

CIP Self-Review for Michigan Secondary Career and Technical Education (CTE) State Approved Programs

The CIP Self-Review is a tool developed to assist with monitoring CTE programs and help those programs to determine areas of program improvement needed.

Beginning in 2013-14, all 54 CEPD CTE Administrators are required to review 20% of their CTE programs each year over the next five years. This process is completed and submitted to OCTE via MCCTE Navigator (<http://ctenavigator.org>). All CTE programs must be reviewed at least once every five years and programs are selected at the discretion of the CEPD CTE Administrator. This process exists to validate that CTE program reviews are conducted over a five-year cycle, and program improvement plans developed during this process should be utilized to strengthen and improve these CTE programs at the local level.

This CIP Self-Review document was revised based on an extensive review of requirements contained in federal and state rules and statute (CTE Perkins, State Aid Added Cost, and State Plan) as well as feedback and input from the field. The goal was to streamline and consolidate these requirements while concentrating on program quality indicators mandated by existing legislation. As a result, you will find that this document contains six key elements as opposed to the 16 areas previously required. Many of these areas have been consolidated. For example, there is no longer a stand-alone square footage requirement; however, "C06 Program Advisory Committee" requires that "appropriate program facilities, equipment, materials and resources are relevant to the program curriculum and reflect industry standards and technology as reviewed and approved by the program advisory committee." For each item, the established criteria must be fully met.

OCTE annually selects CTE programs to review during the TRAC cycle with a specific set of criteria that may or may not be in the same 20% that the local has selected to review that year. If these programs are selected by OCTE for TRAC, these programs will need to be completed on MCCTE Navigator. The same six key elements will be those reviewed by the OCTE Curriculum Consultant during a TRAC CTE program selection (these items are aligned with GEMS).

Many CTE administrators are now requiring teachers to update their CIP Self-Reviews as a part of the end of year check out process. This practice, however, is a local decision – the state requirement remains that they review a minimum of 20% each year.

The new CTE program application process also follows these same six key areas; however some of the application areas will initially be an assurance with the expectation that related documents will be uploaded into the CTE program CIP Self-Review in MCCTE Navigator during the first year after they have received a PSN (C01, C02, C06, C16).

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| C01 | Program Teacher Certification | Admin Verify | | | | | | | | | | | | | | | | | | | |
|---|---|--|--------------------------|---------------|--------------------------|-------------------|--|--------------------------|--|---|--------------------------|--|---|--------------------------|--|---|--------------------------|--|--|--|--|
| | | Y E S | N O | | | | | | | | | | | | | | | | | | |
| <p>Michigan Teacher Certification Code: R 390.1105 Rule 5.</p> <p>Michigan Teacher Certification Code, PART 6. OCCUPATIONAL ENDORSEMENT AND AUTHORIZATION</p> <p>R395.244, Rule 14 (1) (b) R395.244, Rule 14 (8)(a) R395.241 Rule 11 (1)(c)</p> <p>Teacher may obtain the MOECS Record at: https://mdoe.state.mi.us/MOECS/PublicCredentialSearch.aspx</p> | <ul style="list-style-type: none"> <u>Each teacher</u> in the program must complete this section individually. Documentation to upload is listed below, and depends on the individual situation. In most cases, only one of these evidences is required. If the name on the credential does not match the name used on the school schedule, please include a PDF document from the district personnel office stating that they have verified that these records are for the same person. Upload PDF copies of actual certification <u>only</u> in the rare circumstance that endorsements are not listed in MOECS records. | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: yellow;"> <th style="width: 5%;"></th> <th style="width: 55%; text-align: center;">Criteria</th> <th style="width: 40%; text-align: center;">Gems Evidence</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Certified Teacher</td> <td>Update name in Navigator profile and CTEIS to <u>exactly</u> match name on credentials. Teacher is appropriately Certificated for program area. <i>Note: Actual credential of MOECS printout may be requested on site if a match cannot be made electronically.</i></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>District Holds Annual Occupational Authorization</td> <td>Name in Navigator profile <u>exactly</u> matches name on credentials. Annual is current. <i>Note: Actual credential of MOECS printout may be requested on site if a match cannot be made electronically.</i></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Licensure— If applicable(identify type)</td> <td>Copy of current professional state licensure (PDF).</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Industry Certification(s) If applicable</td> <td>Copy of current industry certification (PDF).</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Community College Instructor (If Applicable) (list college):</td> <td>Copy of signed annual notification letter to OCTE re: community college instructor(s).</td> </tr> </tbody> </table> | | Criteria | Gems Evidence | <input type="checkbox"/> | Certified Teacher | Update name in Navigator profile and CTEIS to <u>exactly</u> match name on credentials. Teacher is appropriately Certificated for program area. <i>Note: Actual credential of MOECS printout may be requested on site if a match cannot be made electronically.</i> | <input type="checkbox"/> | District Holds Annual Occupational Authorization | Name in Navigator profile <u>exactly</u> matches name on credentials. Annual is current. <i>Note: Actual credential of MOECS printout may be requested on site if a match cannot be made electronically.</i> | <input type="checkbox"/> | Licensure— If applicable(identify type) | Copy of current professional state licensure (PDF). | <input type="checkbox"/> | Industry Certification(s) If applicable | Copy of current industry certification (PDF). | <input type="checkbox"/> | Community College Instructor (If Applicable) (list college): | Copy of signed annual notification letter to OCTE re: community college instructor(s). | | |
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| C02 | Program Teacher Professional Development | Admin Verify | | |
|---|---|----------------------|---|--------------------------|
| Carl D. Perkins, § 135 (b)(5)(A-D) § 134 (b)(4) § 124 (b)(3) R395.244, Rule 14 (8)(b) | Professional Development Records: Each teacher in the PSN must provide this information. Teacher Name: _____ | | Y | N |
| | <i>Criteria</i> | <i>Gems Evidence</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Individual Record(s) of Professional Development that demonstrate sustained efforts to improve knowledge and skills in <u>one or more</u> of the following areas: <ul style="list-style-type: none"> <input type="checkbox"/> To stay current with all aspects of program-related industry <input type="checkbox"/> That promotes the integration of coherent and rigorous content aligned with challenging academic standards and relevant CTE. <input type="checkbox"/> Effective integration and use of challenging academic in CTE provided jointly with academic teachers <input type="checkbox"/> Effective research-based teaching skills <input type="checkbox"/> Effective practices to improve parental and community involvement <input type="checkbox"/> Effective use of research and data to improve instruction <input type="checkbox"/> Provide relevant experience in the related business or industry (internship) <input type="checkbox"/> Training in the effective use and application of technology to improve instruction. | | Copy of district Professional Development Record (participation for review year). | |

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| C10 | Implementation of Program Standards/Course Content | | Admin Verify | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|--|----------------------|--------------------------|--|--|--------------------------|---|--|--------------------------|---|------------------------------|--------------------------|---------------------------------------|---|--------------------------|--|---|--------------------------|---|--|--------------------------|--------------------------|--|
| | | Yes | No | | | | | | | | | | | | | | | | | | | | | | |
| <p>Carl D. Perkins, Sec 113(b)(2) (ii) §124(b)(4)(A), §1221(1)(A)(ii) §133, (b)(2)(A)(ii) §134(b)(3)(B);(C) §134(b)(3)(A) § 135(b)(3), (4)(C) Sec 2, (1), (2), (7) Sec. 3 (5) (a)</p> <p>State Plan II, A (ii)</p> <p>R 395.231 Rule 1 (c) R 395.241, Rule 11 (a) R395.241, Rule 11 (1)(b) R 395.244, Rule 14 (4)(a)(b) R395.244, Rule 14 (8)(m) R 395.244, Rule 14(8)(j)</p> | <p>Curriculum is based on and reflects:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffffcc;"> <th style="width: 5%;"></th> <th style="width: 60%;"><i>Criteria (All must be checked to meet criteria)</i></th> <th style="width: 35%;"><i>Gems Evidence</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>CIP Specific Gap Analysis (Curriculum Alignment to National and State CTE Program Standards) http://ctenavigator.org/resources</td> <td>CIP-Specific Gap Analysis (including plan of improvement if applicable).</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Syllabi for all courses in the program (includes course descriptions)</td> <td>Syllabi for each program course with course description.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Program Delivery Model (segmenting document) http://www.ptdtechnology.com/Portals/4/PTD/Files/CTEIS/UserDocs/4483D/4483_InstructionalDesignForm.pdf</td> <td>Program Segmenting document.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Includes CIP-specific safety training</td> <td>Program student safety record (detailing specific training and date of completion).</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>CTE program provides work-based learning experiences for each student related to program area Work Based Learning Guide: http://www.michigan.gov/mde/0,4615,7-140-6530_2629_53968-220470--,00.html</td> <td>District documentation of Work-Based Learning WBL placement specific to occupational area.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>CTE Program provides student leadership development opportunities</td> <td>Documentation of Student Leadership Opportunities.</td> </tr> </tbody> </table> | | <i>Criteria (All must be checked to meet criteria)</i> | <i>Gems Evidence</i> | <input type="checkbox"/> | CIP Specific Gap Analysis (Curriculum Alignment to National and State CTE Program Standards) http://ctenavigator.org/resources | CIP-Specific Gap Analysis (including plan of improvement if applicable). | <input type="checkbox"/> | Syllabi for all courses in the program (includes course descriptions) | Syllabi for each program course with course description. | <input type="checkbox"/> | Program Delivery Model (segmenting document) http://www.ptdtechnology.com/Portals/4/PTD/Files/CTEIS/UserDocs/4483D/4483_InstructionalDesignForm.pdf | Program Segmenting document. | <input type="checkbox"/> | Includes CIP-specific safety training | Program student safety record (detailing specific training and date of completion). | <input type="checkbox"/> | CTE program provides work-based learning experiences for each student related to program area Work Based Learning Guide: http://www.michigan.gov/mde/0,4615,7-140-6530_2629_53968-220470--,00.html | District documentation of Work-Based Learning WBL placement specific to occupational area. | <input type="checkbox"/> | CTE Program provides student leadership development opportunities | Documentation of Student Leadership Opportunities. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| <input type="checkbox"/> | CIP Specific Gap Analysis (Curriculum Alignment to National and State CTE Program Standards) http://ctenavigator.org/resources | CIP-Specific Gap Analysis (including plan of improvement if applicable). | | | | | | | | | | | | | | | | | | | | | | | |
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| C13 | Strategies to eliminate barriers to program access | Admin Verify | | | | | | | | | | | | | |
|---|---|---|-----------------|--------------------------------|--------------------------|--|----------------------------------|--------------------------|--|--|--------------------------|--|---|--------------------------|--------------------------|
| | | Yes | No | | | | | | | | | | | | |
| <p>Carl D. Perkins, § 134(b)(8-10) Sec 316</p> <p>R 395, Rule 14(8)(i) R 395, Rule 14(8)(e)</p> | <p>Program employs strategies to eliminate barriers to program access (all must be checked):</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 60%; text-align: left; padding: 5px;"><i>Criteria</i></th> <th style="width: 35%; text-align: left; padding: 5px;"><i>Documentation to Upload</i></th> </tr> </thead> <tbody> <tr style="background-color: #ffff00;"> <td style="text-align: center; vertical-align: top; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Program Facilities: Room(s) and lab(s) are accessible for all students (including disabled individuals).</td> <td style="padding: 5px;">Classroom/Lab Photographs (.jpg)</td> </tr> <tr style="background-color: #ffff00;"> <td style="text-align: center; vertical-align: top; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Classroom environment, curriculum and materials are free of bias</td> <td style="padding: 5px;">Curriculum and Materials Bias Review Results</td> </tr> <tr style="background-color: #ffff00;"> <td style="text-align: center; vertical-align: top; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Program recruitment strategies, Application Policy/Procedures are fair to all students</td> <td style="padding: 5px;">Recruitment materials/ brochures Enrollment demographics Program applications/pre-requisites Policy/procedure for enrolling students in CTE programs</td> </tr> </tbody> </table> | | <i>Criteria</i> | <i>Documentation to Upload</i> | <input type="checkbox"/> | Program Facilities: Room(s) and lab(s) are accessible for all students (including disabled individuals). | Classroom/Lab Photographs (.jpg) | <input type="checkbox"/> | Classroom environment, curriculum and materials are free of bias | Curriculum and Materials Bias Review Results | <input type="checkbox"/> | Program recruitment strategies, Application Policy/Procedures are fair to all students | Recruitment materials/ brochures Enrollment demographics Program applications/pre-requisites Policy/procedure for enrolling students in CTE programs | <input type="checkbox"/> | <input type="checkbox"/> |
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| C16 | Secondary-Postsecondary Connections | Admin Verify | | | | | | | | | | | | | | | | |
|--|--|--|-----------------|----------------------|--------------------------|---|-------------------------------|--------------------------|--|--|--------------------------|----------------------------|---|--------------------------|-----------------------------|---|--------------------------|--------------------------|
| | | Yes | No | | | | | | | | | | | | | | | |
| Carl D. Perkins, §135 (b) (2) Sec. 2. (2) Sec. 2. (6) | Secondary state approved CTE program must have a postsecondary linkage. Program must UPLOAD one or more of the following: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #ffff00;"> <th style="width: 5%;"></th> <th style="width: 55%; text-align: left;"><i>Criteria</i></th> <th style="width: 40%; text-align: left;"><i>Gems Evidence</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Program of Study http://www.careertech.org/career-clusters/resources/plans.html</td> <td>CIP specific Program of Study</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Articulated Credit between the program and postsecondary institution</td> <td>Program Articulation agreement (may include state wide agreements)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Concurrent/Dual enrollment</td> <td>Program specific contractual agreements re: dual enrollment</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Direct (Transcribed) Credit</td> <td>Program specific contractual agreements re: direct credit</td> </tr> </tbody> </table> | | <i>Criteria</i> | <i>Gems Evidence</i> | <input type="checkbox"/> | Program of Study http://www.careertech.org/career-clusters/resources/plans.html | CIP specific Program of Study | <input type="checkbox"/> | Articulated Credit between the program and postsecondary institution | Program Articulation agreement (may include state wide agreements) | <input type="checkbox"/> | Concurrent/Dual enrollment | Program specific contractual agreements re: dual enrollment | <input type="checkbox"/> | Direct (Transcribed) Credit | Program specific contractual agreements re: direct credit | <input type="checkbox"/> | <input type="checkbox"/> |
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