# CTE Quality Program Review
## Evidence Materials List for On-site Visits

Please submit the following information (evidence) for each of the CTE programs (all levels) at your school, administration, and counselors.  One of the items listed for each standard is required as evidence.  This information must be submitted **60 days prior** to your initial on-site visit date which is provided in your notification letter.  The evidence will be reviewed prior to the on-site visit.  We will notify school administration of missing evidence in the digital conference meeting and agenda briefing.  Late or missing evidence will result in longer interviews and potential delays in the final report process.  Some evidence, such as lesson plans or photos, may be used for more than one standard.  Name the file to include the school, program, and standard(s) it covers (e.g., CHS_AutoTech_QPS2.5-2.7_3.5).  *Any documents with Personally Identifiable Information (PII), such as Student ID Numbers, Student Birthdates, etc., must be submitted via each district's Bighorn Portal.*

**Annual Report** (current Comprehensive CTE Programs Self-Assessment Annual Report for the school, submitted by administration)

**Self-Assessment Tool** (for each CTE program offered, completed by administration [**A**], counselor [**C**], and teacher [**T**])

## 1.0 Career Guidance *(one piece of evidence per standard/indicator)*

| Indicator | Examples of Evidence | A | C | T |
|---|---|---|---|---|
| **1.1 Initiation of Guidance Services** | • Freshman scheduling calendar<br>•  Use of American School Counseling Association (ASCA) Career Conversation Starters (or equivalent) | | X | |
| **1.2 Academic Plan** | • Sign in sheet for career planning tool usage<br>• Lesson plan for career research or planning lesson<br>• CTE Programs of Study | | X | |
| **1.3 Collaboration of Stakeholders** | • Lesson plan for career planning activities with counselor involvement<br>• Schedule/agenda for collaboration meeting between stakeholders | | X | X |
| **1.4 Integration of Career Development** | • Use of American School Counseling Association (ASCA) Career Conversation Starters (or equivalent)<br>• Lesson plan or evidence from a lesson for Employability Skills Activities<br>• Lesson plan or evidence from a lesson for Career Planning Activities<br>• Career Development Plan for a student<br>• Interest Inventory | | X | X |

| Indicator | Examples of Evidence | A | C | T |
|---|---|---|---|---|
| **1.5 Career Center** | • Tour of Career Center facilities<br>• Career planning tools<br>• Flyers or schedule showing career fairs/mock interviews<br>• Industry tours / guest speakers<br>• Picture(s) and example materials from Career Center | | X | |

## 2.0 Program and Instruction *(one piece of evidence per standard/indicator)*

| Indicator | Examples of Evidence | A | C | T |
|---|---|---|---|---|
| **2.1 Program Accessibility** | • Enrollment demographics (without PII)<br>• Marketing documents used for recruiting<br>• School demographic and special population data<br>• Program demographic and special population data<br>• Evidence of collaboration with Special Education (without PII) | | X | X |
| **2.2 CTE Program Course Sequence** | • Program enrollment data by course (without PII)<br>• Course catalog or school link showing program sequence | X | X | X |
| **2.3 Student Enrollment** | • Class Rosters (without PII)<br>• Enrollment numbers from data<br>• Picture of classroom in use | X | X | X |
| **2.4 CTE Program Elements** | To meet standards, at least 4 of the following must be included *(all evidence can be included in one document)*:<br><br>• Program Description<br>• Program Goals<br>• Course Syllabi<br>• Course Objectives<br>• Student Learning Outcomes<br>• Description of Instructional Methods/Strategies<br>• Student Evaluation Procedures<br><br>Items that may be included:<br><br>• Program documents<br>• Scope and goals<br>• Course syllabi for all levels (*evidence can all be in one document) | | | X |

| Indicator | Examples of Evidence | A | C | T |
|---|---|---|---|---|
| **2.5 CTE Course Curriculum** | <ul><li>Lesson plan with alignment to state standards (including Employability Skills for Career Readiness)</li><li>Curriculum examples (including samples or screenshots)</li><li>Name of the NDE approved curriculum being used</li></ul> | | | X |
| **2.6 Instructional Methods** | <ul><li>Screenshot or example from digital method being used</li><li>Lesson plan</li><li>Example of student work (without PII)</li><li>Curriculum Examples</li><li>Course Syllabi</li></ul> | | | X |
| **2.7 Instructional Improvement** | <ul><li>Copy of test results / student feedback being used to improve instruction (without PII)</li><li>Copy of activity using student feedback</li><li>Lesson plan showing adjustment(s) based on feedback</li></ul> | | | X |
| **2.8 Learning Environment** | <ul><li>Classroom procedures</li><li>Pictures of classroom and lab environment (4 photos max)</li></ul> | | | X |
| **2.9 Availability of Technology** | <ul><li>Inventory sheet showing industry-standard equipment</li><li>Examples of technology used</li></ul> | | | X |
| **2.10 Work-based Learning** | <ul><li>Pictures or flyers from work-based learning (WBL) activities</li><li>Examples of simulations or virtual interviews/activities</li><li>Agenda for workplace tour</li></ul> | | | X |
| **2.11 Industry Certifications** | <ul><li>List with number of students who took credential test (without PII)</li><li>Copy of certification/credential earned by student (only 1 needed without PII)</li><li>Curriculum documents for the certification</li></ul> | | | X |
| **2.12 Work Experience** | <ul><li>School course catalog showing CTE Work Experience class offered</li><li>Training plans and/or training agreements</li><li>Employer evaluations</li><li>Documentation of WBL site visit(s)</li></ul> | | X | X |
| **2.13 Postsecondary Credit** | <ul><li>Course catalog showing CTE dual credit options</li><li>Copy of program specific Articulation Agreement information</li><li>CTE dual credit evidence</li><li>Meeting agenda/minutes</li><li>Copy of Advanced Placement (AP) evidence (CTE courses only)</li><li>Data on numbers of credits earned</li></ul> | | X | X |

| Indicator | Examples of Evidence | A | C | T |
|---|---|---|---|---|
| **2.14 Program Accreditation/ Certification** | **Only applicable if program requires Accreditation or Certification from a 3<sup>rd</sup> Party** <br>• Copy of Accreditation Letters / Plaques or other documentation<br>• Annual or biennial inspection form | | | X |

## 3.0 Leadership Development *(one piece of evidence per standard/indicator)*

| Indicator | Examples of Evidence | A | C | T |
|---|---|---|---|---|
| **3.1 CTSO Chapter Establishment** | • CTSO Roster showing students program area (without PII)<br>• Roster from National CTSO (without PII)<br>• Pictures from event(s)<br>• Event flyers | | | X |
| **3.2 CTSO Advisor Participation** | • Copy of teacher CTSO Membership card<br>• Roster showing advisor's name<br>• Receipt for payment | | | X |
| **3.3 CTSO Student Membership** | • Student list of participants with unique student identification numbers only<br>• List of student participants from program area (without PII) | | | X |
| **3.4 CTSO Student Member Participation** | • CTSO meeting minutes/attendance with either student identification numbers or other identifying data (without PII)<br><br>• CTSO event sign in sheets<br>• CTSO event documentation<br>• Registration for State Event | | | X |
| **3.5 CTSO Integration** | • CTSO Program of Activities<br>• Curriculum materials<br>• Lesson plan | | | X |

## 4.0 Educational Personnel *(one piece of evidence per standard/indicator)*

| Indicator | Examples of Evidence | A | C | T |
|---|---|---|---|---|
| 4.1 Teacher Licensing | • Copy of teacher license or printout from OPAL<br>• Endorsement documentation in progress due to regulation change | | | X |
| 4.2 Professional Development Plan | • Confirmation of Professional Development Plan (PDP) documentation<br>• Professional Growth Plan (PGP) "Opt-in" (screenshot) (CCSD only) | | | X |
| 4.3 Professional Development Plan | • In-service certificates<br>• Conference registrations or agendas | | | X |
| 4.4 Professional Membership | • Professional membership card or receipt<br>• Organization meeting minutes<br>• Screenshot of website showing office held | | | X |

## 5.0 Program Planning & Promotion *(one piece of evidence per standard/indicator)*

| Indicator | Examples of Evidence | A | C | T |
|---|---|---|---|---|
| 5.1 Budgeting | • Describe program funding and process for determining Local Budget<br>• Uses of Funds Guidance Documents (Federal and State) | X | | |
| 5.2 Uses of Funds | • Program or school local budget<br>• Uses of Funds Guidance Document | | | X |
| 5.3 Student Recruitment & Sustainability | • Recruitment plan / activities<br>• Sustainability plan / activities<br>• Marketing materials<br>• Recruiting data | X | X | |
| 5.4 Promotional Strategies and Materials | • Promotional plan / activities<br>• Marketing materials<br>• Brochures / videos / websites links | | | X |
| 5.5 Program Promotion | • Promotional documents / notes<br>• Programs or agendas | | | X |

## 6.0 Facilities, Equipment, and Instructional Materials and Supplies *(one piece of evidence per standard/indicator)*

| Indicator | Examples of Evidence | A | C | T |
|---|---|:-:|:-:|:-:|
| **6.1 Accessibility** | • Fire Inspection Report<br>• Virtual – Technology Plan to meet needs of students (including internet options)<br>• Virtual – lab facilities, as needed | X |  | X |
| **6.2 Safety** | • Facility floor plan<br>• Student safety test results<br>• Evacuation plan<br>• Digital Citizenship and/or Safety Policy | X |  | X |
| **6.3 Instructional Tools, Equipment, and supplies** | • Tool lists<br>• Inventory lists<br>• Supply lists<br>• Photo(s) of facility w/tools |  |  | X |
| **6.4 Inspection and Maintenance** | • Tool list<br>• Inspection checklists with date(s) of inspection<br>• Inventory list | X |  | X |
| **6.5 Program and Equipment Enhancement** | • Local replacement plan<br>• Replacement policy | X |  | X |
| **6.6 Storage Space** | • Facility floor plan<br>• Photo of storage space | X |  | X |
| **6.7 Inventory** | • Inventory lists | X |  | X |

## 7.0 Community, Business, and Industry Partnerships *(one piece of evidence per standard/indicator)*

| Indicator | Examples of Evidence | A | C | T |
|---|---|:-:|:-:|:-:|
| **7.1 Advisory Technical Skills Committee (ATSC) Membership** | • ATSC Minutes<br>• ATSC Bylaws<br>• ATSC Member list | X | | |
| **7.2 Advisory Technical Skills Committee Input** | • ATSC Minutes<br>• ATSC Recommendations | X | | |
| **7.3 Advisory Technical Skills Committee Actions** | • ATSC Minutes<br>• ATSC Recommendations<br>• Evidence showing how recommendations were followed | X | | |
| **7.4 Advisory Technical Skills Committee Recommendations** | • ATSC Minutes<br>• ATSC Recommendations | | | X |
| **7.5 Joint Technical Skills Advisory Committee (JTSC)** | • JTSC Minutes / Agenda(s)<br>• JTSC Recommendations | | | X |
| **7.6 Program Level Industry Committees (PLIC)** | • PLIC Membership List<br>• PLIC Minutes / Agenda(s) | X | | X |
| **7.7 Business and Industry Partnerships** | • Documentation of partnership(s)<br>• Pictures / notes from activities | X | | X |

## 8.0 Evaluation Systems and Accountability *(one piece of evidence per standard/indicator?)*

| Indicator | Examples of Evidence | A | C | T |
|---|---|:---:|:---:|:---:|
| **8.1 Program Evaluation** | • Documentation of Program Evaluation Plan<br>• Program evaluation data<br>• QPS Self-Evaluation and/or Annual Report showing notation on program evaluation | X | | X |
| **8.2 Student Feedback** | • Student feedback data (without PII)<br>• Example of student feedback collection method | X | | X |
| **8.3 Student Follow-up** | • Student follow-up method of collection<br>• Student follow-up data (without PII) | X | X | X |
| **8.4 Retention and Completion** | Data to be collected by NDE *<br><br>• Concentrator data<br>• Completer data | | | |
| **8.5 Workplace Readiness Skills Assessment Participation Rate** | Data to be collected by NDE *<br><br>• Student enrollment data (without PII)<br>• Student assessment data (without PII) | | | |
| **8.6 Workplace Readiness Skills Assessment Pass Rate** | Data to be collected by NDE *<br><br>• Student enrollment data (without PII)<br>• Student assessment data (without PII) | | | |
| **8.7 End of Program (EOP) Technical Assessment Participation Rate** | Data to be collected by NDE *<br><br>• Student enrollment data (without PII)<br>• Student assessment data (without PII) | | | |
| **8.8 End of Program (EOP) Technical Assessment Pass Rate** | Data to be collected by NDE *<br><br>• Student enrollment data (without PII)<br>• Student assessment data (without PII) | | | |
| **8.9 Certificate of Skill Attainment** | Data to be collected by NDE *<br><br>• Student enrollment data (without PII)<br>• Completer data | | | |

**\* Note**: For 8.4 to 8.9, NDE will collect data for the on-site visit (supplemented by school/district data, where applicable). LEAs are responsible for collecting and reviewing this information for their annual program review (Annual Report).