

Steps for Identifying a Secondary Program of Study

1. When a Cluster, Pathway, and Field or Program of Study has been identified the groundwork is there for a Program of Study to be developed.
2. If you are a high school or district wishing to have an approved Program of Study, then you can begin completing a/the template.
3. Select the appropriate template, based on one of the 16 Career Clusters.
4. Fill in the required core courses for graduation, as defined by your district or high school in the appropriate year (9-12 grades).
5. Fill in the concentration of CTE courses your district or high school offers that align with the particular Program of Study.
6. Fill in the related academic courses that are recommended to prepare a student for entry into the postsecondary portion of the Program of Study.
7. Make sure that at least the minimum criteria have been met, as outlined in the attached Program of Study Assurances page.
8. Highlight the courses where there is an articulation agreement or dual credit agreement. This will help determine postsecondary alignment.
9. If a student were to complete the courses from the high school portion of this template, what programs at the postsecondary level would the student be prepared to enter, without remediation? This will provide information for the postsecondary portion of the template. (*You will note that the postsecondary portion does not need to be as specific as the secondary portion of the template.*)
10. Identify those areas of postsecondary study, along with the college where the program can be found (<http://www.sbctc.ctc.edu/college/e-wkforceproftechprograms.aspx>).
11. Determine who your local Tech Prep Director is. Notify him/her that you have a program of study that needs to be moved forward for approval. (*See <http://www.sbctc.ctc.edu/college/e-wkforcetechprep.aspx> for a list of consortium directors.*) If the Tech Prep director finds that the Program is not offered at one of the consortium's colleges, then the director will locate a nearby college where the program is offered, and will contact the Tech Prep director for that college to facilitate the approval.
12. If there is a possible dual credit opportunity or articulation agreement, the Tech Prep director will work with you or will refer you to the appropriate director to facilitate the agreements.
13. Once this template is complete the Program of Study Assurances should be signed by the secondary CTE director, the postsecondary institution's Workforce Dean, and the appropriate Tech Prep Director(s).
14. Copies of the completed and signed Assurances form should be on file at the secondary and postsecondary offices, and at the Tech Prep consortium. Programs of Study on file will be included in the secondary and postsecondary annual Perkins plan.