Steps for Identifying a Program of Study
(in preparation for approval)

1. When a Cluster, Pathway, and Field or Program of Study has been identified, the groundwork is there for a Program of Study to be developed.

2. If you are a high school or district wishing to have an Approved Program of Study, then you can begin completing a/the template.

3. Select the appropriate template, based on one of the 16 Career Clusters.

4. Fill in the required core courses for graduation, as defined by your district or high school in the appropriate year (9-12 grades).

5. Fill in the concentration of CTE courses your district or high school offers that align with the particular Program of Study.

6. Fill in the related academic courses that are recommended to prepare a student for entry into the postsecondary portion of the Program of Study.

7. Make sure that at least the minimum criteria have been met, as outlined in the attached Program of Study Assurances page.

8. Highlight the courses where there is an articulation agreement or dual credit agreement. This will help determine postsecondary alignment.

9. If a student were to complete the courses from the high school portion of this template, what programs at the postsecondary level would the student be prepared to enter, without remediation? This will provide information for the postsecondary portion of the template. (*See examples. You will note that the postsecondary portion does not need to be as specific as the secondary portion of the template.*)

10. Identify those areas of postsecondary study, along with the college where the program can be found (http://www.sbctc.ctc.edu/college/_e-wkforceproftechprograms.aspx).

11. Determine who your local Tech Prep Director is. Notify him/her that you have a program of study that needs to be moved forward for approval. (*See* http://www.sbctc.ctc.edu/college/_e-wkforcetechprep.aspx *for a list of consortium directors.*) If the Tech Prep director finds that the Program is not offered at one of the consortium's colleges, then the director will locate a nearby college where the program is offered, and will contact the Tech Prep director for that college to facilitate the approval.

12. If there is a possible dual credit opportunity or articulation agreement, the Tech Prep director will work with you or will refer you to the appropriate director to facilitate the agreements.

13. Once this template is complete the Program of Study Assurances should be signed by the secondary CTE director, the postsecondary institution's Workforce Dean, and the appropriate Tech Prep Director(s).

14. The completed and signed Assurances form will be held on file by the Tech Prep director and copies sent to the secondary CTE director and workforce dean. Programs of Study on file will be included in the secondary and postsecondary annual Perkins plan.

Program of Study Assurances

Minimum Criteria

- ❑ The secondary CTE, academic, and appropriate elective courses are included, as well as the state and local graduation requirements.

- ❑ The secondary Program of Study includes leadership standards.

- ❑ The secondary Program of Study includes employability standards, where appropriate.

- ❑ The Program of Study includes coherent and rigorous coursework in a non-duplicative sequence of courses from secondary to postsecondary.

- ❑ Completion of the secondary Program of Study prepares students for entry into the postsecondary program or apprenticeship.

- ❑ Program of Study courses include appropriate state standards and/or industry skills standards.

- ❑ Program of Study leads to an industry recognized credential; academic certificate or degree; or employment.

Exceeds Minimum Criteria

- ❑ There is a dual credit articulation agreement on file for one or more courses in the secondary/postsecondary Program of Study.

- ❑ The Program of Study includes multiple entry and/or exit points at the post-secondary level.

- ❑ The Program of Study offers course work and skill development for self-employment and/or entrepreneurial opportunities.

- ❑ The Program of Study is linked to a comprehensive school counseling program, such as Navigation 101.

- ❑ There is program alignment between the community and technical college Program of Study and a baccalaureate program, with a signed articulation agreement on file.

- ❑ The Program of Study is linked to a skill panel or a Center of Excellence.

Secondary Institution:

CTE Director:

Postsecondary Institution:

Workforce Dean:

If this approved Program of Study includes an out-of-consortium agreement, both the local and the out-of-district Tech Prep Directors must sign below.

Local Tech Prep Facilitator:	Out-of-District Tech Prep Facilitator:

Date: