



Massachusetts Department of  
ELEMENTARY & SECONDARY  
EDUCATION

**Application Package for  
Vocational Technical Education  
New Program Approval  
M.G.L.c.74**

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*Disclaimer: Sections of law, regulations, and guidelines are referenced in this document. The official copies of the law, regulations, and guidelines as filed with the Massachusetts Office of the Secretary of State are implemented by the Massachusetts Department of Elementary and Secondary Education. The Massachusetts Department of Elementary and Secondary Education does not represent this document as a replacement for the official law, regulations, and guidelines documents.*

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12-2-08M

**- OVERVIEW -**  
**APPLICATION FOR VOCATIONAL TECHNICAL EDUCATION**  
**NEW PROGRAM APPROVAL - MASSACHUSETTS GENERAL LAW**  
**CHAPTER 74**

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The Application for Vocational Technical Education New Program Approval - Massachusetts General Law Chapter 74 is submitted by a school district that seeks approval of a new vocational technical education program pursuant to Massachusetts General Law Chapter 74 (M.G.L.c.74) (Chapter 74) and the Vocational Technical Education Regulations (603 CMR 4.00.) An approved program is known as a Chapter 74-approved vocational technical education program. State aid is calculated on enrollment in programs that have approval status on October 1. The Massachusetts Department of Elementary and Secondary Education cannot retroactively approve programs after October 1 for state aid or any other purpose.

**Step 1** - The school district superintendent files the Application for Vocational Technical Education New Program Approval - M.G.L.c.74 that includes all the required documentation with the State Director of Career/Vocational Technical Education in the Massachusetts Department of Elementary and Secondary Education. The application materials must be organized in a three-ring binder with a Table of Contents and tab indexed. Pages should not be encased in plastic.

**Step 2** - Massachusetts Department of Elementary and Secondary Education staff conduct a desk review of the application materials and provide the superintendent and school district contact person with comments using the Chapter 74 Vocational Technical Education Proposed Program Review Form.

**Step 3 - Onsite Review** - After the comments (if any) on the Chapter 74 Vocational Technical Education Proposed Program Review Form are appropriately addressed, the Massachusetts Department of Elementary and Secondary Education will notify the superintendent and school district contact person that the school district should schedule the entire Program Advisory Committee and Massachusetts Department of Elementary and Secondary Education staff for an onsite review of the proposed program by the technical experts, i.e., representatives from business/industry on the Program Advisory Committee.

During the onsite review, the technical experts will review the facilities, equipment, and the Program of Study for the proposed program using the Chapter 74 Vocational Technical Education Proposed Program Comment Document for Technical Experts Onsite. In addition, during the onsite review, Massachusetts Department of Elementary and Secondary Education staff will review the Safety Checklist from the National Institute for Occupational Safety and Health (NIOSH) Checklist Program for Schools at <http://www.cdc.gov/niosh/docs/2004-101/> that the district completed as a self-evaluation. Refer to Appendix A of this Package for the applicable NIOSH Checklist for the proposed program.

Massachusetts Department of Elementary and Secondary Education staff will also review the facilities during the onsite review.

**Step 4** - If necessary, Massachusetts Department of Elementary and Secondary Education staff will develop a report in a memorandum format based on the technical expert(s) comments and the results of the review of the facilities by Department staff. The school district will respond to the report with an action plan to address the report. The school district may use the Chapter 74 Vocational Technical Education Proposed Program Action Plan Form for its response.

**Step 5 - Approval of Program** - After the deficiencies (if any) are corrected and the documentation of correction are submitted and reviewed, and the program is determined to meet approval criteria, the State Director of Career/Vocational Technical Education sends the program approval letter to the superintendent. The program is then listed in the Chapter 74 Vocational Technical Education Program Directory and the Student Information Management System (SIMS).

**Step 6 - Return of Materials** - The Massachusetts Department of Elementary and Secondary Education will return the application materials to the school district upon written request after the program is approved. The Massachusetts Department of Elementary and Secondary Education will destroy all the application materials if the materials are not claimed within one calendar year of program approval.

**Timelines:**

- The application must be submitted by March 1, if the school district wishes to obtain an onsite review prior to September 1. September 1 is the date by which the onsite review of a program that a district wishes to have approved by October 1 must be completed.
- Program approval cannot be given until the entire process, which includes the onsite review, has been completed and the results demonstrate compliance with the approval criteria in M.G.L.c.74 and the Vocational Technical Education Regulations 603 CMR 4.00.
- The application process from application submission to program approval must be completed in two years or less. When an application becomes two years old, it is returned to the school district unapproved.

**Common Problems:** Through experience, the Massachusetts Department of Elementary and Secondary Education identified the following problems that result in delays in the program approval process:

- Program Advisory Committee lacks at least one postsecondary representative.
- Program Advisory Committee lacks at least one representative from a registered apprenticeship program (only required if the occupational field of the program has a registered apprenticeship program.)
- Program Advisory Committee lacks a representative from organized labor (union). Note that a school district may meet the organized labor representation requirement on its Program Advisory Committees by including organized labor representation on the school district's General Advisory Committee, in lieu of each Program Advisory Committee in cases where it is difficult to obtain a representative from organized labor for each Program Advisory Committee. This is acceptable because each Program Advisory Committee is represented on the General Advisory Committee.

- Program Advisory Committee lacks at least one individual as follows: female, racial minority, linguistic minority, individual with a disability, individual in an occupation nontraditional for her/his gender.

**OR**

The school district lacks a plan to recruit females, racial minorities, linguistic minorities, individuals with disabilities, and individuals in occupations nontraditional for their gender.

- Technical experts, i.e., representatives from business/industry on the Program Advisory Committee do not attend the onsite review.
- None of the teachers in the program have an appropriate educator license.
- There is no Career/Vocational Technical Education Safety Plan for the program and the Career/Vocational Technical Education Safety Plan for the school does not include a section with a Career/Vocational Technical Education Safety Plan for the program.

**OR**

There is no plan with timelines to develop Career/Vocational Technical Education Safety Plan for the program in cases where there is a Career/Vocational Technical Education Safety Plan for the school.

- There is no Program of Study document that includes academic courses and technical courses.

**OR**

There is no plan with timelines to develop such a Program of Study document.

- School district staff do not follow-up with staff in the Massachusetts Department of Elementary and Secondary Education regarding the application in a timely manner resulting in requests for onsite reviews at the last minute, which may not be accommodated due to scheduling conflicts.

**APPLICATION FOR VOCATIONAL TECHNICAL EDUCATION  
NEW PROGRAM APPROVAL -  
MASSACHUSETTS GENERAL LAW CHAPTER 74**

**School District and Program Information Page**

School District: \_\_\_\_\_ School: \_\_\_\_\_

Applicable Vocational Technical Education Framework Title: \_\_\_\_\_

Program Name (if different from Vocational Technical Education Framework Title: \_\_\_\_\_

Program Level (Secondary or Postsecondary): \_\_\_\_\_

Projected Program Start Date: \_\_\_\_\_

Name of School District Contact Person for this Application: \_\_\_\_\_

Title of School District Contact Person for this Application: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of School District Superintendent: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of High School Principal: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Vocational Technical Education Coordinator: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Workforce Investment Board(s) Serving the School District:

\_\_\_\_\_  
\_\_\_\_\_

Secondary Postsecondary Career/Vocational Technical Education Consortium Serving the School District:

\_\_\_\_\_

Date Application Received (*for Department of Elementary and Secondary Education use, only*):

## Statement of Assurances and Signature Page

### STATEMENT OF ASSURANCES AND SIGNATURE BLOCK

#### (for applicant school district)

This block applies to a school district that seeks approval of the proposed vocational technical education program under M.G.L.c.74.

I attest that the information presented in this application is factual and that the school district will implement the approved program in accordance with applicable state and federal laws, regulations, and guidelines, including but not limited to the following:

- Massachusetts General Law Chapter 74
- Massachusetts Vocational Technical Education Regulations 603 CMR 4.00
- Federal 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)

Signature of Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

### MEMBER SCHOOL DISTRICT SIGNATURE BLOCK (if applicable)

This block applies to member school districts of regional vocational technical school districts, and county agricultural school districts \* that seek approval of a vocational technical education program under M.G.L.c.74.

I have been consulted on this application and I endorse the application for this program. Yes \_\_\_ No \_\_\_

Name of Regional Vocational Technical or County Agricultural School District Superintendent:

\_\_\_\_\_

Signature of Regional Vocational Technical or County Agricultural School District Superintendent:

\_\_\_\_\_ Date: \_\_\_\_\_

Comments attached? Yes \_\_\_ No \_\_\_

*\*County agricultural school district, i.e., Bristol, Norfolk consultation/signature required only if the program is in agriculture, or environmental science & technology.*

## Chapter 74 Vocational Technical Education Proposed Program Review Form

School district officials must read the references and submit the documentation listed under “Required Documentation” along with the School District and Program Information Page and the Statement of Assurances and Signature Page. School district officials must put checkmarks in the small boxes under “Required Documentation” indicating that the information is included in the application package. Massachusetts Department of Elementary and Secondary Education (Department) staff will provide comments on this form and return it to the school district as the **initial** report on the review of the proposed program. Department staff will use the “Chapter 74 Vocational Technical Education Proposed Program Comment Document for Technical Experts Onsite” or other format for reporting to the school on the proposed program after the onsite review, if necessary.

**School District:** \_\_\_\_\_ **Program:** \_\_\_\_\_

Approval Criterion, References, and Requirements	Required Documentation	Department Comments
<p><b>Criterion 1:</b> Labor Market Demand</p> <p><b>References:</b> M.G.L.c.74, § 1 &amp; 2; 603 CMR 4.01 (2); Massachusetts Workforce Investment Boards (WIBS) at <a href="http://www.massworkforce.com/">http://www.massworkforce.com/</a>.</p> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>• There must be documented local labor market demand for the proposed program.</li> </ul>	<p><input type="checkbox"/> Submit recent letter, i.e., a letter that is not more than six months old, from the Workforce Investment Boards (WIBs) serving the cities/towns that are members of the school district. The letter(s) must state that there is local labor market demand for the proposed program.</p>	

Criterion, References, and Requirements	Required Documentation	Department Comments
<p><b>Criterion 2:</b> Program Advisory Committee</p> <p><b>References:</b> M.G.L.c.74 § 2 &amp; 6; 603 CMR 4.03 (1) (c) 1; Career/Vocational Technical Education Advisory Committee Guide at <a href="http://www.doe.mass.edu/cte/resources/acguide.pdf">http://www.doe.mass.edu/cte/resources/acguide.pdf</a> .</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• There must be a Program Advisory Committee for the proposed program.</li> <li>• The Program Advisory Committee must have representation as follows: 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.) * school district may meet the organized labor representation requirement on its Program Advisory Committees by including organized labor representation on the school district’s General Advisory Committee.</li> <li>• The Program Advisory Committee must be gender, race, linguistic, disability, and nontraditional by gender inclusive, or there must be a plan to make it inclusive.</li> <li>• The membership of the Program Advisory Committee must be free of school committee members, Board of Trustee members, other school officials, and school personnel.</li> <li>• The Program Advisory Committee must have an appointed facilitator that may be program teacher or program supervisor/director.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit completed Program Advisory Committee for Vocational Technical Education Form.</li> <li><input type="checkbox"/> Submit, if applicable, a plan to make the Program Advisory Committee gender, race, linguistic, disability, and nontraditional by gender inclusive.</li> </ul>	

Approval Criterion, References, and Requirements	Required Documentation	Department Comments
<p><b>Criterion 3:</b> Facilities and Equipment</p> <p><b>References:</b> M.G.L.c.74 § 2; 603 CMR 4.03 (3); Career/Vocational Technical Education Safety Guide at <a href="http://www.doe.mass.edu/cte/safety/guide.pdf">http://www.doe.mass.edu/cte/safety/guide.pdf</a>; National Institute for Occupational Safety and Health (NIOSH) Checklist Program for Schools at <a href="http://www.cdc.gov/niosh/docs/2004-101/">http://www.cdc.gov/niosh/docs/2004-101/</a>.</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• The facilities and equipment for the proposed program must be validated by technical experts, i.e., representatives from business/industry on the Program Advisory Committee (see Step 3).</li> <li>• The facilities for the proposed program must meet applicable building and safety codes.</li> <li>• The proposed program must comply with the federal Occupational Safety and Health Administration (OSHA) Regulations.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit written description of the facilities, i.e., classroom, shop.</li> <li><input type="checkbox"/> Submit floor plans with dimensions for the shop.</li> <li><input type="checkbox"/> Submit current, applicable federal, state, and local inspection certificates.</li> <li><input type="checkbox"/> Submit applicable National Institute for Occupational Safety and Health (NIOSH) Checklist Program for Schools completed by the school district as a self-evaluation.</li> <li><input type="checkbox"/> Submit list of instructional equipment.</li> <li><input type="checkbox"/> Submit Career/Vocational Technical Education Safety Plan for the proposed program. The plan must be specific for the proposed program.</li> <li><input type="checkbox"/> After it is completed by technical experts during the onsite review, submit the Chapter 74 Vocational Technical Education Proposed Program Comment Document for Technical Experts Onsite.</li> </ul>	

Approval Criterion, References, and Requirements	Required Documentation	Department Comments
<p><b>Criterion 4:</b> Program of Study and Methods of Instruction</p> <p><b>References:</b> M.G.L.c.74 § 2; M.G.L.c.76 § 5; 603 CMR 4.03 (4); Chapter 74 Manual for Vocational Technical Education Programs and Chapter 74 Manual for Vocational Technical Cooperative Education under <a href="http://www.doe.mass.edu/cte/programs/">http://www.doe.mass.edu/cte/programs/</a>; Massachusetts Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium Manual and Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium Membership List under <a href="http://www.doe.mass.edu/cte/techprep/">http://www.doe.mass.edu/cte/techprep/</a>.</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• The proposed program must be based on the applicable Massachusetts Curriculum Frameworks and the applicable Massachusetts Vocational Technical Education Framework.</li> <li>• The proposed program must be included in a Program of Study document that provides a description of the academic and technical courses associated with the program.</li> <li>• The proposed program must integrate academic and technical education.</li> <li>• The proposed program must use a competency tracking system that will produce a competency profile for each student documenting student acquisition of technical knowledge and skills based on assessment results.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Record the name of the applicable Massachusetts Vocational Technical Education Framework on the School District and Program Information Page.</li> <li><input type="checkbox"/> Submit the Program of Study document that provides a description of the academic and technical courses in the program.</li> <li><input type="checkbox"/> Submit example of one lesson plan that demonstrates the integration of academic and technical knowledge and skills in the proposed program.</li> <li><input type="checkbox"/> Submit example of one competency profile (if authentic, student name must be redacted) or a copy of the school district’s plan for developing a competency profile for each student.</li> </ul>	

**Requirements for Criterion 4 (Continued):**

- The proposed program must be planned to articulate with postsecondary education in colleges or with registered apprenticeship programs through the school district's membership in a Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium.
- The proposed program will be inclusive of program specific work-based experience, wherever appropriate and feasible.
- The proposed program will not require students/parents/guardians to waive their legal rights as a condition of internship participation.
- The proposed program will meet state board/agency approvals, accreditation association approvals, National Occupational Program Approval Standards (where applicable) as set forth in the Chapter 74 Manual for Vocational Technical Education Programs.
- The proposed program must include a plan for the review of curriculum and instruction to ensure that it is free of bias and stereotyping based on race, color, sex, religion, national origin, disability, or sexual orientation.
- The proposed program will include career guidance and placement services.

- Record the name of the applicable Massachusetts Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium on the School District and Program Information Page.
- Submit, if applicable, written description of internships that may be included in the proposed program. (Note that Criterion 7 addresses Cooperative Education.)
- Submit a written statement that students/parents/guardians are not required to waive their legal rights as a condition of internship participation.
- Submit, if applicable, written plan to gain state board/agency approvals, accreditation association approvals, and National Occupational Program Approvals. If approvals have been obtained, submit documentation of attainment.
- Submit written plan for the review of curriculum and instruction to ensure that it is free of bias and stereotyping based on race, color, sex, religion, national origin, disability, and sexual orientation.
- Submit written description of career guidance and placement services that will be provided to students enrolled in the proposed program.

Approval Criterion, References, and Requirements	Required Documentation	Department Comments
<p><b>Criterion 5:</b> Staff</p> <p><b>References:</b> M.G.L.c.74 § 2, 18 &amp; 22E; 603 CMR 4.03 (1) (5) (7); Chapter 74 Guides for Vocational Technical Educator Licensure available under <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>; Chapter 74 Manual for Vocational Technical Education Programs at <a href="http://www.doe.mass.edu/cte/programs/manual.pdf">http://www.doe.mass.edu/cte/programs/manual.pdf</a>; Massachusetts Educator Licensure and Recruitment System (ELAR) at <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> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• The technical teachers for the proposed program must be appropriately licensed by the Massachusetts Department of Elementary and Secondary Education.</li> <li>• If cooperative education is included in the proposed program, it must be supervised by an individual holding a Vocational Technical Cooperative Education Coordinator license or Vocational Technical Teacher license in the cooperative education program area.</li> <li>• Each school district that conducts five or more Chapter 74-approved vocational technical education programs in public comprehensive high schools must employ a licensed vocational technical supervisor of vocational technical education to plan and supervise the programs.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit name, Department-issued educator license number and field for each technical teacher in the proposed program.</li> <li><input type="checkbox"/> Submit, if applicable, names of technical teachers for the proposed program that are under a Department-approved waiver.</li> <li><input type="checkbox"/> Submit name, Department-issued educator license number and field for each individual who will supervise cooperative education in the proposed program (if cooperative education is included in the proposed program at this time).</li> <li><input type="checkbox"/> Submit, if applicable, Department-issued educator license number and field for the school district’s vocational technical supervisor of vocational technical education.</li> </ul>	

Approval Criterion, References, and Requirements	Required Documentation	Department Comments
<p><b>Criterion 6:</b> Student Admission</p> <p><b>References:</b> M.G.L.c.74 § 2, 7 &amp; 7C; 603 CMR 4.03 (6); Chapter 74 Manual for Vocational Technical Education Admission Policies at <a href="http://www.doe.mass.edu/cte/admissions/policies_manual.pdf">http://www.doe.mass.edu/cte/admissions/policies_manual.pdf</a>; Federal 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) at <a href="http://www.ed.gov/about/offices/list/ocr/docs/vocre.htm">http://www.ed.gov/about/offices/list/ocr/docs/vocre.htm</a>; School District/Collaborative Information and Report Package for Review Based on the 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) (Guidelines) at <a href="http://www.doe.mass.edu/cte/monitoring/cpr_guidelines.pdf">http://www.doe.mass.edu/cte/monitoring/cpr_guidelines.pdf</a>.</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• The school district must have a Massachusetts Department of Elementary and Secondary Education-approved admission policy.</li> </ul>	<p><input type="checkbox"/> Submit copy of the approval letter issued by the Department for the admission policy.</p>	

Approval Criterion, References, and Requirements	Required Documentation	Department Comments
<p><b>Criterion 7:</b> Cooperative Education</p> <p><b>References:</b> M.G.L.c.74 § 2 &amp; 2A; M.G.L.c.149; 603 CMR 4.03 (7); Code of Federal Regulations Title 29 (CFR 29) Part 570 at <a href="http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_570/toc.htm">http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_570/toc.htm</a>; Chapter 74 Manual for Vocational Technical Cooperative Education at <a href="http://www.doe.mass.edu/cte/programs/coop_ed/manual.pdf">http://www.doe.mass.edu/cte/programs/coop_ed/manual.pdf</a>. Federal 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) at <a href="http://www.ed.gov/about/offices/list/ocr/docs/vocre.htm">http://www.ed.gov/about/offices/list/ocr/docs/vocre.htm</a>; School District/Collaborative Information and Report Package for Review Based on the 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) (Guidelines) at <a href="http://www.doe.mass.edu/cte/monitoring/cpr_guidelines.pdf">http://www.doe.mass.edu/cte/monitoring/cpr_guidelines.pdf</a>.</p> <ul style="list-style-type: none"> <li>• Note: Criterion 5 addresses cooperative education staff licensure.</li> <li>• If cooperative education is included in the proposed program, the school district must read the applicable laws and regulations, and <ul style="list-style-type: none"> <li>&gt; ensure that only students who are enrolled in the Chapter 74- approved vocational technical education program who have demonstrated the acquisition of knowledge and skills associated with at least one and one half school years in the applicable program, and in no case will it enroll students earlier than midway through their junior year; (1)</li> <li>&gt; ensure that students are continuously supervised by employer; (2)</li> <li>&gt; ensure that students are provided credit for cooperative education ; (3)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit copies of all school district policies, procedures, and forms used for cooperative education.</li> <li><input type="checkbox"/> Submit written assurance statement regarding the eight (8) assurances listed in the column to the left (if the proposed program will include cooperative education.)</li> </ul>	

**Requirements for Criterion 7 (continued):**

> ensure that a written agreement between the school, employer, student, and parent/guardian delineating knowledge and skills to be acquired. hours, wages, etc. is implemented; (4)

> ensure that the employer agrees to meet all applicable requirements of state and federal labor laws and regulations including, but not limited to worker compensation insurance; (5)

> ensure that students/parents/guardians are not required to waive their legal rights as a condition of participation in cooperative education; (6)

> ensure that a safety inspection of the work site is conducted prior to student placement ; (7)

> ensure that all safety concerns are remediated prior to student placement. (8)

Approval Criterion, References, and Requirements	Required Documentation	Department Comments
<p><b>Criterion 8:</b> Financial Resources</p> <p><b>References:</b> M.G.L.c.74 § 2 &amp; 14B; 603 CMR 4.03 (8).</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• The school district must have adequate financial resources to enable the program to meet current industry and Occupational Safety and Health Administration (OSHA) Regulations with respect to facilities, equipment, and safety in the proposed program.</li> </ul>	<p><input type="checkbox"/> Submit copy of the current or planned budget for the proposed program.</p>	

Approval Criterion, References, and Requirements	Required Documentation	Department Comments
<p><b>Criterion 9:</b> Program Outcomes</p> <p><b>References:</b> M.G.L.c.74 § 2; 603 CMR 4.05.</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• The school district must have a system for conducting follow-up of graduates of Chapter 74-approved vocational technical education programs in order to determine the percentage of graduates who are employed in a field related to their program of study, in a military program related to their program of study, or who are enrolled in postsecondary education or advanced training including registered apprenticeships twelve months after graduation.</li> </ul>	<p><input type="checkbox"/> Submit brief written description of the graduate follow-up system if the proposed program will be the first Chapter 74-approved vocational technical education program in the school district if approved. School districts with Chapter 74-approved vocational technical education program(s) should not submit the written description.</p>	

Approval Criterion, References, and Requirements	Required Documentation	Department Comments
<p><b>Criterion 10:</b> Unpaid, Off-Campus Construction and Maintenance Projects</p> <p><b>References:</b> M.G.L.c.74 § 2 &amp; 2B; 603 CMR 4.06.</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• The school district must ensure that a licensed teacher in the applicable Chapter 74-approved vocational technical education program will provide continuous supervision on the project.(1)</li> <li>• The school district must ensure that it has adequate liability coverage and that participating students are covered by insurance coverage (either directly or through other acceptable alternatives such as municipal self-insurance) for: medical benefits, loss of life, dismemberment or loss of sight, liability coverage for bodily injury, assumption by the school district of the cost of any deductible.(2)</li> <li>• The school district must ensure that students/parents/guardians are not required to waive their legal rights as a condition of participation.(3)</li> <li>• The school district must ensure that only students who have demonstrated the acquisition of knowledge and skills associated with at least one and one half school years in the applicable program, and in no case will allow students to participate without having been in the program for at least one school year.(4)</li> <li>• The school district must ensure that prior to participation, students shall receive appropriate safety training and shall have demonstrated the acquisition of sufficient safety knowledge and skills.(5)</li> <li>• The school district must ensure that projects comply with OSHA Regulations.(6)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit written description of the unpaid, off-campus construction and maintenance projects that may be undertaken if the proposed program is approved (if the proposed program will include such projects).</li> <li><input type="checkbox"/> Written assurance statement regarding the six (6) assurances listed in the column to the left (if the proposed program will include such projects).</li> </ul>	

# Chapter 74 Vocational Technical Education Proposed Program Comment Document for Technical Experts Onsite

The technical expert(s), i.e., representatives from business/industry on the Program Advisory Committee will review the facilities, equipment, and Program of Study for the proposed program and will then provide comments in the third column of this document. The Department will use this form or another format for reporting to the school district after the onsite, if necessary.

**School District:** \_\_\_\_\_ **Program:** \_\_\_\_\_ **Date of Onsite:** \_\_\_\_\_

**Name(s) of Technical Expert(s) that Completed this Checklist:** \_\_\_\_\_

Approval Criterion, References, and Requirements	Technical Experts Review the Following	Comments from Technical Experts
<p><b>Criterion 3:</b> Facilities and Equipment</p> <p><b>References:</b> M.G.L.c.74 § 2; 603 CMR 4.03 (3); Career/Vocational Technical Education Safety Guide at <a href="http://www.doe.mass.edu/cte/safety/guide.pdf">http://www.doe.mass.edu/cte/safety/guide.pdf</a> ; National Institute for Occupational Safety and Health (NIOSH) Checklist Program for Schools at <a href="http://www.cdc.gov/niosh/docs/2004-101/">http://www.cdc.gov/niosh/docs/2004-101/</a>.</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• The facilities for the proposed program must be validated by the technical experts, i.e., representatives from business/industry on the Program Advisory Committee.</li> <li>• The equipment for the proposed program must be validated by the technical experts, i.e., representatives from business/industry on the Program Advisory Committee.</li> </ul>	<p>Review the facilities (shop) to ensure that the facilities are appropriate for the proposed program.</p> <p>Review the instructional equipment to ensure that the equipment is appropriate for the proposed program.</p>	

Approval Criterion, References, and Requirements	Technical Experts Review the Following	Comments from Technical Experts
<p><b>Criterion 4:</b> Program of Study and Methods of Instruction</p> <p><b>References:</b> M.G.L.c.74 § 2; 603 CMR 4.03 (4); Chapter 74 Manual for Vocational Technical Education Programs and Chapter 74 Manual for Vocational Technical Cooperative Education under <a href="http://www.doe.mass.edu/cte/programs/">http://www.doe.mass.edu/cte/programs/</a>; Massachusetts Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium Manual, and Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium Membership List under <a href="http://www.doe.mass.edu/cte/techprep/">http://www.doe.mass.edu/cte/techprep/</a>.</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• The proposed program must be based on the applicable Massachusetts Curriculum Frameworks and the applicable Massachusetts Vocational Technical Education Framework.</li> <li>• The proposed program must be included in a Program of Study document that provides a description of academic and technical courses associated with the program.</li> <li>• The proposed program must integrate academic and technical education.</li> <li>• The proposed program must include a competency tracking system for tracking technical knowledge and skills based on assessment resulting in a competency profile for each student.</li> </ul>	<p>Review the Program of Study document for the proposed program to ensure that it is based on the Massachusetts Vocational Technical Education Framework listed in the application.</p> <p>Review the Program of Study document to ensure that it contains academic and technical courses that are appropriate for the proposed program.</p> <p>Review the example of a lesson plan to ensure that it demonstrates the integration of academic and technical knowledge and skills.</p> <p>Review the example of the competency profile, or the school district’s plan for developing a competency profile for each student to ensure that the district has, or will, develop a competency tracking system for the proposed program.</p>	

**Requirements for Criterion 4 (continued):**

- The proposed program must be planned to articulate with postsecondary education in colleges or with registered apprenticeship programs through the school district's membership in a Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium.

- The proposed program will be inclusive of program specific work-based experience wherever appropriate and feasible.

- The proposed program will meet state board/agency approvals, accreditation association approvals National Occupational Program Approval Standards (where applicable) as set forth in the Chapter 74 Manual for Vocational Technical Education Programs.

- The proposed program will include career guidance and placement services

Review the Program of Study document for the proposed program to ensure that the program will articulate with postsecondary education in colleges or with registered apprenticeship programs through the school district's membership in a Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium.

Review the written description of cooperative education and examples of internships that may be included in the proposed program to ensure appropriateness.

Review the written plan to gain state board/agency approvals, accreditation association approvals National Occupational Program Approvals, as applicable. If approvals have been obtained, review documentation.

Review the written description of career guidance and placement services that will be provided to students enrolled in the proposed program to ensure appropriateness.

# Chapter 74 Vocational Technical Education Proposed Program Action Plan Form

The school district may use this form for responding to the comments on the Chapter 74 Vocational Technical Education Proposed Program Review Form or the Chapter 74 Vocational Technical Education Proposed Program Comment Document for Technical Experts Onsite. The school district may use an alternative form or format if it wishes.

Name of School District: \_\_\_\_\_ Program \_\_\_\_\_

Department Comment	School District Response and Proposed Resolution(s) with Timelines

# Program Advisory Committee for Vocational Technical Education Form

A school district official must complete this form and submit it with the Application for Vocational Technical Education New Program Approval M.G.L.c.74. Massachusetts Department of Elementary and Secondary Education staff will then review for compliance with the Vocational Technical Education Regulations.

**School District:** \_\_\_\_\_ **School Year:** \_\_\_\_\_ **Program Name:** \_\_\_\_\_

**Facilitator:** \_\_\_\_\_ **Date of Completion:** \_\_\_\_\_

<p>School district staff shall not be members of the Program Advisory Committee, thus, do not list them below. List the name of the facilitator who may be school district staff above next to "facilitator"</p>	<p>List the name of the business for business/industry representative. List the name of the organization for organized labor. List the name of the postsecondary institution. List the name of the registered apprenticeship program.</p> <p>List the full address for all, including street name &amp; number, city/town, state, zip code, daytime telephone number and email address.</p>	COMPOSITION <i>(check as applicable)</i>			TYPE OF REPRESENTATION <i>(check one box for each name listed)</i>							
		Person with Disabilities	Racial or Linguistic Minority	Female	Business/industry	Organized Labor	College	Parent/Guardian	Student	Registered Apprenticeship		
<i>Chairperson</i>												



## Appendix A

### APPLICABLE NIOSH CHECKLIST FOR PROGRAMS

School district staff should complete the appropriate checklists as a self-evaluation. School district staff should select the checklist (s) that are/is applicable to the school district's individual proposed vocational technical education program. In making the decision regarding the checklist (s) to apply, school district staff should consider the particular equipment, material safety data sheets, etc. that are used for the individual program.

PROGRAM	NIOSH CHECKLIST
<b>Agriculture &amp; Natural Resources Cluster</b>	
Agricultural Mechanics	Agricultural Education
Animal Science	Agricultural Education
Environmental Science & Technology	Agricultural Education
Horticulture	Agricultural Education
<b>Arts &amp; Communication Services Cluster</b>	
Design & Visual Communications	Communications Technologies
Graphic Communications	Communications Technologies; Precision Production; Visual & Performing Arts, as applicable to individual programs
Radio & Television Broadcasting	Communications Technologies; Visual & Performing Arts, as applicable to individual programs
<b>Business and Administration Services Cluster</b>	
Cosmetology	Personal and Miscellaneous Services
Fashion Technology	Home Economics-Related Occupations Education; Marketing Education, as applicable to individual programs
Marketing	Marketing Education
Office Technology	Business Education
<b>Construction Cluster</b>	
Cabinetmaking	Construction Trades; Precision Production, as applicable to individual programs
Carpentry	Construction Trades
Electricity	Construction Trades
Facilities Management	Construction Trades
Heating - Ventilation - Air Conditioning - Refrigeration	Mechanics and Repairers
Masonry & Tile Setting	Construction Trades
Painting & Design Technologies	Construction Trades
Plumbing	Construction Trades
Sheet Metalworking	Construction Trades; Precision Production, as applicable to individual programs

## APPLICABLE NIOSH CHECKLIST FOR PROGRAMS

PROGRAM	NIOSH CHECKLIST
<b>Education Cluster</b>	
Early Education and Care	Home Economics-Related Occupations Education
<b>Health Services Cluster</b>	
Dental Assisting	Health Occupations Education
Health Assisting	Health Occupations Education
Medical Assisting	Health Occupations Education
<b>Hospitality and Tourism Cluster</b>	
Culinary Arts	Personal and Miscellaneous Services
Hospitality Management	Marketing Education
<b>Information Technology Services Cluster</b>	
Information Support Services & Networking	Business Education
Programming & Web Development	Business Education
<b>Manufacturing, Engineering and Technology Cluster</b>	
Biotechnology	
Drafting	Precision Production
Electronics	Engineering - Related Technologies; Mechanics and Repairers as applicable to individual programs
Engineering Technology	Engineering - Related Technologies
Machine Tool Technology	Precision Production
Major Appliance Installation/Repairing	Mechanics and Repairers
Metal Fabrication & Joining Technologies	Precision Production
Robotics and Automation Technology	Engineering – Related Technologies
Stationary Engineering	Engineering - Related Technologies; Mechanics and Repairers, as applicable to individual programs
Telecommunications - Fiber Optics	Engineering - Related Technologies; Mechanics and Repairers as applicable to individual programs
<b>Transportation Cluster</b>	
Automotive Collision Repair & Refinishing	Mechanics and Repairers
Automotive Technology	Engineering - Related Technologies; Mechanics and Repairers, as applicable to individual programs
Diesel Technology	Mechanics and Repairers
Marine Service Technology	Mechanics and Repairers; Transportation and Materials Moving Worker, as applicable to individual programs
Power Equipment Technology	Mechanics and Repairers