

April 7, 2025

This message was sent to all K–12 and County Offices of Education (COE) Course Approval Coordinators and Adult Education Directors.

Subject: Course Approvals for Program Years 2025 and 2024 for All K–12 and County Office of Education

Dear Adult Educators:

California law (*Education Code* Section 52506) requires the State Superintendent of Public Instruction to establish procedures for K–12 and County Office of Education adult schools to secure annual course and program approval. The online Course Approval System for the 2025–26 program year is now open. Accessing the [Adult Education Online Application and Reporting site](#) (reporting site) requires an account.

2025–26 Course Approvals are due to the CDE **no later than June 15, 2025**. Agencies have until March 31, 2026, to make revisions for courses offered in that year. This process change ensures approvals are completed before the start of instruction. An exemption for non-instruction is available.

2024–25 Course Approvals

2024–25 Course Approvals were due March 31, 2025, and are now considered overdue if incomplete. The window of opportunity to submit for this year is quickly closing. Agencies are asked to reach out to their Adult Education Office (AEO) Regional Consultant if they are still working on obtaining internal approval to submit an approval request to the CDE. Lack of compliance with this state requirement could jeopardize future funding (*Education Code* Section 52515).

Need Course Approval System Access?

By now, all K–12 and COEs should have:

- obtained access to the Course Approval System.
- established an OAR Administrator. This person is responsible for managing agency user access to the online system.
- identified a Course Approvals Coordinator. This person has access to the online system and is a contact person for their agency's Course Approvals.

If your agency has not yet designated an OAR Administrator and still needs initial access to reporting site, please take a few minutes to complete the New Agency Request Form to provide the details required for user account creation. Follow this link: <https://caadultedreporting.org/NewAgencyForm/Index> to get started.

New Course Approval Coordinators whose agency already has an OAR Administrator should contact that OAR Administrator directly for new user access. If you are unsure who that person is for your organization, we can help. Please contact your AEO Regional Consultant for further assistance.

Resources

We are continuing to add resources to assist with using the Course Approval System. A previously recorded webinar detailing the requirements and a walk through of the software is available. Access the information from the [Resources](#) page of the [reporting site](#) (login required) or through [this YouTube Course Approval Webinar link](#).

If you need assistance finding your AEO Regional Consultant or have questions about Course Approval requirements, please contact the AEO at adulthoodeducation@cde.ca.gov or 916-322-2175.

Sincerely,

Carolyn Zachry, Ed.D.
Education Administrator and State Director
Adult Education Office
California Department of Education
916-322-2175
adulthoodeducation@cde.ca.gov