### APPLICATION FOR APPROVAL OF CAREER EDUCATION PROGRAMS – CTE DIRECTOR APPLICATION RESPONSE

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| SCHOOL | | **PROGRAM** |
| 1A. | **STUDENT INTEREST**  Sufficient Documentation Provided  Additional Documentation/Action Required  The survey data must be derived from Missouri Connections or a similar student interest assessment. An area career center request must include survey data from all sending schools assigned to that career center.  I recommend using the survey from Missouri Connections. | |
| 1B. | **LOCAL/REGIONAL/STATE WORKFORCE DATA**  Sufficient Documentation Provided  Additional Documentation/Action Required  Use MERIC data | |
| 1C. | **ENROLLMENT/LOCATION**  Sufficient Documentation Provided  Additional Documentation/Action Required  Anticipated enrollment and location of program (location is the building where CTE instruction will take place). If the program will be at an Area Career Center, explain if and what sending schools will attend and what percentage or number of slots will be available to students outside the district. | |
| 1D. | **LETTERS OF SUPPORT**  Sufficient Documentation Provided  Additional Documentation/Action Required  A minimum of two letters of support from key business/industry representatives from your region or regions the program will serve virtually. | |
| 1E. | **ADVISORY COMMITTEE RECOMMENDATIONS**  Sufficient Documentation Provided  Additional Documentation/Action Required  A minimum of two letters or minutes from a meeting supporting the addition or expansion of the program. A list of advisory committee members by position is included. | |
| 2. | **GOALS**  Sufficient Documentation Provided  Additional Documentation/Action Required  List the program goals and objectives in measurable terms. | |
| 3. | **PROGRAM OF STUDY OUTLINE**  Sufficient Documentation Provided  Additional Documentation/Action Required  Provide the program of study, making sure to include a topical outline of major units of instruction. You may provide website address to the objectives in place of supplying the objectives. Identify units that will be taught virtually. | |
| 4. | **HOURS, SEQUENCE, AND GRADE LEVELS**  Sufficient Documentation Provided  Additional Documentation/Action Required  The program will not be approved if 3 units of credit in a sequence are not offered. Make sure to provide what courses will be offered, their frequency (every year, every other year), and how many credit hours each course will be. Contact hours listed by classroom, laboratory, and work-based learning and identified as in-person and/or virtual instruction. | |
| 5. | **INSTRUCTIONAL DELIVERY**  Sufficient Documentation Provided  Additional Documentation/Action Required  Identify major methods of instructional delivery (laboratory, classroom, project-based, problem-based, etc.), making sure to identify any virtual instruction or online learning experiences. If any virtual instruction is planned, detail who will provide it, i.e. you or outside vendor. | |
| 6. | **CTSO SUPPORTING CURRICULUM, INSTRUCTION, AND ASSESSMENT**  Sufficient Documentation Provided  Additional Documentation/Action Required  Identify how the CTSO and describe how it will support curriculum, instruction and assessment. | |
| 7. | **CTSO SCHOOL SUPPORT**  Sufficient Documentation Provided  Additional Documentation/Action Required  Explain how the school and/or district will support the CTSO at the local, state, and national level. If virtual instruction is used, explain how it will impact CTSO member participation. | |
| 8. | **POSTSECONDARY/BUSINESS PARTNERSHIPS**  Sufficient Documentation Provided  Additional Documentation/Action Required  Identify postsecondary partners and/or business/apprenticeship partners. Provide a brief summary of possible postsecondary articulation agreements/dual credit agreements and/or partnership agreements that will be put in place once program/course is operational. | |
| 9. | **STUDENT TRANSITIONS**  Sufficient Documentation Provided  Additional Documentation/Action Required  Identify and describe opportunities for assisting students in transitions to the workplace or continued education through such activities and experiential education, cooperative education, internships, apprenticeships, job shadowing and job placement. | |
| 10. | **STUDENT ASSESSMENT**  Sufficient Documentation Provided  Additional Documentation/Action Required  Identify the end-of-program assessment(s) that will measure student progress, including competency achievement. If applicable, list the industry recognized credential(s) and stackable credential(s) students have an opportunity to earn. | |
| 11. | **PROGRAM EVALUATION**  Sufficient Documentation Provided  Additional Documentation/Action Required  The Common Criteria and Quality Indicators must be submitted every odd fiscal year. Identify any other tools used to annually evaluate program effectiveness, if applicable. | |
| **OVERALL COMMENTS** | | |