

**Professional-Technical High School
Program Approval/Change Request Form**

Request Form A

(Complete one form for each program.)

Prof-Tech School (PTS):	
Address:	
Program Title:	
Host School/Site:	
Participating School(s):	
Instructor Name:	
Instructor Certification:	

Current Enrollment	Projected Enrollment for 2009-2010	Projected Enrollment for 2010-2011

1. Requested action (check one box): [] New Program; [] Program/Curriculum Change; [] Inactivate/Terminate Program; [] Reinstate Program; [] Convert existing program to PTS status.

2. Briefly describe the purpose of this requested action.

3. Complete and include Attachment B to add or delete courses or competencies in a program, add or delete dual-credit opportunities, or to change the sequence of instruction.

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PTS Administrator

Date

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Superintendent/Cooperative Service Agency Board Chair

Date

Advisory Committee Chairperson

Date

<p>State Administrator</p> <p>_____ Signature</p> <p>_____ Date</p>	<p>Program Manager Approval</p> <p>_____ Initials & Date</p>	<p>PTS Coord Approval</p> <p>_____ Initials & Date</p>

Note 1: Enter an “N” for each new course. This only includes courses that have not been offered before at this institution. Enter a “C” for each course that has been changed. This includes courses that have different credit hours, competencies, or other substantial modifications as originally approved.

Note 2: Enter the semester in which the course is recommended in the program sequence; i.e., 9th grade = sem 1 & 2; 10th grade = sem 3 & 4; 11th grade = sem 4 & 5; 12th grade = sem 6 & 7.

1. What are the anticipated outcomes for this program/change?

2. What is the certification that students will receive upon completion?

3. Attach New (“N”) or Changed (“C”) course descriptions and competencies.

4. List the features of this program that distinguish it as a “high level” program; i.e. industry standards/certification, industry competencies, field experiences, advisory committee input, instructional delivery methods, leadership development, etc.

5. How do you plan to assess the effectiveness of this program/change?