



pennsylvania
DEPARTMENT OF EDUCATION

May 25, 2016

Board Secretary
Board of Directors
Erie County Technical School
8500 Oliver Road
Erie, PA 16509-4699

Dear Board Secretary:

Thank you for the participation of your school and staff during the recent Approved Program Evaluation (APE) of your existing career and technical education programs.

A team of individuals including a BCTE Team Leader and trained APE volunteers conducted an on-site review of your existing programs and the related documentation provided by school staff.

Enclosed is the APE Final Report that summarizes commendations, recommendations, and corrections for your career and technical education programs. Also enclosed is your APE Correction Plan form, which will be sent to you electronically as well. Please review the Final Report and the APE Correction Plan form with appropriate staff to determine your plan of action, a timeline, and the person responsible for each corrective action. You are responsible for annotating responses only for those cited corrections listed on your APE Correction Plan form. **As stated in Chapter 339 Vocational Education Standards, Section 339.62(a) if the evaluation identified areas of noncompliance, the board of school directors or area vocational-technical board of school directors shall file a plan for correcting the noncompliance identified in the report with the department.** Within thirty (30) days, please submit your responses on areas of noncompliance on the electronic copy of your APE Correction Plan to Michael Stanger, the BCTE team leader for your APE, at mstanger@pa.gov.

Upon receipt of your Correction Plan response, your team leader will contact you to approve or modify your proposed corrections and timelines. In order to retain approval for your career and technical education programs, it shall be necessary to comply with all requirements of Chapters 4 and 339. Otherwise, the Department will conduct a reevaluation to determine whether to issue, conditionally withhold, or withhold approval that will terminate State and Federal funding to the program.

Your comments for improvement of the APE process would be most appreciated. Your participation in the APE demonstrates your leadership and commitment to improving career and technical education in your school and across the Commonwealth. Bringing uniformity and standards to program offerings, while still meeting local employment needs, helps to create a statewide system of career and technical education excellence.

Sincerely,

Lee Burket, Ed.D.
Director

cc: Dr. Aldo Jackson, Director
Dr. Sandra Myers, Superintendent of Records

Enclosure: Approved Program Evaluation Final Report
Approved Program Evaluation Correction Plan



BUREAU OF CAREER AND TECHNICAL EDUCATION

Approved Program Evaluation 2015 – 2016

School Name: Erie County Technical School

Programs Reviewed

CIP CODE	CIP TITLE
	Programs Fully Reviewed
10.0399	Graphic Communication
11.0901	Computer Systems Networking/Telecommunications
12.0508	Institutional Food Workers
15.0303	Electrical, Electronic & Communications Technology
15.1301	Drafting & Design Technology
46.0201	Carpentry/Carpenter
46.0401	Building/Property Maintenance
47.0603	Autobody/Collision & Repair Technology
47.0604	Automobile/Automotive Mechanics Technology
48.0501	Machine Tool Technology/Machinist
48.0508	Welding Technology/Welder
52.1201	Management Information Systems
	Programs Reviewed for Safety and Teacher Certification
12.0401	Cosmetology/Cosmetologist
19.0708	Child Care & Support Services Management
32.0105	Job-Seeking/Changing Skills (D.O.)
46.0399	Electrical & Power Transmission Installers
50.0402	Commercial & Advertising Art
51.3902	Nursing Assistant/Aide & Patient Care Assistant
52.1905	Tourism & Travel Services Marketing Operations

PDE/BCTE Team Leader: Michael Stanger

Date of Review: April 13-15 2016 Date of Report: May 25, 2016

NOTE: Shaded items apply to the school entity rather than individual programs

APROVED PROGRAM EVALUATION COMPLIANCE

1. Academic Standards – Chapter 339.22(a)(1), 339.22(a)(2), 339.22(a)(4), 339.4(b)(1), 339.61(a); Chapter 4.11(g)(7), 4.11(h)(3), 4.12, and 4.24(a), 4.31(c)



- 1.1 Identify specific Pennsylvania Core Standards and other academic standards (i.e., math, English language arts, career education and work, science and technology) that are integrated into the program.**



- 1.2 Provide documentation of the high-level academic courses that are integrated within the technical curriculum and instruction in this occupational program.**



- 1.3 Provide the scope and sequence of planned academic and vocational-technical education courses for this CIP.**



ALL REQUIREMENTS MET

Commendations:

1.1 CIP 15.1301 Drafting & Design Technology - The program and instructor is commended for having a Career Pathway Plan established for each CTE student.

Recommendations:

Corrections:

Comments:

2. Labor Market Needs – Chapter 339.1a(b), 339.4(b)(2), 339.22(a); Chapter 4.33(a)



- 2.1 Provide evidence that the program prepares students for employment and is supported by local employers.**



ALL REQUIREMENTS MET

Commendations:

2.1 CIP 47.0604 Automotive Mechanics Technology - The program instructors are commended for having outstanding "Letters of Support" from community/OAC members that go above and beyond the standard.

Recommendations:

Corrections:

Comments:

3. Instructional Time Requirement – Chapter 339.4(b)(4), 339.22(a)(9)(i), 339.22(a)(9)(i)(C), 339.22(a)(9)(i)(D), 339.22(a)(9)(ii); School Code 24 PS 15-1504



3.1 Provide evidence that the program length meets the minimum time requirement as contained in Chapter 339.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

Comments:

4. Teacher Certification – Chapter 339.4(b)(5), 339.41(1), PA Code Chapters 49 and 354

- ☒ 4.1 Provide a copy of the valid teaching certificate and license for each teacher assigned to this approved CIP.
- ☒ ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

Comments:

5. Instructional Equipment and Resource Material – Chapter 339.4(b)(3); 339.4(b)(6), 339.22(a)(1)(i)(A), 339.51(2), 339.53; Chapter 4.33(c), 4.34(c)

- ☒ 5.1 Provide evidence that adequate resource material is available to support the instructional program plan. Evidence includes a list of resource materials required by a program accrediting authority (e.g., NATEF, PrintEd) or recommended by the Occupational Advisory Committee, and the list of resource material available in the program.
- ☒ 5.2 Provide evidence that the instructional equipment is comparable to industry needs as recommended by the Occupational Advisory Committee. Evidence must include the minutes of the Occupational Advisory Committee meetings.
- ☒ ALL REQUIREMENTS MET

Commendations:

Recommendations:

5.2 CIP 47.0604 Automotive Mechanic Technology - It is recommended by the APE reviewer that a careful review of shop bandwidth availability is researched for adequacy due to the large number of students in the shop with limited laptop accessibility.

Corrections:

Comments:

6. Support and Special Services and IEPs – Chapter 339.1a(b), 339.4(b)(7), 339.4(b)(8), 339.21(5), 339.21(6); Chapter 4.26, 4.28, 4.31(a); Chapter 14; Chapter 15



- 6.1 Describe the support or special services and accommodations provided when disadvantaged, disabled, or limited English-speaking students are enrolled in the programs.**



- 6.2 Describe the support of the district of residence in accordance with applicable law, service agreements and student IEPs.**



- 6.3 Provide evidence that school entities provide students with adequate supports to meet academic standards as determined by the Pennsylvania Code, when applicable, with the student's IEP, and that instruction in academic areas at all school entities where the student is enrolled is appropriate to the chosen area of occupational training. Evidence includes transcripts, course sequences, student IEPs, support plans and operating agreements.**

☒ 6.4 Provide documentation that faculty from the vocational program in which students are recommended for placement participate as members of the IEP and service agreement teams.

☒ 6.5 Provide documentation that IEP and service agreement team meetings, when scheduled by the school district, give timely notice to the vocational and technical education representative assigned and are attended by the vocational and technical education representative.

☒ ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

Comments:

Most recent PIMS report states a 31% IEP population among approximately 800 CTE students.

7. Articulation Between Secondary and Postsecondary Institutions – Chapter 339.1a(b) and 339.4(b)(9)

☒ 7.1 Describe articulation and concurrent (dual) enrollment opportunities for students in this program.

☒ 7.2 Provide copies of all current articulation/dual enrollment agreements.

☒ ALL REQUIREMENTS MET

Commendations:

7.1 All CIPs - Erie County Technical School (ECTS) is commended for advertising SOAR and the link to College Transfer.Net on the school website.

Recommendations:

Corrections:

Comments:

8. Involvement in Career and Technical Student Organizations – Chapter 339.4(b)(10), 339.30(a), 339.30(b), 339.30(c), 339.30(d), 339.30(e); Chapter 4.31(c)



8.1 Provide evidence of sponsorship or involvement, or both, in Career and Technical Student Organizations. Evidence includes student rosters from the Career and Technical Student Organizations or charter agreements between the school entity and the Career and Technical Student Organizations.



8.2 Provide documentation that instruction in the approved program includes: the development of human relations skills; knowledge of occupations; and leadership competencies and positive attitudes toward fulfilling occupational, civic, social and community responsibilities.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

8.1 All CIPs - Recommend a maximum effort be made to encourage all CTE students to be active members in their respective CTSOs. Chapter 339.30(a) mandates that CTSOs shall be an integral part of the CTE program.

Corrections:

Comments:

ECTS participates with SkillsUSA only, and the Capstone Co-op and Diversified Occupations instructor facilitates the CTSO. Due to state competition in Hershey, PA, she was not present during the APE review.

9. Joint Planning with Sending Schools – Chapter 339.4(b)(12); Chapter 4.33(b)



9.1 Provide documentation that membership of the administrative committee is comprised of chief school administrators representing participating school districts.



9.2 Provide documentation that administrative committee meetings advise the CTC/AVTS board and administration concerning the educational program and policies of the school.



9.3 Provide evidence that joint planning occurs between the CTC/AVTS and district of residence around the academic and other needs of attending students. Evidence includes minutes of joint operating committee meetings and of administrative committees.



ALL REQUIREMENTS MET



NOT APPLICABLE

Commendations:

9.3 ECTS and its JOC are commended for having an excellent minutes and agenda format when meetings occur; generally on a monthly basis. ECTS is host to 11 sending districts in the Erie, PA area and the agenda/minutes are available on the school website.

Recommendations:

Corrections:

Comments:

10. Accountability Standards – 339.4(d)(1)(i), 339.4(d)(1)(ii), 339.4(d)(1)(iii), 339.4(d)(1)(iv), 339.4(d)(1)(v); Chapter 4.24, 4.31(a), 4.51



10.1 Provide a description of the occupational competency assessment given for this CIP.



10.2 Indicate the number of students who qualified as program completers, the number of students who took the test, and the number of students who earned the Pennsylvania Skills Certificate in this CIP for the past two years.



10.3 Provide data on skill attainment targets as set forth in the school entity's local plan, if applicable, or state plan which may include industry assessment, industry credentials, certification or state assessment.



10.4 Provide data on student performance targets on achieving academic standards as set forth in the school entity's local plan, if applicable, or state plan which includes the Keystone or other Department-approved assessment which measures student performance on academic standards.



10.5 Provide data on secondary school completion and student graduation targets as set forth in the school entity's local plan or state plan (if applicable) which includes student attainment of a secondary school diploma or its recognized equivalent or a proficiency credential in conjunction with a secondary school diploma.



10.6 Provide data on student placement targets as set forth in the school entity's local plan or state plan (if applicable). Placement in and retention in and completion of postsecondary education or advanced training (including registered apprenticeships), placement in military service, or placement and retention in employment.



10.7 Provide data on nontraditional participation and completion targets as set forth in the school entity's local plan or state plan (if applicable) which includes nontraditional students.



ALL REQUIREMENTS MET

Commendations:

10.2 CIPs 46.0201 Carpentry/Carpenter & 51.3902 Nursing Assistant/Aide - These two programs are commended for having high NOCTI scores for three successive school years; 2012/13, 2013/14, & 2014/15. Most of the students in the programs earned the PA Skills Certification (PSC) which is the advanced-level.

10.7 All CIPs - ECTS is commended for their excerpt on the school website for promoting non-traditional career paths to CTE students.

Recommendations:

Corrections:

Comments:

11. Student Objectives – Chapter 339.4(b)(13); Chapter 4.31(e) and Child Accounting Forms/Instructions



11.1 Provide copies of student educational and occupational objectives for students enrolled in an approved vocational-technical program as updated annually, and provide evidence

that students are following an educational plan and have an occupational objective.



11.2 Provide documentation that student records include the student's educational and occupational objectives and results of the assessment of student competencies.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

11.1 All CIPs - It is recommended that ECTS utilize the most recent PDE-408 form which was revised in 11/2014. The revised form is available on the BCTE website.

Corrections:

Comments:

12. Local Advisory Committee – Chapter 339.13; Chapter 4.33(a)



12.1 Provide documentation that membership on the local advisory committee shall consist of business and industry representatives, public sector employers, agriculture, labor organizations, community organizations, postsecondary education institutions, the general public, representatives authorized by the workforce investment board, and civic organizations.



12.2 Provide documentation that annual meetings of the local advisory committee provide advice to the board and the administration concerning the program of the school, including its general philosophy, academic and other standards, strategic plans, course offerings, support services, safety requirements, and the skill needs of employers.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

12.1 Provide documentation that membership on the local advisory committee shall consist of business and industry representatives, public sector employers, agriculture, labor organizations, community organizations, postsecondary education institutions, the general public, representatives authorized by the workforce investment board, and civic organizations.

12.2 Provide documentation that annual meetings of the local advisory committee provide advice to the board and the administration concerning the program of the school, including its general philosophy, academic and other standards, strategic plans, course offerings, support services, safety requirements, and the skill needs of employers.

Comments:

The ECTS director stated in the previous Corrective Action Plan (CAP) from September 2010 that an LAC would be formed by the 2011/12 school year. This information is also provided in the PDE CATS portal for each CTE program approved at ECTS.

13. Occupational Advisory Committee – Chapter 339.4(b)(2), 339.14; Chapter 4.33(c)



13.1 Provide documentation of meetings of occupational advisory committee for each program or cluster of related programs. The occupational advisory committee must meet twice each year.



13.2 Provide documentation that the OAC has been appointed by the board of directors.

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13.3 Provide documentation that the majority of occupational advisory committee members are employees and employers in the occupation for which training is provided and that membership also includes representatives authorized by the workforce investment board, civic organizations, and higher education institutions.

☒

13.4 Provide documentation that occupational advisory committees advise the board and staff on curriculum, equipment, instructional materials, safety requirements, program evaluation, and other related matters and to verify that the programs meet industry standards and/or licensing board criteria and that they prepare students with occupation related competencies.

☒

ALL REQUIREMENTS MET

Commendations:

13.1 CIP 47.0604 Automotive Mechanics Technology - The program and instructor are commended for having a robust OAC that lends support and offers placement of students regarding work-based opportunities. This program is the largest by enrollment at ECTS.

13.3 All CIPs - ECTS is commended for offering their OAC member list via the school's website for every approved program. The member's name, company, and job title is listed and current for this school year, 2015/16.

Recommendations:

Corrections:

13.3 All CIPs - Provide documentation that the majority of occupational advisory committee members are employees and employers in the occupation for which training is provided and that membership also includes representatives authorized by the workforce investment board, civic organizations, and higher education institutions.

Comments:

13.3 Documentation of administrative response to OAC recommendation's for school year 2014/15 was not evident.

14. Admissions – Chapter 339.21(1),(2),(5) 339.21(5); Chapter 4.31(g)



14.1 Provide your school's admissions policy and procedures which state whether enrollment is unlimited or limited. If enrollment is limited, provide nondiscriminatory eligibility requirements contained in the admissions policy.



14.2 Describe how your school's recruitment program exemplifies freedom from occupational stereotypes and to the extent possible, provides equal access.



14.3 Describe selection and appropriate program placement procedures.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

Comments:

15. Occupational Analysis, Program Content, Industry Standards, Extended Classroom/Work-Based Learning/Simulated Work Situations – Chapter 339.1a(b); 339.4(b)(1), 339.22; Chapter 4.31(c), 4.31(d), 4.31(e)



15.1 Identify the industry standards established by state or national trade, or professional organizations or state or federal regulatory bodies accepted by the Pennsylvania

Department of Education. Describe what learners should know and be able to do, and describe how well learners should know or be able to perform a task in a specific occupation.

- ☒ 15.2 Provide documentation that a standards-based instructional system, based upon occupational analysis, has been incorporated in this CIP.
- ☒ 15.3 Provide documentation that performance objectives consist of the conditions under which program tasks will be performed (materials and supplies provided), a description of program tasks, and the standard for how well the tasks shall be performed.
- ☒ 15.4 Provide documentation that performance objectives have been recommended by the occupational advisory committee.
- ☒ 15.5 Describe and provide documentation of student assessment based on performance standards (number of trials, percent correct, minimum timeframe).
- ☒ 15.6 Provide the industry-defined standards, certifications, regulations or licensing agreements demonstrated through industry assessment, industry credentials, industry certification, license or state assessment and provide the number of students who have earned industry credentials/certifications.
- ☒ 15.7 Provide documentation of student records that include the results of the assessment of student competencies based on performance standards.
- ☒ 15.8 Describe the occupational analysis conducted by the school entity to determine the performance objectives deemed critical to successful employment and assessment of student competencies based upon performance standards.
- ☒ 15.9 Describe the extended classroom/work-based learning/simulated work situation experience related to this vocational program of study.



ALL REQUIREMENTS MET

Commendations:

15.6 ALL CIPs - ECTS is commended for continuous recognition as an ISO 9001: 2008 institution since October 2002. Generally this approval needs to be reviewed every 5 years to remain a designated ISO institution. Customer service, commitment to quality, and overall operational efficiency are the main focus of the ISO Total Quality Management keys of success.

15.6 CIPs 10.0399 Graphic Communications, 12.0508 Institutional Food Worker, 15.0303 Electronic & Communications Technology, 15.1301 Drafting & Design Technology, 47.0604 Automotive Mechanics Technology, and 48.0508 Welding Technology - These programs are commended for achieving industry accreditation in PrintEd, ACF, Electronics Technology Association, American Draft & Design Association, NATEF, and AWS, respectively.

15.9 All CIPs - ECTS and staff is commended for having over 600 CTE students involved with community & job shadowing exploration as part of the extended classroom experience. This occurred during the 2014/15 school year.

Recommendations:

Corrections:

Comments:

16. Vocational Education Safety – Chapter 339.23(1) , 339.23(2), 339.23(3), 339.23(4); 339.23(5), 339.23(6), 339.23(7); Chapter 4.31(f)



16.1 Provide documentation of how safety education, consisting of safety practices, accident prevention, occupational health habits, and environmental concerns have been integrated into the instruction and practices in this CIP.



16.2 Describe the equipment guards and personal safety devices that are in place and used.

- ☒ 16.3 Provide documentation that class enrollment is safe relative to classroom or laboratory size and number of work stations.
- ☒ 16.4 Provide evidence that workstations are barrier-free, assuring accessibility and safety under applicable statute and regulations.
- ☒ 16.5 Describe the provisions that have been made for safe practices to meet individual educational needs of handicapped persons under applicable statute and regulations.
- ☒ 16.6 Describe the storage of materials and supplies according to 34 Pa. Code Part I [Department of Labor and Industry] and how safety practices meet state and federal regulations.
- ☒ ALL REQUIREMENTS MET

Commendations:

Recommendations:

16.4-16.6 CIPs 47.0603 Autobody/Collision & Repair Technology, 48.0501 Machine Tool Technology, and 48.0508 Welding Technology - It is recommended by the APE review team that the CTE instructors of these programs spend more emphasis at conducting general cleaning of their shops for appearance and real-world application by students. Busy shops/trades like these can become disorganized rather quickly during the school year.

Corrections:

Comments:

17. Guidance Plan and Services – Chapter 339.21(3), 339.31, 339.32; Chapter 4.12(a)(5), 4.34(b); Chapter 49.101, 49.102, 49.103

- ☒ **17.1 Provide a copy of the current guidance certificate for personnel assigned the responsibility of providing pupils with vocational-technical guidance services.**
- ☒ **17.2 Provide a copy of the guidance services plan approved by the local board of school directors. The plan must include procedures to provide for guidance services to CTCs/AVTSs.**
- ☒ **17.3 Describe the guidance services provided to students to establish a career plan.**
- ☒ **17.4 Describe how guidance personnel provide to students the information necessary to make informed decisions regarding the selection of appropriate vocational-technical education programs and discuss the importance of high school academic achievement, and postsecondary education and training to career success.**
- ☒ **17.5 Describe how guidance personnel counsel students with disabilities toward career objectives, ensuring that students are not counseled toward restrictive career objectives due to disabilities.**
- ☒ **17.6 Describe support of a placement service that makes provisions for the transition from school to the world of work.**
- ☒ **17.7 Describe the school-initiated system of parental involvement.**
- ☒ **17.8 Describe liaison activities with community agencies.**
- ☒ **17.9 Describe assistance in the conduct of follow-up studies to determine the effectiveness of the curriculum.**
- ☒ **17.10 Provide a sampling of student career plans.**
- ☒ **ALL REQUIREMENTS MET**

Commendations:

17.10 All CIPs - ECTS instructors and staff are commended for presenting excellent CTE student portfolios that ECTS students have amassed over their experience at the TS. Portfolio samples include cover letters, updated resumes, letters of reference, student mission statements, and illustrations or snapshots of the student's own work or creation.

Recommendations:

Corrections:

Comments:

18. Certification and In-Service Plans – Chapter 339.41(1), 339.41(2); Chapter 4.13(a); Chapters 49 and 354



18.1 Provide a copy of the professional certificates or licenses for each administrator and any additional personnel overseeing the CTE programs.



18.2 Provide evidence of proper certification for any administrator whose assignment includes supervising career and technical education programs and/or personnel who supervises career and technical education programs for 50 percent or more of his/her time.



18.3 Provide a copy of the in-service plan and professional development plan that ensures professional personnel will keep up with the technology and remain current with practices and standards of their professional areas.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

18.3 It is recommended that administrative, guidance, and instructional personnel be encouraged to participate more actively by participating in the Integrated Learning Conference, PACTA and PACTEC workshops, PACTA PIL programs, technical assistance programs and a thorough review of BCTE best practices in workshops and conferences specific to career and technical education.

Corrections:

Comments:

19. Learning Environment – Chapter 339.51(1), 339.51(3)



19.1 Provide evidence to show that shop laboratory size is adequate as required by state licensing boards, accreditation providers and industry certification standards, and take into consideration the recommendations of the Occupational Advisory Committee.



19.2 Provide evidence that the number of students assigned to this CIP is not greater than the number of workstations available.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

Comments:

20. Capstone Cooperative Education – Chapter 339.29
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|-------------------------------------|-------------|--|
| ☒ | 20.1 | Describe how cooperative education is planned in accordance with the stated career or occupational objectives of the student. |
| ☒ | 20.2 | Provide a list of related learning experiences held at school-approved work stations. |
| ☒ | 20.3 | Provide completed training plans and training agreements developed with the employer and signed by the student, parent/guardian, school officials, and cooperating employers. |
| ☒ | 20.4 | Provide documentation of payment of the existing legal wage. |
| ☒ | 20.5 | Provide the professional certificate in cooperative education for all cooperative education coordinators. |
| ☒ | 20.6 | Provide documentation of one on-site student evaluation per month by the cooperative education coordinator. |
| ☒ | 20.7 | Provide documentation of at least 45 minutes per week or 90 minutes every other week for students to meet with their vocational instructor to discuss job problems and related information. |
| ☒ | 20.8 | Provide documentation of credit for cooperative education work experience. |
| ☒ | 20.9 | Provide documentation of insurance protection for both the school and students. |
| ☒ | | ALL REQUIREMENTS MET |



THERE IS NO COOPERATIVE EDUCATION PROGRAM

Commendations:

20.1-20.2 All CIPs - The ECTS Co-op program and coordinator is commended for having an excellent work-based opportunity for local students. The 2014-15 school year had over 70 students participating in work-based opportunities aligned to their CTE program which affords them transcript credit and earning a paycheck.

ECTS has a very active OAC membership for their programs and this participation helps support employment opportunities for qualified students.

Recommendations:

Corrections:

Comments:

21. Diversified Occupations Cooperative Education – Chapter 339.22(c)

NOTE: In addition to all other items in the checklist, this compliance item must be completed for CIP 32.0105.



21.1 Describe whether students are in this program because they were unable to gain admission to a vocational program due to: excessive number of applicants; inability to meet entrance requirements for other existing vocational programs; or lack of specific vocational areas offered at the comprehensive high school or participating CTC/AVTS.



21.2 Describe how a diversified occupation is planned in accordance with the stated career or occupational objectives of the student.



21.3 Provide a list of work-based related learning experiences held at school-approved work sites.

- ☒ 21.4 Provide completed training plans, showing a variety of work assignments, and training agreements developed with the employer and signed by the student, parent/guardian, school officials, and cooperating employers.
- ☒ 21.5 Describe the school-based, academic and career-specific instruction for this CIP.
- ☒ 21.6 Provide documentation of one planned course, equal to one unit of credit, of general related theory or technical related content, or both, per year. To meet this requirement, the school district operated diversified student shall meet with his teacher-coordinator for at least one 40 to 45 minute period PER DAY or a minimum of three hours per week. To meet this requirement at a career and technical center operated program, the diversified occupations student shall meet with his teacher-coordinator for at least one 40 to 45 minute period per week.
- ☒ 21.7 Provide documentation of payment of the existing legal wage.
- ☒ 21.8 Provide documentation of coordination of work site activities of at least ½ hour per week per student, including work site visits and observations, as well as preparation for the related in-school instruction.
- ☒ 21.9 Provide documentation that students in this CIP are legally employed a minimum of 15 hours a week during the school year. Graduation credits can be awarded for hours worked outside of school hours.
- ☒ 21.10 Provide documentation of credit for participation in the cooperative education diversified occupations program.
- ☒ 21.11 Provide documentation of insurance protection for both the school and students.
- ☒ 21.12 Provide documentation of one on-site student evaluation per month by the cooperative education coordinator.
- ☒ ALL REQUIREMENTS MET

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THERE IS NO DIVERSIFIED OCCUPATION PROGRAM

Commendations:

Recommendations:

Corrections:

Comments:

CIP 32.0105 was not fully reviewed but the Team Leader did look at the binder and evidence provided for the Co-op program as well. Instructor was not present due to SkillsUSA competition in Hershey, PA. Enrollment in D.O. was under 10 students for the 2014/15 school year.

22. Program Approval Data Elements – School Code 24 PS 10-1006; 18-1850.1(b) (5) and (15) and Assurances Document

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22.1 Provide evidence that appropriate program approval data elements are current in the CATS electronic data collection system.

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ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

Comments:

23. Comprehensive Plans – Chapter 339.2; Chapter 4.13, 4.31(d)



23.1 Provide evidence of the applicable plans that incorporate appropriate components as described in Chapter 4.13.



23.2 Provide documentation as to which courses meet the requirements of Chapter 4.31d of the Pennsylvania School Code and include content based upon occupational analysis, clearly stated performance objectives deemed critical to successful employment and assessment of student competencies based on performance standards.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

Comments:

23.1 Present Comprehensive Plan is current until June 2018.

24. Previously Approved Program Evaluation



24.1 Provide documentation that all corrections identified in the previously approved program evaluation have been completely satisfied and fully implemented.

**ALL REQUIREMENTS MET****Commendations:****Recommendations:****Corrections:**

24.1 Provide documentation that all corrections identified in the previously approved program evaluation have been completely satisfied and fully implemented.

12.1 Provide documentation that membership on the local advisory committee shall consist of business and industry representatives, public sector employers, agriculture, labor organizations, community organizations, postsecondary education institutions, the general public, representatives authorized by the workforce investment board, and civic organizations.

Comments:

See comment for above in 12.1-12.2 section.

GENERAL COMMENTS

BUREAU OF CAREER AND TECHNICAL EDUCATION

APPROVED PROGRAM EVALUATION CORRECTION PLAN AND STATUS UPDATE

2015-2016

School District/CTC Name: <u>Erie County Technical School</u>	Chief School Administrator: <u>Dr. Aldo R Jackson</u>
School Contact: <u>Dr. Aldo R Jackson</u>	School Contact Email Address: <u>ajackson@ects.org</u>
Date of Review: <u>April 13-15, 2016</u>	School Telephone Number: <u>814-464-8600</u>
BCTE Team Leader: <u>Michael Stanger</u>	BCTE Leader Email Address: <u>mstanger@pa.gov</u>

Professional Development Center (PDC) Contact and Location: <u>Mr. William B Knorr, IUP</u>	
PDC Telephone Number: <u>724-357-6947</u>	PDC Contact Email Address: <u>barney.knorr@iup.edu</u>

Corrective Action Plan must be returned within 30 days upon receipt.

CIP Code No(s) and Name(s) of Approved Programs Reviewed:

CIP CODE	CIP TITLE
	Programs Fully Reviewed
10.0399	Graphic Communications
11.0901	Computer Systems Networking/Telecommunications
12.0508	Institutional Food Workers
15.0303	Electrical, Electronic & Communications Technology
15.1301	Drafting & Design Technology
46.0201	Carpentry/Carpenter
46.0401	Building Property Maintenance
47.0603	Autobody/Collision & Repair Technology
47.0604	Automobile/Automotive Mechanics Technology
48.0501	Machine Tool Technology/Machinist
48.0508	Welding Technology/Welder
52.1201	Management Information Systems
	Programs Reviewed for Safety and Teacher Certification
12.0401	Cosmetology/Cosmetologist
19.0708	Child Care & Support Services Management
32.0105	Job-Seeking/Changing Skills (D.O.)

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46.0399	Electrical & Power Transmission Installers
50.0402	Commercial & Advertising Art
51.3902	Nursing Assistant/Aide & Patient Care Assistant
52.1905	Tourism & Travel Services Marketing Operations

CORRECTION CITED ON APPROVED PROGRAM EVALUATION FINAL REPORT	PLAN TO ADDRESS	BY WHOM	BY WHEN	ACCEPTABLE BY PDE		PDE RESPONSE	STATUS UPDATE (PDE use ONLY)
				YES	NO		
12.1 Provide documentation that membership on the local advisory committee shall consist of business and industry representatives, public sector employers, agriculture, labor organizations, community organizations, postsecondary education institutions, the general public, representatives authorized by the workforce investment board, and civic organizations.							
12.2 Provide documentation that annual meetings of							

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				YES	NO		
the local advisory committee provide advice to the board and the administration concerning the program of the school, including its general philosophy, academic and other standards, strategic plans, course offerings, support services, safety requirements, and the skill needs of employers.							
13.3 Provide documentation that the majority of occupational advisory committee members are employees and employers in the occupation for which training is provided and that membership also includes representatives authorized by the							

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				YES	NO		
workforce investment board, civic organizations, and higher education institutions.							
24.1 Provide documentation that all corrections identified in the previously approved program evaluation have been completely satisfied and fully implemented.							
12.1 Provide documentation that membership on the local advisory committee shall consist of business and industry representatives, public sector employers, agriculture, labor organizations, community organizations, postsecondary							

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				YES	NO		
education institutions, the general public, representatives authorized by the workforce investment board, and civic organizations.							