

Administrative Memo

Date: March 27, 2015
To: School Administrators and Career and Technical Education Administrators
From: Sharon Helwig, Ph.D.
Assistant Commissioner
Subject: CCR-15-007 – Common Criteria and Quality Indicators for Career Education Programs

The Office of College and Career Readiness has revised the *Common Criteria and Quality Indicators for Career Education Programs*. These criteria, along with the supporting quality indicators, are designed to provide guidance and direction to local school districts in establishing, maintaining, and evaluating quality career education programs.

[Common CTE Program Criteria and Quality Indicators](#)

In addition to the common criteria and quality indicators, an evaluation and program improvement tool has been developed that will provide school districts with a means of evaluating and continuously improving their career education programs.

[Evaluation/Program Improvement Tool](#)

There are three sections to the evaluation and program improvement tool:

1. Each Criterion and Quality Indicator has a rubric that can be used as a guide for determining where a program stands with regard to each criterion and quality indicator.
2. Appendix A lists suggested documentation for each of the quality indicators.
3. Appendix B is a sample program improvement template that can be used as a tool by local educators after completing the rubric as a way of prioritizing improvement strategies.

The Interim CTE Advisory Committee reviewed the common criteria, quality indicators and evaluation and program improvement tool. Their valuable ideas and feedback were incorporated into the final documents.

For more information about the *Common Criteria and Quality Indicators for Career Education Programs*, contact Dennis Harden, Coordinator of Career Education at (573) 751-3500.