

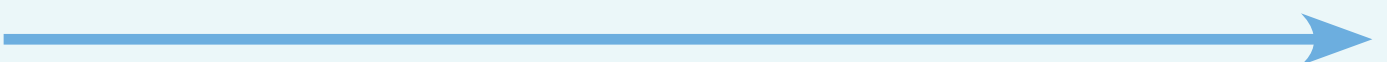


2024



HOW TO START A  
**CAREER TECH  
PROGRAM**

**POINTS TO PONDER BEFORE YOU START...**



## → DEFINITION

**Career Technical Education (CTE)** provides students of all ages with the academic and technical skills, knowledge and training necessary to succeed in future careers and to become lifelong learners. In total, about 12.5 million high school and college students are enrolled in CTE across the nation.

## → GATHER DATA TO DETERMINE “NEEDS”

### COMMUNITY AND BUSINESS/INDUSTRY

- Assess labor market information locally and for the region and state to gain insights about conditions and trends in the job market for a career field pathway and determine if training will lead to sustainable-wage, high-skill and in-demand employment

*Chambers of Commerce*

*Workforce/Economic Development Agencies*

*Post-Secondary Institutions—Community Colleges/Technical Schools and Ohio Technical Centers*

*Ohio In-Demand Jobs and CTE Pathways Alignment Map [Ohio Experience 022823 \(arcgis.com\)](#)*

*Ohio's Top Jobs [Top Jobs in Ohio | Ohio's Top Jobs](#)*

*Ohio Means Jobs [OhioMeansJobs | Ohio.gov](#)*

*Ohio Labor Market Data [Home \(ohiolmi.com\)](#)*

- Determine if gaps exist between the current state and desired state of career pathways, student success and workforce and the factors that may be attributed
- Consult with the district's Business Advisory Council
- Contact the Career-Technical Planning District to confirm support for the pathway program and to seek assistance/resources

### STUDENT CAREER INTEREST AND ACHIEVEMENT

- Analyze demographics relating to the population and subgroups
- Support career exploration activities and aptitude surveys to identify student interest
- Review course offerings and current outcomes for students
- Identify/address any barriers to program participation
- Consult with counselors regarding advising strategies and policies that would support and sustain student participation in the pathway program
- Collaborate with parents, families and caregivers in a discussion about a pathway program in relation to student interest and labor market need
- Determine the career technical student organization of affiliation that will provide co-curricular activities and opportunities that promote student development and recognize success

### FUNDING AND FINANCIAL SUPPORT

- Evaluate district resources to determine if adequate to support a new career pathway program or if additional funds are needed and where to locate
- Develop a plan to ensure equity, alignment and funding for the pathway program
- Assure that resources will continue to be available to sustain the quality of a program, including equipment/facility maintenance, funding and the retention of a qualified instructor
- Determine the enrollment requirements and capacity to maintain a program

## EQUIPMENT AND FACILITY

- Determine if physical lab/classroom space is available and sufficient for program instruction and conducive to and safe for student learning and interaction
- Evaluate if there is space for growth if future technologies and/or need warrants
- Consult with business and industry partners to solicit input regarding equipment and instructional purchases

## QUALIFIED TEACHER

- Identify/locate an educator who has the technical knowledge, skills and experience needed to instruct students in the pathway and sufficient resources to attain license

[\*Educator Licensure | State Board of Education \(ohio.gov\)\*](#)

- Develop a plan to support an instructor in regard to building the pedagogical knowledge and skills necessary to teach and that contributes to student success
- Provide instructor with professional learning opportunities to consult with business and industry partners to assure that the instructional learning/experiences for students resemble the workplace in terms of job/school performance
- Encourage collaboration among faculty to design interdisciplinary curriculum that maximizes integration of technical and academic content
- Recruit key stakeholders from across sectors to serve as advisory committee members to assist instructor with curriculum development, assessment measures, facility utilization and equipment purchases, as well as to recommend real-world applications for learning
- Support instructor during program implementation to assure that the workload is manageable and conducive to personal fulfillment

## CAREER PATHWAY PROGRAM OF STUDY

- Design technical and academic course sequencing to meet graduation requirements and desired learning outcomes
- Evaluate the potential for students enrolled in the program to receive training that qualifies for industry credentials and/or advanced training in the pathway

[\*Industry-Recognized Credentials by Career Field | Ohio Department of Education and Workforce\*](#)

- Assure that the pathway allows for multiple levels of rigorous instruction, including work-based learning and alignment with advanced training options
- Contact post-secondary partner(s) to identify advanced training opportunities for a student in the pathway as well as determine the potential for articulated credit for prior learning and other options that accelerate the educational and career advancement of the student
- Implement a comprehensive evaluation plan that regularly assesses the effectiveness of the program and is based upon state-accepted performance indicators

[\*Quality Program Review | Ohio Department of Education and Workforce\*](#)

- Gather feedback from stakeholders and partners to make data-driven program improvements



# → PROGRAM APPROVAL REQUIREMENTS:

## HERE ARE SOME THINGS TO KEEP IN MIND

- Aligned with state, regional and local workforce needs
- Meets state and federal admission requirements
- Complies with guidelines regarding coursework, licensure and instruction
- Has allocated resources to maintain and support program
- Addresses approved career field technical content standards
- Meets the 450-hour instructional requirement
- Reinforces approved academic content standards
- Provides multiple measures to assess student performance/skill mastery
- Integrates access to a career-technical student organization
- Provides potential for student to receive training that will qualify for attainment of industry credentials, postsecondary education or both
- Includes the option for articulated credit for secondary learning
- Meets graduation requirements and links to a postsecondary pathway and employment options
- Commitment for support by administration, faculty and community partners
- Has a program advisory committee to recommend regarding pathway development and sustainment
- Collaborates with employers to design, deliver and enhance curricular instruction and experiences
- CTE 26 Application submitted during period from early November and approved by CTPD by March 1

→ **READY...**  
**SET...**  
**GO!**

- Contact your Tech Prep Regional Office to begin the CTE-26 application process and to discuss post-secondary pathways options
- ODE CTE-26 application and resources may be found at

[CTE-26 Application and Resources | Ohio Department of Education and Workforce](#)