

## A Program Elements | FRCPP CATS

**Standards:** 2.1, 4.1, 8.1, 13.1, 13.3, 13.4

**Documentation/Evidence:**

1. Letters of support (2)
2. Occupational Advisory Meeting minutes (2 per year) Fall, Spring
3. Official roster (or paid invoice) for the Career and Technical Student Organization used for the program (CTSO)
4. Updated task lists crosswalked with the courses at your school
5. PPID numbers of all instructors in the program

## B Program Elements | Academic Standards | Program Design and Delivery

**Standards:** 1.1, 8.2, 15.1, 15.2, 15.3, 15.4, 15.5, 15.6, 15.8, 15.9

**Documentation/Evidence:**

1. Learning Guides OR Unit Plans OR Lesson Plans that include academic or Pennsylvania Core Standards (samples)
  - a. The sampling of evidence needs to demonstrate that all the following core standards: ELA, Math, STEELS, and CEW, are aligned to the CTE program
2. Evidence such as lesson plans and/or photos, news articles to demonstrate:
  - a. Student leadership development and civic involvement through Career and Technical Student Organizations
  - b. Student involvement with community and civic organizations in conjunction with the CTSO
3. Documentation of standards-based instructional system (ie. accreditation, nationally recognized programs)
  - a. Description of industry-defined standards or industry certification/state license if applicable
  - b. List of or reference to national industry standards
4. Evidence of occupational analysis completed by student or in class
  - a. Example lesson using ONET or local county profiles
  - b. Example lesson related to Career Objective form and how the program training connects to the associated occupations
5. Rubric, or sampling of rubrics, that describe how well a task must be performed
6. Documentation showing number of students earning industry certifications/state license for the past two years
7. Description of extended classroom/work-based learning/simulated work situation experience
  - a. List or number of students participating in extended classroom/work-based learning/simulated work situation experience
  - b. Pictures of activities
  - c. Supervised Agricultural Experience (SAE) rubrics and sample SAE projects required for agriculture programs listing in scope and sequence
  - d. Economic Impact Report from AET system

## C Program Elements | Program Tracking and Accountability

**Standards:** 1.2, 1.3, 3.1, 7.1, 10.1, 10.2, 11.1

**Documentation/Evidence:**

1. Evidence students are taking high-level academics integrated within the CTE program
  - a. Student transcripts (samples for each CIP) x 5
  - b. Obtain transcripts from each of the sending schools if your school does not issue the transcript

## Approved Program Technical Evaluation Checklist \_ Evidence Only

2. Evidence that students are completing the planned scope and sequence
  - a. Bell schedules: Teacher/student schedules (samples for this CIP)
3. Completed student Program of Study (POS) or locally designed Career and Technical task lists x 10
4. Educational and occupational objective forms (PDE 408) for students that are updated annually
  - a. Forms presented should be for the same student for each year of the program – 5 students minimum
  - b. Ensure all fields in the form are complete including signatures. Also, the completed form should contain the correct SOC code
5. Documentation of student assessments
  - a. Most recent NOCTI results or other end-of-program statistics
  - b. Reports for the past two years showing program concentrators
  - c. Reports for the past two years showing the number of students earning Pennsylvania Skills Certificates
6. Evidence of students utilizing post-secondary agreements for this CIP (if applicable)

## D Program Elements | Safety | Equipment | Facilities

**Standards:** 5.1, 5.2, 16.1, 16.2, 16.3, 16.4, 16.5, 16.6, 19.1, 19.2

### **Documentation/Evidence:**

1. Copy of program budget for this CIP
2. Documentation of equipment received through PDE and other equipment grants
  - a. Perkins inventory list if applicable or inventory list with funding source
3. Safety Lesson plans OR Unit plans OR Learning guides
  - a. Evidence of how teacher documents that each student has received safety training and become proficient with safety tasks
  - b. Documentation of appropriate safety-related certifications (i.e. OSHA, Department of Agriculture, Insurance Inspection Reports)
4. If not previously uploaded, please add evidence of the facilities review conducted by the Occupational Advisory Committee

## E Program Elements | Students Supports | Admin

**Standards:** 6.1, 6.2, 6.3, 6.4, 6.5

### **Documentation/Evidence:**

1. IEP with IEP signature page including CTE instructor/CTE representative's signature
2. Input for the student's IEP was collected from the CTE instructor
3. Evidence that CTE teacher has been invited to the IEP
  - a. Meeting notifications
4. Evidence of adherence to the accommodations of student's IEPs
  - a. Instructor should have a copy of IEP or snapshot

## F School Wide Attributes | FRCPP CATS

**Standards:** 7.2, 12.1, 12.2, 22.1, 24.1

### **Documentation/Evidence:**

1. Articulation agreements
  - a. Signature page dated within the last 12 months (*ex. most recent completed school year*)
  - b. Addendums should also be updated annually
2. Local Advisory Committee minutes
  - a. Documenting of a meeting held in the last 12 months

## Approved Program Technical Evaluation Checklist \_ Evidence Only

3. LAC membership list

### G School Wide Attributes | Admissions

**Standards:** 14.1, 14.2, 14.3

**Documentation/Evidence:**

1. Admissions policy, specific to the Career and Technical Education program
2. Evidence of nondiscrimination statement in all publications
  - a. CTE program application
  - b. Course catalog

### H School Wide Attributes | Records and Accountability

**Standards:** 10.3, 10.4, 10.5, 10.6, 10.7, 11.2, 13.2, 15.7

**Documentation/Evidence:**

1. Data showing concentrators and number of students earning PA Skills Certificates
  - a. CTE Template data from PIMS (CTE QC Reports)
  - b. Locally maintained spreadsheet
2. Board of directors meeting minutes showing that the OAC members have been approved by the school board. (all programs offered at this school)
3. Transcripts showing industry credentials noted per Act 22 of 2022 (or reference earlier uploaded transcripts)

### I School Wide Attributes | School Counseling Services

**Standards:** 17.1, 17.2, 17.3, 17.4, 17.5, 17.6, 17.7, 17.8, 17.9, 17.10

**Documentation/Evidence:**

1. Evidence of career education and career planning
  - a. Career inventories used with students
  - b. Career portfolio development
2. Actions taken by the school to help a student's informed choice of program
  - a. Open houses / Career fairs
  - b. Correspondence with parents
  - c. Evidence of liaison activities with community agencies/local businesses providing opportunities for students in CTE programs.
3. Documentation of follow-up studies
  - a. Documentation of curriculum enhancements based on follow-up studies

### J School Wide Attributes | Strategic Plan and Administration

**Standards:** 18.1, 18.2, 18.3, 23.1, 23.2

**Documentation/Evidence:**

1. Inservice plans that show professional development offerings related to Career and Technical Education programs
2. Evidence of participation in PDE-sponsored professional development
3. PPID#s for the CTE administrator(s) can provided in lieu of the certificates.

### K Supplemental Sections | Joint Planning

**Standards:** 9.1, 9.2, 9.3

**Documentation/Evidence**

1. Evidence of joint planning with sending schools

## Approved Program Technical Evaluation Checklist \_ Evidence Only

- a. Membership list of the administrative committee (member names, titles, school district names)
- b. Joint operating committee minutes

### **L Supplemental Sections | Cooperative Education**

**Standards:** 20.1, 20.2, 20.3, 20.4, 20.5, 20.6, 20.7, 20.8, 20.9

**Documentation/Evidence:**

1. Documentation of co-op requirements, procedures, and any application process that may exist
2. List of students, work-site placements, and type of work to be performed
3. Ensure every student file contains a fully executed Training Agreement (signed by student, parent, school, and employer) and a customized Training Plan mapping out a diverse range of work duties that is also signed by all parties. To satisfy record-keeping standards, verify that employer-specific clearances are filed independently of student-specific instructional record
4. Student records
  - a. Copies of time/pay statements
  - b. Log or documentation of safety visits
5. Verification of the facilitated work based learning
  - a. Teacher schedule
  - b. Student schedules
6. Liability insurance policy issued to the school/CTC

### **M Supplemental Sections | Diversified Occupations**

**Standards:** 21.1, 21.2, 21.3, 21.4, 21.5, 21.6, 21.7, 21.8, 21.9, 21.10, 21.11, 21.12

**Documentation/Evidence:**

1. List of students, work-site placements, and type of work to be performed
2. Ensure every student file contains a fully executed Training Agreement (signed by student, parent, school, and employer) and a customized Training Plan mapping out a diverse range of work duties that is also signed by all parties. To satisfy record-keeping standards, verify that employer-specific clearances are filed independently of student-specific instructional record
3. Lesson plans
  - a. CIP specific related curriculum
4. Student records
  - a. Copies of time/pay statements
  - b. Log or documentation of safety visits
  - c. Evidence of student employment for 150 school days
5. Verification of the facilitated work-based learning
  - a. Teacher schedule
  - b. Student schedules
6. Liability insurance policy issued to the school/CTC