Utah Career and Technical Education
Program Approval
CTE Administration

This document was developed to assist in monitoring Career and Technical Education Programs throughout the state. Quality CTE programs are those which meet program standards based on the quality indicators provided. The goal of the monitoring process is to assist in improving programs. Documentation for each standard must be available upon request, where appropriate.

This document is to be used for the following processes:

1) Program self-evaluation, improvement, goal setting, and long-range planning

2) On-site Reviews/Visits

3) Four-year CTE Program Approval

Programs with identified deficiencies will be asked to develop a CTE Administration Program Improvement Plan.

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Quality Standard 1: The career and Technical Education program is administered by a qualified CTE director.

1. The director:
   a. has a current Utah Administrative Supervisory License or is in the process of completing license requirements. R 277 - 911 - 8.7 (a)
   b. meets CTE endorsement requirements or has completed the prescribed CTE Director professional development program.

2. The director is:
   a. assigned responsibility for CTE program administration in CACTUS
   b. allocated sufficient time for adequate program administration.
   c. dedicated full time to CTE, if assigned as a multi-district CTE Director.

3. The director:
   a. participates in appropriate statewide CTE meetings,
   b. obtains adequate information about State and Federal CTE requirements
   c. advocates for CTE with their LEA.

4. The director participates in appropriate professional association and professional development activities including attending state directors meeting.

5. The director administers the sharing of state/district/LEA CTE pathways and LEA course offerings through the district/LEA website.
Quality Standard 2: CTE program planning, development, and continuous improvement is in place.

1. The LEA has implemented appropriate CTE Pathways that allow for student concentration.
2. The director fully participates in:
   a. Region planning,
   b. program development
   c. and collaboration to coordinate Career and Technical Education within the Region.
3. Articulation agreements are in place outlining student Pathways from secondary to postsecondary CTE programs.
4. Program Advisory Committees (PAC) are used to provide input into program development and continuous improvement.
5. A 3-5-year plan is in place for program development and continuous improvement.
6. The CTE program provides qualified instructors through comprehensive teacher recruitment, retention, and professional development.
7. A plan is in place to address the education needs of special population students.
8. The LEA has made CTE pathways and course offerings available online.
Quality Standard 3: A financial and grant management system is in place to ensure proper expenditure of State CTE and Federal Perkins funds.

1. A CTE budget is in place that allocates and categorizes all revenue sources and expenditure categories, along with year-to-date and year-end financial statements from the accounting department that are reconciled with CTE records. Federal grant budgets match grant awards.
2. Financial transaction records are in place to provide documentation for appropriate program expenditures. Federal transactions verify
   a. grant year;
   b. category (formula, leadership, corrections, reserve, etc.),
   c. amount,
   d. date,
   e. and purpose of each expenditure against grant;
   f. reimbursements requested and received.
3. Procedures are in place to assure that State CTE funds are expended only for approved programs and services as listed in R277-911, and that Perkins funds are expended only for allowable activities and services as explained in OMB Circulars A-87 (Secondary), or A-21 (Postsecondary).
4. Procedures are in place to assure that Perkins funds are expended according to the financial plan in the approved application, or to address specific performance issues identified in continuous improvement plan.
5. The CTE Director has sufficient authority to control how CTE funds are expended, both State and Federal.
6. Requests for reimbursement are signed by the CTE Director with full knowledge of expenditures indicated.
7. Grant accountability reports are submitted with final request for reimbursement. Final requests for reimbursement and accountability report are submitted within 90 days of grant completion.
8. Procedures are in place to assure that Perkins funds are used to supplement, and not supplant, local resources.
9. An inventory of equipment is maintained, and property tags are placed on equipment.
10. Internal controls exist to monitor sub-recipient award compliance and reporting.
Standard 4: Accurate and complete performance data are used to develop and implement continuous improvement.

1. The student information system provides data elements required for Perkins reporting.
2. Data reported to state are complete, accurate, and timely. The CTE Director assures that CTE data fields are populated correctly.
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4. The CTE Director participates in annual Perkins Performance/Data Quality meetings.
5. A continuous improvement plan based on performance data is in place.
6. The continuous improvement plan addresses performance in relation to prior year or trend results and state adjusted performance levels.
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8. The CTE Director has sufficient authority and flexibility to use Perkins funding to address specific performance issues identified in continuous improvement plan. Sufficient formula funds are available to address performance issues.
9. Placement data for Senior Concentrators, (Secondary) is obtained and submitted to the state.