

REQUIREMENTS FOR CTE PROGRAM APPROVAL OR RENEWAL

PROGRAM ASSURANCES	REQUIRED STATE DOCUMENTS	CLUSTER SPECIFIC or PATHWAY SPECIFIC	DOCUMENTATION	Person Responsible for Documentation	Notes
PROGRAM QUALITY ACTION PLAN (ACTE Self Evaluation)					
(upload) An ACTE Quality CTE Program Framework Self-Eval has been reviewed and <i>uploaded</i>	ACTE Self-Eval	Pathway	Fillable PDF	Pathway instructor - 1 per pathway	Should be completed annually and submitted in May.
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, <i>upload CTSO Program of Work</i> .	CTSO Program of Work	Cluster OR Pathway	Program of Work - no formal template. Examples in the CTE Sharepoint	CTSO Advisor(s)	PAID STIPEND per Master Agreement. May have 1 advisory per pathway or 2 advisors for separate CTSOs within a cluster.. NATIONAL CTSO must register students annually. Local CTSO must provide additional documentation(see bleow). Program of Work MUST be turned in each fall by district stipend deadline ~October.
(local CTSO upload) If a local CTSO, also upload bylaws, member list, and officer list. If you have multiple documents, combine them into one le for upload.	CTSO bylaws, member list, officer list	Cluster OR Pathway	Bylaws approved by CTE; minutes from formal meeting(s)	CTSO Advisor(s)	Bylaws (if first time); Minutes/Rosters due upon request or by each spring per district stipend deadline ~March.
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. <i>Upload the advisory committee roster here.</i>	Advisory Roster	Cluster	Should be included in minutes from annual meetings	CTE Director if PPBEA Regional Advisories; Pathway lead is local	
(upload) Committee has met two times in the past 12 months. Please <i>upload your Advisory Committee Program of Work</i> . The Program of Work is informed by areas of growth per your Program Quality Action Plan.	Advisory Program of Work	Pathway	Fillable PDF	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	N/A	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	District approved documentation	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	N/A	CTE Director	Each pathway must align to an AAS degree program at PCC
(optional – upload as necessary) CCCS Program of Study aligns to AAS degree program at PCC (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	Articulation Form from PCC	CTE Director in cooperation with instructors	Articulations will be submitted by CTE Director for clusters/pathways and for each course. CTE Director will coordinate with instructors the collection of necessary documentation and submit to PCC for all courses in Pathways. ARTICULATIONS WILL NOT BE SUBMITTED ON SCHOOL BY SCHOOL BASIS.