

## Career & Technical Education Program Planning Checklist

While districts are no longer required to submit a “paper” copy of the district-wide plan, districts must continue to conduct local program planning for Career & Technical education programs—and keep evidence on file in the district that this planning has occurred. The items listed below should be addressed as part of this local planning process.

Many of the items have been extracted from the assurance section of the Perkins application found on WebApps. The assurance section should be reviewed in conjunction with this checklist for some of the specific requirements associated with Perkins 3. Many of the items in this checklist also appear in the monitoring instrument used by OSPI to monitor Career & Technical programs.

Use of the checklist will not only provide districts with a guide for program planning, but if all of the items are accomplished and documentation is maintained, the district's Career & Technical Ed. programs should be ready for most monitoring or program evaluation questions.

District name: \_\_\_\_\_ Building name: \_\_\_\_\_ Date: \_\_\_\_\_

### PROGRAM ADMINISTRATION

Status	Item	Comments
	1. All Career & Technical Ed. programs and activities are conducted in compliance with Perkins 3 and the state plan for Career & Technical education, including fiscal practices.	
	2. A hard copy of the printed, signed, and dated assurance section of Perkins 3 is on file in the district.	
	3. If the district is in a consortium for purposes of Perkins' funds, consortium dollars are not distributed to consortium districts based on the amount of funds generated by the Perkins' formula.	
	4. The local Career & Technical Ed. program plan is developed in consultation with other educational and training resources/entities in the area.	
	5. The district has a non-discrimination policy on file and has identified the Title IX officer and section 504 coordinator.	
	6. The district has an affirmative action plan on file.	

Status	Item	Comments
	7. A district transition plan is on file for the removal of barriers to students with disabilities.	
	8. Data reported to OSPI is complete, accurate, and submitted on time.	

## PROGRAM OPERATION

Status	Item	Comments
	1. A district-wide Career & Technical education program plan is on file in the district for the current year.	
	2. Program goals and objectives have been developed for all Career & Technical Ed. programs, are developed in relation to the current Career & Technical Ed. program standards and indicators, and are the basis for federal, state, and special grant funding requirements.	
	3. The district has conducted an evaluation of all Career & Technical Ed. programs using the current standards and indicators, contracted evaluations, and/or other local indicators. This evaluation must also address the requirements of Perkins 3 including, but not limited to, participation of representatives of special populations.	
	4. The program plans from the previous year have been reviewed in terms of meeting previous program goals and objectives.	
	5. The Career & Technical Ed. programs are based on identified need and developed and conducted in consultation with a functioning general advisory council (GAC) and representative program advisory committees.	
	6. Individual program/pathway advisory committees assist in developing the district's annual program plan, evaluate program equipment, facilities, curriculum, and include an annual committee sign-off.	
	7. GAC and program/pathway advisory committee membership are reflective of the demographics of the community to include, but not limited to, employers, employees, business, labor, males, females, ethnic, special population representatives, parents, and students.	

Status	Item	Comments
	8. Minutes are on file in the district for each meeting of the GAC and program/pathway advisory committees.	
	9. Program advisory committees assess the equipment and facilities in all Career & Technical Ed. programs.	
	10. All Career & Technical Ed. programs, services, and activities relate to state or regional occupational opportunities, and prepare students for entry into postsecondary opportunities and entry-level employment in high skill, high wage jobs (current and/or emerging).	
	11. All state/federal funded Career & Technical Ed. programs are approved by OSPI and are taught by a Career & Technical Ed. certificated instructor teaching in the area their endorsement.	
	12. All Career & Technical Ed. instructors hold valid first-aid cards and CPR endorsement.	
	13. Leadership development is integrated into all Career & Technical Ed. programs/courses and provided to one hundred percent of students in all Career & Technical Ed. classes.	
	14. All instructors of approved applied academics have completed approved preparation and yearly inservice for the course(s) they teach.	
	15. Equal access is provided to all students for nontraditional training and employment.	
	16. Career & Technical Ed. and special education staff collaborates on the development of programs for special education students.	
	17. All students who are disadvantaged or who have disabilities receive appropriate assessment, supplementary services, career guidance/counseling, and transition counseling.	

Status	Item	Comments
	18. An inventory of all equipment is maintained in accordance with state/federal regulations.	
	19. Programs are offered in a coherent scope and sequence.	

**Other Items to Consider:**

The district has:

Status	Item	Comments
	1. Implemented educational pathways for all students.	
	2. Created portability between schools and postsecondary partners.	
	3. Expanded education/career options for students by marketing Tech Prep.	
	4. Promoted and implemented the statewide direct transcription model for all articulation agreements for Tech Prep.	
	5. Supported local college/s that have adopted the direct transcription model for Tech Prep.	
	6. Offered technical programs and developed articulation agreements for Tech Prep.	
	7. Aligned program curricula and assessments with the EALRs for advancing Washington's education reform goals, OSPI guidelines, Tech Prep, and school-to-work.	
	8. Included SCANS skills in program curricula and assessments.	
	9. Implemented the four Ps: Pathway, Portfolio, Project, and Plan for the 13 <sup>th</sup> year.	
	10. Involved in designing apprenticeship post-certificate of mastery options.	
	11. Employer-based skills standards and assessments are integrated in pathway program curriculum.	
	12. Incorporated continuous quality improvement into school-to-work pilot activities.	