**Annual TRAC/Navigator Updates – Summary Checklist**

**Resources:**

Navigator - <http://ctenavigator.org/>

FSU Articulations: <http://www.ferris.edu/HTMLS/colleges/university/transfer/precollege/hsarticulation/statewideagreements/secondary_articulation.htm>

Davenport Articulations: <http://www.davenport.edu//office-articulation/articulation-davenport/statewide-articulation-agreement>

GRCC Programs of Study: <http://cms.grcc.edu/schoolofworkforcedevelopment/programsofstudy/programsofstudyprograms>

MOECS (teacher certification) - <https://mdoe.state.mi.us/MOECS/Login.aspx>

TRAC Resources - <http://www.kentisd.org/instructional-services/career-readiness/for-educators/cte/trac/>

**\*Update Annually**

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**\* C01 - Program Teacher Certification**

Each program instructor must complete this section individually.

Update name in Navigator profile - must match **EXACTLY** with credential! If names do NOT match, PDF document from district HR verifying records are for the same person will be required.

Copy of both sides of current, fully signed & notarized valid MI Teaching Certificate, license or industry credential for each instructor, **if requested**.

**\* C02 – Program Teacher Professional Development**

Each instructor’s relevant PD records that demonstrate sustained efforts to improve knowledge and skills in one or more of these areas:

\*Staying current with all aspects of program-related industry

\*Promoting integration of coherent & rigorous content aligned with academic standards & relevant CTE

\*Effective integration & use of challenging academic in CTE provided jointly with academic teachers

\*Effective research-based teaching skills

\*Effective practices to improve parental & community involvement

\*Effective use of research & data to improve instruction

\*Provide relevant experience in related business or industry (internship)

\*Training in effective use & application of technology to improve instruction

**\* CO6 – Program Advisory Committee**

Current membership roster showing business affiliations and Chairperson clearly identified

**(must include B&I, postsecondary and parent reps).**

Minutes and agendas of 2 annual meetings showing committee input and listing members.

Program-relevant Equipment, Technology and Instructional Materials inventories with purchase dates.

**Instructional texts more than 5 years old must be marked “Supplemental”**

**\* C10 - Implementation of Program Standards/Course Content**

Completed CIP-specific Gap Analysis showing alignment to National & State CTE standards (<http://ctenavigator.org/resources>).

Current Syllabi (include course descriptions).

Segmented Standards (CTEIS Delivery Model) (TRAC Resources website).

Program student safety record with completion dates for **EVERY** student (trainings must be clearly titled).

Class List (by student #) showing **EVERY** student participated in at least 1 program-related WBL experience outside of school **(ex., capstone, field trip, job shadow, externship/internship, College Expo, offsite speaker, other WBL experience).**

Documentation of Student Leadership opportunities -

Ex., Skills USA – Member Roster, Meeting Dates, Minutes, Competition & Final Results

Scholarships Awarded

Community Service participation and documentation

**\* C13 - Strategies to Eliminate Barriers to Program Access**

Pictures of classrooms and/or labs showing accessibility for **ALL** students.

Non-biased curriculum/marketing/recruitment materials and room displays

**Pictures of students must show diversity, nontrad gender and be high school age related**

Program enrollment Demographic Data.

District’s Annual Notice of CTE opportunities.

Policy/Procedure for enrolling students in CTE programs.

Program Prerequisites and/or Application Process.

**\* C16 –Secondary-Postsecondary Connections**

CIP-specific Program of Study (GRCC Programs of Study website).

**CURRENT, FULLY SIGNED** Articulation Agreements (FSU & Davenport Articulation websites).

**CURRENT, FULLY SIGNED** agreements for Concurrent Enrollment, Direct Credit or Dual Enrollment.