# Overview of the CTE Federal Program Monitoring Review Process

## Purpose

* Fulfill the Virginia Department of Education’s obligation to the U.S. Department of Education to ensure school divisions are meeting the requirements of the Strengthening Career and Technical Education for the 21st Century Act (Section 134)
* Assess school division’s compliance with state and federal laws, regulations, and standards, including:
  + Virginia Administrative Code (8 VAC 20-120)
  + Perkins V

* Provide technical assistance to school divisions to work toward and/or maintain compliance

## Targeting Plan Criteria for Identifying Seven School Divisions for Review from the Targeting Pool Cycle

| **Indicator*s*** | **Point Values** |
| --- | --- |
| 1. The number of CTE courses offered in the school division. | +**.25** **points** assigned for each CTE course in the school division |
| 1. The number of secondary CTE programs under/over representation in either sex (over 75% or under 25%). | **+3** **points** assigned to each program in the division that is unrepresentative by sex |
| 1. The percentage of the allotted Perkins funding that was utilized by the school division in the last fiscal year. | **+1** **points** assigned for every percentage point under 100% |
| 1. The number of standards not met on the school division’s last Annual CTE Performance Summary Report. | **+5 points** assigned for every standard not met |
| 1. The school division’s failure to submit the previous year’s CTE Self-Assessment and signature page by April 30, 2021. | **+5 points** assigned if either the Self-Assessment or signature page not submitted, or 10+ assigned if neither of the above was submitted. |
| 1. The number of years since the last on-site CTE Federal Program Monitoring review. | **Points:**  **+0** (6 years or less)  +**10** (7 to12 years )  **+20** (13 to 19 years)  **+30;** (20+ years) |

## Review Structure

**Desk Review**: Enrollment (school-wide and CTE), financial records (purchase orders, expenditure reports, equipment inventory), program documentation (safety inspection records, program accreditation records, work-based learning documentation), staff development records, CTE nondiscrimination documentation, CTE advisory council documentation, CTE program evaluations, program materials (recruitment, promotion, application, course selection registration), description of school counseling services, sample Academic and Career Plan, student competency records, CTE teacher endorsement records, course syllabi, and career and technical student organization affiliation records.

**On-Site Review**: Interview school division CTE administration, building principals, CTE teaching staff, school counselors, and CTE students; and, perform walkthrough of CTE programs.

## Post Review

**Report of Findings (ROF):** School divisions receive a written **draft** ROF containing findings, recommendations, and commendations within **45 calendar days**following the review. The ROF covers the following areas:

* CTE Financial Report
* CTE Management System
* CTE Reporting System
* CTE Advisory Committee
* Competency-Based Education
* Career and Technical Student Organizations
* Work-Based Learning
* Equipment
* Safety
* Standards of Quality and Accreditation

School divisions have **14 calendar days** to review and respond to the draft ROF. If there are questions, technical assistance will be provided. If no response is received from the school division, the draft report will become final after **14 calendar days**.

**Corrective Action Plan (CAP):** If the development of the CAP occurs on schedule, the finalized CAP should be finalized a maximum of **30 calendar days** from the date of the final ROF.

**Letter of Closure**: Upon receipt of the documentation that supports the successful completion of the **entire** CAP, a letter of closure of the federal program monitoring review will be sent to the school division superintendent.