Issue Date: January 3, 2024

New CTE Program Approval Application Preparation Document

Application Preparation

The purpose of this document is to give CTE Centers applying for a new program approval a general overview of the type of information that will be required in the process. This is not an application form, but only an overview.

To apply for a new program approval, please follow the steps listed on the AOE website which includes submitting the Program Approval Interest Form. You will receive a link to the Application Form after you meet with the AOE CTE team following submission of the Program Approval Interest Form.

Program Overview

You will be asked to provide detailed information about how your CLNA supports the creation of this new program. You will also need to include specific board minutes that include board approval and other elements.

1. Comprehensive Local Needs Assessment (CLNA)
    a. How does your CLNA inform and support this new program request?
    b. How will this program be welcoming and relevant to students who haven't historically enrolled in programs like it? What are you doing to recruit historically underrepresented students into this program and how will the curriculum prepare students for global citizenship and respect the diversity of your student population? How are instructors prepared to instruct and retain historically underrepresented students in this program area?
    c. Regional technical centers:
        i. If there is another technical center within the county, how have you coordinated with that center in planning for this program?
        ii. If there is another technical center within 30 miles of your center that offers this same program, why is adding this program at your center appropriate at this time?
2. Regional advisory board approval.
    a. Provide meeting dates and meeting minutes
    b. Includes:
        i. alignment to labor market needs

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  ii. reviewed proposed Scope and Sequence

  iii. description of how the program is recognized by the regional high schools

  iv. how busing and scheduling is addressed for PTF, PTX, and CTE programs

  v. approval of program

3. CIP Code: the AOE will assign your program a CIP code based on our review of your program outline. You will have the opportunity to review the assigned CIP code to ensure it's the best fit.

Program Quality Measures

4. Identify the Post-Secondary Industry Recognized Credentials (Tier 2) students can earn in this program
   a. See AOE website here for current list by program area:
      [Vermont CTE Programs Approved Post-Secondary Credentials Tier 2 2023-24](#)
5. Identify Post-Secondary Credits students can attain as part of coursework in this program.
6. Identify Safety Credentials foundational to program (Tier 1)
   a. See AOE website for current list by program area:
      [Vermont CTE Programs Approved Safety/Foundation Credentials Tier 1 2023-24](#)
7. You will be asked to share the job posting for this position showing that the future instructor is aware of credential and education level required for this position.

Work-Based Learning

1. You will be asked to describe how you anticipate that WBL will be incorporated into the program. This includes job shadow, career work experience, internships, paid co-op. Note: Not every program needs all types. Describe which types will be incorporated into the program, if any.
2. Types of WBL: Worksite visits, guest speakers from industry, informational interviews, job shadows, Career Work Experience (Short-term, Unpaid experiences, in an occupational field related to the student's CTE program), internship, co-op, Registered Apprenticeship.
   a. Note: Job shadow is the minimum level of WBL experience.
3. You will need to specifically outline Safety and Hazardous Occupations considerations for program WBL placements (including Co-op).

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Curriculum/ Course Scope and Sequence

You will be asked to share the course scope and sequence.

1. Course Outline/Scope and Sequence includes:
    a. How course aligns with VT Proficiency Document for this program area and approximate timing throughout the course.
    b. Curriculum outline for the year showing how course content and practice align and where credits or credentialing falls within the program.
    c. Information about layout of both year 1 and year 2 (if applicable)
    d. Amount of time students are in CTE program.
2. [Here is an example](#) of a Program Scope and Sequence.

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