

## Program Approval Policies for School Year 2013-14

### Introduction

Career and technical education programs offer an implicit promise to students, parents and communities: if students work hard and apply themselves to mastering both the academic and career-facing components of the program, those who successfully complete the program will have a clear pathway into related postsecondary education, entry-level employment or both. Further, they'll emerge with a deeper understanding of their own interests in college and career, and how best to pursue them through a blend of educational and work experience activities.

The Office of Postsecondary Readiness (OPSR) within the NYC Department of Education utilizes the CTE Program Approval Process to ensure that all CTE programs deliver on this promise. The stakes are high, and the rewards are significant:

- Only career and technical education (CTE) programs that have secured approval from the New York State Education Department (NYSED) can issue a CTE endorsement to the diplomas of graduating students who have completed a CTE program sequence
- CTE program approval carries positive implications for schools with approved programs, including credit on the annual Progress Report.
- As of September 2014, programs serving all four grades that are not phasing down or closing out must have earned state approval to remain eligible for federal Vocational and Technical Education Act (VTEA) funding.

This document summarizes the Program Approval Process, including the various documents required at each step in the development of a CTE program:

- Schools wishing to propose a new CTE program of study, or to change the primary content focus of an existing program, must complete the Program Proposal Application. Please see overview and timeline on p. 2.
- Schools with programs early in the approval process, including all developing programs serving at least two grades, must complete a Self-Evaluation Form (SEF). Please see overview and timeline on p. 3
- Schools that run currently approved CTE programs (including those ready for re-approval), or that submitted SEFs during the 2012-13 school year and are finalizing applications to NYSED, must complete the Program Accountability Form. Please see overview and timeline on p. 4.

The CTE Program Quality team is available to answer questions and provide support. Please contact:  
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## Program Proposal Application (PPA)

This document is intended for use by schools that wish to propose a new CTE program of study for school year 2014-15, including those that wish to change their current menu of program offerings. The Program Proposal Application is the mechanism by which schools can propose new CTE programs intended for eventual state approval. **Only programs that are cleared by OPSR will be eligible for Vocational and Technical Education Act startup funding and Work-Based Learning funding.**

The PPA must include the following program information:

- Labor market research indicating that the proposed new program will advance students along a pathway to employment in position/s of projected demand in the New York City area
- Sequence of CTE courses within the program
- Identification of appropriately credentialed staff to teach the courses
- Letters of support from both postsecondary and industry partners
- Technical Assessment aligned to curriculum and career pathway (Industry approved credentials are preferred)

<b>Submission Schedule</b>
Submission Deadline: Monday, 12/9/13 Feedback Deadline: Thursday, 1/16/14
<b>Accepted Program Proposal Applications</b> PPAs that are accepted by the CTE office will qualify for the VTEA application process and become eligible for start-up funding.
<b>Denied Program Proposal Applications</b> Schools that submit PPAs not initially accepted by the CTE office will have an opportunity to make revisions and resubmit. PPAs not accepted after resubmission will be considered closed within that submission cycle.

**Please note:**

- The CTE office reserves the right to manage supply and demand of programs that match student interest.
- The PPA submission cycle runs through Fall only, to ensure that accepted proposals can qualify for VTEA funding in the following school year. The VTEA application and allocation process runs through Spring.
- **Schools proposing new programs or planning significant changes to existing programs (such as terminating a program sequence or making changes that require a different CIP code) must receive confirmation from the CTE office before including its revised programs in the High School Directory. Violation of this policy can result in loss of eligibility for VTEA in the following school year.**
- Only accepted proposed programs will receive applications for VTEA funding.

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## Program Accountability Form

The Program Accountability Form (PAF) is intended for schools with existing CTE programs that are approved, are moving toward approval by virtue of having submitted an SEF during the 2012-13 school year, or are ready for re-approval (defined as programs whose approval expired in June 2013 or in previous years), and have already submitted a Self Evaluation Form during school year 2012-13. This form will be used to communicate program changes in addition to where the programs require support. **All programs that meet the criteria noted above must submit a PAF as a condition of VTEA eligibility.**

Schools should use the PAF to share updates on the following program elements:

- Staff changes (Program coordinator, WBL coordinator, Assistant Principal, CTE teachers, etc.)
- Technical Assessment Selections and assessment outcomes
- Course sequence and curriculum changes
- Teacher licenses and state certifications including the work-based learning coordinator extension certificate
- Student participation in Work Based Learning
- Number of Technical Endorsements issued in previous school year
- Program development plans to demonstrate ongoing program improvements

Submission Schedule
Submission Deadline: Monday - 10/21/13 Feedback Deadline: Friday - 11/15/13

Mature programs that fail to submit a PAF—even if only to report that no changes have occurred on the above-listed program elements—might face consequences including postponement of review (for non-approved programs) and reduction in VTEA award (for approved programs).

## Self-Evaluation Form

All CTE programs seeking new state approval within the current program year that have not done so in the previous year must complete the Self-Evaluation Form (SEF). The Program Approval team uses the completed SEF to evaluate the viability of the program and possibly schedule an external review visit, the crucial step before finalizing the application to the New York State Education Department (SED). The SEF enables schools to self-assess their program on five Quality Indicators that inform the application to the state.

To become eligible for review, schools must submit a complete SEF, with required supporting documentation, for each program it wishes to have reviewed in advance of application to SED. Incomplete forms will create a delay in the review process.

Submission Schedule
Submission Deadline: Monday, 11/18/13 Feedback Deadline: Friday - 12/13/13

**Please note:** All established programs (defined as serving at least two grades of students) must submit SEFs to

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be eligible for VTEA funding in the 2014-15 school year. Because of the VTEA application timeline, schools must have completed SEFs submitted by Monday, November 18th, 2013.

## External Review Visit

The External Review Visit (ExRev) is a one or two day visit by Program Approval team members to meet with CTE school leaders and administrators within CTE designated high schools and academic high schools to review the specifics of their program aligned to the five Quality Indicators within the SEF:

- Curriculum and Instruction
- Work-Based Learning
- Assessment and Accountability
- Partnerships
- Program and School Capacity

The ExRev involves school stakeholders, external postsecondary and industry partners, in evaluation of the five quality indicators. It is the last step before finalizing the application to SED for approval.

## Selection Criteria for External Review Visits

The program approval team will prioritize scheduling ExRevs as follows:

- Fall 2013: CTE programs that submitted completed Self-Evaluation Forms and supporting documentation during school year 2012-13 that demonstrate meeting city program approval standards in all five quality indicators.
- Spring 2014: as capacity allows, programs that submit completed SEFs and supporting documents that demonstrate meeting city program approval standards in all five quality indicators as indicated in the Evaluation Schedule.

**Please note:** A complete SEF and supporting documents do not guarantee an External Review Visit. The Program Approval team must conclude that indicators are aligned to New York State Education Department requirements for approval. Though some programs meet NYCDOE Standards, certain new and emerging pathways are not yet recognized by the NYSED. The DOE is working with our counterparts at SED to align the City and State standards and ensure that all programs we support are eligible for state approval.

### Eligibility Letter (EL)

Schools and programs that have not submitted self-evaluation forms or otherwise have failed to comply with CTE program policies will be notified, with copies to network leaders, that their eligibility for CTE funding and program supports is at risk. Schools and programs so notified must respond by communicating to the CTE team of intent either to move forward in the program approval process or to relinquish eligibility for CTE funding and program supports.

#### Submission Schedule

Letters will be sent

**Monday, December 2<sup>nd</sup> – Friday, December 6<sup>th</sup>, 2013**

Replies are expected to be returned within 5 business days of receipt.