

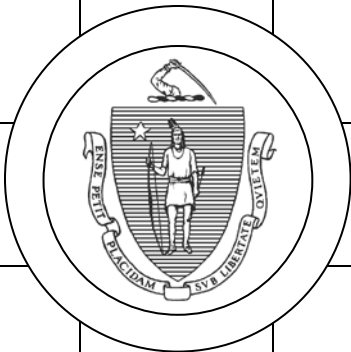


Massachusetts Department of
ELEMENTARY & SECONDARY
EDUCATION

COORDINATED PROGRAM REVIEW PROCEDURES

School District
Information Package

Career/Vocational Technical Education



School Year 2011-2012

Massachusetts Department of Elementary and Secondary Education

Coordinated Program Review Procedures

School District Information Package – Career/Vocational Technical Education

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Introduction

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

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

The district should submit documentation to the Department's Onsite Chairperson as noted in the Administrator's Checklist (Document 1).

Definitions

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

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

Career/vocational technical education programs is the term used to collectively denote Chapter 74-approved vocational technical education programs and non-Chapter 74 career and technical education programs.

KEY PREPARATION ACTIVITY:

It is essential that the required compliance documentation be given to the Department's Onsite Chairperson

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

Student Records

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

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

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

NOTE: Massachusetts Department of Education Student Record Regulations provide Department of Education employees with access to all information contained in student records without the consent of parents [603 CMR 23.07: (4) (d)].

KEY PREPARATION ACTIVITY:

AT LEAST TWO WEEKS

BEFORE THE ONSITE REVIEW

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

Interviews

Preparation of Interview Schedules

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

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

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

Interviewees

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

Selection Criteria for Technical Teacher Interviews

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

Selection Criteria for Academic Teacher Interviews

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

Selection Criteria for School Guidance Counselors

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

Selection Criteria for Students and Parents/Guardians

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

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

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

KEY PREPARATION ACTIVITY:
The schedule of the review of classrooms and shops should be included on the Onsite Team Member Interview and Classroom/Shop Review Schedule (Document #7). Each schedule should be returned to the CVTE Chairperson AT LEAST TWO WEEKS BEFORE THE ONSITE REVIEW.

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

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

- 1. Participate in the CPR orientation meeting(s) and then inform administrative, teaching, and additional staff as appropriate about the career/vocational technical education component of the Coordinated Program Review, its purpose, procedures, and the manner in which staff will be expected to participate.
- 2. Prepare for the Department's onsite team all necessary information directly related to the Perkins Act and Chapter 74 requirements (if the district has Chapter 74-approved vocational technical education programs).
- 3. Submit to the Department's Onsite Chairperson copies of the following at least eight weeks before the onsite review:
 - a. Program of Study (print publication and/or web page describing all programs of study)
 - b. Student Handbook
 - c. Completed Personnel Data Sheet (Document 4)
 - d. Job Descriptions for all Perkins Act allocation grant funded positions
 - e. Master Schedule (course title, teacher, and class period) for academic and technical classes
 - f. List of all products that have been developed with Perkins Act allocation grant funding in the current school year and preceding school year, if applicable
 - g. Meeting minutes, emails, and/or correspondence demonstrating consultation in the development of both the district's Perkins Improvement Plans and Perkins Annual Reports on the implementation of the improvement plans.
 - h. Career/Vocational Technical Education Shop Self Evaluation Form (Document 5) completed for each career/vocational technical education program
 - i. List of current secondary to postsecondary (including registered apprenticeship) articulation agreements (including date last reviewed/approved)
 - j. Copies of instruments used by the district to evaluate the effectiveness of career/vocational technical education programs
 - k. Descriptions of professional development for staff working in career/vocational technical education

- l. Documentation of career guidance services and activities (e.g., guidance calendar, guidance curriculum)
- m. Current building and fire department certificates for facilities used for career/vocational technical education
- n. Documentation that the equipment in each program is validated to meet current occupational standards by business/industry representatives from program advisory committees or other sources
- o. Documentation of the instrument and process used to ensure that programs and instructional materials are free of gender and racial/ethnic bias and stereotyping
- p. Documentation of the instruments and processes used to assess students' acquisition of knowledge and skills in: (1.) safety & health (2.) technical content (3.) embedded academics (4.) employability (5.) management & entrepreneurship and (6.) technological (computer) literacy. (i.e., All Aspects of the Industry)
- q. Documentation that each program meets the criteria of a Program of Study as outlined in the Perkins Checklist (Document #9) found in the *Massachusetts Perkins IV Manual* at: http://www.doe.mass.edu/cte/perkins/perkins_manual.doc.

4. In addition, submit the following if the district has Chapter 74-approved vocational technical education program(s):

- a. Program Advisory Committee Membership Forms and meeting minutes for the past year for each program (membership form is available at in the [Career/Vocational Technical Education Advisory Committee Guide](http://www.doe.mass.edu/cte/resources/acguide.doc) at <http://www.doe.mass.edu/cte/resources/acguide.doc>)
- b. General Advisory Committee Membership Form and meeting minutes for past year
- c. Documentation that the curriculum for each program is based on the applicable Vocational Technical Education Framework
- d. Career/Vocational Technical Safety Plans specific to each program
- e. Documentation that all staff and students have received training per the Career/Vocational Technical Safety Plan specific to each program
- f. Documentation of the exploratory program if the district has five or more Chapter 74-approved vocational technical education programs
- g. Admission Policy and Application for Admission currently used by the district (in all languages applicable to the district profile)
- h. Documentation of the instruments and processes used to determine students' admission to vocational-technical education programs
- i. Recruitment materials including brochures, power points, slides, videos. (*Note: Particular care should be taken to insure that documentation related to the outreach to students who are members of special populations is included.*)

5. Submit documentation regarding cooperative education and (if applicable) unpaid work-based learning. (*Note: Staff from the CVTE unit will select a representative sample of student cooperative education records for review (See Document 8).*)

- a. Student eligibility criteria
- b. All forms and documents that are used
- c. Documentation that cooperative education is structured so that students acquire knowledge and skills not best acquired in a school-based setting, but best acquired in a work-based setting

- d. Documentation that all employee-students receive a safety orientation specific to the site and equipment
- e.. Documentation that the district's cooperative education coordinator or a technical teacher conducts regular supervisory activities at the work site to ensure that the agreement is being followed and to update the students' competency files
- f.. Documentation related to unpaid off campus construction and maintenance projects.
- g. Documentation regarding alternative education (if applicable).

6. Submit documentation regarding fiscal and data management. *(Note some districts will be selected for an official audit conducted by a representative of the Departments' Office of Audit and Compliance.)*

- a. Documentation that the district has adequate financial resources to enable the programs to meet current industry and OSHA standards with respect to facilities, safety, equipment, and supplies.
- b. Documentation regarding the process used to design, amend and monitor Standard Contract Forms and Application for Program Grants.
- c. Documentation of the methodology used to enroll students in technical programs.
- d. Documentation of the methodology used to conduct the post graduate follow-up, including procedures for contacting students and documentation of the outcomes of such contact.

7. After the final report has been issued and the district's corrective action plan is approved:

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

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

CRITERION NUMBER	I. ASSESSMENT OF STUDENTS
CVTE 1	<p>Career guidance and placement services, including career assessments and assistance with the development of a four-year career plan, are provided in order to assist <u>each student</u> enrolled in a career/vocational technical education program in making the transition to the workforce, postsecondary education, and/or apprenticeship programs. <i>Vocational Technical Education Regulations 603 CMR 4.03(4(d), Perkins Section 135</i></p> <p>Definition: A career assessment is a formal assessment instrument that helps the student evaluate his/her career interests.</p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006</u> at http://www.doe.mass.edu/cte/perkins/</p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at http://www.doe.mass.edu/cte/laws.html</p>

CRITERION NUMBER	I. ASSESSMENT OF STUDENTS
CVTE 2	<p>MCAS and/or other academic assessment results are used to design instructional and support services. <i>Perkins Section 135, Vocational Technical Education Regulations 603 CMR 4.03(4)</i></p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006 at</u> http://www.doe.mass.edu/cte/perkins/</p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at</u> http://www.doe.mass.edu/cte/laws.html</p> <p><u>Chapter 74 Manual for Vocational Technical Education Programs at</u> http://www.doe.mass.edu/cte/programs/</p>

CRITERION NUMBER	I. ASSESSMENT OF STUDENTS
CVTE 3	<p>The district assesses students for the acquisition of safety & health, technical that includes embedded academic, employability, management & entrepreneurship, and technological knowledge and skills. <i>Vocational Technical Education Regulations 603 CMR 4.03(4); Perkins Section 135, M.G.L. c.74 Section 2</i></p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006</u> at http://www.doe.mass.edu/cte/perkins/</p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at http://www.doe.mass.edu/cte/laws.html</p> <p><u>Chapter 74 Manual for Vocational Technical Education Programs</u> at http://www.doe.mass.edu/cte/programs/</p>

CRITERION NUMBER	II. STUDENT IDENTIFICATION AND PROGRAM PLACEMENT
CVTE 4	<p>Information concerning career/vocational technical education programs is provided to students and to their parents/guardians. Such information shall include admission requirements for career/vocational technical programs; specific programs/courses that are available; employment and/or further education and registered apprenticeship opportunities. <i>Perkins Section 135, Vocational Technical Education Regulations 603 CMR 4.03 (4) (6).</i></p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006 at http://www.doe.mass.edu/cte/perkins/</u></p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at http://www.doe.mass.edu/cte/laws.html</u></p> <p><u>Chapter 74 Manual for Vocational Technical Education Programs at http://www.doe.mass.edu/cte/programs/</u></p> <p><u>Chapter 74 Manual for Vocational Technical Education Admission Policies at http://www.doe.mass.edu/cte/admissions/</u></p> <p><u>Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs (34 CFR, Part 100, Appendix B) at http://www.doe.mass.edu/cte/admissions/</u></p>

CRITERION NUMBER	II. STUDENT IDENTIFICATION AND PROGRAM PLACEMENT
CVTE 5	<p>All individuals including those who are members of special populations are provided with equal access to career/vocational technical education programs, services and activities and are not discriminated against on the basis of their status as members of special populations or race, color, gender, religion, national origin, English language proficiency, disability, or sexual orientation. <i>Perkins Sections 122 & 135, Vocational Technical Education Regulations 603 CMR 4.03(4) (6 (7), M.G.L.c.76, Section 5.</i></p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006</u> at http://www.doe.mass.edu/cte/perkins/</p> <p><u>Massachusetts Perkins IV Manual</u> at http://www.doe.mass.edu/cte/perkins/</p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at http://www.doe.mass.edu/cte/laws.html</p> <p><u>Chapter 74 Manual for Vocational Technical Education Admission Policies</u> at http://www.doe.mass.edu/cte/admissions/</p> <p><u>Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs (34 CFR, Part 100, Appendix B</u> at http://www.doe.mass.edu/cte/admissions/</p> <p><u>Massachusetts Special Education Regulations 603 CMR 28.10 6) (c)</u> at http://www.doe.mass.edu/lawsregs/603cmr28.html?section=all#start</p> <p><u>Massachusetts General Law Chapter 76, Section 5</u> at http://www.mass.gov/legis/laws/mgl/gl-pt1-toc.htm</p> <p><u>Massachusetts Access to Equal Educational Opportunity Regulations 603 CMR 26.00</u> at http://www.doe.mass.edu/lawsregs/603cmr26.html</p>

<p>CVTE 6</p>	<p><i>(Note: This criterion applies only to Chapter 74-approved vocational technical education.)</i></p> <p>The district uses its Department-approved admission policy and an appropriate application for admission. <i>Vocational Technical Education Regulations 603 CMR 4.03(4). M.G.L. c. 76 Section 5.</i></p> <p>References:</p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at http://www.doe.mass.edu/cte/laws.html</p> <p><u>Chapter 74 Manual for Vocational Technical Education Admission Policies</u> at http://www.doe.mass.edu/cte/admissions/</p> <p><u>Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs (34 CFR, Part 100, Appendix B</u> at http://www.doe.mass.edu/cte/admissions/</p> <p><u>Massachusetts Special Education Regulations 603 CMR 28.10 6) (c)</u> at http://www.doe.mass.edu/lawsregs/603cmr28.html?section=all#start</p> <p><u>Massachusetts General Law Chapter 76, Section 5</u> at http://www.mass.gov/legis/laws/mgl/gl-pt1-toc.htm</p> <p><u>Massachusetts Access to Equal Educational Opportunity Regulations 603 CMR 26.00</u> at http://www.doe.mass.edu/lawsregs/603cmr26.html</p>

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

CRITERION NUMBER	II. STUDENT IDENTIFICATION AND PROGRAM PLACEMENT
CVTE 8	<p>The programs in which students are enrolled meet the Perkins IV definition of career and technical education as contained in Appendix A (<i>Massachusetts Perkins IV Career and Technical Education Program Checklist</i>) of the <u>Massachusetts Perkins IV Manual</u>. <i>Perkins Sections 3 & 135</i></p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006</u> at http://www.doe.mass.edu/cte/perkins/</p> <p><u>Massachusetts Perkins IV Manual</u> at http://www.doe.mass.edu/cte/perkins/</p>

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

CRITERION NUMBER	III. PARENT AND COMMUNITY INVOLVEMENT
CVTE 10	<p>Representatives of business/industry; organized labor (union); colleges(s); parent(s)/guardian(s); student(s); representative(s) from registered apprenticeship program(s) (only required if the occupational field of the program has a registered apprenticeship program) are involved in the development, implementation, and review of career/vocational technical programs. Representation is race, linguistic, disability, and nontraditional by gender inclusive, and if not, there is a plan (formal recruitment process) to make it inclusive. <i>Perkins Section 135, M.G.L. c.74 Section 6, Vocational Technical Education Regulations 603 CMR 4.03 (1)</i></p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006</u> at http://www.doe.mass.edu/cte/perkins/</p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at http://www.doe.mass.edu/cte/laws.html</p> <p><u>Career/Vocational Technical Education Advisory Committee Guide</u> at http://www.doe.mass.edu/cte/resources/</p> <p><u>Massachusetts Perkins IV Manual</u> at http://www.doe.mass.edu/cte/perkins/</p>

CRITERION NUMBER	IV. CURRICULUM AND INSTRUCTION
CVTE 11	<p>Programs are structured so that students acquire safety & health, technical that includes embedded academic, employability, management & entrepreneurship, and technological knowledge and skills. <i>Perkins Section 135, M.G.L. c. 74 Section 2, Vocational Technical Education Regulations 603 CMR 4.03 (4) 4.06</i></p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006</u> at http://www.doe.mass.edu/cte/perkins/</p> <p><u>Massachusetts Perkins IV Manual</u> at http://www.doe.mass.edu/cte/perkins/</p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at http://www.doe.mass.edu/cte/laws.html</p> <p><u>Massachusetts Vocational Technical Education Frameworks</u> at http://www.doe.mass.edu/cte/frameworks/</p> <p><u>Chapter 74 Manual for Vocational Technical Cooperative Education</u> at http://www.doe.mass.edu/cte/programs/</p>

CRITERION NUMBER	IV. CURRICULUM AND INSTRUCTION
CVTE 12	<p>Linkages between secondary and postsecondary education including registered apprenticeship programs exist through, at a minimum, articulation agreements that are annually reviewed and approved. <i>Perkins Section 135, Vocational Technical Education Regulations 603 CMR 4.03 (4)</i></p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006 at http://www.doe.mass.edu/cte/perkins/</u></p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at http://www.doe.mass.edu/cte/laws.html</u></p>

CRITERION NUMBER	IV. CURRICULUM AND INSTRUCTION
CVTE 13	<p data-bbox="646 386 1713 415"><i>(Note: This criterion applies only to Chapter 74-approved vocational technical education.)</i></p> <p data-bbox="464 456 1892 618">Cooperative Education is implemented in accordance with applicable laws, regulations, and policies. <i>Child Labor Bulletin 101 – Child Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act WH – Revised March 2001, Code of Federal Regulations Title 29 (CFR 29) Parts 570.50 (c) (1) & 570.51-570.68, M.G.L. c. 74 Sections 1 & 2A, M.G.L. c.149, Sections 1, 62 & 62A, M.G.L. c. 152, Vocational Technical Education Regulations 603 CMR 4.03(7) 4.10(3), (Chapter 385 of the Acts of 2002</i></p> <p data-bbox="1104 662 1251 688">References:</p> <p data-bbox="741 695 1619 721"><u>Massachusetts Perkins IV Manual</u> at http://www.doe.mass.edu/cte/perkins/</p> <p data-bbox="531 761 1829 823"><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at http://www.doe.mass.edu/cte/laws.html</p> <p data-bbox="764 863 1593 925"><u>Chapter 74 Manual for Vocational Technical Cooperative Education</u> at http://www.doe.mass.edu/cte/programs/</p> <p data-bbox="848 966 1509 1027"><u>Massachusetts General Law Chapter 149</u> at http://www.state.ma.us/legis/laws/mgl/gl-149-toc.htm</p> <p data-bbox="751 1068 1606 1130"><u>Code of Federal Regulations Title 29 (CFR 29)</u> at http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_570/29CFR570.50.htm</p> <p data-bbox="823 1170 1535 1232"><u>MA Worker’s Compensation Insurance per M.G.L. c. 152</u> at http://www.mass.gov/legis/laws/mgl/gl-152-toc.htm</p> <p data-bbox="550 1273 1808 1334"><u>Advisory of CORI Law: Mandatory Criminal Record (CORI) Checks - Education Laws and Regulations</u> at http://www.doe.mass.edu/lawsregs/advisory/cori.html</p>

CRITERION NUMBER	IV. CURRICULUM AND INSTRUCTION
CVTE 14	<p>Non-cooperative education (unpaid) work-based learning such as internships and job-shadowing is implemented in accordance with applicable laws, regulations and policies. <i>Perkins Section 135, M.G.L. c. 74 Section 2A, M.G.L. c. 152, Vocational Technical Education Regulations 603 CMR 4.03(4), Chapter 385 of the Acts of 2002</i></p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006</u> at http://www.doe.mass.edu/cte/perkins/</p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at http://www.doe.mass.edu/cte/laws.html</p> <p><u>MA Worker’s Compensation Insurance per M.G.L. c. 152</u> at http://www.mass.gov/legis/laws/mgl/gl-152-toc.htm</p> <p><u>Advisory of CORI Law: Mandatory Criminal Record (CORI) Checks - Education Laws and Regulations</u> at http://www.doe.mass.edu/lawsregs/advisory/cori.html</p>

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

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

CRITERION NUMBER	V. STUDENT SUPPORT SERVICES
CVTE 17	<p>Activities are provided to prepare students, including students that are members of special populations, for high skill, high wage, or high demand occupations that will lead to self-sufficiency.</p> <p><i>Perkins Section 135; Vocational Technical Education Regulations 603 CMR 4.03(4).</i></p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006 at</u> http://www.doe.mass.edu/cte/perkins/</p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at</u> http://www.doe.mass.edu/cte/laws.html</p>

CRITERION NUMBER	VI. FACULTY, STAFF AND ADMINISTRATION
<p>CVTE 18</p>	<p>Staff in career/vocational technical education programs are appropriately licensed or are working under a current Department-issued waiver. <i>Perkins Section 135, M.G.L. c. 74 Section 18, Vocational Technical Education Regulations 603 CMR 4.03 (5) 4.07 and M.G.L. c. 71 Section 38G, Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.00</i></p> <p>References:</p> <p><u>Massachusetts General Law Chapter 74, Section 18 at http://www.mass.gov/legis/laws/mgl/gl-74-toc.htm</u></p> <p><u>Massachusetts General Law Chapter 71, Section 38G at http://www.mass.gov/legis/laws/mgl/gl-71-toc.htm</u></p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at http://www.doe.mass.edu/cte/laws.html</u></p> <p><u>Chapter 74 Manual for Vocational Technical Education Programs at http://www.doe.mass.edu/cte/programs/manual.doc</u></p> <p><u>Chapter 74 Guide for Preliminary Vocational Technical Teacher Licensure at http://www.doe.mass.edu/cte/licensure/prelimguide.doc</u></p> <p><u>Chapter 74 Guide for Professional Vocational Technical Teacher Licensure at http://www.doe.mass.edu/cte/licensure/profguide.doc</u></p> <p><u>Chapter 74 Guide for Vocational Technical Administrator and Cooperative Education Coordinator Licensure at http://www.doe.mass.edu/cte/licensure/admin_cecguide.doc</u></p> <p><u>Chapter 74 Guide for Vocational Technical Educator License Renewal at http://www.doe.mass.edu/cte/licensure/renewalguide.doc</u></p> <p><u>Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.00 at http://www.doe.mass.edu/lawsregs/603cmr7.html</u></p>

CRITERION NUMBER	VI. FACULTY, STAFF AND ADMINISTRATION
CVTE 19	<p>Staff in career/vocational technical education programs acquire professional development. <i>Perkins Section 135, Vocational Technical Education Regulations 603 CMR 4.03 (5) 4.07 and M.G.L. c. 71 Section 38G, Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.00</i></p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006 at http://www.doe.mass.edu/cte/perkins/</u></p> <p><u>Massachusetts General Law Chapter 74, Section 18 at http://www.mass.gov/legis/laws/mgl/gl-74-toc.htm</u></p> <p><u>Massachusetts General Law Chapter 71, Section 38G at http://www.mass.gov/legis/laws/mgl/gl-71-toc.htm</u></p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at http://www.doe.mass.edu/cte/laws.html</u></p> <p><u>Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.00 at http://www.doe.mass.edu/lawsregs/603cmr7.html</u></p> <p><u>Chapter 74 Guide for Vocational Technical Educator License Renewal at http://www.doe.mass.edu/educators/e_license.html?section=voc</u></p>

CRITERION NUMBER	VII. SCHOOL & WORK-BASED FACILITIES AND EQUIPMENT
CVTE 20	<p>Career/vocational technical education instructional <u>facilities</u> meet current occupational standards. <i>Perkins Section 135; Vocational Technical Education Regulations 603 CMR 4.03 (3) (4) (7)(8)</i></p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006</u> at http://www.doe.mass.edu/cte/perkins/</p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at http://www.doe.mass.edu/cte/laws.html</p> <p><u>Career/Vocational Technical Education Safety Guide</u> at http://www.doe.mass.edu/cte/safety/guide.doc</p> <p><u>NIOSH Safety Checklist Program for Schools</u> at http://www.doe.mass.edu/cte/safety_health.html</p> <p><u>Chapter 74 Manual for Vocational Technical Cooperative Education</u> at http://www.doe.mass.edu/cte/programs/</p>

CRITERION NUMBER	VIII. PROGRAM EVALUATION
CVTE 21	<p>Career/vocational technical education instructional <u>equipment</u> meets current occupational standards. <i>Perkins Section 135; Vocational Technical Education Regulations 603 CMR 4.03 (3) (4) (7)(8)</i></p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006</u> at http://www.doe.mass.edu/cte/perkins/</p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines</u> at http://www.doe.mass.edu/cte/laws.html</p> <p><u>Career/Vocational Technical Education Safety Guide</u> at http://www.doe.mass.edu/cte/safety/guide.doc</p> <p><u>NIOSH Safety Checklist Program for Schools</u> at http://www.doe.mass.edu/cte/safety_health.html</p> <p><u>Chapter 74 Manual for Vocational Technical Cooperative Education</u> at http://www.doe.mass.edu/cte/programs/</p>

CRITERION NUMBER	VIII. PROGRAM EVALUATION
CVTE 22	<p>The district uses the Perkins Act Core Indicator of Performance outcomes and (if applicable) Chapter 74 outcomes to improve programs and the outcomes for students. <i>Perkins Section 113, Vocational Technical Education Regulations 603 CMR 4.05</i></p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006 at http://www.doe.mass.edu/cte/perkins/</u></p> <p><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at http://www.doe.mass.edu/cte/laws.html</u></p> <p><u>Massachusetts Perkins Accountability Workbook - Secondary http://www.doe.mass.edu/cte/perkins/acctworkbook_sec.pdf</u></p>

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

CRITERION NUMBER	IX. RECORDKEEPING AND FUND USE
CVTE 24	<p>The district uses Perkins funds in accordance with statutory fund-use rules, including supplement not supplant provisions. <i>Perkins Sections 135</i></p> <p>References: <u>Carl D. Perkins Career & Technical Education Improvement Act of 2006</u> at http://www.doe.mass.edu/cte/perkins/</p> <p><u>Massachusetts Perkins IV Manual</u> at http://www.doe.mass.edu/cte/perkins/</p> <p><u>Education Department General Administrative Regulations (EDGAR)</u> http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html</p> <p>OMB Circular A – 87 HTTP://WWW.WHITEHOUSE.GOV/OMB/CIRCULARS/A087/A087-ALL.HTML</p>

CRITERION NUMBER	IX. RECORDKEEPING AND FUND USE
CVTE 25	<p data-bbox="415 418 1482 448"><i>(Note: This criterion applies only to Chapter 74-approved vocational technical education.)</i></p> <p data-bbox="415 500 1892 597">The district has adequate financial resources to enable the programs to meet current industry and Occupational Safety and Health Administration (OSHA) standards with respect to facilities, safety, equipment, and supplies. <i>Vocational Technical Education Regulations 603 CMR 4.03 (8)</i></p> <p data-bbox="415 618 562 647">References:</p> <p data-bbox="415 651 1713 716"><u>Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines at http://www.doe.mass.edu/cte/laws.html</u></p>

Document # 3A: CVTE Student Record Review Requirements

1. Purpose

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

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

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

- a. CVTE unit staff will select the following minimum number of records:
 - 10** records for LEA with up to 100 students enrolled in career/vocational technical education programs.
 - 20** records for LEA with 101 or more students enrolled in career/vocational technical education programs.

- b. Based upon review of in-house data and discussion with the appropriate staff in the district, CVTE unit staff will identify at least one of each of the following specific cases, if they exist in the district. CVTE unit staff will record the names of those students on the **CVTE Student Record Selection Form** (Document #3A).
 - student or students with a disability (with IEP or Section 504 accommodation plan)
 - student or students preparing for a career that is nontraditional for his/her gender
 - student or students from an economically disadvantaged family (including foster children)
 - student or students who are limited-English proficient
 - student or students who are single parent, single pregnant student
(at least one of each if possible)

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

3. District Staff will perform a Preliminary Review

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

Document #3C: CVTE Student Record Review Checklist

District: _____ Local Reviewer: _____ Date: _____

Student Name: _____ State Reviewer: _____ Date: _____

Student Program: _____ Grade Level: _____

Male _____ Female _____ Single Parent _____ Single Pregnant Student _____ Limited English Proficient _____ Nontraditional _____

Student w/current IEP _____ Economically Disadvantaged/Title 1 _____ Not Applicable (no special population category applies) _____

Documentation Review Key		D	ND	NA	ESE Verified
	D = Documented ND = Not Documented NA = Not Applicable V = DOE Verification				
1.	Documentation that the student was admitted to the school using the district's approved admission policy and application for admission. Comment:				
2.	Documentation that the student was admitted to their program in accordance with the program placement section of the district's approved admission policy. Comment:				
3.	Documentation that the exploratory program in which the student participated met the minimum half year requirement. Comment:				
4.	Documentation of the student's acquisition of safety & health, technical, academic, employability, management & entrepreneurship and technological knowledge and skills. Comment:				
5.	Documentation of career guidance and placement services, including career assessments and assistance with the development of a four-year career plan. Comment:				
6.	Documentation of activities provided to prepare students, including students that are members of special populations, for high skill, high wage, or high demand occupations that will lead to self-sufficiency. Comment:				

**Career/Vocational Technical Education Shop Self Evaluation Form
(Document #5)**

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

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

District: _____ **Shop:** _____

Reviewed by: _____ **Date:** _____

	Yes	No	N/A	District's Comments	ESE Comments
1. Exits a. Are there an appropriate number of exits? Is there proper signage? b. Are there unobstructed and clear ways to the exits? c. Are the exits in operable condition? e. Are the exits inspected and maintained according to manufacturer and regulatory requirements? f. Are exit handles accessible by all students and staff?					

	Yes	No	N/A	District's Comments	ESE Comments
<p>2. Fire Alarms and Fire Drills</p> <p>a. Do fire alarms work according to manufacturer and regulatory requirements?</p> <p>b. Are the fire alarms inspected and maintained according to manufacturer and regulatory requirements?</p> <p>c. Are fire drill instructions posted? In applicable languages?</p> <p>d. Are fire drills held according to regulatory requirements?</p>					
<p>3. Fire Extinguishers and Sprinklers</p> <p>a. Do fire extinguishers exist per regulatory requirements?</p> <p>b. Are the fire extinguishers mounted in a readily accessible/visible location per regulatory requirements?</p> <p>c. Are all fire extinguishers inspected and maintained according to manufacturer and regulatory requirements?</p> <p>d. Are there sprinklers per regulatory requirements?</p> <p>e. Are all sprinklers inspected and maintained according to manufacturer and regulatory requirements?</p>					
<p>4. Emergency Eye Wash Systems</p> <p>a. Are there eye washing systems in shops where corrosive materials are used (per regulatory requirements)?</p> <p>b. Are there unobstructed and clear ways to the systems so that all students and staff have access?</p> <p>c. Are the systems operable?</p> <p>d. Are the systems inspected and maintained according to manufacturer and regulatory requirements?</p>					
<p>5. Other Emergency Wash Systems (Drench/Deluge Showers, Hand Held Body/Face Washers and Deck Mounted Drench Hoses)</p> <p>a. Are there emergency wash systems where corrosives or flammable liquids are handled or where open flame devices are used (per regulatory requirements of the State Fire Marshall's Office)?</p> <p>b. Are there unobstructed and clear ways to the systems so that all students and staff have access?</p> <p>c. Are the systems operable?</p> <p>d. Are the systems inspected and maintained according to manufacturer and regulatory requirements?</p>					

	Yes	No	N/A	District's Comments	ESE Comments
<p>6. Fire Blankets</p> <p>a. Does each existing shop not equipped with an Emergency Wash System have at least one approved Fire Blanket, and a sign that reads: "In Case of Clothing Fire STOP, DROP and ROLL"?</p> <p>b. Are there unobstructed and clear ways to the systems so that all students and staff have access to the Fire Blankets?</p> <p>c. Are the Fire Blankets operable?</p> <p>d. Are the Fire Blankets inspected and maintained according to manufacturer and regulatory requirements?</p>					
<p>7. Electrical Devices/Power Shut-Offs</p> <p>a. Are there an adequate number of outlets and switches?</p> <p>b. Are all outlets, switches, and covers in good condition?</p> <p>c. Are Ground Fault Circuit Interrupters (GFCI) used near sources of water per regulatory requirements?</p> <p>d. Is there an operable master power switch (off) and is it easily accessible?</p> <p>e. Are there operable emergency equipment shut-offs?</p> <p>f. Are all outlets, switches, GFCIs and emergency shut-offs inspected and maintained according to manufacturer and regulatory requirements?</p>					
<p>8. Flammables, Combustibles, Toxic and Hazardous Materials incl. Biomedical</p> <p>a. Are all flammables, combustibles, toxic, and hazardous materials including biomedical materials stored and disposed of according to manufacturer Material Safety Data Sheets (MSDS) and regulatory requirements?</p> <p>b. Is there an appropriate approval posted for storing waste oil per manufacture and regulatory requirements?</p> <p>c. Are appropriate MSDS for the flammables, combustibles, toxics and hazardous materials posted?</p>					
<p>9. Personal Protective Equipment (PPE)</p> <p>a. Are students and staff provided with appropriate PPE per regulatory requirements?</p> <p>b. Are students and staff trained in the use of PPE?</p> <p>c. Are all PPE inspected and maintained according to manufacturer and regulatory requirements?</p> <p>c. Are all students and staff wearing required PPE such as eye protection per requirements?</p>					

	Yes	No	N/A	District's Comments	ESE Comments
10. First Aid a. Is there an appropriate first aid box in an accessible location? b. Are supplies in the first aid box adequate for the type of potential injuries in the shop? c. Is there a telephone to call for emergency help? d. Are emergency telephone numbers posted next to the telephone? e. Is there an emergency procedure protocol for staff and for students? f. Is there a nurse available? (Note: The suggested ratio is 1 FTE in buildings 250-500, with an additional 0.1 FTE for each additional 50 students over 500.)					
11. Lighting a. Is the lighting suitable for the work being done? b. Is there protective covering for the light bulbs (i.e., bulb guards) per required by manufacturer and regulatory requirements?					
12. Machinery incl. Equipment and Tools a. Are safety guards for machinery, equipment and tools in place and in good condition per manufacturer and regulatory guidelines? b. Are the machinery, equipment and tools inspected and maintained according to manufacturer and regulatory requirements? c. Is there adequate space between machines for working safely per manufacturer and regulatory requirements? d. Is the working space delineated and clear of obstructions per manufacturer and regulatory requirements? e. Are there working magnetic restarts in place for saws (e.g., planer saw, table saws, etc. per manufacturer and regulatory requirements?					
13. Ventilation a. Is there adequate ventilation per manufacturer and regulatory requirements? b. Do all ducts terminate outside the building per manufacturer and regulatory requirements? c. Do tailpipe exhaust exit outside the building per manufacturer and regulatory requirements? d. Do welding areas have fans venting outside per manufacturer and regulatory requirements? e. Are all vent hoods clean and unobstructed?? f. Are the ventilation systems sufficient when the shop is at full capacity?					

	Yes	No	N/A	District's Comments	ESE Comments
<p>14. General Shop Orderliness, Cleanliness and Work Habits</p> <ul style="list-style-type: none"> a. Is the shop orderly and clean? b. Is there a secured tool crib for shop supplies? c. Are cleaning products stored per manufacturer and regulatory guidelines? d. Are floors clean and dry? e. Are signs posted for cleaning hands per regulatory guidelines? f. Are hazard signs posted per manufactures and regulatory guidelines? g. Are exit lanes clearly marked? h. Are all students and staff practicing safe work habits in the shop 					
<p>15. Shop Safety and Health Plan</p> <ul style="list-style-type: none"> a. Is there a shop safety and health plan? b. Does the plan include provisions for safety training for staff and students? 					

**List of Potential Interviewees (in addition to students & parents)
(Document # 6)**

TITLE	NAMES
Academic and/or Curriculum Coordinator	
Academic Teachers	
Admissions Staff	
Advisory Committee Members	
Business Manager	
CVTE Supervisor/Director	
Career/Vocational Technical Student Organization Coordinators	
Cooperative Education Coordinator	
Coordinator of Programs for English Language Learners	
Facilities Manager	
Paraprofessionals/Tutors	
Perkins-Funded Staff	
Perkins Local Plan Coordinator	
Placement Coordinator	
Principal	
Pupil Personnel Services Director	
Safety Coordinator (person who can address shop safety)	
School Counselors	
School Recruiters	
Section 504 Coordinator	
SIMS Contact Person <i>(person who can address CVTE SIMS data reports)</i>	
Special Education Director/Teachers	
Superintendent	
Technical Teachers	
Technology Coordinator <i>(person who can address district's technology education plan and PD)</i>	
Title I Director	
Title IX Coordinator	

Onsite Team Member Interview and Observation Schedule (Document # 7)

District: _____

Onsite Review Team Member: _____

Interview Date/Time	Interviewee (or note "Review Classrooms/Shops")	Role (or type of facility, i.e., Classroom/Shop)	Building Name	Room Location	Comments

Record Review Checklist for Students Enrolled in Cooperative Education Document # 8

Grade _____ Gender _____ Special Population status (*if known*) _____
 Student's Program of Study _____

D= Documented

ND = Not Documented

NA = Not Available

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

There is a cooperative education permit issued by school administrator, if the student is younger than 18.				
Work is aligned to develop proficiency in the standards listed in the appropriate VTE framework.				
Local cooperative education admission standards contained in the Student Handbook or some other official document have been followed.				
The cooperative education site underwent a safety review by the cooperative education coordinator or teacher prior to the student starting work.				
The district tracks the student’s acquisition of knowledge and skills being developed during cooperative education.				
If the student is a member of a special population, accommodations are provided.				
ADDITIONAL documentation and/or practices which may be evident:	NOTES & QUESTIONS			
For students with “significant” health issues (i.e.: allergies, EPI Pens, required daily meds, insulin injections etc.), there is a clear plan for emergencies, which maintains student confidentiality.				
A packet of information is provided to the cooperative education employer such as: <ul style="list-style-type: none"> • knowledge and skills to be acquired by student • copy of ALL applicable forms • protocol for contacting school in the event of an emergency • agreed-upon process for regular and structured assessment of student progress. 				

Massachusetts Perkins IV Career and Technical Education Program Checklist (Document # 9)

Program of Study: _____

Person(s) completing this checklist (including job titles): _____

Date checklist was completed: _____

Perkins IV Citation: Section 3

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

(A) offer a sequence of courses that—

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

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

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

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

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

	industry has approved or certified the program, as applicable.		
7. The program includes competency-based applied learning.	The knowledge and skills to be acquired by students are published.	Program of Study Program of Study Grid Lesson Plans Course Syllabi Competency List Website	
8. The program contributes to students' higher-order reasoning and problem-solving skills.	The curriculum for the program includes higher-order reasoning and problem-solving skills.	Program of Study Program of Study Grid Lesson Plans Course Syllabi Competency List	
9. The program provides students with general employability knowledge and skills.	The program includes the use of work-based learning as appropriate and feasible, as well as career development curricula.	Career Plans Work-based Learning Plans Program of Study Program of Study Grid Course Syllabi Lesson Plans Competency List	
10. The program provides students with occupational safety and health knowledge and skills.	The curriculum for the program includes occupational safety and health knowledge and skills.	Program of Study Program of Study Grid Lesson Plans Course Syllabi Competency List	
11. The program provides students with management and entrepreneurship knowledge and skills.	The curriculum for the program includes management and entrepreneurship knowledge and skills.	Program of Study Program of Study Grid Lesson Plans Course Syllabi Competency List	
12. The program provides students with computer knowledge and skills.	The curriculum for the program includes computer knowledge and skills.	Program of Study Program of Study Grid Lesson Plans Course Syllabi Competency List	