

# CTE QUALITY PROGRAM CHECKLIST

## 1. Leadership at All Levels

Yes	No		
		1.A	The Career Technical Education (CTE) Pathways are articulated with Post-Secondary and industry through Programs of Study, formal Articulation agreements, and/or Tech Prep.
		1.B	Local District Administrators participate in CTE professional development regarding the benefits of CTE and the management of CTE within the larger context of educational improvement to serve all students.
		1.C	Investment is made to provide support for CTE leadership at the local level to ensure that CTE administrators, teacher(s), and counseling and instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.

## 2. High-Quality Curriculum and Instruction

Yes	No		
		2.A	The CTE Model Curriculum Standards and Framework for the _____ Industry Sector are the basis for content of courses offered. Curriculum addresses "Pathway" standards within the program pathway(s) and course sequence.
		2.B	Career paths have been identified and can be found on a chart or diagram in the CTE Plan.
		2.C	The CTE program has classroom-linked work-based learning and work experience education opportunities through strengthened industry partnerships, effective coordination with Regional Occupation Center/Program (ROCP), adult schools, Work Experience Education, and Cooperative Work Experience Education programs, and a systematic review of policies and practices addressing barriers to access, including insurance, liability, and other issues.
		2.D	The school master schedule allows students to follow the recommended sequence of CTE courses to complete the selected career path(s).
		2.E	Students are provided with a strong experience in and understanding of all aspects of industry.
		2.F	Technology is incorporated into program instruction.
		2.G	There is collaboration between academic and CTE teachers.
		2.H	CTE courses are industry certified, have been submitted to meet high school graduation requirements, University of California a-g (UC a-g) credit or articulated with a community college.

## 3. Career Exploration and Guidance

Yes	No		
		3.A	Students are counseled regarding: <ul style="list-style-type: none"> <li>• CTE career opportunities.</li> <li>• CTE and academic courses necessary to complete career pathway offerings.</li> <li>• Post-Secondary education and training options</li> </ul>
		3.B	All students have completed a four year career plan that is updated annually.

## 4. Student Support and Student Leadership Development

Yes	No		
		4.A	An official Career Technical Student Organization (CTSO) has been chartered (or in application process) by the State Association.
		4.B	A local CTSO work plan is developed annually and a copy is furnished to local administration by December 15 <sup>th</sup> .
		4.C	Leadership activities are embedded in the CTE curriculum.

		4.D	All students enrolled in CTSO's are affiliated with the State Association.
		4.E	Program meets the needs of Special Population Students (including special education, English Learners, Non-traditional Students, and the general student population).
		4.F	Students are made aware of Non-Traditional CTE offerings and pathways that lead to high skill, high wage, or high demand careers.

### 5. Industry Partnership

Yes	No		
		5.A	The Local CTE Advisory Board is operational and reflects the committee membership as outlined in Education Code §8070 and meets at least once a year.
		5.B	Business/industry is involved in student learning activities.
		5.C	Business/industry is involved in the development and validation of the curriculum.
		5.D	Labor Market Demand has been documented for the program.
		5.E	There are industry certification standards and certificates for students who achieve industry-recognized skill and knowledge requirements.

### 6. System Alignment and Coherence

Yes	No		
		6.A	A Program of Study, with a post-secondary institution, has been developed.
		6.B	Sufficient time is provided for faculty to build cross-segmental and cross-disciplinary collaborations aimed at aligning curricula and programs, as well as models, tools, and professional development to facilitate pathway development.
		6.C	Each CTE program sequence will include at least one district funded CTE course in the industry sector.

### 7. Effective Organizational Design

Yes	No		
		7.A	Opportunities provide for better use of after-school, extended-day, and out-of-school time for career exploration, projects, and work-based learning (WBL) connected to in-class curricula. (See <i>Program of Study Course Sequencing Form</i> , Appendix A, page 183)
		7.B	There are open-entry/open-exit strategies where feasible, in ways that maintain the integrity of CTE courses and course sequences and comply with industry requirements; structures and sequence curriculum in modules or "chunks" tied to jobs with multiple entry and exit points, and with multiple levels of industry-recognized credentials built into the sequencing of the pathway. (See <i>Program of Study Course Sequencing Form</i> , Appendix A, page 183)
		7.C	Provides education and training for students and incumbent workers at times and locations convenient to students and employers, including non traditional time or methods.

### 8. System Responsiveness to Changing Economic Demands

Yes	No		
		8.A	Mechanisms are in place that systematically track labor market demands, maintain the currency of occupational classifications, and ensure that teachers and counselors are informed of new developments in their fields.
		8.B	There is sufficient funding to cover costs of necessary equipment and facilities.
		8.C	There is a partnership among local businesses and local workforce development and educational organizations to provide consistent and reliable data about the regional economic and labor markets for planning programs.

## 9. Skilled Faculty and Professional Development

Yes	No		
		9.A	Every CTE teacher has the appropriate credential for teaching the subject(s) assigned.
		9.B	Based on previous year's records, every CTE teacher, teaching at least half time CTE attends a minimum of four professional development activities.
		9.C	The CTE staff meets a minimum of twice a month. (This criteria does not apply to single person departments – mark column NA = Not Applicable).
		9.D	A written record of minutes of action taken during CTE staff meetings is kept in department files.

## 10. Evaluation, Accountability, and Continuous Improvement

Yes	No		
		10.A	A District CTE Plan is on file with the local administration and a copy is retained in the local department files.
		10.B	Updates to the CTE Plan are sent to the local administrator by February 15 <sup>th</sup> . These updates include: (1) Five Year Equipment Acquisition Schedule; (2) Chart of Staff Responsibilities; (3) CTSO Program of Work; and (4) Advisory Committee Roster.
		10.C	Enrollment report (CDE 101-E1) <ul style="list-style-type: none"> <li>• All CTE courses are properly identified in Data System (including new courses)</li> <li>• Enrollment figures and reports are reviewed by:               <ul style="list-style-type: none"> <li>• Site Staff and district CTE staff.</li> <li>• Site and district advisory committees</li> </ul> </li> <li>• Completed and submitted by <b>October 15 to CDE</b></li> </ul>
		10.D	A follow-up system (including membership in California Partnership for Achieving Student Success (CALPASS)) is used which gathers the following information from program completers: <ul style="list-style-type: none"> <li>• Student placement status in Post-Secondary education or advanced training, in military service, or in employment.</li> <li>• Opinion regarding the value and relevance of the CTE program.</li> <li>• Suggestions for improving the CTE program.</li> </ul>
		10.E	Graduate Follow Up/Placement Report (CDE 101-E2) The Graduate Follow Up data is collected and presented to the CDE <b>by March 10.</b>
		10.F	The CTE department analyzes their student retention numbers each year and develops strategies to help increase retention within the program.
		10.G	All core indicators meet or exceed the state level target.
		10.H	The Expenditure Reports (CDE 101-A and VE-5) are received by the CDE by September 30.

## 11. CTE Promotion, Outreach, and Communication

Yes	No		
		11.A	The CTE program has a recruitment brochure or similar document used to promote the program.
		11.B	The CTE Department(s) conduct recruitment activities.