DEPARTMENT OF EDUCATION

Office of Educational Improvement and Innovation
Public Service Building
255 Capitol Street NE
Salem, OR 97310-0203
503-947-5600
Fax 503-378-5156
http://www.ode.state.or.us/go/cte/

CTE™
Learning that works
for Oregon

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
http://www.odccwd.state.or.us/prgapproval/

Career and Technical Education
Program of Study <u>Renewal</u>
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)
   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 *2017 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 *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 <u>field approval</u>

Step 4 – CTE Regional Coordinator: Review and field approve appropriately completed *2017 CTE POS Renewal form* and attachments

Step 5 – Forward appropriately completed and <u>field approved</u> *2017 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 30, 2017.**

CTE POS—Title:	Marketing
Career Area:	Business Management--BM
Cluster Area (and CTE licensure)	BM--Marketing
Focus Area (if applicable):	
Secondary CIP Code: (Link to CIP website)	52.1401 (6 digit)
Community College CIP Code: (Link to CIP website)	52.1801 (6 digit)

Secondary School Name:	**Sunset High School**	
Secondary School District:	Beaverton School District	
Secondary School ID Number:	**1188**	
Secondary Teacher Name:	**Email**	**Current CTE License**
Nicole Taylo	nicole_taylo@beaverton.k12.or.us	BM--Marketing
Brent Buell	brent_buell@beaverton.k12.or.us	BM -Marketing
Vanessa_McDonnell	vanessa_mcdonnell@beaverton.k12.or.us	BM-Marketing

CC Technical Skill Assessment (TSA): Use the code from this table for your selected TSA.	10REG002

Secondary Technical Skill Assessment (TSA): Use the code from this table for your selected TSA.	2AREG008

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:	Marketing
Community College Award:	Select College Program Award (highest available)

Visual/Roadmap: (Insert link, or identify location where sample of visual can be found)	https://sites.google.com/a/beaverton.k12.or.us/shsbusiness/CareerPathway

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

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.)*

Additional Comments:

1. Relevent Links:
Department website: https://sites.google.com/a/beaverton.k12.or.us/shsbusiness/
Planning guide: https://www.beaverton.k12.or.us/schools/sunset/academics/counseling/Pages/Academic--Program-Planning.aspx
Evidence folders: CRLE opportunites: https://drive.google.com/drive/folders/0B2MMRvjYf1pAN180WDgtRmw0QjA

Extended Application Examples: https://drive.google.com/drive/folders/0B2MMRvjYf1pAMzNPR1ZGbU92d0k

College and career center: https://www.beaverton.k12.or.us/schools/sunset/academics/college-careers/Pages/default.aspx
SHS counseling department: http://sunsetcounseling.weebly.com/

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

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 Marketing CTE courses at SHS have access to the college and career center for guidance in the CTE prgrams of study. In addition, each student is assgined a counselor that offers advising and career counseling services.

B. Students participate in CTE POS specific career related learning experiences or related work experience. Evidence: see evidence folder.

C.Students' education planning is developed around information specific to this CTE Program of Study. Evidence: Students and counselors work with the 4 year program plan to create a personalized education based on the students' interest and graduation requirements set forth by the state.

Sunset High School Planning guide:
https://www.beaverton.k12.or.us/schools/sunset/academics/counseling/Pages/Academic--Program-Planning.aspx

Pathway overview: https://sites.google.com/a/beaverton.k12.or.us/shsbusiness/CareerPathway

Guidance in CTE careers: https://www.beaverton.k12.or.us/schools/sunset/academics/college-careers

CTE career related learning experiences: https://www.beaverton.k12.or.us/schools/sunset/academics/college-careers
In addition we also provide field trip opportunities to students

See evidence folder for additional information about specific activities

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 will experiment and understand a variety of materials as well as complete projects from the preplanning phase through completion. See the evidence folder for specific examples of application projects. Students also participate in DECA projects.

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: SHS has extensive and detailed information available in their college and career center website and in the program planning guide.s 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, extracurricular opportunities, and available college resources. See evidence folder for specific CRLE opportunities

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: SHS is committed to reaching out to all students regardless of their gender. The CTE program advisors are empowered to reach out to students through classroom visits, curriculum fairs, and club fairs.

CTE Program Of Study ….2017 Application (continued)

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.

H. Accommodations are made to assure students with special needs can participate in this CTE POS. Evidence: teachers work with special education teachers specific to students and their IEPs.

I. Assistance is provided for students wishing to participate in this CTE POS for whom English is not their native language. Evidence: ELL Students receive ELL support from teachers and staff in the ELL program to support them through their CTE courses.

PCC Relevant links

PCC WEBSITES OF PROGRAMS http://www.pcc.edu/programs/
MARKETING WEBSITE http://www.pcc.edu/programs/business/marketing/
BUSINESS ADMINISTRATION-MARKETING COOPERATIVE EDUCATION
http://www.pcc.edu/resources/careers/internships/documents/coop-student-handbook.pdf
BUSINESS ADMINISTRATION-MARKETING CATALOG
http://catalog.pcc.edu/programsanddisciplines/businessadministration/#Marketing_AAS_Degree
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

Post Secondary TSA: 10REG002
Secondary TSA: 2AREG008

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.

Name of CTE POS	Marketing
Name of Secondary School	Sunset 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		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
Ron Dodge

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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., "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**. 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 30, 2017

<u>Checklist before submitting:</u>

☒	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.**)**

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