

705 KAR 4:231. General program standards for secondary career and technical education programs.

RELATES TO: KRS 151B.025(5), 156.029, 20 USC 2301-2471

STATUTORY AUTHORITY: KRS 151B.025(5), 156.029, 156.070, 20 USC 2301-2471

NECESSITY, FUNCTION, AND CONFORMITY: KRS 151B.025(5) requires the Kentucky Board of Education to establish program standards for secondary area vocational education and technology centers. This administrative regulation establishes standards for secondary career and technical education programs in local school districts and area centers essential for compliance with the Carl D. Perkins Vocational and Technical Education Act of 1998, 20 USC 2301-2471.

Section 1. (1) Secondary career and technical education programs shall be designed to serve students enrolled in the following middle school and secondary program areas:

- (a) Agricultural education;
- (b) Business education;
- (c) Health sciences;
- (d) Family and consumer sciences;
- (e) Industrial technology education;
- (f) Marketing education;
- (g) Technology education; and
- (h) Pathway to careers.

(2) Instructional programs shall not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability, in violation of state or federal statutes.

Section 2. Instruction shall be designed to:

- (1) Assist students preparing for school to work transition in recognized occupations and new or emerging occupations including high technology industries;
- (2) Prepare students for advanced or highly skilled postsecondary technical education programs, including Tech Prep, or entrance into community and technical colleges or universities;
- (3) Assist individuals in obtaining computer literacy skills; and
- (4) Provide career guidance and academic counseling in the development of the individual graduation plan as established in 704 KAR 3:305.

Section 3. The content of the instruction in secondary career and technical education programs shall:

- (1) Be aligned with state or national occupational skill standards that have been recognized by business and industry to include an understanding of all aspects of an industry;
- (2) Be developed and conducted in consultation with employers and other individuals having skills and knowledge of the occupational fields or industry included in the instruction;
- (3) Be developed to include a coherent sequence of academic and career or technical courses for each program, aligned with career clusters and majors;
- (4) Be sufficiently extensive in duration and intensive within a scheduled unit of time to enable students to achieve the objectives of the instruction;
- (5) Be structured to provide for the integration of rigorous academic content relevant to the career area and aligned with the academic expectations, 703 KAR 4:060; and
- (6) Be linked to postsecondary education in order to provide smooth and seamless transition to postsecondary education in related technical fields. If possible, articulation of credit from secondary to postsecondary education shall be provided for students.

Section 4. (1) A student completing the requirements for a career major may receive a Career Major Certificate. Requirements for a Career Major Certificate shall include:

- (a) Successful completion of high school graduation requirements to include four (4) career-related credits relevant to a career cluster or major;
- (b) Participation in a structured work-based learning experience related to the career cluster or major; and
- (c) A culminating project related to the career cluster or major.

(2) A student may earn the Department of Education Career and Technical Certificate of Achievement by:

- (a) Earning four (4) credits within a career major; or
- (b) Enrolling in a specific occupational area (in high school programs or vocational/technical schools) and successfully obtaining the competencies identified for a major (DOT) Dictionary of Occupational Title.

Section 5. A secondary career and technical education program shall provide opportunities for students to participate in high quality work-based learning experiences related to the program in which they are enrolled. These work-based learning experiences may include:

- (1) Job shadowing;
- (2) Mentoring;

- (3) Internships;
- (4) School-based enterprises;
- (5) Entrepreneurship;
- (6) Clinicals;
- (7) Cooperative education;
- (8) Service learning;
- (9) Apprenticeship; or
- (10) Work experience.

Section 6. A secondary career and technical education program shall be designed to accommodate students with special learning needs, i.e., the disadvantaged, the disabled and individuals with limited English proficiency.

Section 7. A secondary career and technical education program shall provide a variety of learning experiences. Programs in grades six (6) through eight (8) shall be designed to allow students to become aware of and explore clusters of occupations. Programs in grades nine (9) through twelve (12) shall provide in-depth exploration, specialized skill development and preparation for advanced education. Students enrolled in public or private schools shall be permitted to enroll in a state-operated career and technical program consistent with that school district's enrollment quota.

Section 8. A career and technical preparation program shall provide a curriculum of sufficient length to permit students to secure entry level skills in the occupation for which they are training.

Section 9. Recognized career and technical student organizations shall be an integral part of a career and technical education program and shall be supervised by qualified career and technical education personnel. All students shall be provided an opportunity to participate in leadership development activities.

Section 10. Instructional and administrative personnel shall meet the certification requirements as specified by the Education Professional Standards Board in 704 KAR Chapter 20.

Section 11. Opportunities in secondary career and technical education programs shall be provided for students to receive an industry-recognized skill standard certificate based on skill standards and assessments.

Section 12. A vocational career and technical education program area shall have an active program advisory committee comprised of business and industry representatives, parents, education representatives, and, if applicable to the program area, labor organizations representatives to assist in planning, implementing, and evaluating programs.

Section 13. Requests for exceptions to any standards for career and technical instructional programs shall be submitted in writing by the local educational agency to the chief state school officer.

Section 14. (1) The maximum number of students per class shall be based on the class setting.

(a) For a classroom setting, the maximum enrollment shall be thirty-one.

(b) For a laboratory or shop setting, the number of students enrolled in a class shall not exceed the number of work stations available in the facility.

(2)(a) A program shall provide classrooms, laboratories, and other facilities including instructional equipment, supplies, teaching aids, and other materials in sufficient quantity and quality to meet the objectives of the instructional programs.

(b) Equipment used in career and technical education programs shall be similar to that used in business and industry.

(c) An inventory of all equipment with an original purchase price of \$500 or more shall be maintained by the local school district or area technology center.

(d) The facilities for each program shall be:

1. Of adequate size to accommodate the activities and the number of work stations unique to the program; and

2. Approved by the chief state school officer.

Section 15. (1) A career and technical education program shall meet the performance indicators in accordance with the requirements of the Carl Perkins Vocational-Technical Education Act of 1998, 20 USC 2301-2471, which include:

(a) State established academic and vocational technical skill achievement;

(b) Attainment of a secondary diploma;

(c) Placement in postsecondary education or employment;

(d) Nontraditional training and employment; and

(e) Issuance of a Career Major Certificate or Career and Technical Certificate of Achievement to students.

(2) The performance indicators shall be used to determine the effectiveness of the program in terms of its objectives and shall include annual follow-up data as well as annual enrollment reports.

(3) An audit of the utilization of federal and state funds shall be conducted by the Kentucky

Department of Education or Department of Technical Education to assure that eligible recipients meet the requirements for each approved career and technical education program.

Section 16. Federal funds to be received by a local school district under the Carl D. Perkins Vocational and Technical Education Act of 1998, 20 USC 2301-2471, may be withheld for noncompliance with this administrative regulation or with the Carl D. Perkins Vocational Technical Education Act of 1998. (20 Ky.R. 3391; Am. 21 Ky.R. 348; eff. 8-4-94; 27 Ky.R. 865; 1261; eff. 11-17-2000.)