

Administrative Memo

Date: November 19, 2018

To: School Administrators, Career and Technical Education (CTE)
Directors/Administrators, High School Principals, School Counselors, and Community
College/University CTE Deans/Directors

From: Blaine Henningsen, assistant commissioner, Office of College and Career Readiness

Subject: CCR-18-015 – Update #2 on Common Criteria and Quality Indicators (CCQI)

As a follow-up to [Administrative Memo CCR-18-010](#) - Common Criteria and Quality Indicators (CCQI), all Career and Technical Education (CTE) programs, including Project Lead the Way (PLTW), that are approved by the Department of Elementary and Secondary Education (DESE) and are located in comprehensive high schools, area career centers, community colleges and four-year universities are required to complete the CCQI rubric and enter that information into the DESE Tiered Monitoring System.

The deadline for submitting CCQI for the 2017-18 school year is December 31, 2018. No documentation or evidence is required. All documentation should be kept locally in the event that DESE program staff reviewing CCQI requests documentation to validate scoring on the CCQI.

Six webinars were held the week of October 8, 2018, and the recordings of those webinars are available on the DESE website at <https://dese.mo.gov/communications/webinar/webinar-recorded>.

The common criteria, along with the supporting quality indicators, are designed to provide guidance and direction to local education agencies (LEAs) in establishing, maintaining, and evaluating quality career education programs. The CCQI will eventually be used to determine whether a career education program is eligible for CTE Base and Performance funding.

If you have specific questions regarding the CCQI for CTE Programs, please contact Megan Wolfe at 573-751-3500 or dese.ccqi@dese.mo.gov.