

Tech Prep Workforce Development Quality Control Checklist

General Tab	Approve	Comments
1. CTE-26 has been checked as either a Middle Level, Secondary to 2 Year Degree, Secondary to 4 Year Degree, Adult Technical/Short & Long Term Certificates, Apprenticeship or a combination of the above choices.		
2. The correct two-digit pathway code is included. Cross-reference with, Resources; FY17 Program Matrix		
Courses Tab		
3. The curriculum codes correspond with the type of program. <ul style="list-style-type: none"> • Middle school courses (VM or VT codes) show a continuum to high school program (can be 7th and/or 8th grade courses; can be a 9th/10th grade gap). • The CTE program has at least four testable (VT) courses for a minimum of 450 hours. • The fourth course can be a VT or VP if pre-apprenticeship in construction, engineering or manufacturing career fields. Also, marketing can have two VP courses that count toward the four course minimum. • V3s (correlated courses) do not count toward the four course minimum. 		
4. All subject codes are aligned with the pathway. Cross-check with EMIS Issues list.		
5. The CTE Program Of Study meets Ohio Graduation Requirements. Graduation Requirements Reference		
6. Secondary electives are logical, identified and support the career pathway. A specific course should be identified for math, ELA, Science and Social Sciences. Elective for “non-core” areas, such as foreign language, fine arts, etc., are acceptable.		
7. Secondary courses eligible for postsecondary credit are in the same or related field within a pathway and are clearly identified with the CC code. Postsecondary courses aligned to secondary course credit are also identified with the CC code.		
8. The postsecondary portion of the CTE POS is completed. The pathway also identifies recommended academic and technical electives in the same or related field within a pathway.		
Pathway Tab		
9. The CTE Program Of Study for the postsecondary pathway identifies at least 3 credits (usually equal to one course) of potential postsecondary credit (bilateral, CTAN and/or College Credit Plus). A valid bilateral articulation agreement with the postsecondary partner(s) is on file.		
10. The postsecondary credit is identified with credit type and hours.		
Status/Flags Tab		
11. Change the status from “submitted” to “Tech Prep Approved” or “Corrections Needed” as applicable.		
Comments/History Tab		
12. Not required, but in this area, comments related to corrections needed; course selection; EMIS reporting, etc. can be noted as needed.		