Career and Technical Education
Program of Study Application
2019 Version
(Full Application)

Directions—please enter information into ALL the fields in this application. If you have technical problems with this application, contact Ron Dodge ron.dodge@ode.state.or.us.
(For detailed information on how to complete this application consult the Guide to Using the Oregon CTE Program of Study Application 2019.) DEADLINE for submission: June 28, 2019 (Early Bird: April 30, 2019)

CTE POS—Title: Graphic Design
Career Area: Arts, Information Communication—AIC
Cluster Area (& appropriate secondary CTE licensure): AIC—Arts, A/V, Performing and Comm. Technology
Focus Area (if applicable): AIC—Arts, A/V, Performing and Comm. Technology
Secondary CIP Code: (Link to CIP website) 50.0401 (6 digit)
Community College CIP Code: (Link to CIP website) 50.0409 (6 digit)

Secondary School Name: Liberty High School
Secondary School District: Hillsboro
Secondary School ID Number: (Link to ID lookup) 4081

Secondary Teacher Name: Meghan McCaffrey (Lead Teacher)
Email: Mccaffrm@hsd.k12.or.us
Current CTE License: AIC—Visual, Performing Media Arts

Secondary Technical Skill Assessment (TSA): Use the code from this table for your selected TSA. 15REG027

CC Technical Skill Assessment (TSA): Use the code from this table for your selected TSA. 2AREG022

Primary Oregon Community College Name: Portland Community College
(Contact POS.Application@state.or.us to add multiple colleges)
College Point of Contact: PCC Sally Earll sally.earll@pcc.edu
Community College CTE Program Title(s): Graphic Design
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/1qLTHIsQlbz4ZRLrfyJyGBadzSCTb2pu/view?usp=sharing

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

CTE Teacher: Submit complete electronic application materials to your CTE Regional Coordinator.
Regional Coordinator: Submit completed applications to ODE using the Submission Process on the last page of this application.

DEADLINE for submission: June 28, 2019
New: CTE POS Course Matrix—Secondary & Postsecondary

Sample Screen Shot: Finance Cluster

Please Submit Course-to-Skill Sets Matrix (crosswalk) with this application:

- Follow the instructions on the Skill Set Matrix home page
- Complete one matrix for both secondary and postsecondary courses; add columns as necessary
- Please enter all information for each course: title, course number, NCES Code (secondary), credits, if required for TSA.
- Check only those skills or standards taught with intent and purpose and assessed in each course
- Submit the matrix through the SmartSheet process with this Application

Link to CTE POS Course Matrices—all Clusters
GENERAL DIRECTIONS FOR COMPLETING THE ELEMENTS SECTIONS:

- In the first part of each Element section, click on each checkbox for criteria that applies to your Program of Study.
- For those criteria that do not apply at this time, explain in the Comments box at the end of the section why those criteria are not met and how you will address them before the program is up for revision. (POSs are usually approved for four years.) A program that does not meet all elements at the time of application may be temporarily approved as a “State Recognized Program” (SRP) until missing elements are completed; SRP’s can convert to POS anytime and be immediately eligible for Perkins funds, per local grant administrator’s budget.
- In the second part of each Element section, there is the expandable space provided for Comments, as mentioned above. Use this box to explain missing check marks in the criteria statements above, point out strengths of your program, or identify special circumstances you need to have considered during ODE review of this application.
- If you already have documents or files that help demonstrate the strength or potential of each Element, simply upload those files to the SmartSheet® folder for this POS Application. You may provide links to online documents, when submitting this application, rather than write lengthy responses in the Comment box. (Consult the Guide to Using the Oregon CTE Program of Study Application 2019 for details about how to use Addenda if submitting supporting documents or files.)

Element 1: Standards & Content

This POS design includes:

- A. Relevant, rigorous technical skill standards-based content, including or aligned with challenging academic standards
- B. Shared secondary and post-secondary technical content that incorporates the knowledge and skills identified in the Oregon Skill Sets or other industry-based standards, which are validated through national and state employer input
- C. Sufficient size, scope and sequence to include curriculum and instruction leading to student attainment of academic and technical knowledge and skills for high school graduation, college entry, and careers within high wage, high demand fields
- D. A systemic approach to instructional delivery of academic and technical knowledge and skills where students demonstrate skill through contextual assessments, as well as valid and reliable technical skill assessments (TSA) aligned to industry standards
- E. A plan for continuous improvement of program design and instructional delivery that provides the opportunity for each CTE POS student to:
  - Meet diploma requirements, post-secondary entry requirements, and/or certificate/degree/industry credential requirements
  - Demonstrate mastery of academic and technical content that is aligned with industry standards
  - Apply learning through authentic experiences
  - Develop skills and build confidence to compete in high wage, high skill, and/or high demand occupations.

Directions for using the Comment box—The box below expands to accommodate your comments. Enter in this box explanation for missing checks above, or notes regarding program strengths worth consideration during POS review. If you already have documents or files that do this more quickly, simply upload those documents or files (or links to them) with this application to the SmartSheet® folder. (Consult the Guide to Using the Oregon CTE Program of Study Application 2019, for more details.)

Please address these questions through your comments in Element 1 Comment Box below (or attach documentation in an appropriately identified and uploaded file/folder):
- Address any unchecked box above
- Explain how this POS is aligned with challenging academic standards at the HS and CC levels
- Identify those who participated in the decision of which skill set to use for this POS
- Who participated in the crosswalk of the skill sets to HS and CC courses

Element 1 Comment Box:
A. No unchecked boxes Secondary Course Catalog:
B. http://www.hsd.k12.or.us/Portals/0/schools/handbooks/2016-17%20HS%20Course%20Catalog.pdf
The POS is aligned with state standards as outlined in the course catalog (link above).
C. The participants in the decision of skill set for this POS and crosswalk of the skill sets were: Beth Molenkamp (regional coordinator), Doran Lower and Chuck Laitti (CTE Digital Arts certified instructors). At the community college level, the highest degree available is an AAS. In order to receive this award a student must pass a math competency test or course, an English Composition course, History course and a Public Speaking course (these requirements can be found at http://catalog.pcc.edu/programsanddisciplines/graphicdesign/#degreestext).
D. The above individuals assisted the teacher in choosing the skill sets at the high school level. The PACTEC Perkins specialist and PCC instructors participated in completing the CC course crosswalk.
Element 2: Alignment and Articulation

The alignment of this POS includes:

- **A.** A unified, cohesive sequence of content among secondary and post-secondary partners contained in a non-duplicative sequence of courses or learning experiences.
- **B.** Alignment of content between secondary and post-secondary education partners may include course articulation or other ways students can acquire post-secondary education credits (e.g. Credit for Proficiency, Dual Credit, Oregon Transfer credit, etc.).
- **C.** Articulation agreements are developed, implemented and supported at the institutional level to ensure long-term sustainability and cross-sector cooperation.
- **D.** Based on the program design and instructional plan, each student will:
  - Continually progress in knowledge and skills when ready;
  - Earn high school or college credit based on performance; and
  - Make the connection between educational preparation and entry into a career.

**Directions for using the Comment box**—The box below expands to accommodate your comments. Enter in this box explanation for missing checks above, or notes regarding program strengths worth consideration during POS review. If you already have documents or files that do this more quickly, simply upload those documents or files (or links to them) with this application to the SmartSheet® folder. (Consult the Guide to Using the Oregon CTE Program of Study Application 2019, for more details.)

Please address these questions through your comments in **Element 2 Comment Box** below (or attach documentation in an appropriately identified and uploaded file/folder):

- Address any unchecked box above
- Briefly describe the level of alignment and/or articulation that exists for this POS (you may also identify non-Perkins eligible alignments that exist with private schools, universities, etc.)
- Briefly describe the alignment and/or articulation activities that have occurred, and who participated from HS and CC levels

**Element 2 Comment Box:**

A. The secondary Graphic Design courses are closely aligned with current Graphic Design courses offered at PCC, such as Graphic Design 1 is aligned with PCC's GD 120, and Graphic Design 2 is aligned with PCC’s GD122. The teacher and the Regional Coordinator are discussing future articulation.

B. The introductory courses are loosely aligned to business, textile and design courses offered at PCC. At the time Advanced graphics is not offered, however we are building this program to have the advanced Graphics classes correlate with the PCC 124 course.

C. A meeting will occur with PCC instructors and the Secondary POS teacher to increase alignment of courses and decisions on mode of articulation will be made at that time.
Element 3: Accountability & Evaluation

In this POS design:

☒ A. Performance will be measured against the Perkins-required performance measures as described in Perkins IV Measurement Definitions identified in Oregon’s State Plan (re: Data Collection)
☒ B. Business, community and education partners (specifically, an Advisory Committee) participate in CTE Program of Study design, development, and evaluation, including:
   ☒ Assistance in evaluating program vision, goals and priorities
   ☒ Validation of industry skill standards for curriculum content and technical skill assessment, where appropriate
   ☒ Participation in the CTE teacher recruitment, instructor appraisal process, and ongoing faculty professional development
☒ C. Perkins performance data is used for data-driven, CTE program of study design and improvement decisions
☒ D. Students have the opportunity to learn in a contextual career related environment that allows them to:
   ☒ Monitor their own progress through their demonstration of attaining technical and academic skill standards
   ☒ Demonstrate their technical and academic proficiency in meaningful ways, e.g., Technical Skill Assessment, industry credential, etc.
   ☒ Adapt their program to meet personal goals based on industry requirements and performance outcomes

Directions for using the Comment box—The box below expands to accommodate your comments. Enter in this box explanation for missing checks above, or notes regarding program strengths worth consideration during POS review. If you already have documents or files that do this more quickly, simply upload those documents or files (or links to them) with this application to the SmartSheet® folder. (Consult the Guide to Using the Oregon CTE Program of Study Application 2019, for more details.)

Please address these questions through your comments in Element 3 Comment Box below (or attach documentation in an appropriately identified and uploaded file/folder):
• Address any unchecked box above
• Identify the data used in designing this POS, and the effect that the data had on the design
• Identify the members of the Business Advisory Committee
• How will the POS be evaluated, and by whom?
• How will you know if the POS is successful?
• What process will you use to decide any changes that need to occur because of the POS evaluation?
• Required: List the TSA(s) code used for this POS on Page 1 (ODE approved list)

Element 3 Comment Box:
A. No unchecked boxes.
B. This POS was designed using input from other Digital Arts and Computer Technology teachers in the region and current collegiate programs in the area. Also, information from PCC’s Program of Study has been evaluated and used in the designing of the program. Data from the Oregon State Employment Department was also used. Using these resources insures that the program will be current with 21st century graphic design tools and ideas.
C. Several business owners and graphic designers are being recruited to be members of the Business Advisory Committee. These include: Lise Claybaugh, Julie Nix, Hussein Al-Baiaty and Sam Causton.
D. The POS will be evaluated at the end of every academic year by the instructor(s) and the Business Advisory Committee to determine if the curriculum contains relevant and current learning opportunities and experiences.
E. The POS will be evaluated on relevence to "real world" graphic design projects and employment opportunities along with how well the students successfully complete the program.
F. As the tools and programs used in graphic design advance and improve the POS will be examined to determine how it can be changed to reflect those changes and advancements.
G. Secondary TSA - 2AREG013, Post Secondary TSA - 2AREG022
Element 4: Student Support Services

In this POS design:

- A. All CTE students will have informational guidance support and advising to assist them in progressing through a CTE program of study in an efficient and seamless manner (e.g. Career Pathway Templates and/or Roadmaps, Education Plan and Profile, POS visual guides, Career Information System, etc.).
- B. Each student will be able to:
  - Identify the career path options he/she can follow to a chosen career;
  - Receive consistent and informed messages about career and possible financial options for post-secondary education;
  - Take ownership of their education through maintaining a current education plan;
- C. Compliance is evident with Federal regulations, including Title VI- Civil Rights Act of 1964; Title IX – Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, Sex, Religion, National Origin, Age or Disability; Title II of the Americans with Disabilities Acts of 1990; therefore, this POS provides:
  - Appropriate access for all students, including non-traditional and special populations.
  - A non-biased and non-discriminating learning environment (with respect to race, color, national origin, gender and disability status).
  - Program facilities with physical access and instruction that accommodates students with disabilities, including various learning styles (e.g. the use of visual, auditory, tactile, and kinesthetic teaching methods, and other appropriate forms of instruction).
  - Responsiveness to the needs of students for whom English is a second language.
- D. Opportunities for structured student leadership are a program component and integrated into CTE POS instruction. This POS integrates either:
  - 1) One of the state chartered CTSO’s: DECA, FBLA, FCCLA, FFA, FNRL, HOSA, SkillsUSA, TSA — or —
  - 2) Another local or national organization that meets the criteria listed in the ODE Student Leadership criteria document.
    - The locally developed student organization or experience provides leadership development opportunities that meet the following expectations (see details in linked document above):
      - Context related instruction, career development, and practical assessment
      - Community-based learning experiences
      - Organizational management and administrative experiences

Directions for using the Comment box—The box below expands to accommodate your comments. Enter in this box explanation for missing checks above, or notes regarding program strengths worth consideration during POS review. If you already have documents or files that do this more quickly, simply upload those documents or files (or links to them) with this application to the SmartSheet® folder. (Consult the Guide to Using the Oregon CTE Program of Study Application 2019, for more details.)

Please address these questions through your comments in Element 4 Comment Box below (or attach documentation in an appropriately identified and uploaded file/folder):

- Address any unchecked box above
- Briefly describe the POS-specific student support services that HS and CC students will receive in this POS that will support their success in the courses
- How will those student support services help inform and prepare HS and CC students for their next educational and career steps?
- Briefly describe the specific efforts that will be made to recruit all types of students into this POS (both HS and CC levels)
- Briefly describe any student leadership opportunities that will be available for both HS and CC

Element 4 Comment Box:

A. No unchecked boxes
B. Liberty’s Counseling Department works closely with the Computer Technology and Graphic Arts Departments to assist students in guiding their progress through high school and in choosing a Focused Program of Study. Student options are also available through the Course Catalog. Students’ progress is charted through Naviance (a college and career planning portal for students and their families). Counselors begin working with students in middle school to guide them and help them
choose their courses and explore careers, they continue to do this through freshman and sophomore years. During the junior year, our school to work coordinator and one of the counselors Student Support Services include the ways that all students are made aware of the career and education opportunities available in the CTE career Pathway that is the focus of this POS. help students to create a resume. They also help students choose, plan, and reflect on a job shadow experience and possibly an internship experience. Currently, students can get their career development credit their junior or senior year. All Seniors at Liberty High School work on their Senior project through either a CTE Program of Study or through the Senior Seminar class. In the Graphic Arts Program of Study, students get a variety of guest speakers that provide information on careers in Graphic Arts and Digital Design, these include representatives from various colleges and businesses.

C. Liberty’s Graphic Arts Program of Study also works with our ESL and Special Ed departments to make sure each class offers appropriate access for all students. The Counseling Department provides all teachers with copies of their student’s 504 plans as well as any medical forms necessary for teachers to be aware of; ESL sends a list of all ESL students indicated what level their language ability is, and Special Ed provides a list of students with IEPs and indicate whether that student is on a modified diploma. Upon receiving information regarding a student’s special needs, I place a note in the gradebook (ESL, 504, IEP, or MOD), which helps me know when I print out any progress reports. I then make it a point to see if any student has a particular accommodation that I should be aware of. If it’s a modification that asks for test retakes, notes, or extensions on projects, I don’t need to do much since I always offer retakes, I make PowerPoint Presentations that are accessible to all students, and I offer extensions if a student asks. If there are any accommodations that are not typical classroom accommodations, then I review those notes and make a point to accommodate those needs. Then whenever I make a new grade print out (for midterm, quarter grades, etc.), I make a point to check their notes and make sure that I’ve met the appropriate accommodations for each student with an accommodation. Sometimes, I’ll receive an ESL assistant or a Special Ed Assistant. In those cases, I encourage the aides to do the work I assign to the class, so they can better assist the students on their caseload. With students who have a modified diploma, we first check to see if that student even needs a modified grade. We do this every time there is a progress report or grade report due.

Sometimes, the student is successful without any modifications, in which case, I inform that student’s case manager that he or she does not need a modification. Then, at any point in the term, if we notice a student with a modified diploma is not able to be successful with the course load, I then consult with that student’s case manager to make a plan for a modified grade. Communication regarding students with special needs is usually communicated from counselors, teachers, and case managers. Every student with an IEP has a yearly IEP update meeting between the student, his or her parents, a representative from the Special Ed department, and a representative from their list teachers. All teaching staff with that student is notified of the meeting with an invitation and a list of who is required to attend. Only one teacher is required to be present at each IEP meeting, so all other teachers who are not required to attend are expected to complete a progress report for that student before the meeting takes place.

C. Students are to be recruited through middle school visits to the high school, posters, the counseling department and the course catalog. As a female instructor in the graphic arts field I am positioned to recruit non-traditional students into the program of study. I provide support for females and non-traditional students who take my technology classes by actively recruiting them to pursue the second level classes and to join related clubs.

D. Secondary students will be required to participate in projects within the Hillsboro community. Students are also encouraged to submit their work to various local competitions and shows. During their internships they will work on various projects for the school, school district, and outside “customers” in order to experience the various roles in a business relationship. A leadership organization will be developed on a district level by the College and Career Pathway Coordinator.

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 Multimedia 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. The Multimedia degree program has their own website, which details how students can get started and get support. B. Students participate in CTE POS specific career related learning experiences or related work experience. Evidence: Students are highly recommended to take MCH 280 CE: Multimedia cooperative work to meet their required degree elective requirements. This is an internship experience that is offered in a real world setting. 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. D. Extended application projects or capstone experiences are developed within the context of this CTE Program of Study. Evidence: Students complete a series of extensive applied projects throughout the program starting in their first year. They experiment with a variety of materials as well as complete projects from the design, production and marketing. Students complete their capstone in the MM250 Advanced Multimedia Project Development 1 course. Students are highly recommended to take one or more of the following elective courses to meet their degree requirements, MM 160, 230, 235,239, 246, 250, 258, 259, 260, 261, 262 and 280. 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: The advising specialist who works with these students organizes and announces group meetings, one-on-one advising, job postings and announcements, foundation
CTE Program of Study .... 2019 Application (continued)

scholarships, requirements for the co-op and employer visits. PCC has extensive and detailed information available on the transfer website and in the transfer guides that are available showing the paths of articulation from PCC CTE programs to university programs. Currently there is a direct transfer program with Southern Oregon University for a BAS Business Management and Oregon Institute of Technology, BAS Technology and Management that AAS students can transfer directly into. 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 (such as the High School Career Expo every spring). Instructors and the program advising specialist visit local area high schools and high school students studying multimedia as well as high school classes come to visit the program. 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.
Element 5: Professional Development

The planned professional development for this POS will:

☑️ A. Connect to teacher effectiveness evaluations.
☑️ B. Help teachers and administrators develop and improve standards-based curriculum and learning experiences that promote the integration of coherent and challenging academic content and industry-based technical standards, including opportunities for the appropriate academic and CTE instructors to jointly develop and implement classroom-based curriculum and instructional strategies.
☑️ C. Include professional development that is high quality, sustained, intensive, and focused on instruction designed to increase the academic knowledge and understanding of industry standards
☑️ D. Encourage applied learning methodology that contributes to the academic and CTE knowledge of the student
☑️ E. Provide research and training opportunities that help teachers develop appropriate and useful assessment tools and strategies.
☑️ F. Provide training and guidance geared to help improve instructional delivery methodology that helps improve student performance and skill acquisition, particularly skills needed to work with and improve instruction for special populations.
☑️ G. Assist teachers in accessing and utilizing CTE accountability data, student achievement data, and data from assessments

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Please address these questions through your comments in Element 5 Comment Box below (or attach documentation in an appropriately identified and uploaded file/folder):

- Address any unchecked box above
- Briefly describe how PD will be planned and implemented, based on the needs of this POS
- Briefly describe any planned joint PD ventures for HS and CC teachers, as well as regional trainings

Element 5 Comment Box: The instructor will continue to seek out and take classes, courses and other learning opportunities in order to maintain knowledge of the advancements in the field of graphic design. There are some regional trainings offered by fellow instructors, such as Portland Design Week and Adobe training opportunities. These will be evaluated and a determination will be made if there are any relevant classes being offered for professional development. These are attended by high school and community college teachers in the area or nationally. Teachers and Administrators will be given the opportunity to attend the regional and national CTE conferences.

CTE Teacher: Submit complete electronic application materials to your CTE Regional Coordinator.
Regional Coordinator: Submit completed applications to ODE using the Submission Process on the last page of this application.

DEADLINE for submission: June 28, 2019
### Certification of Assurance

**Name of CTE POS**  Graphic Design  
**Name of Secondary School**  Liberty High 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**

**Administrator’s Name**  Enter Local Administrator’s Name

**Date:**

#### 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**

**CC Administrator’s Name**  Enter CC Administrator’s Name

**Date:**

For Regional Coordinator Use Only

**Recommended Status:**

- [ ] RECOMMENDED FOR STATE APPROVAL (Perkins Eligible)
- [ ] DISAPPROVED (and returned for revision)

**Regional Coordinator Signature**

Select Regional Coordinator Name

**Date:**

For ODE Use Only

**Approval Status:**

- [ ] FINAL STATE APPROVAL (Perkins Eligible)

**Expiration Date:**

**Date:**

**Education Specialist Signature**

Select Specialist Name

**Date:**
Final Submission

Submission Process

New instructions this year--2019!

Instructions

CTE Teacher: Submit complete electronic application materials to your CTE Regional Coordinator.

Regional Coordinator: Submit all POS applications to ODE using the SmartSheet® process described below.

Regional Coordinators will submit complete electronic copies of the application materials through uploads to SmartSheets® by following this procedure:

1. [It is recommended that you create a folder on your computer using the name of the secondary school, the name of the Program of Study, whether it is a full or renewal application, and the year of submission, e.g., “BeavervilleHSAccountingFull2019.” This way, you will have an “original” in case you need that for some reason.]

2. Place all the teacher’s POS application materials in your folder, using consistent names for each file. For example:
   a. *1_BeavervilleHSAcctgFullPOSApp2019.doc (Please include the Word® version of the application)
   b. *2_BeavervilleHSAcctg2019Assurances.pdf
   c. *3_BeavervilleHS_LBCCAacctg2019Matrix.xls (Please include all courses in the matrix, secondary and postsecondary)
   d. BeavertonHSAacctg2019Roadmap
   e. BeavertonHSAacctg2019StudSuprtSrvs
   f. LBCCAacctg2019StudSuprtSrvs
   g. LinnCountyLMI_Data (proof of high wage, high demand)
   h. List of advisory members, letters of support, etc., all files identified properly

   (*The numbering on the titles for the first three documents listed above helps the ODE specialist review the application, and helps ODE staff properly process the completed application.)

3. Create a SmartSheet® record for the POS application and supporting materials.

4. Open the attachments dialogue box and upload all the files from your folder to the attachment box.

5. 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 application documents, which includes a copy of the Application, the school specific Matrix, and the school specific Assurance page. (Suggestion: for Regional applications, please secure Community College signatures first, then photocopy for each secondary partner and acquire secondary signatures.)

   • **DEADLINE for submission: June 28, 2019**
   • **Early Bird deadline (assures feedback before teachers leave for summer): April 30, 2019**

(You may delete this page before submitting this application.)