


Program Standards Requirements


These questions address CTE program standards. You can read the full set of standards here.

Please refer to relevant documents submitted as required and optional evidence in each answer.


Admissions

 How does your program address any disproportionate enrollment or performance of specific student groups (i.e. gender, race, poverty, ELL, special education, etc.)? Provide strategies employed by the program.

100 words

 Required evidence: admissions policy

Published copies of admissions policy and procedure, application forms, appeals process and enrollment policy.

 Required evidence: family-facing documents


Sample application forms and acceptance and/or denial letters in the major language(s) spoken by student populations in the CTE region.

 Optional Evidence

You may add additional evidence, such as recruitment efforts across diverse student populations.

Optional evidence must be referenced in an application answer(s) to indicate its intent.


Health & Safety

 Briefly explain how you ensure the safety of all students participating in the program. This includes safety procedures for any potentially dangerous materials or equipment that may occur at school or during a work-based learning experience.

100 words

 Required evidence

Please include the following evidence of most recent inspection.


 Have there been any injuries to students or staff in your program in the past five years?

Yes (please explain below)


No


 Explanation of injuries

200 words


 Required evidence if answer above is yes: Accident reports

If you have any reported accidents (see above), please include any related accident reports.

 Facilities & Equipment

 Describe how the school/LEA provides access for students to adequate and appropriate facilities, equipment, and supplies. Describe how the school/LEA ensures that facilities and equipment used for instructional or training purposes involve up-to-date technology and meet current business and industry standards. Describe how industry has input into the technology that is selected/used in this program.


100 words

 Required evidence: capital investments


A program design or plan for regular capital investments to ensure up-to-date technology and equipment

 Required evidence: facilities review

Last facilities review about accessibility of the facility for students with disabilities


 Required evidence: additional information

Please submit one of the following: Evidence of a facility tour from statewide advisory participation or an industry representative and their approval of the facilities Current documentation that facilities and equipment are accessible for all students and comply with industry standards Documentation of the recency of investments in capital improvements, equipment, and technology.

 Optional evidence

Optional evidence must be referenced in an application answer so as to indicate its intent. You may include one of the following: History of maintenance and replacement for major equipment and a schedule to continue doing so in the future. Ratio of students to work stations and, as applicable, documentation that the ratio is in line with industry standards

 Student Supports

 Describe how the program will ensure students have access to the system of supports and services described in state statutes and regulations. Such systems should include providing students the opportunity to engage in a goal-setting and planning that supports their academic, career, and personal/social goals and individual needs.

200 words

Required evidence

Please attach at least one of the following: Documentation that the program has integrated supports from guidance and advisory Evidence that planning and goal setting is integrated into lessons and/or the program Evidence of counseling, advising, and planning services provided regularly for the student throughout the program of study

Required Evidence

Please attach one of the following: Current enrollment percentages of students with IEP, ELL, Progress Plan and PLP with description of specific supports. Relevant documentation from students' IEPs or ILPs Documentation that students' ILP and postsecondary planning reflect their pursuit of technical training

Optional evidence

Optional evidence must be referenced in an application answer so as to indicate its intent. You may include the following additional evidence, including the following: Documentation that students' ILP and postsecondary planning reflect the pursuit of technical training Documentation that demonstrates the degree to which counselors have awareness and knowledge of the program

Partnerships

Please use the questions below to describe industry partnerships and advisory committees that inform and advise the program.

Does this program participate in a statewide industry advisory?

- Yes
- No

Identify the program faculty/administrators who attend the statewide advisory, and explain how participation in the advisory will inform program quality

Required evidence

Documentation of an industry or advisory board routinely assessing the program, including a list of membership (formal agendas, sample meeting minutes)

Please indicate whether you plan to join a statewide advisory, if there is a commitment from the school leadership to do so, and the timeframe for joining

50 words

Describe how the program will include formal and/or informal relationships as necessary for support. Describe how the LEA/school will reflect the community and be representative of key stakeholders.

100 words

FOR REFERENCE ONLY

 Required evidence

Please attach at least one of the following: School calendar of program related events Data on students being employed or interning with local or regional businesses Opportunities for parent involvement Other documentation that established partnerships are reflective of the community and/or region.

For Reference Only