

Arkansas Department of Career and Technical Education Program Operational Guide

2018-2019 / 2019-2020



Arkansas Department of
Career Education

Career & Technical Education



Asa Hutchinson, Governor
Dr. Charisse Childers, Director

Table of Contents

State Standards	3
Program Approval	4
Facilities and Safety	5
Foundation Courses	6
Agriculture	7
Business and Marketing	19
Career Readiness/Work-Based Learning	40
Family and Consumer Sciences	45
Science, Technology, Engineering and Math (STEM)	57
Special Populations	68
Trade and Industry	76

2018 Arkansas Standards of Accreditation

ARCareerEd Defined Requirements

1-A.1.2 For Grades 5-8, all students shall receive instruction annually in each of the following content areas (S/P):

1-A.1.2.1 English Language Arts;

1-A.1.2.2 Mathematics;

1-A.1.2.3 Science;

1-A.1.2.4 Social Studies;

1-A.1.2.5 Physical Education;

1-A.1.2.6 Fine Arts;

1-A.1.2.7 Health and Safety; and

1-A.1.2.8 Career and Technical Education.

To comply with State Standard 1-A.1.2.8, ARCareerEd defines the foundation courses required for all Career and Technical Education (CTE) program as:

Courses 399050 Keyboarding 7-8 or KeyCode 399320 **and** 399280 Career Development shall be instructed in grades 7 or 8 annually. If a district wishes to offer Keyboarding at a grade level lower than grade 7, approval must be sought from ARCareerEd prior to implementation. This request should be submitted to the Program Coordinator of the Business and Marketing Education office.

**If a school currently has an approved transition plan in place which allows Keyboarding to be taught in a grade lower than 7, ARCareerEd will honor the provisions of the approved plan until such time as the school requests the plan be rescinded.*

1-A.1.3 For Grades 9-12, the following content areas shall be offered annually for a total of 38 units, except as otherwise allowed by law and these rules (S/P):

1-A.1.3.1 English Language Arts - 6 units;

1-A.1.3.2 Science - 5 units;

1-A.1.3.3 Mathematics - 6 units;

1-A.1.3.4 Computer Science - 1 unit;

1-A.1.3.5 Foreign Languages - 2 units of the same language;

1-A.1.3.6 Fine Arts - 3 ½ units;

1-A.1.3.7 Social Studies - 4 units;

1-A.1.3.8 Health and Safety Education and Physical Education - 1 ½ units; and

1-A.1.3.9 Career and Technical Education - 9 units of sequenced career and technical education courses representing three (3) occupational areas.

To comply with State Standard 1-A.1.3.9, schools must:

Offer 1 program of study from 3 different Occupational Areas annually. Each Occupational Area defines the required entry level (core) course for each program of study. Core courses must be offered annually.

Statement of Assurance

All vocational opportunities are offered without regard to race, color, national origin, sex, handicap, or age. The following civil rights laws protect individuals from discrimination in programs or activities receiving federal financial assistance:

- Title IV of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Age Discrimination Act of 1975

RELATED LINK: Go to the Department of Labor for assistance with specific laws and regulations, <https://www.dol.gov/whd/flsa/>

Program Approval Process

Annual Program Approval

If a program had full approval during the previous year and one of the following actions applies the following year, then the district will receive the program status indicated.

ACTION	STATUS TO RECEIVE
Critical Elements, including Safety Violations, received from previous Technical Assistance visit & improvement plan not approved (see list below)	Disapproval
No CTSO previous year	Conditional Approval
No program of study	Conditional Approval
No required foundations (reviewed by appropriate program area)	Conditional Approval
Meets all ARCareerEd policies and standards	FULL APPROVAL

If a program was conditionally approved during the previous year and one of the following actions applies the following year, then the district will receive the program status indicated.

ACTION	STATUS TO RECEIVE
Problems are corrected	FULL APPROVAL
Problems not corrected	Disapproval
Critical Elements received from previous Technical Assistance visit & improvement plan not approved (see list below)	Disapproval

Onsite Compliance Review (Technical Assistance Visit)

Onsite technical reviews are conducted on a five-year rotation. All information regarding these Technical Assistance (TA) visits can be found on the ARCareerEd website www.arcareered.org under Career & Technical Education, CTE Administration.

Minimum Facility Requirements

<http://arkansasfacilities.arkansas.gov/>

SAFETY

Space and special equipment for CTE laboratories are varied and unique. Safety should be of the utmost consideration at all times in planning a facility and locating equipment. Sufficient electrical power should be included to support major pieces of equipment in the lab, including a sufficient number of electrical outlets. OSHA standards shall be followed where applicable.

A student wash up area shall be provided. Proper exhaust and filtration of harmful fumes/dust shall be provided. The laboratory shall be zoned and color coded identifying specific work areas and pedestrian walkways. Large open areas for instructional activities shall be provided.

Caution must be exercised and enrollment must be limited so that an overcrowded situation does not occur. For the specifications for the laboratory areas, please see the Arkansas Facilities website listed above.

Minimum Start-up Equipment Requirements

Each Career and Technical Education (CTE) Occupational Program Area issues equipment lists annually. The equipment lists are considered the *minimum* equipment necessary for students to master the program area standards established by ARCareerEd. The current version of equipment lists applies to new programs being implemented during the school year in which the equipment lists are issued.

Equipment lists may be located at www.arcareered.org under Career and Technical Education, Occupational Program Areas.

Foundation Courses for All CTE Programs of Study

399050 Keyboarding
1 Semester Grade Levels: 7-8 (NO CREDIT)

Keyboarding is a one-semester course designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/keyboard characters. Emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques; development of speed and accuracy; basic problem-solving applications of centering and arranging reports, letters, and tables; proofreading; formatting; and proper care of the equipment. Keyboarding is a foundation for developing entry-level skills for business careers.

399320 KeyCode
1 Semester Grade Levels: 7-8 (NO CREDIT)

KeyCode is a one-semester course designed to cover the state keyboarding and computer science coding block standards. Emphasis is placed on the following: understanding the importance of Career and Technical Student Organizations (CTSO), soft skill development, operation and management of classroom equipment, touch typing method, simple document formatting, and the computer science coding block. A minimum of 5 weeks shall be dedicated to students using keyboarding skills as they relate to formulating algorithms as well as create, analyze, test and debug computer programs in order to solve real-world problems. A text based programming language is required to accomplish these tasks.

399100 Career Orientation
1 Semester Grade Levels: 7-8 (8th grade recommended) (NO CREDIT)

This foundation course for all programs of study uses hands-on activities and research to provide an opportunity for exploring careers in the 16 career clusters. Career preparation and development begins with the establishment of individual career and education plans. **(This course is planned to transition out, replacing it with Career Development.)**

399280 Career Development
1 Semester Grade Levels: 7 or 8 (8th grade recommended) (NO CREDIT)

This CTE foundation course is a one or two semester class for grades 7-8 designed to teach career development through research and understanding of self and the world of work for college and career readiness. Career research and decision-making with education and training plans for exploration and development will be core standards. Students will be knowledgeable of career options, and the personal skills, aptitudes, and employer expectations of future careers of choice. Students will identify personal traits and characteristics for a better understanding of self in their pursuit of finding a meaningful, fulfilling and rewarding career. Through better recognition and understanding of personal interests, values, aptitudes and abilities students can assess how they relate to the world of work in order to acquire the skills necessary for appropriate placement in the workforce. In addition, students will demonstrate the use of technology to gather information about careers and demonstrate an understanding of the ways in which work, family, and leisure roles are interrelated. Students shall develop a career focus with viable expectations for success based upon careful research, consistent planning and employment preparation.

Operational Guide for Career Readiness\Work-Based Learning

CAREER EXPLORATION AND PREPARATION

Why do career planning in your schools?

The Arkansas Department of Education Rules and Regulations Governing Public School Student Services states:

8.0 Documentation of Services

- 8.01 Each building based school site in all school districts shall submit annual reports indicating services provided through the Student Services Plan to the Department of Education.
- 8.03 Each school counselor serving students in buildings housing students in grades 8-12 shall provide a career planning process for each student. During the five-year process documentation of the information provided must be maintained as to whether the information was discussed with the student in individual or group settings. Each counselor is to develop a form to document these activities which can be used district-wide. A copy of the form and a statement of how services were provided must be submitted to the Department of Education as part of the annual report required in 8.01.

Student Organization

A career and technical student organization for seventh and eighth grade courses are optional. It is recommended that Career Orientation supports existing ARCareerEd student organization chapters.

MIDDLE/JUNIOR HIGH SCHOOL COURSES (Grade Levels 7-8)

Course Code	Middle School Elective	Credit	7th	8th
399100	Career Orientation	n/a	X	X
399280	Career Development	n/a	X	X

399100 Career Orientation

Credit: Grade Levels 7-8

This course is a foundation course that uses hands-on activities and research, providing an opportunity for exploring career clusters. It is the point at which educational development begins with the establishment of individual career plans. Students will identify personal traits and characteristics for a better understanding in their pursuit of finding a meaningful, fulfilling, and rewarding career. Career Orientation may be offered in the seventh or eighth grade (eighth grade recommended) for a minimum of one semester (60 seat hours), which can be offered either first semester or second semester. It may also be offered for an entire year. Refer to Standards.

399280 Career Development**Credit: Grade Levels 7-8**

Career Development is a replacement course for Career Orientation using technology applications in researching career planning, preparation, exploration and development, as well as organizing/presenting their research findings. A classroom equipped with computers is required for each student in the Career Development class. Students will be knowledgeable about the world of work, career options, and the personal skills, aptitudes, and expectations to complete the education and training requirements to enter into a future career. An instructor must have the 418 Career Development endorsement.

HIGH SCHOOL COURSES (Grade Levels 9-12)

Course Code	High School Offerings	Credit	9th	10th	11th	12th
493850	Keystone	.5	X	X		
493900	Career Readiness	.5	X	X	X	X
493880	College and Career Readiness *	.5	X	X	X	X
493910	Work Ready* (Formerly known as Career Ready 101 online)	.5	X	X	X	X
493890	ARCareerEd Career Cluster Senior Seminar	.5			X	X
493860	Internship	1			X	X
490200	Youth Apprenticeship - AG: Agriculture, Food, and Natural Resources	1			X	X
490210	Youth Apprenticeship - Bus: Finance	1			X	X
490220	Youth Apprenticeship - Bus: Hospitality and Tourism	1			X	X
490230	Youth Apprenticeship - Bus: Information Technology	1			X	X
490240	Youth Apprenticeship - Bus: Management and Administration	1			X	X
490250	Youth Apprenticeship - Bus: Marketing Sales and Services	1			X	X
490260	Youth Apprenticeship - Bus: Transportation, Distribution and Logistics	1			X	X
490270	Youth Apprenticeship - FCS: Education and Training	1			X	X
490280	Youth Apprenticeship - FCS: Hospitality and Tourism	1			X	X
490290	Youth Apprenticeship - FCS: Human Services	1			X	X
490300	Youth Apprenticeship - STEM: Architecture and Constructions	1			X	X
490310	Youth Apprenticeship - STEM: Health Science	1			X	X
490320	Youth Apprenticeship - STEM: Information Technology	1			X	X
490330	Youth Apprenticeship - STEM: STEM Cluster	1			X	X
490340	Youth Apprenticeship - T&I: Architecture and Construction	1			X	X
490350	Youth Apprenticeship - T&I: Arts, audio/Video Technology & Communications	1			X	X

490360	Youth Apprenticeship - T&I: Government and Public Administration	1			X	X
490370	Youth Apprenticeship - T&I: Health Science	1			X	X
490380	Youth Apprenticeship - T&I: Law, Public Safety, Corrections & Security	1			X	X
490450	Youth Apprenticeship – T&I: Manufacturing	1			X	X
490560	Youth Apprenticeship - T&I: Transportation, Distribution, and Logistics	1			X	X
490110	Pre-Apprenticeship I	1			X	X
490120	Pre-Apprenticeship II	1			X	X
490130	Pre-Apprenticeship III	1			X	X
49010	Pre-Apprenticeship IV	1			X	X

*NOTE: Courses 493880 (College & Career Readiness) and 493910 (Work Ready) are highly recommended to be offered to students in grades 11-12 due to the age requirement for the WorkKeys assessment.

493850 Keystone

Credit: .5 Grade Levels 9-10

The Keystone course is a one semester course offered in grades 9-10. This course is designed to help ninth and tenth graders successfully navigate high school. Students will receive instruction in self-realization, interpersonal skills, study skills, self-management skills, goal setting, and planning strategies. This transition course will create a sense of belonging among students by having them become productive citizens of their school and community. Students will receive guidance in investigating their own interests, values, and aptitudes in relation to possible Career Pathways with life-long learning and will begin developing a flexible education plan for high school and beyond.

493900 Career Readiness

Credit: .5 Grade Levels: 9-12

Career Readiness is a one semester course offered in grades 9-12. It focuses on career preparation skills, interpersonal skills, problem solving, critical thinking skills, teamwork, self-management, communications skills, and technology skills. Emphasis will be placed on employable skills in job application and job search. Each student will develop a career portfolio.

493880 College and Career Readiness

Credit: .5 Grade Levels: 9-12

College and Career Readiness is a one semester course offered to students in grades 9-12. However, it is highly recommended for students in grades 11-12 due to the age requirement for the WorkKeys assessment. The course content shall reflect postsecondary education and training opportunities for success at the college level or employable level. It focuses on WorkKeys skills including Graphic Literacy, Applied Mathematics, and Workplace Documents. The online computer-based KeyTrain curriculum is required to prepare students for the ACT WorkKeys assessments for the Arkansas Career Readiness Certificate. Students must be at least 16 years of age, successfully pass level four or higher in KeyTrain Career Ready 101 curriculum, and have a Social Security number to take the ACT WorkKeys assessments. The curriculum, assessments, and Career Readiness Certificate (CRC) are provided free of charge to the school and to the student. WorkKeys assessment takers must also register online with the Arkansas Joblink system in the Department of Workforce Services.

Referral reports must be sent to the state office and arrangements must be made with ACT WorkKeys proctors to help students earn the CRC.

493910 Work Ready**Credit: .5 Grade Levels 9-12**

This is a course offered totally online for high school students in grades 9-12. However, it is highly recommended for students in grades 11-12 due to the age requirement for the WorkKeys assessment. This course can be used as an elective toward completer status in any of the career and technical programs of study. The curriculum for this course is the same as Career Readiness (493900) with the addition of the WorkKeys skills of Graphic Literacy, Applied Mathematics, and Workplace Documents from College and Career Readiness (493880).

493890 ARCareerEd Career Cluster Senior Seminar**Credit: .5 Grade Levels 11-12**

ARCareerEd Career Cluster Senior Seminar is a one semester course offered to students in grades 11-12. This course is designed to help career and technical education students successfully transition from high school to a postsecondary education and workplace. Senior Seminar should be used to culminate and advance a high school career and technical student with plans to continue the pathway of study at the postsecondary level, go directly into the workforce with necessary employment credentials, or enter the military. The program is designed to be a community experience within the focus of a career pathway to gain in-depth knowledge and understanding of the industries related to the technical skills developed.

Senior Seminar is a course that focuses on progressive development and self-promotion through experiential learning to improve one's profile. One-third of designed activities should give students work-based experience, one-third exploratory research, and approximately one-third instructor-led guidance, explanation, and facilitation. Activities shall include campus tours, diversity awareness, education planning and choosing a major area of study, time management, setting education and career goals, note taking and study skills, test anxiety, necessary technology skills, social media, and health and wellness.

493860 Internship**Credit: 1 Grade Levels: 10-12**

The Internship course is a paid or unpaid experiential learning experience that integrates knowledge and theory learning in the classroom with practical application and skills development in a professional setting. The course will serve as an introductory work experience course for 10-12 grade students. A student may enroll in the Internship course for up to two years and earn a maximum of four credits. This course is not considered eligible for employer tax credit, and it is not considered an elective course for concentrator status. The Internship course includes both classroom instruction and worksite experience. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields, and it gives employers the opportunity to guide and evaluate talent (2018 Advance CTE, Career Technical Education Glossary). The student and Internship teacher must develop an Internship agreement. The Internship teacher and the workplace mentor will evaluate the student. The students must be employed prior to enrolling in the class or at the end of the second week of school. Students who are not employed by the end of the second week must be withdrawn from the class.

INTERNSHIP TEACHER SUPERVISION PERIOD REQUIRED

1. One supervision period for 1-25 students
2. Two supervision periods for 26-50 students
3. Three supervision periods for 51 or more students.
The conference/planning period may count as one of the three (3) supervision periods.

**Please refer to the Internship Instructor Manual for specific details..*

(Multiple – See Above Table) Youth Apprenticeship

Credit: 1 Grade Levels: 11-12

The Youth Apprenticeship course is offered to students in grades 11-12. To be eligible, students must:

- be at least 16 years of age.
- be in good academic standing.
- be currently enrolled or have completed at least two courses in an approved Program of Study.
- have a career action plan that includes courses in an approved Program of Study.

This course is eligible for an employer tax credit.

The Youth Apprenticeship course is designed to assist students in their specific career focus areas and to help them successfully transition from school to career. This course will be considered as an elective course in becoming a concentrator. This must be a paid work experience. Youth Apprenticeship is a CTE career pathway worksite learning option, designed for high school students, that includes a combination of classroom instruction and paid worksite experience that culminates in a portable credential of value (2018 Advanced CTE, Career Technical Education Glossary). It is a structured learning experience at the worksite for a specific timeframe that leads to a career (Workforce Innovation and Opportunity Act). A student may enroll in a Youth Apprenticeship course for up to two years and earn a maximum of four credits. This course requires high-quality supervised learning opportunities for students at both the worksite and integrated academic teaching and learning in the classroom. Competency-based measures are required for evaluating student progress. The structure includes a strong business partnership that links the course and its participants to current resources, information, and guidance from industry professionals. Required classroom and worksite experience specifically tailored to meet the needs of individual students is required. The student and Youth Apprenticeship teacher must develop a detailed training plan. Guidelines for this course must be followed and documented. The Youth Apprenticeship teacher and the worksite supervisor will evaluate the student. The students must be employed prior to enrolling in the class or at the end of the second week of school. Students who are not employed by the end of the second week must be withdrawn from the class.

YOUTH APPRENTICESHIP SUPERVISION PERIOD REQUIRED

1. One supervision period for 1-25 students
2. Two supervision periods for 26-50 students
3. Three supervision periods for 51 or more students.
The conference/planning period may count as one of the three (3) supervision periods.

**Please refer to the Youth Apprenticeship Instructor Manual for specific details.*

490110 Pre-Apprenticeship I

490120 Pre-Apprenticeship II

490130 Pre-Apprenticeship III

490140 Pre-Apprenticeship IV

Credit 1: Grade Levels: 11-12 (At Least 16 years of age)

The Pre-Apprenticeship program is a paid program designed to prepare students for entry into a Department of Labor registered apprenticeship program. Instruction may vary in length and scope and may include basic skills training, academic skills remediation, or an introduction to the industry. Completers of this program may be given preferential consideration for entry into an apprenticeship program and/or applied time served or credits earned toward fulfilling program requirements (2018 Advanced CTE, Career Technical Education Glossary).

This course is eligible for employer tax credit.

The Pre-Apprenticeship must be sponsored by a least one Department of Labor registered apprenticeship program. Pre-Apprenticeship programs must follow the guidelines provided by the Arkansas Apprenticeship Coordination Steering Committee, the Arkansas Department of Commerce, and Office of Skills Development.

PRE-APPRENTICESHIP SUPERVISION PERIOD REQUIRED

1. One supervision period for 1-25 students
2. Two supervision periods for 26-50 students
3. Three supervision periods for 51 or more students.
The conference/planning period may count as one of the three (3) supervision periods.

**Please refer to the Pre-Apprenticeship Instructor Manual for specific details.*