

Program of Study Application

College Name	
CIP Code	
Program of Study	

Instructions

Under each quality component, click to review the criteria for the component, then answer all questions listed and provide supporting documentation to demonstrate that the program of study meets the stated requirements. Be sure to save often. This form must be used in Adobe Acrobat and not in a web browser. [The Illinois Program of Study Expectations Tool](#) provides examples of acceptable supporting materials. Upon completion, submit this form to iccb.posapproval@illinois.gov.

Size Criteria

- Local recipients must implement and offer at least one state-approved CTE program of study in one of the nationally recognized 16 career clusters.
- All programs of study are aligned to state, regional, or local in-demand sectors using labor market information.
- Postsecondary recipients must follow local board policies on class size.
- The size of the program appropriately meets the local labor market demand.

Scope Criteria

- A program of study provides students with a strong experience in and comprehensive understanding of all aspects of an industry.
- The scope of a program must be specified through curricular development, evaluation, and revision.
- Program scope must be defined in consultation with all stakeholders, including business and industry.

Program of Study Quality Component

1. Development and Engagement

[Click here to review the criteria for this quality component](#)

Describe how the program of study is:

- Developed through secondary and postsecondary collaboration
- Responds to the analysis and findings of the CLNA
- Is informed by external stakeholders, including, but not limited to, business and industry local workforce boards, adult education providers, and community-based organizations

Does the program of study have an advisory committee that meets annually?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Provide a list of advisory committee members, including external stakeholders. Please include the name, current employer, and professional title for all members.

Supporting Documentation

Choose a resource type	Page or place in resource	Attachment	Link
Choose an item.			

Program of Study Quality Component

2. Employer-Informed Competencies and Skills

[Click here to review the criteria for this quality component](#)

Describe how employer informed technical competencies are incorporated into the curriculum. Provide documentation.

Describe how essential employability competencies are incorporated into the curriculum. Provide documentation.

Supporting Documentation

Choose a resource type	Page or place in resource	Attachments	Link
Choose an item.			

Program of Study Quality Component

3. Instructional Sequence

[Click here to review the criteria for this quality component](#)

Attach the secondary-to-postsecondary course sequence, identifying participating high schools as well as which courses are dual credit.

If there are other entry and exit points such as:

- Integrated education and training
- Articulation with 4-year institutions
- Non-credit to credit pathways
- Any additional ways not listed here

Please note those as well.

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Supporting Documentation

Choose a resource type	Page or place in resource	Attachments	Link
Choose an item.			

Program of Study Quality Component

4. Work-Based Learning

[Click here to review the criteria for this quality component](#)

Does the program of study include		
A team-based challenge	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Career and Technical Student Organization (CTSO)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

OR

One or more of the following:		
Internships	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Career-related service learning	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Paid work experience	Yes <input type="checkbox"/>	No <input type="checkbox"/>
On-the-job training, incumbent worker training	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Transitional jobs	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Apprenticeships (i.e., youth, pre-registered, non-registered, research)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Student-led enterprise	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Remote work for a client/employer	Yes <input type="checkbox"/>	No <input type="checkbox"/>
School-based enterprise	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Cooperative work agreement	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Clinical experience	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Provide a description of the work-based learning and provide documentation.

Supporting Documentation

Choose a resource type	Page or place in resource	Attachments	Link
Choose an item.			

Program of Study Quality Component

5. Recruitment and Access

[Click here to review the criteria for this quality component](#)

Describe the outreach strategies utilized to recruit students for the program of study.

Describe the strategies utilized to ensure all students can receive supports to persist and succeed in the program of study.

Supporting Documentation

Choose a resource type	Page or place in resource	Attachments	Link
Choose an item.			

Program of Study Quality Component

6. Academic Instruction and Supports

[Click here to review the criteria for this quality component](#)

Describe how the program of study incorporates challenging academic instruction.

Describe the wraparound services available to facilitate successful student progression.

Supporting Documentation

Choose a resource type	Page or place in resource	Attachments	Link
Choose an item.			

Program of Study Quality Component

7. Instructors

[Click here to review the criteria for this quality component](#)

Describe how the program of study instructors collaborate with industry professionals.

Describe the professional development opportunities offered to instructors in the program of study.

What is the process for ensuring that all instructors meet the qualifications in compliance with ICCB Administrative Rules, and when applicable, the Dual Credit Quality Act?

Supporting Documentation

Choose a resource type	Page or place in resource	Attachments	Link
Choose an item.			

Program of Study Quality Component

8. Facilities and Equipment

[Click here to review the criteria for this quality component](#)

Describe the process for ensuring that the program of study is offered in facilities accessible to all students.

Describe the process for ensuring that technology and equipment match the local industry.

Supporting Documentation

Choose a resource type	Page or place in resource	Attachments	Link
Choose an item.			

Program of Study Quality Component

9. Continuous Improvement

[Click here to review the criteria for this quality component](#)

What continuous improvement processes are in place to ensure this program of study continually meets the quality criteria and how will equal access continue to grow for the program of study activities? Who is responsible?

Supporting Documentation

Choose a resource type	Page or place in resource	Attachments	Link
Choose an item.			

Program of Study Application

Policy

In order for CTE programs to be funded with federal Perkins dollars, made available under the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), **programs must meet or be working towards** the State's definition of size, scope, and quality in order to be deemed a program of study, which is described on pages 19-22 of [Illinois' Perkins V State Plan](#).

Timeline

Effective July 1, 2020, institutions can fund CTE programs for two years, and be working towards the size, scope, and quality components. Prior to the third year, the CTE program must meet the definition of a program of study and be approved by the ICCB in order to continue to be eligible for Perkins funding.

(Example: If ABC Community College funds, in part or whole, the welding, nursing, and early childhood education programs with federal Perkins dollars in SFY2021 and 2022, ABC College will need to ensure each program meets the size, scope, and quality definitions and submit a program of study approval application in order to support each of these programs with federal Perkins dollars in SFY2023.)

Approval Process

Save and submit this form with appropriate documentation to ICCB Program of Study approval email box (iccb.posapproval@illinois.gov) or click the **Submit** button below. Program of Study Applications can be submitted at any point in the year, and will be reviewed by ICCB staff on an ongoing basis. To determine if your program of study meets all requirements, utilize the [Program of Study Expectations tool](#). It may be helpful to complete this form as you work through the Expectations Tool. Upon ICCB approval, colleges may add the respective approved program of study on their Program of Study Inventory.