

Start-Up Program of Study Step by Step Process

Step 1: CAREER FOCUS IDENTIFICATION *

1. Identify the [career cluster](#) that will be the focus of the CTE Program of Study and the related postsecondary degree or certificate.



Step 2: MAKING CONTACT

1. Contact your Regional Coordinator to obtain requirements for CTE licensure and if a Start-Up or New POS would best suit your program at this time. ([Beth Molenkamp](#) at 971-722-7735 for Region 2A and 2B)
2. Contact the individual responsible for CTE data and POS in your school or district.
3. Contact and keep your Regional Coordinator and school administrator informed about your proposed POS and progress of the process.



Step 3: APPLICATION REVIEW

1. Review the newest [Start-Up Application](#) to get an idea of what information you will need to have to complete it.
2. Also review and/or download the [Application Guide](#) and [New/Start-Up Program of Study Questions and Answers](#) so that you will have these documents as you continue the process and complete your application.



Step 4: DATA ANALYSIS

1. Analyze student performance on existing programs using any available data.
2. Review CTE data for disproportional enrollment by gender and for minority, ELL and disabled students.
3. Review [labor market data](#) to make sure the CTE Program of Study focuses on high wage and high demand careers.



Step 5: CONTENT AND STANDARDS

1. Identify appropriate standards for the CTE Program of Study.
2. Determine which standards will be in the secondary and postsecondary components of the CTE Program of Study.
3. Involve secondary special education staff and counselors and postsecondary disability services staff.



Step 6: ARTICULATION & ALIGNMENT *

1. Identify standards covered in the postsecondary and high school components of a CTE Program of Study that can be incorporated into an articulation agreement.
2. Contact the community college you will be working with to begin the process of articulation



Step 7: ASSESSMENT & ACCOUNTABILITY*

1. Identify which standards will be assessed at secondary and postsecondary levels of a CTE Program of Study.
2. Identify or develop assessments that are linked to the standards. Those that have been approved by the state can be found on the [ODE website](#). Locally produced assessments can also be found on the [ODE website](#).
3. Identify or develop alternative assessments for special population students.



Step 8: STANDARD-BASED COURSE DEVELOPMENT

1. Identify or create courses where standards are contained.
2. Identify appropriate academic or general education courses that will help prepare students for transitions into postsecondary education and careers.
3. Involve secondary special education staff and counselors and postsecondary disability services staff.



Step 9: COURSE DESCRIPTIONS *

1. Document course descriptions and standards at the secondary level.
2. Make certain both secondary and postsecondary courses are open and accessible for all students.



Step 10: COMPLETE SHORT-TERM & LONG TERM BUDGETS, PLAN & SUSTAINABILITY *

1. Create a short-term and long term budget along with a plan that includes a list of planned activities that will show a full POS in 3 years. It should include content & standards, alignment & articulation, assessment & evaluation, student support services, and professional development. Also describe how the program will be sustained once it is approved, including planned use of Perkins funds.



Step 11: APPLICATION *

1. Contact your Regional Coordinator in regard to when they will be conducting a workshop in completing the application and supporting documents for your Region.
2. Complete the CTE Program of Study approval document including the readiness and sustainability tool.
3. Return your completed CTE Program of Study documents to your Regional Coordinator, or Regional CTE Specialists.

*Documentation for these elements are required and are submitted to ODE for the secondary component of the Start-Up CTE Program of Study approval form.