



Idaho Professional-Technical Education SECONDARY PROGRAM REVIEW

(Updated 3/09)

Dist No:	Date:	Program:	Instructor(s):	
School:	School Principal or Supervisor:			
Program Manager: _____				
<p>The essential components for approved secondary Professional-Technical Education (PTE) programs are listed below. This assessment tool was developed to assist local school districts in planning for, implementing, and conducting quality PTE programs. Please rate each of the items based on the rubrics attached to this form. Space for written comments is provided at the end of each section.</p> <p><i>* 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.</i></p>			Does Not Meet Standard	
			Meets Standard	
			↓	↓
Section One: ADMINISTRATION				
1. Professional-Technical Education (PTE) funding, program inventory and fiscal records are administered and maintained in accordance with PTE policies and guidelines.			<input type="checkbox"/>	<input type="checkbox"/>
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.			<input type="checkbox"/>	<input type="checkbox"/>
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.			<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
Section Two: STAFF				
*1. Instructor holds current teaching certificate and appropriate PTE endorsement(s).			<input type="checkbox"/>	<input type="checkbox"/>
2. Instructor participates annually in professional development related to the program and teaching assignment.			<input type="checkbox"/>	<input type="checkbox"/>
3. Instructor provides information and awareness about the program to administrators, counselors, employers, parents and prospective students.			<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
Section Three: PROGRAM				
*1. Classes offered are sequential and incremental for a specific Program of Study.			<input type="checkbox"/>	<input type="checkbox"/>
2. Current state approved competency-based curriculum is used.			<input type="checkbox"/>	<input type="checkbox"/>
3. There is a current articulation agreement in place for the Program of Study.			<input type="checkbox"/>	<input type="checkbox"/>
*4. Program advisory committee represents various aspects of the industry and community. The committee meets regularly and provides input for program improvement.			<input type="checkbox"/>	<input type="checkbox"/>
*5. Leadership development is integral to the program and is generally provided through an approved Professional-Technical Student Organization.			<input type="checkbox"/>	<input type="checkbox"/>
6. Written Program Goals reflect the needs of the students, business and industry, and the community.			<input type="checkbox"/>	<input type="checkbox"/>
7. The Program of Study meets industry skills standards.			<input type="checkbox"/>	<input type="checkbox"/>
8. An industry-based technical assessment is used to measure competency attainment.			<input type="checkbox"/>	<input type="checkbox"/>
9. Idaho Academic Content Standards are integrated into the PTE Program of Study.			<input type="checkbox"/>	<input type="checkbox"/>



Idaho Professional-Technical Education SECONDARY PROGRAM REVIEW

(Updated 3/09)

Idaho PTE Secondary Program Review Form	Does not meet standard	
	Meets standard	↓
PROGRAM (continued)		
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.	<input type="checkbox"/>	<input type="checkbox"/>
11. Curriculum supports reinforcement of basic employability (SCANS) skills.	<input type="checkbox"/>	<input type="checkbox"/>
12. Materials, supplies and resources are current and support the Program of Study.	<input type="checkbox"/>	<input type="checkbox"/>
*13. Realistic work experience is provided through laboratory and/or industry-related activities.	<input type="checkbox"/>	<input type="checkbox"/>
14. Program data is collected annually and is used to develop, promote, and improve the program.	<input type="checkbox"/>	<input type="checkbox"/>
15. Student feedback is collected and used in program planning, evaluation, and improvement.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		
Section Four: 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.	<input type="checkbox"/>	<input type="checkbox"/>
2. An IEP developed by Special Services, with participation by PTE, identifies adaptations, accommodations, modifications, interests, and career goals for students with special needs.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		
Section Five: FACILITY		
*1. Classrooms/laboratories are clean, orderly and safe. Students are provided appropriate safety instruction related to the Program of Study.	<input type="checkbox"/>	<input type="checkbox"/>
2. Enrollment is appropriate for facility size, work stations and type of equipment used for the Program of Study.	<input type="checkbox"/>	<input type="checkbox"/>
3. Equipment is systematically updated, maintained, inventoried, and replaced.	<input type="checkbox"/>	<input type="checkbox"/>
4. Laboratory facilities are current, support the curriculum and program objectives and accessible to all students..	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		
OVERALL PROGRAM RATING		
	<input type="checkbox"/>	<input type="checkbox"/>
Comments and/or Recommendations:		
Date:	State Program Manager:	Program Status:
Instructor:		Administrator: