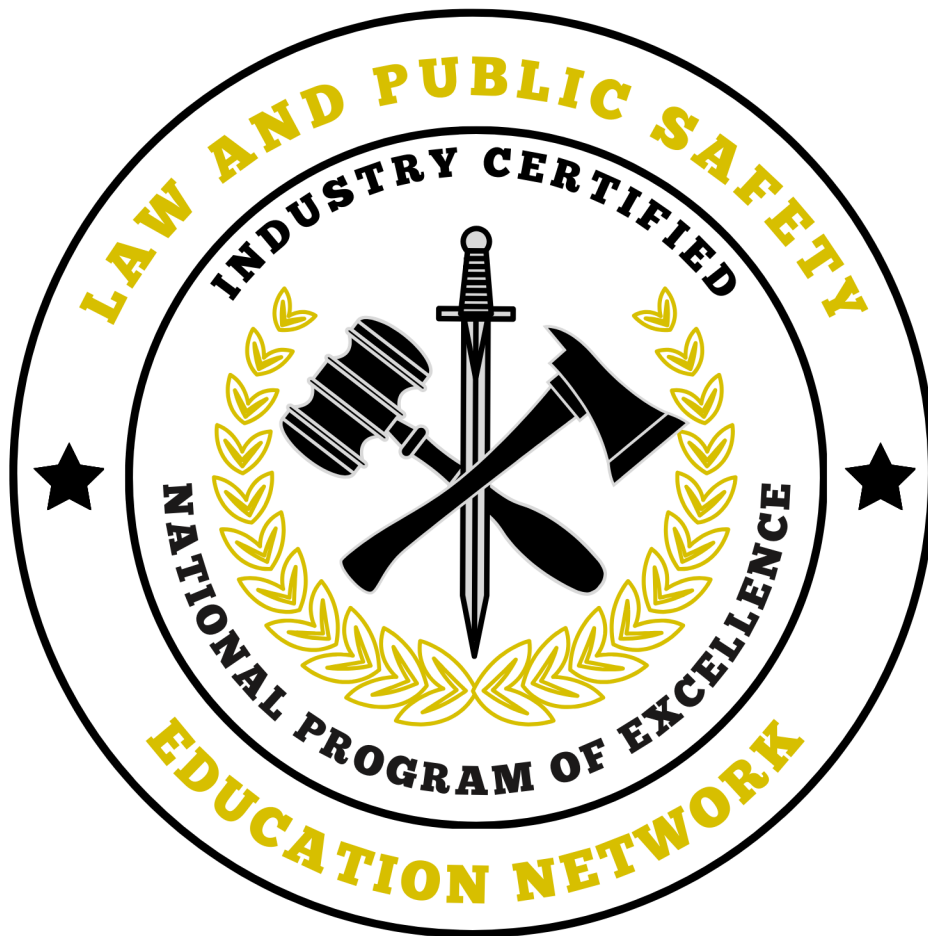




Industry Certified National Industry
Certified Program of Excellence
Information Packet

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Overview of National Industry Certified Program of Excellence

What is the National Industry Certified Program of Excellence?

The National Industry Certified Program of Excellence is a high school evaluation process designed to recognize and promote exemplary Law and Public Safety (LPS) programs. Recognized programs include the following:

- outstanding instruction.
- qualified teachers through certification and professional development.
- involved advisory committees.
- career development activities.
- up-to-date technologies and equipment.
- an active career technical student organization (SkillsUSA) or similar involvement.

LAPSEN personnel and volunteers evaluate the LPS programs based on standards in the areas of:

Standard 1: Organization and Administration

Standard 2: Instructional Staff

Standard 3: Facilities, Equipment & Safety

Standard 4: Curriculum and Instruction

Standard 5: Student Preparation

Standard 6: Advisory Committee, Industry and Community

Approval for National Industry Certified Programs of Excellence

Each school interested in pursuing NPE must apply and receive approval through LAPSEN or the state's designee. Prior to applying, each program should complete the National Industry Certified Programs of Excellence checklists to ensure the program is ready to begin the process.

Costs for the Process

The process for Program of Excellence evaluation has costs. Training, advising, evaluation teams, travel, and awards all cost money. LAPSEN, as a nonprofit organization, keeps cost to a minimum. Some state level educational organizations will pay for programs in their state to participate. Presently California and Georgia have such programs. For schools not in those states, the process can be funded by the local school district. One cost saver is for schools in similar geographic locations to apply together. That keeps travel expenses down. For schools wanting to learn more about the program, email tom@lapsen.org.

National Industry Certified Programs of Excellence Preparation Workshop

Every teacher in the LPS program at each school must attend a National Industry Certified Programs of Excellence workshop to review the process and procedures for NPE. At the workshop, all teachers from one school will work together to develop an action plan for the process that outlines the steps needed to complete the process. Workshops are offered at the beginning of the school year of certification, usually in mid-September.

Evidence of Standards

The evidence of every standard should be presented in a digital format that is detailed enough for non-educators to see and understand how each standard was met. The process is guided through a LAPSEN consultant, but the approval process is earned through an Evaluation Team who evaluate the evidence throughout the process. A website should be created to digitally display evidence of each

standard. Inclusion of pictures of documentation for all standards is encouraged. Programs should follow the monthly checklists and the on-site visit checklist for required documentation. Feedback from the LAPSEN Consultant throughout the year will aid the program in clarification of meeting each standard.

Earning National Industry Certified Program of Excellence

Programs will earn qualification by meeting the minimum required number of points for every standard. Standards are met by documenting evidence on the program website. Teachers in the program should strive to EXCEED every standard and present more evidence to showcase their EXEMPLARY program. The LAPSEN consultant is a resource for the programs undergoing the process. Communication should be continuous throughout the year of evaluation for questions, concerns, and ideas.

On-site Visit

The process culminates with the team visiting the program to do a final evaluation. The on-site visit date and time is scheduled after collaboration with the school district. All advisory committee members are strongly encouraged to attend the on-site visit. At the end of the visit the team presents the results of the evaluation. If the program achieves certification, they are presented with the Program of Excellence medallion. Programs not ready for evaluation will work on a plan to address deficiencies and are able to work to complete the program. But, not all programs will achieve certification.

Considering the National Industry Certified Program of Excellence

At first, the process may seem daunting! Ask yourself this – is your program awesome? Do you see kids' lives being changed? Then you will probably do well. If you follow the process and do a little each week, then the process is really not that bad. Most teachers report spending roughly 30 minutes a week on the process. One teacher who was a coach – waited until the last month, still got it all done, and passed.

Scan each link below. Are you able to check off most items? Are there some items you cannot check off, but could get caught up to speed during the school year?

What if something on the list is something you cannot achieve? First, you do not have to have perfect scores – there is some leeway. Also, you can still earn the points if you have a plan in place to achieve the points. In many California schools SkillsUSA has not been a part of Law and Public Safety programs. Many programs made plans to add SkillsUSA. That earned them the points. At the end of each year, we have a call with our programs and see how their plans are going. Also, state directors can change requirements in their states. So, something that is not done in a state can be waived. Finally, some exceptional circumstances exist – like Covid, or an alternative school – that we can waive items based on impracticality.

Bottom line – this is not a dog and pony show! We seek to evaluate and recognize great programs.

Scan these – click on the links:

- Standard 1: [Organization and Administration](#)
- Standard 2: [Instructional Staff](#)
- Standard 3: [Facilities, Equipment & Safety](#)
- Standard 4: [Curriculum and Instruction](#)
- Standard 5: [Student Preparation](#)
- Standard 6: [Advisory Committee, Industry and Community](#)

Follow the LAPSEN [newsletter](#) for updates on the application process.

What does it mean to be a National Industry Certified Program of Excellence?

It means you are the best! But with great recognition comes responsibilities (to adapt Spiderman)!

NPE programs are listed on the LAPSEN site. They are the exemplars. We list contact information for each program. As an NPE, programs are expected to mentor other programs and provide guidance. Eventually LAPSEN hopes to have NPE programs listed by identifiers (rural, urban, high ELS, etc.) so similar schools can reach out to those successful with their student groups.

LAPSEN invites NPE programs to participate in various projects. These are the teachers first asked to be on committees, lesson plan projects (which are compensated), industry panels, and much more. At the LAPSEN national conference – NPEs are featured in numerous sessions.



Timeline

Note – timeline assumes SkillsUSA participation. It is possible to earn NPE without SkillsUSA, but it must be approved during the NPE application process.

Spring – year prior to going through evaluation.

- ✓ Check Standards 1-6 to see if you are close enough to qualify.
- ✓ Meet with local school administrators to see if they will support the process.
- ✓ Meet with district CTAE administrators about support.
- ✓ Review state requirements for applications – Georgia and California both have a process.
- ✓ Check with your significant others to see if it is a good time to take on NPE.
- ✓ Plan for SkillsUSA requirement.
- ✓ Apply.
- ✓ Start reviewing standards and gathering evidence.

Ongoing Process



Review Standard



Brainstorm Your
best Materials



Collect Artifacts
that demonstrate



Display on
website



Evaluate Progress

Monthly Process

- Any day of month - request meeting with LAPSEN consultant with questions/issues (they can meet as much as needed).
- 1st start current month's checklist (see below months).
- 7th-14th – feedback will arrive from the LAPSEN consultant on the previous month's checklist.
- 21st – correct any issues from the previous month's checklist.
- Last day of month – make sure all items on the current month's checklist are ready for review by the LAPSEN consultant.

August/September

- ✓ Verify approval.
- ✓ SkillsUSA – plan Chapter of Excellence (CEP) process with student leadership.
- ✓ Identify major roadblocks/issues – look for solutions.
- ✓ Take pictures (get student photo waivers) for the website.
- ✓ Make arrangements to attend NPE training sessions, get approval, sub etc.
- ✓ Who needs to attend NPE training with you? Help them schedule.
- ✓ Who is on your team? Who will support you?
- ✓ Do you have a state equipment list?
 - Do you have a budget for needed equipment or supplies?
- ✓ Who needs to be included in emails about the NPE process/updates?
- ✓ Am I able to have a Google Site and make it open to the public (outside the school network)?
- ✓ Am I able to share documents outside our network?
- ✓ Is there a “go-to” person for technical questions?
- ✓ I know how to use “incognito” to check my links.
- ✓ Start personalizing Home Page
- ✓ Start filling in Team Page
- ✓ Prepare for Standard I: Organization and Administration

October

- ✓ Set SkillsUSA CEP timeline and commit.
- ✓ Set up a website and publish.
- ✓ Set site visit dates with LAPSEN consultant.
- ✓ Verify site visit dates with school and leadership.
- ✓ Attend NPE Training (could be in September)
- ✓ Start collecting photos for the site.
- ✓ Review SkillsUSA CEP – begin planning.
- ✓ Set on-site visitation date.
- ✓ Website is working – template (click here) set up.
- ✓ Schedule a duty day to work on NPE.
- ✓ Set concrete plans for SkillsUSA CEP.
- ✓ Take lots of pictures.
- ✓ As you work with Google Sites and Google drive – it will get easier. The first work on the Home Page takes the longest.
- ✓ Reminder - each section has “cut and pasted” the information from the pack to remind you of what to insert.
- ✓ Evidence - things you should have here.

Complete these sections in October:

Use website template for suggested format.

- ✓ HOME page
 - “Stock” photos replaced with program/school photos.
 - Change template wording to reflect school/program.
 - Change out header and footer with local info.
- ✓ Complete TEAM page on website
 - Photos for each person - try to make them as similar as possible.
 - “Stock” photos replaced with program/school photos.
- ✓ Standard I: Organization and Administration

Review your work and score yourself:

I. Organization and Administration Indicators	Meets Criteria Y/N		Points	
Program Supports upper-level mission statements	N	Y	0	1
Goals appropriate for a program of excellence	N	Y	0	1
The current student/instructor ratio appropriate for teaching occupational skills	N	Y	0	1 2
The program is well promoted within the school, school system, and to prospective students.	N	Y	0 1 2 3 4 5	
Quality program marketing materials and website	N	Y	0 1 2 3 4 5	
Ongoing collaboration between school counseling departments that influence student enrollment in the program in place	N	Y	0	1 2
Proper policies in place for training equipment and materials	N	Y	0	1
Proper budgeting process	N	Y	0	1 2
Plans in place for maintaining and replacing consumables, course content, software, equipment, and/or instructional support materials.,	N	Y	0	1
Evidence of clear communication and collaboration with the advisory committee, local school administration, and district administration	N	Y	0	1 2
18 of 22 possible points are required to pass this section	Total			
Notes:				
	FAIL		PASS	

November

Update Home, Team, and Standard 1 if any feedback is provided.

Complete pages on your webpage:

- ✓ Standard II. Instructional Staff
- ✓ Standard III. Facilities, Equipment & Safety

Review your work and score yourself:

II. Instructional Staff Indicators	Meets Criteria Y/N		Points	
Does the instructor meet all state certifying requirements	N	Y	0	1
The high school LPS teacher is an active member of ACTE, LAPSEN, and SkillsUSA or HOSA	N	Y	0	1 2
The instructor has appropriate current industry certifications and instructor certifications for program needs	N	Y	0	1 2
The instructor has adequate professional development for program needs	N	Y	0	1 2
The instructor has a personal/professional plan to grow as an educator and maintain an industry knowledge base	N	Y	0	1
Instructor attends relevant conferences and training	N	Y	0	1
The system adequately supports instructor’s participation in conferences and training	N	Y	0	1
8 of 10 possible points are required to pass this section	Total			
Notes:				
		FAIL	PASS	

III. Facilities, Equipment & Safety Indicators	Meets Criteria Y/N		Points	
The LPS lab and/or classroom are equipped with updated and functional equipment per state requirements as reflected on the inventory	N	Y	0	1 2
An appropriate equipment replacement plan is available.	N	Y	0	1
There are sufficient consumable materials and supplies	N	Y	0	1
Adequate storage available	N	Y	0	1
Program space meets or exceeds state requirements, or an actionable plan is in place to meet such requirements. In spaces with multiple teachers, space demands are being addressed adequately.	N	Y	0 1 2 3 4 5	
Facilities are clean, organized, and well maintained	N	Y	0	1 2
Each instructor has adequate personal space to plan and work	N	Y	0	1 2
Classroom instructional technology is updated, functional and available			0	1
Students have adequate technology to meet program goals and prepare students for LPS careers	N	Y	0	1
Program spaces are safe and have proper safety equipment			FAIL/PASS	
Forensics labs follow proper science lab safety policies	N	Y	0	1
The accident report policy is available			0	1
Students and staff are aware of emergency procedures			0	1
Chemicals/combustibles are located and stored properly	N	Y	FAIL/PASS	
The classroom and laboratory meet all state and federal safety requirements	N	Y	0	1
Policy for student check-out of equipment			0	1
Tools and equipment mirror what is used in the industry appropriate to skills being taught			0	1 2
19 of 23 possible points are required to pass this section	Total			
Notes:				
Note – 2 items are automatically pass/fail		FAIL	PASS	

December

- ✓ Update Standards 2-3 if any feedback is provided.
- ✓ This is the longest and most time demanding of all the sections. Make sure you use the unit plan template. Your local lesson plan format must be cut and pasted into the LAPSEN template.
- ✓ Send “save the date” to admin, advisory committee, and others on the site visit date and provide details.
- ✓ Complete pages on your webpage:
 - Standard IV. Curriculum and Instruction

Review your work and score yourself:

IV. Curriculum and Instruction Indicators		Meets Criteria Y/N		Points	
Syllabus is appropriate		N	Y	FAIL/PASS	
Program is using state curriculum, prerequisites, and sequences		N	Y	FAIL/PASS	
Students can complete pathway in 3 years		N	Y	FAIL/PASS	
Program implements a clear and intentional literacy plan		N	Y	FAIL/PASS	
Instructor Showcase					
Course Name:					
Unit Plan		Teacher Name:			
Adequately matches standards		N	Y	0	1
Developmentally appropriate		N	Y	0	1
Evidence of differentiation		N	Y	0	1
Evidence of addressing different learning styles		N	Y	0	1 2
Multiple modalities		N	Y	0	1 2
Bias-free instruction and materials		N	Y	0	1
Academic integration		N	Y	0	1
Higher order assessment elements		N	Y	0	1
Multimedia and or technology-based elements		N	Y	0	1
Use of clear and easy-to-understand rubrics		N	Y	0	1
Clear instructions		N	Y	0	1
Content is updated to industry standards		N	Y	0	1
Appropriate materials		N	Y	0	1
Assessments meet educational standards		N	Y	0	1

Evidence assessment is used to drive instruction	N	Y	0	1	2
Unit plan is organized, well thought out, and clear	N	Y	0	1	2
17 of 20 possible points required to pass this section	Total				
Notes:					
	FAIL		PASS		

Remember: each teacher has 2 unit lesson plans.

IV. Curriculum and Instruction Indicators		Meets Criteria Y/N		Points					
Instructor Showcase									
Course Name:									
Unit Plan #2		Teacher Name:							
• Adequately matches standards		N	Y	0	1				
• Developmentally appropriate		N	Y	0	1				
• Evidence of differentiation		N	Y	0	1				
• Evidence of addressing different learning styles		N	Y	0	1 2				
• Multiple modalities		N	Y	0	1 2				
• Bias-free instruction and materials				0	1				
• Academic integration		N	Y	0	1				
• Higher order assessment elements				0	1				
• Multimedia and or technology-based elements		N	Y	0	1				
• Use of clear and easy-to-understand rubrics				0	1				
• Clear instructions				0	1				
• Content is updated to industry standards		N	Y	0	1				
• Appropriate materials		N	Y	0	1				
• Assessments meet educational standards				0	1				
• Evidence assessment is used to drive instruction				0	1 2				
• Unit plan is organized, well thought out, and clear				0	1 2				
17 of 20 possible points are required to pass this section		Total							
Notes:									
			FAIL	PASS					

January/February

Depending on when site visits are – there may be more preparation for site visits in January.

- ✓ Update Standard 4 if any feedback is provided.
- ✓ Send reminders to admin, advisory committee, and others on the site visit date and provide details.
- ✓ Prepare for site visits.
- ✓ Assist with scheduling Zoom calls with Admin, Advisory, & Counseling.
- ✓ Complete pages on your webpage:
 - Standard V. Student Preparation - Employability Skills and Career Development Activities, CTSO
 - Standard VI. Advisory Committee, Industry, and Community

Review your work and score yourself:

V. Student Preparation Indicators	Meets Criteria Y/N		Points	
Cohesive career awareness and employability plan is in place across all courses	N	Y	0	1
Each student has individual career counseling offered	N	Y	0	1
There is a plan in place to ensure students graduate	N	Y	0	1
There is a plan in place to track graduates	N	Y	0	1
The appropriate number of students are passing state-required assessments and/or certification tests or an actionable plan is in place to improve performance	N	Y	0	1 2
Students are offered industry certification opportunities	N	Y	0	1 2
The program has the appropriate number of students complete the pathway	N	Y	0	1
A good number of enrolled students are members of SkillsUSA or HOSA – may be waived with an explanation	N	Y	0	1
Students participate in SkillsUSA State Leadership and Skills Conference	N	Y	0	1
Student leadership participates in at least one out-of-school leadership event or activity that is not a state conference	N	Y	0	1
SkillsUSA chapter achieved at least a bronze level for Chapter/Standards of Excellence Program	N	Y	0	1 2
Students are made aware of career opportunities offered in the community	N	Y	0	1
Students are participating in work-based learning, shadowing, and/or internships	N	Y	0	1

Students have individual career plans and portfolios	N	Y	0	1
Guest speakers from industry and/or field trips are a part of classes	N	Y	0	1
Student recognition is in place such as a student of the month or similar	N	Y	0	1
Students can join NTHS if they qualify & are made aware of the LAPSEN endorsement	N	Y	0	1
16 of 20 possible points are required to pass this section	Total			
Notes:				
	FAIL		PASS	

Review your work and score yourself:

VI. Advisory Committee, Industry and Community Indicators	Meets Criteria Y/N		Points	
The program has an active advisory committee	N	Y	0	1
The program advisory committee is well represented by the community, industry, and reflective of the diversity of the school community	N	Y	0	1
The advisory committee is engaged with program students whether through SkillsUSA/HOSA or similar activities	N	Y	0	1
A public relations plan in place and being implemented	N	Y	0	1
The industry is involved in the program beyond the advisory committee	N	Y	0	1
5 of 5 possible points required to pass this section	Total			
Notes:				
	FAIL		PASS	

February/March

Based upon your site visit date, adjust accordingly.

Goal – 99% of everything is done prior to site visit.

- ✓ Webpage:
 - Update feedback on all Standards.
 - Finalize everything. Website finished.
- ✓ Send reminders to admin, advisory committee, and others on the site visit date and provide details.
- ✓ Assist with any missing Zoom calls with Admin, Advisory, & Counseling.
- ✓ Prepare for site visits.
- ✓ Site Visit.
- ✓ Follow up if required after site visits.

Site Visit Details

Who Should Attend?

Some Suggestions:

- LAPSEN Representative
- State DOE/BOE Representative
- Program Instructors
- School/District CTE Administrator
- School Principal
- Counseling Department Representative
- Local Team Member(s)
- Advisory Committee Member(s)/Industry

Program of Excellence Site Visit Agenda

Sample Agenda (revise to meet your and your student's schedule)

<u>AM</u>	<u>or</u>	<u>PM</u>	<u>Agenda Item</u>	
7:30	1:00		LPS Lab Tour and Review	Team
8:00	1:30		Student interviews	3-5 students
8:30	2:00		Review with program teacher(s)	Program teacher(s)
10:00	3:30		ICPE Presentation	Team, admin, counseling, advisory
10:30	4:00		Presentation of Findings	Team, admin, counseling, advisory

Afternoon visits need to be flexible on time if team is coming from another site visit