MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF LEARNING SERVICES – OFFICE OF COLLEGE AND CAREER READINESS

APPLICATION FOR APPROVAL OF CAREER EDUCATION PROGRAMS
SECONDARY/ADULT ONLY

INSTRUCTIONS

Applications should be submitted between September 1 and May 1 for consideration for the upcoming school year.

Applications and supporting documentation may be submitted electronically or via mail to the appropriate Career and Technical Education (CTE) program area. For assistance in program development or implementation, contact the appropriate Department of Elementary and Secondary Education section.

Mailing Address: Career and Technical Education (CTE) Program Area Name
Missouri Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, MO 65102-0480

Questions: Contact Coordinator of Career Education at 573-751-3500 or email webreplyvae@dese.mo.gov.

CAREER AND TECHNICAL EDUCATION PROGRAM AREA	EMAIL	PHONE
Agriculture Education	dese.ag@dese.mo.gov	573-522-6538
Business Education	dese.bmit@dese.mo.gov	573-751-4367
Family Consumer Sciences and Human Services Education	dese.fcs@dese.mo.gov	573-751-7964
Health Science Education	dese.health@dese.mo.gov	573-751-3407
Marketing and Cooperative Education	dese.bmit@dese.mo.gov	573-751-4367
Skilled Technical Sciences Education	dese.sts@dese.mo.gov	573-522-5804
Technology and Engineering Education	dese.ths@dese.mo.gov	573-751-7764

SUPPORTING DOCUMENT REQUIREMENTS

Provide the following information in a separate document:
1. Provide the rationale for the program. Must include all of the following:
   a. Student interest – The survey data must be derived from Missouri Connections or a similar student interest assessment. An area career center request must include survey data from all sending schools assigned to that career center.
   b. Local/Regional workforce data.
   c. Anticipated enrollment and location of program (location is the building where CTE instruction will take place).
   d. A minimum of two letters of support from key business/industry representatives from your region.
   e. A minimum of two letters from advisory committee members or minutes from an advisory committee meeting expressing support for adding the program.
      i. Must include a list of advisory committee members by position.
2. List the program goals and objectives in measurable terms.
3. Provide the program of study, making sure to include a topical outline of major units of instruction.
4. Identify program instructional contact hours, course sequence and grade levels (if applicable).
5. Identify major methods of instructional delivery (laboratory, classroom, project-based, problem-based, etc.), making sure to identify any virtual instruction or online learning experiences.
6. Identify the Career and Technical Student Organization (CTSO) and describe how it will support curriculum, instruction and assessment.
7. Explain how the school and/or district will support the CTSO.
8. Identify postsecondary partners and/or business/apprenticeship partners. Provide a brief summary of possible postsecondary articulation agreements/dual credit agreements and/or partnership agreements that will be put in place once program/course is operational.
9. Identify and describe opportunities for assisting students in transitions to the workplace or continued education through such activities and experiential education, cooperative education, internships, apprenticeships, job shadowing and job placement.
10. Identify the end-of-program assessment(s) that will measure student progress, including competency achievement. If applicable, list the industry recognized credential(s) and stackable credential(s) students have an opportunity to earn.
11. Identify the tool(s) the program will use annually to evaluate program effectiveness.

Notes:
- Requests for program expansion (adding additional instructor time to an already existing approved program in the same building) must address any items listed above that will change as a result of adding additional instructor time.
- Curriculum must be more advanced for an adult student to be eligible for financial aid.
- Requests for approval of Project Lead the Way (PLTW) programs must attach a copy of the signed agreement between the school district and PLTW (www.pltw.org/get-involved/register-pltw).

LOCAL EDUCATIONAL INFORMATION

LOCAL EDUCATIONAL AGENCY (LEA)	COUNTY-DISTRICT CODE

PROGRAM CONTACT PERSON	PROGRAM CONTACT TITLE

PROGRAM CONTACT EMAIL ADDRESS	PROGRAM CONTACT PHONE NUMBER

PROGRAM TYPE
New Program (program is new to a building regardless of whether or not it is running in another building within the district)
    ☐ Yes   ☐ No
Is the program replacing another one?
    ☐ Yes   ☐ No   If yes, name of program being replaced _____
Expansion (program is adding an instructor in the same building)
    ☐ Yes   ☐ No

PROGRAM LEVEL ☐ Secondary (04) ☐ Adult (10)	SCHOOL YEAR

PROGRAM
   ☐ (01) Agricultural Education
   ☐ (02) Business Education
   ☐ (03) Cooperative Education
   ☐ (04) Marketing Education
   ☐ (05) Health Science Education – Classification of Instructional Programs (CIP) Code:_____
   ☐ (05) PLTW Biomedical
   ☐ (07) Family Consumer Sciences and Human Services Education
   ☐ (08) Skilled Technical Sciences Education – Classification of Instructional Programs (CIP) Code:_____
   ☐ (10) PLTW Engineering
   ☐ (10) PLTW Computer Science

PROGRAM TITLE	PROGRAM/COURSE CODE	NUMBER OF HOURS PER YEAR

BUILDING CODE	NAME OF BUILDING (building where CTE instruction will take place)

ASSURANCES

Approval and funding, if applicable, is contingent upon compliance with the following assurances:
1. The program will have and continue to operate an advisory committee that includes parents/guardians, students, administration and community/business/industry representatives with a relevant background.
2. The program will report state required performance measurement data, if applicable.
3. This program complies with Title VI of the Civil Rights Act of 1964 (Title VI), 34 CFR Part 100; Title IX of the Education Amendments of 1972 (Title IX), 34 CFR Part 106; Section 504 of the Rehabilitation Act of 1973 (Section 504), 34 CFR Part 104; Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color and National Origin, Sex and Handicap (Guidelines), 34 CFR Part 100 Appendix B; and Title II of the Americans with Disabilities Act of 1990 (Title II), 28 CFR Part 35.
4. The program's teacher(s) or teacher(s) of record will have appropriate Missouri CTE certification/licensure.
5. Facilities and equipment are safe, adequate and appropriate to meet program goals and content standards.
6. Articulation/Dual credit agreements will be implemented with the appropriate postsecondary institution within one year of program startup.
7. The appropriate CTSO will be affiliated at the national level.
8. A fully-aligned, competency-based curriculum will be developed prior to beginning instruction.
9. Current state program standards will be met.
10. Missouri Course Access and Virtual School Program (MOCAP) or other online, virtual, or computer-based courses must align to the current CTE program area standards and competencies, have an appropriately certified teacher of record, and be a course included in a DESE-approved CTE program area.
11. The program will be transitioned to the appropriate program of study.
12. Students have an opportunity to earn three credits in a program of study.
13. The Common Criteria and Quality Indicators (CCQI) program evaluation tool will be submitted as prescribed by DESE.
14. Please see additional requirements on page 1.

AUTHORIZED REPRESENTATIVE SIGNATURE	DATE

PRINT AUTHORIZED REPRESENTATIVE NAME	AUTHORIZED REPRESENTATIVE EMAIL ADDRESS	AUTHORIZED REPRESENTATIVE PHONE NUMBER