

CEPD Number: _____
Region Number: _____
CIP Code Number: _____
Building Number: _____

**Needs Assessment Form to Accompany Letter of Intent
for New Wage-Earning Career and Technical Education Program**

Section III of the OCTP Career Pathway Guidelines for Planning New Career and Technical Education Programs contains a listing of the data/research that needs to be collected, analyzed and submitted at the time of the LOI submission. Please utilize this template in order to supply the information requested. If this information is not provided, the letter of intent will be denied.

Initial Planning Questions (related to the CTE program being applied for):

1. What programs currently exist in the CEPD to meet this need?

Source: Current version of X0107 Secondary Funding Report available from the CEPD CTE Administrator.

a) Grades 9-12 CTE program(s): Yes ____ No ____

If yes, number of programs: _____ total enrollment _____

b) Career Center program(s): Yes ____ No ____
(i.e., consortium, trade academy, building)

If yes, number of programs: _____ total enrollment _____

c) Related postsecondary program(s) located in Region (contact the institution): Yes ____
No ____

If yes, number of programs: _____ total enrollment _____

d) Contracted class-size program(s): Yes ____ No ____

If yes, number of programs: _____ total enrollment _____

e) Less-than-class-size program(s): Yes ____ No ____

If yes, number of programs: _____ total enrollment _____

f) Has the possibility of utilizing the above programs been explored? Yes ____ No ____

Describe:

2. What is this program's related placement (full-time, part-time or continuing education) for the most recent three years?

Source: Current version of X0610 - Follow-Up Survey of Students available from the Regional CTE Administrator. ***[If the region's related placement does not support the need for a new CTE program, the district must provide documentation of sufficient employment opportunities to justify the program.]***

Year _____: State Average: ____% Regional Average ____%
 Year _____: State Average: ____% Regional Average ____%
 Year _____: State Average: ____% Regional Average ____%

Environmental Scan Data/Labor Market Information for Wage Earning Programs (related to the CTE program being applied for):

1. *Demand/Supply Ratio.* Total statewide annual openings divided by statewide annual secondary completer supply by CIP Code. (High ratios are desirable).

Source: X0503-11th & 12th Grade/current year.

2. *Supply - Secondary.* The annual number of secondary career and technical education students completing or leaving career and technical education programs who are working or available for work in the area in which you plan to provide training. (Low supply numbers are desirable.)

Source for State: Current version of X0610 - Follow-Up Survey of Students

Source for National: <http://www.bls.gov/emp/noeted/empinfo.htm>

State: _____
 National: _____

3. *Unemployment %.* The percentage of former secondary career and technical education completers followed up who are unemployed and seeking work. (Low unemployment percentages are desirable)

Source: Current version of X0610 - Follow-Up Survey of Students

4. *Entry Wages.* The average wage paid per hour based on the follow-up of former secondary career and technical education students. (Higher wages are desirable.)

Source: Current version of X0610 - Follow-Up Survey of Students

5. *Growth.* The increase in net job openings for occupations within a career and technical education program, as determined by labor market information.

Source: <http://www.michlmi.org/index.jsp>

6. *Average Annual Openings (Demand).* The average number of job openings yearly based on growth plus replacements. (High openings are desirable).

Source: <http://www.michlmi.org/index.jsp>

7. *Location of Jobs.*

Are jobs available at the CEPD level? _____ (yes/no)

Are jobs available at the regional (Workforce Development Board/Career Preparation Planning Area) level? _____ (yes/no)

Must students relocate in another area of the state to find employment? _____ (yes/no)
(Local employment opportunities are desirable.)

Source: <http://www.michlmi.org/index.jsp>

8. *Postsecondary Training.* What are the related continuing education options?

Describe training programs, apprenticeships and other options available:

Operating Costs (related to the CTE program being applied for):

1. *Start-Up Costs.* Total non-operational, initial costs needed to implement a program. After starting the program there should be adequate resources to operate a quality program.

Source: Local determination (include instruction, support services and equipment costs.)

2. *Ongoing Costs Per Student Hour.* State average of CIP Code costs per student hour.

Source: 4033/Expenditure Report

3. *Costs-Off-Sets.* Total revenue that will be generated by the program that can be used to offset the operational costs of the program.

Source: Local Determination (include local millages and other local contributions)

Regional Enrollment Information (related to the CTE program being applied for):

1. *Student Enrollment Demand.* The total enrollment demand compared with the total available spaces in the career and technical education program. This is a proxy for student interest in the program. (High quality programs may demand lower enrollments regardless of student enrollment demand.)

Source: Survey at local/regional level

Describe what efforts have been made to determine student interest:

Describe what consideration has been made to the space/facility accommodations for this program:

2. *Completer/Enrollee Ratio*. The annual number of career and technical education program completers divided by the annual career and technical education enrollment. (High completion rates are desirable).

Source: X0503/Unduplicated Enrollment and Completion Report

Employment Information for Wage-Earning Programs (related to the CTE program being applied for):

1. *Full-Time Related Employment %*. The percentage of secondary career and technical education completers followed-up that are employed full-time in a job they have determined to be related to their high school career and technical education training. (High employment percentages are desirable).

Source: Current version of X0610 - Follow-Up Survey of Students