

Step by Step Process: Please take these steps to provide Requirements Assurance Information.

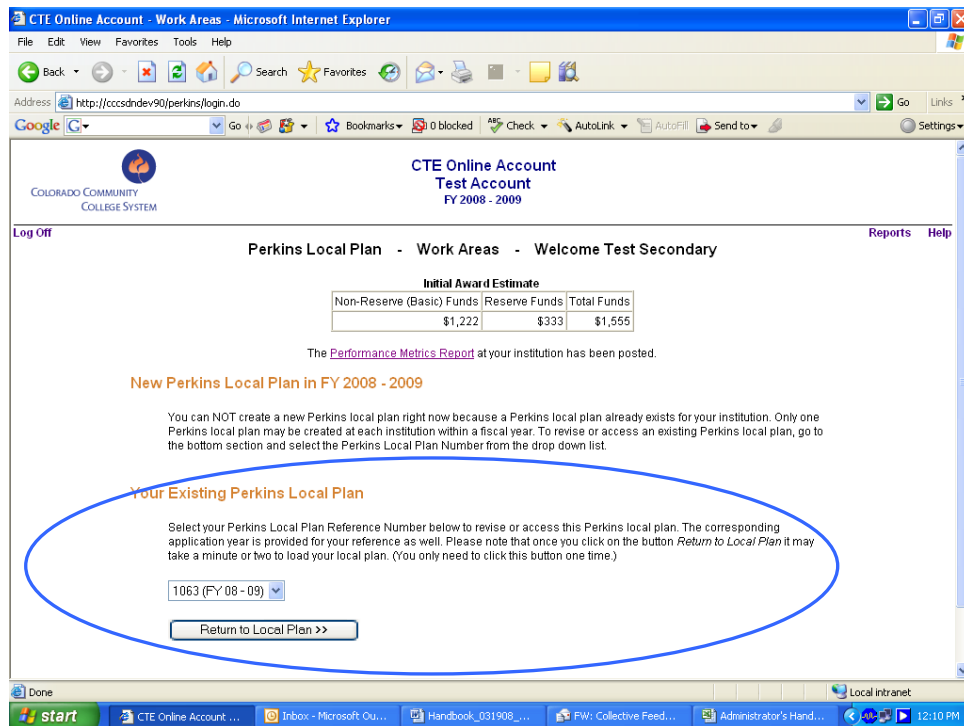
- 1) Once you have accessed your Account by following the Account Log On process, you will be taken to the *Perkins Local Plan - Work Areas* page of your Account (see Screen Shot # 1.)
- 2) Select the appropriate Local Plan from the drop down window under the *Your Existing Local Plan* section and click on the *Return to Local Plan* button (see Screen Shot # 2.)
- 3) After clicking on the *Return to Local Plan* button, you will be taken to the *Main Perkins Local Plan Page* (see Screen Shot # 3.) Complete the *Requirements Assurance Information Page* by clicking on the *Edit* button for this step.
- 4) At the *Requirements Assurance Information Page*, for each requirement, provide a brief description of how the requirement has been addressed or completed (see Screen Shots # 4a- 4c.) If you do not understand an assurance, contact the CCCS Perkins Director.
- 5) **While you are working and after addressing each question, click on the Save button to save your information (see Screen Shot # 4c.) Keep in mind that the Online System will “time out” your session after approximately 90 minutes of inactivity (this window of time may be reduced if the Online System is very busy.)**
- 6) After clicking on the *Save* button, you will be taken to the *Main Perkins Local Plan Page*. If you have checked each assurance, the text for this step will now be gray instead of black (see Screen Shot # 5.) Please note that if the step is completed and “grayed out” this does not mean that you cannot go back and make edits to it. If you have not checked each assurance the text will remain black until it is checked.

Screen Shots

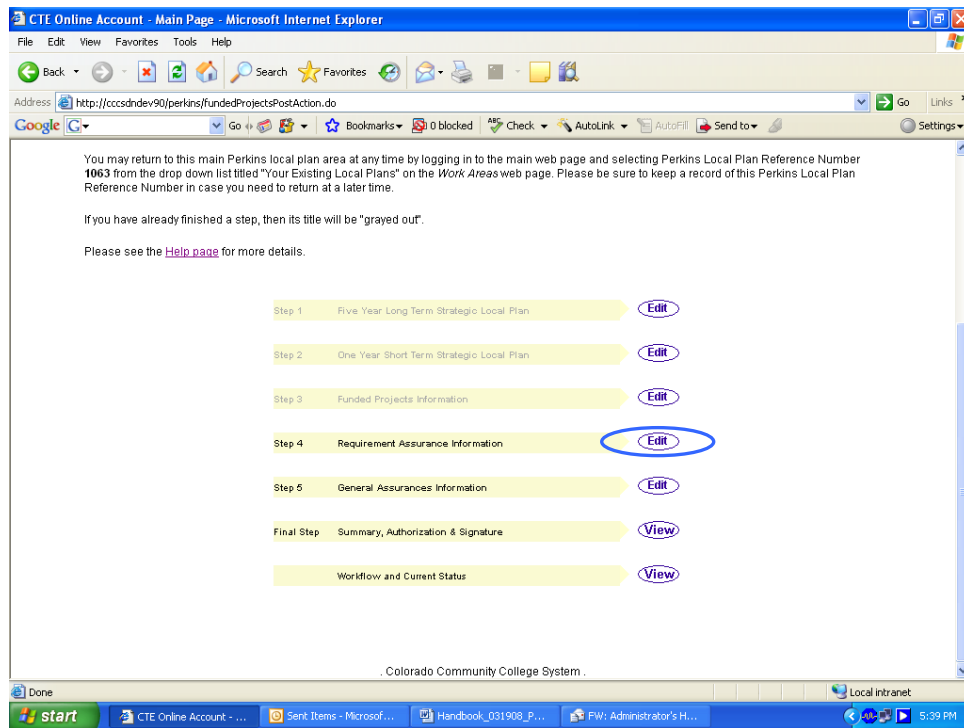
Screen Shot # 1: Perkins Local Plan - Work Areas



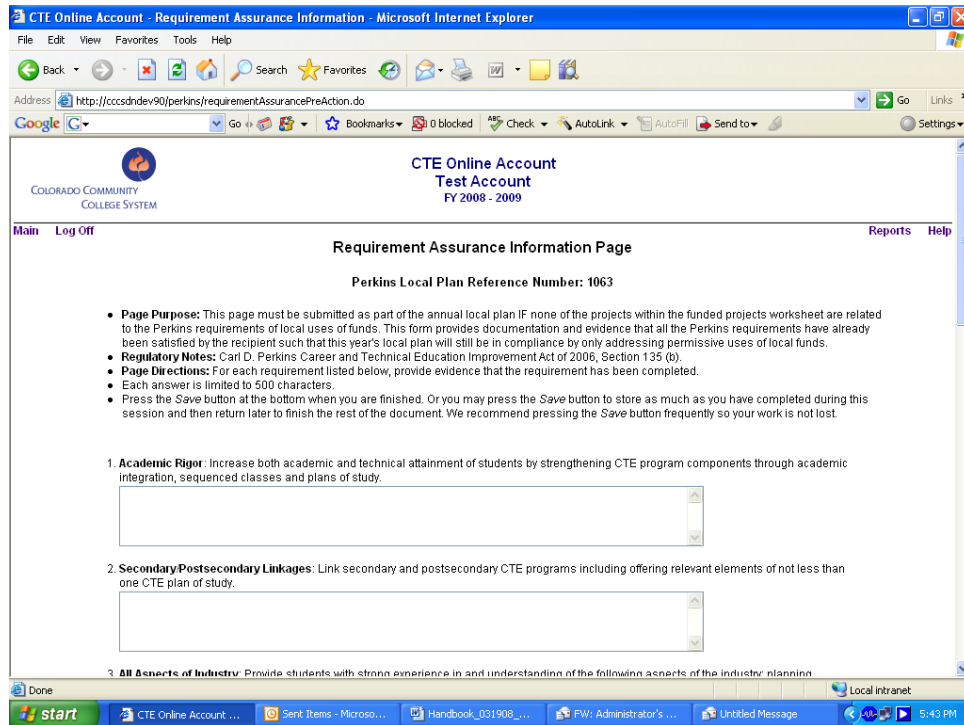
Screen Shot # 2: Perkins Local Plan Work Areas: Your Existing Local Plan



Screen Shot # 3: Main Perkins Local Plan Page: Requirements Assurance Information



Screen Shot # 4a: Requirements Assurance Information Page (Top Section)



Requirements Assurance Information

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Screen Shot # 4b: Requirements Assurance Information Page (Middle Section)

3. **All Aspects of Industry:** Provide students with strong experience in and understanding of the following aspects of the industry: planning, management, finance, technical and production skills, underlying principles of technology, labor, community issues and health, safety, and environmental issues. Includes work-based learning experiences (internships, labs, clinicals, field trips, job-shadowing, etc.) and leadership skills, soft skills, SCANS skills, transferable skills.

4. **Use of Technology:** Provide faculty training about advanced technology use, distance-learning. Provide students with strong CTE and math/science skills that lead to entry into technology fields, collaborating with technology industries for internships/mentoring and improvement of math/science knowledge of students.

5. **Professional Development:** Provide in-service, pre-service training about academic integration, teaching skills, promising practices, improving parental and community involvement, and effective use of scientifically based research and data to improve instruction; support for programs to ensure staying current with all aspects of an industry; personnel internships for relevant business experience; effective use and application of technology to improve instruction.

6. **Evaluation:** Develop and implement evaluation systems of CTE programs, including assessment of how needs of special populations are being met.

Screen Shot # 4c: Requirements Assurance Information Page (Bottom Section): Save

7. **Expand and Modernize:** Initiate new programs, update programs, improve programs, including relevant technology.

8. **Sufficient Scope:** Provide services and activities of sufficient size, scope and quality to be effective. staff and industry) to evaluate and make recommendations. Support decisions with copies of planning committee meeting minutes.

9. **Special Populations:** Prepare special populations for high skill, high wage, or high demand occupations that will lead to self-sufficiency. And to provide programs for special populations.

<< CANCEL

SAVE >>

Clicking on the "Cancel" button will discard any new edits/new additions on this page only and return you to the Main page. Also, note that you will lose any new edits on this page if you click your browser's "Back"

Clicking on the "Save" button will save the information on this page and forward you to the next page in the local plan process.

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Screen Shot # 5: Requirements Assurance Information: Completed

