

# 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 outlines and lesson plans support the required core competencies.	On file locally
6. Course sequence for the Pathway meets state guidelines. <i>(Refer to the Career Cluster Guidance Handbook)</i>	Entered into Kansas Course Code Management System (KCCMS) and selected in Section 3 of the CPPSA (New or Maintenance)*
7. All approved courses are being taught at the local level. All dual credit courses included in the pathway must be coded accurately.	Common Course Codes (first five digits) listed on the CPPSA and KCCMS match those listed on the local school Master Schedule. On file locally.
8. Competency Profile is available and utilized for the pathway.	Rated Competency Profiles for pathway concentrators who exited on file locally for three years if the profile percentage is used as a technical skill measure for Pathway Student Data Management.
9. Students are exposed to 21 <sup>st</sup> Century Skills	a) 21 <sup>st</sup> Century Skills are included in the Competency Profiles b) CTSO affiliation is entered into Section 3 of the CPPSA and is required for Ag (Maintenance Application or new CPPSA)*

<p>10. Industry-recognized Certifications / Credentials are available to students enrolled in the pathway.</p>	<p>a) Entered into Section 4 of the CPPSA (New or Maintenance)* b) Certifications/Credentials earned are submitted to the KCAN report in KiDS.</p>
<p>11. Pathway aligns and articulates to a postsecondary opportunity for students enrolled in the pathway. All statewide agreements that align may be used even if they aren't listed in the pathway (<i>Refer to the Creating an Articulation Agreement Handbook</i>)</p>	<p>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)*</p>
<p>12. A Professional Learning Experience that allows students exposure to all-aspects of the related business &amp;/or industry (<i>Refer to the Professional Learning Experience Handbook for further information</i>)</p>	<p>All forms, as required in handbook, are on file locally</p>
<p>13. A comprehensive Pathway Assessment is available to concentrators in the pathway / CIP Code.</p>	<p>Pathway Assessment is identified in Section 4 of the CPPSA (New or Maintenance) if available*</p>
<p>14. Active Advisory Committee members who meet pathway requirements. (<i>Refer to the Advisory Committee Handbook</i>)</p>	<p>Advisory committee member information is entered into Section 2a of the CPPSA (New or Maintenance)*</p>
<p>15. Minimum of two Advisory Committee meetings held annually (<i>Refer to the Advisory Committee Handbook</i>)</p>	<p>Develop and review Improvement Plan data in Section 2b of the CPPSA (Maintenance)*; Meeting minutes on file locally</p>
<p>16. Pathway Improvement Plan is developed and updated annually with the assistance of the Advisory Committee</p>	<p>Improvement Plan results entered into Section 2b of the CPPSA (Maintenance)*; Improvement Plan on file locally</p>
<p>17. Career and Technical Education Student Data Management - (<i>Refer to the Pathways Student Data Management Training documents that provide instruction on how to assign and update students in Pathways, which is a required process when receiving Perkins' funds.</i>)</p>	<p>a) Follow-up data for prior school year concentrators who exited is entered into the Pathways system by April 15 b) Students are assigned to the pathway in the Pathways system by August 15 c) Demographics are validated for each student that is assigned to a pathway in the Pathways system by August 15 (ie. Students who are single parents) d) Students are designated as a participant, concentrator, concentrator who exited, or concentrator who exited for other reasons in the Pathways system by August 15 e) Competency Profile rating percentages, Pathway Assessment results, or average of Pathway course grades for concentrators who exited are entered by August 15 into the Pathways system</p>