



Career and Technical Education – Data Management System (CTE-DMS) Program Reapproval Checklist

To assist school districts during the program reapproval process, the Office of Career Readiness created a CTE-DMS Reapproval Checklist to act as a simple guide during the application process. The checklist provides districts with a list of documents to collect in advance of submission along with helpful tips for districts to follow for each section of the application.

Assemble Upload Documents

Optional documents to support career pathways that are meeting two out of the three criteria, high-skill, high-wage and/or in-demand.

- Justification letter if a waiver for minimum first course enrollment is less than 10.
- A clear, current (within one year), and concise syllabus for each course containing at least the course name, course description, course assessment, unit names, lesson topics, and incorporates New Jersey Student Learning Standards (NJSLS); Career and Technical Education (9.3), applicable academic standards, and Career Readiness, Life Literacies, and Key Skills (implementation date September 2022).
- An annually updated and mutually agreed upon articulation agreement signed and dated from the lead administrators of the secondary (Superintendent or Chief School Administrator) and postsecondary (President or President's official designee) institution that specifically states the course name, content, credit, cost, and any other necessary information articulated between them (if applicable).
- Advisory Meeting minutes for two meetings, including attendees, held within the last year. The minutes should include school district specific goals and/or program quality metrics for career and technical education (CTE) that align to Perkins V legislation, New Jersey Perkins State Plan, and Career and Technical Education standards for high-quality programs of study.
- Any optional documents to support the application (for example, Comprehensive Local Needs Assessment (CLNA) documentation, details of programmatic changes or enhancements as a result of an audit or monitoring resulting in a Corrective Action Plan (CAP), or, special conditions noted in the Perkins local application which had an effect on this program).



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Section 1 - Program Information

- School District and contact information is accurately entered.
- The Career Cluster® and Classification of Instructional Program (CIP) code has been verified as eligible using the most recent Career Cluster CIP code eligibility list and is entered correctly.
- Yes” is entered if the curriculum is delivered in the academy format.
- Full-Time, Shared-Time, or Both is indicated (vocational schools only).
- From the Locations tab, Program Location(s) are selected.

Section 2 - CTE Program Alignment and Enrollment

- After reviewing your district’s CLNA, advisory committee meeting minutes, Perkins Performance Report, and the CTE Performance Report answer questions 1–6.

Section 3 - CTE Course Details, Sequence and Curriculum

- “Yes” is selected to indicate a Program of Study.
- Postsecondary partnership information is provided, if applicable.
- Registered Apprenticeship information is completed, if applicable.
- Industry Valued Credential information is indicated, if applicable.
- Upload postsecondary articulation agreement.
- The course tab for each course in sequence is complete.
- All of the required Work-Based Learning information is entered.
- A syllabus for each course has been uploaded.

Section 4 - Advisory and Business, Labor Partnerships

- Dates for two advisory committee meetings held within the last year are entered.
- Information for both required and optional advisory committee members is entered.
- Meeting minutes with attendees indicated are uploaded.



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Section 5 - Career and Technical Student Organizations

- The appropriately aligned Career and Technical Student Organization (CTSO) for the program to be approved is indicated.

Section 6 - Statement of Assurance

- All information for Sections 1–5 was double checked, completed, saved, and “Finish” has been selected.
- District Authorized Official has e-signed the statement and selected “Finish.”
- The Chief School Administrator has e-signed the statement and selected “Submit.”