

## Career and Technical Education Program of Study Renewal 2017 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 **2017 CTE POS Renewal form** (make sure all items are complete)
- Program ID Page (Page 1 of this Form) complete
  - Provide a link to Career Pathway visual (on Page 1 below)
  - Complete CTE Course-to-Standards Crosswalk Matrix (use one of the [ODE Cluster templates](#), or a similar local form); attach matrix to this **2017 CTE POS Renewal form**
  - 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**
  - Enclose evidence of Student Support Services that are specific to this CTE POS (see next page)
  - Print out Assurances page, secure signatures, and scan as attachment to this **2017 CTE POS Renewal form** (or fax to ODE – 503-378-5156, c/o Nakeia Daniels)
- 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 **2017 CTE POS Renewal form** and attachments
- Step 5 – Forward appropriately completed and field approved **2017 CTE POS Renewal form** and attachments to ODE at this email address: [POS.Application@state.or.us](mailto:POS.Application@state.or.us). (Use the [FTP process](#) for large files.) **DEADLINE: June 30, 2017.**

<b>CTE POS—Title:</b>	<b>Hospitality and Tourism</b>
<b>Career Area:</b>	Business Management--BM
<b>Cluster Area</b> (and CTE licensure)	BM--Hospitality Tourism
Focus Area (if applicable):	Culinary Arts
Secondary CIP Code: ( <a href="#">Link to CIP website</a> )	12.0500 (6 digit)
Community College CIP Code: ( <a href="#">Link to CIP website</a> )	050052.0901 (6 digit)

<b>Secondary School Name:</b>		<b>Forest Grove High School</b>
Secondary School District:		Forest Grove School District
Secondary School ID Number:		<b>1134</b>
<b>Secondary Teacher Name:</b>	<b>Email</b>	<b>Current CTE License</b>
Erin E. Linhares	elinhares@fgsd.k12.or.us	Select Current Teacher CTE Endorsement

<b>CC Technical Skill Assessment (TSA):</b> Use the code from <a href="#">this table</a> for your selected TSA.	ACF004
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<b>Secondary Technical Skill Assessment (TSA):</b> Use the code from <a href="#">this table</a> for your selected TSA.	2AREG012
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<b>Primary Oregon Community College Name:</b> (Contact <a href="mailto:POS.Application@state.or.us">POS.Application@state.or.us</a> to add multiple colleges)	Mt. Hood Community College
College Point of Contact:	MHCC Susanne Rose susanne.rose@mhcc.edu
Community College CTE Program Title:	Hotel Restaurant, Meetings Management
Community College Award:	Associate of Applied Science

<b>Visual/Roadmap:</b> (Insert link, or identify location where sample of visual can be found)	
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<b>Regional Coordinator/Contact:</b>	2B--Jenn Edgar jenn.edgar@mhcc.edu
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## 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
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Students receive information, guidance, and/or counseling specific to this CTE Program of Study, including career and job market information, and college program information.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Students participate in CTE POS specific career related learning experiences or related work experience.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Students' education planning is developed around information specific to this CTE Program of Study.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Extended application projects or capstone experiences are developed within the context of this CTE Program of Study.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Accommodations are made to assure students with special needs can participate in this CTE POS.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Links to documentation are included in Comments box below
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Description of where documentation can be found is included in Comments box below
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Actual Student Support Services documents are attached to this <b>2017 CTE POS Renewal form</b>

**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.)

Comments:

Students receive information, guidance, and/or counseling specific to this CTE Program of Study, including career and job market information, and college program information. Examples: 1. Speakers from culinary schools, including Portland Culinary Institute,, Le Cordon Bleu Institute and Portland Art Institute. 2. We provide information from the Works Source

## **CTE Program Of Study ...2017 Application** (continued)

Oregon Careers Magazine in both English and Spanish languages. [mypathcareers.org](http://mypathcareers.org) 3. Chamber of Commerce provides career days/events to Forest Grove School District students that my students attend. <https://www.hillsborochamberor.com/stc.html>

Students participate in CTE POS specific career related learning experiences or related work experience. Students have three food sales during their semester a. Cookie sale, b. Lasagna/Bread Sale, Thanksgiving Pie Sale.  
2. Students use the Washington County Food Safety Training Manual to earn a food handlers certificate. This manual is provided in six different languages. <http://www.co.washington.or.us/HHS/EnvironmentalHealth/food-handler.cfm/>  
3. Students use the QCare program (customer service training) provided by the Oregon Tourism Association to earn a certificate of customer service. [www.oregonqcare.com](http://www.oregonqcare.com)

Students' education planning is developed around information specific to this CTE Program of Study. 1. We have a curriculum guide that describes our culinary program. This brochure is attached in the evidence folder. 2. Each class syllabus is included Culinary Arts I, II and III. [http://www.edline.net/pages/Forest\\_Grove\\_High\\_School](http://www.edline.net/pages/Forest_Grove_High_School) (Under Academics, 2017-2018 Curriculum Guide)

Extended application projects or capstone experiences are developed within the context of this CTE Program of Study.  
1. Students participate in the Annual Oregon ProStart Culinary Competition.  
2. Students have a TSA for my class and can apply this to complete a Senior Project and or receive a Certificate of Academy Achievement. (CAA) Senior Project involve the creation of a culinary based portfolio, research paper and student project.  
[http://www.fgsd.k12.or.us/files/\\_VEFCM\\_/c2c5210dbf03ad0a3745a49013852ec4/Updated\\_Senior\\_Project\\_Manual\\_2016-2017.pdf](http://www.fgsd.k12.or.us/files/_VEFCM_/c2c5210dbf03ad0a3745a49013852ec4/Updated_Senior_Project_Manual_2016-2017.pdf)

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. 1. Each student is provided information on the Mt. Hood Community College College Now Dual Credit Program  
2. Students receive information about proStart culinary scholarships <http://www.nraef.org/Students/Scholarships>.  
3. Culinary school representatives give students information about scholarship availability <http://content.artinstitutes.edu/assets/documents/ai/financial-aid/scholarship-brochure.pdf>

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. 1. Our Prostart curriculum includes a textbook that includes pictures and text that highlights both males and females and is multi-cultural. Films are used that include both gender role models and part of their educational format.

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. 1. In May, students present their senior project. "Senior Speeches" This presentation is open to the school and our students' work is on display. 2. Forest Grove High School course catalogue is located on the school website under quick links. [http://www.edline.net/pages/Forest\\_Grove\\_High\\_School](http://www.edline.net/pages/Forest_Grove_High_School) (Under Academics, 2017-2018 Curriculum Guide)

Accommodations are made to assure students with special needs can participate in this CTE POS. 1. we follow all accommodations for students with IEP, ESL, and or 504 needs.

Assistance is provided for students wishing to participate in this CTE POS for whom English is not their native language. 1. Students are provided access to the ESL center when they are working on taking tests and can work on assignments during their tutorial class. 2. Food preparation is completed in kitchen groups where students are given additional help from their peers and from the teacher.

## **CTE Program Of Study ...2017 Application** (continued)

### 1. Relevent Links:

MHCC WEBSITES OF CTE PROGRAMS <http://www.mhcc.edu/CTEPrograms/>  
HOSPITALITY AND TOURISM MANAGEMENT <http://www.mhcc.edu/Hospitality/>  
HOTEL, RESTAURANT, MEETINGS MANAGEMENT CURRICULUM  
<http://www.mhcc.edu/HospitalityTourismManagementHotelRestaurantMeetingsManagementCurriculum/>  
GRAD INFO <http://www.mhcc.edu/Graduation/>  
ADVISING SERVICES <http://www.mhcc.edu/AdvisingCenter/>  
COUNSELING SERVICES <http://www.mhcc.edu/CareerCenter/>  
CAREER COUNSELING <http://www.mhcc.edu/CareerCenter/>  
CAREER CENTER <http://www.mhcc.edu/CareerCenter/>  
ORIENTATION <http://www.mhcc.edu/oc/>

2. Technical Skill Assessment: <http://www.ode.state.or.us/apps/oss/tests.aspx>

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

1. <http://www.mhcc.edu/DSO/>

*The College is committed to a safe work environment for all employees and students, which includes zero tolerance from bullying, discrimination, and harassment along with the provision of equal opportunity in education and employment.*

#### *Equal Opportunity and Affirmative Action*

*The College shall comply with all local, state and federal laws related to equal opportunity and affirmative action in its employment practices, services, programs and activities. The College is committed to providing an inclusive environment and equal opportunity to all persons and prohibits all forms of discrimination based on age, gender, race, color, religion, physical or mental disability, national origin, marital status, sexual orientation, pregnancy, veteran's status, familial relationship, expunged juvenile record, or other status or characteristic protected by law, or association with individuals in such protected status or characteristic*

#### *Non-discrimination*

*The College promotes non-discrimination by maintaining a respectful working and learning environment free of all forms of discrimination and harassment. It is against district policy for any manager, supervisor, faculty, staff or student to engage in discrimination of any member of the College community based on race, color, religion, ethnicity, national origin, age, sex, marital status, disability or sexual orientation. The College shall comply with all local, state and federal laws with regard to non-discrimination.*

#### *Non-bullying / Non-harassment*

*The College is committed to maintaining a respectful working and learning environment with a zero tolerance policy regarding all forms of bullying or harassment. It is against district policy for any manager, supervisor, faculty, staff or student to engage in bullying, harassment or discrimination of any member of the College community based on but not limited to race, color, religion, ethnicity, national origin, age, sex, marital status, disability or sexual orientation.*

*The College shall: provide training that disseminates non-bullying / non-harassment procedures and complaint processes; notify the College community of rights and responsibilities; investigate all complaints promptly; and take appropriate action against offenders.*

#### *Americans with Disabilities Act (ADA) and Amendments*

*The College, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), (as amended), and other applicable federal and state regulations that prohibit discrimination on the basis of disability, is committed to maintaining employment practices, services, programs and activities that provide equity and access to qualified individuals with disabilities. The College is committed to ensure that all programs, services, and activities are accessible to people with disabilities, including College programs, services, and activities delivered on-line by the College through third-party vendors. All College applicants, students and employees with disabilities are to be able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as nondisabled applicants and students, with substantially equivalent ease of use; and are not to be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any College programs, services, and activities in person and/or on-line.*

*- See more at: <http://www.mhcc.edu/BP-1100/#sthash.GQJCrlwq.dpuf>*

## **CTE Program Of Study ...2017 Application** (continued)

*Mt. Hood Community College (MHCC) will comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), (as amended), and other applicable federal and state regulations that prohibit discrimination on the basis of disability. Reasonable accommodation is defined as reasonable modifications or adjustments to programs, services, activities, course and College materials, jobs, work environment, policies, practices and / or procedures that reduce or eliminate the barriers for individuals with disabilities.*

### **1. Student Responsibilities**

*Accommodations for students with disabilities are to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), (as amended), and other applicable federal and state regulations that prohibit discrimination on the basis of disability.*

*The MHCC Disability Services Office coordinates all auxiliary aids, accommodations and services for students with disabilities. Students seeking services are to contact the Disability Services Office to discuss accommodations and for guidance in accessing them. Inquiries regarding applicable state and federal laws pertaining to students should also be directed to the Disability Services Office*

### **2. Applicant Responsibilities**

*Applicants for employment requiring accommodation due to a disability should contact the MHCC Office of Human Resources (HR). Reasonable accommodation can be available in the application / interview process upon request, but applicants are not required to disclose a disability until the College makes an offer of employment.*

### **3. Employee Responsibilities**

*College employees are to seek support for ADA compliance and its application to their position duties from the College's Human Resources Office. The Disabilities Services Office may be an additional source of information and resources.*

*The law requires an employer to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. Accordingly, it is the responsibility of employees to inform their manager or other College manager that an accommodation is needed to perform the essential job functions.*

*All College employees are accountable for ensuring that any content they post on web-based platforms are is compliant with current ADA regulations and is accessible to students and employees with disabilities. This applies to web-based platforms owned by the College and/or by an outside, third-party vendor. Online instructional courses will only to be provided through MHCC approved, standard Learning Management Systems (LMS.) Staff and faculty will ensure that any information posted on any MHCC online platforms for student use is ADA compliant. This includes but is not limited to: course/class materials, videos, links to videos or other online information and all posted documents. Content posted on MHCC's web site will be ADA compliant. Content found not to be ADA compliant will not be posted. The MHCC Office of Information Technology will assist employees to help them meet this requirement. Purchases of software will follow all MHCC approved procedures for purchasing, as managed by Administrative Services. Statements of ADA compliance will be obtained prior to purchase and/or included in new contracts. Any exceptions to this Administrative Regulation, or parts within, requires written approval from the ADA Compliance Officer, Disabilities Services Coordinator/Counselor, The College President, Vice President of Instruction or Vice President of Student Development.*

*- See more at: <http://www.mhcc.edu/AR-1100-B/#sthash.Wj73kQy0.dpuf>*

*2. Hospitality and Tourism Management is an associate degree program designed to prepare students for careers in the hospitality and tourism industry. The curriculum includes instruction and training in hotel, travel, recreation, tourism, food service, convention and meeting planning, culinary and related service industries.*

*- See more at: <http://www.mhcc.edu/Hospitality/#sthash.LRXGhIV0.dpuf>*

*The Mt. Hood Community College Hospitality and Tourism program offers tremendous opportunities to the student who is interested in a four-year degree.*

*This curriculum is recommended for students interested in transferring to Portland State University's Business Administration Bachelor of Science Degree Program.*

*- See more at: <http://www.mhcc.edu/Hospitality/#sthash.LRXGhIV0.dpuf>*

*Hospitality and Tourism Management is an associate degree program designed to prepare students for careers in the hospitality and tourism industry. The curriculum includes instruction and training in hotel, travel, recreation, tourism, food service, convention and meeting planning, culinary and related service industries. In addition to formal instruction, cooperative education internships are an integral part of the program and allow for on-the-job experiences in a wide*

**CTE Program Of Study ...2017 Application** (continued)

*variety of settings and occupations directly related to each student's career objectives. - See more at:  
<http://www.mhcc.edu/HospitalityTourismManagementCurriculum.aspx#sthash.XPx8QHrr.dpuf>*

*Post Secondary TSA: ACF004*

**CTE Program Of Study ...2017 Application** (continued)

**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 Nakeia Daniels at: [POS.Application@state.or.us](mailto:POS.Application@state.or.us).

<b>Name of CTE POS</b>	Enter Title of CTE POS (same as on Page 1)
<b>Name of Secondary School</b>	Enter Name of Secondary School
<b>Name of Community College</b>	Select Community College

<b>SECONDARY LOCAL SUPPORT and CERTIFICATE OF ASSURANCE</b>	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.	
<b>Secondary School District Administrator Signature</b>		<b>Date:</b>
<b>Administrator's Name</b>	Enter Local Administrator's Name	

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

<b>POST-SECONDARY LOCAL SUPPORT AND CERTIFICATE OF ASSURANCE</b>	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.	
<b>Community College Administrator's Signature</b>		<b>Date:</b>
<b>CC Administrator's Name</b>	Enter CC Administrator's Name	

*For Regional Coordinator Use Only*

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

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Regional Coordinator Signature**  
 Select Regional Coordinator Name

*For ODE/OCCWD Use Only*

**Approval Status:**  
 FINAL STATE APPROVAL (Perkins Eligible)

\_\_\_\_\_ **Expiration Date:** \_\_\_\_\_  
 \_\_\_\_\_ **Date:** \_\_\_\_\_

**Education Specialist Signature**  
 Select Specialist Name

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# Submission Process

## Instructions

Submit complete 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., "OregonTownHSAccounting2017."
5. Create subfolders clearly named for each Element's Addendum that you are including with the application, e.g., "OregonTownHSAccounting2017Addendum1," "OregonTownHSAccounting2017Element1," or "OregonTownHSAccounting20171StandardsContent."
6. If submitting unique documents for individual schools in a Regional Application, create subfolders for each school within the appropriate Element's Addendum folder, e.g., "OregonTownHSAddendum1."
7. 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.)
8. 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.)
9. Please be sure all required documents, links, and examples are in their appropriate folders before performing Step 8.
10. 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 (<https://district.ode.state.or.us/apps/xfers/>) and follow the online directions for sending your POS folder to [POS.Application@state.or.us](mailto: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 2<sup>nd</sup> Floor, 255 Capitol St. NE, Salem, OR 97310.

**DEADLINE for submission: June 30, 2017**

## Checklist before submitting:

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

# CTE Program Of Study ...2017 Application (continued)

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