

Career, Technical and Agricultural Education (CTAE) Division Industry Certification Checklist

PROGRAM INFORMATION:

- ☐ Ample number of students enrolled?
- ☐ Is program curriculum based on current state standards?
- ☐ Has a career pathway been implemented in the program area?
- ☐ Is the program area utilizing project-based instruction?
- ☐ Does the program have an active advisory committee with at least two years of meeting dates/minutes?

INSTRUCTOR INFORMATION:

- ☐ Do your program instructors keep abreast of industry changes through membership in their professional organizations?
- ☐ Have your instructors held leadership positions in state and national level professional organizations in the last two years?
- ☐ Have your instructors held leadership positions at the local level in the last two years?
- ☐ Are your instructors aware of the general standards that govern the certification process for the program area?

CAREER TECHNICAL STUDENT ORGANIZATION (CTSO) PARTICIPATION:

- ☐ Does the program have an established/active CTSO Chapter?
- ☐ Is enrollment in CTSO Chapter adequate?
- ☐ Are students given the opportunity to participate in regional competitive events?
- ☐ Have your students advanced to state and national level competitions?

EQUIPMENT AND FACILITIES:

- ☐ Does the program have adequate square footage in the lab area?
- ☐ Is essential equipment in existing lab area adequate?
- ☐ Are equipment lists readily available for review?
- ☐ Has adequate office space been provided to instructor?
- ☐ Is the lab space barrier-free to accommodate students with disabilities?

LOCAL SUPPORT:

- ☐ **Budget:** Are matching funds available to support this process locally?
- ☐ Will this process be supported by system level administrators?
- ☐ Has a commitment to pursue the certification process been obtained from the instructor?