

TMELINE CHECKLIST		REQUIREMENTS FOR CTE PROGRAM APPROVAL OR RENEWAL			
COMPLETED	Date Scheduled	PROGRAM ASSURANCES	REQUIRED STATE DOCUMENTS	CLUSTER SPECIFIC or PATHWAY SPECIFIC	Person Responsible for Documentation
		PROGRAM QUALITY ACTION PLAN (ACTE Self Evaluation)			
		(upload) An ACTE Quality CTE Program Framework Self-Eval has been reviewed and uploaded	ACTE Self-Eval	Pathway	Pathway instructor - 1 per pathway
		Career Technical Student Organization (CTSO)			
		(upload) This program has established and maintained a state or nationally affiliated Career & Technical Student Organization (CTSO) related to their instructional area or a local CTSO. For all CTSOs, upload CTSO Program of Work.	CTSO Program of Work	Cluster OR Pathway	CTSO Advisor(S)
		(local CTSO upload) If a local CTSO, also upload bylaws, member list, and officer list. If you have multiple documents, combine them into one file for upload.	CTSO bylaws, member list, officer list	Cluster OR Pathway	CTSO Advisor(S)
		Industry Connection to Program			
		(upload) 51% of the voting members are from business and industry, and the committee represents gender and ethnic diversity in the community. Upload the advisory committee roster here.	Advisory Roster	Cluster	CTE Director if PPBEA Regional Advisories; Pathway lead is local
		(upload) Committee has met two times in the past 12 months. Please upload your Advisory Committee Program of Work. The Program of Work is informed by areas of growth per your Program Quality Action Plan.	Advisory Program of Work	Pathway	Pathway instructor - 1 per pathway
		I have copies of the two most recent meeting minutes which I could provide in case of an audit of my program request.	Advisory Minutes	Cluster	CTE Director if PPBEA Regional Advisories; Pathway lead is local
		Work-Based Learning			
		(upload) This program provides opportunities for students to participate in work-based learning. Upload samples of the following, if using: sample project outlines, course outline if using non-state CTE course, and sample work plan	WBL agreement documentation between student/parent, district, industry partnership	Cluster	CTE Director in cooperation with WBL Coordinator
		Program of Study			
		A Program of Study has been created and/or reviewed and is being communicated to students, potential students, special populations, and parents, including in languages of any-Non-English speaking communities the district/college has identified.	Selected in Program Approval site	Pathway	CTE Director
		(optional – upload as necessary) CCCS Program of Study aligns to AAS degree program at PPCC (or another CCCS institution). Selection available within program approval system – documentation necessary if articulation or concurrent enrollment has been identified.	Articulation Agreement or Concurrent Enrollment agreement	course specific	CTE Director in cooperation with instructors

