

**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](mailto: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.

<h1 style="text-align: center; color: #0056b3;">October 21</h1> <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>	<b>C01</b> <b>Program Teacher Certification</b>
	<ul style="list-style-type: none"> <li>• All teachers of record must be indicated in the CIP Self-Review portal</li> <li>• Ensure names in profiles exactly match names on credentials and teacher certifications</li> <li>• If a postsecondary instructor is teaching a CTE course in the high school building, they must possess an Annual CTE Authorization (ACA).</li> <li>• 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.</li> <li>• <b>Upload</b> applicable current professional state licensures (not teacher certification)</li> <li>• <b>Upload</b> applicable 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). <b>Be sure to complete column L of the spreadsheet. (Follow the directions on Google Drive)</b></li> <li>• <b>Upload</b> syllabi for each course in the CTE program (See <a href="#">Sample on Google Drive</a>). Syllabi must include: <ul style="list-style-type: none"> <li>○ All teachers of record</li> <li>○ Current school year and school name</li> <li>○ Description and duration of the course</li> <li>○ 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>○ Q courses must have standards written above and beyond the 12 segments. <b>Q course syllabi cannot reflect the 12 segments.</b></li> </ul> </li> <li>• <b>Upload</b> completed Instructional Design Form (See <a href="#">Template on Google Drive</a>) <ul style="list-style-type: none"> <li>○ Fill in all fields (including school name, program, school Year, CIP Code, PSN)</li> <li>○ Include all teachers of record</li> <li>○ Include both course names and numbers</li> </ul> </li> </ul>

# 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 1<sup>st</sup> 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 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.

### 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 IS