



## Career and Technical Education Information System (CATS) Secondary Program Approval Instructions

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### Contact Information

Complete the required contact information for the CATS facilitator, including contact name, job title, phone number, and email address. The CATS facilitator is considered the “go-to” individual who is knowledgeable about all submitted and approved program data at the local education agency (LEA). Contact information should be updated in CATS as changes occur. The school administrator information is pre-populated from EdNAv2. Click on [Save], and then click [Next] or [Program List] tab to proceed to the Program List page.

### Program List

To add a new secondary program, click on the [Add Program] button on the Program List page and the Program Details page will appear. Select a Program Cluster in the [Select a Cluster] dropdown box. Or to select the Program Area, click on the [By Program Area] button, and then select the desired Program Area in the Select a Program Area dropdown box. Choose the specific Classification of Instructional Program (CIP) code that will be added. Next select the program type, either Program of Study (POS) or Tech Prep. If this is a 3-4 year program, a POS, and is part of a pathway, click the [yes] button. If the program will not start until a future year, click on the start School Year dropdown box and select the desired year. [Save] all completed information before continuing to the next screen.

**Note:** Is this POS part of a pathway delivery at your school? Respond to the following question, “Is this POS part of a pathway?” This automatically defaults to no. If the answer is yes, remember you must complete additional tasks in the specific information tab and the scope and sequence tab for approval to occur. A pathway consists of a minimum of two Pennsylvania related POS CIPs.

**Note:** Adding or submitting a program request does not ensure that the program will be approved. Programs that are not approved are not eligible to earn Secondary Career and Technical Education Subsidy.

### Program Data

In order to enter or edit data for an existing approved program, click on the year link (Ex. [2013-2014]) for the CIP code for which you want to enter or edit data and the Program Detail page will appear. From this page, you can access the various data element tabs (Program Specific Info, Scope and Sequence, Certifications, Sponsors, Industry Accreditation and Comments) in order to enter or edit data for previously approved programs.

## Specific Information

Insert the requested information in the following eight blocks on the Program Specific page:

### 1. Labor Market/Occupational Advisory Committee/Pathway (if applicable)

#### Labor Market:

Enter the following Act 67 statement to verify that there is a local need for the program:

“This program will provide at least two letters of support from local employers who agree that the program prepares graduates to be qualified employees and the program meets their needs, as well as the needs of the community.” Letters must be on company letterhead, and on file at the LEA.

#### Occupational Advisory Committee:

List the name, job title, and place of employment or organization of all Joint Operating or School District Board-approved members serving on your Occupational Advisory Committee (OAC).

Members should include at least **four** individuals who are currently working in the occupation for which training is being provided, management/labor personnel, CTE students and graduates of the program, members-at-large from the community, and postsecondary representatives. Three options will be available to list here:

Choice 1: Each OAC will have a representative from the postsecondary institution, the Workforce Development Board (WDB), and the civic organization identified by name and organization/institution. Documentation would be agenda and minutes with a sign-in page.

Choice 2: The OAC members will be authorized separately by each organization, WDB, postsecondary institution, and the civic organization with documentation/letters of support provided in program binders for the Approved Program Evaluation. A letter from the WDB, civic organization, and postsecondary organizations must be provided.

Choice 3: The OAC members are authorized by the LAC and appointed by the Board with documentation provided in binders for the Approved Program Evaluation. OAC members will be authorized by the LAC and documented in the minutes

Regulation requires the Joint Operating Committee to appoint the OAC members, in addition to the authorization by the WDB, civic organization, and higher education.

Provide the date of the most recent Occupational Advisory Committee meeting.

#### Pathway:

All programs in the pathway must be an approved POS delivery. List the [POS CIPs](#) in the pathway. CIPs identified as a pathway must offer the same foundational curriculum during the first year. The scope and sequence must show the identical classes/courses the first year for all programs in the pathway.

### 2. Occupational Analysis Data/Student Technical Competencies

#### Occupational Analysis Data:

If the program is not a POS, describe the occupational analysis performed to develop curriculum and competencies for this program. Sources include Occupational Advisory Committee recommendations and a Developing a Curriculum process. [Career and Technical Education Consortium of States or Multistate Academic and Vocational Curriculum

Consortium, or other curriculum consortia, national scans of specific program standards (e.g. O\*NET), related industry certifications, and end-of-program assessments.] Curriculum and competencies developed should correlate with those identified within the specific CIP description.

### Student Technical Competencies:

If the CIP is under the POS program type, enter the following statement: ***“This program offers the curriculum framework as prescribed by the Program of Study for this CIP code.”*** Also include any additional competencies recommended by the Occupational Advisory Committee. If the CIP is under the Tech Prep program type, list the major technical competencies and/or skills students will perform in this program using the occupational analysis data as the basis for developing the career and technical portion of the scope and sequence.

***Note: If the CIP code being entered is 51.9999 Health Professions and Related Clinical Sciences, Other; 51.0899 Health/Medical Assisting Services, Other; or 51.3902 Nursing Assistant/Aide and Patient Care Assistant/Aide, the following phrase must be added – “This program offers the NATCEP OBRA and Act 14 objectives approved for [X number of hours].”***

### 3. Accountability Targets

For new program approval requests, identify the PDE-approved end-of-program assessment by assessment title and number, along with the expected level of student performance, as well as the expected level of student performance on the state academic assessments.

For existing programs, new delivery types and re-approval, indicate whether the program attained: its annual targets (Annual Measurable Objective status and/or Perkins performance indicators) pursuant to the standards for skill attainment (NOCTI/NIMS), academic assessment, secondary school completion and student graduation, placement, and nontraditional participation and completion.

### 4. Number of Prospective Students

Indicate the number of prospective students who will be in the program and will complete an Educational and Occupational Objectives form. A student must complete an Educational and Occupational Objective form to be considered enrolled in an Approved Secondary Vocational-Technical Education Program.

### 5. Equipment, Technology and Resources

List the **major** equipment, tools, software and resources utilized in this program. Identify the number of work stations and provide laboratory dimensions.

### 6. Support Service

Describe the level of CTE teacher involvement with the development of a student’s individualized education program (IEP) beginning with the student’s CTE program selection, and indicate the guidance and support services that are available to all CTE students.

### 7. Career and Technical Student Organizations

Identify the active career and technical student organization affiliation(s) for this program.

## 8. Advisory Committees

Describe the advisory committees that meet on a regular basis to discuss and plan for CTE programs. Examples include Local Advisory Committee, Joint Operating Committee, Professional Advisory Committee, etc. **Do not** duplicate the Occupational Advisory Committee information here as it is entered in the first section. List how often the committees meet and topics discussed; do not list members.

Save after this section has been completed. Proceed to the Articulation Agreement Information page by clicking on [Next] or the [scope and sequence] tab.

## Articulation Agreement Information

Respond to the question, “Does this school have any Articulation Agreements with any other Institution?” by checking either the [Yes] or [No] button. If the answer is Yes, click on the dropdown box under the “Articulation Agreement with” heading and select the postsecondary institution name or Statewide Articulation Agreement. If the CIP is the POS program delivery, you **must** select the Statewide Articulation Agreement. Also, select and include all other postsecondary institutions that are being offered as a one-to-one articulation. Click on the [Add] button under the Action heading and select the postsecondary institution name associated with the articulation agreement. To edit a previously approved program articulation; Click on the [scope and sequence] link under the Document heading and enter the data and/or changes and save.

## Scope and Sequence

### Secondary Scope and Sequence

Using the competency/task list designed for POS delivery or the CIP description, enter the major units and hours by grade that will make up the program according to the school's scheduling pattern. The technical scope and sequence hours must comply with the hourly requirements as identified in the Pennsylvania Code (22 Pa. Code § 339.22(a)(9)) “Vocational Education Standards.” Each list must include career and technical content in a coordinated, non-duplicative progression. Enter appropriate pathway delivery information, the first year will show the same course information for all programs within the pathway delivery. The following years in the pathway scope and sequence will be specific to the CIP description and POS standards. Complete the academic portion of the scope and sequence for four years. The secondary scope and sequence information will automatically populate to any additional secondary scope and sequence for all other postsecondary institutions that are entered for the CIP.

After completing the secondary scope and sequence, click on [Next] or the [Postsecondary Institution] tab to proceed to the postsecondary scope and sequence.

### Postsecondary Scope and Sequence

To complete the postsecondary portion of the Scope and Sequence for POS Statewide Articulation, enter TBD (To Be Determined) in the first cell under the “First Semester.”

To complete the postsecondary portion for Tech Prep and/or additional one-to-one dual enrollment or articulation agreements under a POS delivery type, enter the course number and course title for all semesters. After all of the postsecondary courses have been entered, save, and click on the Back to Articulation Agreement List link. Follow these steps to add or edit Scope and Sequence data for a previously approved program. Click on [Next] or the [Dual Enrollment Credits] tab to go to the Dual Enrollment Credits page.

## Dual Enrollment Credits

Dual enrollment is a locally-administered program that allows a secondary student to concurrently enroll in postsecondary courses and to receive both secondary and postsecondary credit for that coursework. Respond to the question, “Do the students in this program have access to dual enrollment credits through the postsecondary institution?” by clicking on the Yes or No button. If the answer is No, click on [Next] or the [Articulated Credits] tab to go to the Articulated Credits page. If the answer is Yes, enter the course number, course name, and credit hours for each applicable dual enrollment course. Follow these steps to add or edit Dual Enrollment Credits data for a previously approved program. Save the Dual Enrollment Credits information, and click on [Next] or the [Articulated Credits] tab to go to the Articulated Credits page.

## Articulated Credits

Postsecondary institutions may award college credit when learning experiences at the secondary level of instruction duplicate those at the college level. Articulated credits enable students to receive advanced placement to save time and money, and avoid duplication of material already learned in high school. Due to the large number of statewide articulated credits from various institutions, it is impossible at this time to accurately identify all possible course numbers, course names and credit hours for the POS delivery. Therefore, on the articulated credits page for POS, check Yes to the question, “Do the students in this program have access to articulated credits through this postsecondary institution?” Enter the following information in the three blocks that appear after the first Technical Subject block:

Course Number\* – TBD

Course Name\* – TBD

Credit Hours\* – 0 1.0

For Tech Prep and/or additional one-to-one agreements under a POS delivery, respond to the question, “Do the students in this program have access to articulated credits through this postsecondary institution?” by clicking on the Yes or No button. If the answer is No, click on Next or the Certifications tab to go to the Certifications page. If the answer is Yes, enter the course number, course name, and credit hours for each applicable course. After saving the information, click on the [Back to Articulation Agreement List] link. Follow these steps to add or edit Articulated Credits data for a previously approved program. Click on [Next] or the [Articulated Credits] tab to go to Certifications.

## Certifications

### Student Industry Certification

Select all industry certifications for which students will receive appropriate training in this approved program. If there are no industry certifications to select, check the [No Certifications] box. A school that would like to select a new industry certification that does not appear on the page should call 717.772.0814 to inquire about the process for approval of new industry certifications. The request will then be reviewed and an email response will be sent to the school contact person indicating whether the new industry certification has been added to the list. If it is added, edit your data before the file closes.

Follow these steps to add or edit Student Industry Certification data for a previously approved program. Save the Student Industry Certification information, and click on [Next] or the [Teacher Certificates] tab to go to the Teacher Certificates page.

## Teacher Certificates

Enter the Professional Personnel ID and work email address for each teacher who will teach the program and click on the [Add] button. If a teacher is on an emergency certificate, it is incumbent on the school to annotate the Occupational Competency Assessment assigned to the emergency certificate in the Comments tab. If at the time of program submission a teacher has not been employed, click on the [To Be Employed] button and type in “unknown” under teacher name. Any questions regarding teacher certification can be directed to the Bureau of Career & Technical Education by calling 717.772.0814. Click on the [Delete] link to remove an incorrect entry, and then click on [OK] if you are sure that you want to complete the deletion. Click on the [Industry Certifications] link to select all industry certifications that the teacher currently holds. If there are no industry certifications, click on the No Certifications box and then on the Save button.

Follow these steps to add or edit Teacher Certificates data for a previously approved program. Save the Teacher Industry Certifications information, and click on [Next] or the [Sponsors] tab to go to the Sponsors page.

**Note:** Programs must have a properly certified teacher in order to gain approval.

## Sponsors

If the program that is being added does not have a Registered Apprenticeship off-campus learning component, click on the [No] button and then the [Save] button. Click on [Next] or the [Industry Accreditation] tab to proceed to the Industry Accreditation page. If the program that is being added has a Registered Apprenticeship off-campus learning component, click on the [Yes] button. After reading the Registered Apprenticeship Information, click on the [OK] button to go to the Labor and Industry webpage that lists the Regulations Governing Apprenticeship and Training Programs. After closing this website, the Sponsor page will appear to add a sponsor number and sponsor name in the blocks provided and click save. To add another sponsor, click on the [Add] button and then add the information. When this information has been added, click on [Next] or the [Industry Accreditation] tab to go to the Industry Accreditation page. Follow these steps to add or edit Sponsor data for a previously approved program.

## Industry Accreditation

If the program **does not** have any Industry Accreditation(s), click on the [No Industry Accreditation] box, and then [Save]. If this program has earned Industry Accreditation(s), select the appropriate accreditations for this CIP code from the drop down box. Click on the drop down box to select expiration date, click [Add] and then [Save]. Click the Delete link to remove an incorrect entry, and then click OK if you are sure that you want to complete the deletion.

Follow these steps to add or edit Industry Accreditation data for a previously approved program. Save the Industry Accreditation information and click on the [Summary tab] or [Next] to go to the Summary page.

## Comments

Provide any information that will assist PDE’s reviewer in approving the program request including items such as rollover, PlanCon, linked postsecondary major and teacher certification information.

## Summary

To add another program, click on the [Add New Program] button at the bottom of the page. If a program has been added by mistake, it can be deleted by clicking on the [Delete] link for the specific program that needs to be deleted. After all new programs have been added and all applicable data elements have been addressed, click on the [Proceed for Submission] button to go to the program Submission page.

The steps for submitting programs for approval are as follows:

**Step 1** – Select all of the programs to submit for approval by clicking on the [Select] box for each one.

**Step 2** – Click on the [Print Signed Assurances link] and print the Signed Assurances. All programs may be listed on one signed assurance page and the document need only be sent once with the initial submission. It is not necessary to send another copy of the Signed Assurances after a returned program is resubmitted.

**Step 3** – Fax or mail the Signed Assurances to PDE as listed.

**Step 4** – Click on the [Submit Program] button to submit the secondary programs(s). After clicking on the [Submit Program] button, you will see Information Submitted Successfully or prompts to enter missing information. After required data has been entered, click on the Submit Program Button.

## Marking a Program for Deletion

Go the Program Data page, click on the [Mark for Deletion] box and then click the [Save] button. The program will now be marked for deletion and will no longer appear on the PDE-320.