



Idaho Professional-Technical Education

ESSENTIAL COMPONENTS for SECONDARY PROGRAMS (3/09)

The Essential Components for approved secondary Professional-Technical Educational programs have been developed to assist local school districts in planning, implementing, and conducting quality professional-technical programs.

■ Programs must meet all of these components to have an "Approved" program. No more than three of the remaining □ components may be unmet to be an "Approved" program.

ADMINISTRATION

- 1. Professional-Technical Education (PTE) funding, program inventory and fiscal records are administered and maintained in accordance with state policies and guidelines.
- 2. Program budget reflects expenditures appropriate to curriculum, program goals and the five year plan. It is developed by the instructor and approved by the administrator. PTE budget guidelines are followed.
- 3. A written plan is developed by an instructor who has a contract for work that extends beyond the academic year. The plan follows PTE policy, is approved by and on file with the school administrator.

STAFF

- 1. Instructor holds current teaching certificate and appropriate PTE endorsement(s).
- 2. Instructor participates annually in professional development related to the program and teaching assignment.
- 3. Instructor provides information and awareness about the program to administrators, counselors, employers, parents and prospective students.

PROGRAM

- 1. Classes offered are sequential and incremental for a specific Program of Study.
- 2. Current state approved competency-based curriculum is used.
- 3. There is a current articulation agreement in place for the Program of Study.
- 4. Program advisory committee represents various aspects of the industry and community. The committee meets regularly and provides input for program improvement.
- 5. Leadership development is integral to the program and is generally provided through an approved Professional-Technical Student Organization.
- 6. Written Program Goals reflect the needs of students, business and industry, and the community.

- 7. The Program of Study meets industry skills standards.
- 8. An industry-based technical assessment is used to measure competency attainment.
- 9. Idaho Academic Content Standards are integrated into the PTE Program of Study.
- 10. A written Five-Year-Plan addresses facilities, equipment, curriculum and staff development. The plan is on file with school administrator and is updated annually.
- 11. Curriculum supports reinforcement of basic employability (SCANS) skills.
- 12. Materials, supplies and resources are current and support the Program of Study.
- 13. Realistic work experience is provided through laboratory and/or industry-related activities.
- 14. Program data is collected annually and is used to develop, promote, and improve the program.
- 15. Student feedback is collected and used in program planning, evaluation, and improvement.

SERVICES

- 1. Instructor collaborates with the school counselor to provide career guidance, program information, and placement in technical Programs of Study related to students' individual graduation plan.
- 2. An IEP developed by Special Services, with participation by PTE, identifies adaptations, accommodations, modifications, interests, and career goals for students with special needs.

FACILITY

- 1. Classrooms/laboratories are clean, orderly and safe. Students are provided appropriate safety instruction related to the Program of Study.
- 2. Enrollment is appropriate for facility size, work stations and type of equipment used for the Program of Study.
- 3. Equipment is systematically updated, maintained, inventoried and replaced.
- 4. Laboratory facilities are current, support the curriculum and program objectives and accessible to all students.