

Career and Technical Education Checklist

AREA OF REVIEW	EVIDENCE OF COMPLIANCE	NOTES
The Local Application Process		
Coordination for the local plan process is clearly defined and communicated inside of the established timeline		
The opportunity has been afforded middle/high school principals, directors and educators in the required development of the local plan and approved use of funds.		
Internal controls are in place to ensure the components of the approved local plan are implemented and monitored.		
A copy of the most recent CLNA.		
Evidence is available of participation in the Regional CLNA process.		
Local Advisory Council/Committees		
The LEA has established a CTE Local Advisory Council and Local Advisory Committees which are composed of appropriate membership.		
The Advisory Council has a clearly defined role in planning, implementing and evaluating the LEA's CTE programs within the last 12 months.		
There is evidence of improvements/changes made in CTE programs on the basis of the input provided to the LEA by the Council/Committees within the last 12 months.		
Use of Funds		
Funds are used as set forth in the local plan including any subsequently approved amendments. Evidence of support for special populations. Evidence of support for professional development.		
Approved local plan activities are being implemented in a timely manner and are only		

being used to support State-approved CTE courses or State-recognized CTE programs.		
Local Plan Salaries		
All positions for which salaries are paid with Perkins Funds have been identified and approved in the local plan.		
Job activities and the percentages salary/benefits paid with Perkins funds are appropriate and reflect the approved local plan.		
Completed time and effort records are on file at the local level for any employee whose salary is paid with Perkins funds.		
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Program of Study		
The approved CTE courses are listed on the current year master schedule.		
Memorandum of agreement is accessible between the LEA and postsecondary institution to coordinate and align a coherent, rigorous program leading to an industry-recognized credential or certificate at the postsecondary level, or an associate/baccalaureate degree.		
Evidence that the LEA provides guidance and information to students and parents to consider available options for pursuing CTE.		
Equipment		
All equipment purchased with state/federal funds is used to initiate new or improve existing CTE courses/programs.		
Equipment purchased is being used as outlined in local plan and reflected on the State-approved physical inventory list.		
Disposition guidelines are used for equipment no longer used/inoperable/obsolete.		
Reporting Expenditures		
CTE expenditure reports are submitted quarterly to OCTE.		

Expenditures are made within the fiscal year covered by the local plan.		
Local funds are used to support the LEA		
Data Quality		
An effective process is used to report, collect and ensure accuracy of CTE Student data.		
Personnel responsible for collecting and entering data are trained.		
Data Analysis		
The LEA's most recent Perkins Performance Report is available for review with the submitted Local Improvement Plan.		
The LEA reviews/analyzes and shares all accountability indicators to all stakeholders.		
Perkins funds are budgeted and used to improve performance in areas that the LEA failed to meet performance goals.		
Work Based Learning		
Evidence of a minimum of 40 practical experience hours or the highest number of hours required by the industry-defined competencies and is included in a unit of credit in the career pathway related to the work-based placement.		
Evidence that WBL placement is aligned to the career pathway in the student's IGP.		
Performance evaluation that is created from the training agreement as defined by a score of 3 or higher on a scale of 1–5.		
Evidence that students have earned a minimum of one unit in the pathway related to the work-based placement or completed a personal pathway of study.		
Special Population		
Evidence that Special Populations are supported in the Local Application. Evidence that Districts are able to identify students in special population. Employment opportunities are developed/shared with special populations.		

Evidence programs are designed to enable special populations to meet the local levels of performance.		
Professional Development		
Evidence that LEA has provided opportunities for staff to gain knowledge and skills necessary to enable students to succeed in CTE.		
Industry Credentials		
Evidence that LEA has provided educators with opportunities to gain knowledge and skills necessary for industry credentials.		

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