

Region 29

2021-22 Calendar of CTE CIP Self-Review Uploads

Directions: All Region 29 programs identified as part of the 20% Monitoring Schedule for 2021-22 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?resourcekey=0-WYdAyMlfPz58fljFo9XREw&usp=sharing) - <https://drive.google.com/drive/folders/0B0zGu9m3AXgxUWN0RHhtNEtEVFk?resourcekey=0-WYdAyMlfPz58fljFo9XREw&usp=sharing>

Email questions and concerns to: CIP_Self-Review@resa.net

- Only one instructor should work in the CIP Self-Review portal at a time. Multiple people signed in and working under the same PSN at the same time may result in the loss of files.
- All files must be saved in PDF format before uploading.
- Ensure all files are uploaded to the correct CIP Self-Review area and page section.
- Be sure to review uploaded files in the portal before signing out to ensure the appropriate files were saved.
- Remove incorrect files before uploading replacement files. Be sure to give the updated file a different name.

<div style="text-align: center;"> <h1 style="font-size: 2em; margin: 0;">October</h1> <h1 style="font-size: 2em; margin: 0;">21</h1> </div> <p>October 21 Complete these two sections and upload in the CTE portal (Make sure to upload documents as PDF files.</p> <p>November 2 PD Make sure to have access to your Word/Pages/Google document for revisions. We will review documents and make revisions if needed</p>	<h3 style="text-align: center; background-color: #2c4e64; color: white; padding: 5px;">C01 Program Teacher Certification</h3>
	<ul style="list-style-type: none"> • All teachers of record must be indicated in the CIP Self-Review portal • Ensure names in profiles exactly match names on credentials and teacher certifications • If a postsecondary instructor is teaching a CTE course in the high school building, they must possess an Annual CTE Authorization (ACA). • If a postsecondary instructor is teaching a CTE course on the postsecondary campus, no ACA is required. Identify the college in the CIP Self-Review portal. • Upload applicable current professional state licensures (not teacher certification) • Upload applicable current industry certifications
	<h3 style="text-align: center; background-color: #2c4e64; color: white; padding: 5px;">C04 Program Delivery: Curriculum and Instruction</h3>
	<ul style="list-style-type: none"> • Upload completed CIP-specific Gap Analysis/Curriculum Alignment (include plan of improvement, when applicable). Be sure to complete column L of the spreadsheet. (Follow the directions on Google Drive) • Upload syllabi for each course in the CTE program (See Sample on Google Drive). Syllabi must include: <ul style="list-style-type: none"> ○ All teachers of record ○ Current school year and school name ○ Description and duration of the course ○ Academic and technical skills, laboratory and hands-on learning, work based learning, and student leadership ○ Outline with topics aligned to segments/competencies ○ Special features of the course (i.e. academic credit, postsecondary linkage, credentials, off-site delivery, WBL, safety training, CTSO) ○ Q courses must have standards written above and beyond the 12 segments. Q course syllabi cannot reflect the 12 segments. • Upload completed Instructional Design Form (See Template on Google Drive) <ul style="list-style-type: none"> ○ Fill in all fields (including school name, program, school Year, CIP Code, PSN) ○ Include all teachers of record ○ Include both course names and numbers

November 18

Requirements will be covered at the November 2 PD

November 18 Upload in the CTE portal. (Make sure to follow directions - Captions are required with photos

C07 Equity and Access

Room Arrangement

- **Upload** invoices of purchases to improve accessibility (for all new applicable purchases)
- **Upload** photos of all classrooms and labs demonstrating access and equity. **Descriptive captions are required.** If remote, upload signed C07 Program Accessibility Assurance Form (See Form on Google Drive)

Classroom Environment, Curriculum, and Materials

- **Upload** photos of classroom displays/posters illustrating cultural and gender diversity in the CIP Code related workplace. **Images of students do not meet the criteria.** Descriptive captions are required. (See Sample on Google Drive)

Program Recruitment Material

- **Upload** recruitment materials/brochures, the district Equal Opportunity compliance statement must appear on all recruitment materials (See Sample on Google Drive)
- **Upload** applicable program applications and prerequisites
- **Upload** documentation that the district policy/procedure for enrolling students in CTE programs supports access and equity

December 16

This section is very closely monitored!!

Advisory Committee Roster Requirements Discussed at Kick-off Meeting

10/20 Advisory Committee Meeting

11/2 PD You will have an opportunity to review this section. Please have Word/Pages/Google documents to allow for changes.

C03

Program Advisory Committee: Industry Experts Providing Input to Program

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.

Membership Roster

- **Upload** Advisory Committee Membership Roster (See Template on Google Drive)
 - Chairperson must currently hold a CIP related industry position
 - Membership majority must be CIP related business/industry partners
 - Postsecondary representative must be CIP related

Program Advisory Meetings – Meeting 1

- Provide documentation for the 1st of 2 required annual Advisory Committee meetings. 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 joint advisory meeting, minutes must reflect PSN specific discussion for each agenda item

March

3

January 17 PD

The program of study and agreements will be uploaded by DCTC.

If your program has a recognized credential, complete the document provided in the Google Drive.

If you do NOT have a credential, indicate that on the document and upload

If you have an additional credential, complete the document provided in the Google Drive

C08

Secondary-Postsecondary Sequencing, Credentials, and Credit Agreements

Secondary-Postsecondary Program of Study

- **Upload** Secondary-Postsecondary Program of Study aligned to all applicable credit agreements. The Program of Study must outline the secondary and post-secondary sequence of courses. (See [Sample on Google Drive](#))

Current Credit Agreements

- **Upload** one of the following:
 - Program Articulation Agreement (See [Sample on Google Drive](#))
 - Program specific contractual agreements regarding direct (transcript) credit
 - Program specific contractual agreements regarding concurrent/dual enrollment
 - Registered apprenticeship program agreement

Current Approved Perkins Recognized Credentials

- **Upload** documentation of state approved credentials completed and/or progression towards completion in the program (See [Template on Google Drive](#))

Additional Credentials (optional)

- **Upload** list of non-state approved credentials, with granting agency information (See [Template on Google Drive](#))

April

7

January 17 PD

Use CIP Specific document from the Google Drive - Required CIP Specific PD every year!

C02

Program Teacher Professional Development (PD)

Refer to the CTE Teacher Technical Tool Kit

- **Upload** completed CIP Specific Professional Development Log (see [template on Google Drive](#)) documenting annual CIP Code specific professional development from the previous five-year period. **A separate log is required for each teacher of record.**
- **Upload** official District Provided Professional Development (DPPD) Record or official district professional development agendas demonstrating PD participation for the current review year. **Staff/Team meetings do not satisfy this requirement.**

May 5

January 17 PD
Use the templates
from RESA's Google
Drive.
Upload in CIP Self
Review portal by May
5.

Safety - One page
narrative. The safety
lessons/activities
should be CIP specific.

WBL - The CIP Self
Review requires a one
page narrative for
WBL. CTEIS requires a
list of students and
their experiences. The
student information is
due to DCTC (M.
Elliott) on April 8.

CTSO - See the form.
If you need ideas, talk
to your coworkers and
DCTC. You can provide
leadership activities
without using an
organization. There are
guidelines.

C04

Program Delivery: Curriculum and Instruction

- **Upload** completed Safety Training template identifying
 - specific trainings
 - date and frequency
 - description

(See Template on Google Drive)

C05

Work Based Learning (WBL)

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

- **Upload** completed WBL template indicating activities specific to occupational area, include description, date and frequency. **Every student must have a Career Preparation and/or Career Training experience.** (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** completed student leadership template. Activities must be related to the occupational area. Be sure to include activity descriptions, leadership positions, and dates/frequency. (See Template on Google Drive)
 - Individual
 - Team Member
 - Project Manager/Committee Chair
 - Local Leader/Elected Officer Position
 - Community Leader/Regional, State, National Position

May 19

The second Advisory Committee Meeting is scheduled for March 23. Complete this section by May 5th to allow time for auditing...thank you!!!!

Look closely at the advisory committee membership. A meeting does NOT count if the required positions and percentages are not in attendance. This is closely monitored!!!

Follow the instructions. The inventory list needs to be on your agenda and minutes. Make sure CPI's and Follow Up are also on the agenda and minutes :)

C03

Program Advisory Committee: Industry Experts Providing Input to Program

Program Advisory Meetings – Meeting 2

- Provide documentation for the 2nd 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.

Facilities, Equipment, Materials, and Resources

- **Upload** completed 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)

Teachers -

All programs are required to be audited each year by the local district/consortium. The ISD is required to audit a minimum of 20% of the programs each year. The state is required to audit a minimum of 20% of programs each year. These audits verify that the documentation to support the program is in compliance and complete. Let's be the superstars of Michigan and let our programs shine:)) You do amazing things with your students!!

We are here to help support you. We have included the CIP Self Review in our PD days. RESA's Google Drive has many resources. Your colleagues are great resources. The new templates should have been used last year. The GAP Analysis should have been completed last year. The portal has had a year to fix any glitches. This year will require updating forms but should be much less stressful! Now the effort can be on the content.

Thanks for all you do! Have a great year!

Sue Tarrow