



Program Services Monitoring

Instructions & Guidelines

Frequently Asked Questions

What is the purpose of the monitoring?

Career and Technical Education programs will be monitored at the program level to ensure compliance with the signed Statements of Assurances.

- All CTE programs will be monitored within a 5 year period.
- New CTE programs will not be monitored before the 3rd year of implementation.
- Programs will be evaluated on the implementation of the 8 components of an approved CTE program as outlined in the Arizona Career and Technical Assurances on the Perkins Basic Grant Application.
- If the program is a JTED program, the program will also be evaluated on implementation of the requirements of ARS §15-391.5 as outlined on the JTED Statement of Assurances.

Who will be completing the Monitoring for each program at each school and when?

Monitoring will be conducted at the program level by the appropriate Program Specialists. There is an internal 5 year rotation for every Program Specialist to follow. The State has been broken down into 5 Regions for each Program Specialist.

- Maricopa A
- Maricopa B
- Northern
- Pima
- Southern

What is the monitoring visit process?

Program Specialist will schedule a date and time to meet with the program area teachers at each program site. CTE Administrators will be contacted initially and may choose to facilitate the scheduling of designated teachers. Program Specialists will annually start scheduling visits for the year in August; the monitoring schedule will continue through May.

The monitoring visit will be conducted with program teachers at each site. CTE Administrator and/or JTED Administrators may choose to participate but are not required. CTE Administrators and program teachers, will receive an advanced copy of the monitoring document electronically. ADE/CTE preference is to complete the entire document during the monitoring visit. CTE Administrators and teacher(s) may choose to prepopulate the document; however, documentation must be available for the Program Specialist to review during the site visit.

Program Specialist will submit to the CTE Administrator and program teachers the complete CTE Monitoring Document within 10 work days of the monitoring site visit.

- Programs not fully implementing the requirements outlined on the Statements of Assurances will be required to develop an assurance implementation plan and timeline for complete implementation.
- Technical Assistance will be provided to ensure the success of the Assurance Implementation Plan.
- Program will again be monitored at the end of the Assurance Implementation Plan to ensure compliance with all Assurances.

Instructions for Completing the Monitoring Document

Step #1 Complete the Contact Information including:

- School
- District
- Date
- Program Name & CIP
- JTED Program
- CTE Administrator contact information
- Teacher contact information

Step #2 Complete Indicator 1: Delivers a coherent sequence of instruction

- Evidenced by:
 - # of Carnegie Units offered
 - Coherent Sequence of Instruction within Performance Measures System
- Evidence of Exemplary Program:
 - Expanded Course Sequence
 - Dual Enrollment
 - Academic Credit being offered
 - Industry Certification offered

Step #3 Complete Indicator 2: Teaches all the state-designated program standards

- Evidenced by:
 - Course Catalog w/ descriptions
 - Course Outline
 - Lesson Plans/Curriculum Maps
 - Course Syllabi
- Evidence of Exemplary Program:
 - Academic Integration
 - Postsecondary Standards being utilized
 - End of Program Assessment Results

Step #4 Complete Indicator 3: Specified on current CTE program list

- Indicate Yes or No
 - If program is not on the current CTE Program List, evidence of an approved “Proposed Occupational Program request should be available for review.

Step #5 Complete Indicator 4: Taught by an appropriately certified teacher per CTE Certification Requirements for the program.

- Evidenced by:
 - Provisional or Standard Certificate
 - Postsecondary Certificate
 - National Board Certification
- Evidence of Exemplary Program:
 - Dual Enrollment Certified
 - Additional Education (Master’s/Doctorate Degree)
 - CTE Summer Conference Attendance and//or State Professional Development events

- Participation

Step #6

Complete Indicator 5: Evaluates program performance annually and meets or exceeds established State Performance Measures. Performance Measure data will be prepopulated by ADE/CTE. Annual Current Program Evaluation available on site for review.

- Evidenced by:
 - IS1-Reading/Language Arts
 - IS2-Math
 - 2S1-Technical Skill Attainment
 - 3S1-School Completion/GED
 - 4S1-Student Graduation Rates
 - 5S1-Placement
 - 6S1-Non-Trad Participation
 - 6S2-Non-Trad Completion
 - Annual Program Evaluation on record
- Evidence of Exemplary Program:
 - Exceeds State Performance Measures
 - Awards/Recognitions
 - News articles
 - Strategic Plan in place
 - Strong Business & Industry Partnerships

Step #7

Complete Indicator 6: Offers student work-based participation that involves actual work experience and connects classroom learning to work activities

- Evidenced by:
 - Cooperative Education/DCE
 - Internship
 - School Based Enterprise
- Evidence of Exemplary Program:
 - Innovative strategies for work-based learning experiences (service learning, apprenticeships, etc.)
 - On-site work-based learning lab

Step #8

Complete Indicator 7: Requires student participation and Career Exploration for grades 7-9

- This is a Yes or No answer

Step #9

Complete Indicator 8: Requires a Career and Technical Education Student Organization to be organized for the secondary programmatic area

- Evidenced by participation in the appropriate CTSO:
 - DECA
 - FBLA
 - FCCLA
 - FEA
 - FFA
 - HOSA
 - SkillsUSA
- Evidence of Exemplary Program:
 - State, Regional and National CTSO Event attendance

- State, Regional and National CTSO Officers

Step #10

Complete Indicator 9: Requires specialized equipment

- Evidenced by:
 - Specialized equipment on site and utilized for instruction
 - All equipment is in working order
- Evidence of Exemplary Program:
 - Industry current equipment in place that exceeds equipment from the ADE recommended list
 - Space is ergonomically adapted to the individual program area

Action needed will be determined for Indicators not in compliance.