



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: September 7, 2021

TO: Career Education Planning District (CEPD) Directors, Career and Technical Education (CTE) Administrators

FROM: Brian L. Pyles, Ph.D., Director
Office of Career and Technical Education (OCTE)

SUBJECT: Classification of Instructional Programs (CIP) Self-Review (SR) and Automotive Service Excellence (ASE) Program Evaluation Crosswalk

ASE certified programs are subject to a regular, extensive program review process for accreditation in the [ASE Program Evaluation Tool](#) which aligns to many of [CIP SR](#) criteria. As a result, state-approved CTE programs in Automotive Technology (47.0604), Collision Repair Technician (47.0603) and Medium/Heavy Truck Technician (47.0613) are not required to upload all criteria into the MDE-CTE portal. However, four criterion that are required for the CIP SR are not required in the ASE evaluation and therefore must be uploaded to the [MDE-CTE portal](#). Refer to the yellow shaded lines in the table below. Maintaining an up-to-date program provides students with the most up-to-date technical skills to be utilized in the Work-Based Learning (WBL) placement. The CIP SR is due June 30th annually.

Please note: As determined by local policy, or CEPD administrator direction, the teacher may be required to upload additional criteria documentation to the CIP SR beyond those required by OCTE. As part of the annual review of programs, documentation can be accessed from the MDE-CTE portal and/or from the ASE files.

The Michigan Perkins V State Plan for career and technical education supports [Michigan's Top 10 Strategic Education Plan](#) to:

- Expand secondary learning opportunities for all students.
- Increase the percentage of all students who graduate from high school.
- Increase the percentage of adults with a post-secondary credential.

Michigan is required to conduct Technical Assistance, Review and Compliance (TRAC) in accordance with Perkins V legislation, which includes the CIP SR. [CIP Self-Review documents and guidelines](#) were revised in 2020 to align with Perkins V program requirements and Michigan's Perkins V State Plan.

Please direct questions to Dorothy Switalski, Education Consultant for Transportation, Distribution, and Logistics at switalskid@michigan.gov.

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT
TIFFANY D. TILLEY – SECRETARY • TOM MCMILLIN – TREASURER
JUDITH PRITCHETT – NASBE DELEGATE • ELLEN COGEN LIPTON
NIKKI SNYDER • JASON STRAYHORN

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 833-633-5788

ASE Program Evaluation and CIP Self-Review Crosswalk

CIP Section	CIP Section Description	ASE Standard	ASE Section Description	Additional CIP Requirements
C01	Program Teacher Certification	10	Instructional Staff	Documented in the ASE files
C02	Teacher Professional Development	10.3	Technical Updating	Documented in the ASE files
C03	Program Advisory Committee	6.1	Advisory Committee Membership	The advisory membership roster, meeting agendas and meeting minutes must be uploaded to the MDE-CTE Portal. Refer to page 4 of the CIP Self-Review Form for specific criteria which is different than ASE requirement.
C03	Program Facilities and Equipment	8 9	Tools & Equipment Facilities	Documented in the ASE files
C04	Program Delivery: Curriculum and Instruction	3 6 7.1	Learning Resources Review of Curriculum Program Instruction	Documented in the ASE files
C04	Program Safety Records	7	Program Safety Standards	Documented in the ASE files
C05	Work-Based Learning Safety and Training Plans/Agreements	11	Work-Based Learning	Documented in the ASE files
C05	Work-Based Learning Continuum	11	Work-Based Learning	WBL experiences by continuum category related to CIP area must be uploaded to the MDE-CTE Portal. Refer to page 6 of the CIP Self-Review Form for specific criteria. C05 - Work-Based Learning Template
C06	Student Leadership			Documentation of leadership participation specific to the occupational area must be uploaded to the MDE-CTE Portal. Refer to page 7 of the CIP Self-Review Form for specific criteria. C06 - Student Leadership Template
C07	Equity and Access	5 7.11	Student Services Provisions for Individual Differences	Documented in the ASE files

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT
 TIFFANY D. TILLEY – SECRETARY • TOM MCMILLIN – TREASURER
 JUDITH PRITCHETT – NASBE DELEGATE • ELLEN COGEN LIPTON
 NIKKI SNYDER • JASON STRAYHORN

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
 www.michigan.gov/mde • 833-633-5788

CIP Section	CIP Section Description	ASE Standard	ASE Section Description	Additional CIP Requirements
C08	Secondary-Postsecondary Program of Study (POS)	7.1 7.2	Program Student Training Plan	Documented in the ASE files
C08	Credentials	2.1	Student Competency Accreditation	A list of approved Perkins V industry-recognized credentials, and additional industry-recognized credentials available in the program must be uploaded to the MDE-CTE portal. Refer to page 9 of the CIP Self-Review Form for specific criteria. C08 - Credentials Template
C08	Credit Agreements	7.16	Articulation	Documented in the ASE files