

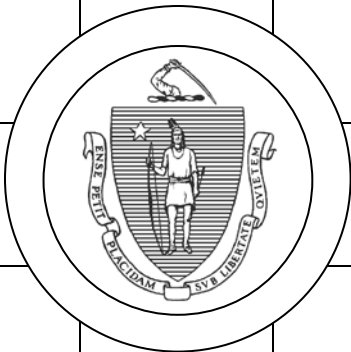


Massachusetts Department of  
ELEMENTARY & SECONDARY  
EDUCATION

# **COORDINATED PROGRAM REVIEW PROCEDURES**

School District  
Information Package

Career/Vocational Technical Education  
Office of College, Career, and Technical Education



School Year 2016 – 2017

**Massachusetts Department of Elementary and Secondary Education**  
**Coordinated Program Review Procedures**  
**School District Information Package – Career/Vocational Technical Education**

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## Introduction

The information and related documents in this booklet provide guidance to school districts in preparation for the career/vocational technical education component of the Department of Elementary and Secondary Education's Coordinated Program Review. Staff from the Office for Career/Vocational Technical Education with any necessary outside consultants, which may include certified public accountants and others, will conduct the career/vocational technical education component of the Coordinated Program Review. Districts selected for the career/vocational technical education component will be reviewed for compliance with the Carl D. Perkins Career and Technical Education Improvement Act of 2006 if they have programs that meet the Perkins Act definition of career and technical education and the district is assisted with Perkins Act allocation grant funds. Districts that have Chapter 74-approved vocational technical education programs will be reviewed for compliance with Massachusetts General Law Chapter 74 and the Vocational Technical Education Regulations. The Administrator's Checklist (Document 1) provides a general overview of the tasks to be accomplished and provides assistance in completing planning requirements for the career/vocational technical education component of the Coordinated Program Review.

The Selected Career/Vocational Technical Education Review Criteria (Document 2) specifies the core criteria to be addressed. As review activities proceed, there may be a need for additional areas to be reviewed.

The district should submit documentation to the PQA onsite team chairperson as noted in the Administrator's Checklist (Document 1).

## Definitions

**Chapter 74-approved vocational technical education programs** are programs that meet the definition of vocational technical education contained in Massachusetts General Law Chapter 74 and are approved by the Department of Elementary and Secondary Education pursuant to Chapter 74 and the Vocational Technical Education Regulations. *Note that all Chapter 74-approved vocational technical education programs meet the Perkins Act definition of career and technical education.*

**Non-Chapter 74 career and technical education programs** are programs that meet the Perkins Act definition of career and technical education but are not Chapter 74-approved vocational technical education programs.

**Career/vocational technical education programs** collectively refer to any Chapter 74-approved vocational technical education programs and non-Chapter 74 career and technical education programs.

### KEY PREPARATION ACTIVITY:

*It is essential that the required compliance documentation on the Administrator's Checklist be given to the*

*PQA onsite team chairperson*

***AT LEAST TWELVE-EIGHT WEEKS BEFORE THE ONSITE REVIEW, as this information is used in preparing for the onsite phase of the Coordinated Program Review, including establishing targeted interviews and in making determinations regarding district compliance for most review criteria.***

## Student Records

### **CVTE Student Records**

During the orientation visit, or on an alternative date prior to the on-site review, staff from the CVTE office will select a representative sample of student records for review (*See Document 3A*) across all non-Chapter 74 career and technical education programs; all Chapter 74-approved vocational technical education programs; and all special population categories as defined by the Perkins Act (students with disabilities, students from economically disadvantaged families, including foster children, students with limited English proficiency, students that are preparing for careers that are nontraditional for their gender, and students who are single parents, including single pregnant students). *Note: CVTE staff will select records from the district's roster of students enrolled in non-Chapter 74 career and technical education programs and Chapter 74-approved vocational technical education programs.*

The list of students whose records are selected for review by CVTE staff will be documented using the CVTE Student Record Selection Form (*Document 3B*). The district should gather the selected student records and label them "CVTE Student Record Review" and have these records available on the first day of the onsite visit. The student record review may be scheduled for a date prior to the onsite. (*Note: If documentation as outlined in the CVTE Student Record Review Checklist (Document 3C) is situated in more than one location, be sure to gather documentation together as one record.*)

The district should conduct a preliminary review of each student record selected by CVTE staff using the CVTE Student Record Review Checklist (*Document 3C*). CVTE unit staff will then complete a follow-up verification of the district's student record review.

### **Cooperative Education Student Records**

A review of cooperative education student records will be conducted for those districts with a cooperative education program. During the coordinated program review, CVTE office staff will review a sample of cooperative education student folders. The sample will include students who are currently working under a cooperative education agreement and may include students who participated in cooperative education in the year preceding the coordinated program review. The number will be determined by the CVTE office staff chairperson. These student records must be reviewed in order to determine if Cooperative Education is implemented in accordance with applicable laws, regulations, and policies.

### **Non-cooperative education (unpaid) work-based learning Student Records**

A review of these records will be conducted for those districts with CVTE students who are participating in non-cooperative education (unpaid) work-based learning. The selection of student records and the review will be the same as for the cooperative education student records. These student records are part of the documentation for CVTE Criteria 14.

**KEY PREPARATION ACTIVITY:  
AT LEAST TWO WEEKS  
BEFORE THE ONSITE REVIEW**

*The district should complete a preliminary review of the selected student records using the CVTE Student Record Review Checklist (Document 3C).*

## Interviews

### **Preparation of Interview Schedules**

The district should review the Selected Career/Vocational Technical Education Review Criteria (*Document 2*) and the List of Potential Interviewees (*Document 6*) in order to determine the most appropriate individuals to be interviewed by the onsite review team.

Working with the Department's CVTE Chairperson, the district's **Local Program Review Coordinator is responsible for scheduling all interviews**. The Local Program Review Coordinator should take into consideration the number of onsite team members in order to avoid over scheduling. During a pre-onsite visit, the Department's CVTE Chairperson will assist the district with any needed clarifications in this regard, including the estimated amount of time needed for specific interviews and guidance in the assignment of onsite team members to interviewees. The Onsite Team Member Interview and Classroom/Shop Review Schedule (*Document 7*) must be returned to the Department's CVTE Chairperson for approval at least two weeks prior to the onsite review.

The Department will confirm with the district all interviews to be conducted so that the district can notify all individuals selected for interviews. In notifying local staff of the interview schedule, the district should emphasize that interviews are in no way intended to be an evaluation of a staff member's individual performance. Every effort will be made to conduct the interviews in an efficient manner, recognizing that time is valuable to the district. All interviews will be conducted using a standard protocol interview guide.

### **Interviewees**

A list of titles of individuals to be interviewed is provided in the List of Potential Interviewees (*Document 6*). However, the district may add others to the list that would be helpful in describing the activities undertaken to implement Perkins Act and Chapter 74 requirements.

#### **Selection Criteria for Technical Teacher Interviews**

Select the technical teachers who teach in Chapter 74 state-approved vocational technical education and non-Chapter 74 career and technical education programs. *Note that all staff paid in whole or in part with Perkins Act allocation funds must be interviewed.*

#### **Selection Criteria for Academic Teacher Interviews**

Select the academic teachers who teach students enrolled in Chapter 74 state-approved vocational technical education and non-Chapter 74 career and technical education programs.

#### **Selection Criteria for School Guidance Counselors**

Select the school guidance counselors assigned to advise and assist students enrolled in Chapter 74 state-approved vocational technical education and non-Chapter 74 career and technical education programs.

#### **Selection Criteria for Students and Parents/Guardians**

Select all students who were selected by CVTE unit staff for the record review and a minimum of two (2) of their parents/guardians.

## Review of Academic and Technical Classrooms

The review of **academic and technical classrooms/shops in both** Chapter 74 state-approved vocational technical education programs and non-Chapter 74 career and technical education programs will be conducted to determine general levels of compliance with Perkins Act and Chapter 74 requirements, **which include but are not limited to safety.**

The onsite team will use the Career/Vocational Technical Education Shop Self Evaluation Form (Document 5) completed by the district to complete the safety review.

### **KEY PREPARATION ACTIVITY:**

*The schedule of the review of classrooms and shops should be included on the Onsite Team Member Interview and Classroom/Shop Review Schedule (Document 7).*

*Each schedule should be returned to the CVTE Chairperson*

**AT LEAST TWO WEEKS**  
**BEFORE THE ONSITE REVIEW.**

**(Document 1)**  
**Administrator's Checklist**

This checklist is provided to assist the district's career/vocational technical education administrator in working with the district's Local Program Review Coordinator to plan and implement the Coordinated Program Review (CPR). The district's career/vocational technical education administrator should:

- ☐ 1. Participate in the CPR orientation meeting(s) and then inform administrative, teaching, and additional staff as appropriate about the career/vocational technical education component of the Coordinated Program Review, its purpose, procedures, and the manner in which staff will be expected to participate.
- ☐ 2. Prepare for the Department's onsite team all necessary information directly related to the Perkins Act and Chapter 74 requirements (if the district has Chapter 74-approved vocational technical education programs).
- ☐ 3. Submit the following documents electronically, such as on a thumb drive, **at least eight to twelve weeks** before the scheduled onsite review to the PQA onsite team chairperson. *Documents are reviewed to determine the schedule of the onsite review.* Districts should retain their own files of the documentation because the Department must retain the CPR documentation provided by the district.
  - ☐ a. Documentation of career guidance services and activities (e.g., guidance calendar, guidance curriculum) (CVTE 1)
  - ☐ b. Documentation of how MCAS and/or other academic assessment results are used to design instructional and support services (CVTE 2).
  - ☐ c. Documentation of the instruments and processes used to assess students' acquisition of knowledge and skills in: (1) safety & health, (2) technical content, (3) embedded academics, (4) employability, (5) management and entrepreneurship, and (6) technological (computer) literacy (e.g., All Aspects of the Industry) (CVTE 3)
  - ☐ d. Program of Study (print publication and/or web page describing all programs of study) (CVTE 4)
  - ☐ e. Student Handbook (CVTE 4)
  - ☐ f. Documentation of the instrument and process used to ensure that programs and instructional materials are free of gender and racial/ethnic bias and stereotyping (CVTE 5)
  - ☐ g. Recruitment materials including brochures, power points, slides, videos.  
(*Note: Particular care should be taken to insure that documentation related to the outreach to students who are members of special populations is included.*) (CVTE 4, CVTE 5, and CVTE 6)
  - ☐ h. Documentation that each program meets the criteria of the Program of Study outlined in the Perkins Checklist (Document 9) found in the *Massachusetts Perkins IV Manual* at: [http://www.doe.mass.edu/cte/perkins/perkins\\_manual.doc](http://www.doe.mass.edu/cte/perkins/perkins_manual.doc). (CVTE 8)
  - ☐ i. Documentation of the methodology used to enroll students in technical programs and that the district accurately reports student data in the Department of Elementary and Secondary Education's Student Information Management System (SIMS). (CVTE 9a)

- ☐ j. Documentation that the equipment in each program is validated to meet current occupational standards by business/industry representatives from program advisory committees or other sources (*CVTE 10*)
  - ☐ k. Documentation that programs are structured so that students acquire safety & health, technical that includes embedded academic, employability, management & entrepreneurship, and technological knowledge and skills. (*CVTE 11*)
  - ☐ l. Copies of current secondary to postsecondary (including registered apprenticeship) articulation agreements (including procedure for annual review) (*CVTE 12*)
  - ☐ m. Documentation regarding alternative education and how CVTE students are allowed to re-enter or participate in CVTE courses, if CVTE students are enrolled in alternative education (if applicable). (*CVTE 16*)
  - ☐ n. Completed Personnel Data Sheet (*Document 4*) (*CVTE 18*)
  - ☐ o. Descriptions of professional development for staff working in career/vocational technical education (*CVTE 19*)
  - ☐ p. Current building and fire department certificates for facilities used for career/vocational technical education (*CVTE 20*)
  - ☐ q. Career/Vocational Technical Education Shop Self Evaluation Form (*Document 5*) completed for each career/vocational technical education program (*CVTE 20 & CVTE 21*)
  - ☐ r. Meeting minutes, emails, and/or correspondence demonstrating consultation in the development of both the district's Perkins Improvement Plans and Perkins Annual Reports on the implementation of the improvement plans. (*CVTE 2 & CVTE 22*)
  - ☐ s. Copies of instruments used by the district to evaluate the effectiveness of career/vocational technical education programs (*CVTE 10 and CVTE 22*)
  - ☐ t. Job Descriptions for all Perkins Act allocation grant funded positions (*CVTE 24*)
  - ☐ u. List of all products that have been developed with Perkins Act allocation grant funding in the current school year and preceding school year, if applicable (*CVTE 24*)  
Example: If teachers received Perkins-funded stipends to participate in professional development where lesson plans were developed as a result of that professional development.  
Example: If Perkins funded the development of brochures for the recruitment of students to programs that are nontraditional for one gender.
  - ☐ v. Documentation that the district has adequate financial resources to enable the programs to meet current industry and OSHA standards with respect to facilities, safety, equipment, and supplies. (*CVTE 25*)
  - ☐ w. Master Schedule (course title, teacher, and class period) for academic and technical classes
- ☐ 4. In addition, submit the following if the district has Chapter 74 state-approved vocational technical education program(s):
- ☐ a. Program Advisory Committee Membership Forms (*Document 11*) and meeting minutes for the past year for each program (membership form is available at in the [Career/Vocational Technical Education Advisory Committee Guide](http://www.doe.mass.edu/cte/resources/acguide.doc) at <http://www.doe.mass.edu/cte/resources/acguide.doc> (*CVTE 10*))
  - ☐ b. General Advisory Committee Membership Form (*Document 11*) and meeting minutes for past year (*CVTE 10*)



- ☐ c. Documentation that the curriculum for each program is based on the applicable Vocational Technical Education Framework (*CVTE 11*)
  - ☐ d. Career/Vocational Technical Safety Plans specific to each program (*CVTE 3 and CVTE 11*)
  - ☐ e. Documentation that all staff and students have received training per the Career/Vocational Technical Safety Plan specific to each program (*CVTE 3, CVTE 11, and CVTE 19*)
  - ☐ f. For districts with five or more Chapter 74 state-approved vocational technical education programs: documentation of the Exploratory Program is implemented in accordance with Section X of district's Department-approved Admission Policy. Documentation of the Exploratory Program is included in the Program of Studies (*Document 10*) (*CVTE 7*)
  - ☐ g. Admission Policy and Application for Admission currently used by the district (in all languages applicable to the district profile) (*CVTE 5 and CVTE 6*)
  - ☐ h. Instruments/documents used to determine students' placements into vocational-technical education programs (*CVTE 5 and CVTE 6*)
- ☐ 5. Submit documentation regarding cooperative education and (if applicable) unpaid work-based learning. (*Note: Staff from the CVTE unit will select a representative sample of student cooperative education records for review (See Document 8).*)
- ☐ a. Student eligibility criteria (*CVTE 13, 14*)
  - ☐ b. All forms and documents that are used (*CVTE 13, 14*)
  - ☐ c. Documentation that cooperative education is structured so that students acquire knowledge and skills not best acquired in a school-based setting, but best acquired in a work-based setting (*CVTE 13*)
  - ☐ d. Documentation that all employee-students receive a safety orientation specific to the site and equipment (*CVTE 13*)
  - ☐ e. Documentation that the district's cooperative education coordinator or a technical teacher conducts regular supervisory activities at the work site to ensure that the agreement is being followed and to update the students' competency files (*CVTE 13*)
  - ☐ f. Documentation related to unpaid off campus construction and maintenance projects. (*CVTE 15*)
- ☐ 6. **Submit documentation regarding fiscal and data management.** (*Note some districts will be selected for an official audit conducted by a representative of the Department's Office of Audit and Compliance.*)
- ☐ a. Documentation regarding the process used to design, amend and monitor Standard Contract Forms and Application for Program Grants. (*CVTE 23*)
  - ☐ b. Documentation that the district uses Perkins funds in accordance with statutory fund-use rules, including supplement not supplant provisions. (*CVTE 24*)
  - ☐ c. Documentation of the methodology used to conduct the post graduate follow-up, including procedures for contacting students and documentation of the outcomes of such contact. (*CVTE 9b*)

- ☐ 7. **After the final report has been issued and the district's corrective action plan is approved:**
  - ☐ a. Submit any required progress reports and documentation requested by the Department of Elementary and Secondary Education demonstrating the ongoing efforts of the district to implement its corrective action plan fully, effectively, and in a timely manner.
  - ☐ b. Work with other district administrators to incorporate corrective action plan requirements into local District Improvement Plans.
  - ☐ c. Carefully monitor and document the full implementation and the effectiveness of the district's corrective action plan.

**(Document 2)**  
**Selected Career/Vocational Technical Education Review**  
**Criteria**

CRITERION NUMBER	I. ASSESSMENT OF STUDENTS
CVTE 1	<p>Career guidance and placement services, including career assessments and assistance with the development of a four-year career plan are provided in order to assist <u>each student</u> enrolled in a career/vocational technical education program in making the transition to the workforce, postsecondary education, and/or apprenticeship programs.  <i>Vocational Technical Education Regulations 603 CMR 4.03(4)(d), Perkins Section 134</i></p> <p><b>Definition:</b> A career assessment is a formal assessment instrument that helps the student evaluate his/her career interests.</p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006</u> at  <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at  <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a></p>

CRITERION NUMBER	I. ASSESSMENT OF STUDENTS
CVTE 2	<p>MCAS and/or other academic assessment results are used to design instructional and support services. <i>Perkins Section 3, 134, Vocational Technical Education Regulations 603 CMR 4.03(4)</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006</u> at  <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at  <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a></p> <p><u>Chapter 74 Manual for Vocational Technical Education Programs</u> at  <a href="http://www.doe.mass.edu/cte/programs/">http://www.doe.mass.edu/cte/programs/</a></p>

CRITERION NUMBER	I. ASSESSMENT OF STUDENTS
CVTE 3	<p>The district assesses students for the acquisition of safety &amp; health, technical that includes embedded academic, employability, management &amp; entrepreneurship, and technological knowledge and skills. <i>Vocational Technical Education Regulations 603 CMR 4.03(4); Perkins Section 3,134, M.G.L. c.74 Section 2</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006</u> at  <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at  <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a></p> <p><u>Chapter 74 Manual for Vocational Technical Education Programs</u> at  <a href="http://www.doe.mass.edu/cte/programs/">http://www.doe.mass.edu/cte/programs/</a></p>

CRITERION NUMBER	II. STUDENT IDENTIFICATION AND PROGRAM PLACEMENT
CVTE 4	<p>Information concerning career/vocational technical education programs is provided to students and to their parents/guardians. Such information shall include admission requirements for career/vocational technical programs; specific programs/courses that are available; employment and/or further education and registered apprenticeship opportunities. <i>Perkins Section 134, Vocational Technical Education Regulations 603 CMR 4.03 (4) (6).</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006</u> at  <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at  <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a></p> <p><u>Chapter 74 Manual for Vocational Technical Education Programs</u> at  <a href="http://www.doe.mass.edu/cte/programs/">http://www.doe.mass.edu/cte/programs/</a></p> <p><u>Chapter 74 Manual for Vocational Technical Education Admission Policies</u> at  <a href="http://www.doe.mass.edu/cte/admissions/">http://www.doe.mass.edu/cte/admissions/</a></p> <p><u>Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs (34 CFR, Part 100, Appendix B)</u> at  <a href="http://www.doe.mass.edu/cte/admissions/">http://www.doe.mass.edu/cte/admissions/</a></p>

CRITERION NUMBER	II. STUDENT IDENTIFICATION AND PROGRAM PLACEMENT
CVTE 5	<p>All individuals including those who are members of special populations are provided with equal access to career/vocational technical education programs, services and activities and are not discriminated against on the basis of their status as members of special populations or race, color, sex, national origin, disability, religion, sexual orientation, gender identify, English language proficiency, disability, or sexual orientation. <i>Perkins Sections 122 &amp; 134, Vocational Technical Education Regulations 603 CMR 4.03(4) (6) (7), M.G.L.c.76, Section 5.</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006</u> at <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a>  <u>Massachusetts Perkins IV Manual</u> at <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a>  <u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a>  <u>Chapter 74 Manual for Vocational Technical Education Admission Policies</u> at <a href="http://www.doe.mass.edu/cte/admissions/">http://www.doe.mass.edu/cte/admissions/</a>  <u>Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs (34 CFR, Part 100, Appendix B</u> at <a href="http://www.doe.mass.edu/cte/admissions/">http://www.doe.mass.edu/cte/admissions/</a>  <u>Massachusetts General Law Chapter 76, Section 5</u> at <a href="http://www.mass.gov/legis/laws/mgl/gl-pt1-toc.htm">http://www.mass.gov/legis/laws/mgl/gl-pt1-toc.htm</a>  <u>Massachusetts Access to Equal Educational Opportunity Regulations 603 CMR 26.00</u> at <a href="http://www.doe.mass.edu/lawsregs/603cmr26.html">http://www.doe.mass.edu/lawsregs/603cmr26.html</a></p>

CRITERION NUMBER	II. STUDENT IDENTIFICATION AND PROGRAM PLACEMENT
CVTE 6	<p data-bbox="428 402 1556 435"><i>(Note: This criterion applies only to Chapter 74 state-approved vocational technical education.)</i></p> <p data-bbox="428 475 1661 540">The district uses its Department-approved admission policy and an appropriate application for admission. <i>Vocational Technical Education Regulations 603 CMR 4.03(6). M.G.L. c. 76, Section 5.</i></p> <p data-bbox="428 613 575 646"><b>References:</b></p> <p data-bbox="428 646 1724 711"><u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a></p> <p data-bbox="428 743 1341 808"><u>Chapter 74 Manual for Vocational Technical Education Admission Policies</u> at <a href="http://www.doe.mass.edu/cte/admissions/">http://www.doe.mass.edu/cte/admissions/</a></p> <p data-bbox="428 841 1833 938"><u>Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs (34 CFR, Part 100, Appendix B</u> at <a href="http://www.doe.mass.edu/cte/admissions/">http://www.doe.mass.edu/cte/admissions/</a></p> <p data-bbox="428 979 1050 1044"><u>Massachusetts General Law Chapter 76, Section 5</u> at <a href="http://www.mass.gov/legis/laws/mgl/gl-pt1-toc.htm">http://www.mass.gov/legis/laws/mgl/gl-pt1-toc.htm</a></p> <p data-bbox="428 1076 1463 1141"><u>Massachusetts Access to Equal Educational Opportunity Regulations 603 CMR 26.00</u> at <a href="http://www.doe.mass.edu/lawsregs/603cmr26.html">http://www.doe.mass.edu/lawsregs/603cmr26.html</a></p>



CRITERION NUMBER	II. STUDENT IDENTIFICATION AND PROGRAM PLACEMENT
CVTE 7	<p><i>(Note: This criterion applies only to districts <u>with five or more</u> Chapter 74 state-approved vocational technical education programs. Ninth graders admitted to Chapter 74 state-approved vocational technical education programs participate in the district's Chapter 74 state-approved vocational technical education exploratory program for a minimum of one-half of the school year. The program provides for students to explore at least one program that would prepare them for a career nontraditional for their gender if the district has program(s) that prepare students for careers that would be nontraditional for their gender. Students receive appropriate safety training while exploring programs. The time exploring each program should be sufficient to allow the student to be adequately assessed. The time should be sufficient to allow the student to become aware of the program requirements and the opportunities for employment and further education/training extended by the program. Vocational Technical Education Regulations 603 CMR 4.03(4). M.G.L. c. 76, Section 5.</i></p> <p><b>References:</b>  <u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a>   <u>Chapter 74 Manual for Vocational Technical Education Admission Policies</u> at <a href="http://www.doe.mass.edu/cte/admissions/">http://www.doe.mass.edu/cte/admissions/</a>   <u>Chapter 74 Manual for Vocational Technical Education Programs</u> at <a href="http://www.doe.mass.edu/cte/programs/manual.doc">http://www.doe.mass.edu/cte/programs/manual.doc</a></p>

CRITERION NUMBER	II. STUDENT IDENTIFICATION AND PROGRAM PLACEMENT
CVTE 8	<p>The programs in which students are enrolled meet the Perkins IV definition of career and technical education as contained in Appendix A (<i>Massachusetts Perkins IV Career and Technical Education Program Checklist</i>) of the <u>Massachusetts Perkins IV Manual</u>. <i>Perkins Sections 3 &amp; 134</i></p> <p><b>References:</b>            Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006 at <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>Massachusetts Perkins IV Manual</u> at <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p>

CRITERION NUMBER	II. STUDENT IDENTIFICATION AND PROGRAM PLACEMENT
CVTE 9a	<p>The district accurately reports student data in the Department of Elementary and Secondary Education’s Student Information Management System (SIMS). <i>Perkins Section 113, Vocational Technical Education Regulations 603 CMR 4.05</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006</u> at <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a>  <u>Massachusetts Perkins IV Manual</u> at <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a>  <u>SIMS Version 2.0 Data Handbook</u> at <a href="http://www.doe.mass.edu/infoservices/data/sims/">http://www.doe.mass.edu/infoservices/data/sims/</a>  <u>Instructions for School Districts in Reporting Students Enrolled in Career/Vocational Technical Education Programs</u> at <a href="http://www.doe.mass.edu/cte/data/">http://www.doe.mass.edu/cte/data/</a></p>

CRITERION NUMBER	II. STUDENT IDENTIFICATION AND PROGRAM PLACEMENT
CVTE 9b	<p>The district accurately reports student data in the Career/Vocational Technical Education Graduate Follow-up Report.  <i>Perkins Section 113, Vocational Technical Education Regulations 603 CMR 4.05</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006 at</u>  <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>Massachusetts Perkins IV Manual at</u> <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>SIMS Version 2.0 Data Handbook at</u> <a href="http://www.doe.mass.edu/infoservices/data/sims/">http://www.doe.mass.edu/infoservices/data/sims/</a></p> <p><u>Instructions for School Districts in Reporting Students Enrolled in Career/Vocational Technical Education Programs at</u>  <a href="http://www.doe.mass.edu/cte/data/">http://www.doe.mass.edu/cte/data/</a></p>

CRITERION NUMBER	III. PARENT AND COMMUNITY INVOLVEMENT
CVTE 10	<p>Representatives of business/industry; organized labor (union); colleges(s); parent(s)/guardian(s); student(s); representative(s) from registered apprenticeship program(s) (only required if the occupational field of the program has a registered apprenticeship program) are involved in the development, implementation, and review of career/vocational technical programs. Representation is race, linguistic, disability, and nontraditional by gender inclusive, and if not, there is a plan (formal recruitment process) to make it inclusive. <i>Perkins Section 134, M.G.L. c.74 Section 6, Vocational Technical Education Regulations 603 CMR 4.03 (1)</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006</u> at <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a></p> <p><u>Career/Vocational Technical Education Advisory Committee Guide</u> at <a href="http://www.doe.mass.edu/cte/resources/">http://www.doe.mass.edu/cte/resources/</a></p> <p><u>Massachusetts Perkins IV Manual</u> at <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p>

CRITERION NUMBER	IV. CURRICULUM AND INSTRUCTION
CVTE 11	<p>Programs are structured so that students acquire safety &amp; health, technical that includes embedded academic, employability, management &amp; entrepreneurship, and technological knowledge and skills. <i>Perkins Section 3, 134, M.G.L. c. 74 Section 2, Vocational Technical Education Regulations 603 CMR 4.03 (4) 4.06</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006</u> at <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a>  <u>Massachusetts Perkins IV Manual</u> at <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a>  <u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a>  <u>Massachusetts Vocational Technical Education Frameworks</u> at <a href="http://www.doe.mass.edu/cte/frameworks/">http://www.doe.mass.edu/cte/frameworks/</a>  <u>Chapter 74 Manual for Vocational Technical Cooperative Education</u> at <a href="http://www.doe.mass.edu/cte/programs/">http://www.doe.mass.edu/cte/programs/</a></p>

CRITERION NUMBER	IV. CURRICULUM AND INSTRUCTION
CVTE 12	<p>Linkages between secondary and postsecondary education including registered apprenticeship programs exist through, at a minimum, articulation agreements that are annually reviewed and approved. <i>Perkins Section 134, Vocational Technical Education Regulations 603 CMR 4.03 (4)</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006 at</u>  <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at</u>  <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a></p> <p>Statewide Articulation Agreements for specific Chapter 74 state-approved vocational technical education programs see Massachusetts Community Colleges Executive Office at <a href="http://www.masscc.org">http://www.masscc.org</a></p>

CRITERION NUMBER	IV. CURRICULUM AND INSTRUCTION
CVTE 13	<p>(Note: This criterion applies only to Chapter 74 state-approved vocational technical education.)</p> <p>Cooperative Education is implemented in accordance with applicable laws, regulations, and policies. <i>Child Labor Bulletin 101 – Child Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act WH – Revised March 2001, Code of Federal Regulations Title 29 (CFR 29) Parts 570.50 (c) (1) &amp; 570.51-570.68, M.G.L. c. 74 Sections 1 &amp; 2A, M.G.L. c.149, Sections 1, 62 &amp; 62A, M.G.L. c. 152, Vocational Technical Education Regulations 603 CMR 4.03(7) 4.10(3), (Chapter 385 of the Acts of 2002</i></p> <p><b>References:</b>  <u>Massachusetts Perkins IV Manual</u> at <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a>  <u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a>  <u>Chapter 74 Manual for Vocational Technical Cooperative Education</u> at <a href="http://www.doe.mass.edu/cte/programs/">http://www.doe.mass.edu/cte/programs/</a>  <u>Massachusetts General Law Chapter 149</u> at <a href="http://www.state.ma.us/legis/laws/mgl/gl-149-toc.htm">http://www.state.ma.us/legis/laws/mgl/gl-149-toc.htm</a>  <u>Code of Federal Regulations Title 29 (CFR 29)</u> at <a href="http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_570/29CFR570.50.htm">http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_570/29CFR570.50.htm</a>  <u>MA Worker’s Compensation Insurance per M.G.L. c. 152</u> at <a href="http://www.mass.gov/legis/laws/mgl/gl-152-toc.htm">http://www.mass.gov/legis/laws/mgl/gl-152-toc.htm</a>  <u>Advisory of CORI Law: Mandatory Criminal Record (CORI) Checks - Education Laws and Regulations</u> at <a href="http://www.doe.mass.edu/lawsregs/advisory/cori.html">http://www.doe.mass.edu/lawsregs/advisory/cori.html</a></p>



CRITERION NUMBER	IV. CURRICULUM AND INSTRUCTION
CVTE 14	<p>Non-cooperative education (unpaid and paid) work-based learning such as internships and job-shadowing is implemented in accordance with applicable laws, regulations and policies. <i>Perkins Section 134, M.G.L. c. 74 Section 2A, M.G.L. c. 152, Vocational Technical Education Regulations 603 CMR 4.03(4), Chapter 385 of the Acts of 2002</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006 at</u>  <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at</u>  <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a></p> <p><u>MA Worker's Compensation Insurance per M.G.L. c. 152 at</u>  <a href="http://www.mass.gov/legis/laws/mgl/gl-152-toc.htm">http://www.mass.gov/legis/laws/mgl/gl-152-toc.htm</a></p> <p><u>Advisory of CORI Law: Mandatory Criminal Record (CORI) Checks - Education Laws and Regulations at</u>  <a href="http://www.doe.mass.edu/lawsregs/advisory/cori.html">http://www.doe.mass.edu/lawsregs/advisory/cori.html</a></p>

CRITERION NUMBER	IV. CURRICULUM AND INSTRUCTION
CVTE 15	<p data-bbox="474 370 1604 399"><i>(Note: This criterion applies only to Chapter 74 state-approved vocational technical education.)</i></p> <p data-bbox="474 440 1892 535">Unpaid off-campus construction and maintenance projects are appropriately implemented per the Massachusetts Vocational Technical Education Regulations. <i>Vocational Technical Education Regulations 603 CMR 4.06; M.G.L.c.142, Section 3A.</i></p> <p data-bbox="474 576 1772 672"><b>References:</b>  <u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a></u></p>

CRITERION NUMBER	IV. CURRICULUM AND INSTRUCTION
CVTE 16	<p>The needs of students in alternative education are addressed (if the district has alternative education).  <i>Perkins Section 122</i></p> <p><b>Note:</b> Alternative Education is an instructional approach under the control of a school committee that is offered to "at-risk" students in a nontraditional setting. "At-risk" students may include those who are pregnant/parenting teens, truant students, and suspended or expelled students, returned dropouts, delinquent youth, or other students who are not meeting local promotional requirements. Alternative Education may operate as a program or as a separate self-contained school. Alternative Education does not include private schools, home schooling, school choice, General Educational Development (GED), or gifted and talented programs. Alternative Education also does not include programs exclusively serving students receiving special education services or career/vocational technical education.</p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006 at</u>  <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p>Department of Elementary and Secondary Education Webpage <a href="http://www.doe.mass.edu/alted/faq.html?faq=general">http://www.doe.mass.edu/alted/faq.html?faq=general</a></p>

CRITERION NUMBER	VI. FACULTY, STAFF AND ADMINISTRATION
CVTE 18	<p>Staff in career/vocational technical education programs are appropriately licensed or are working under a current Department-issued waiver. <i>Perkins Section 134, M.G.L. c. 74 Section 18, Vocational Technical Education Regulations 603 CMR 4.03 (5) 4.07 and M.G.L. c. 71 Section 38G, Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.00</i></p> <p><b>References:</b>  <u>Massachusetts General Law Chapter 74, Section 18 at</u>  <a href="http://www.mass.gov/legis/laws/mgl/gl-74-toc.htm">http://www.mass.gov/legis/laws/mgl/gl-74-toc.htm</a></p> <p><u>Massachusetts General Law Chapter 71, Section 38G at</u> <a href="http://www.mass.gov/legis/laws/mgl/gl-71-toc.htm">http://www.mass.gov/legis/laws/mgl/gl-71-toc.htm</a></p> <p><u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at</u>  <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a></p> <p><u>Chapter 74 Manual for Vocational Technical Education Programs at</u> <a href="http://www.doe.mass.edu/cte/programs/manual.doc">http://www.doe.mass.edu/cte/programs/manual.doc</a></p> <p><u>Chapter 74 Guide for Preliminary Vocational Technical Teacher Licensure at</u>  <a href="http://www.doe.mass.edu/cte/licensure/prelimguide.doc">http://www.doe.mass.edu/cte/licensure/prelimguide.doc</a></p> <p><u>Chapter 74 Guide for Professional Vocational Technical Teacher Licensure at</u>  <a href="http://www.doe.mass.edu/cte/licensure/profguide.doc">http://www.doe.mass.edu/cte/licensure/profguide.doc</a></p> <p><u>Chapter 74 Guide for Vocational Technical Administrator and Cooperative Education Coordinator Licensure at</u>  <a href="http://www.doe.mass.edu/cte/licensure/admin_cecguide.doc">http://www.doe.mass.edu/cte/licensure/admin_cecguide.doc</a></p> <p><u>Chapter 74 Guide for Vocational Technical Educator License Renewal at</u>  <a href="http://www.doe.mass.edu/cte/licensure/renewalguide.doc">http://www.doe.mass.edu/cte/licensure/renewalguide.doc</a></p> <p><u>Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.00 at</u>  <a href="http://www.doe.mass.edu/lawsregs/603cmr7.html">http://www.doe.mass.edu/lawsregs/603cmr7.html</a></p>

CRITERION NUMBER	VI. FACULTY, STAFF AND ADMINISTRATION
CVTE 19	<p>Staff in career/vocational technical education programs acquire professional development. <i>Perkins Section 134, Vocational Technical Education Regulations 603 CMR 4.03 (5) 4.07 and M.G.L. c. 71 Section 38G, Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.00</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006 at</u>  <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>Massachusetts General Law Chapter 74, Section 18 at</u>  <a href="http://www.mass.gov/legis/laws/mgl/gl-74-toc.htm">http://www.mass.gov/legis/laws/mgl/gl-74-toc.htm</a></p> <p><u>Massachusetts General Law Chapter 71, Section 38G at</u> <a href="http://www.mass.gov/legis/laws/mgl/gl-71-toc.htm">http://www.mass.gov/legis/laws/mgl/gl-71-toc.htm</a></p> <p><u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at</u>  <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a></p> <p><u>Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.00 at</u>  <a href="http://www.doe.mass.edu/lawsregs/603cmr7.html">http://www.doe.mass.edu/lawsregs/603cmr7.html</a></p> <p><u>Chapter 74 Guide for Vocational Technical Educator License Renewal at</u>  <a href="http://www.doe.mass.edu/educators/e_license.html?section=voc">http://www.doe.mass.edu/educators/e_license.html?section=voc</a></p>

CRITERION NUMBER	VII. SCHOOL & WORK-BASED FACILITIES AND EQUIPMENT
CVTE 20	<p>Career/vocational technical education instructional facilities meet current occupational standards. <i>Perkins Section 134; Vocational Technical Education Regulations 603 CMR 4.03 (3) (4) (7)(8)</i>  <i>Each vocational technical education program shall be conducted in facilities that meet current occupational standards. 603 CMR 4.03 (3)(a)</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006 at</u>  <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at</u>  <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a></p> <p><u>Career/Vocational Technical Education Safety Guide at</u>  <a href="http://www.doe.mass.edu/cte/safety/guide.doc">http://www.doe.mass.edu/cte/safety/guide.doc</a></p> <p><b><u>NIOSH Safety Checklist Program for Schools at</u></b>  <a href="http://www.doe.mass.edu/cte/safety_health.html">http://www.doe.mass.edu/cte/safety_health.html</a></p> <p><u>Chapter 74 Manual for Vocational Technical Cooperative Education at</u>  <a href="http://www.doe.mass.edu/cte/programs/">http://www.doe.mass.edu/cte/programs/</a></p>

CRITERION NUMBER	VIII. PROGRAM EVALUATION
CVTE 21	<p>Career/vocational technical education instructional <u>equipment</u> meets current occupational standards. <i>Perkins Section 134; Vocational Technical Education Regulations 603 CMR 4.03 (3) (4) (7)(8)</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006 at</u>  <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at</u>  <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a></p> <p><u>Career/Vocational Technical Education Safety Guide at</u>  <a href="http://www.doe.mass.edu/cte/safety/guide.doc">http://www.doe.mass.edu/cte/safety/guide.doc</a></p> <p><u>NIOSH Safety Checklist Program for Schools at</u>  <a href="http://www.doe.mass.edu/cte/safety_health.html">http://www.doe.mass.edu/cte/safety_health.html</a></p> <p><u>Chapter 74 Manual for Vocational Technical Cooperative Education at</u>  <a href="http://www.doe.mass.edu/cte/programs/">http://www.doe.mass.edu/cte/programs/</a></p>

CRITERION NUMBER	VIII. PROGRAM EVALUATION
CVTE 22	<p>The district uses the Perkins Act Core Indicator of Performance outcomes to improve programs and the outcomes for students. <i>Perkins Section 113, Perkin 134 (b) (5(, (7), (8)</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006 at</u>  <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at</u>  <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a></p> <p><u>Massachusetts Perkins Accountability Workbook - Secondary</u>  <a href="http://www.doe.mass.edu/cte/perkins/acctworkbook_sec.pdf">http://www.doe.mass.edu/cte/perkins/acctworkbook_sec.pdf</a></p>



CRITERION NUMBER	IX. RECORDKEEPING AND FUND USE
CVTE 23	<p>Perkins Local Plans and Standard Contract Forms and Application for Program Grants are appropriately designed, amended, and locally monitored. <i>Perkins Sections 113, 201, and 135.</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006</u> at <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a>  <u>Massachusetts Perkins IV Manual</u> at <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a>  <u>Grants for Schools: Getting Them and Using Them, A Procedural Manual</u> at <a href="http://finance1.doe.mass.edu/Grants/procedure/manual.html">http://finance1.doe.mass.edu/Grants/procedure/manual.html</a>  <u>Education Department General Administrative Regulations (EDGAR)</u> at <a href="http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html">http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html</a>  <u>OMB Circular A – 87</u> <a href="http://www.whitehouse.gov/omb/circulars/A087/A087-ALL.html">HTTP://WWW.WHITEHOUSE.GOV/OMB/CIRCULARS/A087/A087-ALL.HTML</a></p>

CRITERION NUMBER	IX. RECORDKEEPING AND FUND USE
CVTE 24	<p>The district uses Perkins funds in accordance with statutory fund-use rules, including supplement not supplant provisions. For grants in which Perkins funds are used to staff positions, the district has personnel/staff activity reporting of any staff (s) time spent in activities charged to the Perkins grant, and how time charged to the Perkins grant supported Perkins activities. Also, the district has an inventory system in place that allows the district to track and identify items purchased with Perkins funding. <i>Perkins Sections 135</i></p> <p><b>References:</b>  <u>Carl D. Perkins Career &amp; Technical Education Improvement Act of 2006 at</u>  <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>Massachusetts Perkins IV Manual at</u> <a href="http://www.doe.mass.edu/cte/perkins/">http://www.doe.mass.edu/cte/perkins/</a></p> <p><u>Education Department General Administrative Regulations (EDGAR)</u>  <a href="http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html">http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html</a></p> <p>OMB Circular A – 87 <a href="HTTP://WWW.WHITEHOUSE.GOV/OMB/CIRCULARS/A087/A087-ALL.HTML">HTTP://WWW.WHITEHOUSE.GOV/OMB/CIRCULARS/A087/A087-ALL.HTML</a></p>

CRITERION NUMBER	IX. RECORDKEEPING AND FUND USE
CVTE 25	<p data-bbox="415 399 1482 431"><i>(Note: This criterion applies only to Chapter 74-approved vocational technical education.)</i></p> <p data-bbox="415 483 1894 581">The district has adequate financial resources to enable the programs to meet current industry and Occupational Safety and Health Administration (OSHA) standards with respect to facilities, safety, equipment, and supplies. <i>Vocational Technical Education Regulations 603 CMR 4.03 (8)</i></p> <p data-bbox="415 602 562 630"><b>References:</b></p> <p data-bbox="415 634 1713 699"><u>Chapter 74 Selected Sections &amp; 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at <a href="http://www.doe.mass.edu/cte/laws.html">http://www.doe.mass.edu/cte/laws.html</a></u></p>

***Document # 3A:***  
**CVTE Student Record Review Requirements**

**1. Purpose**

The Department of Elementary and Secondary Education student record review focuses on a sampling of students enrolled in Perkins non-Chapter 74 career & technical education and Chapter 74-approved vocational technical education programs to determine if required procedures are being implemented and services are being provided.

**2. Department of Elementary and Secondary Education Student Record Selection Procedures**

A sampling of records will be selected by CVTE unit staff for review using the following guidelines:

- a. CVTE unit staff will select the following minimum number of records:

- ☐ **10** records for LEA with up to 100 students enrolled in career/vocational technical education programs.
- ☐ **20** records for LEA with 101 or more students enrolled in career/vocational technical education programs.

- b. Based upon review of in-house data and discussion with the appropriate staff in the district, CVTE unit staff will identify at least one of each of the following specific cases, if they exist in the district. CVTE unit staff will record the names of those students on the CVTE Student Record Selection Form (*Document 3A*).

- ☐ Student or students with a disability (with IEP or Section 504 accommodation plan)
- ☐ Student or students preparing for a career that is nontraditional for his/her gender
- ☐ Student or students from an economically disadvantaged family (including foster children)
- ☐ Student or students who are limited-English proficient
- ☐ Student or students who are single parent, single pregnant student

(At least one of each if possible)

- c. After selecting specific cases, (top section of the selection form), CVTE unit staff will select the remaining number of records from any program(s) representing any category not represented in the specific cases and record them on the **CVTE Student Record Selection Form** (*Document 3B*). An equal number of male and female students will be selected. The sample will include a representative number of racial/ethnic minority students. If the district received a competitive Perkins Act grant in the current year or the immediate preceding year, at least two of the selected students should be enrollees of the competitive grant program.

**3. District Staff will perform a Preliminary Review**

District staff shall conduct a preliminary local review of the records using the **CVTE Student Record Review Checklist** (*Document 3C*).

**4. Cooperative Education Student Records and Non-cooperative education (unpaid) work-based learning Student Records**

In addition, a review of cooperative education student records will be conducted for those districts with a cooperative education program. During the coordinated program review, CVTE office staff will review a sample of cooperative education student folders. The sample will include students who are currently working under a cooperative education agreement and may include students who participated in cooperative education in the year preceding the coordinated program review. The number will be determined by the CVTE office staff chairperson. These student records must be reviewed in order to determine if Cooperative Education is implemented in accordance with applicable laws, regulations, and policies. **Record Review Checklist for Students Enrolled in Cooperative Education** (*Document 8*) will be used by CVTE office staff.

A review of Non-cooperative education (unpaid) work-based learning Student Records will be conducted for those districts with CVTE students who are participating in non-cooperative education (unpaid) work-based learning. The selection of student records and the review will be the same as for the cooperative education student records. These student records are part of the documentation for CVTE Criteria 14.

**5. Retention of Student Applications for Students Who Were Not Accepted into the district or CTE program.**

If a student applies to the district and is not accepted, the district shall maintain documentation as to the specific admission requirements that were not met, and must provide such documentation to the Department or to the student's parent/guardian upon request. (see Criterion 6). The district shall provide Department staff with access to applications of students who have applied to the district for admission, and provide rating sheets or other documentation that indicates the reasons that applicants were not selected by the district/school.

<p><i>Document 3B:</i></p> <p><b>CVTE Student Record Selection Form</b></p>
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[illegible]

**Document 3C:**  
**CVTE Student Record Review Checklist**

District:	Local Reviewer:	Date:
Student Name:	State Reviewer:	Date:
Student Program:		Grade Level:

- ☐ Male
 ☐ Female
 ☐ Single Parent
 ☐ Single Pregnant Student
 ☐ Limited English Proficient
- ☐ Nontraditional
 ☐ Student w/current IEP
 ☐ Economically Disadvantaged/Title 1
 ☐ Not Applicable (*no special population category applies*)

Documentation Review Key					D	ND	NA	ESE Verified
D = Documented	ND = Not Documented	NA = Not Applicable	V = DOE Verification					
1.	Documentation that the student was admitted to the school using the district's approved admission policy and application for admission. Ex. The completed application and all related documents including the score sheet used for determining the student's admission to the school or to the Chapter 74 exploratory program.  Comment:							
2.	Documentation that the student was admitted to their program in accordance with the program placement section of the district's approved admission policy. Ex. The student's exploratory score sheets and related documents including the student's program choice form and the final score sheets used for determining the student's admission to their specific program.  Comment:							
3.	Documentation of the student's acquisition of safety & health, technical, academic, employability, management & entrepreneurship and technological knowledge and skills. Ex. Documentation of competency attainment to date.  Comment:							
4.	Documentation of career guidance and placement services, including career assessments and assistance with the development of a four-year career plan. Ex. The student's career plan or individual learning plan as well as any career assessments.  Comment:							

**(Document 4)**  
**Personnel Data Sheet**

*Provide the following information for all district personnel involved in career/vocational technical education programs. This includes RVTSD superintendents, CVTE Directors, Cooperative Education Coordinators, and CVTE supervisors, and individuals paid for with Perkins grant funds (if subject to licensure). This does not include academic teachers who teach students enrolled in career/vocational technical education programs. Provide this information to the Department's Onsite Chairperson at least eight weeks prior to the onsite review.*

Staff Name	Role	Grades Level Taught by Staff (where applicable)	Field of Licensure	# of Years Working under License	License Number or Date of Waiver



**(Document 5)**

**Career/Vocational Technical Education Shop Self Evaluation Form**

This self-evaluation form has been prepared to assist school districts. It is by no means a comprehensive guide to safety and health. Districts are responsible for reviewing and implementing laws, regulations, and guidelines issued by regulatory agencies. It is recommended that the NIOSH Safety Checklist Program for Schools be used for comprehensive self-evaluation by districts with career/vocational technical education programs. Information on the NIOSH Safety Checklist Program for Schools including the NIOSH Safety Checklist Program Manual is available at <http://www.cdc.gov/niosh/docs/2004-101/>. The direct link to the checklists for specific career/vocational technical education programs is <http://www.cdc.gov/niosh/docs/2004-101/indexprog.html>. Note that the regulations of the Occupational Safety and Health Administration (OSHA) governing work sites shall serve as the minimum standards for safety in Chapter 74-approved vocational technical education programs.

**NOTE: A shop evaluation form should be completed for each technical program.**

District:	Shop:
Reviewed by:	Date:

	Yes	No	N/A	District's Comments	ESE Comments
<b>1. Exits</b> a. Are there an appropriate number of exits? Is there proper signage? b. Are there unobstructed and clear ways to the exits? c. Are the exits in operable condition? d. Are the exits inspected and maintained according to manufacturer and regulatory requirements? e. Are exit handles accessible by all students and staff?					
<b>2. Fire Alarms and Fire Drills</b> a. Do fire alarms work according to manufacturer and regulatory requirements? b. Are the fire alarms inspected and maintained according to manufacturer and regulatory requirements? c. Are fire drill instructions posted? In applicable languages? d. Are fire drills held according to regulatory requirements?					

	Yes	No	N/A	District's Comments	ESE Comments
<b>3. Fire Extinguishers and Sprinklers</b> a. Do fire extinguishers exist per regulatory requirements? b. Are the fire extinguishers mounted in a readily accessible/visible location per regulatory requirements? c. Are all fire extinguishers inspected and maintained according to manufacturer and regulatory requirements? d. Are there sprinklers per regulatory requirements? e. Are all sprinklers inspected and maintained according to manufacturer and regulatory requirements?					
<b>4. Emergency Eye Wash Systems</b> a. Are there eye washing systems in shops where corrosive materials are used (per regulatory requirements)? b. Are there unobstructed and clear ways to the systems so that all students and staff have access? c. Are the systems operable? d. Are the systems inspected and maintained according to manufacturer and regulatory requirements?					
<b>5. Other Emergency Wash Systems (Drench/Deluge Showers, Hand Held Body/Face Washers and Deck Mounted Drench Hoses)</b> a. Are there emergency wash systems where corrosives or flammable liquids are handled or where open flame devices are used (per regulatory requirements of the State Fire Marshall's Office)? b. Are there unobstructed and clear ways to the systems so that all students and staff have access? c. Are the systems operable? d. Are the systems inspected and maintained according to manufacturer and regulatory requirements?					
<b>6. Fire Blankets</b> a. Does each existing shop <b>not equipped</b> with an Emergency Wash System have at least one approved Fire Blanket, and a sign that reads: "In Case of Clothing Fire STOP, DROP and ROLL"? b. Are there unobstructed and clear ways to the systems so that all students and staff have access to the Fire Blankets? c. Are the Fire Blankets operable? d. Are the Fire Blankets inspected and maintained according to manufacturer and regulatory requirements?					

	Yes	No	N/A	District's Comments	ESE Comments
<b>7. Electrical Devices/Power Shut-Offs</b> a. Are there an adequate number of outlets and switches? b. Are all outlets, switches, and covers in good condition? c. Are Ground Fault Circuit Interrupters (GFCI) used near sources of water per regulatory requirements? d. Is there an operable master power switch (off) and is it easily accessible? e. Are there operable emergency equipment shut-offs? f. Are all outlets, switches, GFCIs and emergency shut-offs inspected and maintained according to manufacturer and regulatory requirements?					
<b>8. Flammables, Combustibles, Toxic and Hazardous Materials incl. Biomedical</b> a. Are all flammables, combustibles, toxic, and hazardous materials including biomedical materials stored and disposed of according to manufacturer Safety Data Sheets (SDS) and regulatory requirements? b. Is there an appropriate approval posted for storing waste oil per manufacture and regulatory requirements? c. Are appropriate SDS for the flammables, combustibles, toxics and hazardous materials posted?					
<b>9. Personal Protective Equipment (PPE)</b> a. Are students and staff provided with appropriate PPE per regulatory requirements? b. Are students and staff trained in the use of PPE? c. Are all PPE inspected and maintained according to manufacturer and regulatory requirements? d. Are all students and staff wearing required PPE such as eye protection per requirements?					
<b>10. First Aid</b> a. Is there an appropriate first aid box in an accessible location? b. Are supplies in the first aid box adequate for the type of potential injuries in the shop? c. Is there a telephone to call for emergency help? d. Are emergency telephone numbers posted next to the telephone? e. Is there an emergency procedure protocol for staff and for students? f. Is there a nurse available? (Note: The suggested ratio is 1 FTE in buildings 250-500, with an additional 0.1 FTE for each additional 50 students over 500.)					
<b>11. Lighting</b> a. Is the lighting suitable for the work being done? b. Is there protective covering for the light bulbs (i.e., bulb guards) per required by manufacturer and regulatory requirements?					

	Yes	No	N/A	District's Comments	ESE Comments
<b>12. Machinery incl. Equipment and Tools</b> a. Are safety guards for machinery, equipment and tools in place and in good condition per manufacturer and regulatory guidelines? b. Are the machinery, equipment and tools inspected and maintained according to manufacturer and regulatory requirements? c. Is there adequate space between machines for working safely per manufacturer and regulatory requirements? d. Is the working space delineated and clear of obstructions per manufacturer and regulatory requirements? e. Are there working magnetic restarts in place for saws (e.g., planer saw, table saws, etc. per manufacturer and regulatory requirements?					
<b>13. Ventilation</b> a. Is there adequate ventilation per manufacturer and regulatory requirements? b. Do all ducts terminate outside the building per manufacturer and regulatory requirements? c. Do tailpipe exhaust exit outside the building per manufacturer and regulatory requirements? d. Do welding areas have fans venting outside per manufacturer and regulatory requirements? e. Are all vent hoods clean and unobstructed? f. Are the ventilation systems sufficient when the shop is at full capacity?					
<b>14. General Shop Orderliness, Cleanliness and Work Habits</b> a. Is the shop orderly and clean? b. Is there a secured tool crib for shop supplies? c. Are cleaning products stored per manufacturer and regulatory guidelines? d. Are floors clean and dry? e. Are signs posted for cleaning hands per regulatory guidelines? f. Are hazard signs posted per manufactures and regulatory guidelines? g. Are exit lanes clearly marked? h. Are all students and staff practicing safe work habits in the shop?					
<b>15. Shop Safety and Health Plan</b> a. Is there a shop safety and health plan? b. Does the plan include provisions for safety training for staff and students?					

**(Document 6)**  
**List of Potential Interviewees**

<b>TITLE</b>	<b>NAMES</b>
Students (These are the students whose records were selected by CVTE.)	Student names must not be included on the schedule. The schedule can say (ex.) 10 students.
Parents (These are the parents of the students whose records were selected by CVTE.)	Parent names must not be included on the schedule. The schedule can say (ex.) 5 parents.
Academic and/or Curriculum Coordinator	
Academic Teachers (minimally 1 teacher from each of the 4 core areas)	
Admissions Staff	
Advisory Committee Members (with a goal of having each program represented, including a member of the GAC)	
Business Manager (CVTE 9b, 23, 24, 25)	
CVTE Supervisor/Director	
Career/Vocational Technical Student Organization Coordinators	
Cooperative Education Coordinator (CVTE 13)	
Coordinator of unpaid (non-cooperative education work-based learning. (CVTE 14)	
Coordinator of Programs for English Language Learners	
Facilities Manager (CVTE 20 & 21)	
Paraprofessionals/Tutors	
Perkins-Funded Staff (CVTE 24)	
Perkins Local Plan Coordinator	
Placement Coordinator (person who can address work placement for graduating students)	
Principal	
Pupil Personnel Services Director	
Safety Coordinator (person who can address shop safety)	
School Counselors	
School Recruiters	
Section 504 Coordinator & Title IX Coordinator (the individual(s) who oversee these requirements in the district).	
SIMS Contact Person ( <i>person who can address CVTE SIMS data reports</i> )	
Special Education Director/Teachers	
Superintendent	
Technical Teachers (1 from each program, including exploratory, is sufficient)	
Technology Coordinator ( <i>person who can address district's technology education plan and PD</i> )	

<p><i>(Document 7)</i></p> <p><b>Onsite Team Member Interview and Observation Schedule</b></p>
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Reviewed by:

[illegible]

**(Document 8)**  
**Record Review Checklist for Students Enrolled in  
 Cooperative Education**

Grade:	Gender:	Special Population Status ( <i>if known</i> ):
Student Program of Study:		

**D= Documented**

**ND = Not Documented**

**NA = Not Available**

DOCUMENTATION	Comments	D	ND	NA
Cooperative education is supervised by cooperative education coordinator or a licensed teacher.				
Student has been in their program for at least 1.5 years.				
Student has not participated in cooperative education prior to the 2nd semester of their junior year.				
Students' cooperative education is not during "academic" time.				
Employer provided a health and safety orientation or students receive a health and safety orientation in their shop.				
Regularly scheduled visits by the cooperative education coordinator or a teacher occur.				
CORI check performed on supervising employees in compliance with district policy.				
Work being done doesn't violate Child Labor Laws.				
There is current coverage under Workers Compensation Insurance.				

<b>DOCUMENTATION</b>		<b>Comments</b>	<b>D</b>	<b>ND</b>	<b>NA</b>
There is a cooperative education agreement, signed by the student, parent/guardian, employer, and cooperative education coordinator, indicating hours per week, supervisor, and basic job functions.					
There is a cooperative education permit issued by school administrator, if the student is younger than 18.					
Work is aligned to develop proficiency in the standards listed in the appropriate VTE framework.					
Local cooperative education admission standards contained in the Student Handbook or some other official document have been followed.					
The cooperative education site underwent a safety review by the cooperative education coordinator or teacher prior to the student starting work.					
The district tracks the student's acquisition of knowledge and skills being developed during cooperative education.					
If the student is a member of a special population, accommodations are provided.					
<b>ADDITIONAL documentation and/or practices which may be evident:</b>	<b>NOTES &amp; QUESTIONS</b>				



**(Document 9)**

**Massachusetts Perkins IV Career and Technical Education  
Program Checklist**

**Program of Study:** \_\_\_\_\_

**Person(s) completing this checklist (including job titles):** \_\_\_\_\_

**Date checklist was completed:** \_\_\_\_\_

Perkins IV Citation: Section 3

The term career and technical education means organized educational activities that—

(A) offer a sequence of courses that—

(i) provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions;

(ii) provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; and

(iii) may include prerequisite courses (other than a remedial course) that meet the requirements of this subparagraph; and

(B) include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry including entrepreneurship, of an individual.

Standard	Measure	Examples - Evidence/Source Document	✓
1. The program has organized educational activities.	A program description that includes required academic and technical courses is published.	School/College Catalog Program of Study Website	
2. The program includes a sequence of courses. *	The sequence of courses includes at least two technical courses in the same occupational field and academic courses. A technical course is a course that provides individuals with technical occupational knowledge and skills.*	School/College Catalog Program of Study Program of Study Grid Website	
3. The program provides students with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills.	Academic and technical instruction is integrated and for high schools is based on the applicable Massachusetts Curriculum Frameworks and the applicable Massachusetts Vocational Technical Education Framework.	Program of Study Program of Study Grid Course Syllabi Lesson Plans Competency List	
4. Includes both secondary and postsecondary elements that prepare students for further education.	Current articulation agreements with two and/or four year colleges, and registered apprenticeship programs (if applicable) exist, are under development or are proposed and the school/college has verified (with an advisory committee that includes representatives from postsecondary education that includes registered apprenticeship programs (if applicable)) that the program prepares students for further education, and registered apprenticeships (if applicable).	Articulation Agreement(s) (existing, under development, proposed) Program of Study Program of Study Grid Minutes of Advisory Committee Meetings	
5. The program prepares students for careers in current or emerging professions.	The school/college has verified the labor market for the program with an advisory committee that includes representatives from business/industry and postsecondary education including registered apprenticeship programs (if applicable), and/or the local Workforce Investment Board (WIB).	Minutes of Advisory Committee Meetings WIB Documentation Program of Study Program of Study Grid	

<b>Standard</b>	<b>Measure</b>	<b>Examples - Evidence/Source Document</b>	<b>✓</b>
6. The program provides students with technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree.	An organization that is nationally recognized by the specific industry or industry cluster for which the students are being prepared, and that is involved in the accreditation, approval and/or certification of career and technical education programs has accredited, approved or certified the program, if applicable, and/or the state agency that issues licenses for individuals in the specific industry has approved or certified the program, as applicable.	Accreditation Document Approval Document Certification Document Credentials conferred Certificates conferred Degrees conferred	
7. The program includes competency-based applied learning.	The knowledge and skills to be acquired by students are published.	Program of Study Program of Study Grid Lesson Plans Course Syllabi Competency List Website	
8. The program contributes to students' higher-order reasoning and problem-solving skills.	The curriculum for the program includes higher-order reasoning and problem-solving skills.	Program of Study Program of Study Grid Lesson Plans Course Syllabi Competency List	
9. The program provides students with general employability knowledge and skills.	The program includes the use of work-based learning as appropriate and feasible, as well as career development curricula.	Career Plans Individual Learning Plan Work-based Learning Plans Program of Study Program of Study Grid Course Syllabi Lesson Plans Competency List	
10. The program provides students with occupational safety and health knowledge and skills.	The curriculum for the program includes occupational safety and health knowledge and skills.	Program of Study Program of Study Grid Lesson Plans Course Syllabi Competency List	
11. The program provides students with management and entrepreneurship knowledge and skills.	The curriculum for the program includes management and entrepreneurship knowledge and skills.	Program of Study Program of Study Grid Lesson Plans Course Syllabi Competency List	
12. The program provides students with computer knowledge and skills.	The curriculum for the program includes computer knowledge and skills.	Program of Study Program of Study Grid Lesson Plans Course Syllabi Competency List	

**(Document 10)**  
**Chapter 74 Exploratory**

Chapter 74 exploratory components	Number of programs	Hours in each program	Total hours
Rotation through programs (1)			
Rotation through programs (2) <i>If the exploratory program has two sections.</i>			
<b>TOTAL HOURS of EXPLORATORY PROGRAM =</b>			

	Hours	Total hours
Safety Training <i>If there is additional safety training outside of the program rotations that is conducted as part of exploratory for grade 9 students, the time can be used toward the calculation of the district's exploratory program hours</i>		
Career assessments <i>There is no specified required number of hours for career assessments; however, career assessments and information on career pathways to assist students in making program selections is a requirement, and the time used for these career assessments can be used toward the calculation of the district's exploratory program hours.</i>		
<b>ADDITIONAL HOURS of EXPLORATORY PROGRAM =</b>		

**(Document 11)**  
**Program Advisory Committee for Vocational Technical Education Form**

District:

School Year:

Program Name:

Facilitator: *(May be school district staff.)*

Date of Completion:

Provide the first and last name of all committee members. <i>(NOTE: School district staff shall not be members of the Program Advisory Committee. Do not list them below.)</i>	Provide the company name for each business/industry representative; the organizational title for the organized labor representative; the name of the school/college/university for the postsecondary representative, and the registered apprenticeship program title for the apprenticeship representative.  Provide the address for each member including street name & number, city/town, state, zip code, daytime telephone number and email address.	COMPOSITION <i>(check as applicable)</i>			TYPE OF REPRESENTATION <i>(check one box for each name listed)</i>							
		<i>Person with Disabilities</i>	<i>Racial or Linguistic Minority</i>	<i>Non- traditional by gender (if applicable)</i>	<i>Business/industry</i>	<i>Organized Labor</i>	<i>Postsecondary Institution</i>	<i>Registered Apprenticeship</i>	<i>Parent/Guardian</i>	<i>Student</i>		
<i>Chairperson</i>												

Provide the first and last name of all committee members. <i>(NOTE: School district staff shall not be members of the Program Advisory Committee. Do not list them below.)</i>	Provide the company name for each business/industry representative; the organizational title for the organized labor representative; the name of the school/college/university for the postsecondary representative, and the registered apprenticeship program title for the apprenticeship representative.  Provide the address for each member including street name & number, city/town, state, zip code, daytime telephone number and email address.	COMPOSITION <i>(check as applicable)</i>			TYPE OF REPRESENTATION <i>(check one box for each name listed)</i>							
		<i>Person with Disabilities</i>	<i>Racial or Linguistic Minority</i>	<i>Non- traditional by gender (if applicable)</i>	<i>Business/industry</i>	<i>Organized Labor</i>	<i>Postsecondary Institution</i>	<i>Registered Apprenticeship</i>	<i>Parent/Guardian</i>	<i>Student</i>		

\_\_\_\_\_  
Signature of Program Advisory Committee Chairperson

\_\_\_\_\_  
Date