

Department of Labor and Workforce Development

Literacy Curriculum Approval Checklist

Instructions: Use this checklist to assess each of your literacy curriculum proposal(s) and to ensure that all necessary curriculum components have been developed. Your curriculum proposal must include the items identified in the check list below. **All literacy programs must be submitted to the Department of Labor and Workforce Development.**

	Items	Included		For DOL Use Only		Comment/Specific Deficiency
				Acceptable Yes	No	
1.	<i>Describe the specific targeted population.</i>					
2.	Program Title: Provide name or title of the program to reflect the specific literacy level of instruction the learner will receive.					
3.	Program Description: Provide a brief description of what the program is about, for whom it is intended, and its overall purpose.					
4.	Outline of Subjects/Complete Curriculum Documents: <i>Each curriculum must:</i> 1) Provide in narrative form a program description including the major elements of instruction of each course within the program; 2) Provide the necessary curriculum components, including subjects or topics, for each course within the program; 3) Provide Core Literacy Curriculum which should include instructional practices, such as but not limited to: phonemic awareness, systemic phonics, fluency, and reading comprehension; 4) Learning should be in real-life contexts to ensure that individuals gain the skills necessary to compete in the workplace; 5) Activities should be built on a strong foundation of research and effective educational practices.					
5.	Competencies/Objectives: Describe the occupational objectives and competencies to which the program is aligned. Provide the nationally recognized curriculum or industry standard to which the program is aligned.					
6.	Prerequisites Prior to Enrollment: List prerequisites for this program, including skills required and prior courses to be taken. Include the competencies that students need to meet prior to enrolling in the program.					
7.	Intensity and Duration: Classes must be of sufficient intensity and duration to enable the learner substantial learning gains. List in outline form the topic/subjects that will be covered. Include number of hours for each subject/topic and total instructional hours of the program.					
8.	Instructional Strategies: Describe the intended instructional methods to be used, audio/visual aids and other educational technology to be used.					
9.	Equipment and Supplies: Separately, list the equipment, tools and text materials that will be used in each course within the program necessary to fulfill the competencies and skills identified in Item 4.					
10.	Evaluation: Describe method(s) by which learners will be evaluated and identify the pre and post assessments to be used. Include the grading policy and a copy of any skill proficiency assessment instrument(s) to be used in the course/program. Provide specific techniques to be used to measure learner's progress and evaluations for each major element of instruction. Include examples of assessment tools to be used.					
11.	Enrollment: Estimate the maximum number of students you expect to enroll in each program.					
12.	Section J: Completed Section J Form for each program. Be sure to include the CIP Code, tuition and fees. Programs description as it will appear on the ETPL.					
13.	Instructional Staff: Department of Education New Instructor Checklist (<i>see attached</i>) completed and forwarded to privatecareerschools@doe.nj.gov for review.					

For DOL Use Only

_____ Program Specialist (<i>Signature</i>)	_____ Date
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DEPARTMENT OF EDUCATION NEW INSTRUCTOR APPROVAL CHECKLIST

13. Instructional Staff: Please complete and forward this checklist, along with documentation required below, to the Department of Education via email at privatecareerschools@doe.nj.gov, for review.

Minimum Qualifications:

- Proof of a high school diploma/GED; Proof of a College Degree will substitute for HS/GED
- Proof of successful completion of a curriculum and instruction course offered through an accredited college; and
- Competency in the subject(s) to be taught as demonstrated by possession of **one** of the following:
 - (A) An appropriate instructional certificate issued by the State Board of Examiners, or a comparable teaching certificate issued by a recognized certifying authority in another state with which the State Board of Examiners has reciprocity;
 - (B) An industry certification in the occupational area to be taught and at least two years of documented full-time employment experience in the occupational area within the past 10 years;
 - (C) A baccalaureate degree from a recognized institution with a major or specialization in the subject to be taught;
 - (D) Evidence of attainment of a journey person's status by possessing a certificate of completion of a registered apprenticeship training in the subject to be taught, with at least two years of documented full-time employment experience within the past 10 years;
 - (E) A certificate of completion in the occupational area to be taught from an approved private career school or hold the appropriate State-issued occupational license in the occupational area to be taught, and a minimum of two years of documented full-time employment in the occupation, within the past 10 years;
 - (F) An associate degree from an accredited college, with a major or specialization in the subject to be taught, and a minimum of two years of documented full-time employment in the occupational area to be taught within the past 10 years; or
 - (G) A minimum of four years of documented full-time employment in the occupational area to be taught within the past 10 years.