



Process for Career and Technical Education satellite program approval

The affiliated unit that wishes to operate a satellite program must submit a written request to the governing body of the Career and Technical Education (CTE) center that they are affiliated with.

Title 20-A: EDUCATION Chapter 313: CAREER AND TECHNICAL EDUCATION

§8403-A. Satellite programs

1. Authority for career and technical education satellite programs. An affiliated unit may operate a career and technical education satellite program with the approval of the commissioner pursuant to subsection 2.

2. Procedure for authorizing career and technical education satellite programs. Any affiliated unit that wishes to operate a career and technical education satellite program shall submit a written request to operate such a satellite program to the governing body of the center with which the unit is affiliated. The request must fully document the perceived need for the operation of a satellite program. The governing body of the center with which the unit is affiliated shall consider the request and forward its recommendation to the commissioner concerning whether that request should be approved. The commissioner shall act on the request pursuant to section 8306-B.

The following questions should be answered for documenting the need for a new satellite program.

- Is the program being proposed currently being offered by the CTE School?
- Is the CTE schools current program at student enrollment capacity with a waiting list?
- Is the travel to the CTE School excessive?
- Are there other barriers to consider that impedes a student's access to CTE?
- Is the potential satellite school willing and able to handle sending school students from all affiliated sending schools in the CTE schools catchment area? (Statute)
- Can the potential satellite program school afford to subsidize the CTE program for 2 years? (current law)
- Has the governing school board of the CTE school and the potential satellite school endorsed and approved the request? (requirement for approval, Maine rule chapter 232)

The potential satellite program must be able to provide the justification, local approval requirements and employment and student need surveys required by CTE program approval according to 05-071 Maine Department of Education Rule Chapter 232:

Requirements for Maine DOE CTE program approval per 05-071 Maine Department of Education Rule Chapter 232

II. JUSTIFICATION FOR OFFERING THE COURSE/PROGRAM

- A. Employment opportunities
 - 1. Local survey
 - 2. Federal/State statistics
- B. Student needs
 - 1. Occupational preference survey
 - 2. Students to be served

III. ORGANIZATION OF COURSE/PROGRAM

- A. General Requirements
 - 1. Application must indicate compliance with this document and the following Public Laws and DE regulations as stated in
 - a. P.L. 95-524 (Cart Perkins Vocational Education Act)
 - b. Title 20-A MRSA and DE implementing rules Chapter 125 and 127 of the Education Reform Act
 - c. Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Also, vocational education program guidelines for eliminating discrimination and denial of services on the basis of race, color, national origin, sex and handicap (1979) (Appendix D and Appendix E)
 - d. P.L. 94-142 (Special Education)
 - e. Other subsequent or applicable acts
 - 2. Applications which utilize field-based training must be in compliance with all state and Federal Labor laws and all applicable civil rights and affirmative action legislation affecting schools and employers. References: "Guidelines for Job Training Programs," Maine Dept. of Labor, Bureau of Labor Standards; "Jobs and Youth: # Guide to Laws, Regulations, and Resources in Maine," Dept. of Manpower Affairs; and "Field Placements" in Appendix A of this publication.
 - 3. Proposals must reflect compliance with all applicable safety laws and regulations.
 - 4. Facilities must be in accordance with State Board of Education School Building Construction Rules.
- B. Length of course - number of weeks/number of hours/periods per week; total number of hours or core competencies equivalent
- C. Grade placement of enrollees
- D. Number to be served (**per section, per grade level**)
- E. Description of curriculum content including local minimum core competencies and State curriculum guidelines
- F. Student organizations to be offered

IV. PROGRAM PLANNING

- A. Who was involved?
- B. Local endorsements including approval dates
 - 1. School Board(s) or Cooperative Board
 - 2. Center Advisory Committee
 - 3. Program Advisory Committee
 - 4. Other

V. FACILITIES

- A. Description of facilities needed or to be used
- B. Compliance with School Building Construction Rules (**Assurance**)
- C. Accessibility (**Assurance**)

VI. EQUIPMENT

- A. List major equipment
 - 1. to be purchased
 - 2. to be utilized (source)

VII. TOTAL EQUIPMENT AND OPERATING COSTS

- A. Equipment
- B. Estimate total annual operating cost
 - 1. Salaries and fringe benefits
 - 2. Supplies
 - 3. Maintenance
 - 4. Equipment rental
 - 5. Texts and instructional materials
 - 6. Staff development and training
 - 7. other

VIII. QUALIFICATIONS NEEDED BY THE TEACHER

- A. Licensing and Certification requirements
 - 1. Application must indicate the Licensing and certification requirements necessary for the instructors of the proposed program as outlined in program approval standards in this publication.

IX. CRITERIA TO BE USED FOR THE SELECTION OF ENROLLEES (See the Guidelines for Screening in Appendix H, Maine Rule Ch. 232)

XI. PROGRAM ADVISORY COMMITTEE

- A. List names and organizations represented
- B. List dates of meetings and summarize results
- C. Describe how the Advisory Committee will be used in the future

State statues requirements for Maine DOE CTE satellite programs

Title 20-A: EDUCATION

Chapter 313: CAREER AND TECHNICAL EDUCATION

Subchapter 3: CAREER AND TECHNICAL EDUCATION CENTERS

§8403-A. SATELLITE PROGRAMS

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3. Financial responsibility for satellite programs. A unit operating a satellite program shall assume full financial responsibility for paying the operating costs of that program and the unit is entitled to receive the state subsidy and tuition income for the program.

4. Facilities and equipment; school construction aid. A unit that operates a satellite program:

- A. Shall furnish the necessary facilities and equipment for the satellite program; and
- B. Is eligible for school construction aid if new facilities for the satellite program are required and approved.

5. Employment of teachers. The superintendent of a unit operating a satellite program shall, in consultation with the career and technical education director of the center with which the unit is affiliated, employ teachers for that satellite program in accordance with the procedures established by section 13201.

6. Supervision. The superintendent of a unit operating a satellite program shall, in consultation with the career and technical education director of the center with which the unit is affiliated, supervise personnel working for that satellite program.

7. Part-time instructors. A unit operating a satellite program may employ part-time instructors for such a program. A part-time instructor may be employed at separate satellite programs operated by different units. Such a part-time instructor employed at separate satellite programs operated by different units may be employed separately by each unit or employed solely by one unit under a reimbursement arrangement, approved by the commissioner, involving all units where that instructor is employed.

8. Access. A unit that operates a satellite program shall allow access by students from units affiliated with the career and technical education center or region.