

CTE Program Monitoring Guidance

CTE Program Monitoring is conducted to ensure compliance with Federal Carl D. Perkins legislation and State Joint Technical Education Program legislation. Listed in this document are examples of items that evaluators will look for as evidence of compliance by core indicator.

Perkins Compliance:

CTE Indicator #1:

Perkins Compliance: Delivers a coherent sequence of instruction. The program sequence of courses in each CTE program can be found at: <http://www.azed.gov/career-technical-education/cte-administrators-online-handbook/> under CTE Administrators Online Handbook in the "CTE Program Codes and Titles" and "Coherent Sequence and Certification."

Evidence of Compliance:

- Program Coherent Sequence reported to ADE (ADE will populate)
- School schedule, student schedule book either hardcopy or electronic that indicates courses are offered
- Program Syllabus; Curriculum Map

CTE Indicator #2:

Perkins Compliance: Teaches all the state-designated program standards.

Evidence of Compliance:

- Course Outline
- Curriculum Maps
- Course Syllabi

CTE Indicator #3:

Perkins Compliance: Specified on the current CTE program list.

Evidence of Compliance:

- This item is populated by ADE/CTE

CTE Indicator #4:

Perkins Compliance: Taught by an appropriately-certified teacher; per CTE Certification requirements.

Evidence of Compliance:

- Copy of teacher's valid CTE Teacher's Certification:
 - Provisional CTE Secondary in the appropriate content area; or
 - Standard CTE Secondary in the appropriate content area; or
 - Postsecondary certification; or
 - Cooperative Education endorsement for Cooperative Education and DCE courses

CTE Indicator #5:

Perkins Compliance: Evaluates program performance annually and meets or exceeds established State Performance Measures.

Evidence of Compliance:

- Program Performance Measures will be populated by ADE/CTE

CTE Indicator #6:

Perkins Compliance: Offers student work-based participation that involves actual work experience and connects classroom learning to work activities.

Evidence of Compliance:

Program offers one or more of the following:

- Cooperative Education/DCE
- Internship
- School-based Enterprise
- Apprenticeships
- Health Care Clinical Experience
- Laboratory Simulation Projects
- Supervised Agricultural Experience
- Field experience

As evidenced by one or more of the following:

- Class roster/student records
- Course catalog
- Syllabus

CTE Indicator #7:

Perkins Compliance: Requires student participation in Career Exploration for grades 7-9.

Evidence of Compliance:

Explanation of how students are experiencing Career Exploration in grades 7-9. Evidence can include but not limited to:

- Middle school/Jr. High course schedule indicating a Career Exploration experience is offered
- Career Center schedule or policy indicating students are experiencing Career Exploration
- Career Exploration curriculum outline or description as delivered by school guidance counselors or other staff
- Education Career Action Plan development process/explain how students receive career planning information/instruction.

CTE Indicator #8:

Perkins Compliance: Requires a Career and Technical Education Student Organization to be organized for the CTE secondary programmatic area.

Evidence of Compliance:

Evidence of student participation in a CTSO must include:

- Membership Roster for appropriate CTSO
- Chapter Plan of Work

May include:

- Schedules, flyers, brochures that indicate local CTSO activities
- Meeting schedule/minutes
- Lesson Plans that reflect co-curricular CTSO activities conducted within the classroom

JTED Compliance:

CTE INDICATOR #1:

JTED Compliance: ARS §15-391(3)(a) and (5)(a) - Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary education institution.

Evidence of Compliance:

- Copy of teacher's valid CTE Teacher's Certification:
 - Provisional CTE Secondary in the appropriate content area; or
 - Standard CTE Secondary in the appropriate content area; or
 - Postsecondary certification;
 - Cooperative Education endorsement for Cooperative Education and DCE courses

CTE INDICATOR #2:

JTED Compliance: ARS §15-391(3)(b) and (5)(b) - Is part of a program that requires students to obtain a passing score of at least sixty percent (60%) on an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry.

Evidence of Compliance:

- Participation in the appropriate Arizona Technical Skill Assessment, if available (CTE will populate)
- Third party Industry Assessments (if no Technical Skill Assessment is available)

CTE INDICATOR #3:

JTED Compliance: ARS §15-391(3)(e) and (5)(d) - **Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment...**and requires career and technical student organization participation.

Evidence of Compliance:

Program offers one or more of the following:

- Cooperative Education/DCE
- Internship
- School-based Enterprise
- Apprenticeships
- Health Care Clinical Experience
- Laboratory Simulation Projects
- Supervised Agricultural Experience
- Field experience

As evidenced by one or more of the following:

- Class roster/student records
- Course catalog
- Syllabus

CTE INDICATOR #4:

JTED Compliance: ARS §15-391(3)(e) and (5)(d) - Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment...and **requires career and technical student organization participation.**

Evidence of Compliance:

Evidence of how students are participating in a CTSO must include:

- Membership Roster for appropriate CTSO
- Chapter Plan of Work

May include:

- Schedules, flyers, brochures that indicate local CTSO activities
- Meeting schedule/minutes
- Lesson Plans that reflect co-curricular CTSO activities conducted within the classroom

CTE INDICATOR #5:

JTED Compliance: ARS §15-391(3)(f)- Has demonstrated a need for extra funding in order to provide the joint technical education course.

ARS §15-391(5)(o) Joint Technical Education District has demonstrated a need for extra funding in order to provide the Joint Technical Education District program.

ARS §15-391 (5)(m) Requires instruction and **instructional materials** in courses that are substantially different from and exceed the scope of standard instruction and that include vocational skills, competencies and knowledge to be successful in the designated joint technical education district program vocation or industry.

Evidence of Compliance:

ARS §15-391(3)(f) and (5)(o)

- List of expenditures that demonstrate the need for extra funding such as:
 - Equipment
 - Instructional materials
 - Consumable supplies
 - Customized facilities
 - Costs incurred due to work based learning experiences
 - Cost of convening advisory boards and committees
 - CTSO expenditures
 - Industry Certifications
 - Teacher Professional Development

ARS §15-391 (5)(m)

- Curriculum specific to industry certifications
- Industry certification exam preparation materials
- Industry based curriculum
- Sample of instructional materials
- Specialized Software

CTE INDICATOR #6:

JTED Compliance: ARS §15-391(3)(g) and (5)(c) - Requires specialized equipment in order to provide instruction to students that exceeds the cost of a standard educational course.

Evidence of Compliance:

- Inventory list of specialized equipment

CTE INDICATOR #7:

JTED Compliance: ARS §15-391(5)(e) - Demonstrates alignment through a curriculum, instructional model and course sequence to meet the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.

Evidence of Compliance:

- School schedule, student schedule book hardcopy or electronic that indicates courses are offered
- Program Syllabus; Curriculum Map

CTE INDICATOR #8:

JTED Compliance: ARS §15-391(5)(f) - Has a defined pathway to career and postsecondary education in a specific vocation or industry as determined by the career and technical education division of the department of education.

Evidence of Compliance:

- Plan to offer industry credential and timeline for implementing the plan
- Dual Enrollment agreement with postsecondary program

CTE INDICATOR #9:

JTED Compliance: ARS §15-391(5)(k) - Requires a single or stackable credential or a skill that will allow a student to obtain work on graduation before receiving an associate's degree or baccalaureate degree. ARS §15-391(5)(l) Leads to certification or licensure in the designated vocation or industry that has been verified and accepted by that vocation or industry and that qualifies the recipient of the certification or licensure for employment for which the student would not otherwise qualify. If there is no certification or licensure that is accepted by the vocation or industry, completion of the program must qualify the student for employment for which the student would not otherwise qualify without completion of the joint technical education district program.

Evidence of Compliance:

ARS §15-391(5)(k)

- List of stackable credentials
or if no credentials are available
- List identified skills that will allow a student to obtain work on graduation before receiving an associate's degree or baccalaureate

ARS §15-391(5)(l)

- Plan to offer industry credential and timeline for implementing the plan
or
- List of program-specific skills that qualify the student for employment for which the student would not otherwise qualify without completion of the joint technical education district program

CTE INDICATOR #10:

JTED Compliance: ARS §15-391(5)(n) - An industry or vocation has agreed to provide financial or technical support to the joint technical education district for a specific joint technical education district program which includes in-kind contributions and donations.

Evidence of Compliance:

- List of business and industry advisory board members
- List of work-based learning opportunities provided by business and industry
- Description of business and industry contributions that may include by not limited to:
 - In-kind contributions or donations
 - Professional development opportunities provided by business and industry
 - Resources provided to classroom by business and industry such as classroom speakers, field experiences for students, externships for teachers, industry updates, etc.