

Administrative Memo

Date: December 8, 2020
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-20-005 – Common Criteria and Quality Indicators (CCQI) Submission

The Common Criteria, along with the supporting Quality Indicators, are designed to provide guidance and direction to local education agencies in establishing, maintaining and evaluating quality CTE programs. The CCQI may also be used to determine whether a CTE program is eligible for CTE base and performance funding.

There has been a change this year to CCQI submission procedures. Previously CTE programs submitted CCQI in a three-year cohort, but starting with the 2020-21 school year, schools will need to submit CCQI in odd-numbered fiscal years. This change allows schools that complete a Perkins V Comprehensive Local Needs Assessment (CLNA) to have the most recent evaluation of their CTE programs when the CLNA is needed in even-numbered fiscal years.

CCQI is required for all 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. Schools should complete the CCQI rubric and enter the information into the [DESE Tiered Monitoring System](#).

The window for submission of CCQI is now open. The deadline for submitting CCQI for the 2020-21 school year is **June 1, 2021**. No documentation or evidence is required to be submitted. Schools should store all documentation locally in the event that DESE program staff needs to validate scoring and requests the documentation.

Visit the [DESE Career Education webpage](#) for instructions on how to submit the CCQI. Please contact Roger Barnes, CTE coordinator, at 573-751-3500 or Roger.Barnes@dese.mo.gov with additional questions.