

## 2023-2024 EMERGING LEVEL CHECKLIST

Only new CTE programs are eligible for Emerging Program Status. It is good for two years. After that time, teachers must meet CTE program standards for High Quality or Excellent program status. A program must attain all of the required standards below in order to receive continued CAVIT approval status and funding eligibility for 2024-2025.

Emerging Level Standard	Standard Documentation	Items to Place in CAVIT Notebook
<b>1.0-Curriculum and Instruction</b>		
<b>1.1</b> A fully-developed syllabus is available for all courses	Copy of each course syllabi.	Copy of each syllabi.
<b>2.0-Program Support</b>		
<b>2.1</b> Program forms an advisory committee with at least three business members from diverse career areas within the program field in attendance at one or more advisory committee meetings.	Copy of agenda and minutes from one or more program advisory committee meeting(s).	<i>Advisory Committee Approval Form</i> Copy of agenda and minutes for each advisory meeting held.
<b>2.2</b> Organizing an active CTSO chapter.	<u>Year One Requirement</u> -Write-up of CTSO planning and activity conducted during school year. <u>Year Two Requirement</u> - Listing of student, name of event, date, contest area and placing in state competitive CTSO event. Recognition events are not allowed. Clarify any event for approval prior to registration. Results allowed from May 1, 2023 to present.	Year One-Write-up of CTSO planning activity. Year Two-Listing of CTSO activity results.
<b>2.3</b> The district provides an annual evaluation of the program.	A. Results from online student satisfaction survey (CAVIT will mail out surveys results to teachers prior to notebook submission.) B. One page narrative reflection on survey results	Copy of survey results. One page narrative reflection.
<b>3.0-Workplace Readiness</b>		
<b>3.1</b> Students are preparing for ADE proficiency assessments or obtaining a certificate of completion showing all ADE standards mastered.	<u>Year One Requirement</u> -Write-up of strategies that address movement towards students meeting ADE assessments or industry certification. <u>Year Two Requirement</u> -70% of the program completers meet/exceed the state's established pass score on the Spring, 2024 ADE CTE assessment. Programs with no state CTE assessment in place or operating three years in length are exempt from this standard.	Year One-Write-up of assessment planning activity. Year Two-CTE Director will secure ADE test reports.
<b>3.2</b> Students complete at least one in-depth work-based learning activity during the current school year.	Write-up of one in-depth work-based learning activity.	Write-up of activity conducted.
<b>3.4</b> A percentage of students complete industry licensure/certification testing upon program completion.	<u>Year One Requirement</u> -Write-up of strategies that address movement towards students meeting industry certification upon program completion. <u>Year Two Requirement</u> -33% of the program completers taking the Spring, 2024 ADE assessment will take an industry licensure/certification test by June 30, 2024. Test administered must be listed on 2023-2024 Identified Industry Certifications for CTED Eligibility and A-F for the program taught. Programs operating three years in length will have their first or second year cohort complete an introductory industry test.	Year One-Write-up of industry certification planning activity. Year Two-Copies of testing certificates.
<b>4.0 Teaching Staff</b>		
<b>4.1</b> Teacher participates in 5 hours of professional development outside the district.	Documentation of 5 hours of professional development obtained outside of district during May 1, 2023 to present. District provided inservice hours and volunteer work hours on behalf of the school will not count towards meeting this standard.	Copies of professional development certificates or transcripts

**Teachers:** Upon attainment and documentation of all Emerging standards, your program will be awarded a certificate and your program will be eligible for continued CAVIT approval status and funding eligibility in 2024-2025.