



Career and Technical Education
Federal Program
Monitoring Review System
Self-Assessment

2015-2016



Office of Career and Technical Education

Career and Technical Education
Federal Program Monitoring Review System
Self-Assessment

2015-2016

Complete and submit by e-mail, the self-assessment with the school division's 2016-2017 CTE Local Plan by April 29, 2016, to the Office of Career and Technical Education at: cte@doe.virginia.gov.

Submit by U.S. Mail only the original signed (blue ink) Statement of Assurance (page 35) to:

William Hatch, J.D., CTE Federal Program Monitoring Specialist
Virginia Department of Education
Office of Career and Technical Education
P.O. Box 2120
Richmond, Virginia 23218-2120

The self-assessment template is available at:
http://www.doe.virginia.gov/instruction/career_technical/administration/index.shtml

For technical assistance contact:
William Hatch, J.D., CTE Federal Program Monitoring Specialist, at
(804) 225-2052; or cte@doe.virginia.gov.

**Career and Technical
Education
Federal Program
Monitoring Review System
Self-Assessment**

2015-2016

_____ School Division
(fill in division name)

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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I. Career and Technical Education Financial Report

1. The administrators (principals and/or assistant principals) of career and technical programs for which categorical entitlements are received devote a minimum of 50 percent of their time to career and technical education administration. (8 VAC 20-120-30.2.a.)
- Postgraduate professional license
 Local job description
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

2. Financial assistance provided through categorical entitlements was appropriately used for extended contracts. (8 VAC 20-120-30.2.b.)
- Career and Technical Education Financial Report
 CTEMS Schedule 16
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

3. Financial assistance provided through categorical entitlements was appropriately used for adult occupational programs. (8 VAC 20-120-30.2.d.)
- Career and Technical Education Financial Report
 CTEMS Schedule 16
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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I. Career and Technical Education Financial Report (continued)

4. An inventory of equipment purchased with federal or state funds is maintained. (8 VAC 20-120-80)
- Equipment Inventory List
 Laboratory observation
 Other _____
- Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

5. Equipment purchased with state and/or federal financial assistance is limited to those included on the approved list for career and technical education programs. (8 VAC 20-120-80.3)
- Equipment Inventory List
 Equipment Purchase Orders
 VDOE approval letter(s) for purchase of equipment
 Laboratory observation
 Other _____
- Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

6. Equipment exchanged, replaced, or disposed of was done so in accordance with provisions in Education Department General Administration Regulations. (EDGAR 34 CFR Part 80, Subpart C, Section 80.32), (8VAC 20-120-80)
- Local policy and procedures for equipment disposal
 Other _____
- Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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I. Career and Technical Education Financial Report (continued)

7. Financial assistance provided through Standards of Quality (SOQ) add-on entitlements was used to support the career and technical education program operation. (8 VAC 20-120-30.1.)
- Career and Technical Education Financial Report
 CTEMS Schedule 16
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

8. Federal funds were not used to supplant state or local funds designated for career and technical education. (Assurance Statement 7)
- Career and Technical Education Financial Report
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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II. Career and Technical Education Management System (CTEMS)

- | | | | |
|----|--|-------|--|
| 1. | A local plan and budget application has been submitted and approved by the Virginia Department of Education, which covers the same time period as the State Plan for Career and Technical Education. (8 VAC 20-120-40) | _____ | Approved local plan and budget application for the current school year |
| | | _____ | Approval letter from the Department of Education |
| | | _____ | Other _____ |

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

- | | | | |
|----|--|-------|---|
| 2. | The career and technical education programs offered within the school division match an approved sequence of courses as specified in the <u>CTE Administrative Planning Guide</u> .

[Section 134 (b)(3)(A)] | _____ | Comparison of master Schedule with <u>CTERS User's Manual</u> and the <u>Career and Technical Education Guide to Instructional Planning</u> . |
| | | _____ | Other _____ |

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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II. Career and Technical Education Management System (CTEMS) (continued)

3. Career and technical education services, programs, and activities reflect labor market needs and student interest. (8VAC 20-120-110)
- Virginia Occupational Demand, Supply, and Wage Information
 Local survey
 CTE Advisory Committee recommendations
 Other _____

Are you meeting the requirement? Yes _____ No _____
 Are there any concerns? Yes _____ No _____

Comment:

4. Local programs of career and technical education are evaluated annually using measures of successful performance as approved by the State Board of Education and in compliance with requirements of Section 134 of the Carl D. Perkins Career and Technical Education Act of 2006. (Assurance Statement 17)
- Local Evaluation Plan
 Divisionwide Local Performance Report
 Detailed data collected at the program and school level
 Program Improvement Plan
 Joint Program Improvement Plan
 Other _____

Are you meeting the requirement? Yes _____ No _____
 Are there any concerns? Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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II. Career and Technical Education Management System (CTEMS) (continued)

5. If requested, opportunities are available for students, teachers, and administrators in private schools to participate in career and technical education programs, services, and activities. [Section 317]
- Correspondence to private schools
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

6. The career and technical education plan has been developed in consultation with the local career and technical education advisory committee and interested parties, including parents, teachers, students, and interested community leaders. (Assurance Statement 16), (8VAC 20-120-50)
- Local Career and Technical Education Plan
 Articulation agreements
 Notification letters

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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II. Career and Technical Education Management System (CTEMS) (continued)

7. Equal opportunities in career and technical education programs have been provided to persons without discrimination on the basis of race, sex, color, national origin, religion, age, political affiliation, veteran status, or persons with disabilities. (Assurance Statement 18), (8 VAC 20-120-100)
- Local school division's written admissions policy
 Materials, public announcements, newsletters, etc.
 Demographics of enrollment reports
 Other _____
- Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

8. Programs receiving a grant under Section 134 of the Carl D. Perkins Career and Technical Education Act of 2006 use funds to improve career and technical education programs and comply with requirements in Section 134 as to size, scope and quality. (Assurance Statement 5)
- CTEMS Schedules 11 and 16
 Enrollment information
 Other _____
- Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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II. Career and Technical Education Management System (CTEMS) (continued)

9. The local school division identifies the number of special population students enrolled in career and technical education programs and assesses the career and technical needs of the students identified as special populations. (Assurance Statement 15)
- CTEMS Schedule 3 assessment instruments
 Career and Technical assessment instruments
 Enrollment information
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

10. Career and technical education programs are in compliance with equal access provisions of Section 504 of the Rehabilitation Act of 1973, Individuals with Disabilities Education Act of 2004, and the regulations implementing these statutes.
- Recruitment materials
 Placement procedures
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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II. Career and Technical Education Management System (CTEMS) (continued)

11. Activities were provided that prepare special populations, including single parents and displaced home-makers, for high-skill, high-wage or high-demand occupations that will lead to self-sufficiency. [Section 134(b)(8)]
- CTEMS Schedule 3
 CTERS data
 School records
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

12. Career and technical education programs assist students of special populations to succeed through supportive services such as counseling, English language instruction, child care and special aides. (Assurance Statement 15)
- CTEMS Schedule 3
 CTERS data
 School records
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

13. Special population students are provided with career and technical education program(s) in the most integrated setting possible. (8 VAC 20-120-130)
- IEPs
 ISAEP
 Eligibility or admissions criteria
 Special services information
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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II. Career and Technical Education Management System (CTEMS) (continued)

14. Students who are members of special populations are provided appropriate supplementary services that may include curriculum modification, equipment modification, classroom modification, supportive personnel, and/or instructional aides and devices. (Assurance Statement 15)
- Letters, memos, etc.
 IEPs
 ISAEP
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

15. Modified essential competencies for students with IEPs were developed so that student attainment of the competencies prepare the students for a job or occupation. (Assurance Statement 20)
- IEP committee membership
 Minutes of joint meetings
 Modified competencies lists
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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II. Career and Technical Education Management System (CTEMS) (continued)

16. Academic and technical skills of students participating in career and technical education programs were improved by strengthening the academic and career and technical components of such programs through the integration of academics with career and technical education programs through a coherent sequence of courses to ensure learning in the core academics, and career and technical subjects.
[Section 134(b)(3)(B)]

_____ CTEMS Schedule 4
 _____ Other _____

Are you meeting the requirement? Yes _____ No _____
 Are there any concerns? Yes _____ No _____

Comment:

17. Students who participate in career and technical education programs were taught the same challenging academic proficiencies as were taught to all other students.
[Section 134(b)(3)(D)], (Assurance Statement 4)

_____ CTEMS Schedule 4
 _____ Other _____

Are you meeting the requirement? Yes _____ No _____
 Are there any concerns? Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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II. Career and Technical Education Management System (CTEMS) (continued)

18. A process was used to independently evaluate and continuously improve career and technical education programs. [Section 134(b)(7)], (Assurance Statement 17)

CTEMS Schedule 8
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

19. Funds were used to promote preparation for nontraditional training and employment. [Section 134(b)(10)]

CTEMS Schedule 13
 Other _____

*Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

* If yes, indicate source of funds.

Federal Funds (Perkins)
 Local Funds

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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II. Career and Technical Education Management System (CTEMS) (continued)

20. Comprehensive professional development (including initial teacher preparation) for career and technical education, academic, guidance, and administrative personnel are provided that promote the integration of coherent and rigorous content aligned with challenging academic standards and relevant Career and Technical Education. [Section 134(b)(4)]

_____ CTEMS Schedules 4 & 7
 _____ Other _____

Are you meeting the requirement? Yes _____ No _____
 Are there any concerns? Yes _____ No _____

Comment:

21. Activities are conducted to develop, improve, or expand the use of technology in career and technical education. [Section 135(b)(4)]

_____ CTEMS Schedule 6
 _____ Memos
 _____ Agendas
 _____ Other _____

Are you meeting the requirement? Yes _____ No _____
 Are there any concerns? Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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II. Career and Technical Education Management System (CTEMS) (continued)

22. Career and technical education programs are being initiated, improved, expanded, and modernized. [Section 135(b)(7)]

CTEMS Schedule 9
 Other _____

Are you meeting the requirement? Yes No

Are there any concerns? Yes No

Comment:

23. Activities are being provided to link secondary and postsecondary career and technical education. [Section 135(b)(2)]

CTEMS Schedule 12
 Other _____

Are you meeting the requirement? Yes No

Are there any concerns? Yes No

Comment:

24. Federal funds were not used for programs prior to the 7th Grade. (Assurance Statement 9)

Career and Technical Education Financial Report
 Other _____

Are you meeting the requirement? Yes No

Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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II. Career and Technical Education Management System (CTEMS) (continued)

25. None of the funds made available under this Act (Perkins 2006) were used to provide funding under The Wagner-Peyser Act and Public Law 105-220. (Section 119(d) (1-2))
- Career and Technical Education Financial Report
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

26. No funds received under the Act (Perkins 2006) were used to require any secondary school student to choose or pursue a specific career path or major or to mandate that any individual participate in a career and technical education program, including a career and technical program that requires the attainment of a federally funded skill level, standard, or certificate of mastery. [Sec 314], (Assurance Statement 8)
- Career and Technical Education Financial Report
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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II. Career and Technical Education Management System (CTEMS) (continued)

27. No funds provided for under this Act were used for the purpose of directly providing incentives or inducement to employers to relocate a business enterprise from one state to another if such relocation will result in a reduction in the number of jobs available in the state where the business enterprise is located before such incentives or inducements are offered. [Sec. 322]

_____ Career and Technical Education Financial Report
 _____ Other _____

Are you meeting the requirement? Yes _____ No _____
 Are there any concerns? Yes _____ No _____

Comment:

28. None of the funds expended under Perkins IV were used to acquire equipment (including computer software) in any instance which such acquisition resulted in a direct financial benefit to any organization representing the interest of the purchasing entity, the employees of the purchasing entity, or any affiliate of such an organization. (Assurance Statement 12)

_____ Career and Technical Education Financial Report
 _____ Other _____

Are you meeting the requirement? Yes _____ No _____
 Are there any concerns? Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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II. Career and Technical Education Management System (CTEMS) (continued)

29. Programs funded under the Act (Perkins 2006) were coordinated with the local Workforce Investment Council to avoid duplication with Workforce Investment Act Title 1 programs, adult education, and other federal training programs. (Assurance Statement 13)
- Career and Technical Education Financial Report
 Memos
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

30. The locality did not fund any project, service, or activity for more than three years, the year of its inception and the two following years, in order to meet the program improvement requirements of Perkins IV. (Condition 6)
- Career and Technical Education Financial Report
 CTEMS Schedule 16
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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II. Career and Technical Education Management System (CTEMS) (continued)

31. Career guidance and academic counseling were provided to CTE students including linkages to future education and training opportunities. [Section 134(b)(11)]
- Career and Technical Education Financial Report
 School Records
 Other

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

32. Activities were conducted to improve the recruitment and retention of CTE teachers, faculty, and counselors including individuals in groups underrepresented in the teaching profession, and the transition to teaching from business and industry. [Section 134(b)(12)]
- Career and Technical Education Financial Report
 School Records
 Other

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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III. Career and Technical Education Reporting System (CTERS)

1. The local education agency has provided data on career and technical education enrollments and completions as prescribed by the Department of Education. (Assurance Statement 3)
- CTERS documents, printouts, CD, DVD
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

2. Enrollment adheres to maximum class size as specified in the CTERS document for the following: (a) limited to the number of individual workstations, (b) limited to 20 students for laboratory classes with equipment used in hazardous occupations, (c) limited to an average of 15 students, with a maximum of 18 for classes only for disadvantaged students, (d) limited to an average of 10 students, a maximum of 12, for classes only for students with disabilities or limited to 12 students, a maximum of 15, where an instructional aide is provided. (8 VAC 20-120-150)
- CTERS documents, printouts, CD, DVD
 Class enrollments
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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IV. Career and Technical Education Advisory Committee

1. The career and technical education advisory committee meets at regular intervals during the school year. (8 VAC 20-120-50)
- CTEMS Schedule 1
 Minutes of meetings
 Communications
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

2. The career and technical education advisory committee assisted the local division in developing the current improvement plan, projections for career and technical education, the annual application for career and technical education funds, and the evaluation of career and technical education programs. (8 VAC 20-120-50)
- CTEMS Schedule 1
 Minutes of meetings
 Communications
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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IV. Career and Technical Education Advisory Committee (continued)

3. The career and technical education advisory committee advised the local division on the relevance of programs and/or courses offered in meeting current employment needs. (8 VAC 20-120-50)
- CTEMS Schedule 1
 Minutes of meetings
 Communications
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

4. The career and technical education advisory committee is composed of representatives of the general public including at least one representative each from business, industry, and labor, with appropriate representation of both sexes and racial and ethnic minorities found in the school, community, or region served by the committee. (8 VAC 20-120-50.1.), (Assurance Statement 16)
- CTEMS Schedule 1
 Roster of members
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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V. Competency Based Education (CBE)

1. State established and industry validated competencies are identified and stated. (8 VAC 20-120-120.2)
- Essential competency list
 Advisory committee minutes
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

2. Competencies are specified to students prior to instruction. (8 VAC 20-120-120.3)
- Essential competency list
 Lesson Plans
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

3. Measures of successful performance are used to evaluate achievement of competencies. (8 VAC 20-120-120.4)
- Essential competency list
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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**V. Competency Based Education (CBE)
(continued)**

4. A system exists for rating and documenting the competency performance of each student. (8 VAC 20-120-120.5)
- Essential competency list
 Grade book
 Other _____
- Are you meeting the requirement? Yes No
- Are there any concerns? Yes No

Comment:

5. Competencies address all aspects of the industry and employability skills. (8 VAC 20-120-120.6)
- CTEMS Schedule 5
 Essential competency list
 Grade book
 Other _____
- Are you meeting the requirement? Yes No
- Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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VI. Career and Technical Student Organizations

1. Students are provided the opportunity to participate in career and technical education student organization activities as an integral part of each career and technical education program service regardless of whether or not they are paid members of the organization. (8VAC 20-120-160), (Assurance Statement 22)
- Lesson plans
 Organization membership rosters
 Program of work
 Videos
 Scrapbooks
 Minutes of chapter meetings
 Other _____

Are you meeting the requirement? Yes _____ No _____
 Are there any concerns? Yes _____ No _____

Comment:

2. The career and technical education student organization is an integral and active part of each secondary career and technical program. (8 VAC 20-120-160.A)
- Lesson plans
 Organization membership rosters
 Program of work
 Videos
 Scrapbooks
 Minutes of chapter meetings
 Other _____

Are you meeting the requirement? Yes _____ No _____
 Are there any concerns? Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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**VI. Career and Technical Student Organizations
(continued)**

3. Co-curricular instructional activities related to the respective career and technical education student organization are a part of each CTE instructional program. (8 VAC 20-120-160.C)

- Lesson plans
- Organization membership rosters
- Program of work
- Videos
- Scrapbooks
- Minutes of chapter meetings
- Other _____

Are you meeting the requirement?
Are there any concerns?

Yes No
Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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VII. Cooperative Education

1. A written training plan has been developed for and followed by each student enrolled in a program using the cooperative education method of instruction. (8 VAC 20-120-140.1)
- Training Plans
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

2. A written training agreement has been prepared and signed by a teacher/ coordinator, school administrator, parent(s)/guardian, cooperative student, and employer. (8 VAC 20-120-140.1)
- Training agreement
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

3. Enrollments are limited to an average of 20 students per instructor per class period with no class being more than 24 where the cooperative education method of instruction is required. (8 VAC 20-120-150.4.a)
- Enrollment reports
 Grade Book

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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**VII. Cooperative Education
(continued)**

4. A class period is assigned to the instructor for on-the-job coordination for each 20 students participating in on-the-job training. (8 VAC 20-120-150.4.b)
- Teaching calendars
 Enrollment reports

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

5. Written provisions for instructor travel for on-the-job coordination are on file. (8 VAC 20-120-140.2)
- Teaching calendars
 Enrollment reports

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

VIII. Equipment

1. Equipment is retained in the program or project for which it was purchased. (8 VAC 20-120-80)
- Inventory records
 Classroom observation
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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IX. Safety

1. Each student and the teacher have access to their own approved eye protection devices or a working sanitizing cabinet or other sanitizing method is in place.
(Code of Virginia, Section 22.1-275)
- Classroom observation
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

2. All students and the teacher are wearing approved eye protection devices where appropriate.
(Code of Virginia, Section 22.1-275)
- Classroom observation
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

3. Health and safety standards that are applicable to the operation of that program are an integral part of program instruction. (8 VAC 20-120-170)
- Classroom observation
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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X. Virginia SOQ/SOA Requirements

1. A minimum of 11 courses in career and technical education were offered in each secondary school. (Standards for Accrediting 8VAC 20-131-100.B)
- CTEMS Schedule 11
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

2. Instruction in career and technical exploration were provided in each middle school. (Standards for Accrediting 8 VAC 20-131.90.B)
- CTEMS Schedule 11
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

3. At least three career and technical programs that prepare students as career and technical completers were provided. (Standards for Accrediting (8 VAC 20-131-100.A.1)
- CTEMS Schedule 11
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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**X. Virginia SOQ/SOA Requirements
(continued)**

4. Career education programs that promote knowledge of careers of all types of employment opportunities including, but not limited to, apprenticeships, the military, and career education schools, and that emphasize the advantages of completing school with marketable skills were infused into the K through 12 curricula. (Standards of Quality § 22.1-253.13:1. Standard 1.D.3.a.)
- CTEMS Schedule 11
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

5. Competency-based career and technical education programs that integrate academic outcomes, career guidance and job-seeking skills for all secondary students, including those identified as handicapped, and that reflect employment opportunities, labor market needs, applied basic skills, job-seeking skills, and career guidance were offered. Career guidance shall include employment counseling designed to furnish information on available employment opportunities to all students, including those identified as handicapped, and placement services for students exiting school. (Standards of Quality § 22.1-253.13:1. Standard 1.D.3.c.)
- CTEMS Schedule 11
 Other _____

Are you meeting the requirement? Yes No
 Are there any concerns? Yes No

Comment:

REQUIREMENTS FOR REVIEW	DOCUMENTATION (check those used)
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**X. Virginia SOQ/SOA Requirements
(continued)**

6. Both academic and career and technical preparation _____ CTEMS Schedules 11 & 12
 were offered to students who plan to continue _____ Other _____
 their education beyond secondary school or
 who plan to enter employment. (Standards of
 Quality § 22.1-253.13:1. Standard 1.D.3.)

Are you meeting the requirement? Yes _____ No _____
 Are there any concerns? Yes _____ No _____

Comment:

**CAREER AND TECHNICAL EDUCATION
CORRECTIVE ACTION/PROGRAM IMPROVEMENT PLAN**

School Division _____

Program _____

*Unmet requirement(s) and areas of concern	Specific corrective action taken or activities planned	Timelines	Person Responsible	Method of monitoring implementation

*Please identify unmet requirement(s) to correspond with the numbered standard(s) in the self-assessment instrument.

**CAREER AND TECHNICAL EDUCATION
FEDERAL PROGRAM MONITORING REVIEW SYSTEM
EVALUATION OF THE SELF-ASSESSMENT PROCESS**

Your comments and recommendations will help the Office of Career and Technical Education to improve the monitoring of career and technical education programs. Please respond to the following questions:

1. To what extent did VDOE staff provide adequate instructions and guidance to conducting the self-assessment? Were your concerns or needs addressed?

2. What changes would you make to the self-assessment instrument to provide for better understanding or clarification of the requirements?

3. How useful was the self-assessment process to your school division?

4. Were there any problems/challenges in conducting the self-assessment? Describe.

5. What suggestions would you make to school divisions conducting the self-assessment next year?

6. Other suggestions or comments:

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**CAREER AND TECHNICAL EDUCATION
FEDERAL PROGRAM MONITORING REVIEW SYSTEM
STATEMENT OF ASSURANCE**

The _____ Public School Division has conducted a comprehensive self-assessment of the career and technical education program. The school division has developed a plan of action to address each unmet requirement and assures timely implementation of the plan.

Signature: _____
Division Superintendent

School Division

Date

Note: Please submit by U.S. Mail only the original signed (blue ink) Statement of Assurance (Page 35) to:

William Hatch, J.D., CTE Federal Program Monitoring Specialist
Virginia Department of Education
Office of Career and Technical Education
P.O. Box 2120
Richmond, Virginia 23218-2120