This appendix is designed to assist districts in submitting documentation required under **5i** **in Part B (Concluding) which states:** Submit, *if applicable*, a written plan for the Program to gain state board/agency approvals, and accreditation association approvals. If approvals have been obtained, submit documentation of attainment.

Note: This requirement comes from the Vocational Technical Education Regulations 603 CMR 4.03(4)(a)

7. meet **state board/agency approvals, accreditation association approvals** as set forth in Department guidelines.

| **State Board/Agency Approvals, Accreditation Association Approvals** |
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| **Program** | **MA Licensing Board or Accrediting, or Credentialing Agency** | **Explanation of Requirement** | **For Part B 5i, the applicant must:** |
| **Aviation Technology** | The Federal Aviation Administration (FAA)<https://www.faa.gov/> | The Federal Aviation Administration must approve the Aviation Technology program prior to the program receiving Chapter 74 approval.  | Submit a copy of the approval letter from FAA. |
| **Cosmetology** Note that a cosmetology program cannot operate without Chapter 74 state approval. Nor can any portion of the program be offered to students, this includes related courses, elective classes, and exploratory.  | MA Board of Registration of Cosmetology and Barbering<https://www.mass.gov/orgs/board-of-registration-of-cosmetology-and-barbering> | **The MA Board of Registration of Cosmetology and Barbering** regulates cosmetology, barbering, esthetician, and electrology in Massachusetts. The Board issues licenses to qualified individuals, businesses, and schools to ensure public health and safety by maintaining high standards for these industries. The MA Board of Registration of Cosmetology and Barbering must approve a cosmetology program prior to the program receiving Chapter 74 state approval.  | Submit evidence that the cosmetology program has been licensed by the MA Board of Registration of Cosmetology and Barbering.  |
| **Electricity** Note that an electrical program cannot operate without Chapter 74 state approval. Nor can any portion of the program be offered to students, this includes related courses, elective classes, and exploratory.  | MA Board of State Examiners of Electricians<https://www.mass.gov/orgs/board-of-state-examiners-of-electricians> | **The Massachusetts Board of State Examiners of Electricians** examines and licenses electrician candidates, including those graduating from Chapter 74 programs.  | The MA Board of State Examiners of Electricians **does not need to** approve a program prior to the program receiving Chapter 74 state approval; **however**, once an electrical program receives Chapter 74 state approval, the school must contact the MA Board of State Examiners of Electricians to inform them that they have received Chapter 74 state approval.This step of the district informing the MA Board of State Examiners of Electricians is required in order for students enrolled in a Chapter 74 electricity program to receive credited hours toward apprenticeship. |
| **Health Assisting** | MA Department of Public Health<https://www.mass.gov/orgs/department-of-public-health>  | The **MA Department of Public Health (DPH)** regulates, licenses, and provides oversight of a wide range of healthcare-related professions and services. Prior to a Health Assisting program receiving Chapter 74 approval, the program must be approved by DPH. With DPH approval, Chapter 74 Health Assisting enrollees who complete the Health Assisting program are eligible to sit for the Nurse Aide Competency Evaluation (NACE), a requirement for employment as a certified Nursing Assistant (CNA). | Submit evidence that the Health Assisting program has been approval by MA Department of Public Health.  |
| **Plumbing** Note that a plumbing program cannot operate without Chapter 74 state approval. Nor can any portion of the program be offered to students, this includes related courses, elective classes, and exploratory.  | MA Board of State Examiners of Plumbers and Gas Fitters<https://www.mass.gov/orgs/board-of-state-examiners-of-plumbers-and-gas-fitters> | **The MA Board of State Examiners of Plumbers and Gas Fitters** regulates the practice of plumbing occupations in the Commonwealth of Massachusetts.The MA Board of State Examiners of Plumbers and Gas Fitters must approve a plumbing program prior to the program receiving Chapter 74 state approval. Schools must submit an application to conduct the tier program to the MA Board of State Examiners of Plumbers and Gas Fitters. This application is currently only in PDF form. The district should contact the MA Board of State Examiners of Plumbers and Gas Fitters for the (PDF) application form.  | Submit evidence that the program has been approved by the MA Board of State Examiners of Plumbers and Gas Fitters. |
| **Postsecondary Practical Nursing (LPN)**Note that all Practical Nursing (LPN) programs must be approved by BORN.  | MA Board of Registration in Nursing (BORN)<https://www.mass.gov/orgs/board-of-registration-in-nursing> | The **MA Board of Registration in Nursing** applies the statutes and regulations that govern nursing practice and nursing education. This includes postsecondary Practical Nursing Programs (LPN). Prior to receiving Chapter 74 approval, the program must be licensed by the MA Board of Registration in Nursing. **According to Board regulations 244 CMR 6.05(1) an institution seeking to establish a nursing education program must apply for *Prerequisite Approval Status* 12 months before the proposed date for student admissions**.  | Submit evidence that the Postsecondary Practical Nursing (LPN)program have received ***approval status*** from the MA Board of Registration in Nursing. |
| **Sheet Metal** | MA Board of Examiners of Sheet Metal Workers<https://www.mass.gov/orgs/board-of-examiners-of-sheet-metal-workers> | **The MA Board of Examiners of Sheet Metal Workers** regulates sheet metal work in Massachusetts. By law, all schools (vocational technical and comprehensive) must be licensed to teach sheet metal; however, they are exempt from fees. The link to the school application: <http://www.mass.gov/ocabr/licensee/dpl-boards/sm/applications-forms-doi/school-application.html> | Submit evidence that the sheet metal licensing board has licensed the school to teach sheet metal. |
| **Dental Assisting** | MA Board of Registration in Dentistry <https://www.mass.gov/orgs/board-of-registration-in-dentistry> | **The MA Board of Registration in Dentistry** establishes rules, regulations, and policies covering dentistry, dental hygiene, and dental assisting.Dental Assisting programs do not need to be approved by the MA Board of Registration in Dentistry prior to Chapter 74 program approval; however, programs seeking Chapter 74 approval must meet the requirements identified by the MA Board of Registration in Dentistry.  | The MA Board of Registration in Dentistry **does not need to** approve a program prior to the program receiving Chapter 74 state approval. |
| **Early Education** **and Care**  | The MA Department of Early Education and Care (EEC)<https://www.mass.gov/orgs/department-of-early-education-and-care> | **The MA Department of Early Education and Care (EEC)** licenses or approves childcare programs. Because CTE early education and care programs utilize child care programs for student learning and practicum, districts applying for Chapter 74 approval must identify the child care program(s) that will be used, and the program(s) must meet all requirements set forth by the Department of Early Education and Care (EEC).Note that the practicum enables Chapter 74 students to earn hours toward their MA EEC Certification.  | * Identify what childcare program(s) will be used.
* Child Care Programs must submit a copy of their most recent EEC License.  If the License is expired and in renewal, documentation from an EEC Licensor must be submitted indicating the program is in the renewal process.
* *If the applicant will use offsite* *child care programs and/or daycare vendors to provide work-based learning opportunities for students (e.g., a community daycare center)*, submit a copies of contracts between the school and each site, including a memorandum of agreement.

***Does a pre-school site that is located at a school district also need to be licensed by EEC?*** *No they do not.  If they are in a public school, then they are considered exempt.  However, if they take childcare subsidies, then they will be subject to EEC licensing visits and BRC requirements even as an exempt program.* *\**Please see additional information below. |

**Early Education and Care:** The information below is applicable to both offsite facilities (where a high school EEC program is contracting with a child care program and/or daycare vendor to provide work-based learning opportunities for students as well as onsite early education and care facilities.

* **EEC License**: Child Care Programs must submit a copy of their most recent EEC License.  If the License is expired and in renewal, documentation from an EEC Licensor must be submitted indicating the program is in the renewal process.
* **Background Record Check (BRC) Requirements:**

## Supervised "Provisional" Hiring Replaces Unsupervised "Conditional" Hiring (Effective Dec. 11, 2018)

To meet new Federal requirements, **Licensed Group and School Age Child Care** **programs**will no longer be able to hire candidates to work in an unsupervised "conditional" status while their BRC is pending completion.

Prior to the new Federal requirements, candidates were eligible for unsupervised "conditional" employment after completing and receiving approval of a Criminal Offender Record Information (CORI) check, Sex Offender Registry Information (SORI) check, and Department of Children and Families (DCF) check.

Under [**EEC's new Federally-compliant** **Background Record Check regulations**](https://www.mass.gov/doc/606-cmr-1400-criminal-offender-and-other-background-record-checks-effective-1012018/download), effective December 11, 2018, a candidate undergoing a BRC for a Licensed Group and School Age Child Care program may only be hired in a supervised "provisional" status.  A candidate is eligible for supervised "provisional" hiring only after completing a fingerprint scan and receiving approval of a SORI check.  Please note that "completing a fingerprint scan" means physically going to an [**IdentoGO**](https://www.identogo.com/locations/massachusetts) site and completing an in-person fingerprint scan.  Supervised "provisional" status does not require EEC's review and approval of the fingerprinting results.  However, for a candidate to work in a supervised "provisional" status, they must be under direct visual supervision of another member of the child care program who has completed and received approval of a full EEC BRC, including a fingerprint-based check.

Due to the nature of their role, **Licensed Group and School Age Licensees** are not eligible for supervised "provisional" status and must receive proof of full suitability from EEC prior to license issuance or renewal.  "Full suitability" requires completing and receiving approval of all BRC checks, including a fingerprint-based check.

**Transportation Providers, *Temporary Staff*, and Contracted Support Service Providers affiliated with a Group and School Age Child Care Program or Family Child Care Program**must receive proof of full suitability from EEC before they can begin working unsupervised with children.  As noted above, "full suitability" requires completing and receiving approval of all BRC checks, including a fingerprint-based check. This group is not eligible for supervised "provisional" status.

**Note that students in EEC programs are considered Temporary Staff.**

For more information, please visit EEC’s website at <https://www.mass.gov/eec-background-record-checks>, via phone at 617-988-7841, or email **EEC.BRC@mass.gov**.

* **Health and Safety Training**: Each student needs to complete the trainings listed the EEC website.

<https://www.mass.gov/how-to/find-required-training-for-licensure-and-certification>

The additional Health and Safety trainings below will also be required.

Effective June 6, 2019 all students in an EEC childcare programs must take the new EEC Essentials training course.

<https://www.mass.gov/guides/eecs-strongstart-online-professional-development-system>

* Prevention and Control of Infectious Diseases
* Prevention and Response to emergencies due to food and allergic reactions
* Building and Physical Premises Safety
* Prevention of Shaken Baby Syndrome, Abusive Head Trauma and Child Maltreatment
* Emergency Preparedness and Response Planning for Emergencies Resulting from Natural Disaster or Human-caused Event
* Handling and Storage of Hazardous Materials
* Recognizing and Reporting Child Abuse and Neglect

Part B: Concluding under 4d each district must submit a Career/Vocational Technical Education Safety and Health Plan that is specific to the proposed program. Please include these safety trainings in the Program-Specific Safety and Health Plan.