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# **Career and Technical EducationFederal Program Monitoring Review SystemSelf-Assessment**

**2023-2024**

Complete and submit the Self-Assessment and signed (blue ink) Statement of Assurance by email, with the school division’s 2024-2025 CTE Local Plan by

April 30, 2024 to the

Office of Career, Technical, and Adult Education at: cte@doe.virginia.gov.

The self-assessment template is available on the VDOE [website](http://www.doe.virginia.gov/instruction/career_technical/administration/index.shtml).

For technical assistance contact:

William a. Hatch, CTE Coordinator for Planning, Administration, and Accountability, at

(804) 418-4720; or cte@doe.virginia.gov.

(Rev: 10/2023)

Virginia Department of Education

Office of Career, Technical, and Adult Education

P.O. Box 2120

Richmond, Virginia 23218-2120

**Career and Technical Education**

**Federal Program**

**Monitoring Review System**

**Self-Assessment**

**2023-2024**

      School Division

 *(fill in division name)*

## REQUIREMENTS FOR REVIEW

### Career and Technical Education Financial Report

1. The administrators (principals and/or assistant principals) of technical education centers for which categorical entitlements are received devote a minimum of 50 percent of their time to career and technical education administration. (8 VAC 20-120-30.2.a.)

**Documentation (check those used):**

Postgraduate professional license [ ]

Local job description [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Financial assistance provided through categorical entitlements was appropriately used for extended contracts. (8 VAC 20-120-30.2.b.)

**Documentation (check those used):**

Career and Technical Education Financial Report [ ]

CTEMS Schedule 16 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Financial assistance provided through categorical entitlements was appropriately used for adult occupational programs. (8 VAC 20-120-30.2.d.)

**Documentation (check those used):**

Career and Technical Education Financial Report [ ]

CTEMS Schedule 16 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Career and Technical Education Financial Report (continued)**
2. An inventory of equipment purchased with federal or state funds is maintained. (8 VAC 20-120-80)

**Documentation (check those used):**

Equipment Inventory List [ ]

Laboratory observation [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Equipment purchased with state and/or federal financial assistance is limited to those included on the state-approved list for career and technical education programs. (8 VAC 20-120-80.3)

**Documentation (check those used):**

Equipment Inventory List [ ]

Equipment Purchase Orders [ ]

VDOE approval letter(s) for purchase of equipment [ ]

Laboratory observation [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Equipment exchanged, replaced, or disposed of was done so in accordance with provisions in Education Department General Administration Regulations. (8VAC 20-120-80)

**Documentation (check those used):**

Local policy and procedures for equipment disposal [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Career and Technical Education Financial Report (continued)**
2. Financial assistance provided through Standards of Quality (SOQ) add-on entitlements was used to support the career and technical education program operation. (8 VAC 20-120-30.1.)

**Documentation (check those used):**

Career and Technical Education Financial Report [ ]

CTEMS Schedule 16 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Federal funds were not used to supplant state or local funds designated for career and technical education. (Assurance Statement 7)

**Documentation (check those used):**

Career and Technical Education Financial Report [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

### Career and Technical Education Management System (CTEMS)

1. A local plan and budget application has been submitted and approved by the Virginia Department of Education, which covers the same time period as the State Plan for Career and Technical Education. (8 VAC 20-120-40)

**Documentation (check those used):**

Approved local plan and budget application for the current school year [ ]

Approval letter from the Department of Education [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. The career and technical education programs offered within the school division match an approved sequence of courses as specified in the *CTE Resource Center website*. (*Code of Virginia*, Section 22.1-253.13:4.D.5)

**Documentation (check those used):**

Comparison of master Schedule with the Career and Technical Education Reporting System (*CTERS) User’s Manual* and the *Career and Technical Education Guide to Instructional Planning*. [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Career and technical education services, programs, and activities reflect labor market needs and student interest. (8VAC 20-120-110)

**Documentation (check those used):**

Virginia-Bureau of Labor Statistics & Labor Market Data-Trailblazers Information [ ]

Local survey [ ]

CTE Advisory Committee recommendations [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Career and Technical Education Management System (CTEMS) (continued)**
2. Local programs of career and technical education are evaluated annually using measures of successful performance as approved by the State Board of Education and in compliance with requirements of Section 113 of the Perkins Act. (Assurance Statement 17)

**Documentation (check those used):**

Local Evaluation Plan [ ]

Division-wide Annual Performance Report (APR) [ ]

Detailed data collected at the program and school level [ ]

Program Improvement Plan [ ]

Joint Program Improvement Plan [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. If requested, opportunities are available for students, teachers, and administrators in private schools to participate in career and technical education programs, services, and activities. [Perkins Section 217]

**Documentation (check those used):**

Correspondence to private schools [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Career and Technical Education Management System (CTEMS) (continued)**
2. The career and technical education plan has been developed in consultation with the local career and technical education advisory committee, composed of representatives from business and industry; labor organization; Workforce Investment Council; local community colleges; special populations; teachers; parents; students; other interested community leaders; and agencies serving out-of-school, homeless, and/or at-risk youth. (Assurance Statement 16), (8VAC 20-120-50)

**Documentation (check those used):**

CTE Local Plan and Budget Application [ ]

Articulation agreements [ ]

Notification letters [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Equal opportunities in career and technical education programs have been provided to persons without discrimination on the basis of gender, race, color, national origin, religion, age, political affiliation, veteran status, or persons with disabilities. (Assurance

Statement 18), (8 VAC 20-120-100)

**Documentation (check those used):**

Local school division’s written admissions policy [ ]

Materials, public announcements, newsletters, etc. [ ]

Demographics of enrollment reports [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Programs receiving a grant under Section 134 of the Perkins Act use funds to improve career and technical education programs and comply with requirements in Section 134 as to size, scope, and quality. (Assurance Statement 1)

**Documentation (check those used):**

CTEMS Schedules 17 and 18 [ ]

Enrollment information [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Career and Technical Education Management System (CTEMS) (continued)**
2. The local school division identifies the number of special population students enrolled in career and technical education programs and assesses the career and technical needs of the students identified as special populations. (Assurance Statement 15)

**Documentation (check those used):**

CTEMS Schedule 4 [ ]

Career and Technical assessment instruments [ ]

Enrollment information [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Career and technical education programs are in compliance with equal access provisions of Section 504 of the Rehabilitation Act of 1973, Individuals with Disabilities Education Act of 2004, and the regulations implementing these statutes.

**Documentation (check those used):**

Recruitment materials [ ]

Placement procedures [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Activities were provided that prepare special populations for high-skill, high-wage, or in-demand occupations that will lead to self-sufficiency. [Perkins Section 134(b)(5)(A)]

**Documentation (check those used):**

CTEMS Schedule 4 [ ]

CTERS data [ ]

School records [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Career and Technical Education Management System (CTEMS) (continued)**
2. Career and technical education programs assist students of special populations to succeed through supportive services such as counseling, English language instruction, childcare, and special aides. (Assurance Statement 15)

**Documentation (check those used):**

CTEMS Schedule 4 [ ]

CTERS data [ ]

School records [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Students with disabilities are provided with career and technical education program(s) in the most integrated setting possible. (8 VAC 20-120-130)

**Documentation (check those used):**

IEPs and 504 Plans [ ]

ISAEP [ ]

Eligibility or admissions criteria [ ]

Special services information [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Career and Technical Education Management System (CTEMS) (continued)**
2. Students with disabilities are provided appropriate supplementary services that may include curriculum modification, equipment modification, classroom modification, supportive personnel, and/or instructional aides and devices. (Assurance Statement 15)

**Documentation (check those used):**

Letters, memos, etc. [ ]

IEPs and 504 Plans [ ]

ISAEP [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Modified essential competencies for students with IEPs or Section 504 plans were developed so that student attainment of the competencies prepares the students for a job or occupation. (Assurance Statement 20)

**Documentation (check those used):**

IEP/504 Plan committee membership [ ]

Minutes of joint meetings [ ]

Modified competencies lists [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Academic and technical skills of students participating in career and technical education programs were improved by strengthening the academic and career and technical components of such programs through the integration of academics with career and technical education programs through a coherent sequence of courses to ensure learning in the core academics, and career and technical subjects. [Perkins Section 134(b)(4)]

**Documentation (check those used):**

CTEMS Schedule 5 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Career and Technical Education Management System (CTEMS) (continued)**
2. Students who participate in career and technical education programs were taught the same challenging academic proficiencies as were taught to all other students. [Section 134(b)(4)], (Assurance Statement 5)

**Documentation (check those used):**

CTEMS Schedule 5 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. A process was used to independently evaluate and continuously improve career and technical education programs. [Perkins Section 113(b)(3)], (Assurance Statement 17)

**Documentation (check those used):**

CTEMS Schedule 9 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Funds were used to promote preparation for nontraditional training and employment. [Perkins Section 134(b)(5)(B)]

**Documentation (check those used):**

CTEMS Schedule 4 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

If yes, indicate source of funds Federal Funds (Perkins) [ ]  Local Funds [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Career and Technical Education Management System (CTEMS) (continued)**
2. Comprehensive professional development (including initial teacher preparation) for career and technical education, academic, guidance, and administrative personnel are provided that promote the integration of coherent and rigorous content aligned with challenging academic standards and relevant Career and Technical Education. [Perkins Section 135(b)(2)]

**Documentation (check those used):**

CTEMS Schedule 8 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Activities are conducted to develop, improve, or expand the use of technology in career and technical education. [Perkins Section 135(b)(5)(D)].

**Documentation (check those used):**

CTEMS Schedule 7 [ ]

Memos [ ]

Agendas [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Career and technical education programs are being initiated, improved, expanded, and modernized. [Perkins Section 135(b)(5)(D)]

**Documentation (check those used):**

CTEMS Schedule 10 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Career and Technical Education Management System (CTEMS) (continued)**
2. Activities are being provided to link secondary and postsecondary career and technical education. [Perkins Section 135(b)(5)(A)(C)]

**Documentation (check those used):**

CTEMS Schedule 12 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Federal funds were not used for programs prior to the middle grades. (Assurance Statement 9)

**Documentation (check those used):**

CTE Local Plan and Budget Application [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Funds made available under this Perkins Act (Perkins V) may be used to provide additional funds under an application program, including the Workforce Innovation and Opportunity Act and the Wagner-Peyser Act. [Perkins Section 221(a)(b)], (Assurance Statement 3)

**Documentation (check those used):**

CTE Local Plan and Budget Application [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Career and Technical Education Management System (CTEMS) (continued)**
2. No funds received under the Perkins Act were used to require any secondary school student to choose or pursue a specific career path or major or to mandate that any individual participate in a career and technical education program, including a career and technical program that requires the attainment of a federally funded skill level, standard, or certificate of mastery. [Perkins Section 214], (Assurance Statement 8).

**Documentation (check those used):**

CTE Local Plan and Budget Application [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. No funds provided for under this Act were used for the purpose of directly providing incentives of inducement to employers to relocate a business enterprise from one state to another if such relocation will result in a reduction in the number of jobs available in the state where the business enterprise is located before such incentives or inducements are offered. [Perkins Section 222] (Assurance Statement 10)

**Documentation (check those used):**

CTE Local Plan and Budget Application [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. None of the funds expended under Perkins V were used to acquire equipment (including computer software) in any instance that such acquisition resulted in a direct financial benefit to any organization representing the interest of the purchasing entity, the employees of the purchasing entity, or any affiliate of such an organization. (Assurance Statement 12)

**Documentation (check those used):**

CTE Local Plan and Budget Application [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Career and Technical Education Management System (CTEMS) (continued)**
2. Programs funded under the Perkins Act were coordinated with the local workforce development boards and other local workforce agencies. (Assurance Statement 13)

**Documentation (check those used):**

CTE Local Plan and Budget Application [ ]

Memos [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. The locality did not fund any project, service, or activity for more than three years, the year of its inception and the two following years, in order to meet the program improvement requirements of Perkins V. (Condition 6)

**Documentation (check those used):**

CTE Local Plan and Budget Application [ ]

CTEMS Schedule 17 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Career guidance and academic counseling were provided to CTE students including linkages to future education and training opportunities. [Perkins Section 135(b)(1)(D)]

**Documentation (check those used):**

CTE Local Plan and Budget Application [ ]

School Records [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Career and Technical Education Management System (CTEMS) (continued)**
2. Activities were conducted to improve the recruitment and retention of CTE teachers, faculty, and counselors including individuals in groups underrepresented in the teaching profession, and the transition to teaching from business and industry. [Perkins Section 134(b)(8)]

**Documentation (check those used):**

CTE Local Plan and Budget Application [ ]

School Records [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

### Career and Technical Education Reporting System (CTERS)

1. The local education agency has provided data on career and technical education enrollments and completions as prescribed by the Department of Education. (Assurance Statement 4)

**Documentation (check those used):**

CTERS documents, report printouts [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Enrollment adheres to maximum class size as specified in the CTERS document for the following: (a) limited to the number of individual workstations, (b) limited to 20 students for laboratory classes with equipment used in hazardous occupations, (c) limited to an average of 15 students, with a maximum of 18 for classes only for disadvantaged students, (d) limited to an average of 10 students, a maximum of 12, for classes only for students with disabilities or limited to 12 students, a maximum of 15, where an instructional aide is provided. (8 VAC 20-120-150)

**Documentation (check those used):**

CTERS documents, reports printouts [ ]

Class enrollments [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

### Career and Technical Education Advisory Committee

1. The career and technical education advisory committee meets at regular intervals during the school year. (8 VAC 20-120-50)

**Documentation (check those used):**

CTEMS Schedules 1 & 2 [ ]

Minutes of meetings [ ]

Communications [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. The career and technical education advisory committee assisted the local division in developing the current improvement plan, projections for career and technical education, the annual application for career and technical education funds, and the evaluation of career and technical education programs. (8 VAC 20-120-50)

**Documentation (check those used):**

CTEMS Schedules 1 & 2 [ ]

Minutes of meetings [ ]

Communications [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. The career and technical education advisory committee advised the local division on the relevance of programs and/or courses offered in meeting current employment needs. (8 VAC 20-120-50)

**Documentation (check those used):**

CTEMS Schedules 1 & 2 [ ]

Minutes of meetings [ ]

Communications [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Career and Technical Education Advisory Committee (continued)**
2. The career and technical education advisory committee is composed of representatives of the general public including at least one representative each from business, industry, and labor, with appropriate representation of both sexes and racial and ethnic minorities found in the school, community, or region served by the committee. (8 VAC 20-120-50.1.)

**Documentation (check those used):**

CTEMS Schedules 1 & 2 [ ]

Roster of Members [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

### Competency Based Education (CBE)

1. State established and industry validated competencies are identified and stated. (8 VAC 20-120-120.A.2) Assurance Statement 14

**Documentation (check those used):**

Essential competency list [ ]

Advisory committee members [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Competencies are specified to students prior to instruction. (8 VAC 20-120-120.A.3)

**Documentation (check those used):**

Essential competency list [ ]

Lesson Plans [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Measures of successful performance are used to evaluate achievement of competencies. (8 VAC 20-120-120.A.4)

**Documentation (check those used):**

Essential competency list [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Competency Based Education (CBE) (continued)**
2. A system exists for rating and documenting the competency performance of each student. (8 VAC 20-120-120.A.5)

**Documentation (check those used):**

Essential competency list [ ]

Grade book [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Competencies address all aspects of the industry and workplace readiness skills. (8 VAC 20-120-120.A.6)

**Documentation (check those used):**

CTEMS Schedule 6 [ ]

Essential competency list [ ]

Grade book [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

### Career and Technical Student Organizations

1. Students are provided the opportunity to participate in career and technical education student organization instructional activities of the local organization regardless of whether or not they are paid members of the organization. (8VAC 20-120-160.A,D)

**Documentation (check those used):**

Lesson plans [ ]

Organization membership rosters [ ]

Program of work [ ]

Videos [ ]

Scrapbooks [ ]

Minutes of chapter meetings [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. The career and technical education student organization is an integral and active part of each secondary career and technical program offered (grades 9, 10, 11, 12). (8VAC 20-120-160.B), (Assurance Statement 22)

**Documentation (check those used):**

Lesson plans [ ]

Organization membership rosters [ ]

Program of work [ ]

Videos [ ]

Scrapbooks [ ]

Minutes of chapter meetings [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Career and Technical Student Organizations (continued)**
2. Each middle school career and technical education program (grades 6, 7, 8) offered shall include co-curricular instructional activities related to the respective career and technical education student organization. (8 VAC 20-120-160.C)

**Documentation (check those used):**

Lesson plans [ ]

Organization membership rosters [ ]

Program of work [ ]

Videos [ ]

Scrapbooks [ ]

Minutes of chapter meetings [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

### Work-Based Learning Opportunity

1. If required, a training plan has been developed for and followed by each student enrolled in a program using an aligned work-based learning experience. (8 VAC 20-120-140.1)

**Documentation (check those used):**

Training Plans [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. A written training agreement has been prepared and signed by a teacher/coordinator, school administrator, parent(s)/guardian, cooperative student, and employer. (8 VAC 20-120-140.1)

**Documentation (check those used):**

Training Plans [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Work-Based Learning Opportunities (continued)**
2. Enrollments are limited to an average of 20 students per instructor per class period with no class being more than 24 where the cooperative education method of instruction is required. (8 VAC 20-120-150.4.a)

**Documentation (check those used):**

Enrollment reports [ ]

Grade Book [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. A class period is assigned to the instructor for on-the-job coordination for each 20 students participating in on-the-job training. (8 VAC 20-120-150.4.b)

**Documentation (check those used):**

Teaching calendars [ ]

Enrollment reports [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Written provisions for instructor travel for on-the-job coordination are on file. (8 VAC 20-120-140.2)

**Documentation (check those used):**

Teaching calendars [ ]

Enrollment reports [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

### Equipment

1. An inventory of all equipment purchased in whole or part with federal and state funds provided by the Virginia Board of Education will be maintained, and all such equipment will be available for use by students in the approved career and technical education program for which it was purchased. (8VAC 20-120-80), (Conditions 1)

**Documentation (check those used):**

Inventory records [ ]

Classroom observation [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

### Safety

1. Each student and the teacher have access to their own approved eye protection devices or a working sanitizing cabinet or other sanitizing method is in place. (*Code of Virginia*, Section 22.1-275), (8 VAC 20-120-170.B)

**Documentation (check those used):**

Classroom observation [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. All students and the teacher are wearing approved eye protection devices where appropriate. (*Code of Virginia*, Section 22.1-275)

**Documentation (check those used):**

Classroom observation [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Safety (continued)**
2. Health and safety standards that are applicable to the operation of that program are an integral part of program instruction. (8 VAC 20-120-170)

**Documentation (check those used):**

Classroom observation [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

### Virginia SOQ/SOA Requirements

1. A minimum of 11 courses in career and technical education were offered in each secondary school. (Standards for Accrediting 8VAC 20-131-100.B) (Assurance Statement 1)

**Documentation (check those used):**

CTEMS Schedule 11 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Instruction in career and technical exploration were provided in each middle school. (Standards for Accrediting 8 VAC 20-131.90.B) (Assurance Statement 1)

**Documentation (check those used):**

CTEMS Schedule 11 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Virginia SOQ/SOA Requirements (continued)**
2. At least three career and technical programs that prepare students as career and technical completers were provided. (Standards for Accrediting (8 VAC 20-131-100.A.1) (Assurance Statement 1)

**Documentation (check those used):**

CTEMS Schedule 11 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Each school shall have at a minimum the staff as specified in the Standards of Quality with proper licenses and endorsements for the positions they hold. (Standards of Quality § 22.1-253.13:2. Standard 2.B)

**Documentation (check those used):**

Teacher Licensure Query [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Career education programs that promote knowledge of careers of all types of employment opportunities including, but not limited to, apprenticeships, the military, and career education schools, and that emphasize the advantages of completing school with marketable skills were infused into the K through 12 curricula. (Standards of Quality § 22.1-253.13:2. Standard 1.D.3.a.)

**Documentation (check those used):**

CTEMS Schedule 11 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. **Virginia SOQ/SOA Requirements (continued)**
2. Competency-based career and technical education programs that integrate academic outcomes, career guidance and job-seeking skills for all secondary students, including those identified with disabilities, and that reflect employment opportunities, labor market needs, applied basic skills, job-seeking skills, and career guidance were offered. Career guidance shall include employment counseling designed to furnish information on available employment opportunities to all students, including those identified as handicapped, and placement services for students exiting school. (Standards of Quality § 22.1-253.13:2. Standard 1.D.3.c.)

**Documentation (check those used):**

CTEMS Schedule 12 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

1. Both academic and career and technical preparation were offered to students who plan to continue their education beyond secondary school or who plan to enter employment. (Standards of Quality § 22.1-253.13:2. Standard 1.D.3.)

**Documentation (check those used):**

CTEMS Schedule 12 [ ]

Other [ ]  Explain

Are you meeting the requirement? Yes [ ]  No [ ]

Are there any concerns? Yes [ ]  No [ ]

**Comment:**

## CAREER AND TECHNICAL EDUCATION CORRECTIVE ACTION/PROGRAM IMPROVEMENT PLAN

**School Division:**

**Program:**

Directions: In the table below, please identify unmet requirement(s) to correspond with the numbered standard(s) in the self-assessment instrument.\*

| **\*Unmet requirement(s)****and areas of concern** | **Specific corrective action taken or activities planned** | **Timelines** | **Person Responsible** | **Method of monitoring implementation** |
| --- | --- | --- | --- | --- |
|       |       |       |       |       |

**CAREER AND TECHNICAL EDUCATION SELF‑ASSESSMENT PROCESS**

## FEDERAL PROGRAM MONITORING REVIEW SYSTEMSUMMARY

1. Give a brief description of your self‑assessment process.

1. Identify the composition of the self‑assessment committee (names and titles).

1. Identify strengths or exemplary practices recognized by the self‑assessment committee.

1. Identify data sources used in the assessment process.

**CAREER AND TECHNICAL EDUCATION SELF‑ASSESSMENT PROCESS**

## FEDERAL PROGRAM MONITORING REVIEW SYSTEMEVALUATION OF THE SELF‑ASSESSMENT PROCESS

**Your comments and recommendations will help the Office of Career, Technical, and Adult Education to improve the monitoring of career and technical education programs. Please respond to the following questions:**

1. To what extent did VDOE staff provide adequate instructions and guidance to conducting the self‑assessment? Were your concerns or needs addressed?

1. What changes would you make to the self‑assessment instrument to provide for better understanding or clarification of the requirements?

1. How useful was the self-assessment process to your school division?

1. Were there any problems/challenges in conducting the self‑assessment? Describe.

1. What suggestions would you make to school divisions conducting the self-assessment next year?

1. Other suggestions or comments:

**CAREER AND TECHNICAL EDUCATION**

## FEDERAL PROGRAM MONITORING REVIEW SYSTEMSTATEMENT OF ASSURANCE

The       Public School Division has conducted a comprehensive self‑assessment of the career and technical education program. The school division has developed a plan of action to address each unmet requirement and assures timely implementation of the plan.

Division Superintendent Signature:

School Division:       (specify name)

Date:

Complete and submit the Self-Assessment and signed (blue ink) Statement of Assurance by email, with the school division’s 2024-2025 CTE Local Plan by

April 30, 2024 to the

Office of Career, Technical, and Adult Education at: cte@doe.virginia.gov.