



APPLICATION FOR APPROVAL OF ADDITIONS OR CHANGES TO CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The purpose of this form is to request changes or additions to existing programs of study identified in the Nevada CTE Course Catalog, the development of a new program of study, or to sunset an existing program of study statewide. Please return this completed form to the Director of Office of Career Readiness, Adult Learning, and Education Options.

REQUESTING ORGANIZATION INFORMATION

SCHOOL DISTRICT/ORGANIZATION:

CONTACT PERSON AND TITLE:

EMAIL ADDRESS AND TELEPHONE NUMBER:

PROGRAM INFORMATION

TYPE OF REQUEST:

- Change to existing program of study (already listed in Nevada CTE Course Catalog)
 - Name change
 - Course description modification
 - Other (describe):

- Development of a new program of study (not currently listed in the Nevada CTE Course Catalog)
- Sunset of CTE program of study

CAREER CLUSTER:

- | | |
|---|--|
| <input type="checkbox"/> Agriculture, Food and Natural Resources | <input type="checkbox"/> Hospitality and Human Services |
| <input type="checkbox"/> Architecture and Construction | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Arts, A/V Technology, and Communications | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Business and Marketing Education | <input type="checkbox"/> Law, Public Safety, Corrections, and Security |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Government and Public Administration | <input type="checkbox"/> Science, Technology, Engineering, and Mathematics |
| <input type="checkbox"/> Health Science and Public Safety | <input type="checkbox"/> Transportation, Distribution, and Logistics |

PROGRAM OF STUDY NAME:

JUSTIFICATION – PLEASE PROVIDE THE FOLLOWING INFORMATION IN A SEPARATE DOCUMENT:

INSTRUCTIONS: In a separate document, write a brief narrative addressing the criteria questions below as applicable in a-c. The narrative should provide rationale for the request to change, add, or sunset a program of study.

- a. To request a change to an existing program of study, describe the impact of the change by addressing, at minimum, criteria 1, 2, 3c, 3d, 4, 5, 7, and 9.
- b. To request the development of a new program of study, address all criteria questions below to describe the rationale for development of said program.
- c. To request the sunset of an existing program of study, address at minimum criteria 2, 3b, 3c, and 4 – 9 to justify the request.

CRITERIA:

1. Career development and guidance:

What is the proposed timeline to implement this change?
How many students will be impacted in each year of the program?
If requested changes impact students in an existing program, explain what happens to those students.
How will students migrate from one level to the next, or one program to another?

2. Program and instruction (standards and aligned curriculum):

What impact does the change have on state standards?
Why is the requested change necessary?
For development of NEW programs of study, include program objectives and major units of instruction or topics to be covered.

3. Postsecondary readiness:

- a. Alignment to postsecondary programs:
Is there a college or degree program aligned to this program in the Nevada System of Higher Education (NSHE) system?
Describe the impact of the requested change to existing articulation or dual credit agreements.
- b. Industry-recognized credentials:
What Nevada recognized industry certifications on the Governor’s Office of Workforce Innovation (GOWINN) list are available for the program named?
For development of NEW programs of study, will the program and standards prepare students for industry certifications? If so, which one(s)?
- c. Alignment to priority career pathways identified by Governor’s Office of Workforce Innovation (GOWINN):
How does this change request impact the identified priority career pathways?
- d. Alignment to workforce training needs; e.g., high demand occupations:
How does this requested change address the in-demand occupations either regionally or statewide?
For development of NEW programs of study, provide evidence of direct alignment to in demand occupations identified by GOWINN and regional employers.

4. Leadership development:

Is there a Career and Technical Student Organization (CTSO) identified that aligns to this program?
What impact will the requested change have on CTSO membership?
For development of NEW programs of study, what is the plan for CTSOs aligned to the program?

5. Educational personnel:

How does the change impact current personnel?
For development of NEW programs of study, are there qualified teachers available?
Is there a current teaching endorsement appropriate for this new program?
What work experience and/or certifications should a teacher have?

6. Program planning and promotion:

How will students/parents be informed of changes?
What planning is needed in order to implement the change?

7. Facilities, equipment, instructional materials, and classroom supplies:

For development of NEW programs of study: Is there adequate space and resources to teach to the standards?
For SUNSETTING a program, describe the plan to relocate equipment, supplies, etc. to another CTE program.



8. Community and business and industry partnerships:

Provide evidence of support from business/industry, advisory committees, and other community partners.

9. Evaluation systems and accountability:

Provide enrollment and completion numbers to support the rationale for the requested change.

For development of NEW programs of study, provide survey results or other indication of student and school support.

ASSURANCES:

Program approval and funding, if applicable, is contingent upon compliance with the following assurances:

1. The applicant (district/organization) commits to supporting this request for change, addition or sunseting for a minimum of three years.
2. All related state skill standards have been examined thoroughly prior to making this request.
3. The advisory committee/council has provided input to support this request.
4. Students, parents, and teachers have provided input to support this request.

CONTACT PERSON SIGNATURE: _____

DATE: _____

TECHNICAL ASSISTANCE:

For assistance in program development or implementation, contact the appropriate programs professional:

Agricultural, Food, and Natural Resources	Kristina Carey	775-687-7281	kcarey@doe.nv.gov
Architecture and Construction	Denise Burton	775-687-5726	dburton@doe.nv.gov
Arts, A/V Technology, and Communications	Cindi Chang	702-486-7982	cchang@doe.nv.gov
Business Management and Administration	Kristina Carey	775-687-7281	kcarey@doe.nv.gov
Education and Training	Karen Chessell	775-687-7298	kchessell@doe.nv.gov
Finance	Kristina Carey	775-687-7281	kcarey@doe.nv.gov
Government and Public Administration	Jennifer Fisk	702-486-6625	jennifer.fisk@doe.nv.gov
Health Science and Public Safety	Jennifer Fisk	702-486-6625	jennifer.fisk@doe.nv.gov
Hospitality and Tourism	Karen Chessell	775-687-7298	kchessell@doe.nv.gov
Human Services	Karen Chessell	775-687-7298	kchessell@doe.nv.gov
Information and Media Technologies	Cindi Chang	702-486-7982	cchang@doe.nv.gov
Law, Public Safety, Corrections, and Security	Jennifer Fisk	702-486-6625	jennifer.fisk@doe.nv.gov
Manufacturing	Denise Burton	775-687-5726	dburton@doe.nv.gov
Marketing	Kristina Carey	775-687-7281	kcarey@doe.nv.gov
Science, Technology, Engineering, and Mathematics	Denise Burton	775-687-5726	dburton@doe.nv.gov
Transportation, Distribution, and Logistics	Denise Burton	775-687-5726	dburton@doe.nv.gov
Data Management	Tannaz Rezai	702-486-7685	trezai@doe.nv.gov

FOR NDE USE ONLY:

Require changes to NAC 389.803?

- YES
- NO

PROGRAM AREA PROFESSIONAL:

- APPROVE
- DISAPPROVE

INITIAL: _____ DATE: _____

CATALOG EPP:

- APPROVE
- DISAPPROVE

INITIAL: _____ DATE: _____