


Directions for Completing Program Applications

Please complete all the areas in yellow.



south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

2011-2012 ANNUAL PROGRAM APPROVAL
APPLICATION
OFFICE OF CURRICULUM, CAREER &
TECHNICAL EDUCATION (OCCTE)
DUE IN STATE OFFICE BY **MARCH 1, 2011**

1

Please Type in your District Name.

District Name

2

Career Cluster: Education and Training

Please select from the dropdown list below.

Assignment Code/Course Title/Type	Teacher	Level	# of Credits
Assignment Code/Course Title/Type	Please Type in Name		0
Assignment Code/Course Title/Type	Please Type in Name		0
Assignment Code/Course Title/Type	Please Type in Name		0
Assignment Code/Course Title/Type	Please Type in Name		0
Assignment Code/Course Title/Type	Please Type in Name		0
Assignment Code/Course Title/Type	Please Type in Name		0
Assignment Code/Course Title/Type	Please Type in Name		0
Assignment Code/Course Title/Type	Please Type in Name		0
Assignment Code/Course Title/Type	Please Type in Name		0
Assignment Code/Course Title/Type	Please Type in Name		0
Assignment Code/Course Title/Type	Please Type in Name		0
Assignment Code/Course Title/Type	Please Type in Name		0
Assignment Code/Course Title/Type	Please Type in Name		0
Total			0

Program Status

New Program*
(New Programs must submit standards taught and course syllabi directly to the Career Cluster Specialist.)

Existing Program

7

1 Date
Please use the most current date of the application.

2 District Name
This is the school name and number. Use the school name from the PRF (Personnel Records Form) System.

3 Assignment Code/Course Title/Type
This section is where you choose the courses you are teaching for the upcoming year. This is in a dropdown box.

- **Please Note:** Most of the cells are dropdown for easy selection of courses. *If you cannot find your course*, please contact your Career Cluster Specialist.
- You must have a minimum of two (2) credits to be an approved program. One (1) credit is from the Cluster or Pathway courses.

4 Teacher Name
Please type in the teacher's *name* teaching the course.

5 Level
This is a dropdown box. You can choose either MS (Middle School) or HS (High School).

6 Number of Credits
Type in the number of credits for the course. Please use decimals.

7 New or Existing Program consideration for a new program include if this cluster is new for the school district. For example, a traditional FACS program may start with Human Services in one year and if the school district adds Education and Training, Hospitality and Tourism or Arts/AV Technology and Communication, these 3 mentioned Clusters would be a "new program". These are dropdown boxes that indicate if you have a new or existing program. Only one box needs to be selected as 'Yes'.

Please Note: if you are new program then you must submit a course syllabus. Existing Programs should have a course syllabus on file with their career cluster specialist. Clusters submitting course syllabi for SY 2011-2012 include Education and Training, Human Services.

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CRITERIA FOR PROGRAM APPROVAL

CTE Teacher Certification (Complete for each CTE teacher in the Career Cluster Program)

Name on Certificate	Area of Certification	Email
8	9	10

8 Name on Certificate

The teachers listed above teaching the courses are also noted in this location. Academic teachers do not need to be listed, only list CTE teachers.

9 Area of Certification

The area of certification is listed as it appears on their teaching certificate. Academic teachers must be highly qualified. Personal Finance teachers must be CTE qualified to be included in the Cluster sequence of courses.

Advisory Committee

The program's advisory committee operates with a written work plan and meets a minimum of two times per year?
(Does not apply to new programs)

11

Career and Technical Student Organizations

The program operates with an applicable Career & Technical Student Organization?

12

Core Standards

The program utilized the approved core standards for your Career Cluster ?

13

Program Improvement Process (PIP) and/or Annual Progress Reports

PIP instrument and Action Plan OR Progress Report for the current school year has been submitted. (Does not apply to new programs)

14

Data Collection

The following Perkins IV data for the prior school year has been entered on the Perkins portal?

Website: www.doe.sd.gov/octe/data

15

10 Email

This is the email for each teacher listed.

11 Advisory Committee

Existing programs must have an advisory committee. Contact your career cluster specialist to see how to establish your committee.

12 Career and Technical Student Organizations

This is the student organizations for your school.

13 Core Standards

This is the area where you confirm you are using the CTE state developed and approved standards. Please contact your specialist about the standards.

14 Program Improvement

Each year, programs are required to submit either their PIP or a progress report. These are due on December 1 of each year. This process is used to update the goals and activities for your program

15 Data Collection

Annually data is reported by a program to the state via the state Launch pad.

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Signature of Teacher

16

Date

Signature of Administrator

Date

Signature of Career Cluster Specialist

Date

RETURN TO:

OCCTE

800 Governors Drive

Pierre SD 57501-2294

OCCTE USE ONLY

Approved

Disapproved

16 Signatures and Dates

This area requires the signatures of a Career and Technical Education teacher and a building administrator.

Once you have completed this application, please *email an electronic copy to your cluster specialist* and *submit your paper copy with original signatures to OCCTE.*