

## II. CAREER & TECHNICAL EDUCATION PROGRAM APPROVAL

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This Program Approval section is organized into five parts: Colorado Community College System Program Approval Authority, General Requirements including Process Requirements for managing Active, Inactive, Closed and Revoked programs Secondary Requirements, Postsecondary Requirements and Middle School Requirements.

- 1.00 Colorado Community College System Program Approval Authority
- 2.00 General Procedures & Requirements
- 3.00 Secondary Requirements
- 4.00 Postsecondary Requirements
- 5.00 Middle School Requirements

### 5.00 Middle School CTE Program Approval Requirements

#### **IMPORTANT NOTE:**

*Middle School Programs will only be eligible for CTA reimbursement funding and are not eligible for direct program support through each Local Education Agency's Perkins local plan. Institutions may continue to utilize Perkins funds for eligible activities for middle school students.*

#### **5.01 Employment Potential/Occupational Demand**

(Board Rule: CTA 3.1E; CRS: 23-8-103 2e)

To ensure each middle school program advances student learning toward "in demand" industries, verification of an approved high school program (noting verifiable employment demand) accessible within the school district must be provided.

#### **5.02 Sufficient Size and Scope**

(Board Rule: CTA 3.2I)

In order to be of sufficient size and scope, each middle school program must be designed to enable a student to seamlessly advance without unnecessary duplication of educational experiences to a high school approved CTE program. Programs may begin as early as 6<sup>th</sup> grade when located in the same building as and built in conjunction with 7<sup>th</sup> and 8<sup>th</sup> grade course options.

In addition, students must have access to at a minimum one (1) appropriate Plan of Study for continuation of the pathway(s) in a high school within the district.

#### **5.03 Technical Advisory Committee**

(Board Rule: CTA 3.1C; CRS: 23-8-103 c)

All approved programs must have a technical advisory committee that functions at the state, regional, or local level to assist education providers in planning, conducting and evaluating their program curricula and operations. Advisory Committee Handbook: <http://www.coloradostateplan.com/CTE/AdvisoryCommitteeHandbook7-08.pdf>

Each program is encouraged to have a local committee focused specifically on their program. However, district or regional committees are acceptable as long as each program is receiving independent review and guidance each year and committee membership includes adequate (two or more) business & industry representation from each program area for which the committee offers guidance. In order to facilitate seamless transitions, it is required that the high school advisory committee provide technical guidance to both the high school and any related middle school programs.

Each Advisory Committee must include:

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- 51% of voting members from related business and industry occupations
- An educational administrator, a counselor and/or a special population's representative.
- Membership representative of both genders and reflective of the ethnic diversity of the community.

Each Committee must:

- Meet a minimum of two times annually (Electronic meetings are acceptable)

Advisory Committee meeting minutes (with program specific guidance) must be kept on file for the previous five years or back to date of approval for new programs.

Programs found not to be in compliance with these requirements may be placed on a one-year conditional approval. If conditional requirements are not met, approval will be revoked.

### 5.04 Facilities

(Board Rule: CTA 3.1D; CRS: 23-8-103 (2d))

#### **Appropriate Facilities**

Approved programs must be conducted in appropriate facilities that are sufficiently equipped to permit adequate training and education.

Facility space and equipment requirements are noted in each set of Cluster and/or Pathway Specific Program Requirements. Programs not meeting these requirements may request a waiver which will be reviewed jointly by the appropriate Program Director and Dean of Career & Technical Education.

These requirements will take effect July 1, 2010 (or as the Specific Program Requirements are approved) for all new programs. For existing programs, they will be required at time of renewal.

#### **Safety**

Approved programs must ensure instruction is provided in the safe use of facilities, equipment and materials prior to the time students will use such facilities, equipment, and/or potentially hazardous materials.

In addition, approved programs will ensure that state and federal safety standards are instituted including the following provisions:

- Safety rules are posted in the facilities and are enforced.
- Fire extinguishers (must be updated and within expiration limits) and emergency exits from the facilities are identified and evacuation routes are posted.
- The Colorado Eye Protective Devices Act (CRS 22-3-101 to 104) is adhered to at all times.
- Labels on containers of hazardous chemicals are not removed or defaced. Programs must also retain Material Safety Data Sheets (MSDS) on incoming hazardous chemicals and make them available to students. An MSDS contains precautions for handling and using harmful substances and includes information such as health hazards, fire and explosion hazards, physical characteristics, hazardous ingredients, personal protective equipment, and spill procedures. [www.osha.gov](http://www.osha.gov)

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NOTE: CCCS Program Directors and/or the Dean of Career & Technical Education may revoke program approval if a program is observed to be operating in an unsafe manner that could result in injury to student or instructor.

### 5.05 Student Rights & Other Compliance Factors

Approved programs must assure and have strategies in place to ensure that no student is unlawfully:

- Discriminated against on the basis of age, race, religion, color, national origin, sex, or disability in its activities or programs as required by Title VI, Title IX, and Section 504, Age Discrimination Act, and Title II of the ADA.
- Denied an equal opportunity to benefit from occupational education solely on the basis of race, color, religion, national origin, sex, age, or disability. Additionally, CTE staff must work with students with qualified disabilities (including the learning disabled and those with physical, sensory, and temporary disabilities) to provide appropriate assistance to students so that they may participate in approved CTE programs as fully as possible.

Each program is responsible for providing evidence of each of these in the case of an audit or upon CCCS request. Keep this evidence on file.

### 5.06 Allowable Courses & Academic Alignment

#### a) *Career & Technical Education Standards*

Courses included in programs for approval must provide instruction aligned to the state approved occupational standards and competencies for the appropriate Career Cluster or Pathway and/or Postsecondary and Workforce Readiness Essential Skills. These standards are available at: [www.coloradostateplan.com/content\\_standards.htm](http://www.coloradostateplan.com/content_standards.htm)

NOTE: *Currently Middle School specific standards are under development for Family and Consumer Sciences and Technology Education. Middle School Programs will be aligned to these standards as they are approved or aligned to appropriate high school standards.*

#### b) *Courses Applicable to Multiple Programs*

Certain CTE courses are applicable to multiple middle school CTE programs (i.e. CADD, Entrepreneurship, etc.) When a course is appropriate for more than one program (as determined by the appropriate Program Director), and is currently approved within another program at the same school, it may be included on an affiliated program approval. In these situations, the name and Web ID of the program approval where the course originates must be included in the course description on the affiliated program approval. The instructor teaching the course that is now listed on multiple program approvals must have a valid credential appropriate for one of the programs in which the course is approved.

For example, a CADD course that exists on an Architecture & Construction Program Approval could be added to a Landscape Horticulture, Manufacturing or Engineering Program approval, taught by the Architecture & Construction instructor and be allowable.

### 5.07 Evaluation and Continuous Improvement

Program renewal requires each program to develop, maintain and keep on file a five-year plan that describes the program's strengths and weaknesses, defines the program's goals and action steps, and includes an annual review and response by the Technical Advisory Committee to program trend data. Plan Template: [www.coloradostateplan.com](http://www.coloradostateplan.com)

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### 5.08 Articulation

Middle school programs must provide accessibility to move into an approved high school CTE program within the district into a seamless Plan of Study.

### 5.09 Colorado Career and Technical Student Organizations (CTSOs)

(Board Rule: CTA 3.1F; CRS: 23-8-103 (2d))

According to Board Rule each CTE program must provide leadership training opportunities by establishing and maintaining all appropriate CTE student leadership organizations as listed herein, or such other leadership organization as may be approved by the Board in special circumstances: Distributive Education Clubs of America (DECA), Future Business Leaders of America (FBLA), Future Farmers of America (FFA), Family Career and Community Leaders of America (FCCLA), Health Occupation Students of America (HOSA), Technology Student Association (TSA) and Skills USA.

Each program must establish and maintain either a state and nationally affiliated CTSO related to their instructional area (both curricular and instructor credential based) or a local CTSO. This may be in conjunction with the high school organization. Resources: <http://www.coloradostateplan.com/ctso.htm>

If a state and nationally affiliated CTSO is used, it must be related to the Career Cluster as defined in the following list.

#### **Agriculture, Natural Resources & Energy**

Agriculture, Food & Natural Resources	FFA
Energy	FFA, SkillsUSA or TSA

#### **Business, Marketing & Public Administration**

Management and Administration	FBLA
Marketing	DECA
Finance	FBLA
Government & Public Administration	FBLA

#### **Health Science, Criminal Justice & Public Safety**

Health Science	HOSA
Law, Public Safety, Corrections & Security	HOSA

#### **Hospitality, Human Services & Education**

Hospitality & Tourism	FCCLA
Hospitality & Tourism (marketing/mgt.)	DECA
Human Services	FCCLA
Cosmetology	SkillsUSA
Education & Training	FCCLA

#### **Skilled Trades & Technical Sciences**

Architecture & Construction	SkillsUSA or TSA
Manufacturing	SkillsUSA or TSA
Transportation, Distribution & Logistics	SkillsUSA or TSA

#### **STEM, Arts, Design & Information Technology**

STEM	SkillsUSA or TSA
Arts, A/V Technology and Communication	

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• Audio/Video Technology & Film	SkillsUSA or TSA
• Journalism & Broadcasting	FBLA, SkillsUSA or TSA
• Performing Arts	Under Development*
• Printing/Publishing	SkillsUSA or TSA
• Visual & Design Arts	SkillsUSA or TSA
Interior Design & Fashion Design	FCCLA
Information Technology	
• Information Support and Services	SkillsUSA or TSA
• Interactive Media	SkillsUSA or TSA
• Network Systems & Telecommunications*	SkillsUSA or TSA
• Programming & Software Engineering*	SkillsUSA or TSA

### Postsecondary & Workforce Readiness

Alternative Cooperative Education (ACE)	Under Development*
FACS CORE & World of Work	FCCLA

### Other

Alternative options will be considered under special circumstances. They must receive approval of Program Director and Dean of Career & Technical Education

\*Areas where no relevant student organization exists are working to create a state and national affiliation option. Programs in these areas must select the local CTSO as defined below.

If a local CTSO is established and maintained but not state and nationally affiliated, it must have (and keep on file copies for the most recent year):

- A constitution and/or set of bylaws, including how membership in the CTSO is determined. In order to be a viable CTSO, the organization must be available to ALL students participating in the program area.
- A list of the current local membership
- A list of current elected officers
- Agendas & minutes of business meetings held by the organization for the current and prior year. At minimum the local CTSO will meet at least two times per term.
- Documentation that the CTSO is co-curricular. Evidence should include examples of how the CTSO activities and program of work is integrated into the daily curricular plan, i.e. class syllabus.
- Documentation of a Program of Work: Programs are expected to carry out a program of work by using committees to plan and carry out activities. This documentation may be as simple as a narrative describing the local chapter's involvement in their selected areas and may vary with the type of CTSO.

Programs found not to be in compliance with these requirements may be placed on a one-year conditional approval. If conditional requirements are not met, approval will be revoked.

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### 5.10 Qualified & Credentialed Instructors

The instructor(s) has/have the appropriate Career and Technical Education (CTE) credential for the program. <http://www.cde.state.co.us/cdeprof/cte/htm>

If an instructor is teaching a CTE course that is included on multiple program approvals, as defined in section 3.06 (e) their credential must be valid for one of the program approvals on which the course resides. They are not required to be credentialed in each independent program.

### 5.11 Non-Duplicative

Program offerings may duplicate those in other service areas, but still are viable programs because existing programs cannot address all state and local needs, or do not lend themselves to distance delivery.

The appropriate Program Director will make new programs aware of partnership opportunities and encourage collaborative programming.

### 5.12 Specific Program Requirements

Additional requirements may be necessary within certain industry sectors, clusters and/or pathways. [www.coloradostateplan.com](http://www.coloradostateplan.com)

Programs seeking approval in these areas must meet these requirements in addition to the general requirements for all programs. Waivers may be granted for special circumstances with the approval of the appropriate Program Director and Dean of Career & Technical Education.

These requirements will take effect July 1, 2010 (or as the Specific Program Requirements are approved) for all new programs. For Existing programs, they will be required at time of renewal.

### 5.13 Other Requirements/Exemptions for Middle School CTE Programs

In order to facilitate the unique nature of middle school programs, the following additional requirements and or exemptions will also be followed.

1. Student Data: Only enrollment data will be collected and reviewed at point of renewal for each middle school program.
2. Until such time as an online approval system can be implemented, approval will be managed through a common form submitted to the appropriate program director.