

References and Resources

It is imperative that the Less-Than-Class-Size (LTCS) programs are demonstrating the competencies and completing the requirements of a traditional state-approved Career and Technical Education (CTE) program reporting and instructional design based on the 12-segment structure or Perkins Course Competencies (PCC) to become a completer. The segments and competencies can be found on the [Office of Career and Technical Education](https://www.michigan.gov/mde/0,4615,7-140-2629-540254--,00.html) website at <https://www.michigan.gov/mde/0,4615,7-140-2629-540254--,00.html>.

Every LTCS instructor must be properly authorized with an [Annual Career Authorization](https://www.michigan.gov/documents/mde/AOA_530858_7.pdf). https://www.michigan.gov/documents/mde/AOA_530858_7.pdf
LTCS programs can be selected for the Technical Review, Assistance, and Compliance (TRAC) review process.

LTCS programs also need [training plans and agreements](https://www.michigan.gov/mde/0,4615,7-140-2629_53968-535369--,00.html).
https://www.michigan.gov/mde/0,4615,7-140-2629_53968-535369--,00.html

[Training Agreement Sample](https://www.michigan.gov/documents/mde/8b_-_Sample_CTE_WBL_Training_Agreement_553459_7.pdf) https://www.michigan.gov/documents/mde/8b_-_Sample_CTE_WBL_Training_Agreement_553459_7.pdf

[Training Plan Sample](https://www.michigan.gov/documents/mde/8d_-_Sample_WBL_Training_Plan_553464_7.pdf) https://www.michigan.gov/documents/mde/8d_-_Sample_WBL_Training_Plan_553464_7.pdf

[Safety Checklist Sample](https://www.michigan.gov/documents/mde/8f_-_Sample_WBL_Safety_Checklist_for_Workplace_553467_7.pdf) https://www.michigan.gov/documents/mde/8f_-_Sample_WBL_Safety_Checklist_for_Workplace_553467_7.pdf

For [pupil accounting](https://www.michigan.gov/mde/services/financial-management/state-aid/publications/pupil-accounting-manual-pam) <https://www.michigan.gov/mde/services/financial-management/state-aid/publications/pupil-accounting-manual-pam> among other things the student must have an attendance record form completed.

[Work-Based Learning Manual](https://www.michigan.gov/mde/services/octe/educators/work-based-learning)
<https://www.michigan.gov/mde/services/octe/educators/work-based-learning>

[Michigan Pupil Membership Auditing Manual](https://www.michigan.gov/mde/services/financial-management/audits)
<https://www.michigan.gov/mde/services/financial-management/audits>

[Time card sample](https://www.michigan.gov/-/media/Project/Websites/mde/CTE/cte_wbl/8e__Sample_WBL_Time_Card.pdf?rev=0a47afc690da47a9a35d5b1b0c3cc9cf) https://www.michigan.gov/-/media/Project/Websites/mde/CTE/cte_wbl/8e__Sample_WBL_Time_Card.pdf?rev=0a47afc690da47a9a35d5b1b0c3cc9cf