



Steps for Identifying a Program of Study In Preparation for Approval



1. When a Cluster or Pathway has been identified, the groundwork is there for the Program of Study to be developed.
2. Identify and collaborate with the local Program of Study contact at the postsecondary level and the CTE Director at the secondary level to begin designing the Program of Study.
3. Begin by completing the [Program of Study template](#)
4. Select the appropriate template for reference based on one of the [16 Career Clusters](#).
5. Secondary partners fill in the:
 - a. Required core courses for graduation, as defined by the district or high school in the appropriate year (9-12 grades) at the secondary level.
 - b. Fill in the concentration of CTE courses the district or high school offers that align with the particular Program of Study.
 - c. Fill in the related academic courses that are recommended to prepare a student for entry into the postsecondary portion of the Program of Study.
6. At the postsecondary level, fill in the courses required for degree or certificate completion.
7. Make sure that at least the minimum criteria have been met, as outlined in the attached Program of Study Assurances page.
8. Highlight the courses where there is an articulation agreement for dual credit. This will help determine postsecondary alignment.
9. Once this template is complete the Program of Study Assurances should be signed by the secondary CTE director, the postsecondary institution's Workforce Dean, and the appropriate Program of Study Contacts.
10. The completed and signed Assurances form will be held on file by the secondary and postsecondary contacts. Programs of Study on file will be included in the secondary and postsecondary annual Perkins plan, and will be reviewed during CPR (Secondary) and Perkins Monitoring (Postsecondary).



Program of Study Assurances



Minimum Criteria

- The secondary CTE, academic, and appropriate elective courses are included, as well as the state and local graduation requirements.
- The secondary Program of Study includes leadership standards, through 21st Century skills.
- The Program of Study includes coherent and rigorous coursework in a non-duplicative sequence of courses from secondary to postsecondary.
- Completion of the secondary Program of Study prepares students for entry into the postsecondary opportunities (military, employment, apprenticeship, certificate and/or degree programs).
- Program of Study courses include appropriate state standards and/or industry skills standards.
- Program of Study leads to an industry recognized credential; academic certificate or degree; or employment.
- May include dual enrollment/credit opportunity which may include a dual credit articulation agreement which the district has on file for one or more courses in the secondary/postsecondary Program of Study.

Exceeds Minimum Criteria

- The Program of Study includes multiple entry and/or exit points at the post-secondary level.
- The Program of Study offers course work and skill development for self-employment and/or entrepreneurial opportunities.
- The Program of Study is linked to a comprehensive school counseling program, such as [Career Guidance Washington](#).
- There is program alignment between the community and technical college Program of Study and a baccalaureate program, with a signed articulation agreement on file.

Required Signatures (all districts and institutions participating in the development and offering of the program of study). Add additional lines as needed.

Secondary Institution Name: _____

CTE Director or Designee Name: _____

Signature: _____ Date: _____

Postsecondary Institution Name: _____

Workforce Dean Name: _____

Signature: _____ Date: _____

Program of Study Contact Name: _____

Signature: _____ Date: _____