Office of Educational Improvement and Innovation
Public Service Building
255 Capitol Street NE
Salem, OR 97310-0203
503-947-5600
Fax 503-378-5156
ODE CTE Website

Oregon Department of Community Colleges and Workforce Development
Public Service Building
255 Capitol Street NE
Salem, OR 97310-0203
503-378-8648
Fax 503-378-3365
CCWD/HECC Program Approval Site

Career and Technical Education
Program of Study <u>Renewal</u>
2018 Version

Step 1 –ODE specialists will review any Renewal Applications based on course information contained in the Course-to-Standards Matrix, so please be sure those matrices are complete and accurate.) *See last step below.*

Step 2 – Complete this *2018 CTE POS Renewal form* (make sure all items are complete)
   a) Program ID Page (Page 1 of this Form) complete
   b) Provide a link to Career Pathway visual (on Page 1 below
   c) Complete CTE Course-to-Standards Crosswalk Matrix (use one of the ODE Cluster templates, or a similar local form); attach matrix to this *2018 CTE POS Renewal form*
   d) Indicate on the Matrix (above) those courses that trigger the Technical Skill Assessment(s); identify the TSA on Page 1 of this *2017 CTE POS Renewal form*
   e) Enclose evidence of Student Support Services that are specific to this CTE POS (see next page)
   f) Print out Assurances page, secure signatures, and scan as attachment to this *2018 CTE POS Renewal form* (or fax to ODE – 503-378-5156, c/o Kenzie Mozejko)

Step 3 – Submit this *2016 CTE POS Renewal form* and attachments to Regional Coordinator for field approval

Step 4 – CTE Regional Coordinator: Review and field approve appropriately completed *2018 CTE POS Renewal form* and attachments

Step 5 – Forward appropriately completed and field approved *2018 CTE POS Renewal form* and attachments to ODE at this email address: POS.Application@state.or.us . (Use the FTP process for large files.) **DEADLINE: June 29, 2018.**

CTE POS—Title:	Health Sciences
Career Area:	Health Sciences--HS
Cluster Area (and CTE licensure)	HS--Health Sciences
Focus Area (if applicable):	
Secondary CIP Code: (Link to CIP website)	51.0000 (6 digit)
Community College CIP Code: (Link to CIP website)	34.0199 (6 digit)

Secondary School Name:		**Forest Grove High School**
Secondary School District:		Forest Grove
Secondary School ID Number: (Link to ID_lookup)		**1134**
Secondary Teacher Name:	**Email**	**Current CTE License**
Adam Kriz	akriz@fgsd.k12.or.us	HS--Health Sciences

CC Technical Skill Assessment (TSA): Use the code from this table for your selected TSA.	AAMA001 and OSBN002

Secondary Technical Skill Assessment (TSA): Use the code from this table for your selected TSA.	2CREG002

Primary Oregon Community College Name: (Contact POS.Application@state.or.us to add multiple colleges)	Portland Community College
College Point of Contact:	PCC Sally Earll sally.earll@pcc.edu
Community College CTE Program Title:	Medical Assisting/Nursing
Community College Award:	Associate of Applied Science

Visual/Roadmap: (Insert link, or identify location where sample of visual can be found)	https://drive.google.com/file/d/1ruwIRJpayhHwXD3kjWz2fJfmZIgWDhj0/view?usp=sharing

Regional Coordinator/Contact:	2A--Beth Molenkamp elizabeth.molenkamp@pcc.edu

CTE POS Course Lists—Secondary

Directions:
  1) Please list below the ***anticipated*** CTE Program of Study secondary courses in which the instructor will:
  - Teach with intent and purpose the CTE POS knowledge and skills identified in the CTE POS Skill Set, and
  - Assess and record student achievement of those standards
  2) Mark as "TSA" those courses that ***will be*** necessary for students to take before they are required to take the Technical Skill Assessment for this POS.
  Note: Additional CTE courses may be listed (and supported with Perkins funds) if they support the identified skill set; but do not mark those as "TSA" Required"

Secondary Core CTE Courses **(Please be complete; this information will be entered into the CTE Program Update database and all fields are required)**

TSA* Required	School Course #	Secondary Course Name	# of Credits	5-digit NCES Code	Course Description (brief) (boxes below will expand)	Articulating College (if applicable)	College Course #	College Course Name
☐	03054	Anatomy and Physiology	0.5	03053		Select College		
☐	03055	Anatomy and Physiology	0.5	03053		Select College		
☐	14002	Health Occupations	1.0	14002		Select College		
☐	14154	Medical Terminology	1.0	14154		Portland Community Colle	MP111	Medical Terminology
☐						Select College		
☐		Exercise Science	1.0	08017		Select College		
☐		Work Place Experience	0.5	08098		Select College		
☐						Select College		
☐						Select College		
☐						Select College		
☐						Select College		
☐						Select College		
☐						Select College		
☐						Select College		
☐						Select College		
☐						Select College		
☐						Select College		

☐						Select College		

TSA required—Technical Skill Assessment required course—required courses that, when completed, trigger TSA assessment eligibility for the student

CTE POS Course Lists—Post-Secondary (optional for Start-ups)

Post-secondary Core CTE Courses:
- ***Enter the name of the anticipated college program that will be the postsecondary component of this POS***
- ***Select the highest level of this component offered by the college***
- ***List the courses anticipated to be included in the Course/Skill Set crosswalk matrix (entry level courses)***

Name of Certificate or Degree Program	Medical Assistant/Nursing		
Highest award available in Program:	AAS		
College Course #	**Post-Secondary Course Name**	**Number of Credits**	**Accelerated College Credit/College Now?**
BI 122	Introduction to Human Anatomy & Physiology II	4	☒
HE 113	First Aid & CPR/AED Professional Rescuers/Health Care Providers	1	☒
MA 112	Medical Office Assistant Seminar I	1	☒
MA 117	Medical Office Administrative Procedures	4	☒
MA 118	Medical Office Administrative Procedures (Lab)	2	☒
MA 120	Introduction to Clinical Phlebotomy	1	☒
MA 180	Coding and Reimbursement	2	☒
MA 122	Medical Office Assistant Seminar II	1	☒
MA 123	Medical Office Clinical Procedures	4	☒
MA 124	Medical Office clinical Procedures (Lab)	2	☒
MA 130	Clinical Phlebotomy II	1	☒
MA 136	Medications	2	☒
MLT 100	Medical Office Laboratory Orientation	3	☒
MA 131	Introduction to Medical Science	3	☒
MA 132	Medical Office Assistant Seminar III	1	☒

Student Support Services

Directions:

1) Complete the Expectations section below as evidence of the secondary (**Sec**) and postsecondary (**Psec**) Student Support Services that you provide specifically for students studying in this CTE Program of Study - and/or -
2) Enclose (as links in the Comments box below or as attachments) documents that demonstrate Student Support Services that you provide specifically for students studying in this CTE Program of Study (both **Sec** and **Psec**)

Expectations

Check the applicable boxes below that indicate the Student Support Services you provide for students studying in this CTE Program of Study. (Boxes not checked should be explained in the Comments box below.)

Sec	Psec	Student Service Provided
☒	☒	Students receive information, guidance, and/or counseling specific to this CTE Program of Study, including career and job market information, and college program information.
☒	☒	Students participate in CTE POS specific career related learning experiences or related work experience.
☒	☒	Students' education planning is developed around information specific to this CTE Program of Study.
☒	☒	Extended application projects or capstone experiences are developed within the context of this CTE Program of Study.
☒	☒	Written information is provided to all students in this CTE Program of Study informing them of available articulated college (or university) credits, dual credit, expanded options, scholarships, and other postsecondary opportunities.
☒	☒	Efforts are made to provide information to students who are considered non-traditional by gender to the occupations resulting from this CTE Program of Study.
☒	☒	Access and recruitment to courses in this CTE POS are provided for all students including, but not limited to all Oregon and federal protected classes.
☒	☒	Accommodations are made to assure students with special needs can participate in this CTE POS.
☒	☒	Assistance is provided for students wishing to participate in this CTE POS for whom English is not their native language.

Evidence

During an ODE/CCWD audit, you may be asked for documentation or evidence of meeting the expectations listed above. Indicate where documentation may be found by providing links in the Comments box below, or by describing where documentation is kept, or by attaching documents to this **2017 CTE POS Renewal form**.

Sec	Psec	Evidence/documentation location (check those that apply)
☒	☒	Links to documentation are included in Comments box below
☒	☒	Description of where documentation can be found is included in Comments box below
☐	☐	Actual Student Support Services documents are attached to this **2017 CTE POS Renewal form**

Comments:

*(In the box below, please: 1) include links to any online documentation; 2) please include identification of the **Technical Skill Assessment(s) (TSA)** identified for this CTE POS—secondary and postsecondary; 3) finally, use this comment box to explain missing checkboxes from the **Expectations** matrix above.)*

Enter comments here
Comments:

A. Forest Grove High School uses a comprehensive curriculum guide to inform students of career and POS related course offerings. Forest Grove High School Curriculum Guide: can be found in the counceling center or at http://www.edline.net/files/_nRB4J_/4b9c272e49566dd63745a49013852ec4/2018-2019_Course_Catalog.pdf

CTE Program Of Study ….2018 **Application** (continued)

B. Forest Grove uses CIS as a tool to survey students, find their career interests and then direct students into which classes and programs would be in line with their career interests. CIS: https://connection.cis.com/familyconnection/auth/login/?hsid=fghs

C. Students develop a plan and profile to connect their future career to courses and well as their senior project http://www.edline.net/files/_gcK06_/843c1a31fddcad0f3745a49013852ec4/2017-2018_Senior_Project_Manual.pdf).

D. Students will develop a portfolio to demonstrate the skills they have learned (included in their Senior Project - see link above).

E. PCC student handbook and information is given to every dual credit student, available in classroom and at PCC. These students have opportunities to job shadow, apply for interships and apprenticeships, as well as create contacts with a variety of industry professionals (https://www.pcc.edu/dual-credit/wp-content/uploads/sites/37/documents/student-handbook.pd)f.

F. Recruitment posters are available in classrooms and throughout the school developed specifically to target non-traditional students.

G. Courses are inclusive, supports for accomodations and modifactions are in place.

H. Instructional assistants and tutorial classes are available for students with special needs (http://www.edline.net/pages/Forest_Grove_High_School/905793350991163268).

I. Health Services has a dedicated instructional assistant to support students with disabilities. We also have a bilingual teacher/ instructional assistant that is available to support ELD and ELL Spanish speaking students. Specific documentation in the classroom (http://www.edline.net/pages/Forest_Grove_High_School/905793350991163268).

Secondary TSA: 2CREG002

1. Relevent Links:
PCC WEBSITES OF PROGRAMS http://www.pcc.edu/programs/
GRAD PLAN http://www.pcc.edu/resources/advising/grad-plan/
ADVISING SERVICES http://www.pcc.edu/resources/advising/
COUNSELING SERVICES http://www.pcc.edu/resources/counseling/
CAREER COUNSELING http://www.pcc.edu/resources/careers/resource-centers/career-exploration.html
CAREER CENTER http://www.pcc.edu/resources/careers/resource-centers/
START LAB https://www.pcc.edu/resources/orientation/documents/orientation-schedule.pdf
ESOL PROGRAM ADVISORS http://www.pcc.edu/prepare/esol/sylvania/
ESOL PROGRAM http://www.pcc.edu/prepare/esol/
INTERNATIONAL ADVISORS http://www.pcc.edu/about/international/
DISABILITY SERVICES http://www.pcc.edu/resources/disability/
OFFICE OF AFFIRMATIVE ACTION AND EQUITY http://www.pcc.edu/about/affirmative-action/
DIVERSITY TRAINING http://www.pcc.edu/about/affirmative-action/training.html
TRANSFER INFORMATION http://www.pcc.edu/programs/university-transfer/
OREGON TRANSFER GUIDES http://www.pcc.edu/programs/university-transfer/transfer-guides/
OUT OF STATE TRANSFER GUIDES http://www.pcc.edu/programs/university-transfer/transfer-guides/out-of-state.html

2. Technical Skill Assessment: http://www.ode.state.or.us/search/page/?id=3230

3. All expectations have been met.The following information provides supporting evidence for the Expectations: Student Support Services per each original statement.

A. Students receive information, guidance, and/or counseling specific to this CTE Program of Study, including career and job market information, and college program information. Evidence: Students in the Building Construction Technology program at PCC have a specialized advisor who is knowledgeable about PCC systems as well the nuances of the field and the program. The PCC website shows the many diverse CTE programs available as well as how to get started in one, a career center as well as offers advising and career counseling services.

B. HOSA www.hosa.org, Student Career Day, Athletic Training Experience, Industry Tours.

C.Students' education planning is developed around information specific to this CTE Program of Study. Evidence: Students and advisors work with the GRAD PLAN program to create a personalized degree plan based on the students' level of entry at PCC and the program requirements. In addition, the catalog of programs and degrees offers guidance on educational planning. AVID.

D.Extended application projects or capstone experiences are developed within the context of this CTE Program of Study. Student Portfolio https://mail.google.com/mail/u/0/#search/portfolio/161a09c8fe8cbd18?projector=1&messagePartId=0.2

E. Written information is provided to all students in this CTE Program of Study informing them of available articulated college (or university) credits, dual credit, expanded options, scholarships, and other postsecondary opportunities. Evidence: PCC has extensive and detailed information available in their transfer website and in the transfer guides that are available showing the paths of articulation from PCC CTE programs to university programs. . The program advising specialist reaches out to students through email, class visits and one-on-one meetings about transfer options, scholarships, extra-curricular opportunities, and available college resources.

F. Efforts are made to provide information to students who are considered non-traditional by gender to the occupations resulting from this CTE Program of Study. Evidence: PCC is committed to reaching out to all students regardless of their gender. The CTE program advisors are empowered to reach out to high school students through high school visits, annual student preview day, and career fairs.

G. Access and recruitment to courses in this CTE POS are provided for all students including, but not limited to all Oregon and federal protected classes. Evidence: PCC is firmly committed to creating a diverse student body through continued and regular education of staff and faculty as well as by offering ongoing support to students and staff through the Office of Affirmative Action and Equity.

H. Accommodations are made to assure students with special needs can participate in this CTE POS. Evidence: The Disability Services office at PCC is able to help accommodate students with documented disabilities receive services they may qualify for.

I. Assistance is provided for students wishing to participate in this CTE POS for whom English is not their native language. Evidence: Most CTE programs require an English and Reading level minimum placement of WR 115 and/or RD 115. PCC offers ESOL courses for students who wish to improve their English language proficiency prior to entering into their CTE program of choice. For students who are studying on an international visa, international advisors that specialize in helping non-native speakers enter into the ESOL program are available.

Secondary TSA: 2CREG002
Post Secondary TSA: AAMA001 and OSBN002

Certification of Assurance

Directions: **After filling in all the appropriate fields in this form**, print out a copy of this Certification of Assurance page and acquire all the appropriate signatures. All signatures must be on one form. Submit signed Assurance form to Kenzie Mozejko at: POS.Application@state.or.us.

Name of CTE POS	Enter Title of CTE POS (same as on Page 1)
Name of Secondary School	Enter Name of Secondary School
Name of Community College	Portland Community College

SECONDARY LOCAL SUPPORT and CERTIFICATE OF ASSURANCE	I have reviewed this program application document for clarity, completeness and adherence to program quality standards, and support its approval. I agree that the CTE program area requirements for secondary CTE programs, including appropriate CTE certification for teachers, the rules and regulations for Public Law 109-270, and the requirements contained in the Oregon State Plan for Career and Technical Education will be complied with in the operation of the CTE programs and services offered by the district or through contract between the district and other agencies, institutions, or individuals. I agree to furnish CTE program data as requested by the Oregon Department of Education.	
Secondary School District Administrator Signature		**Date:**
Administrator's Name	Enter Local Administrator's Name	

LOCAL SUPPORT and CERTIFICATE OF ASSURANCE	The program advisory committee has been involved in the design and development of this program.	
Advisory Committee Signature		**Date:**
Advisory Committee Member's name	Enter Advisory Committee Member's Name	

POST-SECONDARY LOCAL SUPPORT AND CERTIFICATE OF ASSURANCE	This community college has been involved in the design and development of this CTE program of study and agrees to continue collaboration meeting all 5 Core Elements, especially alignment and articulation and reliable and valid technical skills assessment.	
Community College Administrator's Signature		**Date:**
CC Administrator's Name	Kendra Cawley	

For Regional Coordinator Use Only

Recommended Status:
☐ **RECOMMENDED FOR STATE APPROVAL (Perkins Eligible)**
☐ **DISAPPROVED (and returned for revision)**

_____   **Date:** _____
Regional Coordinator Signature
2A--Beth Molenkamp elizabeth.molenkamp@pcc.edu

For ODE/OCCWD Use Only

Approval Status:

☐ **FINAL STATE APPROVAL (Perkins Eligible)**   **Expiration Date:** _____

_____   **Date:** _____
Education Specialist Signature
Art Witkowski

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Submission Process

Instructions

Submit <u>complete</u> electronic copies of the application materials by following this procedure:

1. **Do not send PDF applications. Please send in original Word format.**
2. **Be sure you are using the correct year's application from [ODE's website](#).**
3. **Create a file (main folder) for storing all documents to be submitted**
4. **Title the folder using the name of the secondary school, the name of the Program of Study, and the year of submission, e.g., "OregonTownHSAccounting2018."**
5. **Place the completed POS Application and a scanned copy of the completed Assurance document in the main folder; put any other documents included with the application in their appropriate subfolders. (Please name documents and folders so that they are clearly identified.)**
6. **Each application needs to include a completed Assurance page with all signatures included on one form—please, no duplicate pages with partial signatures.**
   > **(For Regional Programs of Study, however, each secondary institution will need to have its own Assurance page; for those Regional applications, please secure Community College signatures first, then photocopy for each secondary partner and acquire secondary signatures; then scan and place all originals in the main POS folder with the application.)**
7. **Please be sure all required documents, links, and examples are in their appropriate folders before performing Step 8.**
8. **Prepare files for submission:**
   a. **Submit each POS application main folder with its subfolders one POS at a time.**
   b. **Use the electronic download process using ODE's FTP portal. Go to the ODE Secure File Transfer site ([Link to ODE FTP Site](#)) and follow the online directions for sending your POS folder to** POS.Application@state.or.us. **For technical help with this procedure, call Ron Dodge—503-947-5653, or Kenzie Mozejko—503-947-5636.**
   c. **Alternatively, you may save folders on a Jump Drive or CD-ROM and send to ODE, in care of: Kenzie Mozejko, Oregon Department of Education, PSB 2nd Floor, 255 Capitol St. NE, Salem, OR 97310.**

DEADLINE for submission: June 29, 2018

Checklist before submitting:

☐	All items on Page 1 of this form have been completed
☐	The Career Pathway Map/Visual link has been included on Page 1, (showing both secondary and postsecondary partners)
☐	The course-to-standards matrix for this CTE POS has been completed and attached
☐	All courses that trigger the Technical Skill Assessment have been identified in the course-to-standards matrix
☐	All student support services expectations (Page 2) have been addressed and any documentation has been linked or attached
☐	Assurances document has been properly completed, signed, and attached and/or faxed

(You may delete this page before submitting this application. To do so, you need to unlock the form, highlight everything on this page, delete, then re-lock the form and save.**)**