

Illinois CTE Secondary Program of Study Submission Form

Policy:

In order for CTE programs to be funded with federal Perkins dollars, made available under the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), **programs must meet or be working towards** the State’s definition of size, scope, and quality in order to be deemed an approved program of study, which is described on pages 24-31 of [Illinois’ Perkins V State Plan](#).

Expectations:

Effective August 1, 2023, CTE systems will be eligible for FY25 Perkins funding of CTE programs in their region when they have at least one ISBE approved program of study. The approved program of study must meet the criteria within the size, scope, and quality definitions.

Approval Process:

- Submit this form with appropriate documentation to ISBE CTE staff (cte@isbe.net) by October 1, 2023.
- CTE systems should allow 30 days for review and status determination.
- Upon status determination, ISBE will send a letter to the CTE System Director and Board of Control President.
 - Fully Approved - no further action needed
 - Conditionally Approved – submit evidence of completion for components currently in progress by March 1st, 2024
 - Disapproved – revised submission due 90 days after status notification
- Additional program of study Submission Form(s) can be submitted at any point in the year. However, each EFE region must submit at least one form by October 1, 2023.
- To determine if your program of study meets all requirements, utilize the [Programs of Study Expectations Tool](#). It may be helpful to complete this form as you work through the Expectations Tool.

Instructions: Thoroughly review the terms of the size, scope, and quality criteria. Next to each of the nine quality components, check the box if your program of study meets all terms of the component or is in progress to be implemented by FY25. For each of the components you must provide evidentiary support that you are meeting that component or the plan for implementing that component. While responses include a narrative description, it may also require supporting documentation. The Expectations Tool provides examples of acceptable supporting evidence. Upon completion, submit this form to cte@isbe.net.

CTE System	
CTE System Director Name	
Program of Study Title	
CIP Code	
District(s) Where POS Is Available	

Size Criteria: *(incorporated into the quality components)*

- Local recipients must implement and offer at least one state approved CTE program of study in one of the nationally recognized 16 career clusters.
- All programs of study are aligned to state, regional, or local in-demand sectors using labor market information.
- Class and program enrollment minimums and maximums should be justified by the program of study local advisory committee as appropriate to meet industry labor market and economy needs as presented in the Comprehensive Local Needs Assessment (CLNA).

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- € A program of study is a coordinated, non-duplicative sequence of academic and technical content at the secondary and postsecondary level that:
 - ~ Incorporates challenging state and academic standards;
 - ~ Addresses both academic and technical knowledge and skills, including employability skills;
 - ~ Is aligned with the needs of industries in the economy of the state, region, tribal community, or local area;
 - ~ Progresses in specificity;
 - ~ Has multiple entry and exit points that incorporate credentialing; and
 - ~ Culminates in the attainment of a recognized postsecondary credential.
- € A program of student provides students with a strong experience in and comprehensive understanding of all aspects of an industry.
- € The scope of a program must be specified through curricular development, evaluation, and revision.
- € Program scope must be defined in consultation with all stakeholders, including business and industry.

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<input type="checkbox"/> Yes <input type="checkbox"/> In Progress	<p><u>1. Development and Engagement</u></p> <p>All Programs of Study must be developed through close M and #O. An advisory committee must meet at least annually to review and support programs of study (and/or to consider multiple programs of study within a cluster or related cluster grouping). The advisory committee must review labor market information; provide input on current industry practices; identify high-skill, high-wage, or in-demand occupations and related competencies within the region; consider long-term industry trends and future of work; and participate in the continuous improvement process.</p>	
<input type="checkbox"/> Yes <input type="checkbox"/> In Progress	<p><u>2. Employer-Informed Competencies and Skills</u></p> <p>Programs of Study must that lead to readiness for employment or further education for high-skill, high-wage, or in-demand occupations.</p>	

<input type="checkbox"/> Yes <input type="checkbox"/> In Progress	<p><u>3. Academic Instruction and Supports</u></p> <p>Programs of Study must include challenging academic instruction and student supports and interventions to facilitate successful student progression into and through required coursework and avoid remediation to the extent possible.</p> <p><i>Scope:</i> Programs of study incorporate challenging state academic standards.</p>	
<input type="checkbox"/> Yes <input type="checkbox"/> In Progress	<p><u>4. Recruitment and Access</u></p> <p>Programs of Study must ensure access is equitable and all students are able to receive supports to persist and succeed in CTE courses.</p> <p><i>Size:</i> Class and program enrollment minimums and maximums should be justified by the program of study local advisory committee.</p>	
<input type="checkbox"/> Yes <input type="checkbox"/> In Progress	<p><u>5. Instructional Sequence</u></p> <p>Programs of Study must provide a non-duplicative, fully articulated sequence of courses from K-12 through postsecondary. There must be multiple entry and exit points and stackable credentials must be incorporated.</p> <p>The middle school and secondary program of study course sequence must, at minimum:</p> <ul style="list-style-type: none"> • Provide guidance and instruction on the concept of career clusters and support for student selection of a cluster of interest prior to a cluster-specific orientation (Group 1) or introductory (Group 2) course with related career awareness activities: • Include an orientation (Group 1) or introductory (Group 2) course providing a broad understanding of specific cluster or cluster grouping that applies to the program of study in which the student is enrolled and that includes career exploration; • Include a skills level (Group 3) course developing competencies and skills needed for entry-level employment or further postsecondary education; • Incorporate credit transfer opportunities and/or training for an industry-recognized credential; and • Include instruction and evaluation in safety as appropriate within the curriculum. 	

<input type="checkbox"/> Yes <input type="checkbox"/> In Progress	<p><u>6. Work-Based Learning</u></p> <p>Programs of Study must include a secondary to postsecondary continuum of work-based learning and related authentic learning experiences that includes, at minimum, each of the following:</p> <ul style="list-style-type: none"> • Team-based challenges and/or CTSOs: and • One of more of the following: <ul style="list-style-type: none"> ○ Internships ○ Career-related service learning ○ Paid work experience ○ On-the-job training ○ Incumbent worker training ○ Transitional jobs ○ Apprenticeships (i.e., youth, pre-, registered, non-registered, research) ○ Student-led enterprise ○ Remote work for a client/employer ○ School-based enterprise ○ Cooperative work agreement ○ Clinical experience 	
<input type="checkbox"/> Yes <input type="checkbox"/> In Progress	<p><u>7. Instructors</u></p> <p>Instructors within Programs of Study are qualified, collaborate with industry professionals, and engage in applicable professional learning.</p>	
<input type="checkbox"/> Yes <input type="checkbox"/> In Progress	<p><u>8. Facilities and Equipment</u></p> <p>Programs of Study are offered in appropriate and accessible facilities that use industry standard technology and equipment.</p>	
<input type="checkbox"/> Yes <input type="checkbox"/> In Progress	<p><u>9. Continuous Improvement</u></p> <p>Programs of Study must be continually evaluated and improved upon in collaboration with stakeholders and advisory committees.</p>	