



CTE Program Endorsement Check List

This check list is intended to help colleges with the CTE program curriculum process after it has gone through the initial college's process and in advance of submitting a program to the CCCCO per the Program and Course Approval Handbook

The following items must be submitted to CRC for regional approval (included in CRC template)

Narrative

- 1. Program Goals and Objectives
- 2. Catalog Description
- 3. Program Requirements
- 4. Master Planning
- 5. Need for Program
- 6. Place of Program in Curriculum/Similar Programs
- 7. Similar Programs at other Colleges

Supporting Documentation

- 1. Labor Market Information
- 2. List of Advisory Committee Members
- 3. Recommendation of Advisory Committee
- 4. Employer Survey, if applicable

The following items will need to be addressed when submitting the proposal to the CCCCO (not included in CRC template)

CCC Curriculum Inventory Proposal Fields

- 1. SP02: Program Award
- 2. Program Title
Enter exact title proposed for catalog
- 3. Program Goal
- 4. SP01: Program TOP Code
- 5. Required Certificate Units – Min. & Max.
- 6. Annual Completers
- 7. Net Annual Labor Demand
- 8. Faculty Workload
Enter number of full-time equivalent faculty dedicated to teaching in the certificate during the first full year of operation
- 9. New Faculty Positions
Enter the number of new faculty position, both part- and full-time. If no new faculty is needed, enter '0'
- 10. New Equipment
Enter estimated cost from all sources. If no new equipment is needed, enter '0'.
- 11. New/Remodeled Facilities
Enter estimated cost from all sources. If no new/remodeled facilities are needed, enter '0'.
- 12. Library Acquisitions
Enter estimated cost for all materials. If no new materials are needed, enter '0'.
- 13. Program Review Date
Enter the month and year of the first scheduled review. CTE degrees must be reviewed every two years.
- 14. Gainful Employment (yes/no)
- 15. Apprenticeship (yes/no)
- 16. Distance Education
- 17. CTE Regional Consortium Approved (yes/no)
- 18. District Governing Board Approved (yes/no)
- 19. District Governing Board Approval Date