

# DEPARTMENT OF EDUCATION

## OFFICE OF THE SECRETARY

Statutory Authority: 14 Delaware Code, Section 122(d) (14 Del.C. §122(d))  
14 DE Admin. Code 525

### PROPOSED

#### Education Impact Analysis Pursuant To 14 Del.C. §122(d)

#### 525 Requirements for Career and Technical Education Programs

##### A. TYPE OF REGULATORY ACTION REQUESTED

Amendment to Existing Regulation

##### B. SYNOPSIS OF SUBJECT MATTER OF REGULATION

The Secretary of Education seeks the consent of the State Board of Education to amend 14 DE Admin. Code 525 Requirements for Career and Technical Education Programs. The amendments add the Health Occupations Students of America (HOSA) as a recognized student career and technical student organization and delete the ability for the local school district or charter school to have programs that are not based on the content standards of the state.

The student organizations provide hands on and practical experience and are helpful in improving student achievement as measured against the state achievement standards. The elimination of the local standard language reflects the development and existence of the state standards, national CTE standards, the national CTSO standards and DPAS II component 5 elements.

Persons wishing to present their views regarding this matter may do so in writing by the close of business on or before January 5, 2012 to Susan Haberstroh, Education Associate, Regulation Review, Department of Education, at 401 Federal Street, Suite 2, Dover, Delaware 19901. A copy of this regulation is available from the above address or may be viewed at the Department of Education business office.

##### C. IMPACT CRITERIA

1. Will the amended regulation help improve student achievement as measured against state achievement standards? The amendment adds the Health Occupations Students of America (HOSA) as a recognized student career and technical student organization. The student organizations provide hands on and practical experience and are helpful in improving student achievement as measured against the state achievement standards.

2. Will the amended regulation help ensure that all students receive an equitable education? The amended regulation will help ensure all students receive an equitable education.

3. Will the amended regulation help to ensure that all students' health and safety are adequately protected? The amended regulation is not related to students' health and safety.

4. Will the amended regulation help to ensure that all students' legal rights are respected? The amended regulation is not related to students' legal rights.

5. Will the amended regulation preserve the necessary authority and flexibility of decision making at the local board and school level? The amended regulation does eliminate local policy; however, this is needed because of both federal and state standards.

6. Will the amended regulation place unnecessary reporting or administrative requirements or mandates upon decision makers at the local board and school levels? The amended regulation does not place unnecessary reporting or administrative requirements or mandates upon decision makers at the local board or school levels.

7. Will the decision making authority and accountability for addressing the subject to be regulated be placed in the same entity? The authority and accountability for career technical programs is somewhat impacted by the amendment.

8. Will the amended regulation be consistent with and not an impediment to the implementation of other state educational policies, in particular to state educational policies addressing achievement in the core academic subjects of mathematics, science, language arts and social studies? The amended regulation is consistent with other state educational policies.

9. Is there a less burdensome method for addressing the purpose of the regulation? There is not a less burdensome method for addressing career and technical education programs.

10. What is the cost to the State and to the local school boards of compliance with the regulation? There is not added cost to the State or local school boards for compliance with this regulation. Student organizations are funded by the state legislature, Federal Perkins funds and local chapter fund raising.

#### 525 Requirements for Career and Technical Education Programs

## **1.0 Career and Technical Education Programs**

All Career and Technical Education Programs (CTE) shall meet the provisions of Delaware's State Plan for Career and Technical Education and meet the provisions of the content standards approved by the Department of Education ~~or, if there are no approved state content standards, meet local program standards approved by the Department of Education.~~

**6 DE Reg. 955 (2/1/03)**

**12 DE Reg. 936 (01/01/09)**

## **2.0 All Local School Districts and Charter Schools that Offer State Approved Career and Technical Education Programs Shall:**

- 2.1 Meet the requirements within the state plan for the Carl D. Perkins Career and Technical Education Act of 2006.
- 2.2 Have the approval of the Department of Education before implementing new CTE courses and or pathways.
  - 2.2.1 The determination for the minimum number of credits for a pathway shall be based on the content standards as approved under 14 **DE Admin. Code** 501.
- 2.3 Adequately fund, support and sustain the instructional program.
- 2.4 Ensure all teachers are certified in the Career and Technical Education Program areas in which they teach.
- 2.5 Ensure that all teachers meet the Delaware Department of Education (DE DOE) Skilled and Technical Science Standards for the specific career area in which they teach.
  - 2.5.1 Such standards may include, but are not limited to, holding a state professional license in the area to be taught; holding an industry recognized certification of technical competence or journey person status in the specific career area; or additional work experience.
- 2.6 Where appropriate and applicable, ensure that all teachers meet certification requirements for administering the end of Pathway Assessment in the specific career area in which they teach.
- 2.7 Make provisions for meeting the unique needs of all students.
- 2.8 Establish and maintain an active CTE advisory committee which includes labor and management personnel to assist in the development and operation of the program.
- 2.9 Use Department of Labor market projections to determine the need for new and continuing Career and Technical Education Programs.
- 2.10 Assess occupational needs and the availability of placement and employment opportunities for program completers with input from the local CTE advisory committee.
- 2.11 Use the information derived from the Student Success Plan (SSP) portfolio to determine student occupational interests, needs and educational program.
- 2.12 Organize and financially support Career and Technical Student Organizations as integral components of Career and Technical Education Programs in public schools that complement and enrich instruction. The following career and technical student organizations are affiliated in Delaware:
  - 2.12.1 Business Professionals of America (BPA)
  - 2.12.2 Technology Student Association (TSA)
  - 2.12.3 DECA, an association of marketing students
  - 2.12.4 Family, Career and Community Leaders of America (FCCLA)
  - 2.12.5 The National FFA Organization
  - 2.12.6 Skills USA
  - 2.12.7 The Delaware Career Association (DCA)
  - 2.12.8 Health Occupations Students of America (HOSA)
- 2.13 Integrate related academic content into individual career and technical education courses, and guide students through a course selection process that supports the necessary academic preparation required by the student's career path and educational goals as documented in the student's SSP.
- 2.14 For an approved skilled and technical sciences education pathway, beginning with the 2011-12 school year, courses shall be scheduled for a minimum of two full consecutive periods each day or the equivalent block-scheduled period of no less than 90 minutes each day the course is scheduled, according to the following schedule:
  - 2.14.1 Nine (9) Credit Pathway – a minimum of six (6) of the pathway course credits shall meet the minimum of two full consecutive periods each day or the equivalent block-scheduled period of no less than 90 minutes each day the course is scheduled.

- 2.14.2 Six (6) Credit Pathway – a minimum of four (4) of the pathway course credits shall meet the minimum of two full consecutive periods each day or the equivalent block-scheduled period of no less than 90 minutes each day the course is scheduled; or
- 2.14.3 Four (4) Credit Pathway – a minimum of two (2) of the pathway course credits shall meet the minimum of two full consecutive periods each day or the equivalent block-scheduled period of no less than 90 minutes each day the course is scheduled; or
- 2.14.4 Three (3) Credit Pathway – a minimum of two (2) of the pathway course credits shall meet the minimum of two full consecutive periods each day or the equivalent block-scheduled period of no less than 90 minutes each day the course is scheduled.
- 2.15 Establish no rules practices or regulations that interfere with, prohibit or otherwise prevent students from having the opportunity to learn about, enroll in and complete a Career and Technical Education Program in a career and technical school district.
- 2.16 Use equipment and facilities comparable to that used by local business and industry for which the Career and Technical Education Program is preparing students.
- 2.17 Schedule Department of Education and Delaware Advisory Council on Career and Technical Education Program review and monitoring visits upon request.
- 2.18 Report CTE program data as required by the Delaware Department of Education.
  - 1 DE Reg. 1196 (2/1/98)**
  - 6 DE Reg. 955 (2/1/03)**
  - 8 DE Reg. 1603 (5/1/05)**
  - 9 DE Reg. 1070 (01/01/06)**
  - 12 DE Reg. 439 (10/01/08)**
  - 12 DE Reg. 936 (01/01/09)**
  - 15 DE Reg. 188 (08/01/11)**

### **3.0 Cooperative Education Programs**

- 3.1 Cooperative Education Programs provide senior Career and Technical Education Program students with coordinated on the job training not ordinarily available in the classroom. During the student's senior year, or under unique circumstances as approved by the Department of Education, employers may provide this on the job training in occupations directly related to the Career and Technical Education Program in which the student is enrolled. For the purpose of granting credit during the school year two hours of Cooperative Education Work Experience shall equal one hour of instructional time. In a summer Cooperative Education Work Experience Program one half unit of credit shall be granted and shall be counted toward the units of credit necessary for graduation.
- 3.2 In order to qualify for Career and Technical Education funding units the Career and Technical Education Program Teacher or Career Guidance Counselor shall be provided with a full class period, each day, for every fifteen (15) students enrolled in the Cooperative Education Work Experience Program in order to make at least quarterly visits to the student's place of employment to ensure coordination between the classroom and the on the job experience.
- 3.3 In order to qualify for career and technical education funding units the school shall have on file, for each student; a training agreement that includes training objectives and is signed by a parent, guardian or Relative Caregiver, the employer, the student and a representative of the district or charter school. A State Work Permit for Minors in accordance with State Department of Labor regulations shall also be on file.
- 3.4 Students whose education is guided by an Individualized Education Program (IEP), or a Section 504 or ADA accommodation plan, may participate in Cooperative Education programs without senior year status if approved by the IEP or multidisciplinary team responsible for the plan in consultation with the Career and Technical Education Teacher Coordinator.
- 3.5 In order to qualify for career and technical education funding units the students shall:
  - 3.5.1 Possess minimum occupational competencies specified by the Career and Technical Education Teacher Coordinator before being placed in cooperative employment;
  - 3.5.2 Be in their senior year or otherwise approved pursuant to 3.4;
  - 3.5.3 Be in a Cooperative Education Work Experience Program that relates directly to the student's current or completed Career and Technical Education pathway;
  - 3.5.4 Meet the requirements of 3.1 through 3.4; and
  - 3.5.5 Be supervised through on site visits by an assigned Career and Technical Education Program Teacher Coordinator or Career Guidance Counselor.

**2 DE Reg. 111 (07/01/98)**

**6 DE Reg. 955 (02/01/03)**  
**9 DE Reg. 1070 (01/01/06)**  
**12 DE Reg. 439 (10/01/08)**  
**12 DE Reg. 936 (01/01/09)**

#### **4.0 Diversified Occupations Programs**

- 4.1 Diversified Occupations Programs provide students with coordinated on the job training not ordinarily available in the classroom. During the student's junior or senior year or under unique circumstances as approved by the Department of Education, employers provide this on the job training. For the purpose of granting credit during the school year, two hours of work experience in a Diversified Occupations Work Experience Program shall equal one hour of instructional time. In a summer Diversified Occupations Work Experience Program one half unit of credit shall be granted and that credit shall be counted toward the units of credit necessary for graduation.
- 4.2 In order to qualify for career and technical education funding units a Career Technical Education Program Teacher or Career Guidance Counselor shall be provided with a full class period, each day, for every fifteen (15) students enrolled in the Diversified Occupations Work Experience Program in order to make at least quarterly on site visits to the student's place of employment to ensure coordination between the classroom and the on the job experience.
- 4.3 In order to qualify for career and technical education funding units the school shall have on file, for each student; a training agreement that includes training objectives and is signed by a parent, guardian or Relative Caregiver, the employer, the student and a representative of the district or charter school. A State Work Permit for Minors in accordance with State Department of Labor regulations shall also be on file.
- 4.4 Students whose education is guided by an Individualized Education Program (IEP), or a Section 504 or ADA accommodation plan, may participate in Diversified Occupations programs without junior or senior year status if approved by the IEP or multidisciplinary team responsible for the plan in consultation with the Career and Technical Education Teacher Coordinator.
- 4.5 In order to qualify for career and technical education funding units the students shall possess minimum readiness competencies as specified by the Career Technical Education Program Teacher Coordinator before being placed in a Diversified Occupations Work Experience Program employment situation, meet the requirements of 4.1 through 4.4 and be actively enrolled in a Diversified Occupations Work Experience Program that meets for at least one class period per week.

**2 DE Reg. 111 (07/01/98)**  
**6 DE Reg. 955 (02/01/03)**  
**9 DE Reg. 1070 (01/01/06)**  
**12 DE Reg. 439 (10/01/08)**  
**12 DE Reg. 936 (01/01/09)**  
**15 DE Reg. 718 (12/01/11) (Prop.)**