



AP 4102 Career Technical Education Programs

Consistent with federal regulations pertaining to federal financial aid eligibility, the Chief Instructional Officer will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The Chief Instructional Officer shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

Vocational Technical Education/Occupational Education or Career and Technical Education Programs are a sequence of courses that prepares students with the knowledge and skills that leads to entry level employment. The Governing Board shall approve all programs identified within this category.

Recognizing the high cost of vocational/career and technical education programs, the state has utilized federal funds (Carl D. Perkins) to help support the additional needs of these programs.

Each program receiving Carl D. Perkins funds shall have an advisory committee comprised of a majority of members from business and industry that meet at a minimum of one time each academic year. The advisory committee shall comprise employers, members of labor as appropriate, student graduates, and current students. Per Carl D. Perkins IV funding, each program receiving funding must undergo a program evaluation every 24 months.

The role of the business/industry advisory committee shall be to ensure that students receive the knowledge and skills necessary to enter a specific field of employment.

The chair of the advisory committee should be a member of industry and should serve a minimum of one year.

Chaffey College staff should take and transcribe minutes of all formal meetings and the minutes should be on file with the Vocational Technical Education Act (VTEA) Local Plan. Each Vocational/Career and Technical Education program should determine the methodology for documenting the competence of students completing the program as well as the level of preparation for entry level employment.

References: Title 5 Sections 55600 et seq.;



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2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition);

34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

WASC/ACCJC Accreditation Standard II.A.14

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