

CTE Program Re-approval Application Overview Webinar

Sean McDonald
Office of Career and Technical Education
NJ Department of Education

Applications are available at:

<http://homeroom.state.nj.us>
(CTE Program Approvals)

Webinar: 11/21/13 2:00 p.m. (EST)

Notes

- Audience audio is disabled, please type any questions in the chat area. The questions should be addressed in the chat area by an OCTE Program Officer or by the presenter (during the presentation or wrap-up session).
- This webinar is being **recorded**! It will be available to participants and other districts unable to join us today.
- Revised applications and process is a reflection of collaborative efforts with OCTE personnel and state-wide group of stakeholders
Thank you!
- Purpose: to better support district CTE programs, streamline process and obtain specific information to aide in approval, efficiency, district self-reflection and technical assistance opportunities.

Webinar Agenda

- **Updates for 2013-2014**
- **Overview of revisions in application**
- **Application**
- **CTE Performance Report (new)**
- **Submitting the Application**
- **OCTE Review Process**
- **Follow up for questions**

General Application Updates/Information

- **Consolidated sections/expanded others**
- **Word document format (vs. Excel file)**
- **No macros or restrictions – users can add rows, lines, or space without having to ‘unlock’**
- **Compatible with Windows & Mac**
- **Viewable on any portable device – can be loaded in google docs/google drive, iPad’s, android devices**

2013-2014 Cluster Re-approval Schedule

- **Finance**

- Webinar: 12/3/13
- Apps due: 2/14/14

- **Information Technology**

- Webinar: 1/14/14
- Apps due: 4/1/14

- **STEM**

- Webinar: 3/4/14
- Apps due: 5/16/14

CTE Program Approval Page (reorganized)

- <http://www.nj.gov/education/cte/study/approval/>



Marie Barry, Director
Office of Career and Technical Education
P.O. Box 500 Trenton, NJ 08625
Phone: (609) 633-0665 | Fax: (609) 984-5347

Career and Technical Education Program and Program of Study Approval

A New Jersey school district, state agency, approved charter school, or an approved private school for students with disabilities intending to continue to offer a CTE program or program of study, and that seeks to place or supervise students in apprenticeship training or cooperative education experiences, and/or apply for or receive Carl D. Perkins funds to support the CTE program or program of study, must develop the CTE program or program of study while meeting the requirements established by the New Jersey Department of Education, and must apply to the department for re-approval of the CTE program or program of study every five years.

[Reapproval Schedule](#).

If you have any questions regarding the reapproval process, please contact your [Perkins program officer](#).

Application

The NJDOE Program Reapproval Application for 2013-14 is currently being revised and will be available soon. Please do not use the previous reapproval application to submit any program reapprovals. If you are applying for a new CTE program, you may use the New Program Application on [NJDOE Homeroom](#).

Classification of Instructional Programs (CIP)

NJ Approved/Eligible CIP Codes

NJ Homeroom Web Page (reorganized)

DOE Folders

CTE Program

This website is for the Secondary districts that have state approved secondary Career and Technical programs which need to be reapproved through the New Jersey Department of Education Office of Career and Technical Education. This web site allows LEA's to submit their application electronically to NJDOE. Please visit <http://www.nj.gov/education/cte/study/approval/> for more information.

You can download the revised CTE Reapproval Application by clicking on the link below:

Applications	
NEW CTE Program Application Application for a new program that has not currently been assigned a CIP code at the district.	CTE Reapproval Application Application to have a CIP reapproved that is currently operating at a district.

Instructions: [Instructions for CTE New Program or Re-approval Application](#)

TO UPLOAD your application, you will need to login with the username and

Sign In

District Id

Username

Password

Districts without an account for this application must contact their district's Homeroom Administrator to establish an account.

Revised applications vs. previous

Section	2013-2014 New Application	2013-2014 Reapproval	2012-2013 Application
Section 1	Applicant Information		Applicant Information
Section 2	Program Information (CIP Code, Labor Market Info, Teacher Certification)		Enrollment Data
Section 3	Enrollment Data	CTE Performance Data	Determining Need
Section 4	Advisory		Advisory
Section 5	CTE Program or CTE Program of Study		Determining Program/Program of Study
Section 6	Course Details (includes course syllabus upload)		Curriculum -Curriculum Resources -End of Program Skill Assessment
Section 7	End-of-Program Technical Skills Assessment & Industry Credentials		Teacher Certification
Section 8	Structured Learning Experience (SLE)		Course Sequence and Course Description
Section 9	Career and Technical Student Organization (CTSO)		Additional Elements: -Structured Learning Experience (SLE) - Academic Support Services -Career and Technical Student Organization (CTSO) -Business/Labor Partners
Section 10	Business and Labor Partners		CTE Post Secondary Partnership
Section 11	Statement of Assurances		Statement of Assurances

Overview of application section updates

- Labor Market Information links are provided FYI, more info. to come from Cluster specific webinars and approved CIPs
- Teacher Certification information now part of Statement of Assurances
- (NEW) CTE Performance Report is (re-approval applications only)
- (NEW) CTE Performance Data Section (re-approval apps only)
- Advisory Committee
 - Input dates of meetings, not fill in list of members; and
 - Upload meeting minutes (more TA coming soon on Advisory Committee)
- Program of Study – Include more detail on the form (type of credit, Institution name, and courses articulated)
- Course Description – One page for each course.
 - Upload each course syllabus (w/ applicable standards - 9.4, common core, and/or industry standards)

Overview of application section updates

- **End of Program Technical Skill Assessment – 3 types of assessments can be included and new section for “Industry Credentials” separate from EOP/Technical Skill assessments (stackable credentials)**
- **Career and Technical Student Organization (CTSO) section – includes possible linkages for each cluster**
- **Business/Labor Partner section – includes extensive list of sample contributions of business/labor partners**
- **Statement of Assurances has been revised to include additional information**
- **File Upload Summary List has been added– a complete list of what files are required and/or additional that must be uploaded with the application.**

Walk-through of the application

The image shows a screenshot of a web application form. At the top left, it says "New Jersey Department of Education" and "Office of Career and Technical Education". On the top right, it says "2013-2014". In the center, there is a blue box with the text "CTE New Approval Application for Career and Technical Education Programs". Below this, there is a mission statement: "Our mission is to provide leadership for innovative and performance-driven educational opportunities that promote equity and excellence for all students to become productive members in a global society." At the bottom, there is a section titled "Section 1: Applicant Information" with a table for input fields.

Section 1: Applicant Information			
LEA Name:		Date:	
District Code (4 digit):	County Name:	County Code (2 digit):	
LEA Website:			

NJDOE Homeroom to access applications

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TO UPLOAD your application, you will need to login with the username and

Sign In

District Id

Username

Password

Districts without an account for this application must contact their district's Homeroom Administrator to establish an account.

**Username/password
NOT required to
download a copy of
the application**

Walk-through

(NEW)CTE Performance Reports

- **New CTE Performance Reports should be available in NJDOE Homeroom one week prior to each cluster webinar.**
- **Information should be used by the district in a self reflective manner to identify areas of need, support, and technical assistance**

CTE Performance Reports

Information for the Program Re-approval

SAMPLE #2

COUNTY **[REDACTED]**

DISTRICT: **[REDACTED]**

PROGRAM NAM **Accounting Technology/Technician & Bookkeepi** CIP CODE: **520302** POS Approved Y/N: **Y** Male Nontrad

2011-2012 End of Program 3rd Party Test Used by the District:					
1st Skill Test Code:	33	Skill Test Name:	NOCTI Job Ready	Number of student took test: 3	Number of student passed test: 0
2nd Skill Test Code:		Skill Test Name:		Number of student took test:	Number of student passed test:
3rd Skill Test Code:		Skill Test Name:		Number of student took test:	Number of student passed test:

	Enrollment *				Retention		Special Population			Gender	
	Tot	Part	Conc	Com	PrePart ToConc%	PreConc ToComp%	Econo Disad%	Special Ed%	LEP%	M%	F %
3 yr Avg	58	47	9	2			43%	20.11%	1.72%	51.15%	48.85%
2012	49	36	10	3			48.98%	20.41%	0.00%	57.14%	42.86%
2011	46	36	8	2			41.30%	23.91%	0.00%	50.00%	50.00%
2010	79	69	10	0			39.24%	17.72%	3.80%	48.10%	51.90%

	End of Prog 3rd Party Skill Test			
	Total Took	Total Passed	Pass %	State Target
3 yr Avg	2	2	40.00%	
2012	3	0	0.00%	87.50%
2011	2	2	100.00%	87.50%
2010	0	0		86.25%

	Academic Attainment			
	LAL	LAL State Target	Math	Math State Target
3 yr Avg	91.67%		70.83%	
2012	81.82%	74.10%	63.64%	79.90%
2011	100.00%	88.00%	71.43%	79.50%
2010	100.00%	86.50%	83.33%	76.75%

College Related	
%Earned Credits	%Enrolled College **
0.57%	
2.04%	14.29%
0.00%	21.74%

* 2012 Enrollment data from CTE NJSMART data submission; 2011, 2010 data from VEDS

** %Enrolled College data from National Student Clearinghouse 2011 and 2012

Walk-through

Submit the Application

- Must obtain a username and password from your district's Homeroom Administrator
- Login
- Upload the application and all additional documentation (see next slide)

The screenshot shows a web interface for the DOE Folders CTE Program. At the top, there is a blue header with the text "DOE Folders". Below this, the main heading is "CTE Program". The page contains several sections: a descriptive paragraph about the website's purpose for secondary districts, a "Sign In" section with input fields for District Id, Username, and Password, and a "Submit" button. Below the sign-in section is a note for districts without accounts. In the center, there is an "Applications" section with two columns: "NEW CTE Program Application" and "CTE Reapproval Application", each with a brief description. At the bottom, there are instructions and a note about uploading applications.

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Required/Applicable Documents to Upload

Section	Name	File #	Required/ Applicable	Detail
4	Advisory	File 1	Required	Upload a copy of the meeting minutes for meeting 1
		File 2	Required	Upload a copy of the meeting minutes for meeting 2
5	CTE Program or CTE Program of Study	File 3	If Applicable	PROGRAM OF STUDY ONLY: Articulation Agreement signed by college president and secondary chief school administrator
6	Course Details	File 4	Required	Course syllabus for course 1
		File 5	Required	Course syllabus for course 2
		File 6	Required	Course syllabus for course 3
		File 7	If applicable	Course syllabus for course 4
9	CTSO	File 8	If applicable	Copy of CTSO affiliation if available
11	Statement of Assurances	File 9	Required	Copy of Statement of assurances page signed by chief school administrator

*The above list is available on the last page of the CTE Program New or Reapproval Application

CTE - OCTE Application Review Process

- Applications that are submitted are reviewed by the OCTE County Program Officer
- Applications proceed to a cluster-specific committee for collaborative review (Review of the application will be done within 45 days from when it was received)
- Applications will be:
 - Approved
 - Conditionally approved (2 Years)
 - Returned to the district for remediation (District's will have 45 days to revise and return the document to the program officer via email)

Questions

- **Please type any questions in the chat area. The questions will be addressed by the presenter.**
- **If there are questions regarding re-approvals from the previous 5- Year cycle, please communicate them directly with your OCTE Program Officer.**



Thank You!