

Standards of Quality

For All Approved Programs at the Secondary and Postsecondary Level

Standard One - Instructional Planning and Organization

The instructional program is designed to develop knowledge and skills that are essential for success in the career field. The course of study for the instructional program includes both theoretical and practical activities and is based on standards in the related industry or cluster of industries. Instruction is organized and implemented in a sequential manner and, where appropriate, provides opportunity for secondary students to transition easily into a related postsecondary program through a formal articulation agreement or to earn advanced standing through opportunities such as dual credit.

Standard Two - Instructional Materials Utilization

Adequate amounts of current instructional materials and other resources are provided to support the instructional plan. Selection and use of these resources addresses the individual needs of students. Resources are inventoried and stored for easy access and are updated as needed.

Standard Three - Instructional Personnel

Instructors meet or exceed state licensure/credential requirements in their teaching field and have recent work experience that enables them to relate their instruction to all aspects of business or industry. Instructors regularly upgrade their knowledge and skills by participating in professional development conferences and workshops and/or by obtaining additional work experience in business and industry.

Standard Four - Enrollment and Student-Teacher Ratio

Minimum enrollment requirements for a funded program, as specified by the Department of Career and Technical Education, are met. Maximum enrollment in the program is related to the number and kinds of students served, the specific skills taught, the size of the facility, and the method of instruction used. The number of students in a class is no more than can be taught in an efficient, effective, and safe manner.

Standard Five - Equipment and Supplies

Equipment and supplies support the instructional plan at a level to assure quality education. Equipment is representative of the grade and type used by business and industry and meets or exceeds all appropriate safety standards. Equipment is inventoried and records are updated regularly.

Standard Six - Instructional Facilities

Physical facilities include adequate space and utilities to provide for safe and orderly instruction that meets the program's objectives. Both instructional and non-instructional areas are adequate for the number of students and staff using these areas, and meet the needs of students with disabilities as well as providing for the special needs of co-educational classes. The Americans with Disabilities Act is the guide for meeting needs of persons with disabilities.

Standard Seven - Safety and Sanitation Training and Practices

A safe and healthy learning environment is provided. The Occupational Safety and Health Administration (OSHA) standards are the guide for implementing environmental health and safety features. Appropriate safety and sanitation training is incorporated into the instructional content of the program and implemented in instructional activities.

Standard Eight - Program Advisory Committee and Community Relations

The program shall have an active advisory committee that is broadly representative of the school, community, business/industry and clients served in the program. Close working relationships between school and community promote understanding of the program's purposes, needs and accomplishments. Community and business/industry input is obtained for the development, updating and implementation of programs that meet identified needs.

Standard Nine – Leadership Development Opportunities/Career and Technical Student Organization (CTSO)

Each student is afforded leadership development opportunities that are integrated into the CTE curriculum. Leadership development activities take place within the classroom environment and, optimally, through active membership in a Career and Technical Student Organization (CTSO). The CTSO is directed and supervised by the local teacher/advisor with guidance from the local school administration and the local advisory committee.

Standard Ten – Workplace Experience/Cooperative Learning Experience

Each student participates in workplace learning activities as part of the CTE curriculum. Career awareness and other workplace learning activities take place within the classroom environment and, where appropriate, through a supervised cooperative learning experience. Cooperative learning experiences are related to the career and technical program and to the individual student's occupational goals and are documented with written training agreements and training plans. Where the placement involves working for pay, all legal requirements have been met.

Standard Eleven - Special Populations

Services are provided to members of special populations as necessary to enable those persons to succeed in the program. These services may include academic, social and emotional supports, and may involve service providers in the school and the community. Special populations are those identified in the Carl Perkins Career and Technical Education Act of 2006: individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for nontraditional fields; single parents, including single pregnant women; displaced homemakers and individuals with limited English proficiency.

Standard Twelve - Educational Equity

A school climate is established in which all learners can succeed to the best of their abilities, without regard to gender, race, color, national origin, religion, age, or disability. The Carl Perkins Career and Technical Education Act of 2006 defines nontraditional training and employment as occupations or fields of work including careers in computer science, technology, and other current and emerging high skill occupations for which individuals of one gender comprise less than 25% of the individuals employed in each such occupation or field of work.