completed a NYSED-approved CTE program. Program providers who offer shared program services need to notify component districts of students who have completed all approved program requirements and may utilize the 4+1 CTE pathway.
5. **Amendments:** Any changes to a NYSED-approved CTE program (e.g. program content, technical assessment, program faculty, etc.) must be requested and approved through an amendment form prior to the change being implemented in the program of study. Amendments can be filed at any point during the five-year approval period. Amendments are designed for minor changes that do not substantially impact the overall program intent. Substantial changes may not be made through amendments and may require a re-approval application. For assistance in determining if a change is substantial, please contact the Office of CTE.
6. **Maintaining program approval:** NYSED-approved CTE programs are approved for a five-year period. To maintain approval, program providers must complete and submit a re-approval application by the June 30 program expiration date. Clarifications requested by the Office of CTE must be resolved by the program provider to obtain program re-approval. Failure to receive program re-approval from the Office of CTE by September 30 will result in a lapse in the program. Lapsed programs will be removed from the NYSED-approved list and in NYSED’s Information Reporting Services’ Level 2 data, resulting in student CTE data being blocked from SIRS reporting. These lapsed programs are not considered to be active, and therefore, they are not eligible to award the 4+1 CTE Pathway, integrated/specialized academic credit, and the technical endorsement beyond the program expiration date.

CTE PROGRAM APPLICATION VERIFICATION FORM

Program Information

☒ Initial Application ☐ Re-approval Application ☐ Amendment

Name of School District/BOCES: Syracuse CSD

BEDS Location Code(s): 421800010033

Program Title: HVAC-R

CIP Code: 47.0201

SED program number: 02243

Program Content Part 1 (see below for Part 2)

Total Number of Credits Required to Complete the Program: **6**

CFM Delivery: ☒ Embedded ☐ Stand Alone

Academic Credit(s):	Integrated	Specialized	None
ELA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social Studies/Participation in Government (1/2 unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social Studies/Economics (1/2 unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Work-Based Learning

- ☒ Unregistered experiences
☐ CO-OP
☐ CEIP
☐ GEWEP

Technical Assessment

Written: YouScience 518 HVAC-R
 Practical: YouScience 518 HVAC-R
 Locally developed project/portfolio: Portfolio

Postsecondary Articulation Agreement(s)

Postsecondary institution(s): Mohawk Valley Community College

Program Faculty Certifications (see below for approved faculty by course)

Program faculty certifications approved to teach in this program: Heating, Ventilation, Air Conditioning, & Refrigeration 7-12

Program Classification

Federal Career Cluster:

- ☐ Advanced Manufacturing
☐ Agriculture
☐ Arts, Entertainment, & Design
☒ Construction
☐ Digital Technology

NYS CTE Content Area:

- ☐ Agriculture
☐ Business and Marketing
☐ Computer Science
☐ Family and Consumer Sciences
☐ Health Sciences

<input type="checkbox"/> Education	<input type="checkbox"/> Technology Education
<input type="checkbox"/> Energy & Natural Resources	<input checked="" type="checkbox"/> Trade & Technical Education
<input type="checkbox"/> Financial Services	CDOS Career Area:
<input type="checkbox"/> Healthcare & Human Services	<input type="checkbox"/> Arts/Humanities
<input type="checkbox"/> Hospitality, Events, & Tourism	<input type="checkbox"/> Business/Info Systems
<input type="checkbox"/> Management & Entrepreneurship	<input checked="" type="checkbox"/> Engineering Technologies
<input type="checkbox"/> Marketing & Sales	<input type="checkbox"/> Health Services
<input type="checkbox"/> Public Service & Safety	<input type="checkbox"/> Human/Public Service
<input type="checkbox"/> Supply Chain & Transportation	<input type="checkbox"/> Natural/Agricultural Sciences

Program Content Part 2			
Course Title:	SCED Code:	Number of Credits:	Approved Program Faculty:
HVAC-R 100	17055	1	David Hill
HVAC-R 200	17054	1	David Hill
HVAC-R 300	17053	2	David Hill
HVAC-R 400	17056	2	David Hill
Total Number of Credits Required to Complete the Program: 6			

Reviewer: Brittany Kitterman

Date: 10/31/25