

D11 CAREER & TECHNICAL EDUCATION CHECKLIST

The following activities are necessary for quality CTE Programs

1. Complete CTSO documentation fall, spring
2. Summer PD requested
3. WBL reported
4. Certifications reported
5. Prep for 22-23 student follow up reporting
6. Approved all student requests for articulation
7. Submitted 22-23 budget
8. CTE program evaluation

☐ AUGUST, CHECK IF YOUR REQUEST FOR PD IS ON THE LIST

- Check to see if you have a request for PD on the list, or would like to add your name to the list, check out the spreadsheet
 - <https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=FjejtSM eM0u6mmGKVudqGIVd48gASi1AmRP6gwboy8ZURUQ2Q1FRSUXFU0tLSUhRWDVDUkE0VVRSVS4u&Token=184e3c2717314e658b9ca07fceb2234c>
 -
- If you are on the list, NOW is the time to start making booking and accommodations.
 - Email Julie and Duane to get the ball rolling.

☐ September, Last Friday SUBMIT CTSO Program of Work

- Send your CTSO Program of Work to Lynnette Contreras, CC. Duane Roberson
- Confirm by 2nd week in October that your POW has been added to the annual folder:
 - [CTSOs](#)
- Check to see if we've added your public events to the CTE Calendar
- Test

☐ December 15, 2022 Student Earned Certifications

- Send a list of students who have earned certifications. The certification paper is not necessary, but a master list of students and certs with validation from the issuing body is required (think export from the source)
 - I will pull reports from all Certiport, SP/2 certification.

❑ December 15, 2023 WORK-BASED LEARNING FORM COMPLETE

- Per state requirements, see section 3.7 in the CTE Administrator Handbook
 - <http://coloradostateplan.com/wp-content/uploads/2021/09/Administrators-Handbook-2021-22-FINAL-3.pdf>
 - Clinical Experiences • Credit-for-work Experiences • Internships • Pre-apprenticeship • Industry Sponsored Project • Student Based Entrepreneurship (like School Stores in Business/Marketing)
- **You may provide this information in 1 of two ways:**
- **Either use THE FORM LINK HERE which will capture your data for each class period. You will complete multiple submissions for multiple experiences in multiple classes.**
 - <https://forms.office.com/r/id7z7PnbHd>
- **OR you May provide a SPREADSHEET for your entire program using this template here**
 - [22-23 WBL Instructor Reported Spreadsheet.xlsx](#)

❑ December 15, 2022 PLAN FOR 2022-2023 CTE Student Follow Up data collection – High School Only - See complete instructions under May 18 checklist.

❑ May 12, PROGRAM BUDGETS DUE

- Please complete the budget
 - [Budget Template for Pathways.xlsx](#)
 - **PLEASE RESAVE THE BUDGET DRAFT SHEET WITH THE FOLLOWING NAMING CONVENTION:**
 - **SCHOOL_CTE PATHWAY PROGRAM_TEACHER(S) LAST NAME**
 - EXAMPLE: DOHERTY_AUTOMOTIVE_WHEATON
- Check out the budgets I've received to date:

- [22-23 Budget Requests](#)
- Check out the HOW TO instructions here:
 - [CTE BUDGETING INSTRUCTIONS.docx](#)

□ May 19, 2022 Student Earned Certifications

- Send a list of students who have earned certifications. The certification paper is not necessary, but a master list of students and certs with validation from the issuing body is required (think export from the source)
 - I will put reports from all Certiport, SP/2 certification.

□ May 19, 2023 WORK-BASED LEARNING FORM COMPLETE

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□ May 19, 2023 CERTIFICATIONS LIST

- Include lists of students, name of certification, associated course.
- Must provide copy of certification, or document/spreadsheet from vendor
 - I can pull Certiport, SP/2 lists

- This list counts for Career Development Incentive Program if the certification is listed; CCRD and your School Performance Framework with the state.

□ May 19, 2023 PLAN FOR 2022-2023 CTE Student Follow Up data collection – High School Only

- We highly encourage you collecting information from your students at the end of each term so that you can get a head start on CTE follow up data collection next year. We know there have been data continuity issues, but as the glitches get cleaned up, we expect cleaner data moving forward. You should be prepared to report on **any student who has been in your program for four semesters or the equivalent if blocked or extended periods are applicable.**
- CAREER DEVELOPMENT INCENTIVE PROGRAMS (certifications, internships, AP Computer Science tests) requires that we reports for all graduates the following information which parallels the student follow up data: postsecondary institution, military, employment in CTE, employment outside CTE. THE STATE KNOWS this won't be the most accurate data set in the world as it is entirely self-reported by students and we're collecting this data now, before they have actually graduated.
- We've developed a **Microsoft Office Form** to collect this information for you. In the past, we gave CTE instructors a link to a form to copy and own themselves, but now that we need this information immediately for the June 30 CDIP report, the office of CTE will collect the results and provide you a copy now and again in the 22-23 school year when student follow up data is needed.
- PLEASE. Make sure all graduating seniors complete this form. We HIGHLY recommend that you give this to all students in the event hat they move or do not continue in your CTE pathway and are hard to find in the future.

● USE THIS FORM TO GIVE TO STUDENTS

- o <https://forms.office.com/r/qNWZvJDV3j>

● ACCESS THE ORIGINAL FORM, AND RESULTS

- o <https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&m2=1&id=FjejtSMEM0u6mmGKVudqGIVd48gASi1AmRP6gwboy8ZURVNMNUoxQ0tHNkhPRFIEQVMzTk1IWVI1MC4u&analysis=true>

- You can check the results and find other follow up data in the CTE SharePoint folder named "Follow Up"

- [Follow UP](#)

□ June 10, PPSC ARTICULATIONS APPROVED

- Please approve all CTE requests for Articulation before you leave for the summer.
 - Next date for processing is June 5.
- Need Help? Teach the value of postsecondary credential and the role of articulations and matriculation using the updated CTE Lesson plans for your school. You can find your PowerPoint here:
 - [ARTICULATIONS Presentations](#)
- Find everything you need to know on the CTE Articulation website:
 - <https://www.d11.org/Page/11256>

□ May 26, CTE EVALUATION

- Please complete the CTE program evaluation. This is voluntary but your feedback is valuable in helping us determine how to better serve your needs.
 - <https://forms.office.com/r/30dZD6B485>