

Protocol for Endorsement of New Credit Programs, Central Region

Endorsed by the Designated Lead Career Technical Education (CTE) Steering Committee of the Central/Mother Lode Regional Consortium

Submit an electronic copy of the PROGRAM APPLICATION PACKET to the [Central Regional Consortium office](#). The criteria considered for endorsement are those areas listed below with special emphasis on the avoidance of unnecessary program duplication and the existence of adequate employer demand. Applications are received on a rolling basis.

The Electronic Application Packet must contain:

- **Completed [Program Endorsement Template](#) addressing the following items:**
 - Program Goals and Objectives
 - Catalog Description
 - Program Requirements
 - Master Planning
 - Need for Program
 - Place of Program in Curriculum/Similar Programs
 - Similar Programs at Other Colleges

- **Supporting Documentation**
 - Labor Market Information
 - List of Advisory Committee Members
 - Recommendation of Advisory Committee
 - Employer Survey, if applicable

Upon Central Regional Consortium's receipt and initial review of the Application Packet, the Designated Lead CTE Administrators (Program Reviewers) will be sent the application packet via email. The Program Reviewers will then have 14 calendar days to endorse or non-endorse the program.

A majority vote (one vote per college, minimum 7) of the designated lead CTE administrators by the identified deadline date will be required for endorsement. Any nay votes must be accompanied by rationale.

The results of the electronic vote will be sent to the college and/or district that submitted the Program Application Packet. The results of the vote will also be recorded in the minutes of the next Central Regional Consortium meeting.