



State of New Jersey
DEPARTMENT OF EDUCATION
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CHRISTOPHER D. CERF
Acting Commissioner

Date: September 12, 2011

To: Superintendents of Secondary School Districts
Charter School Lead Persons

From: Marie Barry, Director *Marie Barry*
Office of Career and Technical Education

Re: CTE Program Re-Approval Workshop Schedule for the 2011-12 School Year

The New Jersey State Board of Education requires that all career and technical education (CTE) programs be approved by the New Jersey Department of Education (N.J.A.C. 6A:19-2.1(c, d, e); 3.1; and 3.2). In accordance with the department's re-approval schedule as outlined in our Five Year State Plan for Career and Technical Education, CTE programs are scheduled for re-approval during the 2011-12 school year in the following career clusters:

- Arts, A/V Technology and Communications
- Education and Training
- Law, Public Safety, Corrections and Security
- Marketing, Sales and Service

In an effort to continue to enhance our technical support to school districts receiving Perkins funding, we will again be hosting full day work sessions for those districts currently operating an approved CTE program(s) in the career clusters that require program re-approval this year. Teachers, department chairs, and/or administrators of CTE programs in the appropriate cluster are strongly encouraged to attend **one** full day work session (8:30 am to 2:45 pm) as outlined below:

Marketing, Sales and Service Career Cluster

- Wednesday, October 19, 2011 at Middlesex County College, Edison, NJ **OR**
- Thursday, October 27, 2011 at Camden County Technical Schools, Sicklerville, NJ
- NOTE: Luncheon at Middlesex County College session is on your own. Luncheon to be provided at no cost to attendees at Camden County Technical Schools session only.
- **CTE Program Re-approval Applications in this cluster will be due by December 23, 2011.**

Law, Public Safety, Corrections and Security Career Cluster

- Wednesday, November 16, 2011 at Mercer County Technical Schools, Arthur R. Sypek Center, Pennington, NJ (one session only for all districts statewide with programs in this cluster)
- NOTE: Luncheon to be provided at no cost to attendees.
- **CTE Program Re-approval Applications in this cluster will be due by January 31, 2012.**

Arts, A/V Technology and Communications Career Cluster

- Wednesday, March 21, 2012 at Raritan Valley Community College, North Branch, NJ **OR**
- Week of March 26, 2012 – (exact date to be determined) at Burlington County Institute of Technology, Westampton, NJ.
- NOTE: Luncheon to be provided at both sites at no cost to attendees.
- **CTE Program Re-approval Applications in this cluster will be due by May 31, 2012.**

Education and Training Career Cluster

- Since there are only a few currently approved CTE programs in this career cluster, these programs will be reviewed for re-approval by the Office of CTE program staff and the school district staff responsible for these CTE programs. There will not be a formal work session held for this cluster.

The aim of these sessions is to assist participants in developing a substantially approvable CTE program or program of study application in the particular career cluster by the end of the full day, hands-on work session. Participants will have the opportunity to interact with Office of CTE staff as well as colleagues from other school districts, and will leave the session with an enhanced understanding of the components of a quality CTE program or program of study.

It will greatly enhance learning for participants if the following materials related to current or planned programs are brought to the workshop:

- Course descriptions and/or course syllabi and/or curriculum
- Listing of specific business/labor partnerships
- Listing of specific structured learning experiences
- Copies of existing articulation agreements with postsecondary institutions
- List of any related assessments/credentials
- A description of the academic support services and programs offered to students to support, accelerate, or enhance academic performance that are applicable to the CTE Program or Program of Study
- Copy of re-approval application (electronic or paper): <http://www.nj.gov/education/voc/occprapp.htm> (it is recommended that you have the re-approval application loaded on your laptop)
- Laptop computer and power strip (if power/electric outlet will be needed during the day)

Online registration for these work sessions will be available on the NJDOE website beginning Friday, September 16, 2011. Please use the following online registration link:
<http://education.state.nj.us/events/month/?month=11&year=2010>

A listing of approved CTE programs can be found on the NJDOE website at:
<http://www.state.nj.us/education/voc/pubvoc.htm>.

If your school district is no longer operating one or more of these approved programs, please send a letter to me by October 31, 2011, requesting removal of the program(s) from the CTE approved listing. We appreciate your commitment to enhancing the quality of CTE programs in New Jersey and look forward to your district's participation in these workshops. Should you have any questions, please contact Maria Constantin, Planning Associate, Office of CTE at 609-984-2599, or by email at maria.constantin@doe.state.nj.us.

Attachment

C: Andrew Smarick
Executive County Superintendents
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