



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

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Updated: December 1, 2011

*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 & Secondary Education. The Massachusetts Department of Elementary & Secondary Education does not represent this document as a replacement for the official law, regulations and guidelines documents.*

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# Overview

## Application for Vocational Technical Education New Program Approval— Massachusetts General Law Chapter 74

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 & Secondary Education cannot retroactively approve programs after October 1 for state aid or any other purpose.

**Requests for technical assistance prior to or during the approval process should be directed to your district liaison in the Department's Office for Career/Vocational Technical Education. The liaison list with contact information can be found at: <http://www.doe.mass.edu/news/news.aspx?id=5027>.**

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

**Step 3 – Onsite Review** – Once all comments (if any) on the Chapter 74 Vocational Technical Education Proposed Program Review Form are appropriately addressed, the Massachusetts Department of Elementary & 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 & Secondary Education staff for an onsite review of the proposed program by the technical experts (i.e., representatives from business and industry, organized labor, postsecondary education).

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 & 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 & Secondary Education staff will also review the facilities during the onsite review.

**Step 4** – If necessary, Massachusetts Department of Elementary & 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 & Secondary Education will return the application materials to the school district upon written request after the program is approved. The Massachusetts Department of Elementary & Secondary Education will destroy all the application materials if the materials are not claimed within one calendar year of program approval.

### Timelines:

- **Application materials must be submitted to the Department no later than April 2.**
- 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 onsite review of the proposed program by technical experts **MUST take place no later than September 3 in order for the district to have program approval by October 1.**
- 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 Issues:** The following problems have been found to delay the program approval process:

- Outstanding corrective action and/or progress reports on Coordinated Program Review findings for admissions, safety and/or civil rights.
- A lack of required documentation relevant to Criterion 4: the Program of Study and Methods of Instruction. Specifically:
  - The Safety Plan is not specific to the proposed Career/Vocational Technical Education program.
  - Course descriptions for the Program of Study do not include both academic courses and technical courses.
  - Career guidance and placement services are not specific to the Program of Study.
  - There is no formal written plan (i.e., review criteria and methods, by whom, when) for the review of curriculum and instruction to ensure that it is free of bias/stereotyping.
- The Program Advisory Committee lacks the required representatives (e.g., postsecondary, registered apprenticeship, individual in an occupation nontraditional for her/his gender) nor is there evidence of action taken or planned to recruit such representatives.
- Technical experts did not review the full application prior to the onsite.
- Lack of appropriate educator licenses.
- The district's lead person for completing the program application does not follow-up with the liaison in the Office for Career/Vocational Technical Education in a timely manner.

# 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 VTE Framework Title): \_\_\_\_\_

Program Level:  Secondary  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 Director: \_\_\_\_\_

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

Workforce Investment Board(s) Serving the School District:

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

Colleges/universities or apprenticeship training programs affiliated with the program:

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

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

Date:

## 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 responsible for the preparation and submission of this application shall: (1.) read all the references listed below under “Approval Criteria, References and Requirements” prior to organizing the required documentation for this application; (2.) insert checkmarks in the small boxes under “Required Documentation” to indicate that the required information for each criterion has been included in the application package and (3.) include a copy of this completed Program Review Form along with a completed School District and Program Information Page and Statement of Assurances and Signature Page with the application.*

*Massachusetts Department of Elementary and Secondary Education staff will use the Program Review Form to provide review comments re: the application materials. The form will be returned to the school district to serve as the initial report of the Department’s review of the proposed Chapter 74 Vocational Technical Education program.*

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

Program: \_\_\_\_\_

Approval Criteria, References and Requirements	Required Documentation	Department Comments
<p><b>Criterion 1: Workforce Development Demands or Job Market Trends</b></p> <p><b>References:</b> M.G.L.c.74, §1,2 &amp; 4; 603 CMR 4.03 and 4.04(1); Massachusetts Workforce Investment Boards IWIBS) at <a href="http://www.massworkforce.com/">http://www.massworkforce.com/</a></p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>▪ The application must demonstrate the labor market outlook for the program.</li> </ul>	<p><input type="checkbox"/> Submit minutes from a recent program advisory committee meeting (not more than six months old) demonstrating that the program was planned in consultation with its advisory committee based on adequate and timely information as to workforce and job development demands or job market trends.</p>	
<ul style="list-style-type: none"> <li>▪ Each school district seeking approval for a vocation technical education program shall demonstrate that the program has been planned in consultation with its advisory committee based on adequate and timely information as to workforce and job development demands or job market trends.</li> </ul>	<p><input type="checkbox"/> Submit a current (not more than six months old) letter of support for the program from the local workforce Investment Board(s) serving the cities/towns that are members of the school district that demonstrates that the labor market outlook is appropriate for the program.</p>	
<p><b>Criterion 2: Program Advisory Committee</b></p> <p><b>References:</b> M.G.L.c.74, §2 &amp; 6; 603 CMR 4.03 and 4.04(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>		

Approval Criteria, References and Requirements	Required Documentation	Department Comments
<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>There must be a Program Advisory Committee for the proposed program.</li> </ul>	<input type="checkbox"/> Submit a fully completed Program Advisory Committee form for the proposed Vocational Technical Education program.	
<ul style="list-style-type: none"> <li>The Program Advisory Committee must have representation as follows: business/industry; organized labor (union);* college(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).</li> </ul> <p><i>(*The district may meet the organized labor representation requirement for the program advisory committee by including evidence of organized labor representation on the district's General Advisory Committee.)</i></p>		
<ul style="list-style-type: none"> <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> </ul>	<input type="checkbox"/> Submit, if applicable, a plan to make the program advisory committee inclusive of individuals who could represent the perspective and interests of linguistic and racial minorities, and/or individuals with disabilities and/or those pursuing a career nontraditional for their gender.	
<ul style="list-style-type: none"> <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> </ul>	<input type="checkbox"/> Submit recent meeting agendas and minutes (not more than 6 months old) from program advisory committee meetings.	
<ul style="list-style-type: none"> <li>The Program Advisory Committee must have an appointed facilitator that may be a program teacher or program supervisor/director.</li> </ul>		
<p><b>Criterion 3: Facilities &amp; Equipment</b></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/2004101/">http://www.cdc.gov/niosh/docs/2004101/</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 (see Step 3).</li> </ul>	<input type="checkbox"/> Submit a written description of the facilities, i.e., classroom, shop.	

Approval Criteria, References and Requirements	Required Documentation	Department Comments
<ul style="list-style-type: none"> <li>▪ The facilities for the proposed program must meet applicable building and safety codes.</li> </ul>	<input type="checkbox"/> Submit floor plans with dimensions for the shop.	
<ul style="list-style-type: none"> <li>▪ The proposed program must comply with the federal Occupational Safety and Health Administration (OSHA) Regulations</li> </ul>	<input type="checkbox"/> Submit current, applicable federal, state and local inspection certificates.	
	<input type="checkbox"/> Submit completed applicable National Institute for Occupational Safety and Health (NIOSH) Checklist Program for Schools (to be reviewed by the Program Advisory Committee prior to the onsite review).	
	<input type="checkbox"/> Submit the list of instructional equipment.	
	<input type="checkbox"/> Submit a Career/Vocational Technical Education Safety Plan that is specific to the proposed program.	
<p><b>Criterion 4: Program of Study and Methods of Instruction</b></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>.</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 Frameworks.</li> </ul>	<input type="checkbox"/> Record the name of the applicable Massachusetts Vocational Technical Education Framework on the School District and Program Information Page.	
<ul style="list-style-type: none"> <li>▪ The proposed program must be described in the district’s Program of Study document or website providing a description of the academic and technical courses associated with the program.</li> </ul>	<input type="checkbox"/> Submit the print or web-based description of the Program of Study that provides a description of both the academic and the technical courses in the program.	
<ul style="list-style-type: none"> <li>▪ The proposed program shall integrate academic and vocational education and shall include competency based applied learning which contributes to an individual’s academic knowledge, higher order reasoning and problem solving skills.</li> </ul>	<input type="checkbox"/> Submit one or more academic lesson plans for the proposed program based on the applicable Massachusetts Curriculum Frameworks.	
<ul style="list-style-type: none"> <li>▪ The proposed program must cover all strands in the applicable Vocational Technical Education Framework.</li> </ul>	<input type="checkbox"/> Submit one or more lesson plans that demonstrate the integration of academic and vocational education. <input type="checkbox"/> Submit one or more lesson plans that demonstrate competency based applied learning that supports academic achievement, higher order reasoning and problem solving skills. <input type="checkbox"/> Submit one or more lesson plans demonstrating that all strands of the VTE Framework are covered.	

Approval Criteria, References and Requirements	Required Documentation	Department Comments
<ul style="list-style-type: none"> <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>	<input type="checkbox"/> Submit a sample of a student's completed competency profile (if authentic, student name must be redacted).	
<ul style="list-style-type: none"> <li>The proposed Program of Study must be articulated, where appropriate, with postsecondary education programs including registered apprenticeship programs.</li> </ul>	<input type="checkbox"/> Submit a copy of at least one current (i.e., 1-2 years old) articulation agreement with a college or apprenticeship training program that is appropriate for the program.	
<ul style="list-style-type: none"> <li>The proposed program will be inclusive of program specific work-based experience, wherever appropriate and feasible.</li> </ul>	<input type="checkbox"/> If applicable, submit a written description of the planned workbased learning components of the Program of Study (i.e., cooperative education, job shadowing, internships, clinicals, externships).  <input type="checkbox"/> If applicable, submit copies of all school district policies, procedures and forms used for unpaid workbased learning (including the CORI policy for workbased learning).	
<ul style="list-style-type: none"> <li>The proposed program will not require students/parents/guardians to waive their legal rights as a condition of internship participation.</li> </ul>	<input type="checkbox"/> Submit a written statement or evidence that students/parents/guardians are not required to waive their legal rights as a condition of internship participation.	
<ul style="list-style-type: none"> <li>The proposed program will meet state board/agency approvals, accreditation association approvals, National Occupations Program Approval Standards (where applicable) as set forth in the Chapter 74 Manual for Vocational Technical Education Programs.</li> </ul>	<input type="checkbox"/> Submit, if applicable, a 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.	
<ul style="list-style-type: none"> <li>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.</li> </ul>	<input type="checkbox"/> Submit a copy of the district's 1) published plan or policy and 2) instrument used for reviewing 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.	
<ul style="list-style-type: none"> <li>The proposed program will include career guidance and placement services.</li> </ul>	<input type="checkbox"/> Submit a description of the <u>program-specific</u> career guidance and placement services designed to provide students enrolled in the program with assistance in making the transition to the workforce, postsecondary education and/or apprenticeship programs.	
<p><b>Criterion 5: Staff</b></p> <p><b>References:</b> M.G.L.c.74, §2, 18 &amp; 22E; 603 CMR 4.03(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</p>		

Approval Criteria, References and Requirements	Required Documentation	Department Comments
<p><a href="http://www.doe.mass.edu/cte/programs/">http://www.doe.mass.edu/cte/programs/</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 Massachusetts Department of Elementary &amp; Secondary Education.</li> </ul>	<p><input type="checkbox"/> Submit the name, Department-issued educator license number and field for each technical teacher in the proposed program.</p>	
<ul style="list-style-type: none"> <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> </ul>	<p><input type="checkbox"/> Submit, if applicable, names of technical teachers for the proposed program that are under a Department-approved waiver.</p> <p><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.</p>	
<ul style="list-style-type: none"> <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>	<p><input type="checkbox"/> Submit, if applicable, Department-issued educator licenses number and field for the school district’s vocational technical supervisor of vocational technical education.</p>	
<p><b>Criterion 6: Student Admission</b></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.html">http://www.ed.gov/about/offices/list/ocr/docs/vocre.html</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>		

Approval Criteria, References and Requirements	Required Documentation	Department Comments
<ul style="list-style-type: none"> <li>▪ The district uses its Department-approved admission policy and an appropriate application for admission that does not require applicants to report information not required for admission.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of the admission policy being used.</li> <li><input type="checkbox"/> Copy of the current application for admission being used.</li> <li><input type="checkbox"/> Provide a link to the school’s website that contains policy and application, if applicable.</li> </ul>	
<p><b>Criterion 7: Cooperative Education</b></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.html">http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_570/toc.html</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.html">http://www.ed.gov/about/offices/list/ocr/docs/vocre.html</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>Note: Criterion 5 addresses cooperative education staff licensure.</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>▪ If cooperative education is included in the proposed program, there must be documented assurance of the following:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit copies of all school district policies, procedures and forms <u>specific</u> to cooperative education. (Note: some evidence under criterion 4 may apply).</li> </ul>	
<ol style="list-style-type: none"> <li>1. 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 so case will it enroll students earlier than midway through their junior year;</li> <li>2. students are continuously supervised by the employer;</li> <li>3. students are provided credit for cooperative education;</li> <li>4. there is a written agreement between the school, employer, student and parent/guardian delineating the knowledge and skills to be acquired, as well as the hours and wages, etc.;</li> <li>5. there is a written agreement from the employer to meet all applicable requirements of state and federal labor laws and</li> </ol>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit a written assurance statement, signed by the superintendent or his/her designee, regarding the eight (8) assurances listed in the column to the left.</li> </ul>	

Approval Criteria, References and Requirements	Required Documentation	Department Comments
<p>6. regulations including, but not limited to, worker compensation insurance;</p> <p>7. students/parents/guardians are not required to waive their legal rights as a condition of participation in cooperative education;</p> <p>8. a safety inspection of the worksite will be conducted prior to student placement;</p> <p>9. all safety concerns will be remediated prior to student placement.</p>		
<p><b>Criterion 8: Financial Resources</b></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 facilities, equipment and safety in the proposed program.</li> </ul>	<p><input type="checkbox"/> Submit a copy of the current or planned budget for the proposed program.</p>	
<p><b>Criterion 8: Financial Resources</b></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 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>	
<p><b>Criterion 9: Program Outcomes</b></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 a brief written description of the graduate follow-up system <u>if the proposed program will be the first Chapter 74-approved vocational technical education program in the school district if approved.</u> (Note: school districts with Chapter 74-approved vocational technical education program(s) are not required to submit a written description).</p>	

Approval Criteria, References and Requirements	Required Documentation	Department Comments
<p><b>Criterion 10: Unpaid, Off-Campus Construction and Maintenance Projects</b></p> <p><b>References:</b> M.G.L.c.74, §2 &amp; 2B; 603 CMR 4.6</p> <p><b>Requirements:</b></p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> <li>3. The school district must ensure that students/parents/guardians are not required to waive their legal rights as a condition of participation.</li> <li>4. 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.</li> </ol>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit a written description of the unpaid, off-campus construction and maintenance projects (that may be undertaken if the proposed program is approved) including a description of the learning outcomes specific to the Program of Study.</li> <li><input type="checkbox"/> Written assurance statement regarding 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

Each technical expert (i.e., representatives from business and industry, organized labor, postsecondary education) on the Program Advisory Committee shall review the entire application submitted to the Department as well as the facilities, equipment and budget for the proposed program and provide their review 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 Criteria, References and Requirements	Technical Experts Review the Following	Comments from Technical Experts
<p><b>Criterion 1:</b> Workforce and Job Development Demands or Job Market Trends</p> <p><b>References:</b> M.G.L.c.74, § 1 &amp; 2; 603 CMR 4.03 and 4.04 (1); Massachusetts Workforce Investment Boards (WIBS) at <a href="http://www.massworkforce.com/">http://www.massworkforce.com/</a>.</p> <p><b>Requirements:</b> The application must demonstrate the labor market outlook for the program.</p> <p>Each school district seeking approval for a vocational technical education program shall demonstrate that the program has been planned in consultation with the program advisory committee based on adequate and timely information as to workforce and job development demands or job market trends.</p>	<p><input type="checkbox"/> The <b>letter of support</b> for the program issued by <b>the local Workforce Investment Board(s)</b> to ensure that the labor market outlook is appropriate for the program.</p> <p>The program advisory committee <b>meeting minutes</b> submitted as part of this application to ensure that the minutes were approved by the committee and that the meeting demonstrates consultation re: current workforce and job development demands or job market trends for the proposed program.</p>	
<p><b>Criterion 3:</b> Facilities &amp; 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/2004101/">http://www.cdc.gov/niosh/docs/2004101/</a>.</p>		

Approval Criteria, References and Requirements	Technical Experts Review the Following	Comments from Technical Experts
<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.</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"/> The <b>facilities</b> for the proposed program to ensure that the facilities are appropriate for the proposed program.</li> <li><input type="checkbox"/> The <b>instructional equipment</b> to ensure that the equipment is appropriate for the proposed program.</li> <li><input type="checkbox"/> The applicable <b>National Institute for Occupational Safety and Health (NIOSH)</b> Checklist as completed by the district to ensure that the checklist review is appropriate for the proposed program.</li> <li><input type="checkbox"/> <b>The Career/Vocational Technical Education Safety Plan</b> to ensure that the plan is specific to and appropriate for the proposed program.</li> </ul>	
<p><b>Criterion 4: Program of Study and Methods of Instruction</b></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 cover all strands in the applicable 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 shall integrate academic and vocational education and shall include competency based applied learning which contributes to an individual’s academic knowledge, higher order reasoning, and problem solving skills.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The print or web-based description of the <b>Program of Study</b> for the proposed program to ensure that it contains both academic and technical content that are appropriate for the proposed program.</li> <li><input type="checkbox"/> Sample <b>lesson plans</b> to ensure the (1.) integration of academic and vocational education; (2.) competency based applied learning that supports academic achievement, higher order reasoning and problem solving skills and (3.) that all strands of the VTE Framework are covered.</li> </ul>	

Approval Criteria, References and Requirements	Technical Experts Review the Following	Comments from Technical Experts
<ul style="list-style-type: none"> <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>	<input type="checkbox"/> The sample <b>competency profile</b> for each student to ensure that the district has a competency tracking system for the program.	
<ul style="list-style-type: none"> <li>▪ The proposed program must be planned to articulate with postsecondary education in colleges or with registered apprenticeship programs</li> </ul>	<input type="checkbox"/> Current <b>articulation agreements</b> with postsecondary institutions to ensure they are appropriate for the program.	
<p><b>Criterion 4:</b> Program of Study and Methods of Instruction (<i>cont.</i>)</p> <ul style="list-style-type: none"> <li>▪ The proposed program will be inclusive of program specific work-based experience wherever appropriate and feasible.</li> </ul>	<input type="checkbox"/> If applicable, the written <b>description of the planned workbased learning components</b> of the program of study (i.e., cooperative education, job shadowing, internships, clinicals, externships) to ensure that it is appropriate for the program.	
<ul style="list-style-type: none"> <li>▪ The proposed program will meet state board/agency approvals, accreditation approvals, National Occupational Program Approval Standards (where applicable) as set forth in the Chapter 74 Manual for Vocational Technical Education Programs.</li> </ul>	<input type="checkbox"/> The written <b>plan to gain state board/agency approvals, accreditation association approvals, National Occupational Program Approvals</b> to ensure that the plan is appropriate for the program. (If approvals have been obtained, review the documentation.)	
<ul style="list-style-type: none"> <li>▪ The proposed program will include career guidance and placement services.</li> </ul>	<input type="checkbox"/> The written <b>description of the career guidance and placement services</b> provided to students enrolled in the proposed program to ensure that transition assistance is appropriate for the program.	
<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> <ul style="list-style-type: none"> <li>▪ <b>Requirements:</b>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>	<input type="checkbox"/> The <b>current or planned budget</b> for the proposed program to ensure that there are adequate resources to enable the program to meet current industry and safety standards.	

# 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 Comments	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.

**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.	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>												



## 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

<b>PROGRAM</b>	<b>NIOSH CHECKLIST</b>
<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	Blood borne Pathogens, Hazardous Waste, and Toxic and Hazardous Waste Exposure
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