

# **Career Technical Education Programs & Requirements**

Quick Overview for CTE  
Certificate of Achievements and Associate Degrees

# CTE Programs

- Need CTE TOP/CIP Codes
- Program Goals and objectives must have main competencies the students will have achieved that are required for the occupation and clearly indicate the specific occupation(s) or field(s) the program will prepare students to enter (*CCCCO technical Manual*)
- Must be reviewed every two years for continued viability/effectiveness
  - CA Education Code 78016
- Prerequisites/Corequisites of CTE courses must be reviewed every two years
  - Title 5, section 55003

*\*Curriculum Specialists working with META to develop CTE workflow - TBD*

# CTE Requirements & Documents

- Highlighting some of the Must-Haves:
  - Statement of Program Goals and Objectives, Catalog Description, Program Requirements (including course listing), Master Planning, Enrollment and Completers, Place of Program in Curriculum/Similar Programs (in-house), and Similar Programs at Other colleges in Service Area
  - Along with the other required fields in META :)
  - Completers can be confirmed on the CCCCO Data Mart site: <https://datamart.cccco.edu/>
- Labor Market Information (LMI) Data
  - Proposals evaluated with the lens of expected job openings within the next **5 years**
  - Center of Excellence (COE) for New and Modify Program Proposals (BACCC): <https://baccc.net/timeline/lmi-request/>
    - **COE LMI Data is complete once it is pulled – no further data analysis needed**
    - May take a few weeks to be sent after the request is submitted
    - Recommended source for LMI Data
  - For Modifications, here are others: EDD (<https://labormarketinfo.edd.ca.gov/>), U.S Bureau of Labor Statistics (<https://www.bls.gov/>)
    - Possible further review, analysis and work is needed with other data sites such as these, to ensure complete data is submitted to the State Chancellors Office

*\*All requirements & documents come from CA Ed code, Title 5, PCAH and/or Technical Manual*

# CTE Requirements & Documents *(continued)*

- Department/Discipline Advisory Committee Minutes
  - Motion made, voted on and approved by committee
  - Clearly documented in meeting minutes
- BACCC Approval
  - Only need this approval once, for a new CTE program
  - Not needed to modify a program
  - May take more than one month to receive approval, BAC meets once a month
  - BACCC submission process resources and where to submit: <https://baccc.net/program-recommendation/#submission-process>; <https://regionalcte.org/>
    - Curriculum Specialists are not responsible for overseeing or supporting BACCC submission process
    - Reach out to faculty colleagues or BACCC liaison(s)/representative(s) with further questions

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