



Vocational Assessment Regulations and Definitions

Pennsylvania Code Title 22 Chapter 4.31 – Vocational-technical education

(a) Vocational-technical education courses shall be developed in the planned instruction format and be accessible to all high school students attending those grades in which vocational-technical education courses are offered. All students and their parents or guardians shall be informed of the students' rights to participate in vocational-technical education programs and courses and that students with disabilities enrolled in the programs are entitled to services under Chapter 14 (relating to special education services and programs). Students who complete approved vocational-technical education programs shall have their occupational competency assessed by completion of the appropriate assessment under the Pennsylvania Skills Certificate Program or by completion of another occupational competency assessment approved by the Department. A student with a disability shall be provided appropriate accommodations when provided for in the student's individualized education program. Students shall also demonstrate proficiency in meeting academic standards as required under § 4.24(a) (relating to high school graduation requirements), including § 4.12(f) (relating to academic standards) and § 4.24(e) for students with disabilities with an individualized education program.

(b) Vocational-technical education courses may be taught at AVTSs or other high schools.

(c) Vocational-technical education programs must consist of a series of planned academic and vocational-technical education courses that are articulated with one another so that knowledge and skills are taught in a systematic manner. When appropriate, vocational-technical education programs must adopt, in program areas for which they are available, industry recognized skills standards and may also include cooperative vocational-technical education and participation in vocational student organizations to develop leadership skills.

(d) Vocational-technical education courses must include content based upon occupational analysis, clearly stated performance objectives deemed critical to successful employment and assessment of student competencies based upon performance standards. In listing planned instruction in its strategic plan under § 4.13 (relating to strategic plans), a school district or AVTS shall indicate which courses meet the requirements of this section.

(e) The record of a student enrolled in a vocational-technical education program must include the student's educational and occupational objectives and the results of the assessment of student competencies under subsection (d).

(f) Safety education, consisting of safety practices, accident prevention, occupational health habits and environmental concerns shall be integrated into the instruction and practices in vocational-technical education programs.

(g) School districts and AVTSs administering vocational-technical education programs shall develop written policies regarding admissions. Course announcements, guidance materials and other communications must convey the philosophy of equal access to students considering enrolling in AVTSs and include a description of admissions policies. The policies must assure that when admissions to AVTSs must be limited, the admissions shall be on a nondiscriminatory basis.

Pennsylvania Code Title 22 Chapter 339.4 – Program Re-approval

(d) *Retain approval.*

(1) To maintain program approval granted under subsection (a)(1) or (2), it shall be necessary for the school entity to meet the following standards, which will be subject to review by the Department.

(i) 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.

(ii) 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 PSSA or another Department-approved assessment which measures student performance on academic standards.

(iii) Secondary school completion and student graduation targets as set forth in the school entity's local plan, if applicable, or State Plan, which includes student attainment of a secondary school diploma or its recognized equivalent or a proficiency credential in conjunction with a secondary school diploma.

(iv) Student placement targets as set forth in the school entity's local plan, if applicable, or State Plan, which includes placement in, retention in and completion of postsecondary education or advanced training (including registered apprenticeships), placement in military service, or placement and retention in employment.

(v) Nontraditional participation and completion targets as set forth in the school entity's local plan, if applicable, or State Plan, which includes nontraditional student.

Perkins Indicator 2S1 Technical Skill Attainment	Numerator: Number of career and technical education concentrators who successfully achieve competency levels at or above the Competent level on the NOCTI Job Ready Assessments or achieve competency on other PDE approved tests in the reporting year. Denominator: Number of career and technical education concentrators who complete the NOCTI Job Ready Assessments or other PDE approved tests in the reporting year.
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Pennsylvania Code Title 22 Chapter 339.22 – Vocational Program Minimum Time Requirements

(ii) The following requirements shall be considered in planning vocational education programs based on the minimum time requirements listed in subparagraph (i):

(A) Vocational education credits may be given for hours spent in supervised agricultural experience, cooperative clinical experiences and other supervised occupational experience occurring during or after the school day as defined in the Public School Code.

(B) A minimum of two planned courses shall be operated per year. These two planned courses shall be skilled courses.

(C) Sequences shall be offered in consecutive years and the last year of the program will conclude in the twelfth grade.

(D) This section includes the minimum requirements for a program to be eligible for vocational reimbursement. It is recognized that selected vocational programs may require more than the minimum hours to offer an effective education program.

Perkins IV Federal Grant

PERKINS IV SECONDARY CONCENTRATOR – A student, who by the end of the reporting school year, was reported as having earned or successfully completed at least 50 percent of the minimum technical instructional hours required for PDE program approval.

PIMS Secondary Manual Volume 2 - Appendix P – CTE Status Type Codes

10 - CONTINUED OR WILL CONTINUE CTE AT THIS SCHOOL – Use for students continuing any reimbursable CTE programs at the same school offering the student's reported CIP. "Same school" refers to reported CIP Location Code (Field 4 in CTE Student Fact Template).

22 - TRANSFERRED OR WILL TRANSFER TO A DIFFERENT SCHOOL – Use when students exit or intend to exit CTE at the school identified with CIP Location Code (Field #4 in CTE Student Fact Template) and transfer to a different school. Use this selection for students that exit CTCs to return to their sending schools OR for students that exit CTE at a regular high school to then enroll at a CTC for other CTE. Also, use this selection for students that relocate.

28 - TRANSFERRED OR WILL TRANSFER TO NON-CTE PROGRAM AT THIS SAME SCHOOL – Use when students exit or intend to exit CTE to a non-CTE program at the same school. "Same school" refers to reported CIP Location Code.

30 - COMPLETED CTE PROGRAM AND DID NOT GRADUATE* – Use for a secondary CTE student who has (1) completed all secondary-level competencies necessary to achieve his/her career objective (or met appropriate related IEP objectives) and (2) completed a PDE approved occupational end-of-program assessment (or completed a program which has an assessment waiver); however, DID NOT attain a high school diploma or equivalent.

40 - COMPLETED CTE PROGRAM AND GRADUATED* – Use for a secondary CTE student who has (1) completed all secondary-level competencies necessary to achieve his/her career objective (or met appropriate related IEP objectives), (2) completed a PDE approved occupational end-of-program assessment (or completed a program which has an assessment waiver) and (3) attained a high school diploma or equivalent. SELECTION IDENTIFIES A CTE SECONDARY COMPLETER.

60 - GRADUATED AND DID NOT COMPLETE CTE PROGRAM* – Use for a secondary CTE student who attained a high school diploma or equivalent; however, EITHER (1) DID NOT complete all appropriate secondary-level competencies necessary to achieve his/her career objective OR (2) DID NOT complete a PDE approved occupational end-of-program assessment (or did not complete a program which has an assessment waiver).

71 - DROPPED OUT OF SCHOOL – Use for students who, for any other reason other than death, leave school before graduation without transferring to another school/institution.

80 - DECEASED

* Students with IEPs who participate in (take) the Pennsylvania Alternate System of Assessment (PASA) in lieu of the PSSA are granted a waiver on the PDE approved end-of-program technical skills assessment, as long as the PASA being required for the student is documented in the student's IEP. Therefore, IEP students participating in PASA can be considered as "completing the CTE program" as long as appropriate student IEP CTE program-related objectives are met.

Note: Highlighted text corresponds to vocational assessment regulation.

PENNSYLVANIA DEPARTMENT OF EDUCATION
Office of Elementary and Secondary Education
Aug. 3, 2013

Penn*Link Message

TO: All LEA

FROM: Lee Burket, Ed.D., Director
Bureau of Career and Technical Education

SUBJECT: CATS System

As you know, Career and Technical Education System (CATS), serves as the official record of a school entity's approved career and technical education program and is used to verify the data which forms the basis for the Secondary Career and Technical Education Subsidy calculation. As the Pennsylvania Department of Education (PDE) reviews the information submitted in CATS, there are noticeable inconsistencies between the information in CATS and the information found in the Pennsylvania Information Management System (PIMS).

OVER-REPORTING STUDENTS—ONE EXAMPLE/POSSIBLE SCENARIO:

In some instances schools hold approval to operate a two-year program or programs, but are delivering programs to three grade levels and are seeking the Secondary Career and Technical Education Subsidy for each of those grade levels. If, for example, schools are actually operating a three-year program when the school only holds approval to operate a two-year program, the school must either seek approval for a three-year program or change its delivery practices. This holds true for all delivery models: one-year, two-year, three-year and four-year. Simply stated, the information in CATS must reflect the actual delivery at the school level.

UNDER-REPORTING STUDENTS—ONE EXAMPLE/POSSIBLE SCENARIO:

In some instances schools who hold approval to operate a four-year program are delivering the program to only three grade levels. Again, this holds true for all delivery models; one-year, two-year, three-year and four-year. The information in CATS must reflect the actual delivery at the school level.

Please review the information submitted into the CATS system and, based on your review, make any revision or seek new program approvals, as appropriate. For funding purposes, ensure that the number of years noted in the CATS system is equal to the number of years the program is being delivered at the school.

Thank you for your continued efforts in ensuring valid and consistent data reporting. Please direct any questions about the above information to Lee Burket, PDE's bureau director for Career and Technical Education at lburket@pa.gov or 717-787-5530.



pennsylvania

DEPARTMENT OF EDUCATION

SCHOOL YEAR 20____ - 20____

ANNUAL EDUCATIONAL AND OCCUPATIONAL OBJECTIVES FOR STUDENTS ENROLLED IN A PDE-APPROVED CAREER AND TECHNICAL EDUCATION (CTE) PROGRAM

INSTRUCTIONS: This form is to be completed each year by students enrolled in Pennsylvania Department of Education (PDE) approved CTE programs with the intent to take further technical instruction offered by the program to achieve a related occupational objective. The scope and sequence for the PDE approved program serves as the educational plan.

Form is to be completed by student and verified and signed by the instructor and guidance/career counselor:

STUDENT'S NAME: _____
(Please Print) Last Name First Name Middle Initial

GENDER: __M__F **DATE OF BIRTH:** _____ **GRADE LEVEL:** _____

SECONDARY SCHOOL OFFERING APPROVED CTE PROGRAM: _____

SENDING SCHOOL DISTRICT (for CTCs/AVTSS/Charter Schools): _____

PROGRAM NAME: _____ **CIP CODE:** _____

1. Is student enrolled in approved Tech Prep/Program of Study (POS) program technical instruction?
YES or NO (Circle one)

2. If yes, is student taking minimum academic coursework per approved Tech Prep/POS program scope and sequence?
YES or NO (Circle one)

3. Student's plans following high school graduation include: (Check all that apply)

_____ Employment or _____ Military service/training - Specify Branch _____

_____ Postsecondary education: Specify: ☐ College ☐ Technical/Proprietary School

4. Student's program-related occupational objective: _____

Student's Signature **Date**

Instructor's Signature **Date**

Counselor's Signature **Date**

It is the policy of this institution not to discriminate on the basis of sex, handicap, race and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI.

Pennsylvania State Board of Education, Chapter 4 Section 4.31(e) states that a student's record shall include the student's educational and occupational objectives. This form (PDE-408) or a similar, locally developed form must be completed and signed each school year by the student enrolled in planned technical courses/instruction offered by the program and must be maintained in school files. The Office of the Auditor General will review student records to determine if the technical courses/instruction taken by the student coincide with the planned courses/instruction documented for the approved CTE program.



**CAREER AND TECHNICAL EDUCATION INFORMATION SYSTEM
PENNSYLVANIA DEPARTMENT OF EDUCATION
SCOPE AND SEQUENCE
FOR SCHOOL YEAR 2013-2014**

DATE : 1/7/2014

Articulation Agreement between _____ and _____ Statewide Articulation Agreement

Secondary School Name : _____ AUN: _____

CIP Code Number and Title : 43.0107 Criminal Justice/Police Science Program Type: Program of Study

Subject (Hours)	Secondary School				Postsecondary Institution			
	Grade 9 (Hours)	Grade 10 (Hours)	Grade 11 (Hours)	Grade 12 (Hours)	First Semester	Second Semester	Third Semester	Fourth Semester
Technical (1350)		Personal Health and Fitness(50)	Personal Health and Fitness(25)	Personal Health and Fitness(25)	TBD			
		Public Safety(50)	Public Safety(25)	Public Safety (25)				
		Law Enforcement (50)	Criminal Investigations (100)	Police concepts/skills (100)				
		Safety and emergency management(100)	Corrections: juvenile/adult (100)	Corrections concepts/skills (100)				
		Traffic and crowd control(25)	Criminal communications (75)	Court system (100)				
		Crime prevention (50)	Security/patrol duties(45)	Search and seizure(50)				
		Understanding diversity(50)	National, International and Private security (50)	Legal principles (25)				
		Legal principles(75)	Understanding diversity(30)	Traffic and crown control (25)				
English	College Prep - English 1	College Prep - English 11	College Prep - English 111	College Prer - English IV				
Math	Algebra 1	Geometry	Algebra 11	Higher Level College Prep Math				
Science	Science	Biology	Chemistry	Physics				
Humanities	Civics	US History	World History					
Other	Foreign Language 1 (recommended)	Foreign Language 11 (recommended)						

Student Snapshot Template (202 Fields, 54 Collected)

Template Number: 0440

Target Table: STUD_SNAPSHOT

Template Description

The Student Snapshot template contains the same information as the Student Template, with the addition of a snapshot date. The following students are to be included in this template, with the following exception:

- for the June 30 CTE Snapshot, include only active students at each reporting period

PLEASE NOTE: Submit June 30, 2013 Student Snapshot data only if LEA had reportable enrollees in approved reimbursable secondary CTE programs or registered adult affidavit CTE programs. The June 30 Student Snapshot must, at a minimum, include a comprehensive list of students enrolled (at any point during the reporting year) in PDE approved, reimbursable CTE programs and/or registered adult affidavit programs held (owned) and operated by the LEA. The cumulative submission of all students served during the reporting year within the June 30 Snapshot is necessary in order to satisfy and support federal reporting and auditing requirements of Perkins data. LEAs that do not hold (own) and operate PDE approved, reimbursable CTE secondary programs or registered adult affidavit CTE programs do not need to submit June 30 CTE Student Snapshot data.

Grain: One record per LEA / School Year / Student / Snapshot Date

Please note that only the Fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

CTE Student Fact (27 Fields, 24 Collected)

Template Number: 0970

Target Table: CTE_STUDENT_FACT

Template Description

This template defines the CTE Student Fact table. This table contains the primary details of each CTE student's enrollment within a Pennsylvania Department of Education approved school-level CTE program and/or registered adult affidavit CTE operated by each LEA.

This template serves to accommodate Pennsylvania Department of Education (PDE) data collection requirements for federal (The Carl D. Perkins Career and Technical Education Act of 2006) accountability requirements, and PDE's need to account for students that enroll in or complete approved reimbursable secondary CTE programs and/or registered adult affidavit programs.

REPORTING SECONDARY CTE STUDENTS:

Report all secondary students within this template who: (1) were enrolled in the technical component of a PDE-approved reimbursable secondary CTE program during the reporting year, AND; (2) had completed and signed "Annual Educational and Occupational Objectives for Students Enrolled in a PDE Approved CTE Program" form (PDE-408) or a similar locally developed form directly related to the student's enrollment in the CTE program reported within Field 6 (CIP Code) of this template. The student's completed and signed PDE-408 form (or similar form) must be on file with the LEA that holds (owns) the approved CTE program in which the student is reported as enrolled.

NOTE: Do not report secondary students within the CTE Student Fact Template who either:

- (1) lack appropriate signed educational and occupational objectives (PDE-408 form or similar form),
- (2) are taking one career and technical education course without intending to pursue the approved program of study as indicated by an appropriate complete educational and occupational objective form (PDE-408 or similar form),
- (3) are enrolled in General Family Consumer Science (CIP 19.0101), or
- (4) are taking a career and technical education course in order to explore careers.

IMPORTANT: LEAs with students enrolled in 2012-2013 PDE approved reimbursable secondary CTE programs held (owned) and operated by the LEA need to submit this template. A secondary CTE student may only be reported once at the CIP-LOCATION CODE (SCHOOL)-LEVEL within this template. A secondary student may be reported more than once within this template only if the student was enrolled in approved CTE programs within more than one school (CIP-LOCATION CODE) within an LEA during the reporting year.

PIMS CTE QC Report 16

**Secondary Career and Technical Education (CTE) Program Enrollment
Accuracy Certification Statement (ACS)**

RECEIVED

SEP 09 2013

LEA Name:

AUN:

School Year: 2012 - 2013

Division of Data Quality

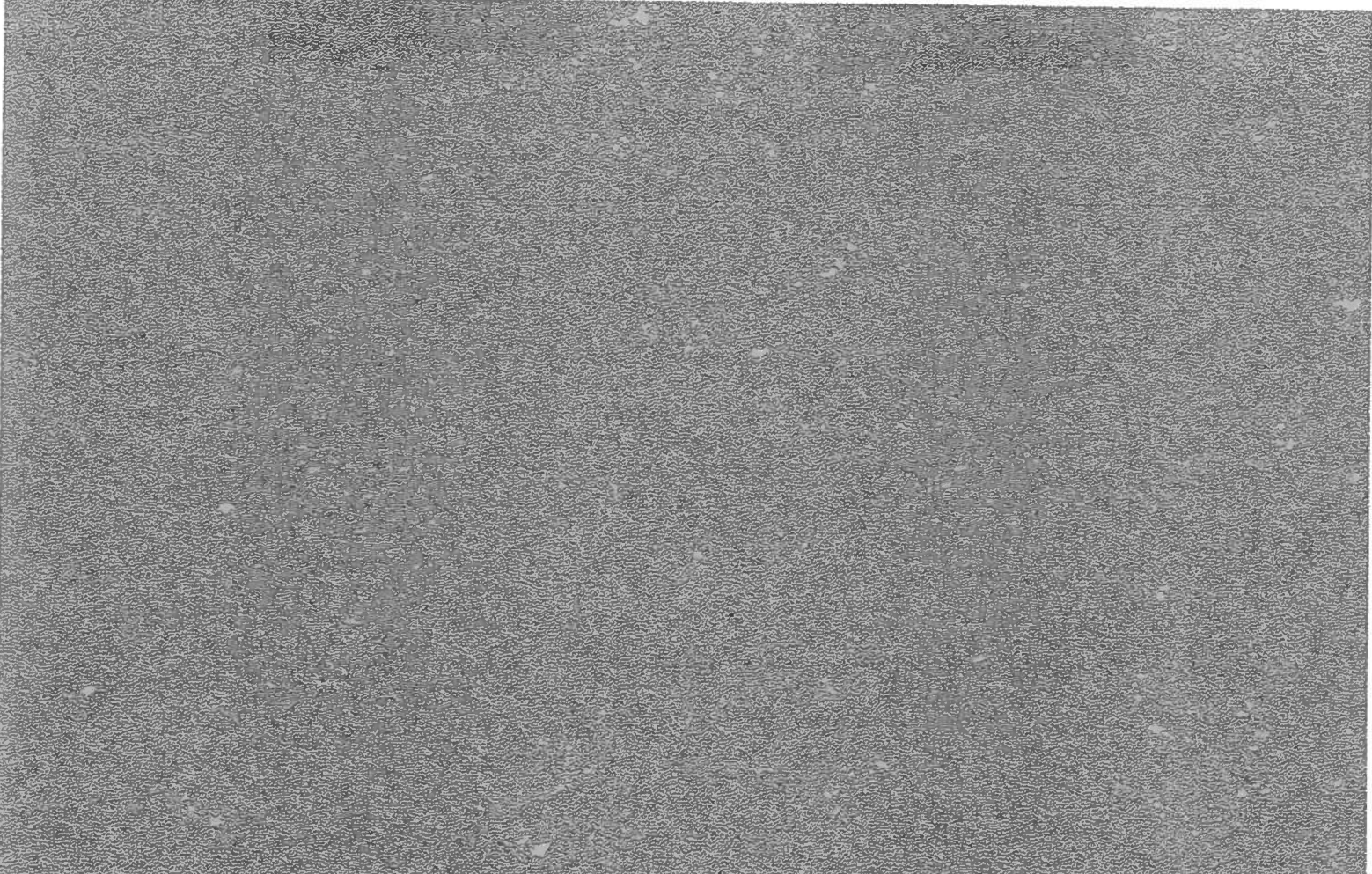
Instructions to Superintendent / Director / Chief Executive Officer:

This ACS allows for the review and certification of PIMS data submitted to the Pennsylvania Department of Education documenting secondary students who (1) were enrolled in the technical component of your Local Education Agency(LEA)-administered approved reimbursable CTE programs AND (2) have a completed and signed "Educational and Occupational Objectives for a Student Enrolled in an Approved Secondary Career and Technical Education Program" form (PDE-408 or similar) on file with your LEA directly related to the student's CTE program reported in PIMS. This data was submitted to PIMS by your LEA staff designated as approved PIMS users.

IMPORTANT: Appropriate members of your staff should have (1) generated and reviewed the PIMS CTE data quality control reports available within the PIMS Reports application within the Education Portal and (2) made any required and/or needed PIMS data corrections based on these reports. Note the PIMS CTE data quality control reports served the purpose of both informing your LEA PIMS users and/or CTE professional staff of questionable or erroneous PIMS CTE student-level data and providing supporting detailed aggregate CTE enrollment statistics at the school- and program-level for local verification.

Certification of this data is required. Once reviewed and verified, this ACS report needs to be printed, completed, and mailed (BOTH SIGNATURE PAGE AND LEA STATISTICAL SUMMARY PAGES) to PDE with the original signature of the chief school administrator to the following address:

PA Department of Education
Division of Data Quality
333 Market Street, 13th Floor
Harrisburg, PA 17126-0333



PIMS CTE QC Report 16

Secondary Career and Technical Education (CTE) Program Enrollment Accuracy Certification Statement (ACS)

School Year: 2012 - 2013

Percent of CTE Program Technical Component Completed

LEA Name	Percent of CTE Program Technical Component Completed	Total	Male	Female	Grade 9	Grade 10	Grade 11	Grade 12	SUG	ASP
1	Completed at Least 50% Tech Hours	20	11	9	0	1	8	11	0	0
2	Completed 10% to 49.99% Tech Hours	124	84	40	20	26	40	38	0	0
3	Completed Less Than 10% Tech Hours	0	0	0	0	0	0	0	0	0
		144	95	49	20	27	48	49	0	0

PIMS CTE QC Report 16

Secondary Career and Technical Education (CTE) Program Enrollment Accuracy Certification Statement (ACS)

School Year: 2012 - 2013

CTE Student Status

LEA Name	CTE Status Type	Total	Male	Female	Grade 9	Grade 10	Grade 11	Grade 12	SUG	ASP
	COMPLETED CTE AAP	0	0	0	0	0	0	0	0	0
	COMPLETED CTE PROGRAM AND DID NOT GRADUATE	0	0	0	0	0	0	0	0	0
	COMPLETED CTE PROGRAM AND GRADUATED	5	2	3	0	0	0	5	0	0
	CONTINUE AAP CTE AT THIS SCHOOL	0	0	0	0	0	0	0	0	0
	CONTINUED OR WILL CONTINUE CTE AT THIS SCHOOL	97	68	29	20	27	48	2	0	0
	DECEASED	0	0	0	0	0	0	0	0	0
	DROPPED OUT OF SCHOOL	0	0	0	0	0	0	0	0	0
	EXITED CTE WITHOUT COMPLETING REPORTED AAP	0	0	0	0	0	0	0	0	0
	GRADUATED AND DID NOT COMPLETE CTE PROGRAM	42	25	17	0	0	0	42	0	0
	TRANSFERRED OR WILL TRANSFER TO A DIFFERENT SCHOOL	0	0	0	0	0	0	0	0	0
	TRANSFERRED OR WILL TRANSFER TO NON-CTE PROGRAM AT THIS SAME SCHOOL	0	0	0	0	0	0	0	0	0
		144	95	49	20	27	48	49	0	0