Kansas Career and Technical Education

CTE Documentation Reference Sheet

Directions: The following items are to be reviewed annually by the local district. Some items are kept on file locally and others are to be submitted to KSDE through various reports and Authenticated Applications (Pathways Maintenance Applications, and/or new Career Pathway Program of Study Applications -CPPSA).

Item	Reporting Procedure
1. Appropriate teaching certificate/license for the course assignments within the Pathway	Entered via the License Personnel Report in the Educator Data Collection System (EDCS)
2. Appropriate industry-recognized certifications held by each instructor assigned to the approved pathway	On file locally
3. Resource materials and equipment are available to support instruction of the required core competencies.	On file locally
4. Facility (shop/laboratory/classroom) size is adequate and comparable to industry standards / State Fire Marshall recommendations	On file locally
5. Course sequence for the Pathway meets state guidelines. *(Refer to the Career Cluster Guidance Handbook)*	Entered into Section 3 of the CPPSA (Maintenance and new CPPSA)*
6. All approved courses are being taught at the local level.	Common Course Codes (first five digits) listed on the CPPSA match those listed on the local school Master Schedule. On file locally
7. Course outlines and lesson plans support the required core competencies.	On file locally
8. Industry-recognized Certifications / Credentials are available to students enrolled in the pathway.	Entered into Section 4 of the CPPSA (Maintenance)*
9. Competency Profile is available and utilized for the pathway.	Rated Competency Profiles for pathway concentrators who exited on file locally for three years
10. A comprehensive Pathway Assessment is available to concentrators in the pathway / CIP Code.	Pathway Assessment is identified in Section 4 of the CPPSA (Maintenance)*
11. Active Advisory Committee members who meet pathway requirements. *(Refer to the Advisory Committee Handbook)*	Advisory committee member information is entered into Section 2a of the CPPSA (Maintenance and new CPPSA)*
12. Minimum of two Advisory Committee meetings held annually *(Refer to the Advisory Committee Handbook)*	Reviewed data entered into Section 2b of the CPPSA (Maintenance)*; Meeting minutes on file locally

*Due to KSDE each year by March 15

(September 2011)

13. Pathway Improvement Plan is developed and updated annually with the assistance of the Advisory Committee *(Refer to the Advisory Committee Handbook)*	Improvement Plan results entered into Section 2b of the CPPSA (Maintenance)*; Improvement Plan on file locally
14. A Professional Learning Experience that allows students exposure to all-aspects of the related business &/or industry *(Refer to the Professional Learning Experience Handbook for further information)*	All forms, as required locally, are on file locally
15. Pathway aligns and articulates to a postsecondary opportunity for students enrolled in the pathway *(Refer to the Creating an Articulation Agreement Handbook)*	a) Articulation Agreement is uploaded into Section 4 of the CPPSA (Maintenance Application or new CPPSA)*
	b) Aligned Grade 13 courses are listed on the Program of Study in the CPPSA (Maintenance Application or new CPPSA)*
16. Students are exposed to 21st Century Skills	a) 21st Century Skills are included in the Competency Profile
	b) CTSO affiliation is entered into Section 3 of the CPPSA (Maintenance Application or new CPPSA)*
17. Career and Technical Education Student Data Management	a) Follow-up data for prior school year concentrators who exited is entered into the Pathways system by April 15
	b) Teachers assigned to each course in pathway are entered in the Pathways system by July 15
	c) Students are assigned to the pathway in the Pathways system by July 15
	d) Demographics are validated for each student that is assigned to a pathway in the Pathways system by July 15 (ie. Students who are single parents)
	e) Students are designated as a participant, concentrator, concentrator who exited, or concentrator who exited for other reasons in the Pathways system by July 15
	f) Competency Profile rating percentages and/or Pathway Assessment results for concentrators who exited are entered by July 15 into the Pathways system

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KSDE General Counsel
120 SE 10th Ave., Topeka, KS 66612

*Due to KSDE each year by March 15