

Home Economics Careers and Technology

**PROGRAM IMPROVEMENT AND
PROGRAM OF EXCELLENCE CERTIFICATION**

Chairperson/Lead Teacher Checklist For Validation Review

ACTIVITY	ARRANGEMENT
Staff determines that the program is ready for Validation Review. Visitation date is set.	Date of Validation Review:
Chairperson contacts HECT Regional supervisor and sends required documents. (see OV-3, Step 10).	Selected Certification documentation is reviewed prior to the visit.
Chairperson communicates the date and explains purpose of the review and the interviews to appropriate administrators, counselors, etc.	<input type="checkbox"/> Principal/Administrator <input type="checkbox"/> District/ROC/P Administrator <input type="checkbox"/> Counselor(s) <input type="checkbox"/> Advisory Committee Member <input type="checkbox"/> Other(s) _____
A Visitation Schedule is developed (see CT-11 for example). Copy of schedule is sent to HECT Regional Supervisor. Determine locations of meetings, interviews, and Documentation File review.	Work Room Area: Certification Documentation File Location: Department Room: Counselors(s) Interview: Teacher Interview(s): Student Interview(s): Principal/Site Administrator Interview(s): Advisory Committee Member Interview(s):
Chairperson organizes the Certification Documentation File. (see list of suggested documents CT- 8/9)	Certification Documentation File Completed:
Gather other appropriate materials for review and have ready upon arrival.	Other materials:
Assure that staff, room, and time arrangements shown on visitation schedule are confirmed.	Confirmed with: Confirmed on: