



September 2020

## Requirements for Operating a High-Quality Secondary Career and Technical Education (CTE) Program

Pursuant to Chapter 12 ([281—Iowa Administrative Code Chapter 12 Rule Interpretation](#)), Chapter 46 ([Chapter 46 - Career and Technical Education](#)), and the Iowa [Perkins V State Plan](#) the following requirements must be met to ensure a high-quality CTE program in Iowa's secondary educational institutions.

- The instruction shall be competency-based;
- shall provide a base of knowledge which will prepare students for entry level employment, additional on-the-job training, and postsecondary education within their chosen field;
- shall be articulated with postsecondary programs of study, including apprenticeship programs;
- shall reinforce basic academic skills;
- shall include the contributions and perspectives of persons with disabilities, both men and women, and persons from diverse racial and ethnic groups.
- A minimum of three sequential units in at least four of the following six career and technical education service areas is required:
  1. Agriculture, food, and natural resources
  2. Information solutions
  3. Applied sciences, technology, engineering, and manufacturing, including transportation, distribution, logistics, architecture, and construction
  4. Business, finance, marketing and management
  5. Health sciences
  6. Human services
- Up to 1.0 units can be shared between programs across service areas; there is no unit sharing limit between programs within the same service area.
- The CTE program will have and continue to operate an advisory committee consisting of appropriate business and industry representatives, school administrators, parents, student members and other appropriate members that would benefit the program. *Advisory Committee Manual* <https://educateiowa.gov/documents/technical-assistance-cte/2017/03/advisory-groups-manual>.
- The CTE program will report state required performance measurement data. *Secondary CTE Reporting Application Guidance* <https://educateiowa.gov/documents/secondary-cte-reporting-application-guidance/2020/01/fy20-secondary-cte-reporting>.
- The CTE program's teacher of record will have appropriate certification/licensure which corresponds directly to the CTE program being taught. *Iowa Board of Educational Examiners* <https://boee.iowa.gov/license-types-and-applications/license-and-authorization-information>.
- Facilities and equipment are safe, adequate, and appropriate to meet program goals and content standards.
- The CTE program shall provide leadership training opportunities by establishing and maintaining the appropriate career and technical student organization (CTSO) as recognized by the United States Department of Education and the Iowa Department of Education. *Career and Technical Student Organization Guidance* <https://educateiowa.gov/adult-career-and-community-college/career-and-technical-education/career-technical-student-organizations>.

- Current state CTE program standards will be used for instruction and courses should be aligned with increasing skills and knowledge attainment according to the standards. *CTE program standards* <https://educateiowa.gov/adult-career-and-community-college/career-and-technical-education/cte-standards>
- The CTE program will complete and submit a self-study according to the timeline and guidance set forth by the Regional Planning Partnership (RPP) to which the district belongs.
- Students must have access to extended learning through one or more of the following methods: articulation agreements, concurrent enrollment, internships, or apprenticeships.
- Equity, access, and inclusion are expected to be embedded in each component of a CTE program.
- It is expected that CTE programs will ensure at a local level that learners are aware of the options and benefits of participating in CTE and that each learner has access to do so.