## MARYLAND’S PROCESSES AND CRITERIA FOR APPROVAL OF LOCALLY DEVELOPED PROGRAMS OF STUDY OR CAREER PATHWAYS

**Secondary Career and Technology Education (CTE) Programs of Study**

Maryland’s requirements for locally developed programs of study are located in the document titled: *Policies and Procedures for the Development and Continuous Improvement of Career and Technology Education Programs of Study* which can be found at this link: <https://msde.blackboard.com/webapps/blackboard/content/listContentEditable.jsp?content_id=_332253_1&course_id=_1332_1&mode=quick>. These policies clearly describe the documentation needed to submit a locally developed CTE program of study for State approval. State approval allows for the program to use federal funds to support its continuous improvement and upgrades, including curriculum and teacher professional development.

When a local Career and Technology Education (CTE) Program of Study (POS) at the secondary level is submitted to the Maryland State Department of Education (MSDE), it is shared with the CTE Program Review Panel for input. The CTE Program Review Panel consists of individuals representing the Maryland Higher Education Commission, Maryland Department of Commerce, the Maryland Department of Labor, Licensing and Regulation, the Governor’s Workforce Development Board, as well as other CTE Directors of secondary programs, parents, and labor and industry. Evidence of need in the career area is provided through labor market data. The Program Advisory Committee (PAC) assembled to provide input and guidance for the program must include a majority of representatives from business and industry. Postsecondary partners are required. Students must have options to earn industry-recognized credentials, if available and appropriate, as well as college credit as a component of the submission process. A Career and Technology Student Organization (CTSO) must also be identified for the program. The development of the proposed CTE POS must provide evidence of collaboration from its beginning stages to the submission of the proposed program. The CTE Review Panel provides feedback on the proposed CTE program by asking clarifying questions, making recommendations for improvements, or indicates that the program is not approvable because it does not meet the requirements as stated in the *Policies and Procedures for the Development and Continuous Improvement of Career and Technology Education Programs of Study.* A local school system has the option of (1) providing a response to the questions which could mean substantial changes to the initially proposed program, (2) requesting an in-person presentation to the CTE Review Panel, or (3) withdrawing the program proposal until all requirements are met.

**Postsecondary Career and Technology Education (CTE) Programs of Study**

The process for the development and approval of postsecondary CTE programs of study lies with the Maryland Higher Education Commission (MHEC), the governing body in Maryland for postsecondary programs. Requirements for program approval are provided at this link: <https://mhec.state.md.us/institutions_training/Pages/acadaff/programreview.aspx> A PAC is also a required component in order to meet CTE requirements. Only CTE programs which lead to a lower division certificate or an associate’s degree in the technical area (not transfer programs) are eligible to be submitted to MSDE once they are approved by MHEC, for inclusion on the list of eligible CTE programs that can use federal funds to support continuous improvement and upgrades, including curriculum and faculty professional development.