CTE Program Approval Frequently Asked Questions

1. What is a career preparation program of study?

A RIDE-approved career preparation program of study is offered through the Rhode Island CTE System, at the secondary level, that a) offers students no fewer than three connected, rigorous, non-duplicative career and technical education courses; b) delivers a curriculum aligned to both state academic and industry standards; c) provides instruction by appropriately certified and highly trained instructors; and d) provides industry-recognized credentials whenever applicable to the program, and/or postsecondary credits, and/or advanced standing in postsecondary education and training programs.

2. What is an accredited program and how can a new accreditation be approved?

An accredited program is one that has undergone an industry review and accreditation process that can serve as the evidence of the program meeting the RI Career Preparation Program Standards. The pre-approved accreditation processes are listed on the RIDE website as follows:

1) ACF	American Culinary Federation	
2) CTE NEASC	New England Association of Schools and Colleges	
3) NATEF	National Automotive Technicians Education Foundation	
4) NCCER	National Center for Construction Education and Research	
5) NIMS	National Institute for Metalworking Skills	
6) PrintEd	Graphic Arts Education and Research Foundation,	
7) PLTW	Project Lead the Way	
8) P-Tech/CCRI	RI Commerce Corporation	**http://www.ptech.org**
9) NAFT	NAF	

Programs may also request for a RIDE review of other accreditation processes to be included as substitutes. Interested program applicants should contact their RIDE CTE program coordinator for further information.

3. What is a Course Sequence?

The **specific number and order of courses** required for the student to complete the program of study. Programs may require more than three courses for completion, or provide multiple courses for students to choose from to meet the program of study requirements. The course with the highest number in sequence is used to determine if a student completes a program and the course with the highest number in sequence will be considered the completer course. There can be more than one course at each level of the program. Some programs of study may structure the sequence in 3 or 4 parts, with each part broken up into semesters. For example, a course sequence may consist of 6 half-year courses but be made up of three full year parts.

4. Who is a concentrator in a program?

A student who **completes at least two courses** in the required sequence of a program of study is called a **"concentrator"**. Typically, programs of study are a sequence of 3 or 4 full-year courses and are required to complete the program.

5. Who is a completer of a program?

A student who **completes the required courses** as outlined in the course sequence for the program of study is a **"completer"**. The course with the highest number in sequence will be used to determine whether the student completes a program. For example, with a four-course sequence a student becomes a concentrator with the completion of the second course but a completer with the fourth course.

6. What is advanced standing in a registered apprenticeship?

Through a formal agreement, a student qualifies for credit toward a registered apprenticeship, thereby reducing the amount of time required to complete the apprenticeship. After high school, the student may or may not go into in the apprenticeship.

7. What is a recognized credential?

As part of the program approval process, RIDE has developed a list of recognized credentials that meet the definition provided in the CTE regulations. This list will be modified as new credentials are developed or made available to specific industries. The regulations specify a credential as a specialized subset of certificates; credentials provide portable, meaningful documentation that a student has mastered an industry-established and validated range of skills, met necessary training and education requirements, and demonstrated readiness to enter a specific industry.

For a list of approved credentials for the purpose of program approval go to **http://www.ride.ri.gov/StudentsFamilies/EducationPrograms/CareerTechnicalEducation.aspx#317760-new--cte-program-review-and-approval-materials-and-processes.**

8. What is a postsecondary credit?

A postsecondary credit is when a student has earned the credit through a district, school or program-guided agreement, including: dual enrollment, concurrent enrollment and/or AP credit while enrolled as a secondary student.

9. How do I know if my evidence is valid?

The evidence provided should demonstrate that the program is meeting the standard. Quality of evidence is more important than quantity.   Use the CTE program approval rubric to determine if evidence will show how the program is meeting the standard.   RIDE has provided a matrix of sample evidence that responds to the standards. The evidence matrix can be found on the RIDE website, entitled "CTE Standards and Evidence Matrix" at http://www.ride.ri.gov/StudentsFamilies/EducationPrograms/CareerTechnicalEducation.aspx#317760-new--cte-program-review-and-approval-materials-and-processes. The evidence matrix is a guide only and should not be considered a required list.   Many types of evidence may be sufficient to show how the program is meeting the standard. RIDE encourages applicants to review the details of the matrix, as well as the application directions, which include how to upload your program's evidence to the Fluid Review application system.

10. What are the CTEBOT Standards?

These are the new, additional CTE Standards created by the CTE Board of Trustees. They are applicable to new programs beginning July 1, 2016 requesting RIDE approval beginning with the 2016-17 school year. They are applicable to currently established programs, beginning July 1, 2017. Career & Technical Education Board of Trustee career ready standards are approved by the State of Rhode Island Department of Elementary and Secondary Education (RIDE) and are designed to align with program specific employability requirements as developed in partnership between education/business to meet current/future employment needs. These standards include a blueprint of essential requirements, curriculum product (when applicable), aligned assessments and potential deliverables. Located at:
http://www.ride.ri.gov/Portals/0/Uploads/Documents/Students-and-Families-Great-Schools/Educational-Programming/Career-and-Tech/CTE%20Trust/CTE%20Board%20Standards%20for%20Entry%20Level%20Work.pdf

11. How do I know if my application is acceptable for review?

The program applicant will be contacted, via email, by a member of the RIDE CTE Team, that your submitted application has, or has not, been accepted for RIDE program approval review. You will also be advised of the timeframe involved with your program review schedule.

12. What happens after I submit my application?

Your application will be assigned to one of the four members of the RIDE CTE Team who will also be your designated Lead Reviewer. This is the person whom you should contact directly regarding any questions concerning your specific program application. Two other members of the RIDE CTE Team will also be on your review team. Your Lead Reviewer will be the coordinator of your scheduled site visit and who will coordinate the details with you. Your application will be reviewed and the site visit (traditional and innovative programs only) completed within thirty days of receipt of your application to RIDE.

13. What are the final results of the review and approval process?

After completion of the site visit (traditional and innovative programs only), and a final RIDE CTE Team discussion, your RIDE CTE Team Lead will issue a draft report, which may include findings or recommendations. Your LEA will then have thirty days from the date of the issuance of this draft report to respond to it. RIDE staff will then issue a final written report. Any program with findings will have thirty days from the date of the issuance of the final report to submit an improvement plan for RIDE approval.

14. Who can I contact with questions about the application?

Your RIDE Lead Reviewer will be your contact regarding any questions concerning your program approval application.

15. Who can I contact if I have technical problems with the application?

For technical questions pertaining to this application, please contact 222-8451 or by email at Joyce.Anderle@ride.ri.gov. For a technical issue with Fluid Review please contact the support desk at **help.fluidreview.com/contact.** If you have program-related questions about your application, please contact your RIDE Lead Reviewer.