



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.  
State Superintendent of Education

May 21, 2025

**MEMORANDUM**

**TO:** City and County Superintendents of Education

**FROM:** Eric G. Mackey *EGM*  
State Superintendent of Education

**SUBJECT:** Updates on Career and Technical Education Completer Status

This memorandum serves to provide updated guidance regarding Career and Technical Education (CTE) completer status. These updates aim to enhance clarity and ensure consistent implementation across all local education agencies, supporting accurate reporting and student success.

**Career and Technical Education (CTE) Program Completer**

To meet the CCR Indicator as a CTE completer, a student must earn three (3.0) full credits in CTE courses that are part of an approved CTE program of study, including the following requirements:

1. Students must be declared annually in an approved CTE program of study.
2. Only credits earned by completing coursework listed in the [CTE Program Guides](#) will be counted.
  - a. Courses have been identified as Foundation, Concentrator, and Capstone in the College and Career Indicator Course Matrix located on the last page of each CTE Program Guide.
  - b. Some CTE programs have required foundation courses and are outlined in each cluster's Course of Study.
3. Each credit earned must have a final grade of "C" or higher.
4. Students can be a CTE completer when they complete one of the following:
  - a. Earn a maximum of one (1.0) full credit each by completing a Foundation course, Concentrator course, and Capstone course as outlined in an approved CTE program of study.
  - b. Earn a maximum of one (1.0) full credit by completing a Foundation course, and two Concentrator courses in an approved CTE program of study.
  - c. Earn a total of three (3.0) full credits by completing Concentrator courses in an approved CTE program of study.
  - d. Earn a total of two (2.0) full credits by completing two Concentrator courses, and one Capstone course in an approved CTE program of study.
5. Career Preparedness can only be counted as a Foundation course in the Business Management and Administration, Marketing, or Finance clusters.
6. Approved Dual Enrollment courses may count toward CTE completer status when taken as part of an approved CTE program of study. A list of approved Dual Enrollment courses will be provided by the Alabama State Department of Education.

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If you have any questions or concerns, please contact Mr. Dodd Hawthorne, Assistant State Superintendent of Education, Career and Technical Education/Workforce Development Section, by telephone at 334-694-4767 or by email at [dodd.hawthorne@alsde.edu](mailto:dodd.hawthorne@alsde.edu).

EGM:DH:CMF

cc: City and County Career and Technical Education Directors  
City and County Career and Technical Education Counselors  
City and County Career Coaches  
City and County CCR Key Program Contacts  
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