

**CIP Code/CTE Program Change Application/ Effective 2009
DUE TO OCTE – NOVEMBER 2, 2009**

CEPD: _____
 Fiscal Agency _____
 Contact Person: _____
 FA Contact _____
 Phone Number: _____
 Building Name: _____

CIP No & Name _____
 OCTE Consultant _____
 Name: _____
 Application Approved: _____
 Application Denied: _____

Written documentation providing proof for items under C01, C08, C10, C12 and C16 outlined below must be attached to this application when submitting to the Department of Education, Office of Career and Technical Education. NO DOCUMENTATION IS REQUIRED FOR THE SHADED AREAS.

<input type="checkbox"/>	C01	Program Staff Certification 1. Applicant must attach a copy (front and back) of the current instructor(s) teaching certificate. <u>OCTE Notes:</u>
<input type="checkbox"/>	C02	Professional Development: Teacher Professional Development meets all criteria
<input type="checkbox"/>	C03	Additional Program Staff: Paraprofessional/Aide
<input type="checkbox"/>	C04	Para Professional Development: Record of Para Professional Development activities
<input type="checkbox"/>	C05	Program Completer Information
<input type="checkbox"/>	C06	Established Advisory Committee
<input type="checkbox"/>	C07	Expenditure of Funds are Within Allowable Categories
<input type="checkbox"/>	C08	Facilities/Square Footage 1. Applicant must attach a detailed floor plan of the classroom with dimensions, pictures, and provide the total square footage. <u>OCTE Notes:</u>
<input type="checkbox"/>	C09	Classroom Safety [See Section 10—Implementation of Standards/Course Content]
<input type="checkbox"/>	C10	Implementation of Standards/Course Content 1. Applicant must attach a copy of the CTEIS Segment Delivery Model 2. Applicant must attach a copy of the course syllabus 3. Applicant must attach a copy of the gap analysis for the program (to the new CIP code). Identify the level students will be able to perform those tasks upon leaving the program. 4. Submit evidence of academic integration into the curriculum <u>OCTE Notes:</u>

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<input type="checkbox"/>	C11	Program Characteristics: Academic Credit Granted for Program by Local District _____ Yes _____ No
<input type="checkbox"/>	C12	Recommended Equipment/Textbook/Resource Inventory 1. Applicant must attach equipment list for the program. 2. Attach a list of textbooks/software/resources with copyright dates to be used in the program delivery <u>OCTE Notes:</u>
<input type="checkbox"/>	C13	Strategies to Eliminate Barriers to Program Access
<input type="checkbox"/>	C14	Work Based Learning Experiences
<input type="checkbox"/>	C15	Data Accuracy
<input type="checkbox"/>	C16	Postsecondary-Secondary Alignment/Linkages 1. Applicant must attach a copy of the current articulation agreement with a program of study specific to this program. <u>OCTE Notes:</u>

Signature of Fiscal Agency Superintendent

Date

Signature of CEPD CTE Administrator

Date

Please submit signed application and all attachments by November 2, 2009 to:

**Lisa Smith and Annette Filbrandt
Michigan Department of Education
Office of Career and Technical Education
Post Office Box 30712
Lansing, Michigan 48909
Phone: 517/333-2447 or 517/335-6041**