

1) *How do we submit the Program of Study Submission form?*

Please complete the PDF, save it as “EFE# Program of Study Submission” (Ex. EFE1000 Program of Study Submission) and then send the completed PDF as an attachment to [cte@isbe.net](mailto:cte@isbe.net). *Printing the form will only print what is seen contained in the text boxes: the lines of overflow of text in the scrollable sections will not be viewable.*

2) *Who is a contact person to help address questions from the field?*

All questions and inquiries should to be sent to [cte@isbe.net](mailto:cte@isbe.net), where they will be forward to the POS review team.

3) *When will the Expectations Tool link be open and available?*

The Expectations Took and the fillable PDF Program of Study Submission document is available on the ISBE website: [isbe.net](http://isbe.net) -> CTE page -> [Programs of Study](#) -> Program of Study Submission Process

4) *How should I complete the “Evidentiary Support” section on the submission form?*

The Evidentiary Support section should include a narrative description on how the component is embedded into the POS that is being submitted. This should not be an affirmation statement but rather a detailed description how the component is being met within the POS.

5) *Each Quality Component outlines factors needed for support. How many pieces of evidence are required to support the progress in our region?*

The number of evidence documents is dependent on the narrative for each component. Evidence documentation should support the narrative as well as meet the criteria of the component. Please indicate within the evidence document (ex. highlight, underline, etc.) which text the review team should consider; this is especially important when submitting lengthy documents.

6) *Can you use the same piece of evidence for multiple POS components?*

Yes, if the evidence is relatable to multiple components.

7) *How do we upload our evidence when submitting our Quality POS? Email, Portal, other?*

- Evidence documents can be emailed along with the POS submission form. Please title the document file with the quality component that it is associated with. (ex. Evidence for Q1-Q4-Q5, Evidence for Q1).
- Evidence documents can be linked within the submission form. Please ensure that the access level will allow ISBE to open the document.
- Evidence documents can be shared via a link to a SharePoint drive, zip file, or other means. The link should be included in the submission email.

8) *Advisory meeting agendas we presume are acceptable evidence to prove we had a meeting, but explain samples of evidence you are requiring to show facilities and equipment are appropriate and accessible?*

- List of equipment and technology purchased with CTE funding for the POS
- Advisory council meetings minutes/materials including facility and equipment review process
- Pictures of equipment (if applicable)
- Civil Rights Self-Assessment

## Illinois CTE Secondary Program of Study Submission FAQ

9) *After ISBE approves a program of study, does it expire or is it considered valid as long as we're under Perkins V?*

Approved programs of study do not expire unless there are legislative changes under Perkins V. ISBE will monitor the progress and status of approved programs.

10) *How long will the review process take?*

CTE systems should allow 30 days for review and status determination.