

**Region 29**  
**2020-21 Calendar of CTE CIP Self-Review Uploads**

**Directions:** All Region 29 programs identified as part of the 20% Monitoring Schedule for 2020-21 are required to follow the provided CIP Self-Review Calendar. Label all files appropriately with the current school year, e.g., *20-21 Instructional Delivery Model*. Be sure to keep digital copies of all documentation for a minimum of 5 years at the local school/district.

**Guidance, samples, and templates are available on Google Drive:**

<https://drive.google.com/drive/folders/0B0zGu9m3AXgxUWN0RHhtNEtEVFk?usp=sharing>

Email questions and concerns to: [CIP\\_Self-Review@resa.net](mailto:CIP_Self-Review@resa.net)

<h1>October</h1> <h1>23</h1>	<b>C01</b> <b>Program Teacher Certification</b>
	<ul style="list-style-type: none"> <li>• Ensure names in GEMS profiles exactly match names on credentials and teacher certifications</li> <li>• If postsecondary instructor is teaching a CTE course in the high school building, they must possess an Annual CTE Authorization (ACA). If teaching on the postsecondary campus, no ACA is required, identify the college</li> <li>• <b>Upload</b> current professional state licensures</li> <li>• <b>Upload</b> current industry certifications</li> </ul>
	<b>C04</b> <b>Program Delivery: Curriculum and Instruction</b>
	<ul style="list-style-type: none"> <li>• <b>Upload</b> completed CIP-specific Gap Analysis/Curriculum Alignment (include plan of improvement, when applicable)</li> <li>• <b>Upload</b> syllabi for each course in the CTE program (See Sample on Google Drive). Syllabi must include: <ul style="list-style-type: none"> <li>○ Description and duration of academic and technical skills, laboratory and hands-on learning, work based learning, and student leadership</li> <li>○ Outline with topics aligned to segments/competencies</li> <li>○ Special features of the course (i.e. academic credit, postsecondary linkage, credentials, off-site delivery, WBL, safety training, CTSO)</li> <li>○ All teachers of record</li> <li>○ Current school year</li> <li>○ Identified standards above and beyond the 12 segments for Q courses</li> </ul> </li> <li>• <b>Upload</b> Completed Instructional Design Form (See Template on Google Drive)</li> </ul>

<h1>November</h1> <h1>20</h1>	<b>C07</b> <b>Equity and Access</b>
	<ul style="list-style-type: none"> <li>• <b>Upload</b> invoices of purchases to improve accessibility (for all new purchases)</li> <li>• <b>Upload</b> photos of classroom/lab demonstrating access with descriptive captions <b>OR</b> signed C07 Program Accessibility Assurance Form (See Form on Google Drive)</li> <li>• <b>Upload</b>/include the district equal opportunity compliance statement</li> <li>• <b>Upload</b> photos of classroom displays and learning environment demonstrating equity, cultural and gender, with descriptive captions (See Sample on Google Drive)</li> <li>• <b>Upload</b> recruitment materials/brochures, the district Equal Opportunity compliance statement must appear on all recruitment materials (See Sample on Google Drive)</li> <li>• <b>Upload</b> applicable program applications and prerequisites</li> <li>• <b>Upload</b> documentation that the district policy/procedure for enrolling students in CTE programs supports access and equity</li> </ul>

<h1 style="text-align: center;">December 18</h1>	<p style="text-align: center;"><b>C03</b> <b>Program Advisory Committee: Industry Experts Providing Input to Program</b></p> <p>Refer to the Toolkit. Joint meetings should only be held among CIP Codes within the same Career Cluster and where there is an appropriate CIP Code connection. The advisory chair's industry affiliation must be applicable to all represented CIP Codes.</p> <ul style="list-style-type: none"> <li>• <b>Upload</b> Advisory Committee Membership Roster (See Template on Google Drive) <ul style="list-style-type: none"> <li>○ Chairperson must currently hold a CIP related industry position</li> <li>○ Membership majority must be CIP related business/industry partners</li> <li>○ Postsecondary representative must be CIP related</li> </ul> </li> <li>• Provide documentation for the 1<sup>st</sup> of 2 required annual Advisory Committee meetings. Three (3) documents required. (See Templates on Google Drive) <ul style="list-style-type: none"> <li>○ <b>Upload</b> Typed Agenda</li> <li>○ <b>Upload</b> Typed Sign-in Sheet - Attendees should match the Advisory Committee Membership Roster with the exception of special guests</li> <li>○ <b>Upload</b> Typed Minutes <ul style="list-style-type: none"> <li>▪ Identify all schools, CIP Codes, and PSNs represented</li> <li>▪ If holding joint advisory meeting, minutes must reflect PSN specific discussion for each agenda item</li> </ul> </li> </ul> </li> </ul>
<h1 style="text-align: center;">February 19</h1>	<p style="text-align: center;"><b>C08</b> <b>Secondary-Postsecondary Sequencing, Credentials, and Credit Agreements</b></p> <ul style="list-style-type: none"> <li>• <b>Upload</b> one of the following: <ul style="list-style-type: none"> <li>○ Program Articulation Agreement (See Sample on Google Drive)</li> <li>○ Program specific contractual agreements regarding direct (transcript) credit</li> <li>○ Program specific contractual agreements regarding concurrent/dual enrollment</li> <li>○ Registered apprenticeship program agreement</li> </ul> </li> <li>• <b>Upload</b> Secondary-Postsecondary Program of Study aligned to all applicable credit agreements (See Sample on Google Drive)</li> <li>• <b>Upload</b> documentation of state approved credentials completed and/or progression towards completion in the program (See Template on Google Drive)</li> <li>• <b>Upload</b> list of potential credentials, with granting agency information (See Template on Google Drive)</li> </ul>
<h1 style="text-align: center;">March 26</h1>	<p style="text-align: center;"><b>C02</b> <b>Program Teacher Professional Development (PD)</b> Refer to the CTE Teacher Technical Tool Kit</p> <ul style="list-style-type: none"> <li>• <b>Upload</b> documentation of annual CIP Code specific professional development by each program teacher from the previous five-year period (See Template on Google Drive)</li> <li>• <b>Upload</b> copy of District Provided Professional Development (DPPD) Record covering PD participation for the review year</li> </ul>
<h1 style="text-align: center;">April 23</h1>	<p style="text-align: center;"><b>C04</b> <b>Program Delivery: Curriculum and Instruction</b></p> <ul style="list-style-type: none"> <li>• <b>Upload</b> program Safety Training record identifying <ul style="list-style-type: none"> <li>○ specific trainings</li> <li>○ training dates</li> <li>○ mastery level, when appropriate</li> </ul> </li> </ul> <p>(See Template on Google Drive)</p>

April  
23

**C05**  
**Work Based Learning (WBL)**

Every student must have an appropriate Career Preparation or Career Training work based learning experience.

- **Upload** documentation of WBL activities specific to occupational area, include WBL activity and date (See Template on Google Drive)
  - Career Awareness
  - Career Exploration
  - Career Preparation
  - Career Training
  - Youth apprenticeship
- **Upload** program specific (one of each, when applicable):
  - Sample completed training plan
  - Sample completed training agreement(See Samples on Google Drive)

**C06**  
**Student Leadership & Career and Technical Student Organizations (CTSO)**

- **Upload** documentation of leadership participation specific to occupational area, include activities and dates (See Template on Google Drive)
  - Individual
  - Team Member
  - Project Manager/Committee Chair
  - Local Leader/Elected Officer Position
  - Community Leader/Regional, State, National Position

May  
13

**C03**  
**Program Advisory Committee: Industry Experts Providing Input to Program**

- Provide documentation for the 2<sup>nd</sup> required annual Advisory Committee meeting. Three (3) documents required. (See Templates on Google Drive)
  - **Upload** Typed Agenda
  - **Upload** Typed Sign-in Sheet - Attendees should match the Advisory Committee Membership Roster with the exception of special guests
  - **Upload** Typed Minutes
    - Identify all schools, CIP Codes, and PSNs represented
    - If holding a joint advisory meeting, the minutes must reflect PSN specific discussion for each agenda item.
- **Upload** CTE Program Inventory (See Template on Google Drive)  
**Must be reviewed annually by Advisory Committee and reflected in meeting minutes.**
  - Equipment
  - Technology
  - Class set of textbooks with copyright dates
  - Software with version
  - Websites URLs (online learning resources)