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Program of Study Design Approval

Below is the list of information required to complete the online Program of Study Design Approval application:

1. COVER SHEET

- CTE CENTER NAME
- Name of Person Completing this Form
- Email Address
- Center Director Email address
- Phone
- What is the purpose of this submission?

1.A. PROPOSED PRE-TECH PROGRAM

Pre-Tech Foundations (PT-F)

Pre-Tech Exploratory (PT-X)

Affirmation that:

- the PT-F program meets or will meet at least an average of 200 minutes per week. A PT-X will meet an average of 600 minutes per week.
- the PT-F program connects to a program you currently offer; or that it will connect to a program that was recently approved or that you will request approval for in the next year.
- the PT-F will expose students to the full program and familiarize them with the occupations in a career area.
- The PT-F will include instruction in foundational core academics and occupational skills in the identified career area.

Documentation needed (PDF format):

Meeting Minutes:

- The Regional Advisory Board has approved the offering of the program
- The program advisory committee for the main program has approved offering the PTF and is committed to providing oversight.

Description:

- Describe the logical sequence of programming that leads to the completion of a CTE program of study

Standards:

- Competency/standards list

Academic Credit:

- If academic credit is or will be awarded for this PTF, attach documents that identify the area and amount of credit to be awarded.

Gender Equity:

- A plan that addresses curriculum design, including prevention of gender stereotypes, steps taken to recruit, support, and retain non-traditional students, and any training the instructor will/has received is attached. [This should not be a copy and paste of a Title IX policy]

Licensure:

- A copy of the instructor's resume, license and endorsements.

Flexible Pathways:

- Provide a description of how this PT-F/PT-X will fill a need within your region to provide career education to students in response to Act 77.
- Include in your response methods you will use to decentralize the offering of some or all of the PT-F/PT-X content.

1.B. PROPOSED NEW PROGRAM OVERVIEW

You will need to identify:

CAREER CLUSTER & PATHWAY

NEW program name

REQUESTED (CIP) CODE

Will you be using an existing Competency and Task list?

PROGRAM INSTRUCTOR NAME ENDORSEMENT AREA

Documentation needed (PDF format):

- Instructor Resume
- Evidence of post-secondary connections (copy of articulation or dual-enrollment teaching agreement).
- Learning Standards
- Letters of Support from business and industry and post-secondary partners
- Minutes from Regional Advisory Board showing approval to offer the program

NARRATIVE DESCRIPTION

You will need to describe what the program is, what need it is intended to address in your region, and what its proposed benefit to students is (what value-added learning opportunities will be available to students).

LABOR MARKET CONNECTION

Using labor marketing information provided by the Vermont Department of Labor, information from your region, and national labor statistics, demonstrate how a program of this nature will benefit students and the employers of your region.

Labor Market Information Non-traditional Status Non-traditional Status/Equity

CURRICULAR CONNECTIONS

Be ready to identify the elements of the program that will be used to encourage and re-inforce learning.

- PRE-TECH
- PRE-REQUISITES KNOWLEDGE, SKILLS, AND ABILITIES:
- INTEGRATED CTSO:
- INDUSTRY RECOGNIZED CREDENTIALS:
- WORK-BASED LEARNING OPPORTUNITIES:
- POST-SECONDARY:
 - Dual Enrollment Options
 - Articulation Agreements

LEARNING STANDARDS

Identify the standards that will be addressed by the curriculum of the program, according to the four subsections below.

- Technical Skills
- Academic Skills
- 21st Century Skills/ Transferable Skills
- Business Enterprise/ Entrepreneurship Skills

ASSESSMENTS

Describe how student learning will be assessed in both formative and summative ways.

PROGRAM ENDORSEMENTS & AUTHORIZATION

Names, Titles, and Organizations of individuals endorsing the program.