# 05-071 DEPARTMENT OF EDUCATION

Chapter 231: VOCATIONAL PROGRAM APPROVAL PROCEDURE

SUMMARY: This chapter consolidates vocational program approval and funding policies and procedures.

1. General Approval

 A. All state subsidized vocational instructional programs shall be approved by the State Board of Education prior to implementation.

 B. Local Educational Agencies

 1. An application from a local board of education for vocational education programs will be submitted to the Associate Commissioner of Vocational Education. The application will be reviewed by members of the State Board staff and appropriate action (approval, disapproval, or deferral) will be recommended to the Associate Commissioner of Vocational Education.

 2. The following procedures for processing local applications for vocational programs, services, and activities shall be utilized:

 a. The application shall be submitted by the local educational agencies.

 b. Applications shall be submitted to the Associate Commissioner of Vocational Education.

 c. Application shall be reviewed by the Associate Commissioner of Vocational Education.

 d. Applications shall be verified by State staff consultants.

 e. Decision for approval, disapproval, or deferral will be made by state staff consultants and Associate Commissioner of Vocational Education.

 f. Any applicant dissatisfied with final action with respect to any application for funds shall be given reasonable notice and opportunity for a hearing.

 1. Applicants shall be notified of their right to a hearing as a part of the notice of action taken upon their applications.

 2. Hearings will be scheduled within thirty (30) working days from receipt of the request.

 3. Hearings will be public and there will be a written record of the proceedings.

 4. Hearings will be conducted by the Associate Commissioner or his delegate.

 5. Decisions shall be submitted to the petitioners in writing within fifteen (15) working days from the date of hearing.

 g. The local educational agency shall have the opportunity of submitting within thirty (30) days after notification of disapproval, a revised plan or part of a plan for vocational education.

 C. The Criteria for Determining Relative Priorities of Local Applications shall be:

Factor I

 1. The Department of Commerce and the Bureau of Census were contacted for information on the concentration of low income families. This information was used to determine the concentration of low-income families for each county of the State. The counties were identified with the highest number of low-income families to the lowest number of low-income families in numerical order and given a weighted value as to the number of low-income families in each county. This determined Factor I of the formula.

 COUNTY FACTOR COUNTY FACTOR

 01 Androscoggin 9.0 09 Oxford 9.9

 02 Aroostook 16.3 10 Penobscot 9.9

 03 Cumberland 7.9 11 Piscataquis 10.6

 04 Franklin 9.0 12 Sagadahoc 10.8

 05 Hancock 12.0 13 Somerset 12.1

 06 Kennebec 7.8 14..Waldo 12.1

 07 Knox 11.3 15 Washington 19.0

 08 Lincoln 12.0 16 York 9.2

Factor II

 2. The Department of Education requested from the Bureau of Taxation the State valuation of each town in the State of Maine. This figure was then divided by the number of pupils living in each town to determine the relative ability to pay. This information was then weighted so richer towns would receive a lesser value (amount) on the index scale. This determined Factor II of the formula.

PER PUPIL VALUATION FACTOR PER PUPIL VALUATION FACTOR

 500,000 & Up 1 60,000 - 69,999 9

 400,000 - 499,999 2 50,000 - 59,999 10

 300,000 - 399,999 3 40,000 - 49,999 11

 200,000 - 299,999 4 30,000 - 39,999 12

 100,000 - 199,999 5 20,000 - 29,999 13

 90,000 - 99,999 6 15,000 - 19,999 14

 80,000 - 89,999 7 10,000 - 14,999 15

 70,000 - 79,999 8 0 - 9,999 16

 (Example)

 \*UNITS (L.E.A.)

 Augusta

 Valuation Pupils Per Pupil Valuation Factor I Factor II Total Factor

 $274,700,000 3,934.0 $69,827.15 7.8 9 16.8

 Caribou

 Valuation Pupils Per Pupil Valuation Factor I Factor II Total Factor

 $113,600,000 2,644.5 $42,957.08 16.3 11 27.3

 \*Each Unit (L.E.A.) is rated in the above manner for the entire State.

 3. Funding allocations shall be determined by:

 a. When proposals are approved, all of the total factors for each of the units are added together.

 (Example)

 Augusta 16.8

 Bath 19.8

 Biddeford 18.2

 Caribou 27.3

 Lewiston 18.0

 SAD #46 -

 Dexter 21.9

 504.3 (Grand Total)

 b. The amount of funds to be allotted to the program area (such as secondary, handicapped and disadvantaged programs) are divided by the total factors for each of the approved units.

 (Example) $325,000 / 504.3 = 644.457

 $325,000 Amount allotted for secondary

 504.3 Grand total of factors

 644-457 Common index

 \*This determines a common index for each program area.

 C. The common index for each program area is then multiplied by the total factor of each unit (L.E.A.) requesting funds. (A dollar amount will be determined for each unit (L.E.A.) by following this procedure.)

 (Example)

 Augusta - 16.8 X 644 -457 = $10,826.87

 Caribou - 27.3 X 644 -457 = $17,593.67

 d. When RFP's are received for handicapped and disadvantaged programs, the request that serves the most students will be considered first.

 D. Each secondary center or region requesting funding under the Basic. Grant shall certify annually that the following requirements have been met, are on file at the local level and are available for review on submission to State and federal agencies upon their request.

 1. Budget estimates with supporting justification.

 a. Actual annual budget costs for prior year operations.

 b. A complete financial statement of amounts and sources of available funds for each instructional program and for the total vocational program.

 2. Five year enrollment projections.

 3. Five year construction and equipment needs projections.

 4. Five year projections on vocational enrollments from private, non-profit schools for each instructional program.

 5. Five year projections on vocational enrollments by students of limited English-speaking ability, by instructional program.

 6. Documentation that representatives of other related educational and training resources within the geographical area served by the instructional programs have been involved in all five-year planning efforts.

 7. Evidence that all vocational programs are conducted without discrimination.

 8. Written vocational program educational objectives that can be readily evaluated.

 9. Identification of other services or activities conducted in that vocational program.

 10. For each instructional program, written objectives indicating that the program will prepare students for direct or related employment.

 11. Evidence that active craft/advisory committees exist for each instructional program.

 12. Evidence that instructional program objectives and curriculums are reviewed annually by its craft/advisory committees for relevance and currency.

 13. Evidence that each instructional program has been evaluated each year and that program evaluation, commendations and recommendations are on file.

 14. Evidence that a full, in-depth, self evaluation and an appraisal by a visiting team has been conducted every five years (may be correlated with and accepted by the Regional Accrediting Agency in lieu of).

 15. A current equipment inventory record (processed by state computing agency).

 E. Procedure for Adding a Instructional Program

 1. Prepare an application using the justification Guide Sheet. (See Appendix A, Standard Criteria for the Approval of Vocational Education programs).

 2. Submit completed application to the Secondary Vocational Associate Commissioner of the Bureau of Vocational Education.

 3. All applications will be reviewed by the State staff of consultants and a recommendation for approval, disapproval, or deferral will be made to the State Board of Education.

 F. Procedure for Dropping a Instructional Program

 Any secondary vocational school having a occupational course with less than 10 high school students per section enrolled for two consecutive years shall take the following steps:

 1. Establish a committee consisting of a representative from the office of the superintendent of schools,\* the advisory or cooperative board, the principal, the vocational director, an instructor at the regional technical vocational center, and a representative of the sending schools.

 For the purpose of:

 a. reviewing the justification of program(s)

 b. recommending either continuation, discontinuation, or a modification of the program(s)

 2. Implement the recommendations of the study committee.

 Decisions reached on the discontinuance of a course may be appealed to the Bureau of Vocational Education by any administrative unit responsible for a regional technical vocational center if it feels the decisions of the study committee are unjust.

 \*The representative from the superintendent's office applies only to the fourteen centers. In the eleven new regions this should be substituted with a representative from the superintendent's advisory committee.

 (In the absence of compliance with number 1, the Bureau will take whatever action is necessary to insure efficient and effective programming).

 G. (Amended) Procedure for Creating New Administrative Positions

 When applying for approval of new positions other than regular classroom instructors, the following criteria should be met. This information should be submitted in conjunction with budget request:

 1. Justification for new position.

 2. Detailed description of duties and responsibilities included in the position.

 3. Proposed salary for this position.

 4. Qualifications of candidate for new position.

 The normal process for implementation is to:

 1. Develop the concept including the four considerations listed above.

 2. Obtain local program and budget approval.

 3. Submit to the Bureau for State approval.

 H. Minimum Time Requirements for Vocational Programs

 It is normal procedure to require vocational programs to be at least 45 to 55 minute periods in length five days per week for two years. However, this requirement may be waived when it can be met in different blocks of time. Requests for such waivers to the Bureau of Vocational Education should be accompanied by a detailed rationale for the proposed change.

2. Postsecondary Vocational Education

 The general application procedure for vocational programs shall apply except that:

 A. Whereas students attending VTI's come from all parts of the state and whereas the state has a high occurrence of families with below average income, the distribution of funds to the VTI system will be considered as one.

 B. Joint program screening and approval process:

 The Screening Committee is charged with the responsibility of guaranteeing against undesirable duplication, promoting joint program planning between the University (referring to any and all campuses of the University of Maine system) and the Vocational Technical Institutes (referring to any and all campuses of the Vocational Technical Institutes) and encouraging both institutions to share resources, facilities and staff, as appropriate.

 The following approval procedures have been developed to carry out this responsibility.

 1. When either the University or the Department of Education (hereinafter called Department) considers a new program, the respective University campus or Vocational Technical Institute site will complete an intention to plan.

 a. The "Intent to Plan" form for less than baccalaureate, catalogued programs for the University is sent from the campus to the Vice Chancellor for Academic affairs. After review by the University Program Review Committee, the Vice Chancellor will send the Intent to Plan to the Screening Committee with comment, or if considered already," the Intent to Plan is returned to the campus (University) with an explanation for the action.

 b. The "Intent to Plan" form for less than baccalaureate, catalogued programs for the Vocational Technical Institutes is sent from the campus to the Associate Commissioner for Vocational Education. After review by a meeting of the Vocational Technical Institute Directors and approval by the Associate Commissioner for Vocational Education, it is sent to the Screening Committee with comment, or if not considered "ready," the Intent to Plan is returned to the campus (Vocational Technical Institute) with explanation for the action.

 2. Each "Intent to Plan" forwarded to the Screening Committee by the University or the Department will include a detailed transmittal letter indicating the specific recommendations of the Program Review Committee (University) or Directors (Vocational Technical Institute) developed in the initial screening process.

 3. The Screening Committee acknowledges receipt of the "Intent to Plan" and forwards copies of the plan to all the campuses-University and Vocational Technical Institute -with a request for institutional reactions to the "Intent to Plan," within a three-week period of receipt of the copy of the Plan.

 4. When an "Intent to Plan" is placed on the Screening Committee agenda for action, the person responsible for planning the program and any party that has a vested interest in the program or has any questions regarding the program may be invited to the Screening Committee meeting. All sessions are open. All business is recorded by a part-time secretary to the Committee who receives mutual support from the Department of Education and from the University of Maine.

 5. The Screening Committee will meet three or four times a year on a published schedule and all requests for programs will be submitted to the Screening Committee forty-five (45) days prior to each Screening Committee meeting. Special meetings may be called by the ex-officio Screening Committee representatives in those special situations that require immediate action.

 In each request, the Committee reviews and discusses the "Intent," written responses/reactions from other institutions, and all information relevant to the proposed plan for a new program. The Screening Committee determines whether or not the program meets the three criteria:

 a. to guarantee against undesirable duplication;

 b. to promote joint planning; and

 c. to achieve a sharing of resources, facilities, and staff as appropriate.

 If continued planning is approved, the Vocational Technical Institute or University campus is so notified in writing at the same time it receives a critique of the "Intent to Plan." If an "Intent" is not approved, an applicant agency can submit a written appeal to the two ex-officio members of the Screening Committee. They will jointly review the appeal and render a decision within ten (10) days of its receipt. In the instance they cannot reach agreement the problem will be forwarded to the Commissioner/Chancellor for review and action within thirty (30) days.

 Once an "Intent to Plan" has been approved the applicant agency has three months to submit the proposal to the Screening Committee. The applicant agency can request one automatic extension (of three months) but if the completed proposal cannot be readied within a six-month period the Intent to Plan as approved is no longer in effect, and the University campuses and Vocational Technical Institute locations will be so notified.

 A written record will be maintained and attached to the "Intent to Plan" as part of the file of the applicant institution. A copy of Screening Committee action will be sent to the applicant institution, as well as to offices of the Commissioner and the Chancellor.

 6. The proposal, once developed, must be submitted directly to the Screening Committee for review and approval. In its proposal review it is a task of the Screening Committee to be assured that the document follows the recommendations offered as part of the critique of the Intent to Plan. Support of the proposal by the Screening Committee is contingent upon:

 a. A full response to questions or issues raised by the Screening Committee; and

 b. Detailed justification for the program.

 7. The Screening Committee reports its action (acceptance, rejection, or referral for further action) with accompanying rationale to the Vice Chancellor or to the Associate Commissioner, with a copy to the institution submitting the proposal. In cases of acceptance the recommendations of the Screening Committee are sent by the Chancellor or Commissioner to the respective Board of either the Vocational Technical Institute or the University of Maine for their formal approval.

 8. In the event that the applicant agency does not agree with the findings of the Screening Committee and agreement cannot be reached, than an appeal of the issue, with complete documentation, may be submitted to the Chancellor and Commissioner for resolve.

STATUTORY AUTHORITY: PL 94-482 - MRSA, Title 20, Section 2356A, Section 2356G

EFFECTIVE DATE: June 21, 1979

EFFECTIVE DATE OF PERMANENT RULE: August 30, 1979

EFFECTIVE DATE (ELECTRONIC CONVERSION): May 19, 1996

APAO WORD VERSION CONVERSION (IF NEEDED) AND ACCESSIBILITY CHECK: July 15, 2025