For each assigned program area, identify the **findings** and **recommendations** in FOCUS AREAS that align with the categories and questions in the self-study document.

<table>
<thead>
<tr>
<th>School System:</th>
<th>School:</th>
<th>Program Concentration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Chair(s):</td>
<td>Team Member(s):</td>
<td></td>
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</tbody>
</table>

1. **Focus Area: Daily Schedule**
   - Class schedule reviewed
   - Scheduled time for instruction and lab activities is adequate
   - More than one (1) level of students is enrolled in class(es)

   **Findings:**

   **Recommendation:**

2. **Focus Area: Assistance from Department of Education, State Program Specialist, and District and School level Administrators**
   - The teacher receives support from local system/school administrator(s)
   - The teacher knows his/her state program specialist (name/contact information)

   **Findings:**

   **Recommendation:**

3. **Focus Area: School Improvement Model as supported by Student Achievement Data**
   - Improvement plan to meet Adequate Yearly Progress (AYP) If so, do CTAE teachers serve on school/system committee?
   - Other _______________________________

   **Findings:**

   **Recommendation:**

4. **Focus Area: Pathway Completion**
   - Each course offered in program uses current state standards, objectives, and/or competencies

   **Findings:**

   **Recommendation:**

5. **Focus Area: Industry Certification**
   - Program has received industry certification
   - Documentation available indicating year of certification/re-certification

   **Findings:**

   **Recommendation:**

6. **Focus Area: Career Related Education (CRE) Documentation**
   - Students are involved in Career Related Education activities (guest speakers, field trips, career fairs, etc.)
   - Students are in Career Exploration Activities (mock interviews, portfolios, student presentations, job shadowing, etc.)

   **Findings:**

   **Recommendation:**
7. **Focus Area: Professional Association and Professional Development**
   - Teacher has documentation of participation in local professional development activities
   - Teacher has documentation of participation in CTAE specific state/national professional development activities

   **Findings:**

   **Recommendation:**

8. **Focus Area: Student Organizations**
   - Program has an active, program specific CTSO with ________________ members
   - Students enrolled in the program participate in local, state, or national leadership and/or competitive events

   **Findings:**

   **Recommendation:**

9. **Focus Area: Safety Considerations in Classroom/Lab (work environment)**
   - Classroom and lab evacuation plan is posted and clearly visible
   - If applicable, students are wearing safety glasses
   - Evidence that safety is an integral part of the curriculum is noted
   - Appropriate safety devices are available (fire extinguisher, eye wash station, etc.)

   **Findings:**

   **Recommendation:**

10. **Focus Area: Equipment and Supplies**
    - Facilities meet minimum square footage requirements recommended by the Department of Education
    - Current inventory of equipment is on file and updated annually
    - Program has an adequate budget for the purchase of materials and equipment
    - Equipment meets or exceeds industry standards
    - Plan for equipment replacement and upgrades

   **Findings:**

   **Recommendation:**

11. **Focus Area: Reinforcement/Integration of Academics**
    - Documentation that academics are reinforced in the curriculum

   **Findings:**

   **Recommendation:**

12. **Focus Area: Service to Special Populations Students (CCAE, CTI, LEP, Project Success, etc.)**
    - Indicate the number of students with IEPs enrolled in program ___________
    - Students receive assistance from CCAE (formerly CVAE), CTI (formerly RVI), or Project Success teacher(s)
    - Program has a parapro who assists with special needs students
    - The teacher is involved in the development of all IEPs of students enrolled in the program.

   **Findings:**

   **Recommendation:**
13. **Focus Area: Advisory Committees, Industry Collaboration**
   - Program advisory committee meeting minutes are available for the past two (2) years
   - At least three members of the committee are from business/industry
   - Advisory committee has met at least twice per year for the past two years
   - Middle school and postsecondary teachers are involved

   **Findings:**

   **Recommendation:**

14. **Focus Area: Non-traditional Enrollment**
   - Program recruitment materials are nondiscriminatory based on sex, race, color, national origin, or disabilities
   - Program has representation of non-traditional students

   **Findings:**

   **Recommendation:**

15. **Focus Area: Work-Based Learning (WBL)**
   - Previous school year’s self assessment
   - Plan of Improvement (if appropriate)
   - C-Net Reports are complete
   - Training plans are on file for all students currently enrolled (appropriate signatures are on all plans)
   - Work permits are on file for all students currently enrolled in WBL

   **Findings:**

   **Recommendation:**

16. **Focus Area: Career Development**
   - The school has a designated Career Development Center
   - The school has a defined student advisement system
   - CTAE pathway information is readily available and understood by teachers and counselors

   **Findings:**

   **Recommendation:**

**PLEASE DO NOT LIMIT YOUR FINDINGS TO THE EXAMPLES SHOWN**

**Example - Findings:**
- Student work plans (WBL) and related documentation were readily accessible and easily reviewed.
- Revised state course standards and program standards are used as the basis for instructional activities.
- A well-equipped lab and classroom that support the use of technology and varied instructional strategies was observed.
- Students were actively engaged in learning activities.
- Project-based learning was evident in observed classroom activities.
- Extensive business and industry collaboration through active advisory committees and other ongoing activities was evident.
- The program has an active student organization that provides opportunities for leadership development and participation in regional and state co-curricular competitive events.
- Equipment was observed to be in good condition and appropriate for the instructional program.

**Example - Recommendations:**
- ANY safety concerns should be addressed (availability and use of personal protective equipment by students, fire extinguishers, electrical, etc.)
- Labs and classrooms should be cleaned and organized with unused equipment discarded so that the workspace and work environment maximizes effective teaching and is conducive to student learning.
- An active advisory committee should be implemented for the program.
- Correct course numbers and titles in accordance with the **LIST OF STATE-FUNDED K-8 SUBJECTS AND 9-12 COURSES** should be utilized.
- An active student organization to provide opportunities for leadership development and participation in regional and state co-curricular competitive events would strengthen the instructional program.
- The cooperation that exists between the high school and middle school teachers should be expanded to further promote seamless transition from the middle school program into the high school program.
- Strategies for the recruitment of non-traditional students into the program should be explored and implemented as appropriate for the local community.
- The instructor would benefit from participation in the professional organizations that are affiliated with this instructional area.