

# Secondary Career and Technical Education Program Approval

## 24 P.S. §25-2502.8

**DATE OF ISSUE:** July 1, 2001  
REPLACES: Secondary Vocational-Technical Education Program Approval BEC 24 P.S. §25-2502.8, issued September 1, 1997

### PURPOSE

The purpose of this Basic Education Circular is to provide the procedures for approval of career and technical programs.

The procedures outlined below are on-line and referred to as the Career and Technical Education Information System (CATS), effective beginning with the 2001-2002 school year.

### PROCEDURES

#### STEP 1 – STRATEGIC PLANNING: LIST OF CAREER AND TECHNICAL EDUCATION PROGRAMS

List the proposed career and technical education programs contained in the local strategic plan as required in 22 Pa. Code §4.13.

#### STEP 2 – CAREER AND TECHNICAL PROGRAMS: APPROVAL

Items that must be submitted include the following:

- An Action Plan describing the planned delivery of the career and technical education programs described in the strategic action plan
- The Pennsylvania Secondary Career and Technical Education Program Approval Form (PDE-320), with signed assurances that the State Board of Education regulations will be met
- A plan for program evaluation
- A list of occupations related to programs schools plan to offer, which are identified by the Classification of Instructional Program (CIP) codes
- Standards for each CIP code based on an occupational analysis
- The source of the occupational analysis used to determine the Standards
- A series of planned academic and technical course for each CIP code
- Secondary and post-secondary scope and sequence for tech prep plans of delivery
- National program certifications, where applicable

#### STEP 3 - DATA: REPORTING REQUIREMENTS

All schools are required to adhere to the following reporting requirements:

- PDE course reporting (all students)
- Career and Technical Education Management Information System (CATS), as required
- State Performance Measures and Standards, to include each of the following:  
(1) Technical competency skills (NOCTI or industry-based certification)

- (2) Basic academic skills per the Pennsylvania System of School Assessment (PSSA)
- (3) Advanced academic courses in math, science and reading, writing, listening and speaking
- (4) Program completion rate
- (5) Program placement rate
- Child Accounting for state reimbursement
- Local Education Agency (LEA) evaluation and follow-up
- Student work credentials, where available

#### **STEP 4 - PERFORMANCE REVIEW: STATE AND LOCAL ANALYSIS**

The Bureau of Career and Technical Education (BCTE) will determine the need for periodic technical assistance visits. During these visits staff will review:

- Data to support program approval assurances, program sequences, evaluation processes (including data from the State Performance Measures and Standards, where applicable), and processes for issuing work credentials where employed
- Planned instruction PA Code 4.11 (h)
- Occupational advisory committee minutes
- Teaching certificates
- Provisions for support of special populations
- Implementing strategies for the integration of academic and vocational education
- Applicable articulation agreements
- Student educational and occupational objectives

Schools with programs not conforming to the above elements will be notified in writing and required to submit an improvement plan. After the BCTE approves the improvement plan, the school must document that it is taking corrective action.

The BCTE periodically will monitor implementation of the improvement plan to determine if there is a need to provide (1) continued approval, or to (2) withdraw approval. A school may reapply for program approval following a one-year withdrawal.

#### **REFERENCES:**

##### **Purdon's Statutes**

- 24 P.S. Sections 18-1810 - 18-1811
- 24 P.S. § 18-1803.1
- 24 P.S. § 25-2502.8

##### **State Board of Education Regulations**

[22 Pa. Code § 4.13](#)

[22 Pa. Code Sections 4.31, 4.32, 4.33, 4.34 & 4.35](#)

##### **Federal Statute**

Carl D. Perkins Vocational and Applied Technology Education Act of 1998

**CONTACT BUREAU/OFFICE:**

Systems Delivery Division  
Bureau of Career and Technical Education  
Pennsylvania Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333  
Phone: (717) 787-8804  
TTY: (717) 783-8445