

Tech Prep Workforce Development Program Checklist

Secondary CTE-26	Approved	Comments
1. CTE-26 has been checked as either a new program, transition to a Tech Prep program or renewal of existing Tech Prep program.		
2. School District Superintendent (or designee) signed the CTE-26? CTPD Superintendent (or designee) signed the CTE-26?		
3. The curriculum code is a Tech Prep code.		
4. The correct two-digit program code is included.		
5. The program has at least 450 total hours.		
Secondary POS	Approve	Comments
6. Secondary school and program information is complete at the top of the CTE POS form.		
7. All subject codes are aligned with the program.		
8. The CTE POS meets Ohio graduation requirements.		
9. CTE coursework is clearly identified.		
10. Electives are identified and support the career pathway. The word "elective" should not be used in the boxes. 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.		
11. Coursework eligible for articulated credit is in the same or related field and is clearly identified with the appropriate code, such as CC, CT2, etc.		
12. The CTE POS Assurance page contains both required signatures, the CTPD Superintendent and Postsecondary/College President or designee.		
Postsecondary POS	Approve	Comments
13. The Postsecondary portion of the CTE POS is complete.		
14. The CTE POS for the postsecondary pathway identified recommended academic and technical electives in the same or related field.		
15. The CTE POS for the postsecondary pathway identified at least 3 quarter or 2 semester credits (Usually equal to one course) of potential articulated credit.		
16. The CTE POS for the postsecondary pathway identifies articulated/dual credit for "earned" credit using the appropriate codes (CC, CT2, etc.). These opportunities need to show the connection with the secondary course identified on the secondary pathway as eligible for articulated credit.		

(For Office of CTE Use, Created February 2011)

This rubric is provided as a checklist to assure all Ohio secondary workforce development requirements, as applicable, are met in the Ohio CTE/Tech Prep POS process. All items must be checked to constitute approval. The rubric is designed for use by Office of CTE pathway consultants who would also provide any pertinent comments, issues or trends in the spaces below.